

UCR

Contract & Grant User's Group

September 24, 2018

9:00 a.m. – 10:30 a.m.

Alumni & Visitors Center

BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)



UNIVERSITY OF CALIFORNIA, RIVERSIDE

Agenda

- Welcome – Cynthia Wells
- SPA Announcements and Lessons Learned
 - Notice of Award
 - Citizenship Restrictions
- Subawards / Multi-Campus Awards – Linda Casteel and Charles Greer
- PIWRS Update and Projections Demo – Bobbi McCracken and Brian Griffin
- UC Path – Elizabeth Carr
 - Update and Overview of the FAU Mgmt Tool
 - Update and Overview of the SCT Tool



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SPA Announcements and Lessons Learned

Presented by:

Cynthia J. Wells, Assistant Vice Chancellor for Sponsored Programs

Allison Ramos, Assistant Director for Clinical Research

Notice of Award

- The internal Notice of Award (NOA) generated by SPA simply highlights certain information contained in the award (plus the assigned PAMIS and fund number).
- The entire award document(s), associated with the internal NOA, must be fully read to understand the requirements of the award and for proper post-award management.
- If an error or discrepancy on the internal NOA is noticed, please contact your C&G Officer immediately to address it.

Citizenship Restrictions

If a solicitation contains (or appears as if it might contain) a citizenship restriction, contact the Contracts and Grants Officer (<https://research.ucr.edu/about/staff.aspx?t=3>) assigned to the PI's department

- Any proposal prepared in response to such a solicitation should be treated as a non-standard proposal and submitted to SPA a minimum of seven (7) full business days prior to the Sponsor's deadline.



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Extramurally Funded Subawards & Multi-campus Awards

Presented by:

Linda Casteel, Treasury Manager

Charles E. Greer, Jr., Associate Vice Chancellor for Research

Subawards and Multi-campus Awards

Introduction

- The information provided in this presentation pertains to extramurally funded subawards and multi-campus awards. UCOP funded/managed awards (UC Research Grants Program Office) follow a different process.

Definitions:

- *Subaward*—an agreement between UCR and a non-UC entity (including UC-related labs).
- *Multi-campus Award*—a transfer of programmatic and financial terms and conditions with a collaborating UC campus or UCOP.
- *Note—an agreement between a UC Lab and a UC Campus is a subaward, not a multi-campus award. Labs are considered separate (but related) entities. They do not have a presence on any campus ledger.

Subawards

Accounts

- BC65 (810110-Account Description: Sub-contracts)
- BC66 (811110-Account Description: Sub-contracts OH Excluded)

Allocations

- In accordance with UCR's federally negotiated F&A Rate Agreement, the 1st \$25,000 of all subawards are assessed UCR's full F&A (absent of an approved rate exception).
- The 1st \$25,000 of all subawards must be allocated to BC65 regardless of the IDC type/Rate/Exception as this information is used when negotiating our indirect cost rate with the federal government.
- The Extramural Funds team (EMF) will ensure that the appropriate IDC rate is applied to the subaward.

Subawards

Subawardee Payments

- Accounts Payable will establish the encumbrance on the ledger (BC65—1st \$25K and balance to BC66), receive invoices (per subaward invoicing terms & conditions) from the subawardee, coordinate with the department analyst to secure the PI's approval of invoices, and process payments according to the FAU information provided by EMF.
- If a cost center or project code should be included in the FAU, please send the information to emf@ucr.edu
- As payments are made, the encumbrance balances will be reduced.

Multi-campus Awards (MCAs)

- MCAs are not subject to the campus F&A IDC since all UC campuses are considered a single entity and therefore, the administrative burden of setting up the MCA is not as significant as a subaward to an external entity. The host campus does not assess IDC on multi-campus awards; the recipient campus will assess their negotiated IDC.
- The collaborating campus is entitled to their full F&A rate, if IDC is allowable from the Prime Sponsor
- Refer to UC Contract & Grant Manual sections 8-330 (Applicable Rates for Multiple Campus Awards) and 8-340 (Applicable Rates for Agreements between Campuses and Lawrence Berkeley National Laboratory) for additional information. <https://www.ucop.edu/research-policy-analysis-coordination/resources-tools/contract-and-grant-manual/chapter8/chapter-8-300.html>

Multi-campus Awards (MCAs)

When UCR is the primary campus, Multi-campus Award BCs/Accounts

- BC67 (Memo Posting MCA Pmts—account number specific to collaborating location—812100-812191)
- BC68 (Memo Post Contra MCA—account number 813110)
- Unexpended Balance—specific to fund group
 - Gifts/Private C&G Funds: 119800/U19800
 - All other C&G funds: 119850/U19850

Multi-campus Awards (MCAs)

PAMIS MCA Budget Example

When UCR is the primary campus, the full amount of the multi-campus award is allocated to BC67 by the department in the PAMIS BEA application. This action will prompt PAMIS to auto-populate BC68 and the unexpended balance account fields.

BC67 and BC68 are memo posting accounts. The actual transactions are processed via the unexpended balance account

Budget Category / Description		
BC10 - Faculty Salaries		0
BC11 - Graduate Students, TA's		5834
BC13 - Academic Admin		0
BC14 - Post Grad Res, Acad Summer		93774
BC20 - Benefits - Academic		15882
BC21 - Benefits - Acad O/H excl		0
	(GSHIP/PFR/NRT)	
BC28 - Staff Sal Non-Perm Funding		0
BC30 - Benefits - Staff		0
BC40 - Travel		5000
BC41 - Supplies & Materials		11371
BC42 - Services, other		58650
BC43 - Mail Services / Freight		0
BC44 - Printing / Repro & Media		4000
BC45 - Communication		0
BC46 - Computing		5000
BC47 - Other, S&E		0
BC35 - Student Aid *		0
		Pending
BC60 - Equipment - \$5,000 or greater		0
BC65 - Subcontracts		0
BC66 - Sub-Contracts - O / H excl		10000
BC67 - Sub-Contracts - Intercampus **		40489
BC68 - Sub-Contract-Intercampus Contra**		-40489
U19850 - Sub-Contract-Intercampus (AO)**		40489
BC70 - Facilities		0
BC75 - Unallocated General		0
	Total Direct Costs	250000
BC80 - F&A Indirect Costs		103411
TOTAL		353411
Note:		

