

Effortless Facts December 2020 Edition

From Financial Compliance for Research!



Thanks to all of you for your diligence during the May-Aug 2020 certification period. Unfortunately, our five-period streak with no write-offs ended this period with the **write-off of one effort statement**. This statement remained uncertified because an appropriate Designee Request had not been submitted, resulting in \$13,500 returned to the federal sponsor and charged to the grant department operating account.

This situation is completely avoidable if you:

1. Develop a procedure with departmental HR employees to notify you when a faculty member leaves the University. Prepare Proxy/Designee paperwork upon this notice.
2. Take action to prepare Proxy/Designee Requests upon notice from FCR of terminated PIs or PIs with student employment classifications.
3. Monitor the ECC PI Worklist report, Associated Certifier Tab and Department Dashboard. Follow-up on uncertified statements as the certification deadline approaches to identify situations requiring Proxy and/or Designee assignment.
4. Follow the detailed instructions and forms for Proxy and Designee relationships on our website.
5. Correct and resubmit any requests returned by FCR in a timely manner.



In order to accommodate the HCM cut-over and December month-end closing process, the SPAR application will go into Query-Only mode at 5:00 pm on December 31, 2020 through 6:00 am on January 12, 2021. As this will impact the cut-off for entry of SWCTs, the deadline to submit SWCTs to FRS is now 5:00 pm on December 14, 2020.



The **Person Inquiry, Account Inquiry and Account Inquiry No Subcode queries in the SPAR application** return details of all compensation paid to the employee or from the specified account regardless of costing method (i.e. SPAR, NEAD/TEAM, or OSPP). These queries are valuable and will consistently report compensation for all those in your area, whether salaried or hourly, and when the pay type changes, such as the recent change from Salaried, Non-Exempt to Hourly. **Application Guides** for each query are available on the FCR website.



A **SPAR Subset Relationship "Triangle"** is comprised of a (1) Grantor, (2) Awardee, and (3) Shared Employee. A Subset Grantor is responsible to confirm Subset Awardees have completed appropriate SPAR training, to retain SPAR Subset Access Forms, and to terminate subset relationships when the original business purpose ends.

The Subset Purge Process is run each period of performance and will delete relationships where one role in the triangle relationship has changed by transfer or termination. The recent SERP may affect some subset accesses in your area. Your department's records of Subset Access Forms should be reviewed to determine which, if any, Subsets will be lost. These roles can be reinstated by any SPAR Administrator in the Shared Employee's home department.

Happy Holidays from FCR! We hope you enjoy a wonderful Winter Break!

FCR Website
SPARhelp@cfo.pitt.edu





December 2020

		1 Write-off of Uncertified Effort is 7:00 am	2	3	4	5
			SPAR in query-only mode from 5:00 pm on 12/2 through 6:00 am on 12/7 for month-end closing			
6	7	8	9	10	11	12
SPAR in query-only mode from 5:00 pm on 12/2 through 6:00 am on 12/7 for month-end closing						
13	14	15	16	17	18	19
					SPAR in query-only mode from Midnight - 11:00 am for payroll processing	WINTER RECESS
20	21	22	23	24	25	26
WINTER RECESS						
27	28	29	30	31	JAN 1	2
				SPAR in query-only mode from 5 pm on 12/31 through 6:00 am on 1/12 for month-end closing and HCM implementation		
WINTER RECESS					HAPPY NEW YEAR!	