



University System of North Dakota

Higher Education Financials  
Grants

## **GM 8.4SP1 Effort Reporting**

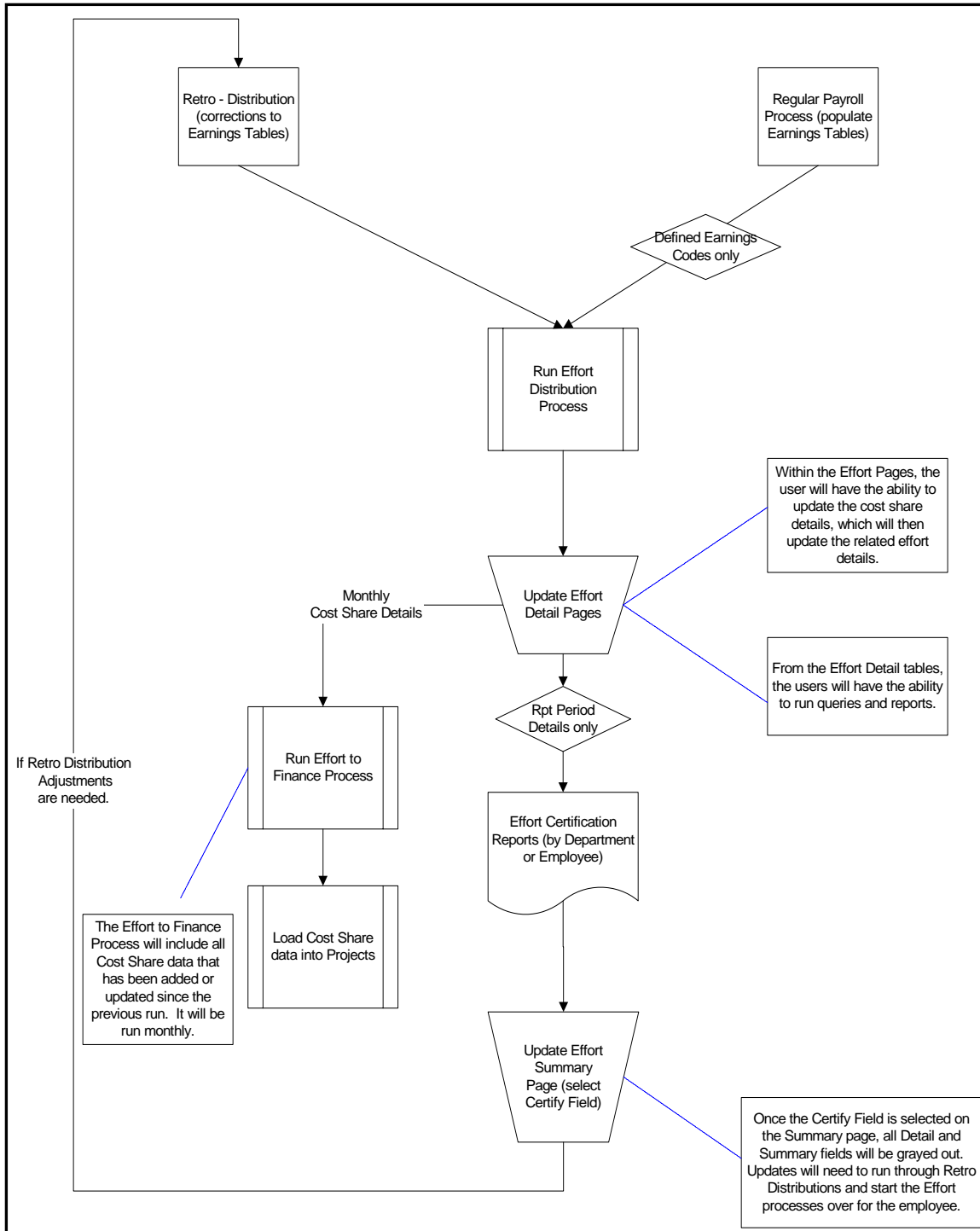
Peoplesoft HRMS (Release 8.3SP1)

Version 5.0  
Final  
January 20, 2005

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### Effort Reporting Overview



## Effort Setup

### 1.0 Effort Setup

Earnings codes are needed to filter the payroll information going to the effort calculation. This is a one-time conversion setup, however it will need to be updated if new earnings codes are created and used in HR.

#### Business Process

1. The Earnings codes that we need included in the earnings extracts will be added and updated in these Setup pages.
2. The Earnings codes are recorded by Company [BU] and effective date. The effective date for the setup will be 01/01/1901.
3. As new Earnings codes are created these will need to be added to this table to be included in the effort calculation.

**Below are the earnings codes that will be included for each campus that perform Effort Reporting:**

Earn Code	Eff Date	Status	Descr	Short Desc
H01	1/1/1901	A	Regular Earnings	Regular
H02	1/1/1901	A	Contract Earnings	Contract
H03	1/1/1901	A	Overtime	Overtime
H04	1/1/1901	A	Overload	Overload
H05	1/1/1901	A	Summer Salary	Summer
H06	1/1/1901	A	Summer School	Sum Schl
H07	1/1/1901	A	Extended Day	Ext Day
H08	1/1/1901	A	Distance Learning	Dist Learn
H09	1/1/1901	A	Corporate/Continuing Education	Cor/Con Ed
H12	1/1/1901	A	Callback Pay	Callback
H20	1/1/1901	A	Sick Leave-Salaried	Sick Leave
H21	1/1/1901	A	Dependent Sick Leave-Salaried	Dep Sick
H22	1/1/1901	A	Annual Leave-Salaried	Anl Leave
H24	1/1/1901	A	Holiday-Salaried	Holiday
H25	1/1/1901	A	Funeral Leave-Salaried	Funeral
H26	1/1/1901	A	Military Leave Pd-Salaried	Military
H27	1/1/1901	A	Jury Duty - Salaried	Jury Duty
H30	1/1/1901	A	Sick Leave-Hourly	Sick Leave
H31	1/1/1901	A	Dependent Sick Leave-Hourly	Dep Sick
H32	1/1/1901	A	Annual Leave-Hourly	Anl Leave
H33	1/1/1901	A	Compensatory Time Taken-Hrly	Comp Tm Tk
H34	1/1/1901	A	Holiday Pay-Hourly	Hol Pay
H35	1/1/1901	A	Funeral Leave-Hourly	Funeral Lv
H36	1/1/1901	A	Military Leave Pd-Hourly	Military
H37	1/1/1901	A	Jury Duty Leave-Hourly	Jury Duty
H48	1/1/1901	A	Admin Leave – Pd – Leave	Admin Leave
H64	1/1/1901	A	Acting/Interim Assignment	Int Asmt
H67	1/1/1901	A	Storm Pay	Storm Pay
H68	1/1/1901	A	Adjustments	Adjust
HRO	1/1/1901	A	Retro Overtime Pay	Retro OT
HRP	1/1/1901	A	Retro Regular Pay	Retro Reg

