UNIVERSITY of WASHINGTON

MRAM

April MRAM - Q&A Follow Up

Greetings Colleagues,

The April MRAM materials are published for your review. Q&A from our session are included here for reference and will be available with the other meeting materials shortly.

Future of Effort Reporting

Q: Can you clarify what system will be used for the FECs and GCCRs that end on 6/30/23?
A: FECs will be completed in eFECS and the GCCR process will proceed as normal. There is no change to the system when certifying the period that ends 6/30/2023.

Q: How will this new cycle affect the eFECS?
A: All current faculty effort cycles in eFECS will end on 6/30/2023, meaning the Academic cycle will be "cut short" to 6/30/2023. The new cycle will be in effect for ECC beginning with the 7/1/2023 through 12/31/2023 period.

Q: March to September cycle? Currently we are certifying eFECS from 9/16/22-3/15/23; will the next cycle only be 3/16/23-6/30/23?
A: Yes, the Academic cycle will be cut short and end on 6/30/2023 in order to close out reporting in eFECS. The next cycle will begin on 7/1/2023 and end on 12/31/2023.

Q: What is Dean's Day?
A: Dean's Day is the final day to submit expense transfers and MyFD JVs (only those who have "Biennium Close Transfer (Deans/VPs)" authorization in ASTRA. Dean's Day should not be relied upon and only used in exceptional circumstances.
The important takeaway in terms of Effort Reporting cutover is as follows: At some point, it will not be possible to make salary adjustments within the old UW financial system and all adjustments, even for pay periods prior to Go Live, will have to

be made in Workday. That exact date is yet to be determined but will likely occur in mid-to-late July. When that date occurs, payroll changes in Workday that impact reporting periods prior to 7/1/2023 will require a manual process to adjust and certify the FEC. As such, we recommend reviewing current salary allocations ahead of time to minimize, as much as possible, the number of payroll adjustments during the cutover time frame and beyond.

Q: I heard that we will have to choose transaction lines for Salary Cap. (In the old system we just needed to make sure that there was enough FTE from non-sponsored sources to cover cap.) Is this correct?
Will this be done at the time of the FEC, or as we are entering specific information in costing allocations? If so, does it have to be split project by project? Will it use a specific worktag? If so, which one? Program?
A: Within ECC, the column that displays the salary cap information is simply based on the salary cap/over-the-cap worktag within Workday. ECC performs a calculation in order to determine whether the amount charged to the sponsored award is compliant with the applicable salary cap. This is similar to the manner in which salary cap compliance is determined in the eFECS systems with FECs.
After Go Live, there will be a separate accounting of the salary cap coverage in Workday. Information on setting up salary cap compliance in Workday will be provided via the upcoming Workday training.

TrustArc and Research Data

Responses to questions posed during the Privacy Office presentation involved forms and processes that overlap with Office of Research. The two offices are collaborating to draft a universal response to the questions. Updates will be provided in May. Please contact the UW Privacy Office with any urgent questions.

Workday Finance Conversion Issue: Inactive PIs

Q: Will the inverse of the data conversion issue be true too? We have a PI who is going inactive effective 7/1.
A: As long as the PI is “active” on June 16, their name will appear as the PI in Workday for their award(s).

Q: Does the PI need to have active pay on June 16?
A: No, the PI does not need to have active pay on June 16. As long as the PI is “active” on June 16, their name will appear as the PI in Workday for their award(s).

Q: Who can we reach out to find our if a PI is inactive?
A: To find out if a PI is active, you can enter the PI's name into the Workday HRP search field and their status will appear next to their name.

Q: We have a pending grant for a soon-to-be emeritus faculty member. The project will be awarded in June and her emeritus status starts 7/1. How will we manage that PI change?
A: You will need to work with your unit's HR Partner to make sure that her emeritus status is "Retired-Active".

