

Research Workday Town Hall Agenda

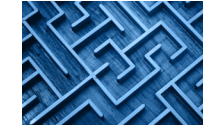
July 18, 2024



- Welcome
- Reflection
- FY 2024 Close
- Effort Certification Update
- Topic Request Survey
- Q&A

Reflecting on 18 months

It's been a puzzle, an uphill climb, a maze...



The difference between where we started, and where we are?

YOU



ThePhoto by PhotoAuthor is licensed under CCYUSA.

FY 2024 Close

Status of FY24 Close

Thank
you!

Deficit Status as of 7/18/24:

\$3.5M of FEDERAL deficits need to be cleared for FY24.

Federal grant deficits must be cleared for 6/30 to facilitate production of an accurate Schedule of Expenditures of Federal Awards (SEFA) for FY24.

- This is a key reporting requirement of Uniform Guidance and a supplement to our audited financial statements
- We must clear all federal deficits because we cannot report federal expenditures that exceed what is awarded.

Status of FY24 Close

Accounting Adjustments,
Payroll
Accounting Adjustments
Closed for FY24 as of noon
on 7/17/24.

AAs, PAAs submitted after
noon on 7/17 are
being reviewed, but
not posted. Entries
requiring correction will be
returned to the initiator.

The post award team
is evaluating all
remaining federal deficits
and will be
contacting responsible
departments for immediate
resolution.

The ledger will be re-
opened one time to allow
for posting to FY24 on
7/25/24. All AAs, PAAs that
have been
submitted after noon
on 7/17 will be posted at
that time.

Status of FY24 Close

Prioritize

- Prioritize resolution for remaining federal deficits.

Submit

- Submit accounting adjustments or payroll accounting adjustments ASAP.

Document

- Provide adequate support and cost transfer justification to expedite the review process.

Monitor

- Monitor your inboxes and approve timely.

Be Proactive

- Do not wait to submit AAs, PAAs until 7/25. The goal is for all transactions being posted to FY25 on this date to have been reviewed and ready to approve when the ledger is temporarily opened.

Effort Certification Update

Effort Certification and Year-End Close



Streamlined Effort Process & Status Update

Effort Certification Reviewers – Thank you for making tremendous progress in spite of the Workday issue AND year-end close!

| Effort Cert Status as of 7-17-24 | % of Cert |
|----------------------------------|-------------|
| CERTIFIED | 61% |
| CURRENTLY IN WORKFLOW | 32% |
| CANCELLED, NOT ISSUED FOR PAA | 7% |
| Grand Total | 100% |

Streamlined effort certifications were issued after 5pm on June 28

- “Streamlined” means the effort certification with changes does not auto-generate a PAA
- Deadline for completion of effort certification is extended to **July 31, 2024**
- If you are an Effort Certification Reviewer, check the Teams Channel daily for updates and ask your questions in the channel (this is your space to have timely, up to date communication)!



To expedite a PAA review, email vumc.effort@vumc.org

Effort Certification Process Next Steps

- Effort Certification collided with Year-End Close
- Cancelled certifications by request to allow for PAA entry
- Office Hours continue
- 39% to go
- Cancelled Certifications for PAAs will be reissued

Streamlined process:

- Effort certification with changes does not auto-generate a PAA
- If you are an Effort Certification Reviewer, check the Teams Channel daily for updates!



| Effort Cert Status as of 7-17-24 | % of Cert |
|----------------------------------|-------------|
| CERTIFIED | 61% |
| CURRENTLY IN WORKFLOW | 32% |
| CANCELLED, NOT ISSUED FOR PAA | 7% |
| Grand Total | 100% |

Effort Certification Reviewer Responsibilities

- 1) Know what is assigned to you for Administrative Review – run **Effort Certification Status Report** to find certifications in workflow, check your **Effort Certification Work Area**, search your Workday inbox for “Effort Certification”
- 2) Follow the **Administrative Review Checklist** every time, every step
- 3) Prepare your Certifiers for what they are receiving. Share the [Effort Certification for Certifiers Quick Guide](#) and enter **comments** as recommended:
 - If **no change** – comment that you have reviewed and no change is needed. Help your certifiers understand what they are receiving.
 - If **change** – Include attachment that clearly reflects what has changed and for what periods and a comment that mentions the attachment with a brief description of the changes. This attachment continues on in workflow attached to the PAA.

