



UNIVERSITY OF PITTSBURGH OFFICE OF FINANCIAL COMPLIANCE FOR RESEARCH

Request to Create/Delete Effort Coordinator Roles

Effort Coordinators (ECs) are responsible for the pre-review of all employee effort statements associated to their department(s) prior to the release of these statements to the Principal Investigators (PIs) for certification. When necessary, the EC may place effort statements on hold to process any modifications affecting those statements through the SPAR application. ECs monitor the completion of certifications and follow up with PIs as necessary to resolve issues and complete the certification process. A variety of management reports are available to the EC providing employee and/or sponsored project information.

ECs are not able to certify effort statements.

Effort Coordinator Roles:

- Lead Effort Coordinator (LEC) - Has access to employee salary information in ecrt and can assign access to departmental effort statements to non-department ECs. Each department must have at least one Lead Effort Coordinator, but may have multiple.
- Secondary Effort Coordinator (SEC) – Cannot access employee salary information in ecrt or assign access to ECs outside department. Each department may have multiple SECs, but none are required.

Primary Effort Coordinator Rights:

Primary Effort Coordinator (PEC) is a designation given to an existing Lead Effort Coordinator which identifies them as the recipient of all email notifications and tasks from ecrt. Only one PEC will be designated for each department. Any department Lead Effort Coordinator may transfer or be assigned PEC rights via the Department Dashboard, without Central Administration intervention or administrative recordkeeping. Changes to or from the PEC position will not change the user's access, rights or restrictions, only the receipt of emails related to tasks and the ability to process those tasks.

Restricted Access Effort Coordinator:

Restricted Access Effort Coordinator functionality enables the department to limit an EC's access to specific employee effort statements within a department, or to enable an Effort Coordinator from outside their department to access specific employee effort statements; similar to a SPAR subset. Central Administration can create a Restricted Access EC role when the requestor indicates 'Yes' in the last column on page 2 of this form. Names of employees for whom access is required should be included in the space below. Additional sheets may be added if necessary.

It is possible for a LEC to assign an existing Restricted Access Effort Coordinator the PEC rights for a particular employee via the Primary Effort Coordinator Override on the Manage User's page of the employee whose statement is to be accessed.

The home department is responsible to terminate roles/accesses as they become unnecessary.



Request to Create/Delete Effort Coordinator Role

RC _____ Department Number(s) _____

Please create/delete the following Effort Coordinator roles:

Coordinator Name & Employee # Create/Delete Lead/Secondary Restricted (Y/N)***

| Name | Emp# | C/D | L/S | Y/N |
|------|------|-----|-----|-----|
|------|------|-----|-----|-----|

Authorization:

As the SPAR user, I affirm that I have read and understand the following University Policies and will abide by these policies, and use the requested data access only as required in the performance of my University duties.

- 10-02-04 Computer Data Administration
- 10-02-05 Data Access and Use
- 10-02-06 University Administrative Computer Data (UACD) Security and Privacy
- 11-01-07 Effort Reporting and Certification

Requester User Signature: _____ Date: _____

As the supervisor for the requester, I affirm this request is in accordance with the requester's job function. I confirm that the requester has attended the required training as noted below. Confirmation of these dates is available through SPARhelp@cfo.pitt.edu . I authorize the assignment of Effort Coordinator Roles as indicated on this request.

Training Attendance Dates:

Basics of Effort Reporting: _____

ECRT: _____

Printed Name: _____ Title: _____

Department Administrator Signature: _____ Date: _____

Printed Name: _____ Title: _____

RC Administrator Signature: _____ Date: _____

*****Restrict Access to the following employee(s):**

| Name | Emp# | Name | Emp# |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |

This Section for use for FCR only:

Approval: _____ Date: _____