



Effort Reporting and Labor Redistribution

**Anita Ng
Sue Jennings**

**08:30 to 9:30
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Meeting Goals

- Introductions
- Things to Know Before you get Started
- Functions of Effort Reporting
- Set Up Requirements
- Questions

Things to know before you get started

- Supports effort reporting requirements of OMB circular A-21
 - After-the-fact Activity Records payroll distribution methodology
- Reporting based upon pay and labor distribution history tables in Banner HR
 - Cost sharing distributions must be recorded as labor distributions in Banner Human Resources
 - Cost sharing journal entries, and automatic calculation and distribution of shared costs in Banner Finance will *not* be included or considered for effort reporting
- Only one effort report can be certified per employee, per certification period

What it Does

- Indicate which grants and/or funds will be involved with effort certification reporting
- Designed a certification process with routing and approvals using Employee Self-Service

Process Overview



Extracts Data

PHPECEX: Effort Certification Extract Process

Pre-review (optional)

Employee Self Service: Review or Certify Reports page



Employee Certification

Employee Self Service: Review or Certify Reports page

Review and Certify – Certification Administrator

Employee Self Service: Review or Certify Reports page



Post-review (optional)

Employee Self Service: Review or Certify Reports page



Pre/Post-Review Actions

- Review
 - a mandatory action that must be completed by the Certification Completion Date
- FYI
 - participant will be informed about the effort report during the pre-review period, but will not have to take any action
- Labor Redistribution Change

Employee Certification Actions

- Certify
- Request changes to report:
 - modify percentage
 - remove funding line
 - add funding line



Employee (Certifier)

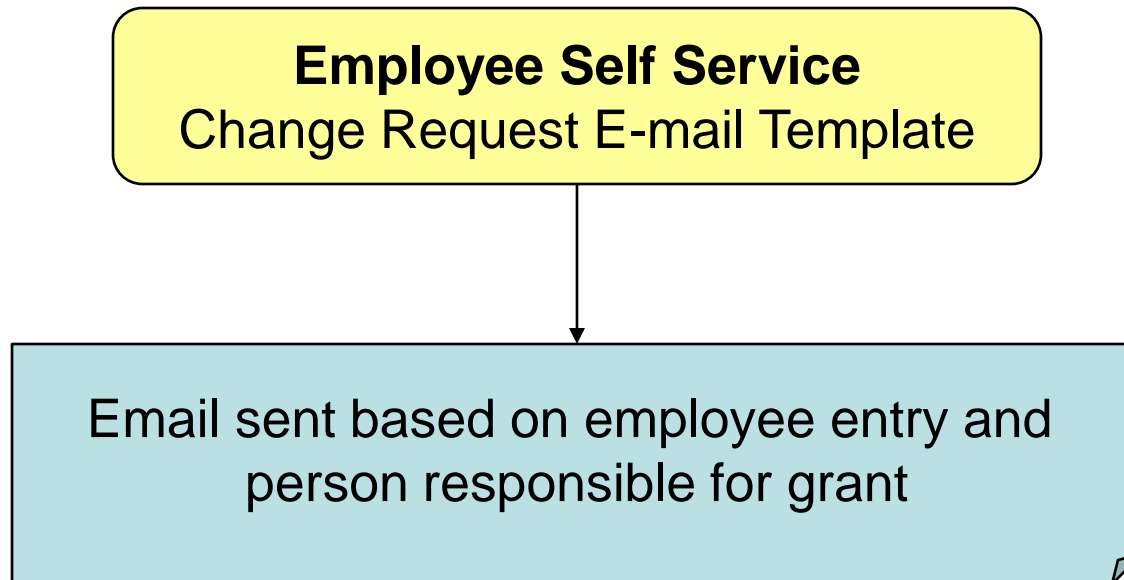


Alternate Certifier



Graduate Student
Certifier

Request Changes to Report



Yes:

- Labor Redistribution
- Re-extracted for certification

No, then returned to employee:

- Delete request or
- Change and re-submit

Certification Actions

- Certify
 - Record locked against change
- Request changes to report:
 - modify percentage
 - remove funding line
 - add funding line
- Super User
 - Can see all reports and take action

Grant
Participant is selected from
FRAGRNT

Fund
Financial Manager field on
FTMFUND

Organization
Financial Manager field on
FTMORGN

Person
Additional Queue members

Set Up

- Set Up Security
- Identify funds and grants to be involved with certification
- Set up Queue and Participants
- Provide rules for time frames and data for approval
- Extract Process to pull out the data

Set Up - Security

- Define certification administrators, superusers, and proxies (PTRUSER)
- Set up web tailor roles for certification administrators
- Map the URL of the server where the Effort Certification application is installed to Employee Self-Service.

