

Job Aid – Certifying Effort Reports Flagged with “Incorrect Percent of Effort for Effort Bearing Payroll Line” in ERS

Background on Issue:

Job Aid Version: 2020.10.27

- Certain effort reports contain one or more incorrect payroll lines due to UCPath issues that could not be corrected prior to the Summer 2018, Fall 2018 (modified), and Winter 2019 effort reporting periods. An *ERS Master Exception List* of all effort reports that are known to contain one or more incorrect payroll lines can be found here along with background on known issues: <https://efm.research.ucla.edu/special-instructions-ers-release/>
- This job aid is specifically for those reports that are flagged as “**Incorrect Percent of Effort for Effort Bearing Payroll Line**” in ERS and in the *ERS Master Exception List*. Departments can download the report and filter on column A to determine which reports are impacted.

	D	E	F	G	H	
requires dept. review	Outstanding UCPath Issue in Effort Report (Cell Value Indicates Issue)					
Effort Report Status in ERS as of 09/24/2020*	1. Pending Mass Leave Correction (MLC) Entry	2. Incorrect Percent of Effort for Effort Bearing Payroll Line	3. Missing Payroll Record(s) in Effort Report	4. Missing Y-OTC or N-OTC line in ERS	Comme	
Open			3. Missing Payroll		Missing	
Open		2. Incorrect Effort %			Incorrec	
Open			3. Missing Payroll		Missing	
Open			3. Missing Payroll		Missing	
Open		2. Incorrect Effort %			Incorrec	
Exception			3. Missing Payroll		Missing	

- There are two known sub-issues that could not be corrected in the labor ledger or ERS prior to the release of effort reports and caused an incorrect percent of effort for effort bearing payroll lines in certain reports:
 - a. **Zero hours/zero effort %:** certain effort-bearing payroll lines were recorded in the labor ledger with zero hours and zero effort % calculated
 - b. **Positive pay, negative effort % or negative pay, positive effort %:** certain lines of payroll were recorded in the labor ledger with positive pay amount but negative effort % or vice versa
- If one line of payroll in an effort report has an incorrect percent of effort due to one of these issues, the entire report must be recalculated. Extramural Fund Management (EFM) has provided ERS Coordinators a supplemental Excel file titled *ERS Recalc Effort* with updated effort calculations for impacted effort reports. This job aid provides instructions for how to review the updated calculations in the Excel file and certify the effort report in ERS.
- **If you identify any inaccuracies in an effort report that are not flagged in the ERS Master Exception List, please contact ERS Help Desk for assistance:** ershelp@research.ucla.edu

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Instructions for Certifying Effort Reports with Incorrect Percent of Effort:

1. EFM will provide ERS Coordinators a supplemental Excel file titled *ERS Recalc Effort* that contains recalculated effort percentages for reports flagged with “Incorrect Percent of Effort for Effort Bearing Payroll Line” in the *ERS Master Exception List* and in ERS. ERS Coordinators are responsible for distributing the list within their department accordingly.
2. The impacted effort reports are also flagged as “Preliminary Review” in ERS and include the comment “Incorrect percent of effort for effort bearing payroll line – review supplemental Excel file and job aid provided by EFM before certification” under the Comment Log tab.

Period	Employee	Department	Last Modified	Status	Under Prelim Review
Winter 19: Non-Academics	Gomez, Valeria Gonzalez	Extramural Fund Management	09/21/2020 v1.1	Not Required	

GOMEZ, VALERIA GONZALEZ | WINTER 19: NON-ACADEMICS
Emp. ID: | Home Dept: Extramural Fund Management

Edit Report | **View/History** | **Comment Log**

Version: 1.1 (09/21/2020 05:11) | Status: Not Required
Report Period: January 1, 2019 to March 31, 2019
Pay Periods: January 1, 2019 to March 31, 2019

Comment for Version 1.1
10/22/20 10:02 PM by VALERIA GONZAL GOMEZ
Incorrect percent of effort for effort bearing payroll line-review supplemental Excel file and job aid provided by EFM before certification

Report Under Preliminary Review

3. The supplemental Excel file provided by EFM contains two tabs:

6999463	Aug to Dec 18:11/12 Academics	900001111	BRUIN, JANE
6999463	Aug to Dec 18:11/12 Academics	900001111	BRUIN, JANE
6999463	Aug to Dec 18:11/12 Academics	900001111	BRUIN, JANE
6999463	Aug to Dec 18:11/12 Academics	900001111	BRUIN, JANE
6999463	Aug to Dec 18:11/12 Academics	900001111	BRUIN, JANE
7214492	Winter 19: 11/12 Academics	900001111	BRUIN, JANE

Payroll-Detail | **Payroll-Summary**

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- **ERS Payroll Detail tab** – contains the same detail that is found in the “View Payroll Details” section in ERS plus the recalculated weighted effort for each individual line of payroll.
- **ERS Payroll Summary tab** – contains the original effort percentages found in Column A of the effort report in ERS plus the updated recalculated effort percentages for the report reviewer/certifier to enter for each line item in column B in ERS.

