Primary Department Effort Coordinator Training: Pre Reviewing a Project Statement

March 27, 2017
Agenda

• Background for Project Payroll Confirmation
• Accessing ecrt
• Discuss the Pre Review Process-what is expected, when it has to be completed
• Payroll Report and Hover Over 100% payroll
• What to expect during the Confirmation Period
• Open Lab and Questions
Background Information

• UK engaged Huron to assess our effort reporting process, policy, systems, and procedures and how they meet the requirements of OMB’s new Uniform Guidance. While in compliance, there was room for improvement.

• UK purchased and configured ecrt as the software to complete online confirmation on a project basis rather than individual basis.

  – Timeline:
    • July 2015-DOE percentages were separated from the cost distribution and removed the annualization of effort.
    • Summer and Fall 2015-Completed RFP process and selected ecrt.
    • March 2016-Kickoff meetings held with campus
    • After that, configuration, customization and data mapping to make ecrt as user friendly as possible.
    • Launched live March 1, 2017
Project Payroll Confirmation

• What is Project Payroll Confirmation?
  – An alternative to traditional Effort Reporting that uses a project based methodology and utilizes the concept that “charges are reasonable in relation to the work performed.”

• Why now?
  – Uniform Guidance
  – Significant enhancements in efficiency
    • Volume reduction
    • Reduces administrative burden for PIs, departments and central offices
Fundamental Changes

• Change from one confirmation report per person to one confirmation report per sponsored project (grant number)
  – This change is anticipated to dramatically decrease volume of confirmation reports and individuals who will need to be trained to complete them.
  – Principal Investigator will be completing confirmation of payroll charges for all individuals working on his/her grant.
  – Subsequent changes to payroll (retro) will result in need to repeat process.

• Change in frequency from annually to quarterly
  – This is necessary to demonstrate strong internal controls – frequent review and full reconciliation of grant funds.
  – Consistent with federal reporting and reconciliation cycle.
  – Confirmation period will be based on posting periods of the payroll expense.
## Effort Reporting vs. Payroll Confirmation

<table>
<thead>
<tr>
<th>Description</th>
<th>Effort Reports</th>
<th>Project Payroll Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification focus</td>
<td>Individual (exempt) certifies for self; supervisor certifies (non-exempt)</td>
<td>Principal investigator confirms all employees on sponsored project</td>
</tr>
<tr>
<td>Certification cycle</td>
<td>Academic semesters or semi/annual fiscal periods</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Approver</td>
<td>Individual, PI, Supervisor</td>
<td>PI</td>
</tr>
<tr>
<td>Confirmation focus</td>
<td>Individual’s percentage of effort is reasonable based on overall effort</td>
<td>All salaries/wages charged to the award are reasonable based on work performed</td>
</tr>
<tr>
<td>Type of funds</td>
<td>All sponsored funds</td>
<td>PI only required on federal funds</td>
</tr>
<tr>
<td>Frequency</td>
<td>Faculty – annual; non-contract base – annual; Staff/Students – semi-annual</td>
<td>Quarterly administrator review on ALL sources of funds, PI confirms either quarterly or semi-annually</td>
</tr>
</tbody>
</table>
Earliest Retro Date Changes

• Changes to the earliest retroactivity date for staff and faculty are coming!!
  
  • January 2017 –
    – Monthly Payroll area set to 07/01/016 on January 19th
    – Bi-weekly Payroll area set to 06/26/16 on January 24th
  
  • March 2017 –
    – Monthly Payroll area set to 01/01/17 on March 28th
    – Bi-weekly Payroll area set to 12/25/16 on March 21st
  
  • July 2017 –
    – Monthly Payroll area set to 03/01/17 on July 19th
    – Bi-weekly Payroll area set to 03/19/17 on July 25th

• While these changes support the internal controls of our confirmation process, they are also needed to meet changes related to submission of W-2 information electronic file to IRS.
Campus Involvement

• During the process of review, design, testing and implementation we held meetings and received valuable input from college level administrators as part of a Business Advisory Committee.