User Codes Rules PTRUSER 8.1 (BAN8)

User ID:

User Name:

Job Title:

Maximum Salary Level:

Master Employer

Master Organization

Master Employee Class

Salary Planner Master Organization:

Benefit Administrator

Time Entry Approvals Superuser

Leave Report Approvals Superuser

Effort Certification Superuser

Labor Redistribution Superuser

Identify funds and grants to be involved with certification

- **Grant/Fund Requires Effort Certification** checkbox
 - Selecting the indicator on the FRAGRNT form
 - Automatically selects (checks) this checkbox on every fund tied to the grant
 - Indicator cannot be cleared on the fund code record
 - Clearing the indicator on FRAGRNT automatically clears the indicator on all funds tied to the grant
 - Warning message will display
 - Selecting the indicator on the FTMFUND form
 - For specific funds not associated with grants
 - Certification reports will be created for employees that:
 - Meet the Effort Period Rules established on PTRECPD and
 - Were paid from funds/grants with this indicator set (checked)
 - **The system evaluates the checkbox on the last effective dated fund record (ignores effective dating)**

Grant Maintenance Form (FRAGRNT)

- Effort Reporting window (tab)
 - Used for grants with **Requires Effort Certification** indicator checked
 - Optional
 - Warning message if no values entered
 - If not entered, all effort reported as **Direct** in the **Non-sponsored** portion of the report
 - Used for
 - Associating Accounting Element values with the grant
 - Classifying labor costs for purposes of effort reporting:
 - By charge type
 - By effort category classification
 - By report section
 - Excluded from the “Copy from Grant Code” function
 - Warning message will display

Fund Code Maintenance (FTMFUND)

- Grant associated with fund codes
- Grant/Fund Requires Effort Reporting checkbox
- Fund Requires Effort Allocation checkbox
 - Available only if ***Grant/Fund Requires Effort Reporting*** is checked

Set Up Queue and Participants

- Create a List of What Groups or People Will be in the Queue
- Define Source of Participants for Group
- Catch All Group (for labor redistributions)
- Define Which Participant Does What
- Add Additional Queue Members if Needed

Certification Categories and Groups

- NTVCECCG: Effort Certification Category Code Form
 - Set up codes to mimic the OMB Circular A-21 four major categories of faculty effort
 - Set up additional institutional categories.
 - These codes will be associated with an Accounting element on the Effort Reporting tab of the Grant Maintenance Form (FRAGRNT) for the effort report.
- NTRECCG: Effort Certification Category Group Code Form (optional)
 - Provides a roll up reporting capability for the category codes

NTVECCG: Effort Certification Category Code Form

Oracle Developer Forms Runtime - Web: Open > NTVECCG

File Edit Options Block Item Record Query Tools Help

Effort Certification Category Code NTVECCG 8.1 (BAN8)

Effort Certification Category Code	Description	Activity Date
ECCCODE	Effort Cert Category Code Test	05-MAR-2009

Define Source of Participants for Group

NTVQPRT: Routing Queue Participant Code

- Enter codes for the approvers/reviewers for effort reporting.
- These codes could be for an individual or for an entity:

NTRQPRT: Queue Participant Rule

- Grant: Participant is selected from the FRAGRNT. Indicate which Personnel Indicator to select.
- Fund: Participant is selected from the Financial Manager field on FTMFUND
- Organization: Participant is selected from the Financial Manager field on FTMORGN
- Group: Define the participants on this form. For example, the Director and Assistant Director of the budget office could be assigned to a participant group of "Budget"

NTRQPRT: Queue Participant Rule

Queue Participant Rule NTRQPRT 8.1 (BAN8)

COA: 1

Participants

Participant	Participant Data Source	Personnel Indicator	Catch All Group
<input type="checkbox"/> BUDGET Budget Office	Fund	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> GRANTS Grants and Contracts	Organization	<input type="checkbox"/>	<input type="checkbox"/>
>> <input type="checkbox"/> PAYROLL Payroll Office	Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Group Members

User ID	ID	Name
JENNINGSS	123123123	Sue Jennings

Catch All Group

A "Catch All Group" is a safety net. If no queue member exists for the Funds, Organizations, and Grants in Finance, this group will default as the approver.

