

EFFORT REPORTING ADMIN System (PARs)

ORG & DEPARTMENT PAR ADMINISTRATOR GUIDE

9/2021

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.

Further information on Effort Reporting can be found on the Grant Accounting Office web site at:

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

Federal guidelines

On September 20, 2021, the Grant Accounting Office will implement the following changes:

- Established the HR Institutional Role, **PAR Administrator**, to identify individuals who are designated as the primary contact and resource for quarterly and annual PAR certification within their designated unit. The PAR Admin roles created are Org PAR Admin and Department PAR Admin. The applicable Org and Department PAR Administrators will be listed in the header of all PAR forms.
- A new data field, Assigned Certifier, has been added to all PAR forms. The Assigned Certifier is responsible for the final review and submission of a PAR. This individual should have full knowledge of the effort of the person they are certifying and should be able to address any questions related to that effort. Faculty will continue to be the default Assigned Certifier for their own individual PAR.
- Secondary Security will no longer be used for granting access to the Self Service Effort Reporting Admin system. System access will now be automatically granted for individuals assigned to a PAR Administrator role (Org, Department or an Admin Delegate) or designated as an Assigned Certifier. Faculty members with a Faculty PAR form will continue to be granted automatic access.
 - Org PAR Administrator (and Administrative Delegate): view/edit PARs under their Org Unit
 - Department PAR Administrator (and Admin Delegate): view/edit PARs under their assigned Department(s)
 - Assigned Certifier: view/edit/submit PAR forms for which they are the designated Assigned Certifier
 - Faculty with a Faculty PAR: view/edit/submit their personal Faculty PAR
- Ability to initiate and send email communication from within the Effort Reporting Admin system. Email recipient(s) will default to Assigned Certifier for uncertified PAR forms.

The information in this document will provide the following:

- Overview and responsibilities of PAR Administrator roles
- Navigating to the Effort Reporting Admin system
- Effort Reporting Admin menu
 - Incomplete PARs
 - Complete PARs
 - PAR Search
 - Admin
- Personnel Activity Report (PAR) Layout
 - Viewing, editing, and submitting a PAR form
 - How to change a PAR's Assigned Certifier
- Accessing HR Institutional Roles – PAR Administrator
 - Org PAR Administrator
 - Assigning Org PAR Admin Delegate
 - Assigning/changing Department PAR Administrator
 - Assigning Department PAR Admin Delegates
 - Department PAR Administrator
 - Assigning Department PAR Admin Delegates

Overview and Responsibilities of PAR Admin Roles

The *Org PAR Administrator* is responsible for the general oversight of the effort certification process on Federally sponsored grants and contracts within the college/division. This includes, but is not limited to, assuring departments are distributing and certifying quarterly and annual PARs timely and complying with the various regulatory requirements of federal sponsors and the University as they apply to effort certification. In the absence of a faculty member, the Org PAR Administrator may assign either the departmental executive officer or dean as the Certifier for a Faculty PAR.

Org PAR Administrator is assigned by the Grant Accounting Office (University PAR Administrator) through the Employee Self-Service *Institutional Roles* application. The Org PAR Administrator will have automatic access to the Effort Reporting Admin system and will be able to view all PAR forms within their Unit.

The *Department PAR Administrator* is responsible for direct oversight of the effort certification process on Federally sponsored grant and contracts within the department. The responsibilities of the Departmental PAR Administrator are:

- Serve as departmental liaison to University PAR Administrator.
- Verify and/or reassign individual PAR Certifiers. In the absence of a faculty member, the Dept PAR Administrator may assign either the departmental executive officer or dean as the Certifier for a Faculty PAR.
- Distribute effort certification information and instructions to faculty and PAR Certifier staff as needed. ***Faculty certifying their own PAR and or an Assigned Certifier certifying for another staff are ultimately responsible for what is submitted on the form.***
- Assist faculty and staff with questions about effort certification and PAR forms.
- Track PAR completion status and alert Org PAR Administrator, faculty, and PAR Certifiers of delinquent PARs.

Department PAR Administrator(s) is assigned by the Org PAR Administrator for each unit) through the Employee Self- Service *Institutional Roles* application.

