PIWRS Demo

March 12, 2018
9:00 a.m. – 10:30 a.m.
Alumni Center
PIWRS Demo Agenda

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

• 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 access 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 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
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
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
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

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Grid Available to PIWRS Coordinators</th>
<th>Final Day to Modify Grid</th>
<th>PIWRS Reports Published &amp; available to PI</th>
<th>PRC available to PIWRS Coordinator</th>
<th>PRC issued to PI</th>
<th>PRC Due Date (21 days after issuance)</th>
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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-zP0XAVEtshWuOrYNAr0g7gHdjTh- yZUQ1pUWEE1VjBUERGQ0JJUDU5OE90Rk4wWi4u