How to complete an effort “shift” in ECC

Sections:

- Completing Effort Shifts
- Deleting Shifts
- Editing or Copying Shifts

Overview:

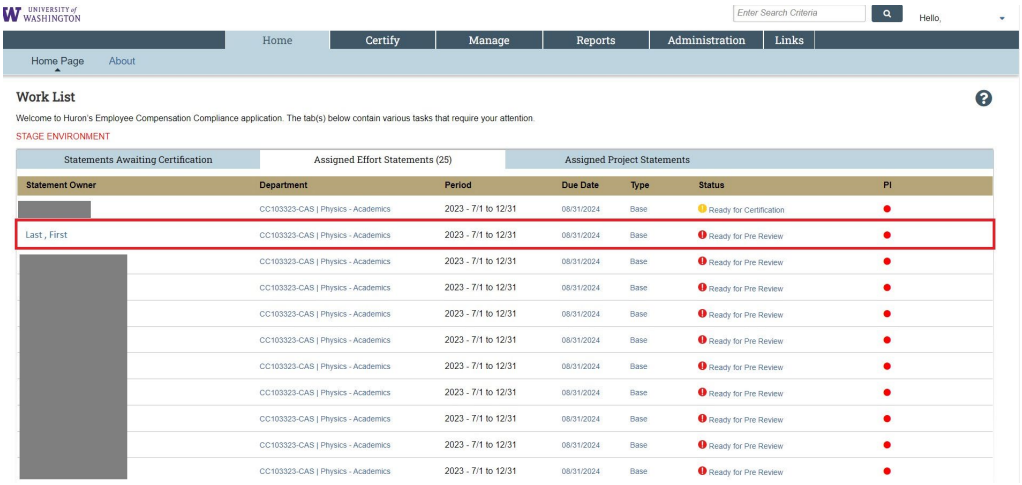
Effort Shift or Shift in Funding Source (called “Short-Term Shift” or “K-Award Shift” in legacy eFECS system) is a process to represent effort to a grant that is not charged to, or paid by the grant. These shifts are not true transactions and are not traced back to Workday. They are only for documenting a higher total effort level to sponsored awards, than was directly charged.

Shifts are not required for documenting salary over the cap (SoC) in standard circumstances. Under normal circumstances, Workday’s automatic SoC calculation will apply the “Salary Over the Cap Type” and “Salary over the Cap Basis” worktags to the grant, which allows those pay results to be automatically captured in the “K Award/Funding Shift/Over Cap” column of ECC. A situation where completing a shift may be required is when a faculty’s Institutional Base Salary (IBS) is over the salary cap, and they have a clinical practice plan salary component (UWP or CUMG). In this situation, a shift would be required if the necessary SoC amount is not achieved with a PAA in Workday.

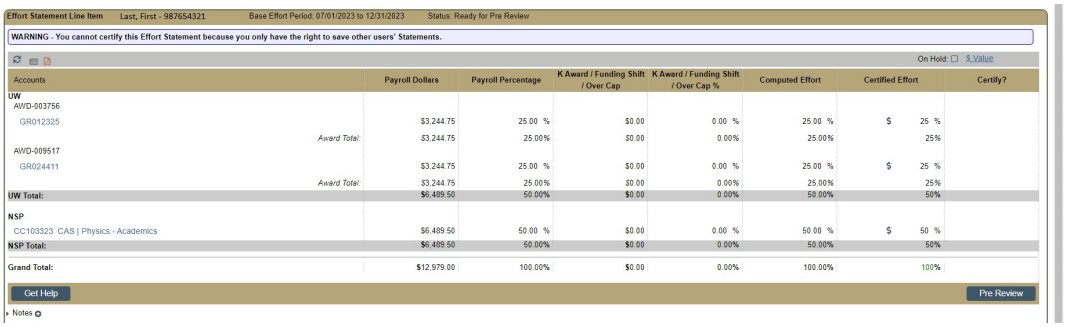
Other situations where shifts should be completed in ECC are to bring total effort on a K Award up to 75%, or when the faculty contributes ‘Voluntary Uncommitted cost share’ to a grant. ‘Voluntary Uncommitted cost share’ (not an official term) describes a case when the faculty has elected to dedicate a certain amount of effort to a grant, but to not actually have the commensurate salary of that effort level, charged to the grant.