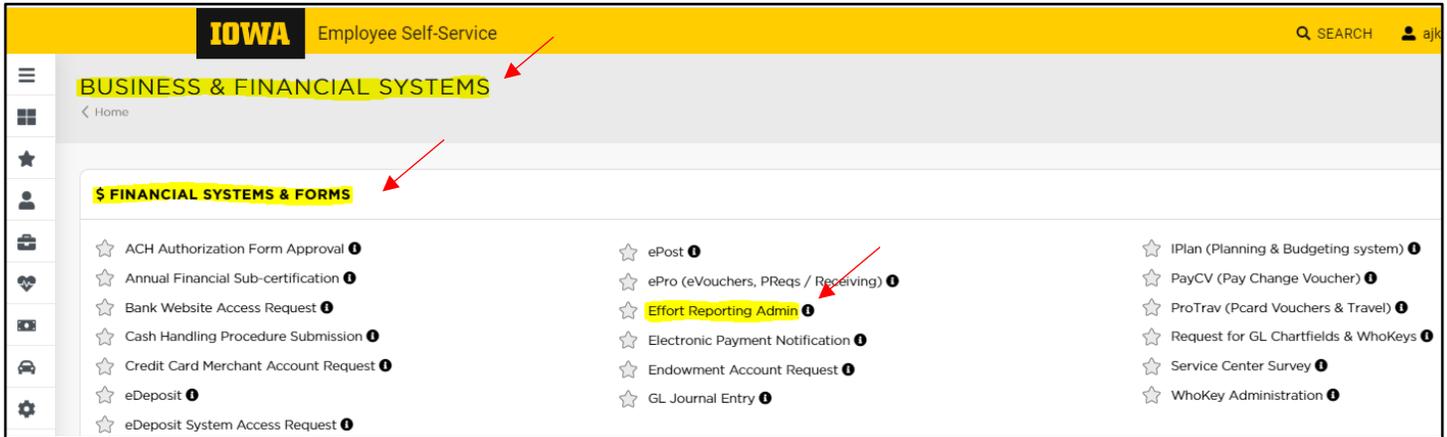
The Department PAR Administrator will have automatic access to the Effort Reporting Admin system and will be able to view all PAR forms within their Department.

Administrative Delegate(s) may be assigned to both Roles. Delegates can perform any function of the Role, including actions within the Institutional Roles application and other actions in the Effort Reporting Admin system.

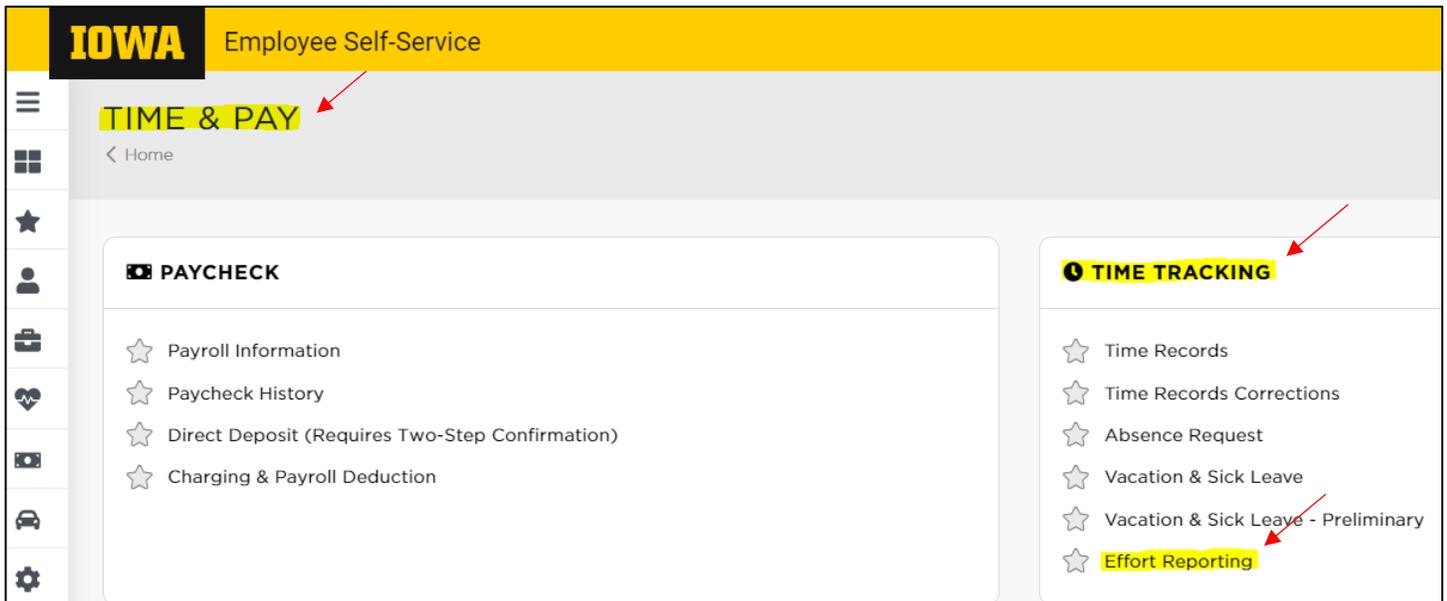
Navigating to the Effort Reporting Admin system

