eFECS-Faculty Perspective

Online Faculty Effort Certification

http://f2.washington.edu/fm/efecs

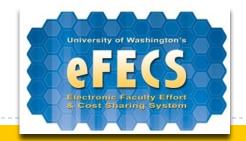# eFECS-Faculty Perspective

Introduction

eFECS-Faculty Perspective

Agenda

- ▸ What is eFECS?
- ▸ Why eFECS?
- ▸ Are you required to Certify?
- ▸ When?
- ▸ New Process and Notifications
- ▸ Changes to the Current Process
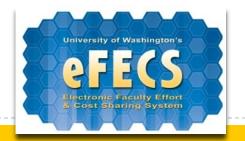- ▸ Resources

eFECS-Faculty Perspective

What is eFECS?

▸ eFECS stands for electronic Faculty Effort and Cost Share system.

▸ Web-based system for managing approximately 5000 faculty effort certification (FEC) reports annually.
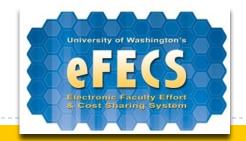
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Why FECs?

▸ Federal government requirement to confirm salary distributions reasonably reflect actual effort.

▸ The UW uses FEC reports to meet this requirement.

▸ Without certified FEC reports, the sponsor paid salaries are considered unsupported and therefore unallowable.

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Are you Required to Certify an FEC?

Faculty are required to certify for a reporting period when:

- They have a faculty job class and are paid Institutional Base Salary (IBS) from sponsored agreements.
- They have a documented cost share commitment.

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When?

Faculty with FECs are required to certify up to **twice a year**.

Two reporting cycles on campus, **Calendar** and Academic.

▸ Calendar Reporting Cycle

Calendar Reporting Cycle		
Reporting Period	**Reports available**	**Reports due**
July1- December 31	Late January	March
January 1 – June 30	Late July	September

▸ Online Certification begins January 2012

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When?

Faculty with FECs are required to certify up to **twice a year**.

Two reporting cycles on campus, Calendar and **Academic**.

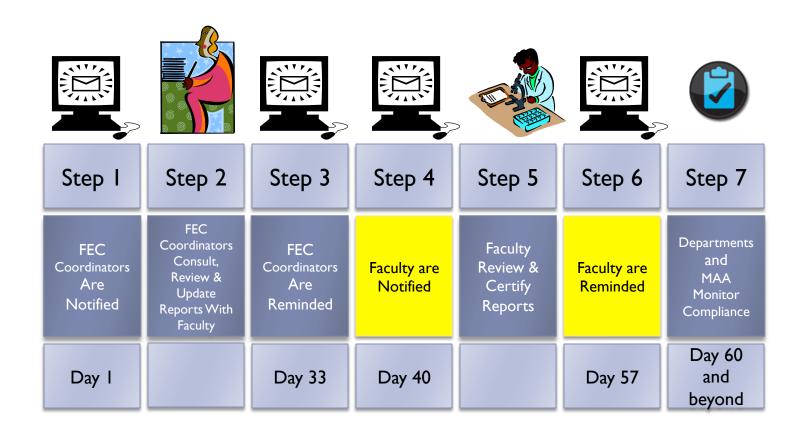▸ Academic Reporting Cycle

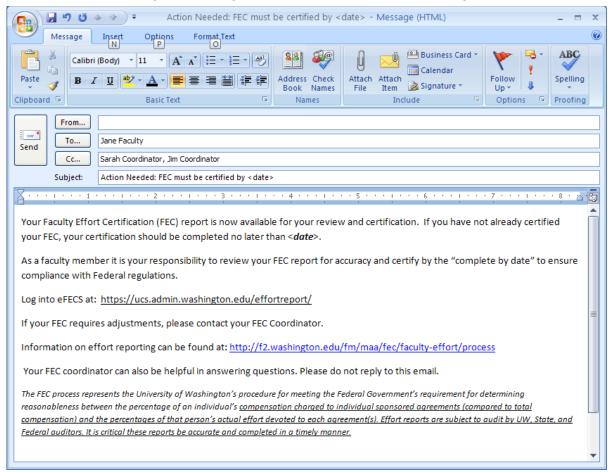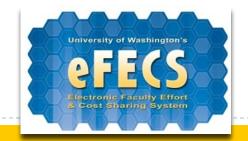| Academic Reporting Cycle		
Reporting Period	**Reports available**	**Reports due**
September 16 – March 15	April	June
March 16 – September 15	October	December

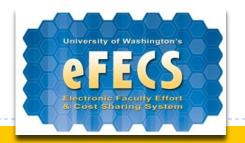▸ Academic Online Certification begins April 2012

Effort Report Process

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
FEC Coordinators Are Notified	FEC Coordinators Consult, Review & Update Reports With Faculty	FEC Coordinators Are Reminded	Faculty are Notified	Faculty Review & Certify Reports	Faculty are Reminded	Departments and MAA Monitor Compliance
Day 1		Day 33	Day 40		Day 57	Day 60 and beyond

Notifications

Approximately 20 days before "complete by date"

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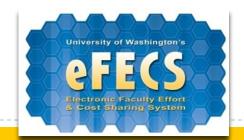
Changes to your FEC Process

- **Certifying FECs will be done electronically**
- Communication
  - with your FEC Coordinator
  - Email from efecs@uw.edu 20 days before deadline
  - Faculty with uncertified FECs will get another email 3 days before FECs are due
- Login with UWNet ID
- Less paper!

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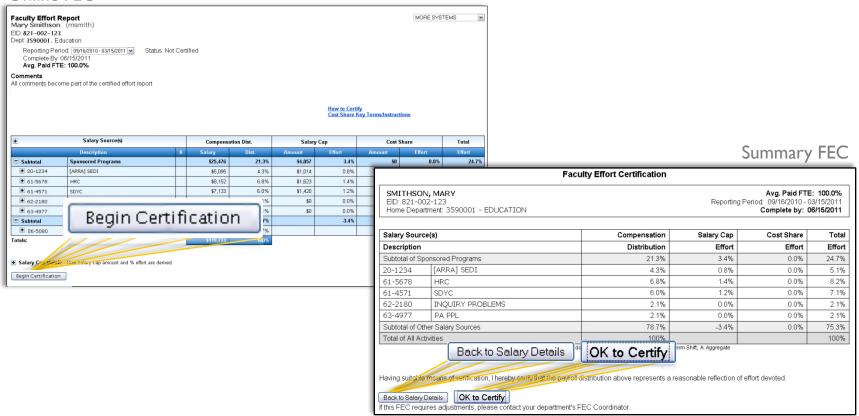
Changes to your FEC Process cont.

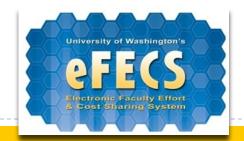▸ **Two system screens to interact with**

- ▸ Online FEC

  - ▸ Displays salary details for both sponsored and non-sponsored programs

- ▸ Summary FEC

  - ▸ Shows percentages by budget for sponsored agreements only
  - ▸ Non sponsored programs are lumped together
  - ▸ Official record once certified

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Certifying your FEC with eFECS

Online FEC

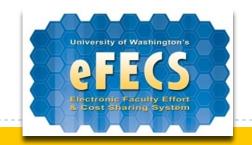Summary FEC

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Resources

Questions? Contact your FEC coordinator or department administrator.

Management Accounting and Analysis: http://f2.washington.edu/fm/maa/home

eFECS application: http://f2.washington.edu/fm/efecs/home

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THANK YOU!