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

*October 2014*

**Justification Required for Recertified Faculty Effort Certifications**

Faculty Effort Certifications (FECs) that are recertified require a detailed explanation documented in the “Comments” section that explain why the change is now appropriate when the effort was previously certified as being a reasonable reflection of effort. This is University policy documented in [GIM 15 Transfer of Expenditures between Budgets – Documenting Salary Transfers.](http://www.washington.edu/research/osp/gim/gim15a2.html)

Explanations that do not address the reason the FEC was formerly considered correct and is now being revised are inadequate. For example, simply stating that the PI requested the salary transfer is insufficient.

Recertifications received without a justification will be returned to the department with a request to add the explanation

**Retroactive Salary Adjustment Report Has New Functionality**

The Retroactive Salary Adjustment Report is a tool for departments to ensure that effort on both the FECs and the Grant and Contract Certification Reports (GCCRs) is adjusted in a timely manner.

Enhancements include the ability to select the cycle type by Calendar Cycle, Academic Cycle or by Quarters for the GCCRs.

In addition, improvements made by UW IT greatly increase the speed at which the page is rendered.

Departments can view all the salary transfers completed in their organization code within a determined date range. The report provides data for the department to compare the date of the salary transaction to the date of certification of the FEC. If the salary transaction occurs after the certification date, a recertified FEC might be required.

The report is available on the Decision Support website:

<https://edw.washington.edu/Reports/Pages/Report.aspx?ItemPath=%2fFinancial%2fRetroactive+Salary+Adjustment+Report>

**OPUS Changes Impacting FECs**

Departments may need to make retroactive salary changes using the Online Salary Expense Transfer (OSET) functionality to document adjustments and corrections to salary charges.

OPUS should not be changed to reflect changes made through the salary transfer process. OPUS should be changed going forward, but not retrospectively.

**Training Available November-December**

 Managing Faculty Effort

Calculate it Right

Using the Tools

 K Awards

 Salary Limitations

Registration opens the middle of the month prior to the class date.

Sign up for Alerts or Register at: <http://www.washington.edu/research/index.php?page=ospLearning>

Documentation should be attached to the FEC when it is recertified.

Most commonly, a POSTED OSET should be attached to every recertified FEC that has been revised due to a salary transfer.

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