ePARS
Personnel Activity Reporting
To: WUSTL Faculty and Staff that complete a PAR

Subject: Important announcement regarding effort reporting at WUSTL

As you may be aware, in January 2009 the University will implement a new electronic effort reporting system called ePARS (electronic Personnel Activity Reporting System). ePARS will replace the current paper-based system (PARS) that is more than 20 years old. ePARS will provide the following enhancements:

- Electronic notification, routing, and certification
- 24/7 access from anywhere via web browser
- On-demand effort percentages during reporting period
- Electronic access to current and past certification data
- Standard reports and data queries

ePARS will be accessible through ePARS single sign-on mechanism. Additional information regarding ePARS is available at http://epars.wustl.edu. Please visit https://financialservices.wustl.edu/wfin-topic/sponsored-projects-accounting/personnel-cost/effort-reporting/ for information regarding effort reporting at Washington University.

Future announcements regarding the implementation of the ePARS system will be announced to the WUSTL research community via Research News.

We are working hard to make this transition is easy as possible. Please feel free to contact us with any questions or concerns you may have.

Thank you,

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935-9018

Jennifer K. Lodge, Ph.D.
Vice Chancellor for Research
lodgejk@wustl.edu
747-0515

The ePARS design and implementation team is lead by members from Sponsored Projects Accounting (SPA) and Information Systems and Technology (IS&T). Additional support and input for the project has been obtained from the Office of the Vice Chancellor for Research, school business offices, academic department personnel, and faculty.
PERSONNEL ACTIVITY REPORT

FILE CODE: A 05 102# 002 - 1

* PLEASE RETURN THIS DOCUMENT TO THE *
* DEPT BUSINESS OFFICE BY: 07/01/08 *

REPORTING PERIOD........: JAN THRU MAY 2008 SEM
PERSONAL ACTIVITY PERIOD: 01/08 - 05/08

**ACTIVITY**

<table>
<thead>
<tr>
<th>PRINCIPAL INVESTIGATOR</th>
<th>AGENCY NUMBER</th>
<th>PROJ % OF</th>
<th>EFFORT</th>
<th>ACCOUNT NUMBER</th>
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<td>BROKEDN EFFORT CATGRY</td>
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*THIS IS A LEGAL DOCUMENT. THIS CERTIFICATION IS REQUIRED BY FEDERAL REGULATIONS AND IS SUBJECT TO
*INDEPENDENT AUDIT AND REVIEW. YOUR SIGNATURE INDICATES THAT YOU UNDERSTAND THE BASIS FOR THE
*CERTIFICATION AS EXPLAINED IN THE INSTRUCTIONS. IF YOU DO NOT HAVE THE INSTRUCTIONS, PLEASE CONTACT
*YOUR DEPARTMENTAL ADMINISTRATOR OR SPONSORED PROJECTS AT 935-7939 TO OBTAIN A COPY. THE EFFORT
*REPORTED ON THIS FORM IS THE BASIS FOR CHARGES TO FEDERAL AWARDS.

THE SUPERVISOR/ADMINISTRATOR CERTIFIES THAT
HE/SHE HAS FIRST-HAND KNOWLEDGE OF 100% OF
THE COMPENSATED EFFORT OF THE INDIVIDUAL FOR
WHOM HE/SHE IS CERTIFYING.

I CONFIRM THE ABOVE ACTIVITY DISTRIBUTION
REPRESENTS A REASONABLE ESTIMATE OF THE
COMPENSATED EFFORT EXTENDED BY ME DURING
THE PERIOD STATED.

_________________________  ______________________
SIGNATURE                DATE
## Effort Statement Instructions

### Work List

**Statements Requiring Certification**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Bonds, Mr Barry J</td>
<td>00100N - TRAINING DEPT 100N</td>
</tr>
<tr>
<td>Jackson, Mr Bo</td>
<td>00100N - TRAINING DEPT 100N</td>
</tr>
<tr>
<td>Smith, Dr Steve</td>
<td>00100N - TRAINING DEPT 100N</td>
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</table>

### Bonds, Mr Barry J - 00101N

**Statement Owner**

- Title: Research Engineer
- Department: 00100N - Training
- Email: TRAINING@TRAINING.COM

**Effort Statements**

- Needing certification
- In progress
- Historical

**Status: Re-Opened**

### Bonds, Barry - 00101N (Semi-Annual)

**Base Effort Period**: 01/01/2014 to 06/30/2014

**Due Date**: 08/06/2014

**Status**: Re-Opened

INFO - This Effort Statement has been previously saved.

