PIWRS Demo

March 12, 2018

9:00 a.m. – 10:30 a.m.

Alumni Center

BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)

UNIVERSITY OF CALIFORNIA, RIVERSIDE

BAS

BFS

PIWRS Demo Agenda

- Background
- Report Types
- EACS Roles
- PIWRS Coordinator Functionality
  - Temp Ledger FAU Grid
  - Department Defined Grid
- Projections
- Distribution Timeline
- Q&A

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Background

Presented by Bobbi McCracken

Background

- ERS Retirement
  - Accessibility
  - Security and control concerns
  - UCPath data significantly different
  - Limited resources for remediation
- PIWRS
  - Originally deployed in 2010
  - Limited utilization
  - Remediation focused on:
    - Improving data integrity
    - Maintaining controls while providing increased flexibility
    - Enhancing shared funds feature
    - Addressing changes related to UCPath

Background

- Purpose of PIWRS is to provide for financial management and oversight

- Primary focus on contract and grant funds due to compliance responsibilities, so Prime PI reports will be produced

- Although the data appearing in PIWRS should reconcile to UCRFS*, PIWRS is not intended as a reconciliation tool—the Financial Transaction Detail Report should be the basis of ledger reconciliations

*Note projections do not appear in UCRFS

Report Types

Report Types

- Prime PI
    - Fund centric, not FAU centric. Fund centric means allocations and expenditures include all activities, function codes, cost centers and project codes are reflected on reports; includes financial aid and F&A
    - Automatically generated report
    - Now limited to C&G funds; Non-C&G Funds must now be defined under Department Defined

- Dept-Defined PI
    - Direct Costs Only; FAU centric (defined activity-fund-function-cost center-project code)
    - Report based on population of Analyst Grid-Dept Defined Tab

Report Types

- ## Dept-Defined Head
  - ### Direct Costs Only; FAU centric
  - ### Report based on population of Analyst Grid-Dept Defined Tab
- ## Dept-Defined Center Director
  - ### Direct Costs Only; FAU centric
  - ### Report based on population of Analyst Grid-Dept Defined Tab
- ## Collaborator
  - ### Fund and PI Centric
  - ### View of the Prime PI report for a designated fund
  - ### Designated on Analyst Grid-Temp Ledger Tab

EACS Roles

EACS Roles

- PIWRS Coordinator
  - Existing role
  - Ability to preview Prime PI reports, enter projections, and comments for Prime PIs associated with Accountability Structure
  - Ability to preview Payroll Certifications (PRC), enter adjustments and comments, add attachments for Prime PIs associated with Accountability Structure
  - Ability to access Analyst Grid and complete Department Define tab (NEW)
  - Ability to view all reports produced under their assigned Accountability Structures
  - Receives notifications regarding PIWRS and PRC

EACS Roles

- Prime PI
  - Automatically assigned for faculty that are listed as the Prime PI on a contract and grant
  - No EACS action required

- Department Defined PI
  - New EACS Role
  - Individuals listed as PI on a C&G fund automatically provisioned with this role
  - For faculty that are not listed a PI on a C&G fund, role must be assigned before it becomes available for use on the PIWRS Analyst Grid
  - Before assigning this role, departments should decide how they will use PIWRS

EACS Roles

- Department Defined Head
  - New EACS Role
  - Intended for the Department Head or Chair
  - Before assigning this role, departments should decide how they will use PIWRS. Role must be assigned before using on Analyst Grid
  - FAU definitions can overlap with Department Defined PI and Center Director. This report is provided from a department head perspective, not necessarily funds directly available for the department heads use

EACS Roles

- Department Defined Center Director
    - New EACS Role
    - Intended for FAUs under a Center Director's control
    - Before assigning this role, departments should decide how they will use PIWRS. Role must be assigned before using on Analyst Grid
    - FAU definitions can overlap with Department Defined PI and Head/Chair.

- Collaborator
    - No EACS Role
    - Any valid Net ID can be specified as a collaborator using the Analyst Grid-Temp Ledger tab. Assignments should be coordinated with the Prime PI
    - Allows assess to view the Prime PI report for designated C&G funds
    - Users normally assigned to assist with oversight of a C&G Fund.
- Individuals can possess multiple roles
    - Normally this would be limited to a few individuals as not everyone is a department head or center director

PIWRS Coordinator Functionality & Demo

Presented by Bobbi McCracken and Brian Griffin

PIWRS Coordinator Functionality

- PIWRS Coordinators have the ability to view all PIWRS reports types produced under their Accountability Structure

- Analyst Grid
  - Only available to PIWRS Coordinators to view and edit the Temp Ledger FAU tab and the Department Defined Reporting Tab

- Temp Ledger FAU Grid
  - Automatically population of FAU combinations (activity-fund-function) and allocation amounts appearing in the Temp Ledger for Accountability Structures assigned to the PIWRS Coordinator
  - To have an FAU appear on the grid, ensure a Temp BEA has been processed

PIWRS Coordinator Functionality

- Temp Ledger FAU Grid (cont.)
  - General Fund Information automatically presented
    - Current Fund Types (note: Plant, loan and agency fund types are excluded)
    - For C&G Funds: Prime PI, Begin and End Dates
  - Ability to define Collaborator (optional)
  - Ability to enter Comments (optional)
  - Ability to inactivate rows on Prime PI PIWRS report
    - Inactivation should only be used when FAU is fully expended and zeroed out
  - Ability to copy FAUs to Department Defined grid (optional)
    - If FAUs copied over, shows total Department Defined Allocation for core FAU and the difference with Temp Ledger
    - Differences should be explained in Comments field
  - Export to Excel Feature