Category Subtotals for ORA	
Benefits	15882
S&E	84021
<i>*Note: must use function 77,78 or 79 and normally Fin Aid or Grad Div activity.</i>	
Other	50489
<i>**Note: BC67 and BC68 are used as memo posting accounts; actual transactions are processed by Accounting via the unexpended balance account.</i>	

Multi-campus Awards (MCAs)

- When UCR is the primary campus, the recipient campus will invoice UCR using the MCA process (Intercampus Request for Reimbursement—IRR). UCR EMF will prepare a journal to transfer funding to the other UC campus
- Financial Journal Entries:
 - Debit to the UCR fund unexpended balance
 - Credit to recipient campus
 - Debit to the UCR fund memo posting account (BC 67)
 - Credit to the UCR fund memo posting contra account (BC 68)

After-the-Fact Subawards

- If a proposal is funded and the PI determines that a portion of the scope of work needs to be performed by another entity not previously identified, prior approval to issue an outgoing subaward to that entity is typically required from UCR's sponsor.
- PI/Dept Admin should submit the requisite documents (per sponsor's solicitation and/or policies) to the Contracts and Grants Officer assigned to the PI's department (<https://research.ucr.edu/about/staff.aspx?t=3>). Such documents from the subrecipient may include, but are not limited to a letter of commitment, scope of work, budget and budget justification, biosketch(s) and current/pending support.



Principal Investigator Web Reporting System (PIWRS) Update and Projections Demo

Presented by:

Bobbi McCracken, AVC Business and Financial Services,
Controller

Brian Griffin, ITS Associate Director, Financial Systems

PIWRS Coordinator User Guide

- PIWRS User Guide available (does not include projections)
 - Link: <http://cnc.ucr.edu/piwrs/>

PI Web Reporting System

UCR Home > Computing & Communications > PI Web Reporting System

[A to Z Listing](#) | [Campus Map](#) | [Find People](#)

Search for:

Home

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For the PI

[Gaining Access](#)

[Understanding PIWRS](#)

[PIWRS Monthly Expenditure Review](#)

[Annual Payroll Certification System](#)

[Preferences and Options](#)

For the Coordinator

[Gaining Access](#)

[Understanding PIWRS](#)

[Reconciling PIWRS](#)

[Annual Payroll Certification System](#)

[Coordinator User Guide \(PDF\)](#)

PIWRS Timeline

E-mail Notifications



New PIWRS Functionality - Monthly Expenditure Reviews

The PIWRS (initially deployed in October 2010) now provides PIs the ability to electronically acknowledge the monthly review of expenditures charged to their sponsored projects. Additionally, the PIWRS includes enhanced “drill down” functionality enabling faculty to review detailed salary and benefit information by fund.

The PIWRS Monthly Expenditure Review system complements a pilot project that will

PIWRS Reporting Cycle

- After the PIWRS financial reports are published and notifications are distributed for one accounting period, the Analysts grids will become available for review and editing for the next accounting period
- The PIWRS Coordinator functionality includes adding new FAUs, reviewing information, providing clarifying comments, and now editing projections
- Once the monthly ledgers close, the PIWRS Coordinator has 10 calendar days to finalize their review and edits before the reports are published to the Prime PI and any Department Defined recipients
- Currently in a catch-up phase
 - August 2018 Analysts grids available through COB on Friday, September 28th
 - Reports will be published to PIs on Saturday, September 29th

PIWRS Projections Overview

- PIWRS salary and benefit projections deployed beginning with July 2018 reports (previously only non-salary projections available for use).
- July and August salary and benefit projections will only be available for PIWRS Coordinators to review and are not/will not be included in PIWRS reports.
- PIWRS Coordinators are asked to review salary and benefit projections and report any major concerns. The plan is to include automated salary and benefit projections in the Prime PI and Department Defined reports beginning with the September reports.
- Projections are available to all PIWRS Coordinators associated with an accountability structure

PIWRS Projections Overview

- Automated projections will be updated daily and will be most accurate after monthly ledgers are closed
 - Includes HRDW funding and position updates through the last day of reporting month (e.g. 8/31)
 - Includes SuperDOPE benefits data posted for the reporting month
- Salary projections are based on an employee's current position funding
- Benefit projections are based on employee's actual benefit cost as it appears in SuperDOPE for the reporting period.
- Projections consider if there is a future funding effective date for the position, a fund's end date (or fiscal year end if none), and a job end date—the minimum date of the three input is used to determine the time frame of the projection
 - Projections are prorated for portions of a month.

PIWRS Projections Overview

- Types of projections
 - Salary: by FAU and employee
 - Hourly non-student: by FAU and employee
 - Hourly UG Student: grouped by FAU and title code; not employee specific
 - Non-salary (can be used for lump sum salary related projections)
- Automated Salary and Benefits based upon
 - “Reg Type” Earn Codes (logic should be updated by Wednesday)
 - Summer Salary Type Earn Codes (Work in Progress)
 - For Phase 1, all other salary types can be added to non-salary (e.g. stipends, OT, etc.)

PIWRS Projection Features

- Editing Salaries
 - Managed in a separate screen accessed via the projection grid (Modify, Zero-out, Reset to auto-projection)
- Editing Benefits
 - Managed within the projection grid (Modify, Zero-out)
- Adding Salary and Benefit projections
- Modifications to auto-projections are highlighted on the projection grid.

