

Effortless Facts October 2019 Edition

From Financial Compliance for Research!



Effort statements that have been placed on hold cannot be certified by PIs. The certification deadline is not extended while a statement is on hold. A hold should be removed as soon as it is no longer necessary. As a courtesy, please do not remove a hold prior to contacting the person who placed the statement on hold. Statements with On Hold status can be monitored in [three ways](#).



The **Certification Period for May-August 2019** opens October 3. Each PI will receive an [email](#) listing the effort statements requiring their certification. Effort Coordinators will receive a summary [email](#) detailing the PIs with certifiable statements in their area and tips for tools to monitor uncertified effort statements. PIs with outstanding certifications and their Effort Coordinators will receive three follow up emails at intervals throughout the certification period. As PIs complete all certifications related to them, they will not receive the reminders and their names be omitted from the summary Effort Coordinators email.



On the evening of the 3rd working day of each month, the prior monthly payroll is distributed in PRISM and downloaded to ECC the morning of the 4th working day. This process may **prohibit access to ECC**. The following message will be displayed at log in:



University of Pittsburgh

Please wait - the application is refreshing the cache. This operation may have been triggered by a change to the data or system settings. The system will redirect you to the appropriate page upon completion

We appreciate your patience while the system finishes its processing.



We have received reports of users having **issues with ECC when using Internet Explorer**. The developer, Huron Consulting Group, recommends using Google Chrome or Mozilla Firefox for optimum performance.

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

Contact Us: SPARhelp@cfo.pitt.edu

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 90-Day Exception Requests Coffee Chat 9:00 – 10:00 am	2 SPAR in query-only mode at 5:00 pm for month-end closing	3 Certification Period Opens SPAR in query-only mode for month-end closing	4 SPAR in query-only mode for month-end closing	5
6	7 SPAR becomes available for update at 6:00 am	8	9	10 Faculty Effort Reporting Workshop 9:00 – 10:30 am	11 ECC Effort Coordinator Workshop 9:00 -11:00 am	12
13	14	15 Retroactive Salary Workshop 10:00 – 11:30 am	16	17	18 SPAR in query-only mode from Midnight - 11:00 am for payroll processing	19
20	21	22	23 Basics of Effort Reporting Workshop 9:00 – 11:00 am	24 Proxy/Designee Coffee Chat 9:00 – 10:00 am	25	26
27	28	29	30 Uncertified Effort Coffee Chat 9:00 – 10:00 am	31 		