PIWRS Coordinator Functionality

DEMO: Temp Ledger FAU Grid
- Search, filter, columns and features

PIWRS Coordinator Functionality

Department Defined FAU Grid

- Consult with your Org CFAO and/or FAO regarding the use of this functionality
- Multiple PIWRS Coordinators can access grid at same time, but only one FAU can be worked on at a time.
  - Coordinate responsibilities (e.g. assignments by PI last name, by fund range, etc.).
  - The last one to save the row overrides data
  - Audit trail of last save
- Required fields
  - Net ID
  - Role
  - Cost Center (CC)
  - Project Code (PC)
  - Allocation Amount
  - Status
- Note on CC/PC, ALL and None are valid values. ALL means any code used in that field; NONE means the field is blank

PIWRS Coordinator Functionality

Department Defined FAU Grid (cont.)

- Allocation Amount
  - Single figure (multiple allocations for same FAU should be noted in the comments section)
  - Sum of core FAU allocations will be reflected on Temp Ledger grid and discrepancies will be noted in the Difference column
- Optional fields
  - Shared
  - Begin date
  - End Date
  - Report Display Name/Nickname
  - Comment
- Shared Fund functionality
  - Unlimited rows
  - Available for any fund type
  - FAUs must be unique; use care when using "ALL" in cost center and/or project code

Department Defined FAU Grid (cont.)

- Preview Functionality
  - Allocation is for FAU not by individual BC
  - Expense Amounts by Agency Categories
  - Encumbrances and Projections
  - Ability to drill down into period transaction detail
    - Ability to drill into salary and benefit detail by employee
    - Ability to drill into travel vouchers
    - Ability to drill into PO
  - Available until grid finalized and reports published, then can view via Report Types menu

Department Defined FAU Grid (cont.)

- Monthly Grid Certification of Dept-Defined FAUs. To ensure PIWRS is actively managing previously defined FAU, must confirm on a monthly basis.
    - Department Defined Reports will be published until FAU inactivated
    - If not confirmed within last 60 days, a disclaimer will appear on the Department Defined Reports stating the reports definitions have not been recently reviewed and information may be stale

- Under the "normal/standard" circumstances, PIWRS Coordinators will have approximately 30 days to manage Department Defined Grid and projections, from last report posting (around 16th of month) to next report posting (around 15th of month)

- Department Defined definitions will carryforward to next period.

- DEMO

PIWRS Coordinator Functionality

Projections

- Managed under Projections Menu option
  - Salaried Employees
  - Hourly Employees
  - Hourly Student Employee
  - Non-Salary
- Automatically populated from HRDW for salaries
- Salaries projected through fund end date on C&G funds; all other funds through end of fiscal year. Unless, there is a future dated position funding row that ends sooner.
- PIWRS Coordinator can edit the projection
- No Projections for December report; refining for January reports
- Available until grid finalized and reports published, then can view via Report Types menu
- Future demo to be schedule last week in March

Timelines

Timelines-Draft

PI Web Reporting System (PIWRS)/Payroll Certification (PRC)
*Normal schedule

Reporting Period	Grid Available to PIWRS Coordinators	Final Day to Modify Grid	PIWRS Reports Published & available to PI	PRC available to PIWRS Coordinator	PRC issued to PI	PRC Due Date (21 days after issuance)
Dec 2017	3/12/2018	3/23/2018	3/24/2018	3/26/2018	4/2/2018	4/23/2018
Jan 2018	3/24/2018	4/2/2018	4/3/2018	4/2/2018	4/9/2018	4/30/2018
Feb 2018	4/3/2018	4/9/2018	4/10/2018	4/9/2018	4/16/2018	5/7/2018
Mar 2018	4/10/2018	4/17/2018	4/18/2018	4/17/2018	4/24/2018	5/15/2018*
Apr 2018	4/18/2018	5/18/2018*	5/19/2018*	5/8/2018*	5/15/2018*	6/7/2018*
May2018	5/19/2018	6/18/2018*	6/19/2018*	6/8/2018*	6/15/2018*	7/7/2018*

Next Steps

Next Steps

- Due to required UCPath remediation, UCR is behind on reporting and federal salary certification responsibilities, so Dec-March reports will be on a fast track

- This week, deploy enhanced PIWRS and distribute User Guide.

- PIWRS Coordinators will have approximately 10 working days to populate December grid, then reports will be published and PRC will resume

- Please report bugs to piwrsfeedback@ucr.edu as soon as possible and include screenshots of errors

- Feel free to suggested enhancements, however, bug fixes will be priority

- Deploy projections for January Reporting period

- Develop specs for fiscal year-end need to be defined

Questions

Thank you for attending today's PIWRS Demo

- We welcome your feedback and would appreciate your taking this short survey by clicking on this link which will remain open through March 23:

- https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVEtsbWuOrYNAo7gHdjTh-yZUQ1pUWEE1VlBKUERGQ0JJUDU5OE9ORk4wWi4u