

PERSONNEL ACTIVITY REPORTING SYSTEM (PARS)
DEPARTMENTAL PAR COORDINATOR & SUPERVISOR GUIDE
8/2017

The University of Iowa Web-based *Personnel Activity Report* (PAR) is used to identify how faculty and selected staff effort is distributed to a broad variety of activities. PARs are also used to certify individual effort on federally sponsored grants and contracts. Federal guidelines govern who is surveyed, how frequently they are surveyed, allowable variances between federal salary and federal effort, and the time frame in which surveys must be distributed and completed.

Departmental PAR Coordinators are a key link in the effort reporting system and this survey process could not be accomplished without their assistance and perseverance. The responsibilities of the Departmental PAR Coordinator are:

Distribute effort reporting information and instructions to faculty and supervisory staff as needed.

Assist faculty and supervisory staff with questions about effort reporting.

Serve as departmental liaison to University PAR Administration.

Track PAR completion status and alert faculty and supervisory staff if they have delinquent PARs.

Individuals who are assigned the role of Departmental PAR Coordinator have administrative access to their departmental personnel activity reports (PARs). These individuals may view the list of PARs for their department, view and enter data into any of their department's PARs, complete and submit P&S, Graduate Student and Merit PARs, and grant administrative or work access to additional administrative and supervisory personnel. The Departmental PAR Coordinator may enter data into the PARs of departmental Faculty, but each faculty member is required to open and certify/submit their own PAR.

The following instructions are designed to supplement individual training provided to Departmental PAR Coordinators by Grant Accounting. Please contact Bob Le Sage at 335-0102 or robert-lesage@uiowa.edu if you have questions about the PAR application or need training in a specific area.

Employee Self Service “Sign In” Screen

To work with Faculty/Staff effort reports, sign in to the Employee Self Service web application at: <https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/>

Employee Self Service
Finance and Operations Web Applications

Welcome to the Finance and Operations (FO) Web Applications Portal

This is your single point of access for FO Web Applications including Self Service, Workflow, PCard, GL DSS, and the HR Data Access Applications. Please sign in using:

1. Your Hawk ID, and
2. Your Hawk ID Password

IMPORTANT INFORMATION

- **Employees using shared computers** are advised to click sign out and then exit the browser after completing their session.
- **This is a secure site.** Your ID and password are encrypted as they are sent for authorization.
- **Per Session Cookies** must not be disabled on your browser. We store temporary data in system memory to keep you logged in as you navigate the site.
- **FO Web Applications are generally available 24 hours a day.** There may be occasional breaks in service for routine maintenance, especially on Saturdays after 10pm
- **Please use [this link](#) to submit feedback.** Thank you!
- **New employees** receive their Hawk ID and password shortly after starting employment with the University.

Hawk ID Login

Hawk ID:

Password:

Links to Common Questions

- [Don't know your hawkid?](#)
- [Forgot your password?](#)
- [More hawkid information...](#)

Employee Self Service “Administration” Tab

You can display the list of PARs for your department by clicking “Effort Reporting Admin” under the “Systems” section.

Employee Self Service
Finance and Operations Web Applications

Home | Finance and Operations | Contact Us | Sign Out

SEARCH

MY SELF SERVICE | **PERSONAL** | **ADMINISTRATION** | **EXTERNAL LINKS**

HR Inquiry

- Current List of Available Categories/Reports
- Family Medical Leave Act
- Online Absence Report Admin
- Standard Report Frequency Recommendations
- UI Annual Salary Letter
- Vacation/Sick Report

System Tools

- Secondary Security

Data Access

- AP-PO Freight Web Tools
- AP-PO PeopleSoft
- GL Cumulative Compensation DSS
- GL Financial Systems Tools
- GL General Ledger DSS
- Grant DSS
- HR Queries
- HR Reports
- PMO (Property Management)

Systems

- Cash Handling Audit Procedures
- E-Pro(E-Vouchers & PReqs)
- Effort Reporting Admin
- GL Journal Entry
- Hire@UIOWA
- ParCV
- ProTrav (Pcard Vouchers & Travel)
- Space Survey Application

LEARN ABOUT CUSTOMIZING SELF SERVICE

HR Online Update

- BBP Risk Status
- Emergency Contact Info
- Employee Degree Info
- Employee Immigration Info
- Employee Licenses and Certs
- Employee Name/Address Info
- Flexible Work Arrangements
- Health Care Compliance
- Performance Appraisals

Forms

- Data Warehouse Access Form
- Facilities Management Requisition
- Fleet Services Requisition
- Workers Compensation

EmployeeID: 1010881 | Date: 08/27/2007 10:23 AM | Copyright © The University of Iowa 2007. All Rights Reserved.