The Effort Reporting Admin system is available through [Employee Self-Service](#).

Org PAR Administrators, Department PAR Administrators and Assigned Certifiers will access the system via *Business & Financial Systems > \$ Financial Systems & Forms > Effrot Reporting Admin*.



Faculty with a Faculty PAR will access the system via *Time & Pay > Time Tracking*.



Effort Reporting Admin menu

Effort Reporting System Incomplete PARs Complete PARs PAR Search Admin

Effort Reporting System: The home screen will indicate all PAR Administration Institutional Roles you are currently assigned. There will also be a report indicating what PARs under your assigned departments that are missing assigned certifiers. This will allow you to select a PAR and update the assigned certifier.

Effort Reporting System Incomplete PARs Complete PARs PAR Search Admin

Bassler, Loretta Faye B,
 You are listed as a Department PAR Admin
 PARs under your Org unit can be viewed using the [Incomplete](#), [Complete](#) or [Search](#) tabs.

The following PARs are missing assigned certifiers.

DeptID	EmployeeID	Employee Name	Survey Type	End Date	
17-3215	1000655	STEIN, COLLEEN S	P&S	6/30/21	View
17-3215	1000725	WEINER, GEORGE J	Faculty	6/30/21	View
17-3215	1000760	COPPEY, LAWRENCE J	P&S	6/30/21	View

Incomplete PARs: This list indicates all PARs under your assigned departments that have not been completed. You can filter on Org-Dept, Name, Assigned Certifier, Survey Type, Period, and Status.

Effort Reporting System **Incomplete PARs** Complete PARs PAR Search Admin

Org-Dept	Name	Assigned Certifier	Survey Type	Period	Status	
<input type="text"/>						
17-3215	ABE, EVAN DALE		Faculty	FY2021	Not Updated	Open
17-3215	AHMAD, FERHAAN		Faculty	FY2021	Not Updated	Open
17-3215	AIT-AISSA, KARIMA		Faculty	FY2021	Not Updated	Open

Complete PARs: This list indicates all PARs under your assigned departments that have been completed. You can filter on Fiscal Year in addition to any of the column headers. When selecting a Fiscal Year, select the year in the drop-down list and then click the “Display” button.

Effort Reporting System Incomplete PARs **Complete PARs** PAR Search Admin

Display Surveys for a Fiscal Year: 2020

Org-Dept	Name	Certified By	Survey Type	Period	Status	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17-3215	PHELPS,AMBER	Bassler, Loretta Faye B	Merit	FY2020-Q3	Complete	<input type="button" value="Open"/>
17-3215	AN,SUNG WAN	SYS	P&S	FY2020	Complete	<input type="button" value="Open"/>
17-3215	ANDINO,JESSICA LYNN	SYS	P&S	FY2020	Complete	<input type="button" value="Open"/>
17-3215	ASH,JAMISON	SYS	P&S	FY2020	Complete	<input type="button" value="Open"/>

PAR Search: The search menu will allow you to search for a PAR by Employee ID, Hawk ID, or Name. If you search by name, you must include both a first and last name. You may also filter your search by including a Fiscal Year.

Effort Reporting System Incomplete PARs Complete PARs **PAR Search** Admin

Search

Fiscal Year:

Employee ID:

Hawk ID:

Last Name:

First Name:

Name	Empl ID	Org-Dept	Status	Period
<input type="text"/>				

Admin: The Admin menu has 2 functions.

