

# Effortless Facts August 2018 Edition

## From Financial Compliance for Research!



Your RC or Department Administrators will soon receive a summary of SPAR and ecrt users in the area and their **training history**. The deadline for completing these mandatory training sessions is December 31, 2018. Classes are limited and spots will fill up quickly, so please plan accordingly. Registration is available on our [website](#). Register for the waitlist for any class that is full, so that we know the demand. If you have questions about your training, please see your RC Administrator, or your Department Administrator if in the School of Medicine.



The process to create September-December SPARs will run during August month-end close. SPARs for **employees with a less than annual appointment** will be created defaulting 100% effort to their home departments' entity 02 account. If you prefer the August 2018 distribution to continue through September-December 2018, click on the "Create Next Cert Period" button on the individual's May-August 2018 SPAR prior to September 5, 2018.



Our mission is to give you the knowledge and tools you need to make your job easier! If there is **a subject you are curious about in SPAR/ECRT** or related to effort reporting, please let us know. Send a note to [SPARhelp@cfo.pitt.edu](mailto:SPARhelp@cfo.pitt.edu) and we may make it one of our bullets on a future Effortless Facts. If you are wondering, others may be wondering also!



Has a SPAR in your area been affected by the **Subcode Validation Process**? Click [here](#) for an explanation of this process.

FCR Website: <http://www.cfo.pitt.edu/fcr/index.php>

Contact Us: [SPARhelp@cfo.pitt.edu](mailto:SPARhelp@cfo.pitt.edu)

# August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Write-Off of Uncertified Effort at 7:00 am	2 SPAR in query-only mode at 5.00 pm for month-end closing	3 SPAR in query-only mode for month-end closing	4
5	6 SPAR in query-only mode for month-end closing	7 SPAR becomes available for update at 6:00 am	8 Advanced SPAR & Cost Sharing Workshop 9:00 – 11:00 am	9	10	11
12	13	14 Coffee Chat: 90-Day Exception Requests 9:00 – 10:00 am	15	16	17 SPAR in query-only mode from Midnight - 11:00 am for payroll processing	18
19	20	21	22	23 Introduction to SPAR Workshop 9:00 – 11:00 am	24	25
26	27	28	29 Advanced SPAR & Cost Sharing Workshop 9:00 – 11:00 am	30	31	SEPT 1