## 1.2 Earnings Code Setup

Navigation menu:

**Home > Compensate Employees > Administer Time and Effort > Setup > Earnings Codes**

From Payroll obtain any new Payroll earnings codes that need to be included in Effort. (Note the existing codes will be set up at conversion time.)

Step 1 Click on earnings code and click **Search** for your Business Unit and select your HR Business Unit.

### Earnings Codes

#### Find an Existing Value

Company:

Description:

Case Sensitive  
 Include History  Correct History

**Search** **Clear** [Basic Search](#)


Step 2 Select Add earnings code use second the **+** **-** button *on the line* to add a code row. (Make sure you are in Correction mode at bottom right)

Earnings Codes for TE

Company: UND University of North Dakota

Effective Date: 01/01/1901 **+** **-** \*Status: Active

Earnings Code	Description	
H01	Regular Earnings	<b>+</b> <b>-</b>
H02	Contract Earnings	<b>+</b> <b>-</b>
<input type="text"/>		<b>+</b> <b>-</b>

Step 3 Select the  dropdown and select **Lookup** to find the new code.

#### Lookup Earnings Code

Earnings Code:

Description:

**Lookup** **Clear** **Cancel** [Basic Lookup](#)

Step 4 Select the code to add the new code.

#### Search Results

[View All](#) First 1-100 of 193 [Last](#)

Earnings Code	Description
<a href="#">B01</a>	<a href="#">Regular Pay</a>
<a href="#">B02</a>	<a href="#">Annual Leave Salaried</a>
<a href="#">B03</a>	<a href="#">Sick Leave Salaried</a>
<a href="#">B04</a>	<a href="#">Compensatory Time Paid</a>
<a href="#">B05</a>	<a href="#">Meals Reimbursement</a>

Step 5 . click **Save**

Step 6 **Home > PeopleTools > Query Manager > Use > Query Manager**

- use the query NDU\_GM\_EARNINGS\_CODE to check to see if there are any new earnings codes set up

### 1.3 Effort Reporting Periods

Effort Reporting periods are used to summarize the detail payroll period data into the length of time to be used for effort reporting purposes, for example by semester. This allows different Universities to have different Effort reporting periods.

1. The Effort Reporting Periods will be setup by adding lines on the page that reflect the users Business Units' [company] Reporting period.
2. These Reporting Periods will be used to categorize the pay period earnings data into the effort certification periods.
3. The Reporting periods will be broken into 3 yearly periods: 1) Fall Semester 2) Spring Semester 3) Summer Semester. (Or whatever is decided by Grants Management.)
4. It is advised that reporting periods are created out to the year 2010 to cover the next 5 years. After the reporting periods have been set up they should not be changed once data has been loaded within a Reporting Period.
5. PeopleCode has been added that will gray out the fields of any row that currently is associated with any data in the Pay Period Detail record.

#### GM 1.2 Earnings Code Setup

Navigation menu:

**Home > Compensate Employees > Administer Time and Effort > Setup > Reporting Periods**

Step 1 Select the search Search and select your Business Unit.

Reporting Periods

[Find an Existing Value](#)

Company:

Search [Advanced Search](#)

[Add a New Value](#)

**Search Results**

View All First 1-4 of 4 Last

Company
MIS
NDS
UND

Step 2 Use the plus + button to add in sequential reporting periods that reflect the users effort reporting. (note thes should be set up aprox 5 years at a time unless the reprotroing period needs to change. )

- Add in Reporting operiod ID (01xx, 02xx, 03xx)
- Add in “Begin Date” for Semester (Fall Semester , Spring Semester, Summer Semester)
- Add in “Period End Date”

Reporting Periods

Use this page to create Effort Reporting Periods

Report Period ID YYPrd	Company	Period Begin Date	Period End Date		
1 0105	NDS	01/01/2005	05/15/2005	+	-
2 0205	NDS	05/16/2005	08/05/2005	+	-
3 0305	NDS	08/06/2005	12/31/2005	+	-
4 0404	NDS	08/01/2004	12/31/2004		

## **2.0 Run Effort Load**

The effort load processes takes the payroll data from the Peoplesoft HR system and loads it into the customized effort tables. All effort is then run off these tables. The Cost share load process creates a flat file of the cost share distributions to load into financials.

- ◆ Effort Distribution - - This extracts and processes the Earnings data (pay, deductions, taxes) after the payroll processes are performed. The Earnings data is summarized into the Effort Detail tables by Employee, Pay Run Date, and Account Code. The Retro Distribution data is also processed through this process.

## **2.1 Payroll Load**

This takes the payroll data by payroll period and loads it into the effort tables. Users will run this by Business unit and an end payroll date. Any *Retro* pay adjustments made to actuals data will also be picked up and loaded by this process.

1. The Effort Distribution Process will extract earnings records from the Payroll Distribution tables. The end pay run Id allows the user to determine up to what pay period he wants to load the payroll data to.
2. The Distribution tables contain the earnings, deductions and tax data for each employee and each payroll run date.
3. Additionally, Retro Distribution transactions would be extracted automatically through this process and inputted into the Effort Detail tables.
4. The output of this distribution process is the Pay Period Cost Share pages that are listed in Section 3 below.

## GM 1.2 Payroll Load Process

Navigation menu:

**Home > Compensate Employees > Administer Time and Effort > Process > Effort Distribution**

Step 1: To run the process add a run control or use **Search**  
[Effort Distribution](#)

### Find an Existing Value

Run Control ID:

Case Sensitive

Include History

**Search** [Advanced Search](#)

Step 2: Select your business unit


**Run Control ID**

[MISU](#)

[NDSU](#)

[UND](#)

[test](#)

Step 3: To select the Company you want, drop down the  search keys and elect the Company the user wants to load the data.