PIWRS Projection Features

- Transition to next reporting period
 - Once a monthly report is published, projections are read-only for all projection types
 - In the new (open) reporting period, all salary and benefits are automatically updated (e.g. reset)
 - Assumes that FAU changes, SCTs, and other UCPath modifications impacting future projections have been processed by the department
 - Non-salary projections are not reset
- Other Considerations
 - Projections do not incorporate related indirect costs (IDC) (note: IDC only available on Prime PI reports)

PIWRS Projections

PIWRS
PI Web Reporting System

Welcome, Central Office user Pauline Librenjak

- ⚙️ Welcome
- 📁 View Summary Reports
 - 📄 Prime PI Summary Report
 - 📄 Department Defined PI
 - 📄 Department Defined Head
 - 📄 Department Defined Center Director
 - 📄 Collaborator Report
- 🔍 **Projected Expenditures**
 - 🔍 Salaried Employees
 - 🔍 Hourly Employees
 - 🔍 Hourly Student Employees
 - 🔍 Non-Salary
- ⚙️ Annual Certs Due (10)
- ⚙️ Annual Certs Completed
- ⚙️ View Admin Reports
- ⚙️ Analyst Grids
- ⚙️ Preferences
- ⚙️ Understanding PIWRS
- ⚙️ Exit Application

PIWRS Projections Demo



PIWRS Projections – Validating Salary and Benefit Projections

Presented by:

Deb Terao, FAO, Botanic Gardens, Earth and Environmental Sciences, CNAS Student Services (BEES)

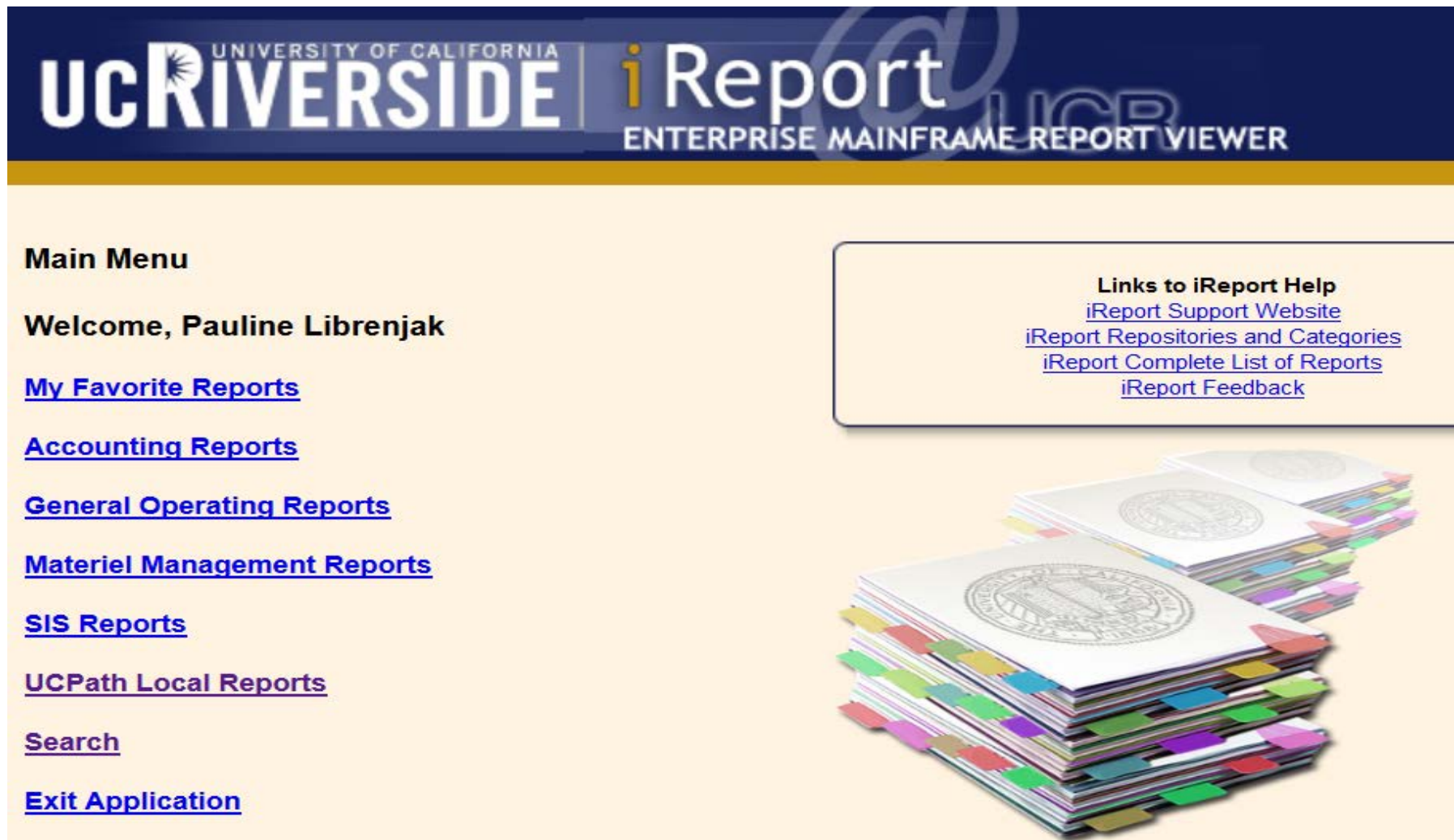
Pauline Librenjak, Asst. Controller

Validating Salary Projections

- The Current and Future Funding Reports are available via iReport and published around the 1st and 15th of each month.
 - The report is a temporary measure until future funding is added to HRDW and UCPATH reports are more fully developed
 - Current and Future funding is also available via the ServiceLink-FAU Change Request Tool
 - Current position funding data is available in HRDW
- Users with HRDW and/or SuperDOPE access are automatically provided access to the iReport-UCPATH Local Report repository
- Currently the reports are only available as PDF
- The reports organized by ORG and sorted by department code, employee and position within a report