Completing Effort Shifts:

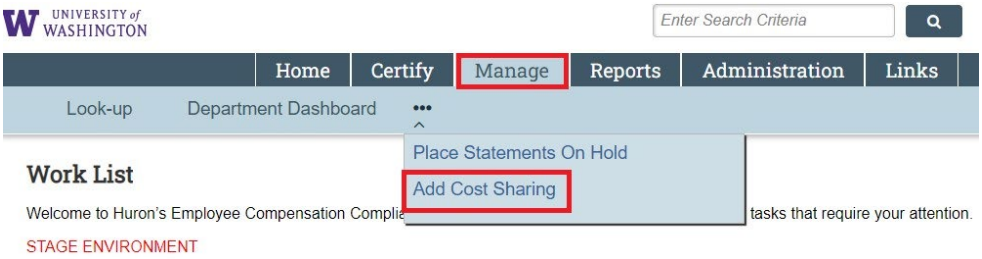
1. Go to the statement of the faculty you need to complete the shift for. Do this by clicking on their name or the statement status on the “Assigned Effort Statement” tab of the home page (alternatively, search for their last name or EID in the main search bar of the application at the top right of the screen).



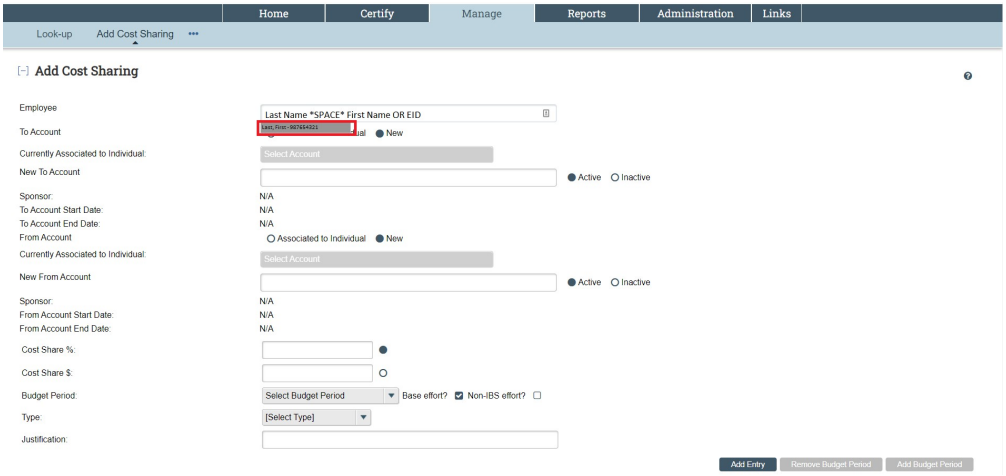
2. Determine the grant(s) that need more effort shifted to them, and by how much (dollars or percent). The eventual shift will be attributed to the "K Award/Funding Shift/Over Cap" column and contribute to the "Computed Effort" and "Certified Effort" totals for each row.



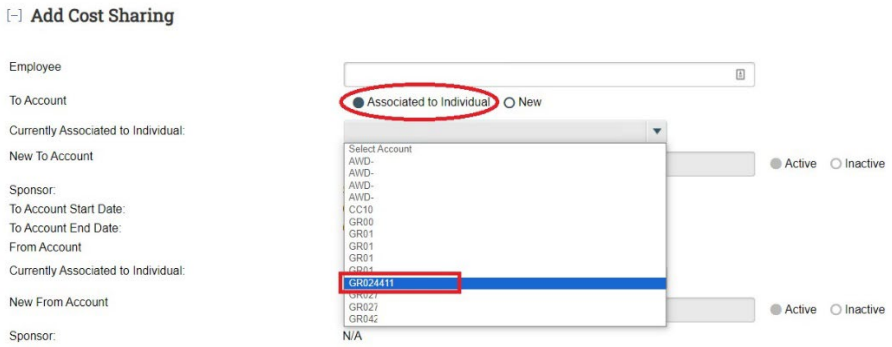
3. Keep the statement page open. On another browser tab, open the form to complete the effort shift by clicking on the "Manage" menu tab, then on "Add Cost Sharing" (you may have to expand the subtab menu by clicking the three dots icon - ⋯)