### Accounts

<table>
<thead>
<tr>
<th>ORGANIZED RESEARCH</th>
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<tr>
<td>Dr Steve Smith <strong>5R01XX01002000</strong> - Training Acct for Dept 100N</td>
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<tr>
<td>Jody Foster <strong>5R01XX01002000</strong> - Training Acct for Dept 100N</td>
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<td>Dr Larry K Johnson <strong>5R01XX01002000</strong> - Training Acct for Dept 100N</td>
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<tr>
<td>Dr Bill Jones <strong>5R01XX01002000</strong> - Training Acct for Dept 100N</td>
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<table>
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<tr>
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<th>Certified Effort</th>
<th>Effort by Category</th>
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<td>10%</td>
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<td>22 001010N 12 20 56850</td>
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</table>

**ORGANIZED RESEARCH Total**: 100.01% 100.00%
The purpose of this document is to provide principal investigators (PIs) with a quick reference tool for managing and certifying salaries charged to sponsored projects awarded to Washington University (WU).

**Who Can Certify an ePAR?**

Each faculty or staff member should certify their own ePAR. If that individual is not available, a person that has suitable means of verification (a.k.a., Proxy) can certify the ePAR. The Proxy must identify why the certifier is not available in the Comment section of the ePAR.

A Proxy can be assigned by the Effort Coordinator in the certifiers home department. The Proxy can certify on behalf of that individual and would most likely be the individual's direct supervisor (e.g., lab manager, PI, Dept/Div Head).

**What is Effort?**

Total Effort = Total Activity that WU compensates the faculty/staff member to perform.
- Regardless of the actual number of hours worked
- Varies from individual to individual
- NOT based on a 40 hour work week
- NOT just Monday through Friday

**Institutional Base Salary**

Compensation paid to faculty/staff for WU activities Includes:
- Organized Research
- Instruction / Teaching
- Patient / Clinical Care
- Department / Division Administration

Excludes:
- Clinical Care bonus
- Incidental Pay
- External Consulting Payments

Actual salary dollars are presented as percentage figures (of total salary) on a the ePAR.

**Reasonable Estimate**

Federal guidelines recognize that teaching, research, patient care and administration are often “inextricably intermingled”.

**Reporting Periods**

Semi-annual: All School of Medicine Faculty
Semesterly: Danforth Faculty that work on sponsored projects.
Quarterly: Staff/Students that work on sponsored projects.

**Due Date and Timing**

Faculty and Staff should certify their ePAR within 30 days of the ePAR release date.

The ePARS system will automatically send out notifications/reminders on scheduled frequencies (i.e., day(s) 30, 15, 0 and –2), as necessary.

Effort coordinators will have approximately two weeks prior to the ePAR Release date to review and communicate issues.

**Roles and Responsibilities**

Faculty/Staff Member (Certifier):
- Review, adjust (as necessary) and certify his/her effort for the applicable periods via the ePARS system.

Dept. Administrator (Effort Coordinator):
- Assist faculty and staff in the effort reporting process. Manage the overall effort certification process.

**Additional Information**

Monitor, review and process effort reports for applicable faculty.

Please refer to URL noted below for detailed information, examples and tools related to effort reporting, [http://www.spa.wustl.edu/effortreporting.htm](http://www.spa.wustl.edu/effortreporting.htm)
The purpose of this document is to provide faculty and staff with a quick reference tool for accessing and utilizing the ePARS system.

**ePARS Users**

**Medical School Faculty:** All Medical School Faculty are required to certify their effort. 

**Researcher:** A faculty/staff member that works on sponsored projects. He/she is required to certify their effort for certain periods throughout the fiscal year via the ePARS system. This group includes the following individuals:

- Danforth Faculty that charge a portion of their academic year or summer salary to sponsored projects and/or cost sharing.
- Staff and Students on both campuses that charge a portion of their salary to sponsored projects and/or cost sharing.