Departmental PAR List

A list of all the effort reports you have been granted access to will be displayed. This list is in order first by department, then by Survey Type, and finally alphabetically by Name and Period. The default list that is displayed is limited to PARs not yet completed, for all fiscal years from 2004 forward. A drop down menu appears at the top of the list indicating the scope of the list shown. As additional fiscal years' data are available, you will be able to choose a specific fiscal year to review and all PARs created for that fiscal year, complete and incomplete, will be displayed. A report function is also included at the top of the list that allows you to see which individuals have been granted work or admin access to your department's PARs.

Individual reports can be opened by clicking the radio button at the left of the staff member's name and pressing the enter key on your keyboard or by clicking the continue button at the bottom of the list. The status column will indicate whether the survey is unworked (blank), worked and saved as draft (In Progress) and completed and submitted (Complete).

Effort Reporting System

[Effort Survey Selection Menu](#) [Instructions](#) [FAQ](#) [Self Service](#) [log off](#) Hawk ID: TAWELTER

Select a survey or the Access report:

Report - view who has access to Effort Reports in your Org and Depts

display surveys for prior fiscal years ▼

Org-Dept	Name	Survey Type	Period	Status
<input type="radio"/> 05-0305	FACULTY,SAMPLE	Faculty	FY2004	in progress
<input type="radio"/> 05-0305	HOCH, CHERYL	Faculty	FY2007	
<input type="radio"/> 05-0305	MCMULLIN,ANGELA LYNN	Faculty	FY2007	in progress
<input type="radio"/> 05-0305	GRADUATE,SAMPLE	Grad/PhD	FY2004	in progress
<input type="radio"/> 05-0305	WELTER,TED ALAN	P&S	FY2004	in progress

* in the Status field indicates this survey is marked for review.

[Effort Survey Selection Menu](#) [Self Service](#) [log off](#) Hawk ID: TAWELTER

Sample Effort Report

When selected, the survey will be displayed. A sample Faculty PAR is shown below.

SALARY DISTRIBUTION INFORMATION			Faculty	
display Admin comments		Survey Status: Not Updated		
NAME	SAMPLE FACULTY			
EMPLOYEE ID	1010881			
TITLE	Professor			
JOB CODE	FT11			
ORG	05 VP Finance and Operations			
DEPARTMENT	0305 Vfus-Business Office			
SURVEY PERIOD		Jul 2006 - Jun 2007		
DESCRIPTION	ACCOUNT MFK	PCT SALARY		
Business Office	050-05-0305-13000-50501800-60	50 %		
NIH NIEHS-Integrative Health S	510-17-3215-12000-11501044-20	25 %		
USPHS Early Life Exposure To	510-17-3215-12000-11198000-20	25 %		
TOTAL SALARY		100 %		
EFFORT		Jul 2006 - Jun 2007 / SAMPLE FACULTY		
SPONSORED/ORGANIZED ACTIVITIES				
These activities are separately budgeted.				
	ACCOUNT MFK	PCT SALARY	PCT EFFORT	
Sponsored Instruction				
Organized Research				
NIH NIEHS-Integrative Health S	510-17-3215-12000-11501044-20	25 %	<input type="text"/> %	
USPHS Early Life Exposure To	510-17-3215-12000-11198000-20	25 %	<input type="text"/> %	
Other Sponsored Activity				
Cost Sharing Activity				
Add new Grant/Program and Percent Effort				
If a sponsored project for which you wish to report effort is not listed above, enter the eight-digit Grant/Program number. Select the ADD GRANT/PROGRAM button to enter Percent Effort and confirm this addition.				
Grant/Pgm	<input type="text"/>	<input type="button" value="ADD GRANT/PROGRAM"/>		
OTHER ACTIVITIES				
Non Sponsored Instruction			<input type="text"/> %	
Departmental Research			<input type="text"/> %	
Institutional Review Board (IRBS)			<input type="text"/> %	
Collegiate and Departmental Administration			<input type="text"/> %	
University Wide Administration			<input type="text"/> %	
Other University Activities			<input type="text"/> %	
TOTAL EFFORT (must equal 100%)		0%		
I confirm that the above distribution of activity represents a reasonable estimate of all work performed by me during the stated period.				
NAME		DATE 07/19/2007		
<input type="button" value="EXIT"/>				
<input type="button" value="UPDATE/CALCULATE"/>		<input type="button" value="SAVE DRAFT"/>	<input type="button" value="SAVE DRAFT / EXIT"/>	<input type="button" value="CLEAR (unsaved changes)"/>
<input type="button" value="SUBMIT FINAL SURVEY (locks data)"/>				

Sample Effort Report – Salary Distribution

The first part of the report lists the funding sources for the individual’s salary and the percent of total salary provided by each funding source. This section also lists employee information including departmental assignment and time period covered by the survey. If any special instructions (see below) are attached to an individual PAR, a highlighted box, “display Admin comments”, will appear in the upper left hand corner. Clicking this box will display these instructions. The current status of the survey is displayed in the upper right hand corner of the PAR. The options are “Not Updated”, “In Progress”, and “Complete”. At the very top of the PAR is a list of additional links and options available to the individual viewing the PAR, including a link to general guidelines for completing a PAR.