Validating Salary Projections

Getting Started: Access iReport



UCRIVERSIDE UNIVERSITY OF CALIFORNIA | **iReport**
ENTERPRISE MAINFRAME REPORT VIEWER

Main Menu

Welcome, Pauline Librenjak

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[General Operating Reports](#)

[Materiel Management Reports](#)

[SIS Reports](#)

[UCPath Local Reports](#)

[Search](#)

[Exit Application](#)


Links to iReport Help

[iReport Support Website](#)

[iReport Repositories and Categories](#)

[iReport Complete List of Reports](#)

[iReport Feedback](#)



Validating Salary Projections

Select UC Path Local Reports / Local Funding / Select Your ORG

The screenshot shows a web browser window with the URL `ireport.ucr.edu/ireport/ireport_c`. The page header includes the UC Riverside logo and the text "UNIVERSITY OF CALIFORNIA iReport ENTERPRISE MAINFRAME REPORTING". The breadcrumb navigation is "Main Menu > UCPath Local > Position Funding". Below this, the page title is "Position Funding". There are two links: "View Repositories and Categories" and "View Complete List of Reports". A legend indicates that a table icon means "Display more reports". The main content is a table with two rows of report data.

Main Menu > UCPath Local > Position Funding

Position Funding

[View Repositories and Categories](#)
[View Complete List of Reports](#)

☰ = Display more reports

Report ID	
☰ ORG10	ORG10_Position_Current_Future_Funding
☰ ORG11	ORG11_Position_Current_Future_Funding

Validating Salary Projections - iReport

UCPATH Department Positions and Funding by Employee											Monday, September 17, 2018		11:24:41 AM	
ORG/DEPT	ORG14	College of Nat & Agr Sciences			D01055	Earth Sciences			Shared Services Center	SSC2	Harvest			
	2019	7/1/2018	0		303110	A01560	19900	40	FGFM			100.000		
Employee ID														
Position #	40006789	Effective Date	7/5/2018	Position FTE	1.00	Position Status	A	Reports To	40005682					
EMPL_RCD	0	Payroll Status	A	Job CompRate	\$4,794.00	Comp Frequency	UC_FY	Monthly Rate @1.0 FTE	\$4,794.00					
Job Code	003252	POSTDOC-EMPLOYEE			Job Effective Date	7/1/2018	Job FTE	1.000	Job End Date	6/30/2019				
Current	Funding Status													
Fiscal Year	Effect Date	Eff SEQ	Earn Code	Account	Activity	Fund	Function	Cost Center	Project Code	Distribution %				
2019	7/1/2018	1		307110	A01099	80083	44	FGLT		100.000				

Validating Salary Projections - PIWRS

Welcome, Central Office user Pauline Librenjak (impersonating Coordinator Deborah Terao)

Welcome

Salary Projections

Search in Columns: ▾



Add Projection

Period: 2 ▾

Fiscal Year: 2019 ▾



Managing Current Salary Projections for Period (2) and Fiscal Year (2019)

FAU Information

HRDW Information

Activity	Fund	Function	Cost Ctr	Proj Code	Posn Nbr	Earn Cod	Job Code	Job Code Description	Barg. Unit	Job FTE	Projection End Date
A01099	80083	44	FGLT		40006789		003252	POSTDOC-EMPLOYEE	PX	1.00	06/30/2019

Validating Salary Projections - iReport

UCPATH Department Positions and Funding by Employee Monday, September 17, 2018 11:24:41 AM

ORG/DEPT	ORG14	College of Nat & Agr Sciences	D01055	Earth Sciences	Shared Services Center	SSC2	Harvest		
	2019	7/1/2018	0	303110	A01560	19900	40	FGFM	100.000

Employee ID

Position #	40006789	Effective Date	7/5/2018	Position FTE	1.00	Position Status	A	Reports To	40005682
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EMPL_RCD	0	Payroll Status	A	Job CompRate	\$4,794.00	Comp Frequency	UC_FY	Monthly Rate @1.0 FTE	\$4,794.00
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Job Code	003252	POSTDOC-EMPLOYEE	Job Effective Date	7/1/2018	Job FTE	1.000	Job End Date	6/30/2019
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Current	Funding Status
---------	----------------

Fiscal Year	Effect Date	Eff SEQ	Earn Code	Account	Activity	Fund	Function	Cost Center	Project Code	Distribution %
2019	7/1/2018	1		307110	A01099	80083	44	FGLT		100.000

Validating Salary Projections- PIWRS

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Salary Projections

Search in Columns: ▾



Add Projection

Period: 2 ▾

Fiscal Year: 2019 ▾



Managing Current Salary Projections for Period (2) and Fiscal Year (2019)

Projections

Total Salary	Total Benefits	CBR Rate	Zero Out	CBR	VLA	GSHIP/PFR	NRTR	GAEL-EL	GAEL-GL	Comments
\$47,940.00	\$12,320.60	.257		\$12,320.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	System generated

Validating Benefit Projections

- Benefit projections are based upon SuperDOPE actual employee benefits data for the reporting period
- Review SuperDOPE data after ledgers are closed for the same period for which the reports will be published (i.e. if validating Benefit projections for August reports, pull SDOPE data for Period 2 – August)

Validating Benefit Projections – SuperDOPE

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Acctg	Position	Job								CBR	LA	PFR	GSHIP		EE Liability	General	Earnings	
FY	Period	#	Code	Job Code(descr)	FTE	Act	Fund	Funct	CC	Rate	Amt	Amt	Amt	NRTR Amt	Amt	Liability	End Date	PPE Date
2019	2	40006789	003252	POSTDOC- EMPLOYEE	1.0000	A01099	80083	44	FGLT	.257							8/31/2018	8/31/2018

