***![MCED00120_0000[1]]()Effort Reporting NEWS!***

*December 2012*

**Retroactive Salary Adjustment Report**

The Retroactive Salary Adjustment Report is a tool that assists departments in determining if an FEC needs to be recertified due to a salary transfer posting after the effort report is certified. MAA periodically reviews this report and may contact departments if a recertified FEC has not been submitted. However, best practice is for each department to set up a monthly review process to ensure recertifications are completed in a timely manner. The certified date has been recently added to the report to facilitate review

The report is available on the Decision Support website: <https://edw.washington.edu/Reports/Pages/Report.aspx?ItemPath=%2fFinancial%2fRetroactive+Salary+Adjustment+Report>

**GIM 15 Transfer of Expenditures between Budgets - Revised**

[GIM 15, Transfer of Expenditures between Budgets](http://www.washington.edu/research/osp/gim/gim15.html) has been updated to reflect current requirements for both GCCRs and FECs. If you are involved in the process of salary transfers affecting faculty or non-faculty, it would be beneficial to review the guidelines contained in the revised GIM.

**Who can certify the FEC??**

Best practice is for the faculty member to certify his/her own FEC. There are, however, instances when the faculty is not available or is unable to certify online. This most commonly happens when a faculty member has separated from UW. In these cases the Dean, Chair or Division Head may certify on their behalf with the understanding that they have suitable means to verify that the work was performed as documented on the FEC. This is usually a written confirmation from the faculty that the FEC is a true reflection of their effort for the cycle.

A Director can also certify for a faculty member if they are director of an organization or department level program. Department Finance or HR Directors who function in an administrative capacity may not certify the FECs.

**Common Error on the GCCR – Where is my budget??**

What should you look for when you expect to see a budget on your GCCR and it’s not there?

1. In MyFD Transaction Summary, review the salary categories. If there is only salary for faculty, no GCCR will be generated. Faculty certify effort on the FEC. Only non-faculty employees appear on the GCCR.
2. GCCRs are associated with the PUC of the budget. If the PUC has been entered incorrectly in FIN, the budget will not appear on your GCCR list. Contact Payroll to have the GCCR changed.

Questions: efecs@u.washington.edu

Current and prior newsletters are on the FEC website: <http://f2.washington.edu/fm/maa/fec/letters>