

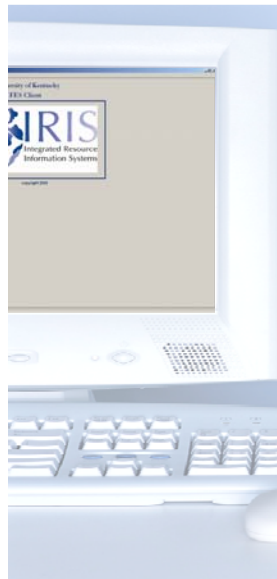


FES Client Data Processing & Actions

FI_FES_315



Course Prerequisites and Roles



- Prerequisites:
 - ♦ Approval by Area Fiscal Officer (AFO)
 - ♦ UK_100 – IRIS Awareness and Navigation
 - ♦ Knowledge of basic IRIS Human Resources and Finance functions and terminology
- Roles:
 - ♦ Intended for staff responsible for:
 - Entry, approval, and review of DOEs
 - Management of DOEs and labor distribution
 - Certification of effort

Course Content



- Unit 1 – Introduction
- Unit 2 – FES Client Access
- Unit 3 – DOE Processing Module
- Unit 4 – Printing
- Unit 5 – Approvals
- Unit 6 – Deferred Pay
- Unit 7 – Prealert Processing Module
- Unit 8 – Inserting New Versions
- Unit 9 – IRIS–FES & DOE Display
- Unit 10 – Track Processing Module
- Appendices



Course Learning Objectives



- Understand the reasons and methods for tracking Faculty effort at the University of Kentucky
- Learn the structure and key elements of the FES Client
- Be able to access and successfully complete the DOE processing
- Become familiar with managing the FES Client prealerts
- Know how to view DOE data in IRIS–FES
- Obtain an overview on viewing faculty track information





Introduction

Documenting Faculty Effort

- The key reasons for documenting faculty effort are:
 - ♦ To meet Federal documentation requirements for expenditures on grants or contracts;
 - ♦ To meet the University's Administrative Regulation ARII-1.0-5 (see www.uky.edu/Regs/AR/);
 - ♦ To identify, record and track effort expended by Faculty;
 - ♦ To create and manage payroll distribution data that determines charges to appropriate cost objects; and
 - ♦ To support management and reporting.



Circular A-21



- Circular A-21, Cost Principles for Educational Institutions, is issued by the U.S. Office of Management and Budget to all federal agencies negotiating grants or contracts with colleges and universities.
 - ♦ www.whitehouse.gov/omb/circulars/a021/a21_2004.html
- It describes the principles (cost accounting standards) for determining the eligibility of costs charged to grants and contracts for direct or indirect costs.
- It also establishes the standards for documenting or supporting these charges.

UK Certification Methods



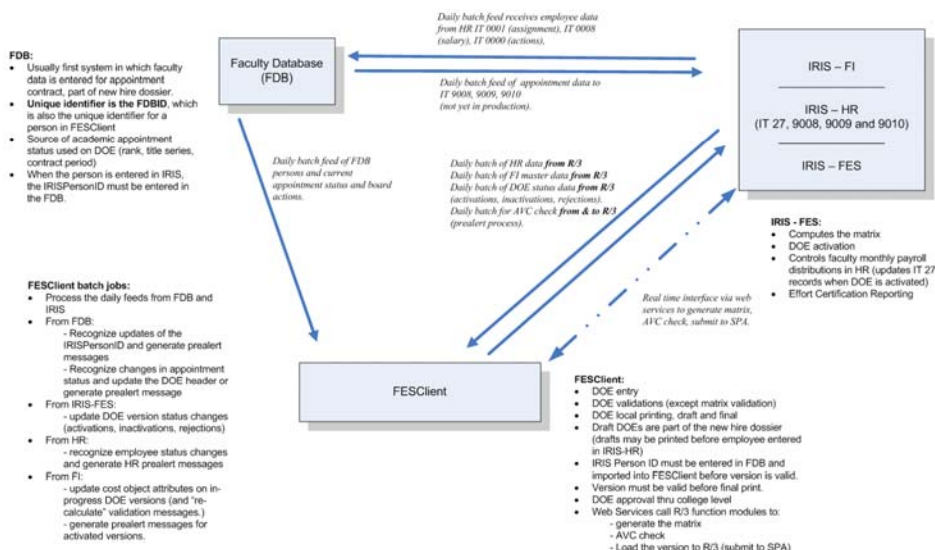
- The University of Kentucky certifies using the following:
 - ♦ **Method 1: The Distribution of Effort (DOE) form.**
 - Provides detailed information on activities performed by Faculty.
 - Provides cost information for distributing Faculty salary.
 - May be updated as the activities or funding sources change.
 - Is maintained using the FES Client application.
 - ♦ **Method 2: Full-time Faculty are certified annually using a planned confirmation “after-the-fact” system.**
 - Less than Full-time Faculty salary are certified on an academic year basis.
 - Faculty non-institutional base salary are certified on an academic year basis.
 - Staff employees (monthly or bi-weekly) are certified on a semi-annual basis.

