

Effortless Facts January 2020 Edition

From Financial Compliance for Research!

New Year's Resolution Edition!



When sending **inquiries/forms** to SPARhelp@cfo.pitt.edu, please resolve to:

- Include the **full** Employee Name, Employee Number and Department Number in your email to ensure a prompt and detailed response to your query. The more detail you can give us about the employee(s) and the scenario involved in your question, the better we will be able to advise you.
- Please do not “cc” individual FCR staff on these communications, as it tends to multiply the time and attention spent on each request. If the inquiry requires the expertise of one our staff, it will be forwarded internally.



Resolve to develop a system or relationship with the people in your area who **have timely knowledge of PI terminations** to ensure **Proxy/Designee** documents are produced prior to the PI's departure. The majority of write-offs related to uncertified effort are due to lack of contact or cooperation with terminated PIs.



Resolve to **review Level Reports/Labor Distribution Reports** promptly each month. This will limit the need for 90-Day Exception Requests which can be time consuming and are strictly limited to situations that meet one of the approved exception categories.



Resolve to follow guidance in **Effort Documentation Required When Advanced Account Request is Denied** and effort begins before an account number is available.

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

Contact Us: SPARhelp@cfo.pitt.edu



January 2020

			1	2	3	4
			HAPPY NEW YEAR!!!		SPAR in query-only mode at 5:00 pm for month-end closing	
5	6	7	8	9	10	11
	SPAR in query-only mode for month-end closing	SPAR in query-only mode for month-end closing	SPAR in query-only mode for month-end closing	SPAR becomes available for update at 6:00 am		
12	13	14	15	16	17	18
					SPAR in query-only mode from Midnight - 11:00 am for payroll processing	
19	20	21	22	23	24	25
	MARTIN LUTHER KING DAY					
26	27	28	29	30	31	FEB 1