4. Review the Payroll Detail Excel tab to view details of the effort report:

- This tab is replacing the existing payroll details in ERS for effort reports impacted by a line of payroll with an incorrect effort percent.
- Review the Payroll Details Excel tab in the same manner you would review payroll details in ERS prior to certifying the effort report.

FDP-NIH UL1TR001881 BRUIN 05/19 54%	211	Aug to Dec 18:11/12	Academics	BRUIN, JANE
FDP-NIH UL1TR001881 BRUIN 05/19 54%	211	Aug to Dec 18:11/12	Academics	BRUIN, JANE
FDP-NIH UL1TR001881 BRUIN 05/19 54%	211	Aug to Dec 18:11/12	Academics	BRUIN, JANE
FDP-NIH UL1TR001881 BRUIN 05/19 54%	211	Aug to Dec 18:11/12	Academics	BRUIN, JANE
FDP-NIH UL1TR001881 BRUIN 05/19 54%	211	Aug to Dec 18:11/12	Academics	BRUIN, JANE
FDP-NIH UL1TR001881 BRUIN 05/19 54%	211	Aug to Dec 18:11/12	Academics	BRUIN, JANE
FDP-NIH UL1TR001881 BRUIN 05/19 54%	211	Aug to Dec 18:11/12	Academics	BRUIN, JANE
FDP-NIH UL1TR001881 BRUIN 05/19 54%	211	Aug to Dec 18:11/12	Academics	BRUIN, JANE

Payroll Detail tab in the Excel file replaces Payroll Details in ERS.

REPORT LIST | MANAGE SEARCHES | SEARCH REPORTS | **View Payroll Details** | Export | Send | Print | ?

GOMEZ, VALERIA GONZALEZ | WINTER 19: NON-ACADEMICS
Emp. ID: | Home Dept: Extramural Fund Management

Report 2 of 2

Edit Report | View/History | Comment Log | **Report Under Preliminary Review**

Version: 1.1 (09/21/2020 05:11) | Status: Not Required
Report Period: January 1, 2019 to March 31, 2019
Pay Periods: January 1, 2019 to March 31, 2019

- Key columns in Excel Payroll Detail tab:
 - **Column X** contains the *original* weighted effort percent from the “Payroll Details” in ERS for each line of payroll (i.e., the unedited effort %)
 - **Column AN** contains the *updated* recalculated effort percent for each line of payroll.
 - An explanation of the methodology for recalculated effort percentages in column AM for monthly and bi-weekly employees can be found in [Appendix A](#).

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5. If there are any questions on the recalculations or it’s determined that the recalculated effort percentages in **column AN** of the payroll details tab require additional review, please reach out to the ERS Help Desk for assistance: ershelp@research.ucla.edu

Otherwise select the department action taken for each effort report in the yellow highlighted cell in **column M** of the Payroll Summary tab. See screenshot below for an example of the yellow highlighted cell. See chart below for an explanation of the three action options to choose from.

Example screenshot of “Department Action” taken:

	J	K	L	M	N
	orig_eff_per_total	updt_eff_per_total	difference	department_action (select in highlighted cell for each employee)	Notes
4	78%	70%	-8%		
5	22%	30%	8%		
0	0%	0%	0%		
2	100%	100%		1 – effort updated in column B in ERS and certified based on percentages in Excel file	

Explanation of “Department Action” options:

“Department Action” Options	Explanation of Department Action	Subsequent EFM Action Once Department Emails Completed Excel File to ERS Help Desk (ershelp@research.ucla.edu)
1 – effort updated in column B in ERS and certified based on percentages in Excel file	Select this option after reviewing payroll details and confirming no additional adjustments to the effort report are required. Update the percentages in column B in ERS and certify the report (see below for details on this step).	The report will be in a “ certified-adjusted ” status after the certifier certifies the effort report since the percentages in column B will differ from the original percentages in column A. EFM will manually update the status to “ certified ” in ERS once the completed Excel file is received from department.
2 – report certified with original effort percentages in column A in ERS	Select this option if it’s determined that the original effort percentage in the effort report (column A) will be certified instead of the recalculated effort percentages provided in the supplemental Excel file.	No additional action required by EFM – report will be in a final “ certified ” status since department certified original effort in column A.
3 – salary cost transfer processed – updated Excel file needed	Select this option if an additional salary cost transfer is being processed after reviewing the effort report.	Effort percentages will need to be recalculated if a salary cost transfer is processed. EFM will provide a new supplemental Excel file with updated recalculations for employees with this option selected.

