

From: [ERS@ITSSRV1.UCSF.EDU] on behalf of
Hom, Wendy

Sent: Wednesday, June 13, 2007 1:29 PM

To: ERS@ITSSRV1.UCSF.EDU

Subject: ERS Update: Winter 2007 Quarterly Cycle, Quick Start Guide, and More
Dear ERS Administrators,

This communication contains important information about:

- Winter Cycle reports
- Reissued reports
- PI ID changes for ERS
- Delegation of authority requests
- ERS Quick Start Guide

Please take the time to read it since they are relevant for everyone with a role in ERS.

Winter Cycle reports now available - On June 1st, the ERS ERCs received an automatic, system-generated email notification that the reports for Winter 2007 (January - March quarter) are now available. These effort reports include data from April and May GL close. To remain in compliance with University of California systemwide policy, certification of effort reports must be completed within 30 days of distribution, which is June 30th for the Winter 2007 cycle. Below is the email we sent on May 30th to the Effort Report Coordinator (ERC) listserv announcing the Winter Cycle reports.

Reissued reports - After new payroll data is added to ERS each month, it affects existing effort reports. Due to payroll transfers, sometimes effort reports that have been certified are affected and are reissued. These reissued effort reports must be reviewed and certified just like new effort reports.

PI ID changes for ERS - If departments have PI ID changes that must be made at the DPA-Fund-FY level so that the correct investigators certify effort reports, please send an e-mail to Michael.Grafton@ucsf.edu with the following subject line: PI ID Change Request for ERS. Along with the request, please attach an excel download of Weblinks report, "DPA/Fund/FY" under the inquiries/chartfields dropdown menu along w/ the correct PI name, ID, location, RSA name & RSA ID. Updates to ERS will be reflected after month-end close.

Delegation of authority requests – we have been deluged with requests, so our processing time has been longer than expected. Thank you in advance for your patience.

Quick Start Guide - This week, we will be distributing yellow, laminated cards entitled "ERS Quick Start Guide" to ERS administrative users across campus to be helpful for this second certification cycle. Here is the link to the guide on the website: http://acctg.ucsf.edu/ers/jobaids/ERS_Quick_Start.pdf

Regards,

EMF, The Program Management Office, and Controller's Office Systems Support

Note about this listserv:

To create this listserv we copied the Weblinks listserv user list – this was the list that department administrators recommended we use. If your work does not involve working with the PAR process, you

may unsubscribe from the listserv. If you are unsure whether or not you should be receiving these emails, please check with your supervisor.

To unsubscribe from the listserv, follow these instructions:

1. Send an email to the following email address: listserv@listserv.ucsf.edu
2. Leave the Subject Line BLANK
3. In the email message type the following: signoff ERS

From: Hom, Wendy
Sent: Wednesday, May 30, 2007 9:51 PM
To: ROLE-ERC@listserv.ucsf.edu
Subject: ERS Winter 20007 Quarterly Cycle

Dear ERS Administrators,

We are almost at 84% certification for the Fall 2006 effort reports. This is a huge improvement over our 25-year old paper-based PAR system. Thank you for a great job! Because of our late start for this past cycle, the next staff quarterly cycle will be starting this Friday, June 1st.

This Friday, the ERS Effort Report Coordinators and Viewers will receive an automatic, system-generated e-mail notification that the reports for Winter 2007 (January – March quarter) are available. These effort reports include data from April GL close. To remain in compliance with UCOP policy, certification of effort reports must be completed within 30 days of distribution, which is June 30th for the Winter 2007 cycle.

We continue to encourage you to review, edit, and have any overdue effort reports from Fall 2006 certified appropriately by the end of May.

If you have any questions or get stuck at any point in the process, please do not hesitate to call Customer Support at 514-4100 option 3, between 8am-5pm.

Sincerely,

EMF, The Program Management Office, and Controller's Office Systems Support