1) Email Tools. The Email Tools function will allow you to generate emails from within the system.

Effort Reporting System Incomplete PARs Complete PARs PAR Search **Admin**

[Email Tools](#) [Access By Person](#) [Access By OrgDept](#)

Generate Email

- This is a tool for sending emails to notify or remind certifiers for incomplete PARs.
- You can optionally remove recipients from the To Addresses, or add recipients to the CC addresses.
- You can edit the email subject and body as needed.

Please select a PAR type

P&S

To:

- [Remove](#) Myers, Laura L <laura-l-myers@uiowa.edu>
- [Remove](#) Stoeffler, Thomas V <thomas-stoeffler@uiowa.edu>
- [Remove](#) Lyons, Troy <troy-lyons@uiowa.edu>
- [Remove](#) Hornbuckle, Keri C <keri-hornbuckle@uiowa.edu>
- [Remove](#) Gannon, John M <mike-gannon@uiowa.edu>
- [Remove](#) Barquist, Brandon <brandon-barquist@uiowa.edu>
- [Remove](#) Krajewski, Witold F <>witold-krajewski@uiowa.edu>
- [Remove](#) Schilling, Keith E <keith-schilling@uiowa.edu>

CC (optional):

[Add a CC address](#)

Subject:

FY20xx P&S Effort Certification/Personnel Activity Reports (PARs) Are Available for Certification

Body:

Normal **B** **I** U ~~S~~

P&S Personnel Activity Reports (PARs) for FY20xx have been created and released to the Effort Reporting System. These PARs cover the entire fiscal year period of - July 1, 20xx through June 30, 20xx. The due date for completing all effort certifications is **MM/dd/yyyy**.

- After selecting the PAR Type, the To: addresses will be populated with all of those who have an open PAR within the type selected. These can be removed individually as needed
- Optional CC addresses can be added by clicking on the [Add a CC Address](#) link
- The Subject: and Body: fields are populated with default text, but these can be edited by the user as needed

- 2) Access By Person and Access By OrgDept. These reports will allow you to see who access to an Org/Dept and what Institutional Role they have been assigned. You may filter on any of the fields by entering text in the header filter box. i.e., 'Org' if you want to filter on only Org PAR Admins

Effort Reporting System Incomplete PARs Complete PARs PAR Search **Admin**

Email Tools **Access By Person** Access By OrgDept

Name	Empl ID	HawkID	Role	Org-Dept
<input type="text"/>				
Albrecht, Jacquie L	1140115	jacalbre	DEPT_PAR_ADMIN	11-1090, 11-1100, 11-1200, 11-1875
Aldous, Wade K	1197899	waldous	DEPT_PAR_ADMIN	90-9050
Arneson, Cheri A	1030067	carneson	ORG_PAR_ADMIN	18
Arneson, Scott K	1026874	arnesons	ORG_PAR_ADMIN	13

Email Tools Access By Person **Access By OrgDept**

Org-Dept	Org-Dept PAR Admin HawkIDs	Delegate HawkIDs
<input type="text"/>	<input type="text"/>	<input type="text"/>
01	nrobinso	
01-0001	nrobinso, afofsum	
01-0025	afofsum	
02	abrannaman	
02-0100	sstratto	
02-0105	sstratto	
02-0110	awelter	
02-0150	abrannaman	

Personnel Activity Report (PAR) Layout

Sample PAR:

SALARY DISTRIBUTION INFORMATION		Faculty	
NAME	██████████	SURVEY STATUS	Not Updated
EMPLOYEE ID	██████████ JOBCODE FT11	SURVEY PERIOD	Jul 2020 - Jun 2021
ORG	11 College Lib Arts and Sciences	ORG PAR ADMIN	Fitzpatrick, Kristi M
DEPARTMENT	1050 Clas-Biology	DEPT PAR ADMIN	Kick, Rebecca M
TITLE	Professor	ASSIGNED CERTIFIER	Cameron, Josep M
DESCRIPTION	ACCOUNT MFK	PCT SALARY	
Biology	050-11-1050-00000-00000000-10	65 %	
C/S NIH-NIEHS-Identifying the	050-11-1050-00000-31297600-21	19 %	
NIH-NIEHS-Identifying the link	510-11-1050-00000-11297600-20	7 %	
NSF-Cameron: Drosophila	510-11-1050-00000-15231900-20	2 %	
NSF - Identifying roles for R	510-11-1050-00000-15277101-20	7 %	
TOTAL SALARY		100 %	
EFFORT		Jul 2020 - Jun 2021 / COMERON,JOSEP M	
SPONSORED/ORGANIZED ACTIVITIES			
These activities are separately budgeted.			
	ACCOUNT MFK	PCT SALARY	PCT EFFORT
Sponsored Instruction ⓘ			
Organized Research ⓘ			
NIH-NIEHS-Identifying the link	510-11-1050-00000-11297600-20	7 %	<input type="text" value="0"/> %
NSF-Cameron: Drosophila	510-11-1050-00000-15231900-20	2 %	<input type="text" value="0"/> %
NSF - Identifying roles for R	510-11-1050-00000-15277101-20	7 %	<input type="text" value="0"/> %
Other Sponsored Activity ⓘ			
Cost Sharing Activity ⓘ			
C/S NIH-NIEHS-Identifying the	050-11-1050-00000-31297600-21	19 %	<input type="text" value="0"/> %
<p>Add new Grant/Program and Percent Effort</p> <p>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.</p>			
Grant/Pgm	<input type="text"/>	<input type="button" value="ADD GRANT/PROGRAM"/>	
OTHER ACTIVITIES			
This section of the PAR is where any effort on non-sponsored activities should be reported. These activities do not need to tie to specific funding sources so none are listed.			
Non Sponsored Instruction ⓘ		<input type="text" value="0"/>	%
Departmental Research ⓘ		<input type="text" value="0"/>	%
Institutional Review Board (IRBS) ⓘ		<input type="text" value="0"/>	%
Collegiate and Departmental Administration ⓘ		<input type="text" value="0"/>	%
University Wide Administration ⓘ		<input type="text" value="0"/>	%
Other University Activities ⓘ		<input type="text" value="0"/>	%
TOTAL EFFORT (must equal 100%)		<input type="text" value="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: 9/15/2021	
<input type="button" value="SAVE DRAFT"/>			

Salary Distribution Information

The top part of this section of the PAR includes the employee’s Name, EmplID, and the Job/Appointment and Department that the PAR has been assigned to. It also includes the Survey Type and Survey Period. The assigned Org PAR Admin, Dept PAR Admin, and Assigned Certifier are also listed. The “Update Certifier” button is available for Org and Dept Admins to be able to update the Assigned Certifier as needed. *This function is not available for the Assigned Certifier or Faculty.*

The bottom part of this section lists the funding sources for the individual’s salary and the percent of total salary provided by each funding source. The Total Salary Percent here should always equal 100.

SALARY DISTRIBUTION INFORMATION			Faculty
NAME	PAR SAMPLE	SURVEY STATUS	Not Updated
EMPLOYEE ID	12345678 JOBCODE FT11	SURVEY PERIOD	Jul 2020 - Jun 2021
ORG	11 College Lib Arts and Sciences	ORG PAR ADMIN	Fitzpatrick, Kristi M
DEPARTMENT	1300 Clas-Psychological Brain Sci	DEPT PAR ADMIN	Malone, Ruthina A
TITLE	Professor	ASSIGNED CERTIFIER	Update Certifier
DESCRIPTION	ACCOUNT MFK	PCT SALARY	
Psychology	050-11-1300-00000-00000000-10	59 %	
NIH Salary Cap	050-11-1300-00000-31111111-21	8 %	
Cost Share - State Dependent S	050-11-1300-00000-31265600-21	2 %	
Administrative Supplements	050-11-1300-00000-52582000-10	13 %	
C/S NIH-NICHHD-Cortical activi	050-11-1300-50000-31293900-21	5 %	
Simons Foundation 569466 Neuro	500-11-1300-50000-18399000-20	2 %	
NIH NICHD - State-Dependent Se	510-11-1300-50000-11265600-20	11 %	
TOTAL SALARY			100 %

Effort Distribution - Sponsored/Organized Activities

The next section of the effort report is where the individual completing the PAR will report the actual 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. ***All amounts entered in the PCT Effort boxes should be reported in whole numbers.***

If a sponsored project is not shown on the survey, the “ADD GRANT/PROGRAM” button is used to add it. Enter the 8-digit Grant/Program number component of the project MFK in the Grant/Pgm box and click the “ADD GRANT/PROGRAM” button. The system will search for the full MFK and project description and ask the respondent to indicate effort to be applied to this project. The new entry will then be added into the appropriate category on the PAR. Any Grant/Program that is added by the user can also be removed if it was added in error. If the system cannot find a match to the Grant/Program number entered, an error message will be displayed. Contact Bob Le Sage in Grant Accounting for assistance if you have difficulty adding a sponsored account to the PAR.