### Lookup Company

Search By:

Company:

**Lookup** **Cancel** [Advanced Lookup](#)

Step 4: Select **Lookup** to select the [HR] Business Unit [MIS, NDS, UND]

Step 5: Select **Run** to run the process

Step 6: Select the process  Effort Distribution Process NDUEFDST. Ensure the server is PSNT.

Step 7: Select the **OK** button to run the process.

Note: This process can be run at any time. It brings over only new transactions.

### **3.0 Effort Pages**

The Effort User Pages will be the areas where the Grants Administrators will add and update each Employee's Cost Share %s. These detail pay period records will then summarize to the reporting period pages, which will facilitate the effort certification reporting steps based on the user selected reporting period.

The Effort Use Pages have two major pages:

- Pay Period Effort Detail - - This page displays the Effort details by Employee, pay period, and HR account code and Cost Share details. For each new pay period there will be a separate page shown.
  - Pay Period Effort Detail :Cost Share -- On the 2nd half of the page, the cost share details for the pay period are included and tied to the Effort details. There is one cost share page per account line with the option of multiple lines for each source. Cost share values are initially entered by pay period by Grants Administrator. After this they are copied forward to each period. These lines are also used to calculate the cost share effort that is sent to financials via the cost share extract process.
  - Effort actuals are corrected using the Peoplesoft HR delivered "Retro" correction processes. Only Cost Share therefore needs to be manually changed. Once changed and the custom effort tables updated, these changes will be picked up and sent to the projects module in Financials.
  
- Reporting Period Effort Summary - - This page displays the summary of the details from the Pay Period Effort Detail Pages based on the reporting periods setup and is used to certify the Effort. Once the effort reports come back from the PI's the effort page is checked to agree the effort. When this happens the page is grayed out . This page Displays by Reporting Period, the summary Actual %s, Effort %s, and Cost Share %s for the Employee and Account Code.

### 3.1 Pay Period Effort Detail

1. The Pay Period Cost Share Page has 2 major pieces of data:
  - a. 1) Pay Period Information and Effort Detail
  - b. 2) Cost Share Information for the Pay Period per Account code
2. Within the Cost Share Information for the pay period, the details for the cost share are recorded. The Grants Administrator will record the associated Account Code for the cost share and the associated %s for cost share. When cost share is selected for an account code it will show above on the effort detail portion of the page for the Account Code chosen.
3. The only changeable fields are the cost share percentage. Actual Effort % is changed by doing retro's to the actual payroll data.

The following things are of note of this page:

- There are two pay period as seen from the View all on the Pay period Information page [View All](#) First 1 of 2 Last
- For each page there are 3 potential cost share rows that reflect the 3 account rows used from the Pay period effort detail. [View All](#) First 1 of 3 Last
- For each pay period cost share the Account Code use given below the Cost Sharing Account to show from where the Cost Share would be coming from.
- Cost share rows can be added using the button.
- Remember behind each Account code is an Accounting string of Fund, Account, Department & project ID.

[Home](#) > [Compensate Employees](#) > [Administer Time and Effort](#) > [Use](#) > [Pay Period Effort Detail](#)

Pay Period Cost Share Report Period Effort Summary

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<b>EmplID:</b> 0100415	<b>Empl Name:</b> Corwin,Therese A.	<b>SetID:</b> VCSU1
<b>Empl Rcd Nbr:</b> 0	<b>Department:</b> 2210	<b>Position Number:</b> 00009579

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**Pay Period Information** [View All](#) First 1 of 2 Last

**Pay Period End Date:** 08/15/2003      **Company:** VCS  
**Period Begin Date:** 08/01/2003      **Period End Date:** 12/30/2003

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**Effort Detail**

Account Code	Actual %	Actual Amt	Actual Fringe Amt	Effort %	Effort Amt	Cost Share %	
1 V200602010R	31.00	788.38	220.41	31.00	788.38		
2 V315002040R	27.01	687.00	191.53	27.01	687.00		
3 V401002210CON0004005F	41.99	1068.12	297.92	41.99	1068.12		

---

**Cost Sharing Account** [View All](#) First 1 of 3 Last

**Account Code:** V200602010R

**Projects Receiving Cost Sharing**

Account CD/Project ID	Cost Share Percentage	Cost Share Amount	CS Fringe Amount	
<input type="text"/>	<input type="text"/>			

**Project ID**

### 3.1.1 Setting up Pay period Cost Share page

#### Navigation Menu:

Home > Compensate Employees > Administer Time and Effort > Use > Pay Period Effort Detail

The following are the steps for operating this page

Step 1 Go into the menu select **Search**, you can use 5 to mask the name or select the **Advanced Search** if you want to select by employee ID.

[Home](#) > [Compensate Employees](#) > [Administer Time and Effort](#) > [Use](#) > [Pay Period Effort Detail](#) [New!](#)

**Pay Period Effort Detail**

**Find an Existing Value**

Search By:   [Advanced Search](#)

Name:


Case Sensitive  
 Include History  Correct History

[Advanced Search](#)

**Search Results**

[View All](#) First  Last

Name	Company	Department	Reporting Period ID	EmplID	Empl Rcd Nbr	Report Period Begin Date	Report Period End Date
<a href="#">Anderson, Theresa Jean</a>	NDS	7260	0404	0302510	0	08/01/2004	12/31/2004
<a href="#">Bentley, Theresa J</a>	MIS	2420	0404	0492204	0	08/31/2004	12/31/2004
<a href="#">Carter, Theresa Lynn</a>	UND	1040	0404	0261276	0	08/01/2004	12/31/2004
<a href="#">Clauthier, Colleen Therese</a>	UND	8290	0404	0299335	0	08/01/2004	12/31/2004
<a href="#">Corwin, Therese A</a>	VCS	2210	0303	0100415	0	07/01/2003	07/31/2003
<a href="#">Corwin, Therese A</a>	VCS	2210	0304	0100415	0	08/01/2003	12/31/2003
<a href="#">Costes, Therese</a>	UND	2380	0404	0601939	0	08/01/2004	12/31/2004

Step 2 For the advanced search, on the name field select the  dropdown.

