***MCED00120_0000[1]****EFFORT REPORTING NEWS!*

*August 2013*

**Managing FECs for Retired Faculty**

Departments are electing to change the home department of some retired faculty to the Budget Office (Benefits). This creates an issue with the FECs especially for faculty who were originally in a department that reports on a calendar cycle.

Faculty who have been re-assigned to the Budget Office organization code (4030002) will not appear on the MyFaculty List for their original home department. As a result, these faculty are often overlooked in the review process.

In addition, when a faculty member’s appointment is changed from a calendar reporting cycle to an academic reporting cycle (e.g. the Budget Office), eFECS generates multiple FECs back to 12/16/2009 when eFECS first went online. All of these FECs must be certified in order to clear them from the Dashboard Action Needed List that displays uncertified FECs.

Departments are encouraged to change the organization code back to the original home department. The faculty member will now appear on the appropriate MyFaculty List and in the correct reporting cycle. This will eliminate the additional uncertified FECs created when someone moves from one reporting cycle to another.

**NEW Salary Cap Calculator for Adjusting an FEC Now Live**

 A significantly enhanced salary cap calculator designed to be used to adjust FECs is now available on the FEC website.

This calculator is especially useful for adjusting cap cost share when there are two caps in effect for the same budget during the one FEC cycle.

In order to be compliant, when a sub budget is not set up for funds subject to a different cap, cost sharing for each of the two caps must be calculated separately. The “Adjust/View Cost Share” feature is then used to document the amended cap cost share.

[Salary Cap Calculator for Adjusting an FEC](http://f2.washington.edu/fm/maa/sites/default/files/Salary%20Cap%20Worksheet%208-14-2013%20Ver%204%200.xlsx)

**Training Available September**

 Modifying an FEC, Comments and Cost Share

 Modifying an FEC, Changes Outside eFECS, Recertifications

Register at: <http://www.washington.edu/research/index.php?page=ospLearning>

When a salary transfer impacts a faculty member in another department, send a courtesy email. This alters their home department to review any certified FECs to determine if a revision is needed.

C:\Users\suzette\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\87QDL50I\MC900442036[1].wmf

*Do you have questions or want someone to call you? Email efecs@u.washington.edu*