EFFORT Jul 2020 - Jun 2021 / PAR SAMPLE

SPONSORED/ORGANIZED ACTIVITIES
 These activities are separately budgeted.

	ACCOUNT MFK	PCT SALARY	PCT EFFORT
Sponsored Instruction ⓘ			
Organized Research ⓘ			
Simons Foundation 569466 Neuro	500-11-1300-50000-18399000-20	2 %	0 %
NIH NICHD - State-Dependent Se	510-11-1300-50000-11265600-20	11 %	0 %
Other Sponsored Activity ⓘ			
Cost Sharing Activity ⓘ			
Cost Share - State Dependent S	050-11-1300-00000-31265600-21	2 %	0 %
C/S NIH-NICHHD-Cortical activi	050-11-1300-50000-31293900-21	5 %	0 %

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

Effort Distribution – Non-Sponsored Activities

In this section the user will report any effort on non-sponsored activities. These activities do not need to tie to specific funding sources, so none are listed. Clicking on the ⓘ displays a definition of the type of effort included in each activity.

OTHER ACTIVITIES
 This section of the PAR is where any effort on non-sponsored activities should be reported. These activities do not need to tie to specific funding sources so none are listed.

Non Sponsored Instruction ⓘ	0 %
Departmental Research ⓘ	0 %
Institutional Review Board (IRBS) ⓘ	0 %
Collegiate and Departmental Administration ⓘ	0 %
University Wide Administration ⓘ	0 %
Other University Activities ⓘ	0 %

Saving and Submitting Surveys

The final section of the PAR is saving or submitting the final survey buttons. The “Save Draft” button saves the data entered in the PAR and leaves the PAR open for additional data entry or changes. The “Submit Final Survey” button locks the data and submits the PAR to Grant Accounting. Submitting a PAR is only available to Assigned Certifiers or Faculty submitting their own PAR. Once a PAR has been submitted, it can be viewed but it cannot be changed unless a request to reopen it is sent to Bob Le Sage in Grant Accounting. 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 I supervise the above employee or that I have verified with this employee's supervisor(s) all of the work performed by the above employee and that the above distribution of effort represents a reasonable estimate of the work performed during the stated period.

NAME: DATE: **9/1/2021**

SAVE DRAFT SUBMIT FINAL SURVEY (locks data)

Saving and Submitting Surveys – Error and Warning Messages

If there are any error or warning messages, they will be displayed when *Save Draft* or *Submit Final Survey* action buttons are selected.

- An error message will be displayed if Total Effort does not total 100%. The PAR can still be saved as draft with this message, but it cannot be submitted as complete until the error 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.
- The PAR can be saved as draft and submitted as final without correcting the conditions that generated the warning message.
- 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.

TOTAL EFFORT (must equal 100%) 99 ▾ %

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 99.

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.

* Percent effort posted to a cost sharing account should not be less than percent of salary charged directly to the account. If salary is in error, contact your departmental administrator.

• account: 050-02-0166-00000-33607200-10 % salary: 38 % effort: 37

Admin Comments

If necessary, Grant Accounting will attach an administrative message to a PAR if special instructions are needed to complete the PAR. If such a message is attached, the Display Admin Comments hyperlink will be displayed. The default will be to display the message each time the PAR is opened. This can be changed by unchecking the automatic display default. It can be redisplayed at any time by clicking the admin message box at the top of the PAR. A sample administrative message screen is displayed below.

[Display Admin Comments](#) [Add Admin Comments](#)

SALARY DISTRIBUTION INFORMATION

Admin Comments

×

Salary Cap Information

Due to the DHHS salary cap, the salary percents listed on your PAR for DHHS projects and companion cost sharing accounts should be multiplied by a factor of 4.5 to determine the minimum effort required on these projects. This factor is based on the FY2020 annualized Executive Level II cap of \$192,300. Contact your departmental administrator if you have any questions concerning DHHS salary cap.

