

myURHR Workday Payroll

Effort Certification

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Discussion Points

- A. § 200.430 Compensation – Personal Services
- B. University of Rochester Effort Reporting Policy
- C. HRMS Effort Certification Exception Report
- D. Process PAF for Changes
- E. “No Change” Personnel Action Form



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200.430, (i) Standards for Documentation

- Based on records that accurately reflect work performed, and must:
 - Be supported by a system of internal controls
 - Incorporated in official records
 - Reasonably reflect the total activity
 - Federal and other activity treated on an integrated basis
 - Salary distributed among activities and cost objectives
 - Comply with accounting policies and practices including the University's written policy



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200.430, (i) Standards for Documentation

- Budget estimates alone do not qualify as support for charges to Federal awards
 - System for establishing estimates produces reasonable approximation of activity performed
 - Significant changes in work activity are identified and recorded in a timely manner
 - Internal controls include process to review after-the-fact interim charges made to a Federal award based on budget



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Effort Reporting Policy

- Section X.E.1.
 - Effort must be certified for faculty members, staff members and other individuals who have payroll—in whole or in part—charged directly to sponsored projects or who expend committed effort on a sponsored project, even if the effort is cost shared (i.e., no part of the individual’s payroll is charged to the project).
 - Effort certification must occur at least once every twelve months.



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Review Effort Certification Status

- Effort Certifications and Necessary Effort Changes - in Anticipation of WD Payroll Go-Live
- MyURHR go live September 2024
- HRMS look back to September 2023
- Review effort distributions to determine whether a historical or prospective payroll change necessary



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Review Aging Effort Process

- Run Effort Certification Exception report
 - Displays active employees with at least one distribution to a sponsored award without an effort/payroll allocation change in the prior **10** months
- For the employees on the report
 - Review effort distributions to determine whether a historical or prospective payroll change necessary
 - submit appropriate PAF to modify effort
 - Or prepare a “no change” PAF
 - Process and submit forms to Payroll or the HR Service Center
 - including the employee’s effort certification signature



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Effort Certification Exception

Favorites | MAIN MENU > UR Reports and Interfaces > Labor Distribution > Effort Certification Exception

Effort Certification Exception

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | [Advanced Search](#)



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Effort Certification Exception

Effort Certification Exception

Run Control ID Stillman Report Manager Process Monitor

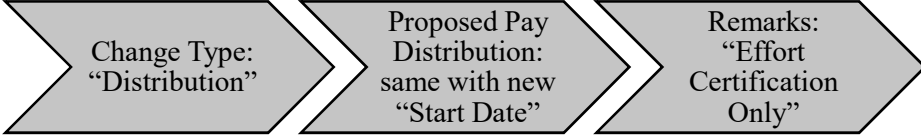
Months to Look Back:

If no value is entered, report will look back 12 months.

Effort Certification Exception

Dept Family	Name	Emplid	Empl Rcd	Empl Status	Full/Part Time	Dept	Description	Jobcode	Jobcode Description	Manager Name	Date Last check	Any Fed Accts?
Billsophysics	Allen, Josh	141414	0	A	F	400###	Billsophysics	7311	Research Technician II	McDermott, Sean	7/5/24	Y
Billsophysics	Hamlin, Damar	130303	2	A	P	400###	Billsophysics	0040	Assoc Prof: R, S	McDermott, Sean	6/28/24	Y
Billsophysics	Kincaid, Dalton	868686	0	A	F	400###	Billsophysics	9200	Bioinformatics Coordinator III	McDermott, Sean	7/5/24	Y
Billsophysics	Knox, Dawson	888888	0	A	F	400###	Billsophysics	0001	Professor: TE, T, R, S	McDermott, Sean	6/28/24	Y

“Effort Only” PAF Process



The individual's Effort Certification signature will be the only required signature.



“No Change” PAF

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 Faculty or Other Instructional Appointment and Proposed Change Form

Last Updated: 07/15/2020
 Current Status: Active
 GRID: 2221121
 Tenure Dt:

Name: Shel, Jesse
 Employee ID: 200908
 Empl Recd: 0 Primary Job
 US Hire Date: 08/01/2008
 Service Date: 08/01/2008

Effective Date of Change: 10/01/2021 (Last Day worked Change Pending
 Change (Check all that apply):
 Promotion
 Distribution
 Pay Rate
 Grant/Tenure
 Academic Leave
 Retirement
 Reappoint/Rehire
 Return from Leave
 Termination
 Voluntary
 Involuntary
 Eln. of Position
 End of App

Department: 400000 Loyalty & Precision
 Dept/Reports To: Proper, Prinsone

Positions:
 Functional Title: 0005 Asst Prof. TE, T, R, S
 Job Code:
 Time Status: Pull-Time
 Regular/Temporary: Regular % Full Time (FTE):100%
 Appr Dt: 08/01/2016 End Date:
 Rate of Pay: \$80,168.00 ANNUAL
 Installments per Pay Period: Paygroup: MTH
 Box #: Box 1
 Building #/Name: 120 Saunders Research Building
 (SNC) Authorized Salary: \$84,108.00
 (SNC) Guaranteed Salary: \$0.00
 (SNC) Targeted Salary: \$84,108.00
 (SNC) Activity Option: Researcher-Clinician-Teacher
 Add Additional Appointment:

Acct Data	Seq Pat	Start Date	End Date	Acct Data	Start Date	End Date
09211111	954	07/15/2020		09211111_954	10/01/2021	
09265555	54	07/15/2020		09265555_54	10/01/2021	

I certify that the Present Pay Distribution above is a reasonable reflection of effort devoted during the period prior to the effective date of this proposed change.

Approved by: Shel, Jesse Signature: _____ Date: _____
 (SNC) _____
 Remarks: EFFORT CERTIFICATION ONLY

Helen Harris _____ Date _____ Veronica Bailey _____ Date _____

Forward to HR Service Center, 90 Box 278955



Continued Effort Review

- Continue timely effort review
- Submit necessary HRMS payroll forms
- Use advance accounts, where appropriate
- Process PAFs through HRMS
- Effort changes beginning after cutover must be processed in Workday Payroll



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Resources

- Office of University Audit effort monitoring guidelines
 - http://www.rochester.edu/adminfinance/audit/OU_A_Guide_for_Auditing_Effort_Monitoring_PAF_and_PCSR_processes_Final20110303.pdf
- University of Rochester Effort Reporting Policy
 - https://www.rochester.edu/orpa/_assets/pdf/policy_EffortReportingPolicy.pdf



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myURHR Resources

<https://www.rochester.edu/human-resources/professional-success/myurhr/>

EXPLORE MORE

- [myURHR Project Overview](#)
- [Benefits, Features, and Key Changes](#)
- [Timeline for Transition](#)
- [Latest Updates](#)
- [Demo Days](#)
- [Fast Facts Videos](#)
- [Training](#)
- [Project Committees](#)
- [Change Network](#)
- [Glossary](#)
- [Frequently Asked Questions](#)
- [Support Resources](#)



Email project team at myurhr@rochester.edu



Interact with myURHR Champions and Super Users



Watch for updates in newsletters & other communications (@Rochester, URMCThisWeek)



Stay tuned for training opportunities & go-live events



myURHR Feedback Form: <https://www.rochester.edu/human-resources/professional-success/myurhr/feedback-form/>

University of Rochester Human Resources



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Questions ???



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