Effort Reporting System

[Effort Survey Selection Menu](#)
 [Instructions](#)
 [Self Service](#)
 [log off](#)
 Hawk ID:

SALARY DISTRIBUTION INFORMATION		Faculty
display Admin comments		Survey Status: In Progress
NAME	SAMPLE FACULTY	
EMPLOYEE ID	1011141	
TITLE	Professor	
JOB CODE	FT11	
ORG	17 COLLEGE OF MEDICINE	
DEPARTMENT	3225 Cmed-Obstetrics/Gynecology	
SURVEY PERIOD	Jul 2003 - Jun 2004	
DESCRIPTION	ACCOUNT MFK	PCT SALARY
CLINICAL INCENTIVE	241-17-3271-00000-53385550-40	2 %
FACULTY PRACTICE PLAN - NEUROSURGER	990-17-3271-00000-54002700-00	2 %
NEUROSURGERY	050-17-3271-00000-00000000-10	39 %
US DHHS-HRSA-RES TRAIN IN PRIM CARE	510-17-3210-00000-22705500-10	3 %
DOD-FUNCTIONS OF THE SEC6/8 COMPLEX	510-17-3100-00000-14990700-20	5 %
USPHS-HUMAN AUDITORY CORTEX PHYSIOL	510-17-3271-00000-11169200-20	4 %
USHRSA - OP EARLY INTERVENTION SERV	510-17-3215-10000-22807600-30	5 %
USPHS-GENETIC MECHANISMS DRIVING	510-17-3271-00000-11193900-20	0 %
VA SALARY	989-17-3271-00000-00000000-00	40 %
TOTAL SALARY		100 %

Sample Effort Report – Sponsored/Organized Activities Effort Distribution

The next section of the effort report is where the individual completing the PAR will report any effort on sponsored activities. Sponsored activities are limited to projects funded by fund 510 (federal) and fund 500 (non-federal) accounts and related cost sharing. This section is subdivided according to major university functions: Instruction, Organized Research, Other Sponsored Activity and Cost Sharing Activity. The sponsored project accounts and salary distribution percentages are listed again in this section and are placed in a functional category based on the function code component of the account MFK. The cost sharing section is reserved for reporting effort on sponsored projects that is not direct charged to the projects.

Throughout the PAR, effort is reported by entering the percent effort in the appropriate effort column box. Effort should be reported in whole numbers.

A box is provided at the bottom of this section for adding a sponsored project if it is not already shown on the survey. Enter the 8-digit Grant/Program number component of the project MFK in this box and the application will find the full MFK and project description and ask the respondent to indicate effort to be applied to this project. The application will insert the new entry into the appropriate category on the PAR. Any account that is added by the respondent can also be removed if it was added in error. If the application cannot find a match to the Grant/Program number entered, an error message will be displayed. Contact JoAnn Koskey, in Grant Accounting, for assistance if you have difficulty adding a sponsored account to the PAR.

If there are no projects listed in this section, the PCT EFFORT boxes will not be displayed. Please continue on to the Other Activities section that follows to complete the PAR.

EFFORT		Jul 2003 - Jun 2004 / SAMPLE FACULTY	
SPONSORED/ORGANIZED ACTIVITIES (University of Iowa only)			
These activities are separately budgeted.			
	ACCOUNT MFK	PCT SALARY	PCT EFFORT
Sponsored Instruction			
US DHHS-HRSA-RES TRAIN IN PRIM CARE	510-17-3210-00000-22705500-10	3 %	<input type="text" value="4"/>
Organized Research			
DOD-FUNCTIONS OF THE SEC6/8 COMPLEX	510-17-3100-00000-14990700-20	5 %	<input type="text" value="7"/>
USPHS-HUMAN AUDITORY CORTEX PHYSIOL	510-17-3271-00000-11169200-20	4 %	<input type="text" value="6"/>
Other Sponsored Activity			
USHRSA - OP EARLY INTERVENTION SERV	510-17-3215-10000-22807600-30	5 %	<input type="text" value="7"/>
Cost Sharing Activity			
USPHS-GENETIC MECHANISMS DRIVING	510-17-3271-00000-11193900-20	0 %	<input type="text" value="5"/>
Add new Grant/Program and Percent Effort			
If a sponsored project for which you wish to report effort is not listed above, enter the eight-digit Grant/Program number. Select the ADD GRANT/PROGRAM button to enter Percent Effort and confirm this addition.			
Grant/Pgm	<input type="text"/>	<input type="button" value="ADD GRANT/PROGRAM"/>	