FES Client



- FES stands for the Faculty Effort System.
- FES Client is an application integrated with IRIS used for:
 - ♦ **DOE Processing**
 - This module consists of DOE entry and revisions, validations, printing and approvals.
 - ♦ **Prealert Processing**
 - A daily FES Client process reacts to changes in IRIS Financial and Human Resources master data that affects DOEs, which in turn generates prealert messages for viewing in this module.
 - ♦ **Track Processing**
 - This module gives an overview for each faculty, including DOE versions and prealerts.
- FES Client is based on and has the same “look and feel” as the Faculty Database (FDB), but the FDB is used to track other faculty-related data.

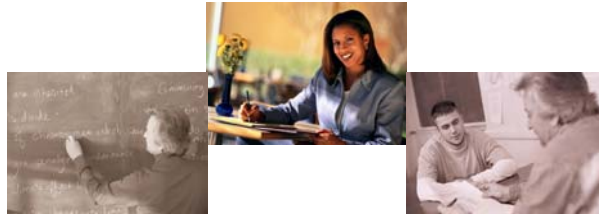
Faculty Effort Solution



DOE Requirements



- All colleges must enter faculty effort in FES Client for:
 - ♦ All Full-time Faculty members
 - ♦ Administrators with a Full-time Faculty rank
 - Must complete only the Detailed Effort portion of a DOE*
 - ♦ Veterans Administration (VA) 8/8ths appointments
 - Must complete only the Detailed Effort portion of a DOE*



* The Payroll Distribution portion will be a future process for Administrators and VA 8/8ths appointments.

DOE Requirements

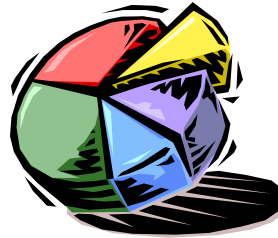


- FES Client/IRIS–FES checks for the following attributes in an active Faculty's prime Organizational Assignment Infotype (PA20 – Infotype 0001) to identify Full-time Faculty that must enter effort in FES Client:
 - ♦ **Personnel Area** – Main Campus (1000), Extension (1300), County Agents (1400)
 - ♦ **Personnel Subarea** – Regular FT (0001), Temp FT (0006), Phased Retirement (0014)
 - ♦ **Employee Group** – Faculty (C), Working Retiree Faculty <15 (F), Working Retiree Faculty >15 (K)

The DOE Form



- The DOE form describes the projected effort Faculty will direct toward specific activities within “mission areas” defined by the University:
 - ♦ Instruction
 - ♦ Research
 - ♦ Service
 - ♦ Administration
 - ♦ Professional Development
- Work is expressed in percentages of the total planned effort Faculty members expect to work in the contract period – referred to as the **Detailed Effort** component.
- The cost object distribution planned for the contract period is established in the **Payroll Distribution** component.



The DOE Form



- A blank DOE form can be printed from:
 - ♦ The IRIS FES web site – www.uky.edu/IRIS/FES
 - Click on **DOE Form** in the left column of the page.
 - ♦ The UK Forms web site – www.uky.edu/eForms
 - Click on the letter **D**, then scroll down to **Distribution of Effort Agreement Form (IRIS)**.
 - ♦ Within the FES Client – **DOE Processing Module** → **Functions/Reports** → **Print Initial DOE – Blank**
- All DOEs are labeled by the Fiscal Year, Track and Version in the upper-right corner.

UK University of Kentucky Distribution of Effort Agreement	FY 2007 Track 1 Version 1
Jesse A. Sandhine	30000417 Internal Medicine & Divisions -

DOE Track



- The first track for a fiscal year will be **Track 1**, and it defines the effective dates and indicates which monthly payroll periods in the fiscal year are covered by the DOE.
- The Track 1 Version 1 DOE is automatically created in April of every year by a “roll” process for all faculty with assignments that will be effective in the new fiscal year.
 - ♦ A new Track 1 Version 1 is manually created when new faculty are hired or part-time faculty have changed to full-time.
- Some changes in IRIS–HR master data require changes to the effective period of the track, or require creation of a new track.
- Possible track actions: Splits, Recreations, Closures and Removals.

