

**Effort Reporting System
Requirements Group
Notes of the October 11, 2007 Meeting
Revised November 15, 2007 Accepted November 15, 2007**

The meeting was convened as a conference call. Attendees: James Ringo (UCD), Debra Henn (UCD), Buck Marcussen (UCD), Connie Brown (UCLA), Maurice Taylor (UCLA), Guy Stocks (UCLA), Monica Dunne (UCSB), Connie Feeley (UCSB), Mark Cooper (UCSD), Ashley Clipson (UCSD), Wendy Hom (UCSF), Pixie Ogren (UCOP), Steve Hunter (UCOP), Jane Meyer (UCOP), and Jon Good (UCOP)

Introductions

Connie Feeley, Manager, Extramural Funds, UCSB.
Monica Dunne, Assistant Manager, Extramural Funds, UCSB.
Jane Meyer, Manager, Undergraduate Admissions Systems, IR&C, UCOP.

Review of 9/13/2007 Meeting Notes

The September 13, 2007, meeting notes were accepted with minor revision of a typo.

Follow-ups from Previous Meetings

Management Group Report

Jon Good reviewed highlights of the Management Group meeting of 10/10/2007:

- Reviewed the discussion from the 9/13/2007 Requirements Committee conference call on about allowing reviewers to re-open effort reports that have been certified. Discussion among the Management Group echoed that of the last Requirements Committee conference call. Sue Abeles indicated that she was not aware of this particular issue and would follow-up with Los Angeles folks to better understand the issue. Pixie will be preparing a write up of this issue to facilitate further discussion at Los Angeles.
- Reviewed the revised consequences statement and made further editorial revisions. Another review by the Management Group, with short turnaround, will take place soon before coordinating review by Vice Chancellors for Research and then publication.
- Discussed the proposed San Diego variation in effort report format (elimination of the Cost Sharing column at campus option) at length but did not come to agreement to pursue the proposal owing to differences in the interpretation of federal regulations and the potential consequences for not including cost-shared effort in effort reports.

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Project Status

Steve Hunter reported on releases:

- Release 8.2 is planned for release next week.

Enhancement #1011, covering weighting of pay, will not be included in this release as originally planned. Discussion with Davis this morning indicated that there may not be a need to change the weighting mechanism at all. Pixie Ogren remarked that the way the system currently weights combinations of 9/9 and 9/12 appointments, as well as combinations of 9/12 and 11/12 appointments is correct. Davis initially requested the change in weighting because of issues associated with 1/11 payments.. No campus other than Davis considers the current calculations to be a problem. This item will remain open pending clarification as Davis tries to determine a way of dealing with their situation.

- Release 9.0 is planned for December 2007. The highlight enhancement for this release will be enhancements for searching and permissions by organizational hierarchy (Bugzilla items #437 and #682) and modifications to compliance reporting.

Implementation Status

- San Diego – Ashley Clipson reported that San Diego hasn't gone live with second quarter (April-June 2007) yet due to issues with data, but should begin in the next day or two. 79% have certified for the first quarter (January-March 2007).

Mark reported that the NSF labor audit team just left the San Diego campus. The auditors pointed out two items of interest: 1) PIs certifying 100% effort over the course of a year and 2) PIs reporting 0% effort (when the PI is listed on an award with committed effort).

- San Francisco – Wendy Hom reported that certification for Spring 2007 has reached 77%, Winter 2007 is at 88% and Fall 2006 is at 93%. San Francisco is using R8.1 in QA and there have been no substantial issues associated with this upgrade.
- Los Angeles – Maurice Taylor reported that testing w/Release 8.1 is wrapping up and there have been no issues to report.
- Davis – Debra Henn reported that Davis is still at just about 97% certification. Generation of reports for 1/1/2007-9/30/2007 is planned for November 15th.

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- Santa Barbara Connie Feeley reported that Santa Barbara is trying to better understand the system and looking forward to getting a test environment set up so they can see the system in operation.

Enhancements Requests Review

- #1035 – Add indicator on Certification Listing when certifier is PI on that report - Agreed to move forward with this enhancement.
- #1039 – Add a flag to the status report detail indicating the reports that are overdue –Agreed to move forward with this enhancement.
- #1040 – Add ability to export compliance reports to excel – Agreed to move forward with this enhancement.

Debra Henn raised two issues for discussion:

1. A “hole” has been discovered where an effort report can be generated and never be required to be certified. The condition occurs when a person is paid 100% on federal funds (100% effort above the line), then that effort is adjusted to 0% on the effort report and no subsequent payroll is processed. In this case the effort report status changes to “not required” and does not get picked up in compliance reporting. Debra will post a bug report to Bugzilla.
2. Similar to the above, when all above the line effort is initially cost-shared effort from the local cost-share system, then the user has zeroed out cost sharing in the effort report, and there’s no subsequent payroll activity, the status is changed to “not required” and the effort report does not get picked up in compliance reporting. Pixie remarked that this is not a problem and will discuss offline with Debra.

Other Topics

Ashley reminded the group about the November 7th ERS Users Group meeting in San Diego, encouraging the invitation to be passed along to those who might be interested in attending and to RSVP soon. So far, of the 35 people who’ve indicated interest, about 20 have RSVP’d they’ll be attending. Mark Cooper commented that there will be discussions among technical, department, and central office groups similar to last year and that there is continued value in hearing from these constituents.

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Next Meeting

The next meeting is scheduled for **Thursday, November 15, 2007** This meeting will be a conference call from 1:00pm-3:00pm.