• College level administrators have been asked to assist in process assessment and, if needed, modifications to best fit specific college needs.
  – Identify areas of improvement for timely payroll processing to reduce the number of retro active payroll adjustments and JV adjustments.
  – Assign roles in order to ensure good internal controls over the payroll data.

• Please contact your college administrator for further discussion of any specific issues or concerns related to the payroll entry, pre review and confirmation process workflow in your area.
Payroll Confirmation Process

• The software that we will be utilizing is called ecrt.
  – User friendly environment.
  – Uses a standardized workflow to move the project statements through the various statuses.
    • System generated emails that will notify users when they have tasks to complete.
  – Worklist on the homepage displays tasks that need to be reviewed and processed.
  – Comprehensive payroll information
    • Does not distinguish between Base and Non-Base
    • Includes all forms of pay, including any bonuses, overtime, etc
• This is accessible through single sign on through myUK.
Accessing ecrt

- For optimal functionality Chrome or Firefox browser should be selected prior to logging in to myUK portal page.
- Once logged in, select to the Enterprise Services tab and click “ecrt Payroll Confirmation sub tab.”
Accessing ecrt

- Then click on “ECRT Payroll Confirmation” in the middle of the screen.

NOTE: Firefox and Chrome are the preferred browsers to access ECRT. Using Internet Explorer versions 10 or higher will limit functionality in the system. Follow the Research Financial Services link below for instructions on how to update browser settings.

ECRT is the mechanism to be used for the review and confirmation of the payroll expenses posted to externally sponsored projects. This process is only required for externally sponsored projects and will be performed by department personnel and principal investigators.

Research Financial Services (RFS) website for additional information and guidelines related to payroll confirmation, including Quick Reference Cards (QRC) and Frequently Asked Questions (FAQ).
Accessing ecrt

- From the ECRT Welcome, click the continue button to navigate into the system.
Accessing ecrt

- Once logged in, the screen will default to your homepage. Click the Associated Project Confirmations Tab to see your worklist. You can click on any hyperlink in the worklist to be routed to a project statement.
- Subactivity Name has an indicator as to whether there are federal dollars in the project to allow you to prioritize the list. All statements will be Pre Reviewed, but only federal sponsored projects move on to the PI for confirmation.
Backup Department Effort Coordinator
Access to Project Statement

- To access a project statement, a backup department effort coordinator must from the home screen, select “Manage” at the top and then select “Department Dashboard.”
Backup Department Effort Coordinator
Access to Project Statement

• If you are related to more than one department, use the drop down menu to select the department you want to review.
• Once you have selected the department, click choose.
Backup Department Effort Coordinator Access to Project Statement

• When on the Department Dashboard, make sure that you are on the Project Certifications tab. To navigate to a project statement, click on a status icon in the Statements column (preferably for “Ready for Pre Review”).
Project Statement

• The project statement contains a variety of information about the project.
  – The left side is a worklist for you to use to complete the Pre Review process.
  – The right side contains information from GMGRANTD in SAP.
    • The CFDA number is an indication as to whether or not the project contains federal funds. If there are no federal funds associated with the project, this field will be populated as 99.999.
    • Project Period indicates the entire length of the award period. For example, if your project is a 5 year award from NIH, the project period would reflect the entire 5 years, just as it does in SAP.
    • Budget Period may be shorter than project period. Again, using the example of a 5 year award from NIH, if you have only received incremental funding through the second year of the award, the budget would only reflect the 2 years for which we are authorized to incur expenses.
  – The main section of the page contains the detailed information associated with the specific project which needs to be pre reviewed. The blue ribbon on the project statement indicates the time period contained on the statement as well as the due date. Note – due date indicates when statement must be both pre reviewed and confirmed (if applicable).
Pre Review at a Glance

E-mail notifies Primary Department Effort Coordinator that project statement is Ready for Pre Review

Department Effort Coordinator routes to project statement to either:
Pre Review or Revise Payroll

Pre Review Complete

Pre Review Period

Reviews Payroll Revision Requests
Processes Payroll Adjustments
Pre Review Process

• During the Pre Review Process the Department Effort Coordinator should:
  – Verify that all individuals that should be paid from the grant or cost shared on the grant appear on the project statement.
  – Compare the dollars per individual on the project statement to the project budget.
    • Do the amounts per individuals match what was requested to be entered by the payroll person?
    • If there is a variance between the expected amount and actual amount charged. Why?
    • Is an individual being cost shared when they should be direct charged or the reverse?
    • Is there anyone being charged to the project that you did not anticipate?
    • Is there anyone missing from the statement who should have been charged?
    • Other variances?