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If **Option 1** is chosen and recalculated effort percentages in the Excel file will be used

- Review the Payroll Summary tab to view the updated effort percentages for each line item of the effort report. Enter the updated percentages in **column B** in ERS.
 - **Column J** in the Excel Payroll Summary tab contains the original effort percent from column A in the effort report in ERS
 - **Column K** in the Excel Payroll Summary tab contains the updated recalculated effort percent that should be entered by the report reviewer/certifier in column B in the effort report in ERS

Payroll Summary tab from Excel file:

EType	Project	FAU2	orig_line_item_total	updt_line_item_total	orig_eff_per_total	updt_eff_per_total	difference	
Federal and Federal Flow-Through Sponsored Projects	NIH HD08	/21 54%	4-44 133	1.8352	2.240	40%	45%	5%
Federal and Federal Flow-Through Sponsored Projects	FDP-NIH :	EN 02/19 54%	4-44 986	1.6448	1.636	36%	33%	-3%
Federal and Federal Flow-Through Sponsored Projects	FDP-NIH I	02/19 54%	4-44 985	0.1504	0.149	3%	3%	0%
Non-Sponsored Activities				0.9703	0.973	21%	19%	-2%
Total				4.6007	5.000	100%	100%	

Screenshot of effort report in ERS:

Federal and Federal Flow-Through Sponsored Projects	Payroll % [A]	Paid Effort % to Certify [B]	N/A to UCLA [C]	Cost Share Effort % to Certify [D]	Total % [A+C]	Total Effort % to Certify [B+D]
Project A	40%	45%		0%	40%	45%
Project B	36%	33%		0%	36%	33%
Project C	3%	3%		0%	3%	3%
ADD ADDITIONAL SPONSORED PROJECT						
Total Federal and Federal Flow-Through Sponsored Projects requiring certification	79%	81%		0%	79%	81%
Other Sponsored Projects	0%	0%		+ 0%	0%	0%
Non-Sponsored Activities	21%	19%		- 0%	21%	19%
Total Other Effort not requiring certification	21%	19%		0%	21%	19%
Grand Total	100%	100%		0%	100%	100%

- Once the report is ready to certify, **uncheck** the preliminary review flag in ERS. Click “Certify Effort Report”.

Report options:	<input type="checkbox"/> Report requires multiple certifications. <input type="checkbox"/> Report allows for Cost Sharing Offset Against Other Sponsored Projects. <input checked="" type="checkbox"/> Report is under preliminary review
Add a comment:	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> <p>Comments can be up to 255 characters long. (Total characters: 0)</p>
<input type="button" value="VIEW PAYROLL DETAILS"/> <input type="button" value="REVERT"/> <input type="button" value="SAVE"/> <input type="button" value="CERTIFY EFFORT REPORT"/>	

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7. Once all reports have been reviewed and action has been selected for each, email the completed file back to the ERS Help Desk (ershelp@research.ucla.edu). EFM ERS team will take subsequent action for each employee according to the action selected by department (see chart above).
8. If any additional issues are identified in an effort report that are not on the *ERS Master Exception List* please reach out to ERS Help Desk for assistance.

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Appendix A – Effort Recalculation Methodology in Excel File

Recalculation methodology for bi-weekly employee payroll records:

- Bi-weekly employee payroll records are indicated by **Rate Type** (column R) = “H” in the Payroll Details tab in the Excel file.
- Effort was recalculated for bi-weekly payroll records that had zero hours/zero effort % for effort-bearing payroll lines using the following methodology:
 - Step 1: calculate paid hours:
 - **Pay Amount** (column T in Payroll Details tab) / **Pay Rate** (Column S) = **Recalculated Paid Hours** (column AL)
 - Step 2: calculate effort for hours worked:
 - **Recalculated Paid Hours** / 174 hours = **Recalculated Weighted Effort** (column AN)*

*This calculation is consistent with the logic used for all bi-weekly employees in ERS – hours worked are divided by 174 (average working hours in a month) to determine weighted effort

Recalculation methodology for monthly employee payroll records:

- Monthly employee payroll records are indicated by **Rate Type** (column R) = “A” and “S” in the Payroll Details tab in the Excel file.
- Effort was recalculated on all payroll records for monthly employees with an incorrect effort % on one or more lines of effort-bearing payroll using the following methodology:
 - Step 1: Sum all effort-bearing dollars for each pay period month in ERS (column AL)*:
 - Effort bearing dollars in the effort report include the following categories (column AC):
 - Federal and Federal Flow-Through Sponsored Projects
 - Other Sponsored Activity
 - Non-Sponsored Activity
 - Excluded Earnings Y-OTC lines only
 - UCPath adds the effort associated with Y-OTC line to the corresponding N-OTC line. For purposes of recalculating effort, the Y-OTC dollars (column AH) are added back to the N-OTC dollars for each payroll line to determine total effort-bearing dollars for the payroll line (column AI)

*Pay period end dates that did not fall on the last day of the month for monthly employee records were updated to the last day of the month (column AJ) to get total effort-bearing dollars for the month.

- Step 2: Divide Pay Amount + Y OTC Amount (column AI) by the total effort-bearing dollars for the Pay Period Month (column AM)
 - **Pay Amount + Y-OTC Amount** (column AI) / **Total Effort-Bearing Dollars Pay Period Month** (column AM) = **Recalculated Weighted Effort** (column AN)