Track Actions



- All track actions are approved by SPA.
- Track action requests are displayed for department review and SPA approval in the **Prealert Processing** and/or **Track Processing** modules.
- A track split request is created by prealerts arising due to changes in contract period (Employee Subgroup), position, department, etc. which necessitates a need for two or more tracks in the same fiscal year.
- Track recreates are used to accommodate HR retroactive changes.
- Track closures result from faculty separation or faculty change to part-time assignment.
- FES Client prealert processing automatically creates all track closure, removal and recreation requests and some split requests.

DOE Version



- The first version for a fiscal year will be **Version 1**.
 - ♦ Can be created by FES Client for continuing Faculty at the beginning of a fiscal year or newly hired Full-time Faculty in IRIS HR (payroll).
- The version number is used to identify the initial DOE for the fiscal year and any revisions.
- Prior fiscal year DOE versions may be copied to new fiscal year, according to decisions made in each college.
- Two types of versions:
 - ♦ Detail effort changes; and
 - ♦ Cost object (payroll) distribution changes – Cost object changes can occur because of departmental changes in allocations or because of changes in IRIS financial data.

DOE Version



- New versions are not required (but allowed) for payroll distribution changes less than 5%.
- Data for a Version 1 DOE may be entered by the department before the Faculty member is added to IRIS-HR **as long as the faculty appointment has been entered in the Faculty Database.**
- If a Faculty member is paid before a DOE version is approved, the labor and benefits are charged to the position's associated cost assignments (HR Infotype 1018–Cost Distribution for the Position) and retroactively adjusted when the DOE version is approved.

DOE Process Flow



1. Department

Enters the DOE information in the FES Client

Prints the Final DOE and obtains the necessary signatures

Forwards the signed DOE & submits the DOE in FES Client to the College for approval

2. College

The College will review and either return to the Department for corrections or, upon approval, will submit to the Sponsored Projects Accounting (SPA) Office

3. SPA

Upon receiving the signed **cover page** and the DOE in FES Client, will either approve or return to the College for corrections

After approval, IRIS HR Infotype 0027 (Cost Distribution) will be created

Unit 1 Summary



Any questions related to:

- Documenting Faculty Effort
- Circular A-21
- UK's Certification Methods
- FES Client
- Faculty Effort Solution
- DOE Requirements
- The DOE Form
- DOE Tracks & Actions
- DOE Versions
- DOE Process Flow





FES Client Access

FES Client Security

- Security is defined at the following levels:
 - ♦ Departmental – for Departmental user access, which includes DOE entry and printing
 - ♦ College – for College access including Departmental functionality as well as college approval access
 - ♦ Organizational- View-only access at the organization level
- Security levels are further defined as View or Update.
- Structural security is defined by Organizational Area, College, Department and Division.
- Access is based on the IRIS-HR Organizational Unit associated with a Faculty member's main position.
- There is also an option of giving a user access to an individual Faculty member's DOE data. However, this security will not be replicated in IRIS-FES.

Accessing the FES Client



- In order to access the FES Client, the UK Single Sign-on (UKSSO) Gateway Application must be installed first.
 - ♦ This is a required, one-time installation.
 - ♦ The application passes information from the IRIS Launch Pad and runs the appropriate version of the FES Client.
 - ♦ Instructions for installation are on the IRIS FES web site:
 - www.uky.edu/IRIS/FES/InstallingUKSSOGateWay.doc
 - ♦ Allow 1–2 business days after this class before installing this application.
- Once this is installed, the FES Client is accessed by signing on to the myUK Portal and clicking on the FES Client “beach ball” icon.



Signing on to myUK



1. Open the myUK log in screen.

- Double-click on the **myUK** icon on the Desktop (which overrides the current browser location!),



OR

- Click on the **myUK** link on UK's main “link blue” web site (www.uky.edu/webuk/subpages/linkblue.html),



OR

- Click on the **myUK** link on the IRIS main web site (www.uky.edu/IRIS).



Signing on to myUK



2. Enter your link blue **User ID** and **Password**.

- For assistance with this information, check with the IT personnel in your area or contact the IT Customer Service Center, 257-1300.

3. Click on the **Sign On** pushbutton, or press the **Enter** key.

Welcome to myUK

Use your [link blue](#) ID to Sign On to this portal.

