

Effortless Facts February 2020 Edition

From Financial Compliance for Research!



Executive Order #13901 was issued on December 26, 2019 raising the **Executive Level II salary amount to \$197,300** for pay periods beginning on or after January 1, 2020. Please follow the **instructions** for updating Mandatory Cost Sharing for all DHHS sponsored projects on January - April 2020 SPARs.



Tools are available to help you **navigate ECC efficiently**.



This icon, located throughout the Department Dashboard, will allow you to generate an email to a specific person or group of employees.



This icon, located in the gray banner bar at the top of each effort statement, will create a PDF of the effort statement, including attestation statement.



This icon, located in the gray banner bar at the top of each effort statement, will present a drop down list of reports available.



This icon, located throughout the Department Dashboard, will take you to the employee's manage users page.

**Any blue hyperlink will take you to a page with more detailed information (report summary, etc.) or open an email page for you to send a message.*



You may notice **differences in effort percentages between SPAR and ECC**. This is due to the way the systems display the same information.

- SPAR records effort on a month-by-month basis and distributes payroll accordingly. Each month's totals must equal 100% Actual and 100% Distributed Effort in SPAR.
- ECC averages SPAR effort percentages over a 4-month period based on dollars distributed to each activity during the period. Effort totals between 99-101% are allowable due to rounding. See additional information [here](#).




A Faculty Effort Reporting workshop will be held on February 19, 2020 from 9:00 am to 10:00 am in the Dining Room of O'Hara Student Center. The workshop targets PIs with federal effort reporting responsibilities, particularly new federal PIs. Please encourage any faculty member in your area who is new or has questions about the certification process to attend. Light refreshments will be available. Registration is open on our [website](#).

FCR Website: <http://www.cfo.pitt.edu/fcr/index.php>

Contact Us: SPARhelp@cfo.pitt.edu

February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Certification Period Opens	8
SPAR in query-only mode from 5:00 pm on 2/4 through 6:00 am on 2/7 for month-end closing						
9	10	11 Basics of Effort Reporting Workshop 9:00 – 11:00 am	12	13	14 	15
16	17	18	19 Faculty Effort Reporting Workshop 9:00 – 10:30 am Proxy/Designee Coffee Chat 1:00 – 2:00 pm	20 ECC Effort Coordinator Workshop 9:00 -11:00 am	21 SPAR in query-only mode from Midnight - 11:00 am for payroll processing	22
23	24	25	26	27	28	29