#### Lookup Name

Search By:    [Advanced Lookup](#)

EmplID:

Step 3 Select **Lookup** to find the name or Employee ID. You can use a % sign to mask the totals. EmplID:

Home > [Compensate Employees](#) > [Administer Time and Effort](#) > [Use](#) > [Pay Period Effort Detail](#)

Pay Period Cost Share **Report Period Effort Summary**

<b>EmplID:</b> 0100415	<b>Empl Name:</b> Corwin,Therese A.	<b>SetID:</b> VCSU1
<b>Empl Rcd Nbr:</b> 0	<b>Company:</b> VCS	<b>Department:</b> 2210
		<b>Position Number:</b> 00009579

View All First 1 of 2 Last

**Pay Period End Date:** 07/15/2003    **Reporting Period ID:** 0303    **Report Period Begin Date:** 07/01/2003  
**Report Period End Date:** 07/31/2003

First 1-3 of 3 Last

Account Code	Actual Amt	Actual %	Fringe Amt	Effort %	Effort Amt	Cost Share %
1 V200602010R	589.47	31.00	220.07	16.00	304.24	
2 V315002040R	513.41	27.00	191.68	27.00	513.41	
3 V401002210CON0004005F	798.64	42.00	298.12	57.00	1083.87	15.00
<b>Totals:</b>	1901.52		709.87			

**IMPORTANT: Click Save after each row change**

View All First 2 of 3 Last

**Cost Sharing Account**

**Account Code:** V315002040R

**Projects Receiving Cost Sharing**

Account CD/Project ID	Cost Share Percentage	Cost Share Amount	CS Fringe Amount	+ -
<input type="text"/>	<input type="text"/>			

Project ID

Part Two

Step 4 Select the cost Share page from which you want to transfer the cost share from. The account code from is at the top of the page.

**Account Code:** V200602010R

View All First 2 of 3 Last

**Cost Sharing Account**

**Account Code:** V315002040R

**Projects Receiving Cost Sharing**

Account CD/Project ID	Cost Share Percentage	Cost Share Amount	CS Fringe Amount	+ -
<input type="text"/>	<input type="text"/>			

Project ID

**Account CD/Project ID**

Step 5 Choose the Account CD\Project ID  to transfer the cost to using the dropdown box. Hint: the easiest way to add a Account CD that exists in the detail data is to highlight the value from Effort Detail section of the page, select copy and then paste it into the field.

View All First 1 of 3 Last

**Cost Sharing Account**

**Account Code:** V200602010R

**Projects Receiving Cost Sharing**

Account CD/Project ID	Cost Share Percentage	Cost Share Amount	CS Fringe Amount	+ -
V401002210CON0004005F	<input type="text"/>			

Project ID

Step 6 This will now show the Account and project

Cost Sharing Account View All First 2 of 3 Last

Account Code: V315002040R

Projects Receiving Cost Sharing

Account CD/Project ID	Cost Share Percentage	Cost Share Amount	CS Fringe Amount	
V401002210CON0004005F	<input type="text"/>			+ -
<b>Project ID</b> CON0004005				

Step 7 Enter the Cost share amount  and select Save

The page therefore looks like the following:

[Home](#) > [Compensate Employees](#) > [Administer Time and Effort](#) > [Use](#) > [Pay Period Effort Detail](#)

Pay Period Cost Share Report Period Effort Summary

EmplID: 0100415      Empl Name: Corwin,Therese A.      SetID: VCSU1  
 Empl Rcd Nbr: 0      Company:VCS      Department: 2210      Position Number: 00009579

View All First 1 of 2 Last

Pay Period End Date: 07/15/2003      Reporting Period ID: 0303      Report Period Begin Date: 07/01/2003  
 Report Period End Date: 07/31/2003

Account Code	Actual Amt	Actual %	Fringe Amt	Effort %	Effort Amt	Cost Share %
1 V200602010R	589.47	31.00	220.07	16.00	304.24	
2 V315002040R	513.41	27.00	191.68	27.00	513.41	
3 V401002210CON0004005F	798.64	42.00	298.12	57.00	1083.87	15.00
<b>Totals:</b>		1901.52	709.87			

**IMPORTANT: Click Save after each row change**

Cost Sharing Account View All First 1 of 3 Last

Account Code: V200602010R

Projects Receiving Cost Sharing

Account CD/Project ID	Cost Share Percentage	Cost Share Amount	CS Fringe Amount	
V401002210CON0004005F	<input type="text" value="15.00"/>	285.23	106.48	+ -
<b>Project ID</b> CON0004005				

### Explanation of what has happened

- The cost share goes up to the effort line for the Project chosen

Effort Detail						
Account Code	Actual %	Actual Amt	Actual Fringe Amt	Effort %	Effort Amt	Cost Share %
1 V200602010R	31.00	788.38	220.41	31.00	788.49	+ -
2 V315002040R	27.01	687.00	191.53	12.01	305.47	+ -
3 V401002210CON0004005F	41.99	1068.12	297.92	56.99	1449.54	15.00 + -

- Cost share portion is taken from the originating project and recorded on the cost share line for sending to the Projects module in Financials.

Cost Sharing Account			
Account Code: V315002040R			
Projects Receiving Cost Sharing			
Account CD/Project ID	Cost Share Percentage	Cost Share Amount	CS Fringe Amount
V401002210CON0004005F	15.00	381.53	106.48
Project ID: CON0004005			

Step 8 Now repeat the exercise by going to the next pay period. To do this check the Pay First 1 of 2 Last. Note after the initial setup. The cost-share should copy forward from pay period to pay period.

### Calculations

Details for the Calculations:

- Cost Share Amount will equal Cost Share % multiplied by the summary of the Pay Period Actual Totals.
- Cost Share Fringe Amount will equal Cost Share % multiplied by the summary of the Pay Period Fringe Totals.

