

# **Effortless Facts June 2018 Edition**

## **From Financial Compliance for Research!**



**CUT-OFF ALERT!!!** All FY 2018 SPAR modifications must be entered in the SPAR application prior to **5:00 pm on June 26, 2018** when the system will go to Query Only mode. Click [here](#) for more details related to **FY 2018 SPAR, SWCT, and 90-Day Exception Request Cut-off dates**.



Please **process all summer appointment and payroll paperwork timely** so that employees in your area are paid in the month that the work was performed. This is critical to ensure that salary is distributed to the appropriate accounts as identified on the SPAR for the period worked. As the SPAR distribution may vary from month to month, delays in processing summer pay may result in charges to inappropriate accounts based on SPAR distributions in the month paid vs. the distributions in the month worked.



Each University employee is issued an official **@Pitt.edu email address**. This is the address used by the ecr application and by our office for all correspondence and alerts. It is the responsibility of each University employee to monitor his/her official University of Pittsburgh email address.



June 8 marks the beginning of the January – April 2018 Certification Period in ecr. **Automatic email notifications** will be sent to all PIs and Effort Coordinators with federally sponsored research. The **PI's email** will detail the specific employees for whom they have certification responsibilities. The **Effort Coordinator's email** contains a summary of PIs who have certification responsibilities for employees in the Effort Coordinator's area. This list will include PIs in your area with federal certification responsibilities. It will also include any PI outside your department that has certification responsibilities for personnel in your department that are working on his/her grant(s).



New dates have been added to our **Workshop Schedule**. In addition to our regular effort reporting, SPAR and ecr offerings, we've added some **Coffee Chat** sessions to cover specific topics in a small group setting. Also, we are offering a **Faculty Effort Reporting** workshop on Monday, June 11th. Please encourage faculty in your area to attend to learn more about their effort responsibilities. Registration for all workshops is available at our [website](#).

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

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

# June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Deadline for submitting 90-day requests to FCR for FY18 SWCT for periods prior to Jan 2018 is 5:00 pm	5	6	7 Basics of Effort Reporting Workshop 9:00 – 11:00 am	8 PI Certification Period Opens	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 Faculty Effort Reporting Workshop 1:00 – 2:30 pm	12 Deadline for submitting SPAR 90-day requests to FCR for periods prior to Jan 2018 is 5:00 pm	13 ecrt Workshop 9:00 -11:00 am	14	15 SPAR in query-only mode from Midnight - 11:00 am for payroll processing	16
17	18 Deadline for submitting non-90-day SWCTs to Financial Records Services is 5:00 pm	19	20	21	22	23
24	25	26 Coffee Chat: Proxy/Designee 9:00 – 10:00 am	27	28 Advanced SPAR & Cost Sharing Workshop 9:00 – 11:00 am	29	30
		SPAR in query-only mode at 5:00 pm for FY-end closing	SPAR in query-only mode for FY-end	SPAR in query-only mode for FY-end	SPAR in query-only mode for FY-end	