Without this group, there is a potential that the transaction could be auto-approved.

You define the number of days that will pass after the labor redistribution has been processed before this group will default in. For example:

The budget office will default as approvers when redistributions occur 30 days or more after the original payroll transaction date and no approval action has taken place.

Define Which Participant Does What

NTRELQRQ: Effort Certification and Labor Redistribution Routing Queue Rules Form

- Pre Reviewer
- Alternate Certifier
- Post Reviewer
- Required Certification for Graduate Students
- Separate routing set up for labor redistribution

Effort Certification and Labor Redistribution Routing Queue Rule NTRELQRQ 8.1 (BAN8)

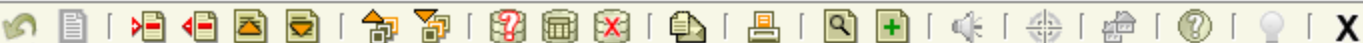
COA: 1

Effort Certification Labor Redistribution

Participant	Participant Data Source	Pre-Reviewer	Alternate Certifier	Required Certification for Graduate Students	Post-Reviewer
GRANTS	Grants and Contracts	Organization	Review	<input type="checkbox"/>	FYI
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Add Additional Queue Members if Needed

- Effort Certification and Labor Redistribution Additional Queue Members Form (NTRELAQ)
 - Assign additional queue members by organization code
 - Add by ID number
 - Give pre/post review role
 - Can be alternate certifier
 - Can be set up to certify for graduate students
 - Separate routing set up for labor redistribution



Queue: 1

Organization: 1035 Administrative Services

Port Certification Labor Redistribution

User ID	ID	Name	Pre-Reviewer	Alternate Certifier	Required Certification for Graduate Students	Post-Reviewer
ADRIANL	G00726168	Loretta P Adrian	FY1	<input type="checkbox"/>	<input type="checkbox"/>	None
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Include or Exclude Fund Type

Include Exclude Include All

Fund Type

Fund Type	

Reviewer Action: Select an action for the queue participant.

Define Period Codes, Dates, and Data Extract

- PTVECPD: Effort Certification Period Code Validation Form
 - Define codes
- PTRECPD: Effort Certification Period Rules Form
 - Define start/end dates of certification period
 - Define when data can be accessed on Employee Self Service
 - Define pay ID/employee class or position class and earnings codes to be extracted

COA: 1
Effort Certification Period: ECPCODE Effort Certification Period CD

PTRECPD

Copy Rules:

Review Begin Date: 01-SEP-2009 Certification Begin Date: 01-SEP-2009 Post Review End Date: 30-OCT-2009
Certification Completion Date: 15-OCT-2009 Access on Self-Service Date: 15-NOV-2009
 Make Available in Self-Service

Payroll Employee Class Position Class Earnings

Payroll ID	Start Pay Event Year	Start Pay Event Number	End Pay Event Year	End Pay Event Number	Start Date	End Date	Activity Date
MN	2008	9	2008	9	01-SEP-2008	30-SEP-2008	05-AUG-2009

Employee Class

8F Faculty - Instructional

Earnings

HOL	Holiday Pay
REG	Regular Pay
SCK	Sick Leave, Adjunct Illness
VAC	Vacation Pay

PHPECHEX: Extract Data

- Certification Period
- Process mode – initial, update, restart
- Delete comments
- Delete Routing – delete 'on the fly' queue members
- By Person
- By Population selection

Questions?



Contact Information

Strata Information Group
3935 Harney Street, Suite 230
San Diego, California 92110
619-296-0170
www.sigcorp.com

Sue Jennings
Sr. Consultant
314-920-1079
jennings@sigcorp.com

Anita Ng
Sr. Consultant
719-271-7887
ng@sigcorp.com