Validating Benefit Projections- PIWRS

Welcome, Central Office user Pauline Librenjak (impersonating Coordinator Deborah Terao)

Welcome

Salary Projections

Search in Columns: ▾



Add Projection

Period: 2 ▾

Fiscal Year: 2019 ▾

Run

Save



Managing Current Salary Projections for Period (2) and Fiscal Year (2019)

Projections

Total Salary	Total Benefits	CBR Rate	Zero Out	CBR	VLA	GSHIP/PFR	NRTR	GAEL-EL	GAEL-GL	Comments
\$47,940.00	\$12,320.60	.257		\$12,320.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	System generated

Main

Validating Benefit Projections – SuperDOPE

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Acctg	Position	Job								CBR	VLA	PFR	GSHIP		EE Liability	General	Earnings	
FY	Period	#	Code	Job Code(descr)	FTE	Act	Fund	Funct	CC	Rate	Amt	Amt	Amt	NRTR Amt	Amt	Liability	End Date	PPE Date
2019	2	40006789	003252	POSTDOC- EMPLOYEE	1.0000	A01099	80083	44	FGLT	.257							8/31/2018	8/31/2018

Validating Benefit Projections- PIWRS

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Welcome

Salary Projections

Search in Columns: ▾



Add Projection

Period: 2 ▾

Fiscal Year: 2019 ▾



Managing Current Salary Projections for Period (2) and Fiscal Year (2019)

Projections

Total Salary	Total Benefits	CBR Rate	Zero Out	CBR	VLA	GSHIP/PFR	NRTR	GAEL-EL	GAEL-GL	Comments
\$47,940.00	\$12,320.60	.257		\$12,320.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	System generated

Validating Benefit Projections- PIWRS

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Salary Projections

Search in Columns: ▾



Add Projection

Period: 2 ▾

Fiscal Year: 2019 ▾

Run

Save



Managing Current Salary Projections for Period (2) and Fiscal Year (2019)

Projections

Total Salary	Total Benefits	CBR Rate	Zero Out	CBR	VLA	GSHIP/PFR	NRTR	GAEL-EL	GAEL-GL	Comments
\$47,940.00	\$12,320.60	.257		\$12,320.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	System generated

Main



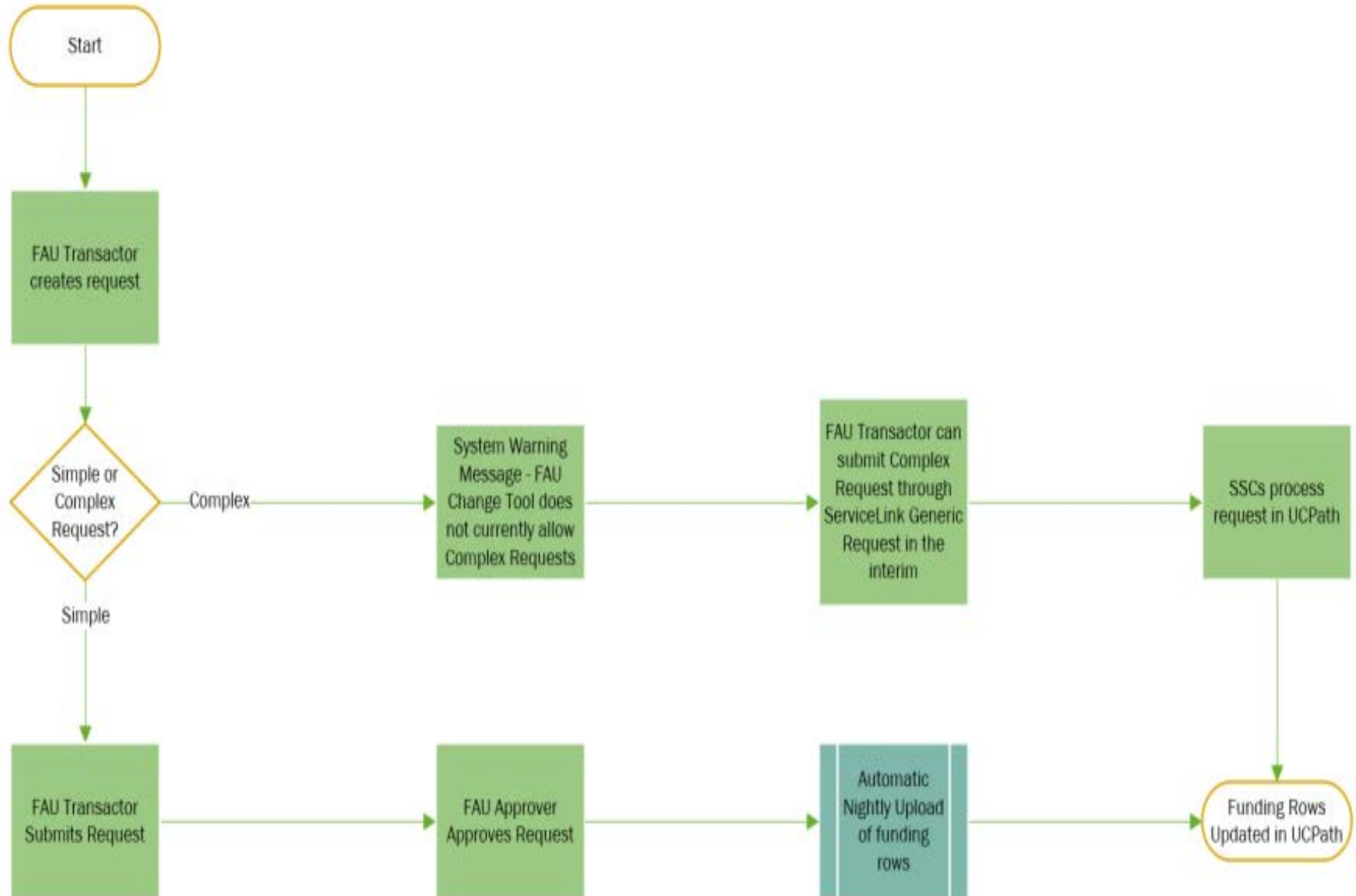
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UC Path – FAU Management Tool

