Personnel Activity Report (PAR) Administrator Roles FAQ

How are PAR Administrator roles assigned?

PAR Administrator Roles are assigned using the Institutional Roles application. This application can be found in Employee Self-Service. The link to Institutional Roles can be found there under General Systems & Tools and then under Roles & Security.

Org PAR Administrators are assigned by the University PAR Administrator (GAO).

Departmental PAR Administrators are assigned by the Org PAR Administrator.

What are the different PAR Administrator roles?

There are three PAR Administrator Roles:

What does each role authorize within the Institutional Roles application?

University PAR Administrator (Grant Accounting Office) assigns and updates Org PAR Administrators for each Org Unit.

Org PAR Administrator assigns and updates Delegate(s) and Department PAR Administrators for any departments within the Org Unit for which they are assigned.

What does each PAR Admin role authorize within the Self-Service Effort Reporting application?

Org PAR Admin – for all PAR's under their Org Unit:

- Ability to view all PARs, edit PCT Effort amounts on PAR Form, edit certifier for non-Faculty PAR Forms, assign Department Executive Officer or Dean as certifier on Faculty PAR Forms

Department PAR Admin – for all PAR's under their assigned department(s):

- Ability to view all PARs, edit PCT Effort amounts on PAR Form, edit certifier for non-Faculty PAR Forms, assign Department Executive Officer or Dean as certifier on Faculty PAR Forms

Administrative Delegates will have the same views and abilities as their respective Org or Department PAR Administrator.

What are the expectations for an individual designated as a PAR Certifier?

Individuals designated as PAR certifiers 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.

How does a PAR Certifier get access to the Effort Reporting application?

An individual designated as a PAR Certifier is granted automatic access to the Effort Reporting System.

How does an individual in a PAR Admin role get access to the Effort Reporting System?

An individual who is assigned a PAR administrator role in Institutional Roles will have automatic access to the Effort Reporting System. Granting access through Secondary Security will no longer be utilized.

How does a faculty member with a Faculty PAR Form get access to the Effort Reporting System?

A faculty member with a Faculty PAR form will be granted automatic access to the system. This has not changed from the previous process.

What are the expectations for an individual assigned to a PAR Administrator role?

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. Assures departments are certifying quarterly and annual PARs in a timely and accurate manner.

The Departmental PAR Administrator is responsible for direct oversight of the effort certification process on Federally sponsored grant and contracts within the department. Ensures timely and accurate certification of PARs by assisting faculty and staff with questions about effort certification and PAR forms.

What if a Department does not have a designated Department PAR Administrator?

If a Department PAR Administrator is not assigned the role will default to the Org Par Administrator.