User ID

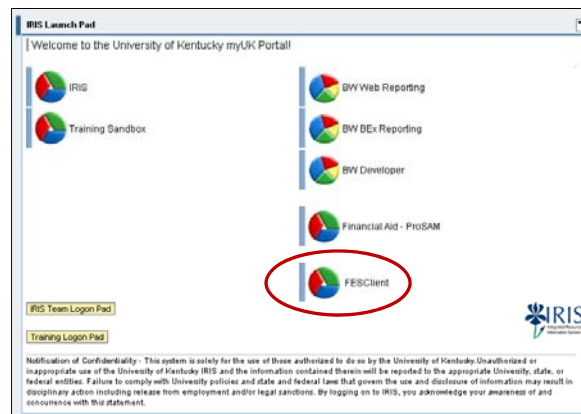
Password

- The **myUK** portal will open.

Accessing the FES Client



- To access the FES Client (production), click on the FESClient “beach ball” icon.



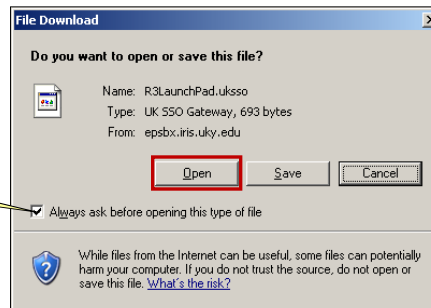
NOTE: Based on your access, your **IRIS Launch Pad** may not look exactly identical to this screen.

Accessing the FES Client



- In the **File Download** window, click on **Open**.

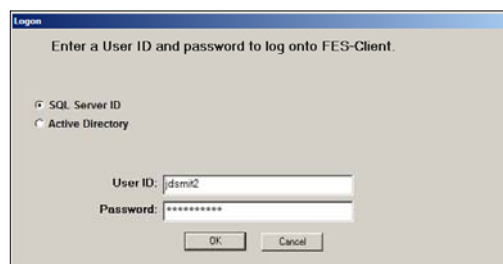
Please do NOT un-check this checkbox!



Accessing the FES Client



- By default, **Active Directory** is selected, and you will see your link blue ID in the **User ID** field. Click on **OK** to continue.
 - ♦ The asterisks in the **Password** field will not be seen, but are there invisibly.
 - ♦ This will work only if your PC is in Active Directory.
 - ♦ IF NOT, click on the **SQL Server ID** radio button and enter the assigned **User ID** and **Password**, then click on **OK**.



FES Client Main Screen



- The **DOE Processing** module will access the Faculty DOE's for entry, review, updates, printing, and approvals.
- The **Prealert Processing** module displays FI/HR Prealert messages that effect the Faculty DOE's.
- The **Track Processing** module gives an overview and history for each Faculty for the fiscal year.



Unit 2 Summary



Any questions related to FES Client:

- Security
- Access
- Main Screen



Unit 3



DOE Processing Module

FES Client Screen Elements



Menu Bar

Toolbar

Column Headers – Click any to sort data

Window Title Bar

FY Control Box

Closes current screen

← Data Grid Section →

Split Screen Bar – Click and drag to right

Scroll Bar

Fiscal Year	Name	Pos Coll	IRIS Pos	IRIS Pos Org Unit	Dept Name	Track No	Vers No	Status	Status Valid	Status Matrix	Status AVC	Date	AVC Chk	Total PayDist	Total Effort	Cd	P	Forced DOI	Returned from College
2009	Montoya, Chlo	MT	30000414		Internal Medicine	1	1	Error	N	Not Applic				0.00	0.00	12	N	N	Forced DOI
			30000606		Center For Biome	1	1	Error	N	Not Applic				0.00	0.00	09	N	N	Forced DOI
			30000879		Electrical Enginee	1	1	Error	N	Not Applic				0.00	0.00	09	N	N	Forced DOI
			30000377		Behavioral Scien	1	1	Error	N	Not Applic				0.00	0.00	12	N	N	Forced DOI
			30000594		Architecture	1	1	Error	N	Not Applic				0.00	0.00	09	N	N	Forced DOI
2009	Adams, Roland	LA															N	N	Forced DOI
2009	Trelawney, Barry L.	CI															N	N	Forced DOI
2009	Witham, Devin E.	CI															N	N	Forced DOI

2007	Amberson, Arnie R.	CI	30000590		Communications														
2007	Alford, Susan M.	NU	30000355		Nursing Instructo														

Toolbar Icons



- From left to right:

- ♦ Insert
- ♦ Update
- ♦ Delete
- ♦ Refresh Data
- ♦ Find a row
- ♦ Query to retrieve a subset of data
- ♦ First/Previous/Next/Last Record (4 arrow icons)
- ♦ Select all/Unselect rows (2)
- ♦ Save
- ♦ Cancel

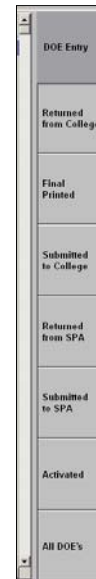
All of these functions can also be accessed by clicking on **DataEdit** in the Menu Bar or using the shortcut key combinations (i.e. Ctrl+S for Save, etc...).