Presented by Elizabeth Carr, Business Systems Analyst

FAU Change Request Process Flow



FAU Demo

- Searching for employees paid on a fund
- Past and Future effective dated funding
- Relationship between Position Department and Position Funding Department
- Default Funding FAU

Searching and Updating C&G Funding

- Scenario
 - Searching for employees on job code 004922 paid under fund 33335. Use global change to update effective date.
- Criteria
 - Job Code: 004922
 - Fund: 33335

Past and Future Effective Dating

- When submitting funding changes in the tool that are prior to the current pay period, they are currently being treated as Complex, and are not allowed to be submitted in the tool.
- When an individual has future effective dated rows in the FAU Change Tool, a hyperlink will appear under the new rows section.
 - Ex: 40015015

Position Department and Funding

- Position Data Change of Department does not cascade to Position Funding.
 - If a position moves from one department to another, funding will need to be reestablished under the new department.
 - Risk: If funding is not established under the new department, pay will hit the Department Default FAU and a Salary Cost Transfer will be needed.

Default Funding FAU

- Updates to the Department Default FAU can be submitted to UCRFSFeedback@ucr.edu
 - Only Activity and Function can be changed. (Account 503910 and Fund 69993 are static.)
- For any position funding that is set up on the default fund 69993, please use the FAU Tool to update funding.
 - Default funding should be monitored and corrected regularly
 - For any salary that has been charged to the default FAU, please use the SCT Tool to submit corrections.



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UC Path – SCT Tool

Presented by Elizabeth Carr, Business Systems Analyst

General Information

- The purpose of the SCT Request Tool is to:
 - Provide department users with an efficient mechanism to request salary cost transfers
 - Minimize key entry and other common errors as well as eliminate the need for additional transfers
 - Ensure appropriate and consistent documentation and approvals exist
 - Provide business rules to guide the users on UC Policy BFB A-47 and agency requirements
 - Provide a common repository for requests that can be easily retrieved for audit purposes

General Information

- Unlike the FAU Change Request Tool, an UCPath interface does not currently exist for SCTs. Therefore, SCT requests must be entered into UCPath by the Shared Services Centers (SSCs).
- The SCT Request Tool ensures information needed for the SSC to efficiently processing the transaction is captured.
- Phase 1 of the SCT Request Tool focused on “simple salary cost transfers”, e.g. transfers that do not involved a) Health Science Compensation Plan employees and/or b) employees with salaries rates exceeding fund specific salary caps. This addresses the majority of SCT requests.
- SCT requests outside of this “simple” category should follow the Manual Complex SCT Process guidance.

Processing Tips

- Currently, if a “new fund” in the SCT request is an over-drafted fund, the tool will not allow submission, even if the goal is to reduce deficit.
 - Resolution is in progress; please submit these through the Manual Complex Process until further notice.
- If any pay line in a paycheck is selected for SCT, then all lines in that paycheck will be greyed out until the request is complete.
- SCT Indicator field will note whether the row has been involved in an SCT. (Y – New row created by SCT, R – Reversal of original charge, N – Original Row)
- It is not possible to process a SCT on a paycheck involving a SCT; if an additional correction is required, the SCT will need to be initiated on the restated amounts (rows with a Y).
 - A bug in the tool allows selection of transactions previously transferred; resolution is in progress. SSCs will return request if check is not available for SSC processing.
- There is a hard stop in the tool for any requests attempting to transfer salary to a restricted fund more than 120 days from the original Pay Period End Date of the transaction.
- There is a hard stop in the tool for any request attempting to transfer salary to a fund more than 90 days past the fund’s end date.

Scenario 1 – Simple Request

- In this scenario, 100% of a student's earnings are being transferred to an unrestricted fund.
 - Employee ID 10021053
 - Pay Period End Dates 6/16/2018
 - Transfer To FAU: 504120-A01082-19900-44
 - Demonstrate Attachment Functionality

Scenario 2 – Request with Multiple FAUs

- In this scenario, 50% of the employee's earnings are being transferred to an unrestricted fund source.
- The employee's earnings were all charged to a restricted fund source.
 - Employee ID 10010212
 - Pay Period End Date 6/30/18
 - Transfer To FAU: 303110-A01082-19900-40-OAGSR
 - Demonstrate Additional Pay Lines Pop Up



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Questions



Thank you for attending today's C&G Users Group Meeting

- The next C&G Users Group Meeting will be held on Monday, December 17, 2018 from 9:00 - 10:30 a.m. at the Alumni Center.
- We welcome your feedback and would appreciate your taking this short survey by clicking on this link which will remain open through October 15, 2018:
- [https://forms.office.com/Pages/ResponsePage.aspx?id=xCpi
m6aGnUGbnr-
zP0XAVL0TUj1E74xOgntBZOP 5eVUNFRKWUw3UVNaNjZWV
kZMTEI3OUxSNko0Ty4u](https://forms.office.com/Pages/ResponsePage.aspx?id=xCpi%20m6aGnUGbnr-zP0XAVL0TUj1E74xOgntBZOP%205eVUNFRKWUw3UVNaNjZWV%20kZMTEI3OUxSNko0Ty4u)



