EFFORT REPORTING ADMIN System (PARs)

FACULTY GUIDE
9/2021

The University of Iowa Effort Reporting Admin system 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

The following information in this document provides instructions for accessing and entering information into the Effort Reporting Admin system.

Navigating to the Effort Reporting Admin system

The Effort Reporting Admin system is available through Employee Self-Service.

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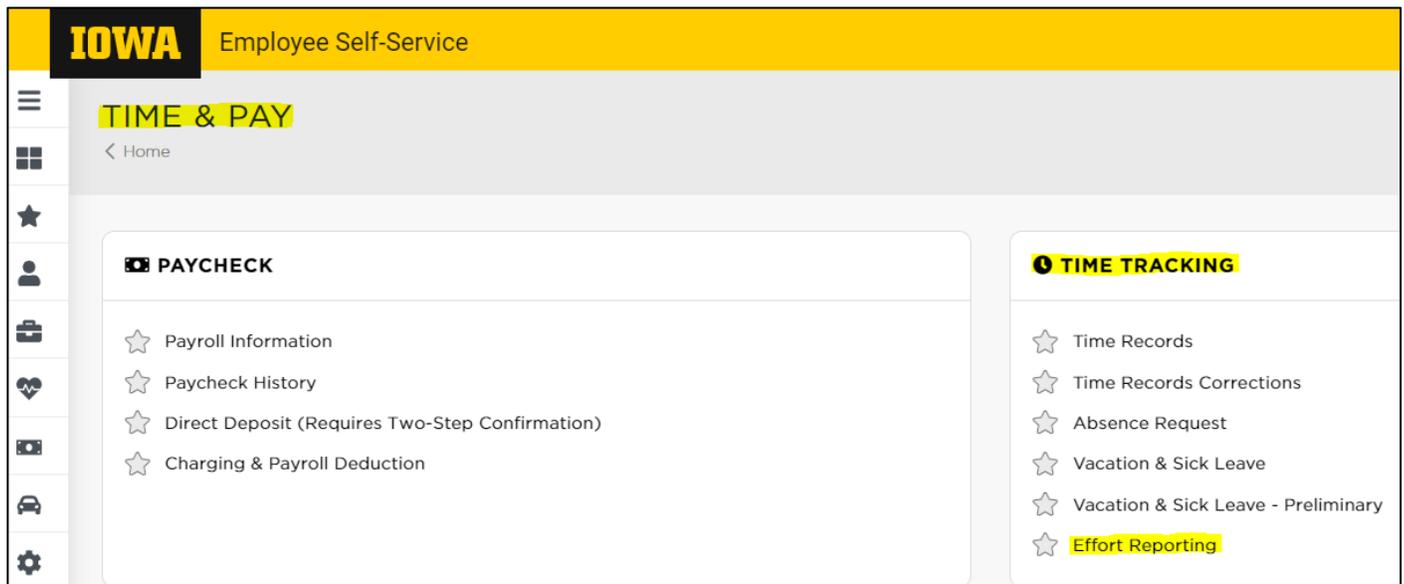
Effort Reporting Admin Menu

Effort Reporting System*:* The home screen will indicate all PAR roles you are currently assigned. **As faculty required to submit your own PAR, you will automatically default to the role of** *Assigned Certifier.* If you have PAR(s) to be certified a message will also show indicating how many are to be certified. You may be an Assigned Certifier for a PAR other than your own. Clicking on the Incomplete PARs tab will show a list of all PARs needing certification.
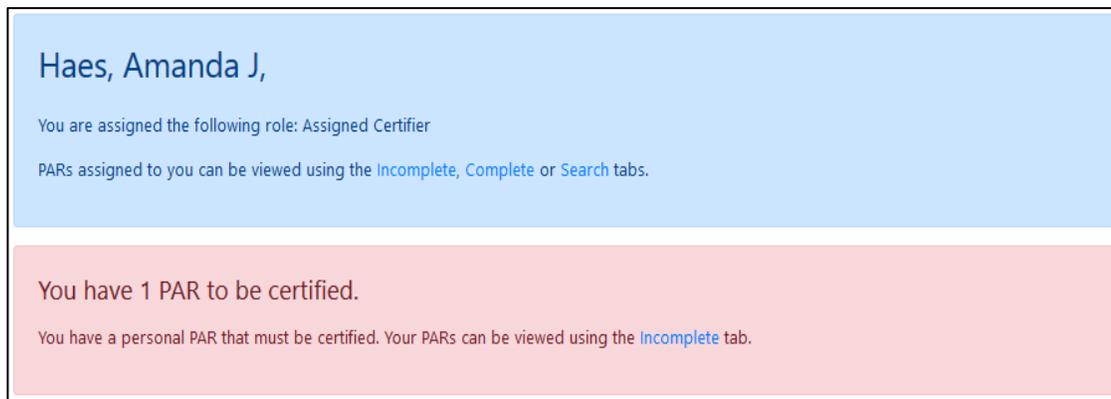
Incomplete PARs: This tab shows all your PARs that have not been completed. You can filter on Org-Dept, Name, Assigned Certifier, Survey Type, Period, and Status.

Effort Reporting System	Incomplete PARs	Complete PARs					
	Org-Dept	**Name**	**Assigned Certifier**	**Survey Type**	**Period**	**Status**	
	11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2021	Not Updated	⊟ Open

Complete PARs: This tab shows all your PARs 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

Display Surveys for a Fiscal Year: [All PARS ▾]   [Display]

Org-Dept	Name	Certified By	Survey Type	Period ▽	Status	
				2020		
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2019	Complete	⊟ Open
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2018	Complete	⊟ Open
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2017	Complete	⊟ Open
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2016	Complete	⊟ Open
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2015	Complete	⊟ Open
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2014	Complete	⊟ Open
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2013	Complete	⊟ Open
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2012	Complete	⊟ Open
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2011	Complete	⊟ Open
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2010	Complete	⊟ Open
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2009	Complete	⊟ Open
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2008	Complete	⊟ Open
11-1070	HAES,AMANDA J	Haes, Amanda J	Faculty	FY2007	Complete	⊟ Open

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	Comeron, 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-Comeron: 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 %	0 %
NSF-Comeron: Drosophila	510-11-1050-00000-15231900-20	2 %	0 %
NSF - Identifying roles for R	510-11-1050-00000-15277101-20	7 %	0 %
Other Sponsored Activity ⓘ			
Cost Sharing Activity ⓘ			
C/S NIH-NIEHS-Identifying the	050-11-1050-00000-31297600-21	19 %	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 [___] [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 ⓘ	0 %
Departmental Research ⓘ	0 %
Institutional Review Board (IRBS) ⓘ	0 %
Collegiate and Departmental Administration ⓘ	0 %
University Wide Administration ⓘ	0 %
Other University Activities ⓘ	0 %
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: 9/15/2021

[SAVE DRAFT]

Salary Distribution Information

The top part of this section of the PAR includes 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 who are certifying their own PAR.***

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

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 [ ] **ADD GRANT/PROGRAM**

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 "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. 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.

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