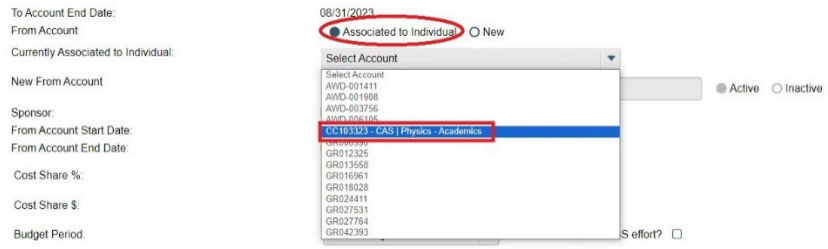
4. Enter the last name *space* first name (or employee ID number – EID) in the "Employee" field and select the faculty from the dropdown list that appears.



5. If shifting to an account the faculty has already had payroll charged to (most common), click the radio button to the left of "Associated to Individual", then select the desired grant from the dropdown menu **(only select an individual grant worktag, not an award number even if they appear)**
    a. If shifting to an account the faculty has never had payroll charged to in any period, use the "New" radio button, then type in the grant number into the "New To Account" field (if the account is in a "Closed" status in Workday, you must select the "Inactive" radio button to the right of this field).



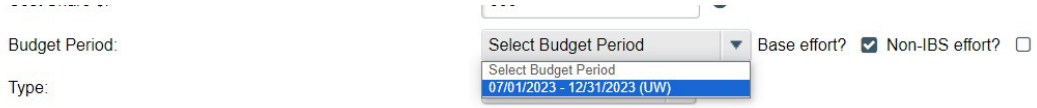
6. For the "From Account" you must use the "Associated to Individual" radio button. Click on a non-sponsored source from the dropdown list (the From Account **cannot** be a grant in almost every situation).



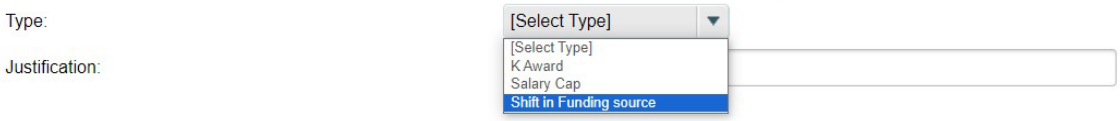
7. Enter an amount to shift (either percent or dollar based). To activate each entry field, you must select the associated radio button by that field (circled in red).
    a. For percent based:

    b. For dollar based:

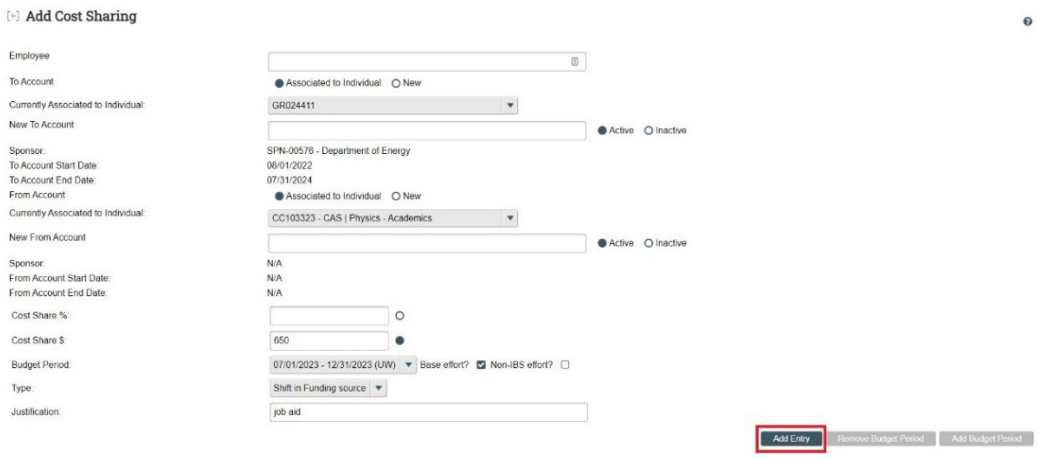
8. Select the period you are shifting for from the "Budget Period" dropdown menu (do not adjust "Based Effort?" and "Non-IBS effort?" checkboxes).



