Effort Reporting System
Requirements Group
Notes of the May 10, 2007 Meeting
Revised June 14, 2007   Accepted June 14, 2007

The meeting was convened as a conference call. Attendees: Evelyn Balabis (UCLA), Connie Brown (UCLA), Maurice Taylor (UCLA), Rochelle Caballero (UCLA), Cynthia Kane (UCB), Erica Webber (UCSF), Zoanne Nelson (UCSF), Buck Marcussen (UCD), James Ringo (UCD), Mark Cooper (UCSD), Ashley Clipson (UCSD), Pixie Ogren (UCOP), and Jon Good (UCOP)

Review of 4/12/2007 Meeting Notes

The April 12, 2007, meeting notes were accepted without revision.

Follow-ups from Previous Meetings

Management Group Report

The Management Group meeting of 5/9/2007 was cancelled for lack of a quorum.

Jon Good reported the following information about Base ERS releases:

Release 8, featuring Compliance Monitoring Reporting, was issued on April 13th as planned.

Two additional releases are currently planned:

- Release 8.1 is planned for release in mid-June. The highlight enhancement for this release is support for multiple co-PIs, in addition to several bug fixes and minor enhancements.

- Release 8.2 is planned for release around the 3rd week in July. The highlight enhancement for this release is the implementation of weighting 11/12 pay, which will facilitate combination of summer pay into a regular reporting cycle. As the opportunity arises, bug fixes and minor enhancements will be included in this release.

Jon asked whether any of the campuses have developed the numbers on PIs certifying multiple effort report, a follow up to discussion of Enhancement Request #515 on the April conference call. San Francisco reported that they had developed numbers prior to the April conference call. San Diego and Berkeley are waiting for the raw data from UCOP. **Jon will find out the status on getting the raw data to campuses, as well as confirm that the query statements were sent to Davis and Los Angeles.**

Implementation Status

Prior to the call, Mark Cooper requested campus status reports include a response to this
question: How is each campus planning on handling multi-location appointments?

- Davis – James Ringo reported that Davis has achieved a little more than 50%
  effort report certification as of yesterday and has a goal of 100% completion by
  around May 16. There have been numerous communications with campus
  constituents. Davis is also providing daily Question & Answer sessions of about 1
  hour duration where department Effort Reporting Coordinators and reviewers can
  drop in and go over specific problems. For the two weeks that these sessions have
  been available, anywhere from 5-15 people drop in to each session, most of whom
  have been department coordinators. Buck Marcussen reported that some effort is
  being expended to get PIs that have not certified into the department for one-on-
  one sessions to resolve questions/issues or for training that will enable the PIs to
  certify.

  The current Davis Effort Reporting Cycle covers the period 7/2006-12/2006 and
  includes staff and faculty.

  Multi-location Appointments – Davis is thinking about how to deal with multi-
  location appointments. No solution is in place yet.

- Berkeley – Cynthia Kane reported that Berkeley is currently in the preliminary
  user testing phase, which is scheduled to conclude in a few days. However, this
  testing phase may be extended to end of May to allow time to work through
  sufficient testing. Berkeley is still on track to begin its pilot in production with a
  small number of departments and schools on June 15th.

  Multi-location Appointments – Berkeley hasn't wrestled with the question yet.
  Only a handful of individuals have multi-location appointments

- San Diego – Ashley Clipson reported that San Diego is still on track to go live in
  production with 6 departments in the middle-of-June. Recruitment is underway
  for the next set of departments to go live in production with the next quarterly
  cycle. Up to 15 additional departments are desired for the next cycle.
  Approximately 50 of 100 UCSD departments have research projects requiring
  effort certification.

  Multi-location Appointments – San Diego is exploring how to handle multi-
  location appointments. No solution is in place yet.

- Los Angeles – Evelyn Balabis reported that Los Angeles has finished its latest round of testing and has put Release 7.4 in production. To catch up on effort reporting, Summer, Fall, and Winter cycles will all be run concurrently and be made available on Monday 5/14.

  Multi-location Appointments – This hasn't been settled, but it looks like the primary PI will certify effort for individuals from other campuses involved in the PI's project.

- San Francisco – Erica Webber reported that San Francisco went live on April 16th, providing ERS to departmental coordinators. On 5/1 ERS was opened up to faculty and other certifiers. The current reporting cycle, for July-December 2006 effort, ends on May 25th. Zoanne Nelson mentioned that as of the end of the first week in production, about 10% of all effort reports have been certified. Drop-in labs, like the ones Davis is running, are planned to be available daily during the last week of the cycle.

  The winter cycle, covering January-March 2007, will be opened at the end of May (5/31) for staff. Academics and senior executives will be certified on a semi-annual cycle.

  Multi-location Appointments– there are no known cases of multi-location individuals, so no plans are on the boards to address this.

Pixie reported that there is a training module devoted to describing the various methods of handling multi-campus appointments.

Several campuses reported various audits underway involving scrutiny of many effort reports for possible disallowances.

Enhancements Requests Review

Continuing discussion from the April 12th conference call, and with mock-ups provided by Davis (distributed via email on April 27th), the following enhancement requests were reviewed:

- #990 – "Sorting options for effort report list"

  Davis has requested that an option be provided on the effort report itself to change the sort sequence to "by fund" if so desired. A sort on fund would enable the Davis campus to bring together salary and cost shared effort at the same place on the report.

  All campuses agreed with the proposed enhancement.

- #991 – "Add home department to effort report list"

  #991 – Davis has requested that the employee's home department (name) be added as a display attribute associated with each entry on the effort report list. The report list should be sortable by this home department name. The rationale for this enhancement is that some of the PIs are seeing the names of people on their lists that they don't recognize and this will help to clarify those situations.

  There is a question as to whether the requested home department name will take up too much screen space. This will need to be investigated by the Project Team. Everyone agreed that in the event there is insufficient space for the department name, the department code, although less desireable, would be helpful, especially if it could be translated "off the page" in a "flyout".

  All campuses agreed with the proposed enhancement, with Ashley Clipson stating that display of home department should be an option since San Diego does not have a need for the display.

Next Meeting

The next meeting is scheduled for **Thursday, June 14, 2007** This meeting will be a conference call from 1:00pm-3:00pm.

Meetings for July-December 2007 have been scheduled as follows:

- July 12
- August 9
- September 13
- October 11
- November 15
- December 13