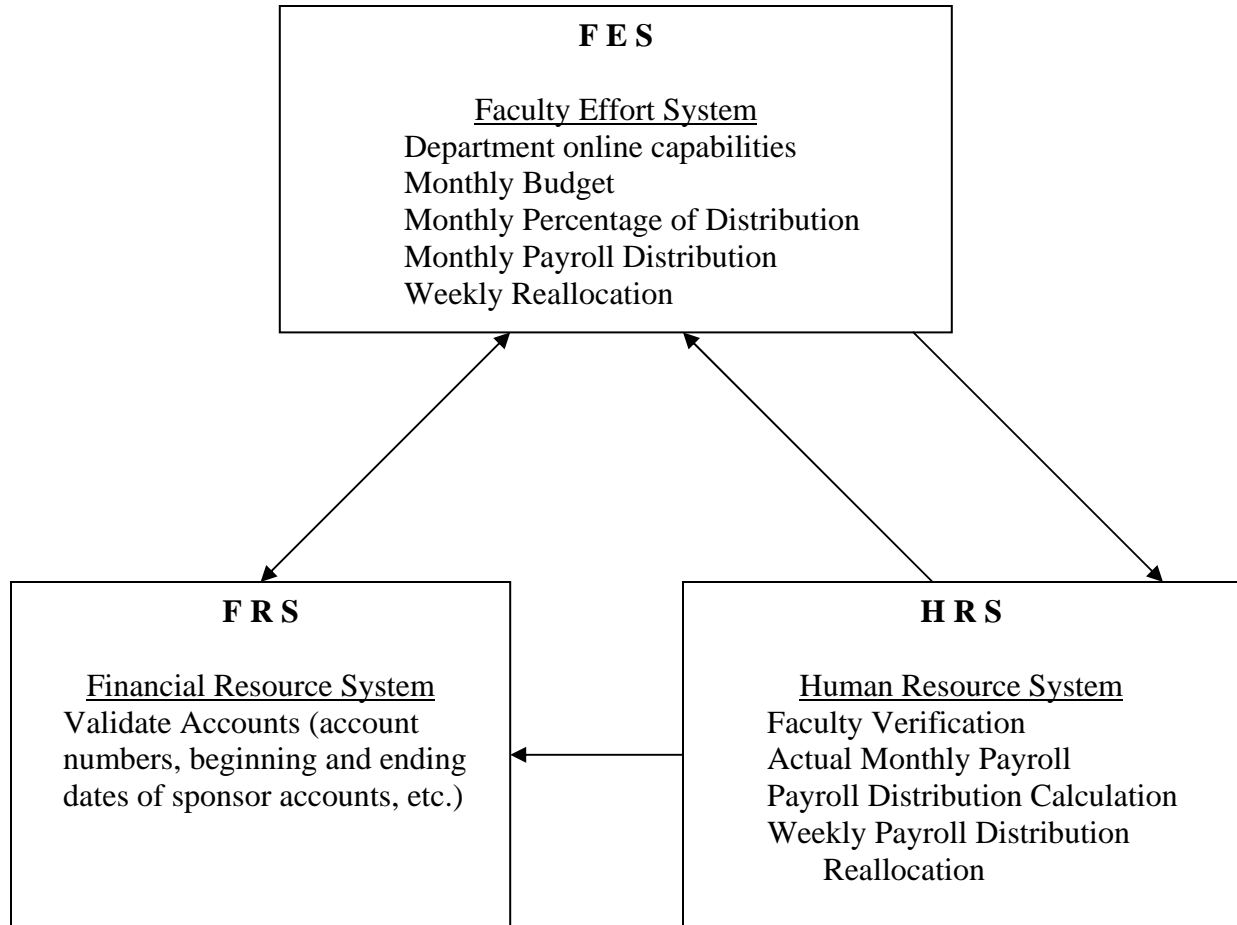


Basic Information

CHAPTER 2. Flow Chart

FACULTY EFFORT SYSTEM (FES)



