

Plan Confirmation System Review (PCSR)

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Plan Confirmation System

- Prospective distributions based on estimates
 - All activities on an integrated basis
- Review effort periodically
- Process significant changes in a timely manner
 - Submit revised (prospective/reallocate) PAFs
- Plan Confirmation System Review
 - Meets the Federal requirement for internal controls
 - Ensure an equitable distributions among activities and objectives



Plan Confirmation System Review

- Based on Last Pay Period of September
- At least one individual paid from a sponsored project
- Review and complete process in HRMS



Plan Confirmation System Review

- ORPA-L Notification – 1st week October
 - Federal Requirements, Guidance, FAQs
 - HRMS User Guide to Plan Confirmation System Review
 - Instructions
- Attestation Statement (separate email)
- Due Date December 15, 2023

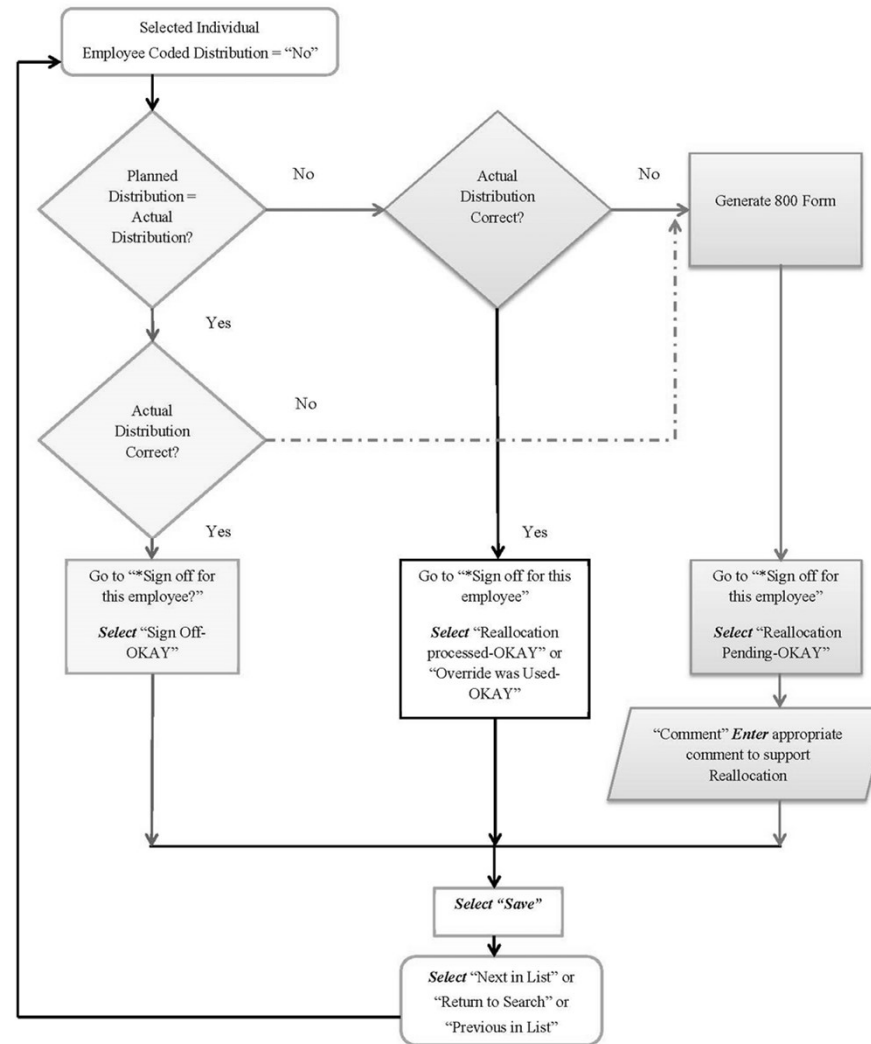


PCSR Record Access & Review

- HRMS path: UR Reports and Interfaces > Labor Distribution > PCSR > PCSR – Current Year
- Search
 - Limit 500 record results
- Limit by Parameters
 - HR Dept, Job Group, etc.



Distribution Other Than Code 1 or Code 2



Coded Distribution – Code 1

Code 1: Faculty positions with 100% effort distribution to sponsored programs.

Things to consider:

- Does this individual have any other responsibility?
- Does the faculty member have other non-sponsored related responsibility, but no pay distribution on a non-sponsored account?
- If they are truly performing activity relating 100% to sponsored projects, provide appropriate comment.



Administrative Salaries

- Are allowable when all the following conditions are met:
 1. administrative and clerical services are integral (UR interprets integral to mean the services are essential, vital, or fundamental to the project or activity) to the project
 2. person involved can be specifically identified with the project
 3. salaries are explicitly included in the project's budget or have prior written approval of the relevant federal agency
 4. salaries are not also recovered as indirect costs



Additional PCSR Reports

- UR Reports and Interfaces > Labor Distribution > PCSR > PCSR Department Status (use 9/30/2023)
- UR Reports and Interfaces > Labor Distribution > PCSR > PCSR Report
 - Run / Download to Excel / Save Records



Resources

- ORPA>Training>CLASP Toolbox>Current CLASP Presentations>9/23 CLASP Presentation “Plan Confirmation System Review (PCSR)”
 - https://www.rochester.edu/orpa/_assets/pdf/tool_092021_Plan_Confirm_Sys_Rev_9.28.2021.pdf
- Office of University Audit effort monitoring guidelines
 - http://www.rochester.edu/adminfinance/audit/OUA_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
- Plan Confirmation System and Payroll Distribution
 - <https://www.rochester.edu/adminfinance/finance/office-of-research-accounting-and-costing-standards-oracs/plan-confirmation-system-and-payroll-distribution/>



Questions ???

