



Effortless Facts March 2021 Edition

From Financial Compliance for Research!



*The conversion of Salaried Non-Exempt employees to hourly effective November 1, caused their final SPAR to end on October 31. **Access to these Sep-Oct 2020 SPARs** has expired for RC and Departmental SPAR users because the application considers the 90-day window to have ended on January 31, 2021. If you need to modify a Sep-Oct SPAR, please send a marked-up copy of the SPAR with the specific modifications to be made to sparhelp@cfo.pitt.edu. No 90-day request is required.*



*Changes to payroll distribution for hourly employees are done prospectively through the **Pitt Worx TEAM form**. Retroactive distribution changes to hourly pay are accomplished through the **Salary Wage Cost Transfer (SWCT) form** submitted to the Financial Records Services department.*



*The introduction of hourly information into ECC has resulted in some odd **non-effort earnings elements appearing on effort statements** and skewing the effort percentages. We have identified the source of this information and the IT team is working to prevent future downloads of non-effort items. If you believe statements in your area include items that are skewing the effort percentages, please report them to sparhelp@cfo.pitt.edu for investigation.*



*The **Transactions section of an effort statement** provides Lead Effort Coordinators (LECs) with the detail of payroll or cost share entries downloaded to ECC, processing actions by the ECC application, and dates and PI names associated with effort certification. The Project field on the screen does not display the full PRISM 33-digit account number. Hover over an account number to see the full number and project title as a pop up. To analyze transaction activity for any statement, LECs may run the [Transaction History report in ECC](#).*

FCR Website
SPARhelp@cfo.pitt.edu

March 2021

	1	2	3	4	5	6
	SPAR in query-only mode from 5:00 pm on 2/26 through 6:00 am on 3/8 for month-end closing					
7	8	9	10	11	12	13
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14	15	16	17	18	19	20
	Introduction to SPAR Workshop (week of 3/15-3/19)				SPAR in query-only mode from Midnight - 11:00 am for payroll processing	
21	22	23	24	25	26	27
	Introduction to SPAR Workshop (week of 3/22-3/26)	PI Certification Deadline	Deans/Chairs notified of uncertified effort Deadline to submit Nov-Dec SWCT for Hourly Employees is 5:00 pm			
28	29	30	31	APR 1	2	3
	Advanced SPAR Workshop (week of 3/29-4/2)	Last date to modify Sep-Dec SPARs and allow one business day for certification before Write-Off Date	Last Date to modify Sep-Dec SPARs without 90-Day exception approval, but CAUTION – will not allow time for certification of federal effort*	Write-off of Uncertified Effort is 7:00 am		

*Be certain no federal effort is involved in the modification