

# Effortless Facts September 2019 Edition

## From Financial Compliance for Research!



Please review SPARs in your area to remove effort on **disabled accounts** prior to October 2 to prevent the creation of 0% federal effort lines in ECC, necessitating PI certification for the September - December 2019 period.



We would like to call your attention to several topics related to **September –December SPARs**:

a. The **SPAR Create Process** for the September – December 2019 period will run the weekend of September 5-6th. These SPARs will be created as follows:

- For 12-month employees, the September-December lines are created from non-zero SPAR lines that comprised 100% of the employee's Actual and Distributed percentages at August 31.

- For less than annual employees, the September-December lines will default 100% to the employee's home department's operating account.

b. Cap Eligible employees with active Cap Accounts in September will require special SPAR treatment to account for **MCS related to the retroactive salary increases**. Instructions and Cost Sharing templates for proper treatment of retroactive cost sharing are available on our [website](#). Please join us on October 15, 2019 as we conduct a one-hour workshop dedicated to this topic. Registration is available on our [website](#).

c. **FY 2020 Annual Salary Increases** will be loaded to PRISM on August 30, 2019 with an effective date of July 1, 2019. Any subsequent modification to a Cap Eligible SPAR affecting one or more CAP accounts in the months of July or August will be calculated using the employee's new salary rate, resulting in a higher MCS. You will need to contact [SPARhelp@cfo.pitt.edu](mailto:SPARhelp@cfo.pitt.edu) to request a salary cap override. Please include a copy of the completed Cost Share [Template](#) with your request.



A **Faculty Effort Reporting** workshop will be held on October 10, 2019 from 9:00 am to 10:30 am in the Dining Room of O'Hara Student Center. The workshop targets PIs with federal effort reporting responsibilities, particularly new federal PIs. Please encourage any faculty member in your area who is new or has questions about the certification process to attend. Light refreshments will be available. Registration is open on our [website](#).



Additional **workshops** have been scheduled and registration is available on our [website](#).

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

Contact Us: [SPARhelp@cfo.pitt.edu](mailto:SPARhelp@cfo.pitt.edu)

# September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>LABOR DAY</b>	3	4	5	6	7
			SPAR in query-only mode at 5:00 pm for month-end closing	SPAR in query-only mode for month-end closing	SPAR in query-only mode for month-end closing	
8	9 Effort Statement Pre-Review for Effort Coordinators Begins in ECC	10	11	12	13	14
	SPAR in query-only mode for month-end closing	SPAR becomes available for update at 6:00 am				
15	16	17	18	19	20 ECC Effort Coordinator Workshop 9:00 -11:00 am	21
					SPAR in query-only mode from Midnight - 11:00 am for payroll processing	
22	23	24	25 <b>HAPPY RESEARCH ADMINISTRATOR'S DAY</b>	26	27	28
29	30 Reminder to remove SPAR effort from closed awards for the Sept- Dec period to prevent 0% federal lines requiring certification.					