



Effortless Facts November 2020 Edition



From Financial Compliance for Research!



As announced previously, **Salaried Non-Exempt (SNE) employees** will be converted from the salaried, monthly payroll to hourly, biweekly payroll this weekend, October 30-November 1. Beginning November 1, their pay will be distributed by NEAD, not SPAR. For more details, please see the [attached emails](#).



As we near the Thanksgiving Holiday, please be aware of the Summer Academic Term's **Certification Deadline and Uncertified Effort Write-off Date**. This year, the final weeks of November will have additional distractions with the early end of the academic period and the University's extended Thanksgiving recess through November 30. The Critical Certification dates for the current period are as follows:

- November 17, 2020: PI Certification Deadline
- November 24, 2020: Deadline to modify SPARs for Salaried Employees and allow one business day for PAR Task/re-certification before Write-Off Date
- December 1, 2020: Write-Off of Uncertified Effort

These critical dates for the current period and the dates for two future periods are always available on our [website](#).




The **Associated Certifiers Tab** on an Effort Coordinator's Home Page in ECC is one of the prime methods used to monitor uncertified effort.

The Associated Certifiers tab displays the names of all employees associated to your area whose statement requires certification. The listed employees are charged to one or more sponsored or non-sponsored accounts in your area. This is an all-inclusive list that you can use as a shortcut to navigate to any uncertified effort statement. Red buttons on the right will display the names of PIs associated to the statement. The PI listing is static and will not update with certification of specific lines, so statements listed here may be partially certified.

Statement Owner	Department	Period	Due Date	Type	Status	PI
Bradshaw, Terry	Testing Department-4-Testing Department-4	01/01/2019-04/30/2019	07/31/2019	Base	Certification Required	●
Noil, Chuck	Testing Department-4-Testing Department-4	05/01/2018-08/31/2018	07/31/2019	Base	Recertification Required	●
		01/01/2019-04/30/2019	07/31/2019	Base	Certification Required	●
Reid, Anthony	Testing Department-4-Testing Department-4	01/01/2019-04/30/2019	07/31/2019	Base	Certification Required	●
Rooney, Art	Testing Department-4-Testing Department-4	01/01/2019-04/30/2019	07/31/2019	Base	Certification Required	●
Samuels, Aaron	Testing Department-4-Testing Department-4	01/01/2019-04/30/2019	07/31/2019	Base	Certification Required	●
Smith, Jessica	Testing Department-4-Testing Department-4	01/01/2019-04/30/2019	07/31/2019	Base	Certification Required	●



November 2020

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

*Be certain no federal effort is involved in the modification

**SPAR modifications to May-June time periods will be subject to Fiscal-Year End Cut-Off rules