Cost share = Actuals 788.38+687.00+1068.12= 2543.50, x 0.15 = 381.53  
 CS Fringe = Fringe 220.41+ 191.53 + 297.92 = 709.86, x 0.15 = 106.48

Note also:

- In Effort Detail, Effort % is calculated from the Actual Pay Period %s + the Cost Share Pay Period Details that are updated below in the Cost Share Detail section.
- After the initial setup, Cost Share % and Effort % will carry forward from 1 pay period to the next pay period as the new pay periods come in. Initially the Cost share totals will need to be set up for each pay period. *This data will only carry forward if a project Begin date and project End date exist in the proposed effort page.*
- You can only cost share to Account Codes that have projects.

Part Three

Navigation menu:

Home > Compensate Employees > Administer Time and Effort > Use > Proposed Effort


[Home](#) > [Compensate Employees](#) > [Administer Time and Effort](#) > [Use](#) > [Proposed Effort](#)

[New Window](#)

Proposed Effort

<b>EmplID:</b> 0100415	<b>Empl Name:</b> Corwin,Therese A.	<b>SetID:</b> VCSU1
<b>Empl Rcd Nbr:</b> 0	<b>Company:</b> VCS	<b>Department:</b> 2210
		<b>Position Number:</b> 00009579

Proposed Effort		First	1 of 1	Last
<b>Account Code From:</b>	V200602010R			
<b>Account Code To:</b>	V401002210CON0004005F			
<b>Proposed Effort %:</b>				
<b>Cost Share %:</b>	15.00			
<b>Project Begin Date:</b>				
<b>Project End Date:</b>				

Step 1 On this page we need to fill in the Project dates. Select the  date fields to choose from the calender. Fill in the project From\To dates:

**Project Begin Date:**  

**Project End Date:**  

Step 2 Fill in the proposed effort. (Not required).

**Proposed Effort %:**

Part Three

**3.1.1 Effort Approval**

To do this go back to the second tab on the effort page. When effort is approved this page is checked.

[Home](#) > [Compensate Employees](#) > [Administer Time and Effort](#) > [Use](#) > [Pay Period Effort Detail](#)

Pay Period Cost Share    Report Period Effort Summary

<b>EmplID:</b> 0100415	<b>Empl Name:</b> Corwin,Therese A.	<b>SetID:</b> VCSU1
<b>Empl Rcd Nbr:</b> 0	<b>Company:</b> VCS	<b>Department:</b> 2210
		<b>Position Number:</b> 00009579

**Reporting Period ID:** 0303

Account Code	Actual %	Effort %	Cost Share %
1 V200602010R	31.00	24.58	
2 V315002040R	27.01	27.01	
3 V401002210CON0004005F	42.00	48.41	7.50

Certified

## Part Three

### 3.2 Reporting Period Effort Summary

The Reporting Period effort summary page takes the Payroll data by pay period and summarizes it based on the reporting period's that were created in the Grants setup. This is the information that will go out in report form to PI's, or any other person with effort\cost share to sign off on. This page is then confirmed when clicking the "certified" field. Once changed the page can only be undone by those Grants Managers with security. In detail:

- 1) The Report Period Effort is a page that is a summary of all transactions for the Reporting Period.
- 2) It displays details by Employees and Account Code for Actual %s, Effort %s, Cost Share %s, and Period %s.
- 3) The Period %s is a field that will be used to record details from the employees.
- 4) The Certify checkbox is a field that will be used to close out the Reporting Period for the employee. When this checkbox is selected, all data within the Reporting Period (summary + detail) will be grayed out for the employee.

Note if you want to change the actuals % Effort you need to do a retro in payroll for the actuals.

[Home](#) > [Compensate Employees](#) > [Administer Time and Effort](#) > [Use](#) > [Pay Period Effort Detail](#)

Pay Period Cost Share    Report Period Effort Summary

<b>EmplID:</b> 0100415	<b>Empl Name:</b> Corwin,Therese A.	<b>SetID:</b> VCSU1
<b>Empl Rcd Nbr:</b> 0	<b>Company:</b>	<b>Department:</b> 2210
		<b>Position Number:</b> 00009579

Account Code	Period End Date	Actual %	Effort %	Cost Share %
1 V200602010R	12/30/2003	30.99	31.00	
2 V315002040R	12/30/2003	27.01	12.00	
3 V401002210CON0004005F	12/30/2003	41.99	56.98	15.00


Certified

Steps:

1. Check the Certified field to accept the effort for the reporting period. You will receive a Warning Message informing you of the fact that the employee details will not be

Certified

updateable if OK'd.

2. Save it 
3. The report will show who saved it and the date

Certified

**Saved By:** dschweigert

**Date:** 12/14/2004

Note: When the Certified field is selected and saved, the fields for that reporting period will be grayed out. The only way to update the details will be to perform Retro Distributions to the employee's records. The details will then be updateable again.

## 4.0 Run Effort Load

The Cost share load process creates a flat file of the cost share distributions to load into financials.

- ◆ Effort Cost Share to Financials Projects - - This extracts the cost share data from the Effort Cost Share Detail tables (HRMS) and produces records in Financials Projects (PROJ\_RESOURCE table).

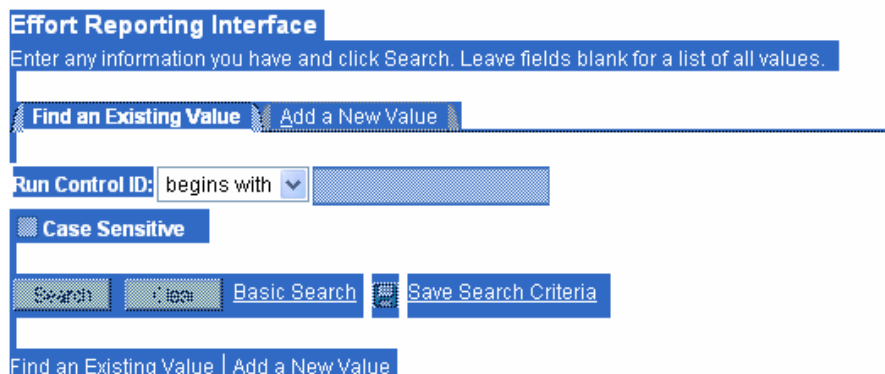
### 4.1 Effort Cost Share to Finance Distribution load

For each pay period you can select a cost share portion for each applicable employee and project. The cost share % entered is then used to calculate the cost share to be loaded into the Proj Resource table the financials Module. This can then be reported on.