Sample Effort Report – Non-Sponsored Effort Distribution

The next section of the PAR is where the respondent will report any effort on non-sponsored activities. These activities do not need to tie to specific funding sources so none are listed.

OTHER ACTIVITIES (University of Iowa only)	
Non Sponsored Instruction	16
Departmental Research	5
Institutional Review Board (IRBS)	
Collegiate and Departmental Administration	5
University Wide Administration	
Other University Activities	5

Sample Effort Report – Certification

The final section of the PAR is the certification statement and the action buttons. The first action button, “Update/Calculate” will sum effort and will evaluate effort posted to sponsored activities. Any error or warning messages (see below) generated during this automated review will be displayed at the top of the PAR. The second button, “Save Draft”, saves the data entered in the PAR and leaves the PAR open for additional data entry. The third button, “Save Draft and Exit”, saves the data entered in the PAR and exits the effort reporting application. The respondent can reenter the application and continue working on the PAR at any time until final submission. The “Clear” button clears any data that has been entered in the PAR since the last save. The last button, “Submit Final Survey”, locks the data and submits the PAR to Grant Accounting. (For Departmental PAR Coordinators and supervisory staff, this button will not be visible on Faculty PARs unless specific authorization to submit on behalf of a faculty member has been set up by Grant Accounting.) Once a PAR has been submitted, it can be viewed but it cannot be changed unless a request is sent to JoAnn Koskey, in Grant Accounting, to reopen the PAR. During a save or submit action, the name of the individual working the PAR will be displayed below the certification statement and this will serve as an electronic signature. The date the survey was submitted will also be noted.

TOTAL EFFORT (must equal 100%)	100%
I confirm that the above distribution of activity represents a reasonable estimate of all work performed by me during the stated period.	
NAME T	DATE 12/08/2004
<input type="button" value="UPDATE/CALCULATE"/> <input type="button" value="SAVE DRAFT"/> <input type="button" value="SAVE DRAFT / EXIT"/> <input type="button" value="CLEAR (unsaved changes)"/>	
<input type="button" value="SUBMIT FINAL SURVEY (locks data)"/>	

Sample Effort Report – Error and Warning Message

If there are any error or warning messages, they will be displayed when *Update/Calculate*, *Save* or *Submit* action buttons are selected.

The error message will be displayed if effort does not total 100%. A PAR can be saved as draft with this message, but a PAR cannot be submitted as complete until this condition is corrected.

A warning message will be displayed if percent effort posted to a sponsored project is less than percent salary paid from the project. A warning message will also be displayed if percent effort posted to a cost sharing activity is less than percent salary paid from the cost sharing “companion” account. A PAR can be saved as draft and submitted as final without correcting the conditions that generated warning messages. A PAR submitted as final with a warning message will be flagged for review by Grant Accounting. This flag is represented by a red asterisk to the right of the individual’s listing on the master PAR list. If the condition warrants retroactive adjustments to salary distribution the Departmental PAR Coordinator will be notified. If the effort is in error, the PAR will be reopened by Grant Accounting and can be corrected and resubmitted.

Effort Reporting System

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 Hawk ID:

ERROR
 Surveys containing errors may be saved in DRAFT form, but errors must be corrected before surveys can be submitted as FINAL.
 * Percent Effort values must total 100 - current total is 97.

WARNING
 If a warning condition exists, surveys may be submitted as final, but will be flagged for review by The Division of Financial Analysis staff.
 * Effort allocated to non-federal sponsored activity should be consistent with the requirements of the award agreement and should match percent salary charged to the project.
 account: 500-17-3225-00000-17282000-20 % salary: 10 % effort: 0
 * Percent effort posted to a federally sponsored activity should not be less than percent of salary charged directly to the project. If salary is in error, contact your departmental administrator.
 account: 510-17-3100-00000-14990700-20 % salary: 5 % effort: 4

SALARY DISTRIBUTION INFORMATION		Faculty
display Admin comments		Survey Status: In Progress
NAME	SAMPLE FACULTY	
EMPLOYEE ID	1011141	
TITLE	Professor	
JOB CODE	FT11	
ORG	17 COLLEGE OF MEDICINE	
DEPARTMENT	3225 Cmed-Obstetrics/Gynecology	
SURVEY PERIOD	Jul 2003 - Jun 2004	