Check to automatically display this message in the future

Close

Accessing HR Institutional Roles – PAR Administrator

Granting user access to the Effort Reporting Admin system will no longer be done through Secondary Security. System access will now be automatically granted for individuals assigned to a PAR Administrator role (Org, Department or an Admin Delegate) or designated as an Assigned Certifier. Faculty members with a Faculty PAR form will continue to be granted automatic access.

PAR Administrator Roles are managed through the *Institutional Roles* application within [Employee Self-Service](#).

- Org PAR Administrator role: the Grant Accounting Office assigns the Org PAR Administrator for a Unit.
- Departmental PAR Administrator role: the assigned Org PAR Administrator for each Unit assigns a Departmental PAR Administrator for each department within his/her Org.
- Administrative Delegate(s) may be assigned by individuals in both Roles. *Delegates can perform any function of the Role, including actions within the Institutional Roles application and other actions in the Effort Reporting Admin system.

Institutional Roles is found under *General Systems & Tools > Roles & Security*.

The screenshot displays the IOWA Employee Self-Service portal. The top navigation bar is yellow with the IOWA logo and the text "Employee Self-Service". Below this, a grey header contains the text "GENERAL SYSTEMS & TOOLS" and a back arrow labeled "Home". The main content area is divided into two columns. The left column is titled "UI SYSTEMS" and lists five items, each with a star icon: "Driver's License Review System", "Vehicle Accident Reporting", "Facilities Management Requisition", "Fleet Services Requisition", and "Workers Compensation". The right column is titled "WORKFLOW" and lists five items, each with a star icon: "Workflow Inbox", "Workflow History", "Workflow Initiated", "Workflow Settings & Tools", and "Workflow Reports". Below the "UI SYSTEMS" section, there is a section titled "ROLES & SECURITY" which contains one item with a star icon: "Institutional Roles". A vertical sidebar on the left side of the page contains various icons for navigation, including a menu icon, a home icon, a star icon, a person icon, a briefcase icon, a heart icon, a camera icon, a car icon, a gear icon, a group of people icon, and a building icon.

Institutional Roles

Browse Categories

Hide Menu

Role Categories

- [Browse Categories](#)

Reports

- [Role Assignments](#)
- [Role Assignments By Dept/Sub-Dept](#)

Mass Actions

- [Fill Vacancies](#) ?
- [Assignment](#) ?
- [Delegation](#) ?
- [Replacement](#) ?

CATEGORIES (14)

Edit	Category Name	Description
	Business Officers	Business officers category
	Capital Assets	The Inventory Contact role is intended to identify the dep physical inventory of capital assets.
	Cash Handling	Cash Handling category for Cash Handling Compliance
	Central Admin Access	This category is to be used solely by HR and Accounting
	Compliance And Qualification Access	Category for compliance and qualification access to repo
	Deans	Deans category
	Departmental Executive Officers	Departmental Executive Officers category
	Faculty Oversight	Faculty Oversight category
	HR Representatives	Human Resources representatives category
	Institutional Officers	Institutional Officers category
	Leave and Disability HR Representatives	Leave and Disability HR Representatives
	PAR Administrators	PAR Administrators
	Research Administrators	Research Administrator Category
	Technology Review	Technology Review

From the Categories list, select PAR Administrators to access the Org and Department PAR roles.

CATEGORY

Name: PAR Administrators

Description: PAR Administrators

ROLES

- **Role Administrators** may administer assignments within the Institutional Roles Application itself but cannot perform other functions of the Role.
- **Administrative Delegates** can perform any function of the Role, including actions within the Institutional Roles Application and other actions in HR and Financial Systems.
- Hover over the role link for a description of the role.

» **UNIVERSITY PAR ADMINISTRATOR (INSTITUTION)**

 » **ORG PAR ADMINISTRATOR (ORG)**

 » **DEPARTMENT PAR ADMINISTRATOR (DEPARTMENT)**

Org PAR Administrator role

ROLES

- **Role Administrators** may administer assignments within the Institutional Roles Application itself but cannot perform other functions of the Role.
- **Administrative Delegates** can perform any function of the Role, including actions within the Institutional Roles Application and other actions in HR and Financial Systems.
- Hover over the role link for a description of the role.