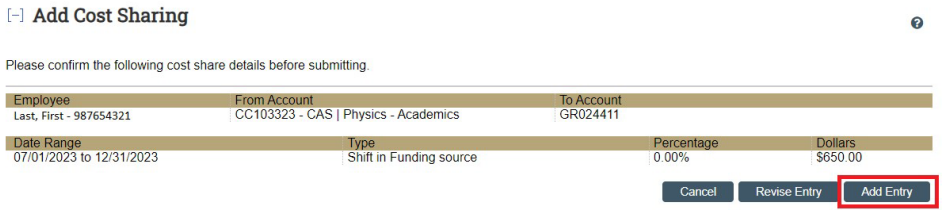
9. Select the type of shift from the "Type" dropdown menu. A Justification of the shift is not required – Notes may be made on the statement itself after you complete the shift to explain any specific circumstances.



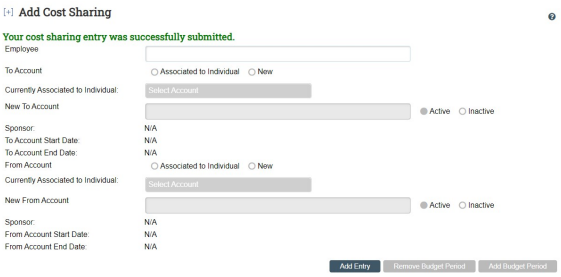
10. Click "Add Entry".



11. A summary screen of the shift will pop up, review the information. If accurate to what you entered, click “Add Entry”. Otherwise click “Cancel” or “Revise Entry” to adjust the entry.



12. You will be returned to the blank form, with a message at the top of the screen in green text that reads, “Your cost sharing entry was successfully submitted.”

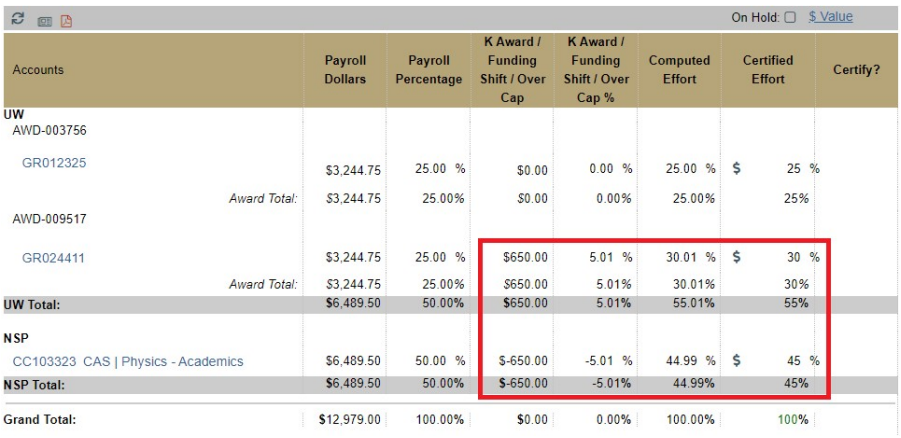


13. Return to the browser tab you had the faculty’s effort statement open in and refresh the page. You should see the amount you shifted appear in the “K award/Funding shift/Over Cap” columns, and the total effort fields updated to include the shifted amount.
    a. Before Shift