Basic Information

CHAPTER 3. Important Dates

January	Forms format	Send revisions to the DOE form format for the upcoming FY to Institutional Planning and Budget office. Once approved they are loaded into FES.
March	Create DOE 00	All current full time faculty members are loaded from HRS and a DOE Version 00 is created in FES. Faculty members who terminate will be deleted in July.
March	Print blank DOEs	DOE forms and definitions will be accessible on the web (except the Medical Center).
March	Faculty Profile	The Medical Center Faculty Profile Database is updated. DOE forms will be printed from the Faculty Profile Database and distributed to the departments.
March-June	Account Management	Faculty Members determine percent of effort activity for the upcoming FY and development of DOE version 01 begins.
March-June	Enter DOEs	Business Office Personnel records Faculty Effort on-line in FES creating in progress status. Follow P41 through P48 screens for processing.
March-June	Review Pre-alerts weekly	Resolve problems on P50 screens in FES.
July-June	Process Revised DOE	Process revised DOEs as needed
September (following Year End)	Annual Certification of 9 and 10 month faculty paid in summer session	Report will be distributed for certification of the effort and labor distribution
January	Mid-Term Faculty Certification Report	Report will be distributed for certification of the effort and labor distribution for the first half of the fiscal year. The department must also review the report for the anticipated activity recorded in FES for the last half of the fiscal year. Any changes in the projection of how effort will be distributed will be reflected by submitting a new DOE version.
July (following Year End)	Annual Faculty Certification Report	Report will be distributed for certification of the effort and labor distribution
July (following Year End)	Annual Staff and Student Certification Report	Report will be distributed for certification of the effort and labor distribution

Basic Information

CHAPTER 4. FES BULLETIN BOARD

The first screen you see when you enter FES is the FES news screen. This is the FES bulletin board. You will find a variety of messages concerning processing dates, training classes, workshops, labs, and current news items.

NWS FES NEWS

SCREEN:

FES NEWS (PRODUCTION SYSTEM)

**** WELCOME TO FES ****

FES NEWS (PRODUCTION SYSTEM)

* * * * WELCOME TO FES * * * *

August 12, 2003

***FES Classes * Fall Series ***

Part I - Introduction to FES - Monday, Sept. 22, 2003,
8:00 am. until noon at 72 McVey Hall.

Part II - FES Advanced - Tuesday, Sept. 23, 2003,
8:00 AM. UNTIL NOON AT 72 MCVEY HALL.

FES Lab - "hands-on" instruction from FES Part I and FES Part II
8:00 am. until noon at 204 McVey Hall.

To enroll please contact - Administrative Computing website:
www.uky.edu/IS/Training/Admin/

Please visit the on-line FES calendar for important due dates:
<http://www.uky.edu/VPAdmin/Controller/spahome/FEScalendar.html>

If you have any questions, please call 7-1747.

(ENTER A SCREEN NUMBER OR PRESS ENTER TO GO TO SCREEN P01-FES MAIN MENU)

Basic Information

CHAPTER 5. FES Screens and DOE Processing

Begin with FES screen P40. Work your way through screen P48 (P46 through P48 for Medical Center).

Screen P40	Listing of Faculty by Department	
Screen P41	New DOE version created	Status 10
Screen P42	Select Effort Activity	
Screen P43	Enter Sponsored account, effort, and hours (optional)	Status 20
Screen P44	Enter Comments if needed	
Screen P46	Annual Payroll Block Completed (Press Enter)	Status 30
Screen P46	Monthly Payroll Blocks Completed (F11 key)	Status 35
Screen P47	View Percentage and Labor Distribution Only Screen. To see if Percentage and/or Labor Distribution look correct	
Screen P48	Take status from 35 to 40 (submitted for signatures)	Status 40

NOTE: See listing of status codes in E-13-4 Chapter 13

OVER NIGHT a copy of the DOE is produced in BETA93 and may be printed the next morning. The Medical Center will print the hard copy of the DOE Version from its faculty database.

The printed copy of the DOE is returned to the faculty member for signatures, if needed. If the original working copy has already been signed by the appropriate personnel, attach the form to the printed FES copy and forward it to the appropriate office.

All other departments throughout the University should check within their college to identify the procedures for changing the DOE status from “40” to “50” or “60”.

Screen P48	Take status from 35 to 40 (print hard copy from FES)
Screen P48	Take status from 40 to 50 (signed)
Screen P48	Take status from 40 to 60 (sent to Sponsored Projects Accounting)

NOTE: See listing of status codes in E-13-4 Chapter 13

Once the Sponsored Projects Accounting office has received the printed and signed DOE the STATUS will be moved to “70” for activation of each DOE version.