Q: Can you confirm that faculty on sabbatical are considered in "active" status.
A: As long as the faculty are in one of the following statuses on June 16, their awards will convert with their name still listed as PI: On Leave; Retired – Active; Retired - On Leave. The most appropriate status for a PI on sabbatical is "On Leave". Please consult with Academic HR and your unit's HR Partner for more information.

UWFT Transitions - Sponsored Program Cutover
Round Two

Q: Will there be any options to do purchasing during the freeze/cutover? This is particularly important for projects ending in July and August that cannot "pre-order" items for fear of having items they don't need at the end of the project.
A: The last day Procurement will make payments from Ariba is still being finalized. More communication on the Procurement process during this period will be delivered soon. However, we are expecting there will be a period starting sometime in mid-June where payments to suppliers from Ariba will no longer be possible.

Q: How does OSP and GCA plan to handle what I assume will be an increase in items right before cutover.
A: OSP is processing what we can up to our cutover on June 9th. This requires that the item is complete, accurate and if needed, sponsor approval obtained. All hands are on deck and we have recently filled vacant positions which helps. We expect that we'll have many items sent from sponsors, including awards, that we'll need to collect and defer action on until Go-Live. At that time, we'll use the prioritization referred to during MRAM to work our way through these deferred items. Again, if campus receives an award, we ask that those be held until Go-Live, at which time you can send in via the brand new Award Set-up Request (ASR).

GCA has a fully staffed Budget Setup team that will be working a modified schedule of four 10 hour days from June 12-15. We expect to be able to process most items that have been received by the June 9th cutoff date but if we can't, we will also use prioritization referred to during MRAM.

Q: Is there a calendar of deadlines and due dates for OSP and GCA?
A: Please refer to Important Dates for Sponsored Programs: Prepping for July 6 Workday Finance Go-Live

Award Portal Update

Q: Will the current tickets in GrantTracker still be visible in Award Portal?
A: GrantTracker will continue to be available through the cutover time period until after Workday is live. Release date announcement for Award Portal coming soon. You will continue to submit GrantTracker requests on active awards until Award Portal is released. All GrantTracker tickets for awards that are converted into Workday will be visible in Award Portal.

Workday Finance Reports

Q: Where do we see sponsor payment or what UW invoice is still outstanding?
A: Please watch the demo at timestamp 1:10:31

Q: For the Office Depot example, can we see the actual invoice (with details)? Part of the demo
A: Please watch the demo at timestamp 1:13:10

Q: Can we see the details of say ready to bill, on hold invoices...just like what we can see in the billed section?
A: Please watch the demo at timestamp 1:15:43

Q: If the Sponsor requires supporting documentation for an invoice (e.g., Travel backup docs) will that supporting documentation be stored in Workday or Award Portal?
A: When an invoice requires department backup documents, the department will receive a message in Award Portal asking them to attach their backup documentation and send to the sponsor. The department can either attach the documents themselves and send it to the sponsor, or communicate with GCA to have them attach and send to

the sponsor. How the backup documents are stored is up to the discretion of the department. If you have travel backup documents, you should keep those securely stored so that they are ready at the time of invoice to be attached and sent to the sponsor.

Q; What is difference between award # and grant #?
A: Award is the umbrella. It has award lines, each award line will have a grant associated with it, and the grant worktag (grant ID) will be used on each transaction. Grant and Award will be connected.

Q: Is there an ability to upload supporting documentation to invoices, purchases, etc (packing slips, PI approval)?
A: Yes. Security roles that have access to create supplier invoice requests, or have access to approve invoices should be able to attach supporting documents in Workday. For supplier invoice requests, attachment is required. For all other invoices received via EDI, attachment is not required.

Q: if there were an invoice attached, where would it be located to look at it?
A: Please watch the demo at timestamp 1:16:48

Q: Will we be able to download the actual invoice from the sponsor?
A : Please watch the demo at timestamp 1:16:50

Thank you,
MRAM

APRIL MEETING MATERIALS >