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.

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/](https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/)

**Employee Self Service Navigation**

You can display the list of PARs for your department by clicking “Effort Reporting Admin” under the “Business & Financial Systems” menu.
**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

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

<table>
<thead>
<tr>
<th>Org-Dept</th>
<th>Name</th>
<th>Survey Type</th>
<th>Period</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>05-0305</td>
<td>FACULTY,SAMPLE</td>
<td>Faculty</td>
<td>FY2004</td>
<td>in progress</td>
</tr>
<tr>
<td>05-0305</td>
<td>HOCH, CHERYL</td>
<td>Faculty</td>
<td>FY2007</td>
<td></td>
</tr>
<tr>
<td>05-0305</td>
<td>MCMULLIN,ANGELA LYN</td>
<td>Faculty</td>
<td>FY2007</td>
<td>in progress</td>
</tr>
<tr>
<td>05-0305</td>
<td>GRADUATE,SAMPLE</td>
<td>Grad/PhD</td>
<td>FY2004</td>
<td>in progress</td>
</tr>
<tr>
<td>05-0305</td>
<td>WELTER, TEO ALAN</td>
<td>P&amp;S</td>
<td>FY2004</td>
<td>in progress</td>
</tr>
</tbody>
</table>

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

[continue] [Self Service]
Sample Effort Report

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

<table>
<thead>
<tr>
<th>OTHER ACTIVITIES (University of Iowa only)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Sponsored Instruction</td>
<td>16</td>
</tr>
<tr>
<td>Departmental Research</td>
<td>5</td>
</tr>
<tr>
<td>Institutional Review Board (IRBS)</td>
<td></td>
</tr>
<tr>
<td>Collegiate and Departmental Administration</td>
<td>5</td>
</tr>
<tr>
<td>University Wide Administration</td>
<td></td>
</tr>
<tr>
<td>Other University Activities</td>
<td>5</td>
</tr>
</tbody>
</table>

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.
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

**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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Salary Distribution Information</th>
<th>Faculty Survey Status: In Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>SAMPLE FACULTY</td>
<td></td>
</tr>
<tr>
<td>Employee ID</td>
<td>10111141</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td>Professor</td>
<td></td>
</tr>
<tr>
<td>JUCODE</td>
<td>FTJ1</td>
<td></td>
</tr>
<tr>
<td>ORG</td>
<td>17 College of Medicine</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>3225 Med-Obstetrics/Gynecology</td>
<td></td>
</tr>
<tr>
<td>Survey Period</td>
<td>Jul 2003 - Jun 2004</td>
<td></td>
</tr>
</tbody>
</table>
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 USP3–GENETIC MECHANISMS DRIVING 5%

[Check box 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 General System & Tools menu.

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

Secondary Security Authorization

For access to secondary applications, an individual must have access to HR Sell Service. For access to HR-Related secondary applications, an individual must have access to the HR Data Access Applications.

- This application allows you to manage security for other employees to secondary applications such as the Graduate Reappointment Application and APIPO PeopleSoft Web Applications.
- You will be granting/removing security only for those org/departments that you select on the following screen.
- Please select the Employee and Application for whom you wish to authorize security.

APPLICATION: EFFRPT (Effort Reporting)  EMPLID:
UNIVID:
LAST NAME:
FIRST NAME:  Reset  Continue
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.

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.