Basic Information

CHAPTER 6. Pre-alert Screens (P50)

Pre-alert screens are produced every Friday night for your review on Monday morning. These are reminders, errors and notifications to aid in effective monitoring of faculty effort is taking place.

ACTION KEY CODES	DESCRIPTION	RECOMMENDED ACTION
001	DOE VERSION 00 GENERATED	Need to complete DOE version 01. The Sponsored Projects Accounting office may individually request DOEs that are outstanding.
002	ACTIVE TRACK CLOSING	Check PRIME assignment on HRS 016
003	INACTIVE TRACK DELETED	NO payrolls have been processed on the faculty member's track for the fiscal year. Therefore, the faculty member's prime department will receive this message mainly in July and Aug. when inactive tracks are DELETED.
004	TRACK CLOSING WARNING	Check PRIME assignment on HRS 016 screen.
005	HRS CONTRACT PERIOD INVALID	Check contract period on prime assignment on HRS 016. Should read 09,10,11, or 12 months contract base.
006	HRS CONTRACT PERIOD CHANGED	Check the contract period on the PRIME assignment on HRS 016. If correct review FES P47 to see if a NEW DOE VERSION should be processed to correct the monthly percent distribution.
007	INVALID ACCOUNT IN FRS	Call the Sponsored Projects Accounting Office
008	ACCOUNT DATES CHANGED	Process NEW DOE VERSION to update effort being reported, if needed, and to recalculate percentages on FES P47 to properly distribute the labor distribution.
009	ACCOUNT NOT VALID ON POSITION	Check PRIME account information on HRS L63
010	INVALID DEFERRED ACCOUNT	Check PRIME account information on HRS L63
011	POSITION RECORDS NE 100%	Check percentage(s) reported on HRS L63. Must equal a FTE of 100%.
012	TRACK CLOSED NOTIFICATION	Check to see if a new assignment should be entered on HRS 016
013	DOE FORM NON-MATCH DEPARTMENT	Call the Sponsored Projects Accounting Office

Basic Information

CHAPTER 7. FES Screen Menu P01

SCREEN NO.	SCREEN NAME	DEPT. ACCESS
P01	Screens Menu	View Only
P20	Forms Mgmt: List Forms	View Only
P21	Forms Mgmt: Setup Names	No Access
P22	Forms Mgmt: Setup Revision	No Access
P23	Forms Mgmt: Setup Signatures	No Access
P24	Forms Mgmt: Setup Sections	No Access
P25	Forms Mgmt: Setup Line Items	No Access
P27	Forms Mgmt: Setup Line Attributes	No Access
P28	Forms Mgmt: View Form Details	No Access
P29	Forms Mgmt: Activate Revisions	No Access
P30	Account Management: Enter Account Budget by Faculty	Access and Update capability - Optional
P31	Account Management: View Dept Budget, Actual, and Projected for all Accounts	View Only
P32	Account Management: View all Faculty Budget, Actual and Projected by Account	View Only
P33	Account Management: View Account Reallocation by Faculty	View Only
P34	Account Management: View Account Total Reallocation History	View Only
P40	Faculty DOE Maintenance: Departmental Faculty List	Access and Update capability
P41	Faculty DOE Maintenance: Initiate DOE Track/Version	Access and Update capability
P42	Faculty DOE Maintenance: Select DOE Form Line Items	Access and Update capability
P43	Faculty DOE Maintenance: Record Detailed Effort	Access and Update capability
P44	Faculty DOE Maintenance: Comment Line Entry	Access and Update capability
P45	Faculty DOE Maintenance: Line Attributes Entry	Not currently used
P46	Faculty DOE Maintenance: Payroll Distribution Block	Access and Update capability
P47	Faculty DOE Maintenance: Monthly Payroll Distribution	Access and Update capability
P48	Faculty DOE Maintenance: DOE Status Control	Access and Update capability
P49	Faculty DOE Maintenance: DOE Activation Functions	View Only
P50	Faculty DOE Maintenance: View Pre-alerts	Access and Update capability
P80	FES System Controls: Control Tables Maintenance	No Access

Basic Information