Effort Tracking Service (ETS) is a Research Administration & Finance system to facilitate the routing and approval of core tasks related to the administration of sponsored programs.

This application works best with FireFox or IE8 and up.

For questions or comments about ETS, contact

Julie Schwager at Schwager@uchc.edu or 860-679-7649, or
Deanna Thibodeau at Dthibodeau@uchc.edu or 860-679-6731
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SECTION B – EFFORT REPORTING

Effort Reporting Process Flow
Initial Quarterly Reports (V1)

1. Approved – effort that is outside the project period effective dates (precedes the start date or extends beyond the end date) can not be approved.


3. FOAP – unique fund/org/program combinations starting with 5, 6, C, and internally funded grants starting with 4.

01/03/14
Effort Reporting Process Flow
Changes Flowing from Bi-Weekly Payroll Posting (Vx^1)

Data fed from Banner HR every 2 weeks

- Do data affect Reported Period?
  - Yes
    - New report created as version 1
    - Revised report created with version number
    - Status of subsequent version set to "Superseded"
  - No
    - Data held for future use. → End

- All pay periods in new data = 0
  - All effort previously reported has been removed/reversed
    - Status of existing report set to "Terminated."
    - End

- New data on previously reported period
  - Change to existing/prior report
  - New data with no prior report
    - New report created as version 1

- Report status changed to "Rejected by DA"
  - Rejected
    - No action taken by DA
    - Unapproved reports
      - Match to LDCA^3 or termination of effort from FOAP^4 by RAF
      - Report status changed to "Rejected by PI"
    - Rejected
    - Reports distributed to PI's for certification
      - Certified
      - End

- Report status changed to "Approved^2"
  - Approved
    - Report status changed to "Pending PI Certification and PI Due Date set by RAF"
    - Unapproved reports
      - Reports held for release to PI's by RAF

1. Reported period – a quarter that had reports previously created through the quarterly reports process. See page 1.
2. Approved – effort that is outside the project period effective dates (precedes the start date or extends beyond the end date) can not be approved.
4. FOAP – unique fund/org/program combinations starting with 5, 6, C, and internally funded grants starting with 4.

01/03/14
Effort Reports - Department Administrator Review

Effort reports are created by ETS and automatically distributed to the Banner-assigned financial manager (according to the index record in Banner, on form FZMACCI) with a 30 day due date established for new reports and 5 day due date for revised reports.

Effort reports are generated through
1. the posting of the last payroll for the calendar quarter which creates the first version of the report for the person/position/fiscal year/quarter, or
2. the posting of a labor redistribution (LDCA) that changes a previously issued effort report. The revised report is created with a version number of previous report version number plus one.

When created and distributed to administrators, an email will be sent by ETS to the administrator informing him/her that there are effort reporting pending their review and approval. The email will look like:

Use the link in the email to access ETS.
ETS uses a single-sign on portal which means it uses your UCHC assigned User Name and Password. Employees are automatically registered on ETS, if you are having log in problems, contact Deanna Thibodeau at Dthibodeau@uchc.edu or at x6731.

After logging in, you will be taken to your home page where pending tasks in your queue will be found in the Pending Task pane. [A]
Click the Effort Report Pend item to access reports pending your review.

Reports pending your review are listed by FOAP, fiscal year, and quarter. By clicking an item in the list you can access the report for that FOAP/FY/Qtr. [B]

Use the radio button in the left most column to select which person/position records to approve or reject. Approve and reject actions can be completed in one step. If all records are to be approved or rejected, use the check box at the top of the left-most column to select all records related to this FOAP/FY/Qtr. [C]
After checking the appropriate person/position records, click the “Submit Selected Items” button. [D]

You will receive a confirmation that your items have been posted and the FOAP/FY/Qtr that you approved/rejected will be removed from your list of pending items.
After disposing of all person/position records associated with the FOAP/FY/Qtr, the FOAP/FY/Qtr will drop from your queue. The FOAP/FY/Qtr will remain in your queue until all person/positions records have been disposed by either their approval or rejection.

**EFFORT REPORTS OUTSIDE THE TIME PERIOD OF THE PROJECT CANNOT BE APPROVED. EFFORT THAT PRECEDES THE PROJECT START DATE OR EXTENDS BEYOND THE PAY PERIOD OF THE END DATE MUST BE CORRECTED THROUGH A LABOR REDISTRIBUTION (LDCA).**
The above is an example of effort for 3 persons/positions that extends beyond the pay period for the end date of the project. The approval radio button will be replaced by an “alert” icon indicating “This item can only be rejected” and only allow for the rejection radio button to be selected.

The system will only let you submit these records as a rejection. If the effort is correct, and the end date of the project is wrong, route an IPAS no cost extension if appropriate or contact Julie Schwager at Schwager@uchc.edu or x7649 or Deanna Thibodeau at Dthibodeau@uchc.edu or x6731.
Effort Reports – Principal Investigator Review

Effort reports are distributed in batch or bulk by Research Administration and Finance (RAF) to Principal Investigators (PIs) after allowing sufficient time for administrator review.

Effort reports are generated through

1. the posting of the last payroll for the calendar quarter which creates the first version of the report for the person/position/fiscal year/quarter, or
2. the posting of a labor redistribution (LDCA) that changes a previously issued effort report. The revised report is created with a version number of previous report version number plus one.

Reports are first distributed to administrators for review and approval with a 30 day review period for new reports and a 5 day review period for revised reports. Following these deadlines, the reports are next set to Pending PI Certification by RAF with a due date of 30 days for new reports and 10 days for revised reports.

Once set to Pending PI Certification, RAF will email the PI informing him/her that there are effort reporting pending their his/her and certification. The email will look like:

Use the link in the email to access ETS.

The process for the Principal Investigator Review is exactly like the Department Administrator review explained in pages B-4 – B-8.