






Effortless Facts December 2017 Edition

From Financial Compliance for Research!

****Uncertified Effort will be Written-off at 7:00 am, December 1, 2017****

-  ***The final month of a certification period is a good time to ensure the **Employee Records (ERs)** of all terminated employees in your area have been updated and processed. Please change their ER to "Terminated (Unpaid)" or "Volunteer (Unpaid)" and forward to Human Resources prior to the end of December so that no new SPAR will be created.***
-  ***An **Early Account Request (EAR)** is part of the University's internal controls related to sponsored accounts. It allows for proper sponsored project accounting when work begins before a NOA is received. Guidance for documentation of effort when an EAR is not approved can be found [here](#).***
-  *****Financial Compliance for Research** will be moving in the first week of December. Our new mailing address will be 1733 Cathedral of Learning, but we encourage the users to scan and email correspondence to SPARhelp@cfo.pitt.edu for the most efficient and consistent communications.***
-  ***We will be posting our **Spring workshop schedule** in the next week, so please be sure to check our [registration page](#) for additional workshops. Please note, if you are a new SPAR or ecrt user awaiting access until training requirements are met, notify us at SPARhelp@cfo.pitt.edu as we have reserved spaces for such instances.***

Happy Holidays from the FCR Staff!

December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Write-Off of Uncertified Effort at 7:00 am	2
3	4	5	6 Advanced SPAR Workshop 9:00 – 11:00 a.m.	7	8	9
	SPAR in query-only mode at 5:00 p.m. for month-end closing	SPAR in query-only mode for month-end closing	SPAR in query-only mode for month-end closing	SPAR becomes available for update at 6:00 am		
10	11 Introduction to SPAR Workshop 10:00 a.m. – 12:00 p.m.	12	13 Advanced SPAR Workshop 9:00 – 11:00 a.m.	14	15 SPAR in query-only mode from Midnight - 11:00 am for payroll processing	16
17	18	19	20	21	22	23
					Winter Recess	
24	25	26	27	28	29	30
Winter Recess						
31	JAN 1	2	3	4	5	6
Winter Recess						