On Hold: ☐ $ Value

Accounts	Payroll Dollars	Payroll Percentage	K Award / Funding Shift / Over Cap	K Award / Funding Shift / Over Cap %	Computed Effort	Certified Effort	Certify?
UW							
AWD-003756							
GR012325	$3,244.75	25.00 %	$0.00	0.00 %	25.00 %	$ 25 %	
Award Total:	$3,244.75	25.00%	$0.00	0.00%	25.00%	25%	
AWD-009517							
GR024411	$3,244.75	25.00 %	$0.00	0.00 %	25.00 %	$ 25 %	
Award Total:	$3,244.75	25.00%	$0.00	0.00%	25.00%	25%	
UW Total:	$6,489.50	50.00%	$0.00	0.00%	50.00%	50%	
NSP							
CC103323 CAS | Physics - Academics	$6,489.50	50.00 %	$0.00	0.00 %	50.00 %	$ 50 %	
NSP Total:	$6,489.50	50.00%	$0.00	0.00%	50.00%	50%	
Grand Total:	$12,979.00	100.00%	$0.00	0.00%	100.00%	100%	

    b. After Shift



Accounts	Payroll Dollars	Payroll Percentage	K Award / Funding Shift / Over Cap	K Award / Funding Shift / Over Cap %	Computed Effort	Certified Effort	Certify?
UW							
AWD-003756							
GR012325	$3,244.75	25.00 %	$0.00	0.00 %	25.00 %	$ 25 %	
Award Total:	$3,244.75	25.00%	$0.00	0.00%	25.00%	25%	
AWD-009517							
GR024411	$3,244.75	25.00 %	$650.00	5.01 %	30.01 %	$ 30 %	
Award Total:	$3,244.75	25.00%	$650.00	5.01%	30.01%	30%	
UW Total:	$6,489.50	50.00%	$650.00	5.01%	55.01%	55%	
NSP							
CC103323 CAS | Physics - Academics	$6,489.50	50.00 %	$-650.00	-5.01 %	44.99 %	$ 45 %	
NSP Total:	$6,489.50	50.00%	$-650.00	-5.01%	44.99%	45%	
Grand Total:	$12,979.00	100.00%	$0.00	0.00%	100.00%	100%	

14. Ensure “Certified Effort” column has been updated
    a. If “Certified Effort” column is unaligned with “Computed Effort”, click the Statement Reset icon to allow the fields to recalculate - :
    b.

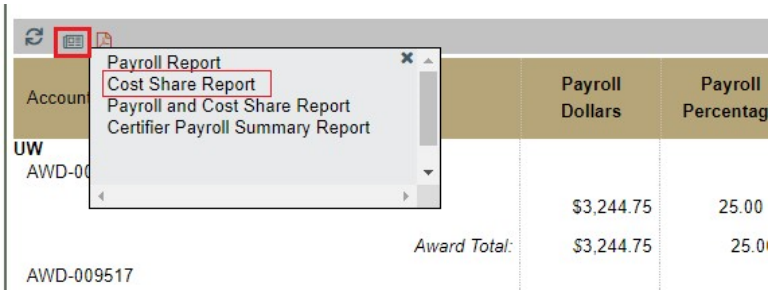
    c. Refreshing the browser window may also be necessary to update the statement.
15. At this point you have completed all the necessary steps, and the shift has been made.