**Effort Coordinator:** This individual manages the overall effort certification process within his/her department/division. The Effort Coordinator will be expected to monitor, review, and process effort reports for faculty and staff working on sponsored projects.

**Effort Certification Period**

The University maintains three effort certification periods based upon employee type and campus.

**Semi-Annual:** All School of Medicine faculty (as of 6/30/XX and 12/31/XX).

**Semester:** Danforth Campus faculty that work on sponsored projects (as of 5/31/XX, 8/31/XX and 12/31/XX).

**Quarterly:** Staff from both campuses that work on sponsored projects (as of 3/31/XX, 6/30/XX, 9/30/XX and 12/31/XX).

**STEP #1 Log In**

Option 1:

You will be notified by the system via e-mail if you need to certify. Upon receipt, please click on the hyperlink provided within the e-mail. You will be automatically taken to the login screen of ePARS.

**STEP #2 Certify**

Once you have reached your effort card, please verify that your effort on these projects is correct and click “Certify”. Upon doing so a legal attestation statement will appear. Click the “I Agree” button and your certification will be complete.

**STEP #3 Proxy**

If you have been assigned as a Proxy by your Department Effort Coordinator to certify the effort of another individual, you may view their statement listed below your own effort card in the Worklist section of the effort card page.
The purpose of this document is to provide faculty and staff with a quick reference tool for the ePARS system and general effort reporting information.

Executive Message

Each employee of Washington University (WU) who is involved in sponsored projects has an obligation to ensure compliance with sponsor and University requirements for managing sponsored funds. Compliance is Washington University’s commitment to conform to all rules and regulations relating to sponsored projects. This includes:
- Sponsor Rules and Regulations
- Washington University Policies and Procedures

What Is ePARS?

ePARS is a new electronic web-based effort reporting system that replaces the paper-based PAR system. Faculty and staff that work on sponsored projects will utilize ePARS to certify the effort they contributed to those projects.

ePARS will also provide information during the course of the fiscal year to assist faculty and staff in monitoring effort, so that adjustments to salary distributions are made on a timely basis.

What Is Effort Reporting?

The Federal Guidelines (OMB Circular A-21) requires payroll costs to be documented to ensure that external sponsors reimburse Washington University only for the time and effort actually expended on their behalf. Detailed information about the effort report process can be found at https://financialservices.wustl.edu/wfin-topic/sponsored-projects-accounting/personnel-cost/effort-reporting/.

Please also visit the ePARS Project Website for additional information such as screenshots, demonstration videos, contact information and training dates. See https://epars.wustl.edu/.

Why Is WU Installing A New System?

This new system will leverage current technology to enhance the University’s ability to meeting Federal effort reporting guidelines. The license for the paper-based PAR system is over twenty years old in FY 2009.

New ePARS Functionality

New functionality will be provided in ePARS such as:
- Electronic notification (i.e., university email), routing and certification of ePARS
- Access to ePARS at anytime from anywhere through the web browser
- View effort percentages on demand during effort reporting period
- Certified reports retained and available in electronic format
- Noted below is the new ePARS homepage

System Launch

The ePARS system is scheduled to be upgraded on March 16, 2016. New functionality includes:
- Update user interface
- Smart emails will list all open certifications
- To-do lists for Effort Coordinators

Executive Message

access to ePARS

The ePARS system will be available to faculty and staff at the following address: https://eparsprod.wustl.edu/ecrt/initLogin.action.

System Training

The hands-on computer training for Effort Coordinators will start in March 2016 at both the Danforth and Medical School campuses. On-line demonstration and tutorial (self-instruction) videos for Effort Certifiers (faculty and staff) will be available in March 2016.

System Security

Effort Coordinators are required to submit an ePARS security authorization request to Systems and Procedures (similar to HRMS security policies and procedures). Faculty and Staff security will be automatically established within the ePARS system.

Access to ePARS

Effort Certifier: This faculty/staff member works on sponsored projects and is required to certify effort for certain periods throughout the fiscal year. The certifier will be expected to review, modify as necessary, and certify his/her effort via the on-line ePARS.

Effort Coordinator: This individual will manage the overall effort certification process within his/her department/division. The effort coordinator will be expected to monitor, review and process effort reports for faculty and staff working on sponsored projects.