

PERSONNEL ACTIVITY REPORTING SYSTEM (PARS)

FACULTY GUIDE

8/2017

The University of Iowa Web-based ***Personnel Activity Report*** (PAR) is 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.

The following information provides instructions for accessing and entering information in a Web PAR.


A full description of the foils included on a Personnel Activity Report, including examples of various activities and how they should be reported on a PAR can be found at:

<http://gao.fo.uiowa.edu/effort-reporting/par-instructions>

Employee Self Service “Sign In” Screen

To review or complete a Faculty PAR, sign in to the Employee Self Service web application at:

<https://login.uiowa.edu/ui/login.page?service=https://hris.uiowa.edu/portal/>



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:

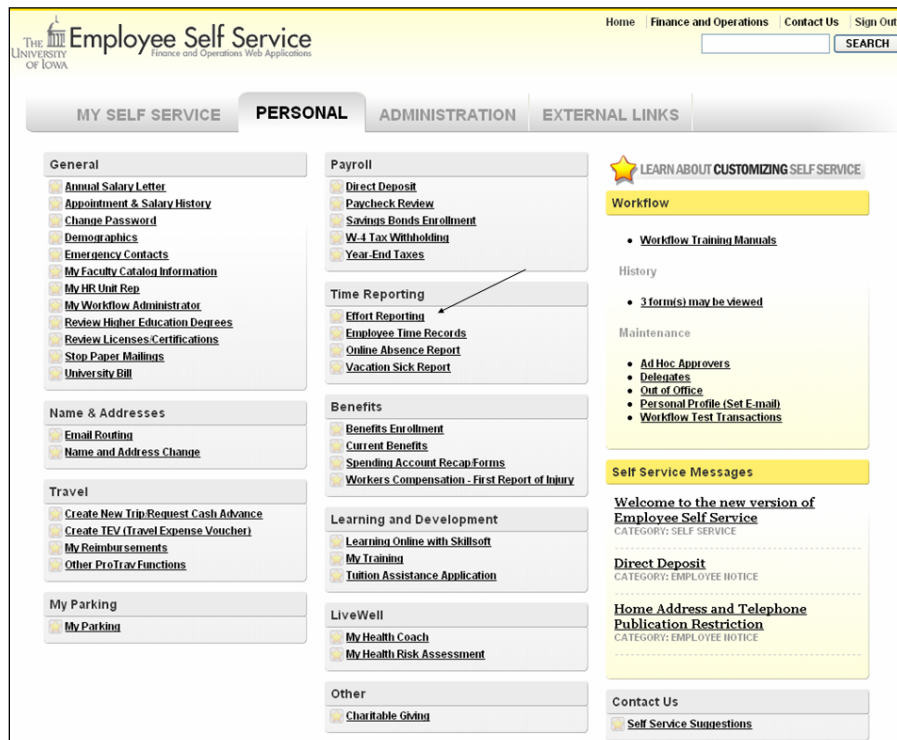
Password:

Links to Common Questions

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

Employee Self Service “Personal” Tab

Each faculty member should access their own PARs from this screen. Click on “Effort Reporting” under the Time Reporting section.



The screenshot shows the 'PERSONAL' tab selected in the Employee Self Service application. The interface includes a navigation menu with categories: MY SELF SERVICE, PERSONAL, ADMINISTRATION, and EXTERNAL LINKS. The 'PERSONAL' section is expanded, showing various service options:

- General:** Annual Salary Letter, Appointment & Salary History, Change Password, Demographics, Emergency Contacts, My Faculty Catalog Information, My HR Unit Rep, My Workflow Administrator, Review Higher Education Degrees, Review Licenses/Certifications, Stop Paper Mailings, University Bill.
- Name & Addresses:** Email Routing, Name and Address Change.
- Travel:** Create New Trip Request/Cash Advance, Create TEV (Travel Expense Voucher), My Reimbursements, Other Pro/Trav Functions.
- My Parking:** My Parking.
- Payroll:** Direct Deposit, Paycheck Review, Savings Bonds Enrollment, W-4 Tax Withholding, Year-End Taxes.
- Time Reporting:** Effort Reporting (highlighted with an arrow), Employee Time Records, Online Absence Report, Vacation Sick Report.
- Benefits:** Benefits Enrollment, Current Benefits, Spending Account Recap Forms, Workers Compensation - First Report of Injury.
- Learning and Development:** Learning Online with Skillssoft, My Training, Tuition Assistance Application.
- LiveWell:** My Health Coach, My Health Risk Assessment.
- Other:** Charitable Giving.