PAUSED process at this step forward on Thursday, June 20, 2024 and Cancelled 1,417 “not certified” effort certifications for 10/1/23-3/31/24 period



Effort Certification Reviewer Responsibilities

Revised process as of June 28, 2024

System-generated PAA will NOT be created for an effort certification with changes

- 4) **If corrections are made as part of the effort certification process, ensure documentation is complete, concise, and make sense to an independent party.**
Review and approvals will apply to the associated PAA entered centrally to align certified effort with the changes. No additional approvals on PAAs originating from **approved and certified changes in the effort certification.**
- 5) If you change effort to this period after certification is complete, the person's effort will need to go through the review process and be **recertified**. Your certifier may be required to provide justification for what extenuating circumstance led to their original certification. Cost Transfer questions and responses are now included for view by all in workflow in the effort certification record.



Administrative Review Checklist for Effort Certification

- Is effort correct for each period?
 - Look at the Aggregate Tab
 - Run the Effort Trend or Salary Effort Trend Report
- Is the employee's Payroll Cost Allocation (PCA) current and correct?
 - Please stop and look at the PCA
 - Run RPT144 and review the current payroll costing allocation, check the end dates. If you can't see all the GR end dates, use the Current PCA file saved in Drive.
- Is the person over the Salary Cap?
 - Run the Effort Trend - Is the effort reflected correctly with the cap for each period?
 - Check the worktags. Salary over the Cap should have at least two different lines – the dollars that can be charged to the award and separately the dollars that are over the cap that should include the GR, the funding source, and the salary cap worktag.
- If cost share (e.g. k- award), confirm correct cost share worktag and Fund 005.
- If Faculty, confirm not 100% on Sponsored Projects in total unless they have an exception to the 98% sponsored funding cap.
- If PI/Key Personnel, ensure that any "significant change" is appropriate and allowable. **Submit a Request for Effort Change** at <https://peer.app.vumc.org/grants/forms/effort-chg> for more than 25% reduction approval.
- Did you add effort back to an expired grant worktag?
 - You must include comment as to why you are adding effort back to the expired grant worktag (what makes it appropriate, are you working with OSP to extend, etc.)
- Terminated employees?
 - Will route to all PIs for person's effort. Add Comment that mentions which PI is certifying for specific awards/GRs to expedite the review process.
- Did you enter a comment?
 - **If no change – Include comment that specifies that you have reviewed and no change is necessary. Help your certifiers understand what they are receiving.**
 - **If change – You must include attachment(s) that clearly reflects what has changed and for what periods AND a comment that mentions the attachment and a brief description of the changes with details. This information is critical for documentation associated with the resulting Payroll Accounting Adjustment (PAA).**

Effort Cert Reviewer

-**Effort Certification Status Report** to find certifications in workflow.

-Follow the **Administrative Review Checklist**

-Prepare your Certifiers for what they are receiving. Share the [Effort Certification for Certifiers Quick Guide](#) and enter **comments** as recommended:

---If **no change** – comment that you have reviewed and no change is needed. Help your certifiers understand what they are receiving.

---If **change** – Include attachment that clearly reflects what has changed and for what periods and a comment that mentions the attachment with a brief description of the changes. This attachment continues on in workflow attached to the PAA.

Grant Manager

-**Any required changes should have already been communicated to the Effort Certification Reviewer during the Administrative Review step.**

-Look for **comments** and attachments that will guide you in understanding what changes have been made in the certification record.

-If you identify that the Effort is incorrect, please communicate the needed changes to the Effort Certification Reviewer. You will be required to "**Send Back**" to the Effort Certification Reviewer.

Topic Request Survey

Next Research Town Hall: Aug 15



Questions?