1. The Effort to Finance Distribution process takes the entered Cost Share percentage for an employee and multiplies it by the \$ pay and fringe amount adding in the accounting string of project, Fund and account from the HR Account Code chosen to charge cost share on.
2. The process creates rows of data directly in the Financials PROJ\_RESOURCE table.
3. This data will then be used by grants for cost share reporting purposes.
4. The process will be run a monthly frequency.
5. It will run for all records up to the Pay End Date that is selected.
6. Historical Changes (as the result of Retro Distribution) will be processed and distributed during the next process run. The changes will be added into the output file by calculating the differences of the new Cost Share values with the previous run of the Cost Share values.

Step 1: Select or Add a Run Control ID.

ND Utilities & Interfaces > Higher Ed Applications > Effort Reporting Interface



Step 2: Select Company using the Lookup

Company:  

- Step 3: Select Pay Period End Date. Pay Period End Date:
- Step 4: Select Run Button. **Run**
- Step 5: Select the  NDUEF002      NDUEF002      SQR Report      Web PDF
- Step 6: The report looks as follows:

Projects Extract Report  
2004-10-19 11:17:27.009

<u>EMPLID</u>	<u>COMPANY</u>	<u>PAY END DT</u>	<u>ACCT CD</u>	<u>CS ACCT CD</u>	<u>COST SHARE PCT</u>	<u>COST SHARE DLRS</u>	<u>ACCOUNT DEPT ID</u>	<u>PROJECT ID</u>	<u>FUND CODE</u>	<u>PROGRAM CODE</u>	<u>FRINGE AMT</u>
---------------	----------------	-------------------	----------------	-------------------	-----------------------	------------------------	------------------------	-------------------	------------------	---------------------	-------------------

- Step 7: The records should be loaded into PROJ\_RESOURCE now. A way to review this information is:  
*Projects-> Resources-> General Information*

## **5.0 Effort Reports**

1. The Effort Reports that will be produced through the system will be based upon the summary effort table balances.
2. The Effort Certification Report Process will have 2 options for creating the reports: 1) By Company and Department 2) By EmplID.
3. These reports will be the output that is sent to the individual employee for their certification and reported Effort %s.
4. Additionally, there is a Employee Name List by Department Report that can be accompanied with the Effort Certification Reports.
5. 2 detail reports give payroll and effort detail by pay period as backup to the summary reports.
6. Lastly, there is a report that displays the Proposed Effort for an employee in comparison to Reported Effort and Cost Share.

## 5.1 Effort Certification Report by Department

7. The Effort Certification Report by Department will be used by the Grants Admin Staff to print out an entire Department's Effort Certification Report by employee.
8. These Reports will be delivered to the individual employee for them to document their Effort percentages and certify their report with a signature.

### Who would perform this Report task: Grants Managers

[Home](#) > [Compensate Employees](#) > [Administer Time and Effort](#) > [Report](#) > Effort Cert Report by Dept

Effort Cert Report

Run Control ID: test [Report Manager](#) [Process Monitor](#) Run

**Report Parameters**

Company:

Reporting Period ID:

Report Period Begin Date: 08/01/2004      Report Period End Date: 12/31/2004

**Excluded Departments** First ◀ 1 of 1 ▶ Last

DeptID:

9. To run, choose your Business Unit, reporting period ID and any departments you want to exclude [use the + button to add departments to exclude,

10. then select Run

11. The report produced is a crystal

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Effort Cert Report by Dept	NDUEFCRT	Crystal	Web	PDF



**Personnel Activity Confirmation Report**  
For Period Dec 2004

NAME : Richardson, Jimmie      EMP LID : 0374645      JOB CODE/FAMILY 2100  
TITLE : Chair/Head      DEPARTMENT : 7680

THIS EFFORT REPORTING FORM IS ISSUED BY THE OFFICE OF GRANTS AND CONTRACTS. INFORMATION PREPRINTED IN COLUMNS A AND B IS DERIVED FROM ACTUAL PAYROLL RECORDS OF THE UNIVERSITY AND IS UPDATED ON A PAY PERIOD BASIS.

PLEASE REVIEW THE FORM CAREFULLY AND MAKE ANY NECESSARY CHANGES. THE EFFORT PERCENTAGES NEED TO REFLECT A REASONABLE ESTIMATE OF YOUR EFFORT. IF YOU ARE DEVOTING EFFORT TO A GRANT WHICH IS NOT LISTED ON THE FORM, INDICATE THE PROJECT NUMBER, NAME AND PERCENT OF EFFORT. REMEMBER YOUR EFFORT MUST TOTAL 100%.

PLEASE READ ANY ATTACHMENTS BEFORE COMPLETING THIS FORM. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 777-4151, WE WILL BE GLAD TO HELP.

THANK YOU FOR YOUR COOPERATION.

<u>PROJECT ID</u>	<u>FUND CODE</u>	<u>DEPT ID</u>	<u>ACCOUNT</u>	<u>COLUMN A ACTUAL % OF SALARY PAID</u>	<u>COLUMN B EFFORT %</u>	<u>COLUMN C COST SHARE %</u>	<u>COLUMN D REPORTED EFFORT %</u>
FAR0005522	41000	7680	7850 6346 NO CENTRAL CONTRACT VARIE	0	15	15	_____
FARP003902	34120	7680	7010 EXTENSION SMITH-LEVER B&C	3	3	0	_____
	30112	7680	2280 SOIL SCIENCE	35	20	0	_____
FARP003900	34100	7680	7010 EXTENSION APPROPRIATION	2	2	0	_____
FARP003400	34400	7680	7510 AES APPROPRIATION	30	30	0	_____
FARP003414	34420	7680	7510 HATCH FORMULA 2004	30	30	0	_____
			Sub-Totals	100	100	15	_____

I HEREBY CERTIFY

(1) THAT I AM \_\_\_\_\_ THE EMPLOYEE NAMED ABOVE. - OR -  
\_\_\_\_\_ A RESPONSIBLE OFFICIAL HAVING FIRST HAND KNOWLEDGE OF THE WORK PERFORMED

AND

(2) THAT THE DISTRIBUTION OF EFFORT (CHANGED OR NOT CHANGED) REFLECTED ABOVE REPRESENTS A REASONABLE ESTIMATE OF ACTUAL WORK PERFORMED FOR THIS PERIOD

SIGNED ..... DATE .....

