Online Faculty Effort Certification
http://f2.washington.edu/fm/efecs
Introduction
eFECS-Faculty Perspective

Agenda

- What is eFECS?
- Why eFECS?
- Are you required to Certify?
- When?
- New Process and Notifications
- Changes to the Current Process
- Resources
What is eFECS?

- eFECS stands for electronic Faculty Effort and Cost Share system.
- Web-based system for managing approximately 5000 faculty effort certification (FEC) reports annually.
Why FECs?

- Federal government requirement to confirm salary distributions reasonably reflect actual effort.
- The UW uses FEC reports to meet this requirement.
- Without certified FEC reports, the sponsor paid salaries are considered unsupported and therefore unallowable.
Are you Required to Certify an FEC?

Faculty are required to certify for a reporting period when:

- They have a faculty job class and are paid Institutional Base Salary (IBS) from sponsored agreements.
- They have a documented cost share commitment.
When?

Faculty with FECs are required to certify up to **twice a year**.

Two reporting cycles on campus, **Calendar** and **Academic**.

- Calendar Reporting Cycle

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Reports available</th>
<th>Reports due</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 - December 31</td>
<td>Late January</td>
<td>March</td>
</tr>
<tr>
<td>January 1 – June 30</td>
<td>Late July</td>
<td>September</td>
</tr>
</tbody>
</table>

- Online Certification begins January 2012
Faculty with FECs are required to certify up to **twice a year**. Two reporting cycles on campus, Calendar and **Academic**.

- **Academic Reporting Cycle**

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Reports available</th>
<th>Reports due</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 16 – March 15</td>
<td>April</td>
<td>June</td>
</tr>
<tr>
<td>March 16 – September 15</td>
<td>October</td>
<td>December</td>
</tr>
</tbody>
</table>

- **Academic Online Certification begins April 2012**
Effort Report Process

Step 1: FEC Coordinators Are Notified
Day 1

Step 2: FEC Coordinators Consult, Review & Update Reports With Faculty
Day 33

Step 3: FEC Coordinators AreReminded
Day 40

Step 4: Faculty are Notified
Day 57

Step 5: Faculty Review & Certify Reports

Step 6: Faculty are Reminded

Step 7: Departments and MAA Monitor Compliance
Day 60 and beyond
Notifications

Approximately 20 days before “complete by date”

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Your Faculty Effort Certification (FEC) report is now available for your review and certification. If you have not already certified your FEC, your certification should be completed no later than <date>.

As a faculty member it is your responsibility to review your FEC report for accuracy and certify by the “complete by date” to ensure compliance with Federal regulations.

Log into eFEC5 at: https://ucs.admin.washington.edu/effortreport/

If your FEC requires adjustments, please contact your FEC Coordinator.

Information on effort reporting can be found at: http://f2.washington.edu/fm/maa/fec/faculty-effort/process

Your FEC coordinator can also be helpful in answering questions. Please do not reply to this email.

The FEC process represents the University of Washington’s procedure for meeting the Federal Government’s requirement for determining reasonableness between the percentage of an individual’s compensation charged to individual sponsored agreements (compared to total compensation) and the percentages of that person’s actual effort devoted to each agreement(s). Effort reports are subject to audit by UW, State, and Federal auditors. It is critical these reports be accurate and completed in a timely manner.
Changes to your FEC Process

- **Certifying FECs** will be done electronically
- **Communication**
  - with your FEC Coordinator
  - Email from efecs@uw.edu 20 days before deadline
  - Faculty with uncertified FECs will get another email 3 days before FECs are due
- **Login with UWNet ID**
- **Less paper!**
Two system screens to interact with

- Online FEC
  - Displays salary details for both sponsored and non-sponsored programs
- Summary FEC
  - Shows percentages by budget for sponsored agreements only
  - Non sponsored programs are lumped together
  - Official record once certified
Certifying your FEC with eFECS

Online FEC

Summary FEC

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Resources

Questions? Contact your FEC coordinator or department administrator.

Management Accounting and Analysis: http://f2.washington.edu/fm/maa/home

eFECS application: http://f2.washington.edu/fm/efecs/home
eFECS-Faculty Perspective

THANK YOU!