Sample Effort Report – Administrative Message

If necessary, Grant Accounting will attach an administrative message to a PAR if special instructions are needed to complete the PAR. As noted above, if such a message is attached, a highlighted box will appear in the upper left hand corner of the PAR. The message will always be displayed the first time the PAR is opened. It can be redisplayed at any time by clicking the admin message box at the top of the PAR. The message includes a toggle button to either display or not display the message every time the PAR is opened, and a button allowing the respondent to return to the PAR itself. A sample administrative message screen is displayed below.

Effort Reporting System

Effort Report for:

1011141, 07/01/2003-06/30/2004

From: Kirby Tenhulzen, Effort Reporting Administrator

Cost Sharing Information

See below for your cost sharing obligations to sponsored projects for this effort reporting period. If the project is not already listed on your PAR as a salary funding source, it has been added to the cost sharing section of the PAR. If the project is listed as a salary funding source, the effort below is in addition to funded effort. Contact your departmental administrator if you have any questions concerning cost sharing.

1	11939	00	USPHS-GENETIC MECHANISMS DRIVING	5%
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check to automatically display this message in the future

[return to survey](#)

Employee Self Service “Administration” Tab

To assign administrative or work access to departmental PARs, choose “Secondary Security” under the System Tools section.

The screenshot shows the 'Employee Self Service' interface with the 'ADMINISTRATION' tab selected. A red arrow points to the 'ADMINISTRATION' tab. Another red arrow points to the 'Secondary Security' link under the 'System Tools' section. The interface includes a search bar, navigation tabs (MY SELF SERVICE, PERSONAL, ADMINISTRATION, EXTERNAL LINKS), and several menu categories: HR Inquiry, Data Access, HR Online Update, and Forms. The footer displays 'EmployeeID: 1010881 | Date: 08/27/2007 10:23 AM | Copyright © The University of Iowa 2007. All Rights Reserved.'

Select “EFFRPT” from the Application drop down box and enter the appropriate identifying information for the individual you wish to grant access.

The screenshot shows the 'HR Data Access' page for 'Secondary Security Authorization'. The breadcrumb trail is 'Administration > Secondary Security Authorization'. A yellow banner contains the title and instruction: 'Select from the fields below and click Continue.' Below this is a warning icon and text: 'For access to secondary applications, an individual must have access to HR Self Service. For access to HR-Related secondary applications, an individual must have access to the HR Data Access Applications.' A list of bullet points explains the application's purpose and requirements. The form fields include: APPLICATION: EFFRPT (dropdown), EMPLID: (text), SSN: (text), LAST NAME: (text), and FIRST NAME: (text). 'Reset' and 'Continue' buttons are at the bottom. The footer displays 'EmployeeID: 1010881 | Date: 08/27/2007 10:35 AM | Copyright © The University of Iowa 2007. All Rights Reserved.'

Employee Self Service – Administer Secondary Security Access

You will be given a list of the departments for which you have administrative access. You may grant either **Admin Access** or **Work Access** or you may revoke any access that was granted earlier. **Admin Access** will allow the individual to work PARs and to also assign admin or work access to additional supervisory staff. **Work Access** will only allow the individual to work departmental PARs. Once you have selected the appropriate access, click the continue button to complete the process.

The screenshot shows the 'HR Data Access' interface for 'TENHULZEN,KIRBY E'. The current application is 'EFFRPT'. The user is prompted to choose access for two departments:

DEPT	ADMIN ACCESS	WORK ACCESS	NO ACCESS
DEPT 05-0305	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
DEPT 11-1170	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Buttons: Reset, Continue

EmployeeID: 1011141 | Date: 08/27/2007 10:41 AM | Copyright © The University of Iowa 2007. All Rights Reserved.

A report function is available at the top of your departmental PAR list that allows you to see a list of individuals who have been granted work or admin access to your department's PARs. Select the radio button for this report and hit the "continue" button at the bottom of the PAR list screen. You should review this list periodically and remove individuals who no longer need supervisory access to the application.

The screenshot shows the 'Effort Reporting System' interface. The user is 'TAWELTER'. A red arrow points to the 'Report' radio button in the 'Select a survey or the Access report:' section. Below this is a table with columns: Org-Dept, Name, Survey Type, Period, and Status.

Org-Dept	Name	Survey Type	Period	Status
<input type="radio"/> 05-0305	FACULTY,SAMPLE	Faculty	FY2004	in progress