## 5.2 Certification Report By EmplID

1. The Effort Certification Report by Employee will be used by the Grants Admin Staff to print out an individual employee's Effort Certification Report.
2. This Report will be delivered to the individual employee for them to document their Effort percentages and certify their report with a signature.
3. A good example for this Report Process will be after the Retro Distribution Process for an employee's records.

4. To Run select the Employee ID and the Reporting period and select Run

[Home](#) > [Compensate Employees](#) > [Administer Time and Effort](#) > [Report](#) > [Effort Cert Report by Employee](#)

Cert Rpt by Emplid

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) Run

Sequence: 1

Report Request Parameter(s)

On-Cycle Run

EmpID:

\*Reporting Period ID:

Report Period Begin Date: 08/01/2003 Report Period End Date: 12/30/2003

On-Cycle Run

EmpID:

\*Reporting Period ID:

Report Period Begin Date: 08/01/2003 Report Period End Date: 12/30/2003

5. Run by PDF for a crystal report  Effort Cert Report by Employee NDUEFEMP Crystal
6. The report produced is the same format as the one by department.

### 5.3 Effort Report By Department (detail)

This report prints off all the detail payroll data by pay period as a backup to the summarized certification report. It is by Business Unit, with the ability to exclude departments if necessary.

- 1) To run this report select your Company, Reporting period ID and Department's to exclude (if any) and select run **Run**.

[Home](#) > [Compensate Employees](#) > [Administer Time and Effort](#) > [Report](#) > [Effort Report by Dept](#)

Ndu Eff Main Rpt

Run Control ID: test

[Report Manager](#) [Process Monitor](#) **Run**

Process Instance:45972

**Report Parameters**

Company:

Reporting Period ID:

Report Period Begin Date: 08/01/2004      Report Period End Date: 12/31/2004

**Excluded Departments**      First  1 of 1  Last


DeptID:

- 2) Select PSNT and the run control  Main Effort Report      NDUEFFMN      Crystal
- 3) The report by Employee is produced.

<b>Employee Name :</b> <u>Preszler,Tiffany Anne</u>							
<b>Pay End Date :</b> 8/15/2003							
0525774		5600	V1010056000035O	25.00	25.00	0.00	25.00
0525774	CON0005901	5600	V450015300CON0005901O	75.00	75.00	0.00	75.00
<b>Total For Pay End Date: 8/15/2003</b>				<b>100.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>
<b>Pay End Date :</b> 8/31/2003							
0525774		5600	V1010056000035O	100.00	100.00	0.00	100.00
<b>Total For Pay End Date: 8/31/2003</b>				<b>100.00</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>

### 5.4 Effort Report By Department with Dollar Amounts

This report prints off all the detail payroll data by pay period as a backup to the summarized certification report. This is both by Cost share or actual \$ amounts


1. To run this report select your Company, Reporting period ID and Department's to exclude (if any) and select run .

[Home](#) > [Compensate Employees](#) > [Administer Time and Effort](#) > [Report](#) > [Effort Report by Dollar Amount](#)

Effort Detail Report

Run Control ID: test [Report Manager](#) [Process Monitor](#) 


**Report Parameters**

Company:  

Reporting Period ID:  

Report Period Begin Date: 08/01/2004      Report Period End Date: 12/31/2004

**Excluded Departments**      First  1 of 1  Last

DeptID:  

2. Select the report and PSNT server

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Cost Share Report	NDUEFCRSR	Crystal	Web	PDF
<input checked="" type="checkbox"/>	Effort Reporting by Dollar Amt	NDUEFDLR	Crystal	Web	PDF

3. Click Ok  to run

- In the process the Cost Share Report shows cost share % by Pay Period for the reporting period.
- In the process the Effort Reporting by Dollar Amt shows \$ effort by Pay Period for the reporting period.

### Cost Share Report

#### Cost Share Report by Dollar Amounts

<u>Cost Sharing Account</u> Code	<u>Receiving Account</u> Code	<u>Project Id</u>	<u>Cost Share</u> %	<u>Cost Share</u> Amount	<u>Fringe</u> <u>Amount</u>
<b>Employee :</b> 0254222	Almie, Jay C				
<b>Pay End Date :</b>	12/31/2004				
U258521120R	U402005250UND0004499R	UND0004499	10	51.39	34.51
<b>Total For Pay End Date:</b>		12/31/2004	10	51.39	34.51

Effort Reporting by Dollar Amt

**Effort Report by Dollar Amounts**

<u>Account</u>	<u>Project Id</u>	<u>Department ID</u>	<u>Actual Amount</u>	<u>Effort Amount</u>	<u>Actual %</u>
<b>Employee :</b>	0602553	Ebadi,Manuchair			
<b>Pay End Date :</b>	12/31/2004				
515005		8190	0.00	0.00	0
515005		8190	2,497.10	1,587.51	25
515005		8190	2,497.10	1,587.51	25
515005		8190	0.00	0.00	0
515005		8190	1,090.06	179.98	11
515005		8190	1,090.06	179.98	11
515005	UND0004116	8190	0.00	505.58	0
515005	UND0004139	8190	4,349.60	5,158.89	43
515005	UND0004149	8190	2,174.74	2,680.56	22
<b>Total For Pay End Date: 12/31/2004</b>			<b>13,698.66</b>	<b>11,880.01</b>	<b>135</b>

## 5.5 Proposed Effort Report

This report displays the Proposed Effort versus the Effort reported and associated Cost Share.


1. Select the Company and Employee and


Home > [Compensate Employees](#) > [Administer Time and Effort](#) > [Report](#) > [Proposed Effort Report](#)

Proposed Effort Report

Run Control ID: test [Report Manager](#) [Process Monitor](#) Run

Report Parameters

Company:  

EmpID:  

2. Select PSNT and the run control

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	NDUPRPEF	NDUPRPEF	SQR Report	Web	PDF

3. Click Ok OK to run


4. Go to the process monitor to view (REPORT TO BE MODIFIED)

Run date : Nov/30/2004 18:04  
Page 1 of 3.