On the right side, there are additional sections: 'LEARN ABOUT CUSTOMIZING SELF SERVICE', 'Workflow Training Manuals', 'History' (3 forms may be viewed), 'Maintenance' (Ad Hoc Approvers, Delegates, Out of Office, Personal Profile, Workflow Test Transactions), 'Self Service Messages' (Welcome to the new version of Employee Self Service, Direct Deposit, Home Address and Telephone Publication Restriction), and 'Contact Us' (Self Service Suggestions).

If PARs were created for previous fiscal years (FY2004 is the first year for electronic PARs), a list of all available Web PARs will be displayed. The list will identify the fiscal year under the “Period” column, and the “Status” column will indicate if the PAR has been completed, is in progress or has not been worked yet (Status will be blank). Click the radio button to the left of the PAR that you wish to review or complete and then click the “continue” button to display the PAR.

Select a survey:

	Org-Dept	Name	Survey Type	Period	Status
<input type="radio"/>	05-0305	SAMPLE FACULTY	Faculty	FY2004	complete
<input type="radio"/>	05-0305	SAMPLE FACULTY	Faculty	FY2005	complete
<input checked="" type="radio"/>	05-0305	SAMPLE FACULTY	Faculty	FY2007	

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

NOTE: When you are finished viewing or working a PAR form, always use the PAR’s “Exit” button or either the “Save and Exit” or “Submit” button to leave the PAR screen. This will clear the lock that is created when you open a PAR (the lock prevents another person from accessing the PAR while you are viewing the document). Do not use your Web browser’s “Back” button to exit a PAR.

Sample PAR

The report structure will look similar to the sample PAR shown below.

Effort Reporting System

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 PAR – Salary Distribution

The first part of the PAR lists the funding sources for the faculty member’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 faculty member, including a link to general guidelines for completing a PAR.

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 %

Sample PAR – Sponsored/Organized Activities Effort Distribution

The next section of the PAR is where the faculty member will report any effort on sponsored activities and organized research. Sponsored activities are limited to projects funded by fund 510 (federal) and fund 500 (non-federal) accounts. Organized research includes all activities funded by an account with a function code of 20 or 21. This section is subdivided according to major university functions: Instruction, Organized Research, Other Sponsored Activity and Cost Sharing Activity. The sponsored project/organized research 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 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 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" value="25"/> %
USPHS Early Life Exposure To	510-17-3215-12000-11198000-20	25 %	<input type="text" value="25"/> %
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"/>	

Sample PAR – Non-Sponsored Effort Distribution

The next section of the PAR is where the faculty member 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	
Non Sponsored Instruction	30 %
Departmental Research	5 %
Institutional Review Board (IRBS)	%
Collegiate and Departmental Administration	15 %
University Wide Administration	%
Other University Activities	%

Sample PAR – 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 / Exit”, saves the data entered in the PAR and exits the effort reporting application. You 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. 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. Although administrative staff can review and enter data into a faculty PAR, the faculty member must review and submit as final their own PAR. If this is not possible, the Departmental Executive Officer will be authorized to submit on behalf of the faculty member.

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 PAR – 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. 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.

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

Sample PAR – 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.

Message notification bar:

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 %

Sample message:

Effort Reporting System

Effort Report for:
SAMPLE FACULTY, 1010881, 07/01/2006-06/30/2007

From: Kirby Tenhulzen, Effort Reporting Administrator

Salary Cap Information

Due to the NIH salary cap, the salary percents listed on your PAR for NIH projects should be multiplied by a factor of **1.14** to determine the minimum effort required on these projects. This factor is based on the **FY2007 blended cap of \$185,050**. Contact your departmental administrator if you have any questions concerning NIH salary cap.

check to automatically display this message in the future