



Effortless Facts September 2021 Edition



From Financial Compliance for Research!



As stated in Nicole's [email](#) from August 12th, recent system updates will allow retroactive timecard changes to **timecards for previous pay periods** to result in charges to entity 05 accounts if they are within the 90-day window.



To ensure SWCT changes for hourly employees are allocated to the correct pay period and downloaded to the appropriate effort period in ECC, it is imperative that you **indicate on the SWCT form the biweekly pay period end date** of which the changes should be applied to. Please reference the [payroll schedule](#) for a breakdown of the 2021 biweekly pay period schedule. SPAR administrators can utilize the Person Inquiry screen in PRISM to confirm the biweekly pay period.

- Example: If SWCT changes should be applied to biweekly pay period June 13 – June 26, enter **June 26, 2021** in the **Pay Period End Date** field on the SWCT form



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](#).



FY 2022 Annual Salary Increases will be included in the September 30, 2021 pay for monthly employees with an effective date of July 1, 2021. 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 to request a salary cap override. Please include a copy of the completed [Cost Share Template](#) with your request.



Pesky 0.00% federal lines on effort statements require certification. Effort lines are created when payroll is distributed to an account listed on an employee's SPAR. Subsequent modification to remove all the effort reverses the salary distribution resulting in a 0.00% effort line. **If the account is federal, the line will require certification**. Please review SPARs in your area prior to the distribution of September payroll for the presence of effort on federal awards that have ended. Modification now to end the effort distribution will prevent the creation of a 0.00% effort line and the later need for its certification.

September 2021

| | | | 1 | 2 | 3 | 4 |
|---|----------------|----|--------------------------|---|---|----|
| | | | | SPAR in query-only mode from 5:00 pm on 9/2 through 11:00 am on 9/10 for month-end closing. | | |
| 5 | 6 LABOR DAY | 7 | 8 Pre-Review Salaried | 9 | 10 | 11 |
| SPAR in query-only mode from 5:00 pm on 9/2 through 11:00 am on 9/10 for month-end closing. | | | | | | |
| 12 Pre-Review Hourly | 13 | 14 | 15 | 16 | 17 | 18 |
| | | | | | SPAR in query-only mode from Midnight - 11:00 am for payroll processing | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | | | | | HAPPY RESEARCH ADMINISTRATOR'S DAY! | |
| | | | | | SPAR in query-only mode from Midnight - 11:00 am for payroll processing | |
| 26 | 27 | 28 | 29 | 30 | | |