» **UNIVERSITY PAR ADMINISTRATOR (INSTITUTION)**

» **ORG PAR ADMINISTRATOR (ORG)**

Assignees

Org filter ?

Number:

Description:

Filter options

Hide locations I cannot assign

Show all my assignments

Restrict locations:

No restrictions

Org

01: Office of the President

02: Office of the Provost

03: VP Medical Affairs

04: VP Research

05: VP Finance & Operations

06: Office of the General Counsel

07: Human Resources

08: Athletics

09: VP External Relations

11: College of Liberal Arts & Sciences

12: Tippie College of Business

VP Research (04) Assign Role

TALLMAN, SARAH STEWART (University ID: 00066778)
Admin Services Administrator (Position #: 00000388)
Vrsh-Research Administration (Department ID: 04-0200)

Replace

+ Admin Delegate

1) An Org PAR Administrator may add Admin Delegates for their Org Unit using the  button.

» **UNIVERSITY PAR ADMINISTRATOR (INSTITUTION)**

» **ORG PAR ADMINISTRATOR (ORG)**

» **DEPARTMENT PAR ADMINISTRATOR (DEPARTMENT)**

Assignees

Department filter ?

Number:

Description:

Filter options

Hide locations I cannot assign

Show all my assignments

Restrict locations:

No restrictions

Department

03-3815: HVHC High value healthcare

03-3820: Health Policy-Gov Relations

03-3830: Health Care - Human Resources

03-3899: VPMA Allocation to other orgs

04-0200: Research Administration

04-0201: Research Development

04-0202: Enrichment Fund

04-0205: Division Of Sponsored Programs

04-0210: State Archaeologist

04-0213: Human Subjects/IRB Office

04-0220: Public Policy Center

VP Research: Research Development (04-0201) Assign Role

No assignees for this location

2) Org PAR Administrators and their Admin Delegates may assign Department PAR Administrators by selecting a Department within their Org unit and using the  button.

DEPARTMENT PAR ADMINISTRATOR (DEPARTMENT)

Assignees

Department filter ⓘ

Number:

Description:

Filter options

Hide locations I cannot assign

Show all my assignments

Restrict locations:

No restrictions

Department

- 03-3815: HVHC High value healthcare
- 03-3820: Health Policy-Gov Relations
- 03-3830: Health Care - Human Resources
- 03-3899: VPMA Allocation to other orgs
- 04-0200: Research Administration**
- 04-0201: Research Development
- 04-0202: Enrichment Fund
- 04-0205: Division Of Sponsored Programs
- 04-0210: State Archaeologist
- 04-0213: Human Subjects/IRB Office
- 04-0220: Public Policy Center

VP Research: Research Administration (04-0200) Assign Role

LONEY,WENDY EVANS (University ID: 00078314)
Senior HR Director (Position #: 00110892)
Vrsh-Research Administration (Department ID: 04-0200)

Replace

+ Admin Delegate

3) Org PAR Administrators and their Admin Delegates may change existing Department PAR Administrators using the **Replace** button and add Admin Delegates using **+ Admin Delegate**.

Department PAR Administrator role

» **ORG PAR ADMINISTRATOR (ORG)**

DEPARTMENT PAR ADMINISTRATOR (DEPARTMENT)

Assignees

Department filter ⓘ

Number:

Description:

Filter options

Hide locations I cannot assign

Show all my assignments

Restrict locations:

No restrictions

Department

- 03-3815: HVHC High value healthcare
- 03-3820: Health Policy-Gov Relations
- 03-3830: Health Care - Human Resources
- 03-3899: VPMA Allocation to other orgs
- 04-0200: Research Administration**
- 04-0201: Research Development
- 04-0202: Enrichment Fund
- 04-0205: Division Of Sponsored Programs
- 04-0210: State Archaeologist
- 04-0213: Human Subjects/IRB Office
- 04-0220: Public Policy Center

VP Research: Research Administration (04-0200) Assign Role

LONEY,WENDY EVANS (University ID: 00078314)
Senior HR Director (Position #: 00110892)
Vrsh-Research Administration (Department ID: 04-0200)

Replace

+ Admin Delegate

1) A Department PAR Administrator may assign Admin Delegates for their Department using the **+ Admin Delegate** button.