  – Ensure that any erroneous transaction is resolved timely by communicating with others (Principal Investigator, Payroll Specialist, etc.) who can address the question and if necessary initiate the payroll corrections in SAP.
    • Ideally, the Primary Department Effort Coordinator and the Payroll Specialist should be two separate individuals to provide a check and a balance (internal control) to the process. The payroll person could be established with a reporting role in ecrt if appropriate/beneficial.
Pre Review Process

• After Reviewing the payroll on the Project Statement, you can choose one of two actions:
  – If after reviewing and reconciling the information, you determine it to be accurate, to the best of your knowledge, Click Pre Review
  – Pre Review the statement by clicking on the Pre Review button at the bottom of the project statement.

<table>
<thead>
<tr>
<th>Total Payroll $</th>
<th>Total Payroll %</th>
<th>Confirm</th>
<th>Revise Payroll</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,000.00</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$700.00</td>
<td>54%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$30,000.00</td>
<td>27%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$500.00</td>
<td>3%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  – Or you may determine that a revision to payroll is required.
Revision Requested Pre Review Period

• While in the Pre Review Process, it may come to your attention that a payroll adjustment is needed for one or more employees that appear on the project statement.

• Select the “Revise Payroll” Checkbox for any employee that needs a payroll adjustment. You may select one employee, multiple employees, or use the check all feature to select them all. Select and click the “Revise Payroll” button at the bottom of the statement.

• This moves the statement into a “Revision Requested” Status, and remains on “Hold” while you contact the appropriate person to initiate a payroll change in SAP.
Revision Requested- Pre Review Period

- After selecting the “Revise Payroll” button, a task is created and reflected on the homepage that requires resolution under the “Pending Payroll Tasks” tab.
- From the “Pending Payroll Tasks” tab, you will click on the link to go to the “Project Statement Revision Requested” task. The task will look identical to a project statement, however different buttons will appear along the bottom allowing you to determine the appropriate next step.
Revision Requested - Pre Review period

- The Primary Department Effort Coordinator needs to resolve this task by selecting either the Reject or Approve button.

- If you select the reject button, the statement will return to “Ready for Pre Review” status. Selecting the reject button means that you do not think that a revision is necessary after reviewing the payroll information.

- If you select the “Approve” button, the statement remains in “Revision Requested” status and will remain there until the correction to payroll is loaded into ecrt. This means that you do think that a revision is necessary to the project statement.
The only difference on the project statement once the revision is requested and the new payroll has been loaded to ecrt is the status that is reflected in the blue ribbon on the project statement.
Revision Pending

- Although the project statement page is not significantly different, the task page, which you will be routed to by selecting “Process Project Statement Revision” from the homepage, looks significantly different. See Appendix I for description of the columns below.
Revision Pending-Pre Review Period

- This task shows you the original payroll from the project statement and the new payroll that was loaded into ecrt as it will appear when the revision is posted to the project statement.

- There are two options to choose from on the Project Payroll Revision screen:
  - Post & Maintain - This button allows you to process the current revision while awaiting additional payroll to come into ecrt. The project statement remains in a Revision Requested status and will not move forward in the workflow.
    - Additional payroll adjustment should be made in SAP.
  - Post - This button posts the information to the project statement and it will move to Ready for Pre Review and appear on the Primary Department Effort Coordinator’s worklist.
Payroll Report

- The payroll report can be run from the project statement page by clicking the yellow icon in the “Payroll Info” column on the project statement. This will open a new window.
Payroll Report

- The payroll report will generate information about the grant and period that you are reviewing.
  - You can choose to look at the report from the Account View, which shows 100% of the payroll for the quarter, or by Pay Period which shows 100% payroll for the quarter by pay period.
Hover Over 100% Payroll