Deleting Shifts:

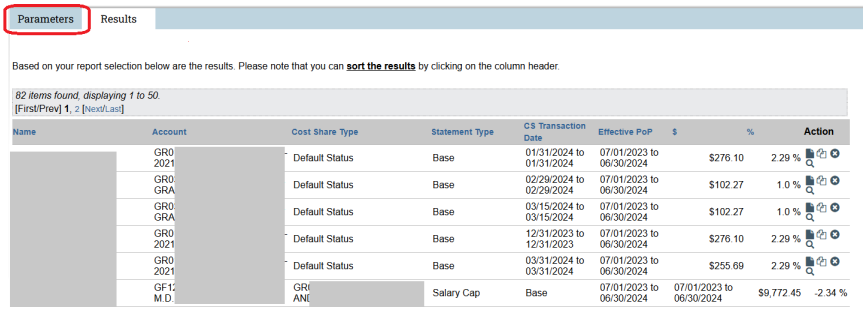
1. Coordinators are no longer set up with access to delete shifts.
2. If you need to delete a shift, please reach out to PAFC effort team at effortreporting@uw.edu with the first and last name of the faculty and the grant(s) that need shifts removed, and PAFC will make the deletion for you and notify you once it has been completed.

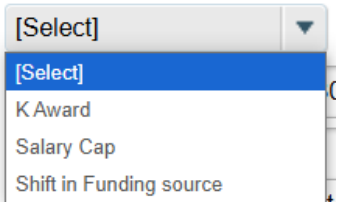
Viewing, Editing, or Copying shifts:

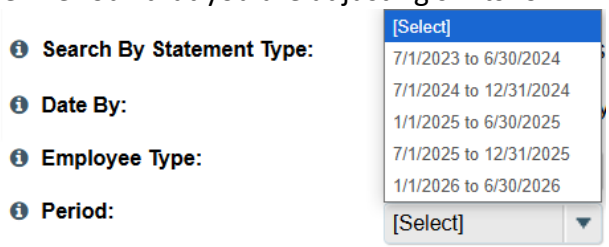
1. Click on the newspaper icon in the top left of the statement, and click “Cost Share Report

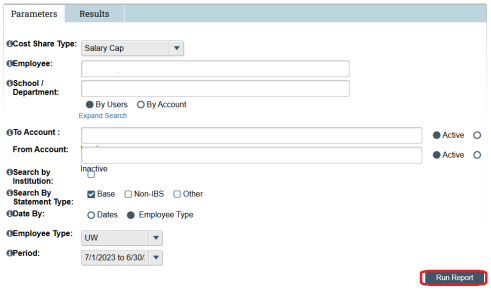


2. When there are pre-existing values in the “K Award / Funding Shift / Over Cap” column prior to any of the completed shifts (this would only be because of SoC), it is necessary to scroll to the top of the “Cost Share Report” results, and adjust the parameters to limit the results just to your completed shifts:

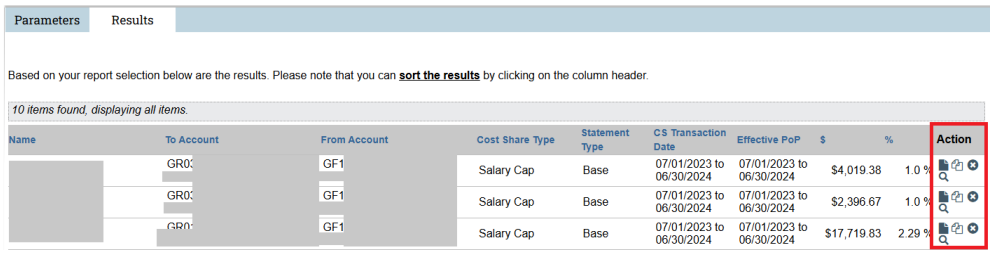


3. In the “Cost Share Type” field, select from the drop-down menu the “Type” you chose in the shift(s) you want to edit/copy/view:
   a. 

4. Enter the “Period” that you are adjusting shifts for:
   a. 

5. Since the “Employee” field is auto filled when accessing the report from their effort statement, these are the only fields required. Click “Run Report”:
   a. 

6. Use the icons under the “Action” column to edit ( ) or copy ( ) the shift entry



7. The edit button ( ) will reopen the shift form ("Add Cost Sharing") for you to adjust the previously completing shift
8. The copy button ( ) will reopen the shift form for the purposes of creating another shift with default entries setup to match the previous shift (return to step 4 of "Completing Shifts"