

Providing Outstanding Sponsored Programs Administration Services and Stewardship

Critical Project Success Factor: Accurate Data and Extra Service

Extra service is compensation to full-time professional employees for work beyond that which is normally required by their professional obligation. Full-time RF and SUNY professional employees may be compensated by means of extra service as long as certain criteria are met and can be properly documented.

Effort is certified to demonstrate that payroll charges are reasonable in relation to the work performed. The following is an excerpt about compensation for personal services from Office of Management and Budget [Circular A-21, Section J.10.a](#):

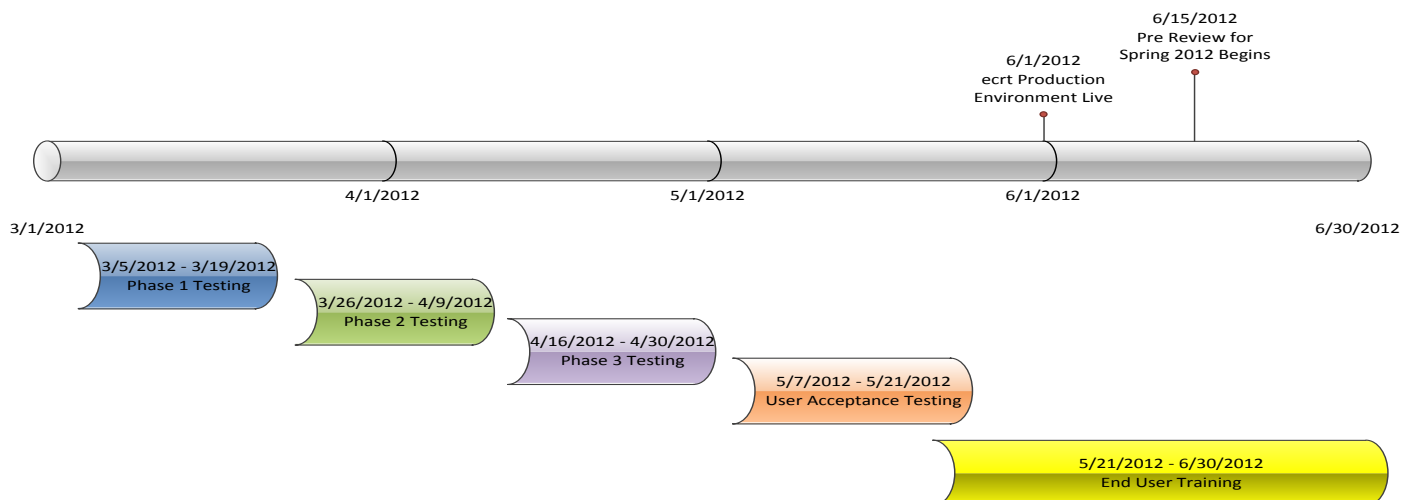
Compensation for personal services covers all amounts paid ... for services of employees rendered during the period of performance under sponsored agreements. Such amounts include salaries, wages, and fringe benefits... These costs are allowable to the extent that the total compensation to individual employees conforms to the established policies of the institution, consistently applied, and provided that the charges for work performed directly on sponsored agreements ... Charges to sponsored agreements may include reasonable amounts for activities contributing and intimately related to work under the agreements ... Incidental work (that in excess of normal for the individual), for which supplemental compensation is paid by an institution under institutional policy, need not be included in the payroll distribution systems described below, provided such work and compensation are separately identified and documented in the financial management system of the institution.

In the current effort reporting process extra service payments are included on effort reports for SUNY employees due to Oracle functionality. This requires campus staff to manually remove those charges to correct the Oracle effort reports. The Effort Certification and Reporting Technology (**ecrt**) that we are implementing offers the functionality to create supplemental effort statements that could be used to certify extra service.

The project team is currently discussing whether or not extra service effort should be certified using an **ecrt** supplemental effort statement. Regardless of whether it is certified or not, the data uploaded to **ecrt** will be modified so that extra service charges are not included on effort statements for institutional base salary.

High-Level ecrt Timeline

The **ecrt** timeline was adjusted to add another phase of system testing. This will ensure accurate data particularly as we add committed effort. User acceptance testing will now occur in May.



Vision Statement

Implement a compliant, streamlined, electronic effort reporting process by June 2012 that reduces administrative burden on campuses.

Quick Fact

Testers from the core campus team performed 230 test scripts and submitted over 100 e-mails to effort@rfsuny.org during Phase 1 System Testing

Core Campus Team

CNSE: Chris Waller

University at Albany:
Paula Kaloyeros

Binghamton University:
Paul Parker

University at Buffalo:
Scott Shurtleff

Stony Brook University:
Aaron Rosenblatt

SUNY Downstate Medical
Center: Gary Leipzig

Upstate Medical University:
Gina McMahon

SUNY ESF: Don Artz

SUNY New Paltz:
Julie Majak

Buffalo State College:
Linda Dubrawsky

Operational Excellence in Effort
Reporting Project
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www.rfsuny.org

Project Activities

Information Sessions

Pre-award, post award and human resources staff from 17 campuses participated in information sessions about the project that were held on March 8, 12 and 15. These sessions were offered to campuses not on the core project team to brief them about the project and its impacts to the effort reporting process.

As part of the session they saw a demonstration of **ecrt** that included typical tasks for the new roles that will go in effect once the system is implemented: Effort coordinator, self-certifier and system administrator.

The effort reporting life cycle and its broad impact on principal investigators and pre-award, award establishment and post award offices was also discussed. This provided the opportunity to highlight some of the changes that will be made to the effort reporting process such as pre-award and award establishment staff needing to work together on committed effort information.

Next Steps

- Central office staff will be collecting department names and job titles for SUNY employees. This information is needed for accurate data in **ecrt**.
- The team will conduct Phase 2 System Testing from March 26—April 9.
- The team is drafting a response to the Advanced Notice of Propose Guidance related to the A-21 Task Force grant reform activities. This will be submitted on behalf of the RF and SUNY by April 28, 2012.

Technical Update

- Initial committed effort data will be uploaded to **ecrt** to examine it and determine if changes are needed.
- The team is making adjustments to the database to improve system performance.
- The technical team continues working with Huron to upload and validate data in the **ecrt** TEST environment—this is an ongoing process that will continue throughout testing.
- Work will begin in the near future to build the production environment that will be used once **ecrt** is live.

Key Project Milestones

- April 2012 Campus system testing
- May 2012 User acceptance testing
- June 2012 Launch of electronic effort reporting solution

More Information

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