Proposed Effort Report												
EMPLID	COMPANY	PROP EFF ACCT CD	PROP EFF ACCT CD	PROJ BSG DT	PROJ END DT	PROJ EFFORT PCT	ACTUAL %	COST SHARE %	REPORT %	ACTUAL AMT	FRINGE AMT	REPORT AMT
0602553	UND											
		U302058020P		03-01-2004	02-28-2005	30			2	1,090.06	0.05	179.98
		U302058020P		12-31-2004	11	11						
		U302058020P		03-01-2004	02-28-2005	30						
		U302748275P		12-31-2004	0	0				0.00	200.07	0.00
		U302058020P		03-01-2004	02-28-2005	30			16	2,407.10	0.12	1,587.51
		U310008190P		12-31-2004	25	25						
		U302058020P		03-01-2004	02-28-2005	30				0.00	458.27	0.00
		U310148275P		12-31-2004	0	0						
		U302058020P		03-01-2004	02-28-2005	30			5	0.00	0.00	505.58
		U435008190IND0004116P		12-31-2004	0	0						
		U302058020P		03-01-2004	02-28-2005	30						
		U435008190IND0004139P		12-31-2004	43	43			51	4,349.60	798.42	5,158.89
		U302058020P		03-01-2004	02-28-2005	30						
		U435008190IND0004149P		12-31-2004	22	22			27	2,174.74	399.19	2,680.56
		U302058020P		03-01-2004	02-28-2005	30						
		U302058020P		01-15-2005	11	11			1	1,090.07	0.04	78.87
		U302058020P		03-01-2004	02-28-2005	30						
		U302748275P		01-15-2005	0	0				0.00	109.70	0.00
		U302058020P		03-01-2004	02-28-2005	30						
		U310008190P		01-15-2005	25	25			20	2,407.10	0.11	1,991.97
		U302058020P		03-01-2004	02-28-2005	30						
		U310148275P		01-15-2005	0	0				0.00	457.49	0.00
		U302058020P		03-01-2004	02-28-2005	30						

## 5.6 Effort Report Name Listing

This report displays all individuals that will receive an Effort Certification Report. The Report will be sorted by Department and then Employee Name.

1. To run this report select your Company, Reporting period ID and Department's to exclude (if any) and select run .


[Home](#) > [Compensate Employees](#) > [Administer Time and Effort](#) > [Report](#) > [Employee Listing Report](#)


Employee Listing

Run Control ID: test

[Report Manager](#) [Process Monitor](#) 


**Report Parameters**

Company:  

Reporting Period ID:  

Report Period Begin Date: 08/01/2004      Report Period End Date: 12/31/2004

**Excluded Departments** First  1 of 1

DeptID:  

2. Select the report

NDUERLST      NDUERLST      Crystal      Web       PDF  

3. Click Ok  to run

Example:

### Effort Report Employee Listing Report

<u>Department ID:</u>	<u>Employee Id</u>	<u>Name</u>
1060	0423182	Cummings,Michael Thomas
	0276782	Hill,Andrew Thomas
	0573798	Leierer,Charles Patrick
	0407431	Murray,Heidi Ella
	0155422	Swenson,Christopher D
	0575713	Ulland,Gregory Brad

## 6.0 Queries and Key Tables

### 6.1 Key Tables

1. The Key Tables listed below are the tables that make up the Effort Reporting Processes.
2. These tables will be included in the end users Query Access Groups.
3. These tables will be available to run adhoc Queries for evaluation, reporting, and audits.

<b>Table Name</b>	<b>Table Description</b>
NDU_PAY_PRD_DTL	NDU Effort Pay Period Detail. This table has each pay period summarized for Earnings transactions (regular, retro-distribution).
NDU_PAY_PRD_CS	NDU Effort Cost Share Pay Period Detail. This table will record the cost share transactions for each period.
NDU_EFFORT_SUM	NDU Effort Summary by Reporting Period. This table will record the final certified values, percentages and the end user EmplID reported value.
NDU_ER_PROC_CS	NDU Effort Reporting table for recording the distributed Cost Share to Project Costing.
NDU_ER_ERN	NDU Payroll Distribution table for recording earnings distributions.
NDU_ER_DED	NDU Payroll Distribution table for recording deductions.
NDU_ER_TAX	NDU Payroll Distribution table for recording taxes.
PAY_EARN_DIST	PeopleSoft Payroll Distribution table for recording earnings distributions.
PAY_DED_DIST	PeopleSoft Payroll Distribution table for recording deductions.
PAY_TAX_DIST	PeopleSoft Payroll Distribution table for recording taxes.
NDU_REPORT_PER	NDU Reporting Period table for defining Start Dates and End Dates for each period.
GM_TEC_OT_ERN	PeopleSoft earnings code by company table to record the earnings codes to be included in the Effort Distribution process.
NDU_RUNCNTL_EFF	Run Control table for Running the Effort Distribution SQR Report.
PERSON	This table has the personnel details for an employee.
NDU_RUNCNTL_EFC	Run Control Table for the Effort Reports.
NDU_EFF_SUM_VW	NDU Table View of the Effort Summary Table.
DEPT_TBL	Table that stores the Department level details.
JOB	Table that stores the Personnel Job Details.



<b>Table Name</b>	<b>Table Description</b>
ACCT_CD_TBL	Table that stores the Account Codes and its related Chartfield values.
NDU_ER_PROC_CS	NDU Cost Share Process Table.
NDU_RUN_ER_EXTR	Run Control Table for the Effort / Cost Share Extract.
NDU_ACCT_CD_TBL	NDU Account Code Table for lookups/prompts.
PAY_CHECK	PS Table that is used for verifying NIH limits.

## 6.2 Key Queries

1. Below are Queries that have identified as audit type reports and exception type Queries.
2. The List will need to be built upon as end users get familiar with the system.

<b>Query Name</b>	<b>Query Description</b>
NDU Effort_No_Cert	Non Certified Effort Reports
	Effort Reports that have changed from Certified due to Retro Distribution.
	Non Certified Reports due to Retro Distribution.
NDU_NIH_Limit_Check	Query that checks the NIH Limit and finds individuals that were paid a Gross Salary > than the limit for a Pay Period.
NDU_FA_Detail_CS	Indirect Cost Details for F&A proposal.