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



Appendix: PIWRS

PIWRS Overview

- What is PIWRS?
 - The PI Web Reporting System (PIWRS) is a campus reporting tool that automatically generates monthly Contract & Grant financial reports for Prime Principal Investigators (PIs) by fund.
 - The PIWRS was initially released during October 2010. PIWRS core functionality includes Summary and Detail Reports designed to facilitate the review of month-to-month expenditures and overall fund balances.
 - Provides Prime PIs the ability to electronically acknowledge the monthly review of expenditures charged to their sponsored projects. Additionally, the PIWRS includes enhanced “drill down” functionality enabling PI to review detailed salary and benefit information by fund.
 - In March 2018, PIWRS was enhanced to provide department analyst the ability to define reporting by FAU (activity-fund-function)

PIWRS Coordinator User Guide

- PIWRS User Guide available
 - Link: <http://cnc.ucr.edu/piwrs/>

PI Web Reporting System

UCR Home > Computing & Communications > PI Web Reporting System

[A to Z Listing](#) | [Campus Map](#) | [Find People](#)

Search for:

Home

Home

For the PI

[Gaining Access](#)

[Understanding PIWRS](#)

[PIWRS Monthly Expenditure Review](#)

[Annual Payroll Certification System](#)

[Preferences and Options](#)

For the Coordinator

[Gaining Access](#)

[Understanding PIWRS](#)

[Reconciling PIWRS](#)

[Annual Payroll Certification System](#)

[Coordinator User Guide \(PDF\)](#)

PIWRS Timeline

E-mail Notifications



New PIWRS Functionality - Monthly Expenditure Reviews

The PIWRS (initially deployed in October 2010) now provides PIs the ability to electronically acknowledge the monthly review of expenditures charged to their sponsored projects. Additionally, the PIWRS includes enhanced “drill down” functionality enabling faculty to review detailed salary and benefit information by fund.

The PIWRS Monthly Expenditure Review system complements a pilot project that will

PIWRS Coordinator User Guide

- PIWRS has been enhanced to provide departments with the ability to generate monthly financial reports for department-defined FAUs, including non-C&G funds and shared C&G funds
- Offers PIWRS Coordinators increased flexibility and efficiency to maintain a list of FAUs to generate monthly financial reports on department-defined FAUs for a PI, Department Head, and/or Center Director

PIWRS Coordinator User Guide

- The guide provides an overview:
 - **Analyst Grids**
 - TEMP FAU grid
 - Automatically populated for all FAU combinations (activity, fund and function) with activity in the UCRFS Temp Ledger for a given accountability structure
 - Temp Amount, Dept-Defined Alloc Amount, and Difference
 - Copy to the Department Defined grid
 - Department Defined grid
 - The Dept-Defined FAU grid will be maintained by the PIWRS Coordinator(s) within their associated Accountability Structure(s)
 - Rows appearing on the Department Defined Grid will carry forward to each new period until the row is deleted or inactivated

New EACS Roles for PIWRS

UNIVERSITY OF CALIFORNIA, RIVERSIDE



Enterprise Access Control System

Debbie Van Zanten

DEPARTMENT SAA Nematology -- D01050

[Back to User List](#)
[Main Menu](#)

Available Applications:

MediaWorks
 PAMIS
 PAMIS e-CAP
PI Web Reporting System (PIWRS)
 Profiles
 R'Grad
 Resource Management System
 Scotmail Digest Tool
 Self Assessment Tool (SAT)
 Service Now Import Tool
 ServiceLink
 SIS Data Warehouse
 Storehouse
 Student Academic Advising System
 Student Data Query System

Application Access for BALDWIN (James Baldwin)

Application
Academic Personnel eFile System
CNAS FAU Management System
Travel
Travel

EACS - Add New Applications - Firefox Developer Edition

File Edit View History Bookmarks Tools Help

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Enterprise Access Control System

Please select the appropriate roles for **BALDWIN**

App Name	Role
PI Web Reporting System (PIWRS)	<input type="text" value="COORDINATOR"/>
	<input type="text" value="COORDINATOR"/>
	<input type="text" value="Department Defined PI"/>
	<input checked="" type="text" value="Department Defined Department Head"/>
	<input type="text" value="Department Defined Center Director"/>

[Next](#)
[Cancel & Close](#)

Analyst Grids

PIWRS
PI Web Reporting System



Welcome, Central Office user Pauline Librenjak (impersonating Coordinator Debbie Van Zanten)

Welcome Summary Report TEMP Ledger FAU Dept Defined FAU

Fiscal Year: 2018 Period: 8 - February Acct Structure: D01050 - Nematolog Search Reset Search

Export Data

Fund Class Prime PI Net ID: Fund: Status - Prime PI Report: Reset Filters

Copy to Dept-defined FAU grid Save Changes

Fund Class	Prime PI	Prime PI Auto Display in PIWRS	Activity	Fund	Function	Fund Begin Date	Fund End Date	Temp Amount	Dept Defined Alloc Amt	Difference	On Dept-Defined Grid	Copy to Dept-Defined Grid	Collaborator	Status-Prime PI Report	Comments
Contract ...	debusrj	Y	A01080	22452	44	09/01/2010	08/31/2018	\$120,101.55			N	<input type="checkbox"/>		A	
Contract ...	ernestm	Y	A01080	30103	44	03/01/2012	02/28/2018	\$200.72			N	<input type="checkbox"/>		A	
Contract ...	ernestm	Y	A01080	33061	44	03/01/2016	02/28/2019	\$46,153.80			N	<input type="checkbox"/>		A	
Contract ...	ernestm	Y	A01080	33069	44	06/01/2016	05/31/2017	\$1,140.25			N	<input type="checkbox"/>		A	
Contract ...	ernestm	Y	A01080	33094	44	06/01/2017	05/31/2018	\$119,170.08			N	<input type="checkbox"/>		A	
Contract ...	ernestm	Y	A01080	33097	44	03/01/2017	02/28/2019	\$20,000.00			N	<input type="checkbox"/>		A	
Contract ...	ijkuis	Y	A01080	33078	44	08/01/2016	05/31/2018	\$386,667.04			N	<input type="checkbox"/>		A	
Contract ...	ijkuis	Y	A01080	57044	44	06/01/2015	05/31/2019	\$188,818.19			N	<input type="checkbox"/>		A	
Contract ...	ijkuis	Y	A01080	57045	44	07/01/2015	06/30/2018	\$87,448.73			N	<input type="checkbox"/>		A	