- From the project statement, click the scroll icon in the Payroll Info column.
- This will instantly open up a pop up window that will close if you click anywhere else on the screen.
  - This will show you all of the cost objects from which an employee was paid from during the period of performance.
Hover Over 100% Payroll

Project Payroll Summary - FY16 Quarter 3

Project Name | Total Payroll $ | Total Payroll %
-------------|-----------------|-----------------|
3046990003-Molecular Electr... | $1,000.00 | 15% |
3046990004-Quantitative Nu... | $700.00 | 10% |
3210445888-Alaska English ... | $5,100.00 | 75% |

Total: | $6,800.00 | 100.00% |
Confirmation Period

• The Primary Department Effort Coordinator will have a certain amount of days to Pre Review all project statements in their department(s). Once this Pre Review period is over, the Confirmation period will begin and an email will be sent out to all Principal Investigators with a list of project statements that are “Ready for Confirmation”.

• Only statements for projects that contain federal funds (direct or flow through) will be forwarded to the PI.

• If the Pre Review process is not completed by the Confirmation Period start date, statements will remain in “Ready for Pre Review” status and will not be forwarded to the PI until completed.

• Statements that are in a “Revision Requested” or “Revision Pending” status are part of the customized functionality of ecrt to prevent statements moving on to the PI until they are accurate.
  • If no action is taken on statements in “Revision Requested” or “Revision Pending” status, statements will not be routed to the PI at the start of the confirmation period, and then the PI will receive multiple emails with Statements Ready for Confirmation.
Confirmation Period

- During the confirmation period, the PI may identify the need for a revision to payroll on a particular statement. If this occurs, the revision request will route to the Primary Department Effort Coordinator for review.
  - The process is essentially the same as with the Pre Review Period, however, the PI Initiates a revision by clicking the Revise Payroll Checkbox and will update the percentage on the project statement to reflect the revision he/she believes is necessary.
  - The Primary Department Effort Coordinator will receive a task when the revision is requested.
    - You then have the opportunity to review the requested revision, and if needed, talk with the PI and others to verify necessary steps for correction.
    - Accept or reject the request for revision to continue the process.
- All non-federal sponsored projects will be Auto Approved after they are Pre Reviewed.
Questions? Comments?

• A big Thank You to each of you for attending this training and learning about the Pre Review Process.
• We value your feedback and welcome your input.
• We are in this together and we look forward to helping you learn and navigate and adjust!

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## Appendix I

<table>
<thead>
<tr>
<th>Certifier</th>
<th>Employee name and id that the new payroll effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object code</td>
<td>This object code will not be used for UKY</td>
</tr>
<tr>
<td>Original Payroll Amount</td>
<td>Original Direct Charge dollar amount that appeared on the project statement</td>
</tr>
<tr>
<td>Original Computed Pct</td>
<td>Total Payroll percentage that appeared on the project statement</td>
</tr>
<tr>
<td>New Payroll Loaded</td>
<td>The new Direct Charge dollar amount that was loaded into ecrt</td>
</tr>
<tr>
<td>New Cost Share Loaded</td>
<td>The new Cost Share dollar amount that was loaded into ecrt</td>
</tr>
<tr>
<td>New Payroll Amount</td>
<td>The new Direct Charge dollar amount that will appear on the project statement for the corresponding employee once the payroll is Posted</td>
</tr>
<tr>
<td>New Cost Share Amount</td>
<td>The new Cost Share dollar amount that will appear on the project statement for the corresponding employee once the new payroll is Posted</td>
</tr>
<tr>
<td>New Cost Share Pct</td>
<td>The new Cost Share percentage that will appear on the project statement for the corresponding employee once the new payroll is Posted</td>
</tr>
<tr>
<td>New Payroll Pct</td>
<td>The new Direct Charge percentage that will appear on the project statement for the corresponding employee once the new payroll is Posted</td>
</tr>
<tr>
<td>New Computed Pct</td>
<td>The new Total Payroll percentage that will appear on the project statement for the corresponding employee once the new payroll is Posted</td>
</tr>
</tbody>
</table>