Research Administrators Forum

EFM Updates

Nate Haines, Acting Director
EFM
Research Administrators Forum

AUTOMATIC NOTIFICATIONS

Veronica Fuentes - EFM
Timeline for Automated Notifications

- **-90 Days: Before End Date of Award**
  - PI receives notification and Department Administrator is cc’ed.

- **-30 Days: Before End Date of Award**
  - Department Administrator receives notification and PI is cc’ed.

- **At the End Date:**
  - Department Administrator receives notification and PI is cc’ed.
Timeline for Closeout Packet

+60 Days: After End Date of Award
- Closeout packet is due to EFM.
- If closeout packet is not received, EFM will follow-up.

+90 Days: After End Date of Award
- Financial report is due to Sponsor.

*Timeline for standard federal grants & cooperative agreements 90 day deadline.

If final reports/invoices are due 60 days after end of award, closeout packet is due to EFM 30 days prior to sponsor deadline (i.e. Private subgrants with Federal Prime sponsors).
Automated Notifications go out to the contact information stored in InfoEd. InfoEd only stores one contact at the time.

The recommendation for the contact is: A Distribution List or a Shared Mailbox. Not an individual name.

Distribution List (DL): forwards incoming messages to each member linked to the DL. It’s set up and managed by the department’s local IT office.

Shared Mailbox: Is an actual mailbox with space to retain all incoming/outgoing messages. It’s set up and managed by the department’s local IT office.

ORIS is to be contacted only when current contact address is unknown and/or an update of the proper distribution address (if outdated) is needed. In your request to ORIS please include the department code and the distribution email address.
Effort Reporting Metrics

As of 6/8/11

 Completion Rates at UCLA
  - 89% certification rate on Campus
  - 43% certification rate for Fall 2010
  - 40% certification rate for Winter 2011

 Open Reports
  - Currently 14,075 open reports out of 130,772
  - 7,487 from Fall 2010 and Winter 2011

 July 22nd Due Date for Fall 2010 and Winter 2011

 Effort Reporting email ershelp@resadmin.ucla.edu
Open House on May 19 Recap
More Open House Dates Coming Soon

ERS Training Class Coming Soon

Working On Solution to Departmental Search Issue
Research Administrators Forum

Enhancements to the Payroll Expense Transfer (PET)

Yoon Lee, EFM
June 9, 2011
Enhancements to the Payroll Expense Transfer System

New features deployed effective April 21, 2011:

- **Cost Transfers Organized by Team:** Cost Transfers are now organized by EFM team.

- **Cost Transfers Routed to EFM:**
  - Sponsored research fund to sponsored research fund
  - Non-sponsored research fund to sponsored research fund
  - Sponsored research fund to non-sponsored research fund
    → No longer routed to EFM for review

- **Flagged Cost Transfers:** Those transfers that are “re-transfers” to restricted accounts are now identified with an asterisk.

- **Order of Required Questions:** The order of those questions that must be answered for cost transfers escalated to EFM now appear as follows:
  1. Why is the transfer being made?
  2. Why is the original in error?
  3. Who approved the transfer?
  4. How does the cost transfer benefit the new fund charged?
  5. What are the steps being taken to prevent reoccurrence?
  6. Explain delay in transfer – more than 120 days after original transaction date or 90 days after fund end date
E - Verify
What is E-Verify?

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Dept of Homeland Security and Social Security Administration records to confirm employment eligibility for identity and U.S. citizenship.

E-Verify is required on Federal contracts with an original or amended value of over $150K and a duration of 120 days or more.
Why is E-Verify important?

- The main reason is to verify that the employees are eligible to work in the United States and to **stop unauthorized employment**.

**E-Verify also:**

- Helps employers maintain a legal workforce
- Eliminates guesswork during the verification
- Protects jobs for authorized workers
- Deters document and identity fraud
- Works seamlessly with Form I-9
Verification Requirements

• For new employees, you have 3 business days after the start date for pay once the employee has accepted an offer of employment and the Form I-9 is complete.

• For existing employees, you have 30 days from the day that the employee is assigned to the contract.