Analyst Grids

PIWRS
PI Web Reporting System



Welcome, Central Office user Pauline Librenjak (impersonating Coordinator Debbie Van Zanten)

Welcome Summary Report TEMP Ledger FAU Dept Defined FAU

Fiscal Year: 2018 Period: 8 - February Acct Structure: D01050 - Nematolog Search Reset Search

Export Data

Fund Class Role UCR Net ID: Fund: Status: Reset Filters

Quarterly Certification of Dept-defined FAU Save Changes

Share	Delete	Fund Class	UCR Net ID *	Role *	Shared	Activity	Fund	Function	Cost Center *	Project Code *	Begin Date	End Date	Allocation Amount *	Report Display Name (i.e. Nickname)
	<input type="checkbox"/>	Other	adlerd	Dept Defined PI	Y	A01861	19900	40	NVAD	[ALL]	07/01/2017		\$1,373.81	F&A Return Funds
	<input type="checkbox"/>	Other	atploeg	Dept Defined PI	Y	A01861	19900	40	NVAP	[ALL]	07/01/2017		\$49.18	F&A Return Funds
	<input type="checkbox"/>	Other	andreasw	Dept Defined PI	Y	A01861	19900	40	NVAW	[ALL]	07/01/2017		\$586.38	F&A Return Funds
	<input type="checkbox"/>	Other	baldwin	Dept Defined PI	Y	A01861	19900	40	NVBA	[ALL]	07/01/2017		\$1,329.98	F&A Return Funds
	<input type="checkbox"/>	Other	pdeley	Dept Defined PI	Y	A01861	19900	40	NVDL	[ALL]	07/01/2017		\$246.90	F&A Return Funds
	<input type="checkbox"/>	Other	edplat	Dept Defined PI	Y	A01861	19900	40	NVPL	[ALL]	07/01/2017		\$1,509.35	F&A Return Funds
	<input type="checkbox"/>	Other	proberts	Dept Defined PI	Y	A01861	19900	40	NVRB	[ALL]	07/01/2017		\$3,232.27	F&A Return Funds
	<input type="checkbox"/>	Contract & G...	andreasw	Dept Defined PI	N	A01092	23998	44	[ALL]	[ALL]	04/01/2017	03/31/2018	\$27,418.00	

New DD Summary Report

PIWRS
PI Web Reporting System



Welcome, Central Office user Pauline Librenjak (impersonating Coordinator Debbie Van Zanten)

Welcome Summary Report TEMP Ledger FAU Dept Defined FAU

Dept Defined PI Summary Report for February, 2018 (Period 8, Fiscal Year 2018)

Financial Summary Report for Andreas Westphal

Note: Balances are net of allocations ⓘ, expenses ⓘ, encumbrances ⓘ.
Click on column headers to drill-down into Current Period Report and projections.

Fund Status ▾ Export Data ▾ Comments (0)

Main Menu

Expenditures by Agency Categories	A01092 - 23998 - 44 -	A01092 - 25185 - 44 - USDA-ARS-MALI	A01092 - 25186 - 44 - USDA-ARS-Greg Brov	A01092 - 25190 - 44 - USDA-ARS (RSA)	A01092 - 42441 - 44 - Bayer Crop Science	A01092 - 44937 - 44 - Dupont-Variou Donc	A01092 - 54554 - 44 - Various Donors West	A01092 - 80020 - 44 - DPR-CA Dept of Pesti	A01092 - 80041 - 44 - UCD (Guadin)	A01092 - 80067 - 44 - CDFA-IAP
1 ALLOCATIONS	\$27,418.00	\$1,803.30	\$46,681.00	\$35,000.00	\$64,073.23	\$74,550.30	\$18,268.89	\$139,587.33	\$36,876.10	\$66.8
2 SALARIES	\$18,166.07	\$0.00	\$16,156.14	\$0.00	\$0.00	\$0.00	\$0.00	\$44,636.98	\$21,960.77	
3 BENEFITS	\$1,135.31	\$0.00	\$6,588.16	\$0.00	\$0.00	\$0.00	\$0.00	\$5,951.98	\$7,850.75	
4 SUPPLIES & EXPENSE	\$172.18	\$1,803.30	\$0.00	\$0.00	\$69,828.36	\$53,553.88	\$17,210.94	\$3,236.85	\$7,064.58	\$10.0
5 TRAVEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,995.38	\$717.58	\$0.00	\$0.00	
6 EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
7 SUBCONTRACTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
8 FACILITIES	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$0.00	\$1,289.77	\$0.00	\$0.00	
9 PREAWARDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
10 OTHER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
11 UNASSIGNED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
12 SubTotal (Direct Costs Only):	\$7,944.44	\$0.00	\$23,936.70	\$35,000.00	(\$5,860.13)	\$19,001.04	(\$949.40)	\$85,761.52	\$0.00	\$56.8
13 ENCUMBRANCES	\$0.00	\$0.00	\$0.00	\$0.00	\$7,465.32	\$4,347.82	\$7,094.71	\$28.00	\$0.00	
14 SALARIES - ZINTHUZAR MAUNG (thru 03/2019)	\$0.00	\$0.00	\$65,376.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
15 SALARIES - THOMAS BUZO (thru 06/2018)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.3