Effortless Facts November 2019 Edition

From Financial Compliance for Research!

Emails were recently sent describing the new PI Work List reports in ECC. These reports for both Lead Effort Coordinators and Secondary Effort Coordinators are identical but for the salary dollar information, which only appears on the Lead Effort Coordinator report. These reports can be found under the 'Reports' menu, 'Reporting' option, 'Monitoring' category in ECC.

Daily, SPAR modifications are downloaded to ECC. If the modification affects a previously certified statement:

- *The Primary Effort Coordinator (PEC) will receive an email notice that the statement is in Salary Reallocation Pending status.*
- *A Payroll Adjustment Reconciliation (PAR) Task will appear on the PEC's ECC Home page.*
- *PAR Tasks should be reviewed and posted timely to allow the PI access to the effort statement(s) that require recertification.*

Only the PEC will receive this email or have access to the PAR task. It is important for the PEC to be available, particularly as the certification deadline approaches. If the PEC will be out of the office, Effort Coordinators with access to the Department Dashboard may change the PEC designation by clicking on the highlighter icon next to another Lead Effort Coordinator's name on the Department Information tab.

Please be aware that the Thanksgiving holiday will create additional challenges this certification period! Write-Off day is Monday, December 2nd, the first working day after the Thanksgiving Holiday. Look for an email detailing critical certification period dates in the coming days.

The SPAR application records effort distributions using the University's 32-digit account numbers plus a Cost Share Code. Proper cost share code usage is important for managerial reporting and system compliance. Click here to find a listing of the seven available Cost Share Codes and their meanings, for your use as a reference guide.

FCR Website: http://www.cfo.pitt.edu/fcr/index.php
Contact Us: SPARhelp@cfo.pitt.edu

November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 SPAR in query-only mode for month-end closing at 5:00 pm	5 SPAR in query-only mode for month-end closing	6 SPAR in query-only mode for month-end closing	7 ECC Effort Coordinator Workshop 9:00 -11:00 am — SPAR becomes available for update at 6:00 am	8	9
10	11	12	13	14 Deadline for Faculty to respond to 100% Sponsored Effort Surveys	15 SPAR in query-only mode from Midnight - 11:00 am for payroll processing	16
17	18	19 PI Certification Due Date	20 Deans/Chairs notified of uncertified effort	21	22	23
24	25	26 Last date to modify May-Aug SPARs without 90-Day exception approval and allow one business day for certification before Write-Off Date	27 Last Date to modify May-Aug SPAR without 90-Day exception approval, but CAUTION – will not allow time for certification of federal effort*	28 THANKSGIVING HOLIDAY	29	30

*Be certain no federal effort is involved in the modification

**Write-Off of Uncertified Effort is 7:00 am on Monday, December 2nd