Any time an icon is "grayed out", that function is currently not active and able to be used based on what screen/process you're working with at the time.

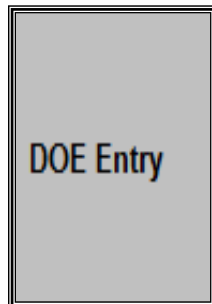
DOE Status Tabs



- All DOEs start in the **DOE Entry** status tab and automatically move to the other status tabs throughout the DOE process.
- The active tab is dark gray, and the name is displayed in the Window Title Bar.
- The Menu Bar, Toolbar, column headings and general screen layout will remain the same regardless of which tab is selected.
- Use the **All DOE's** tab to search for a DOE if the exact status tab location is unknown.
 - ♦ The **Version Status** column will list in which status tab the DOE is located.



Fiscal Year	Name	Pos Coll	IRIS Pos Org Unit	IRIS Pos Dept Name	Track No	Vers No	Vers Type	Vers Valid	Matrix Comp	Total PayDist	Total Effort	Contr Per	Adm Flag	Version Status
2007	Turner, Noah	ME	30000374	Anatomy & Neurc	1	1	Initial Version	Warning	Y	100.00	100.00	12	N	Activated
2007	Turner, Noah	ME	30000374	Anatomy & Neurc	1	2	Undetermined	Warning	N	100.00	100.00	12	N	DOE Entry



DOE Entry Status Tab

DOE Entry Status Tab

- The Faculty members listed in this **DOE Versions List – DOE Entry** window are derived from a user's security authorization and IRIS-HR.
- Faculty will not appear with a system-created Track 1 – Version 1 if they are:
 - ♦ Administrators;
 - ♦ New Faculty with no active full-time Faculty assignment in IRIS-HR; or
 - ♦ Faculty that have not been hired, but a DOE is required for their initial appointment dossier.

Selecting a DOE Version – Method 1




1. Click on any of the column headers to sort the data by the values in the column – **Name** column may be the best option.

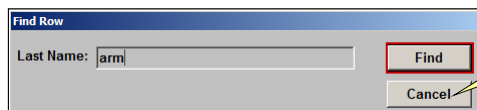
Fiscal Year	Name	Pos Coll	IRIS Pos Org Unit	IRIS Pos Dept Name
2007	Abbate, Marcus	FA	30000610	Fine Arts - Music
2007	Abernathy, Amherst C.	AH	30000478	Health Sciences -
2007	Abernathy, Ellen L.	HP	30000494	Dept Of Gerontol
2007	Abernathy, Kevin D.	AG	30000237	Plant and Soil Sci
2007	Abernathy, Percy J.	ME	30000444	Pediatrics - Rese
2007	Abernathy, Ronald	AS	30000523	Political Science
2007	Abraham, Diane	CI	30000591	Library & Informa

2. Scroll through the list to locate the desired Faculty's DOE version.
3. Click once on the version to select.

Selecting a DOE Version – Method 2



1. Click on the Find icon  in the Toolbar.
2. Enter either a partial (no * needed) or full **Last Name**.
3. Click on the **Find** pushbutton.



Find Row

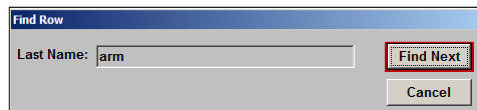
Last Name:

Find

Cancel

Click **Cancel** to close the **Find Row** window.

4. Click **Find Next** pushbutton to browse through multiple versions matching the entered criteria.

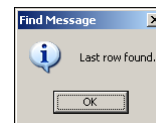


Find Row

Last Name:

Find Next

Cancel



Find Message


Last row found.

OK

- **Find Message** window will appear when displaying the last matching version – Click **OK**.

Selecting a DOE Version – Method 3




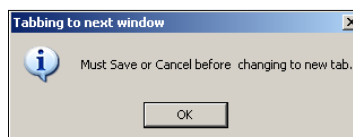
- Use this option if you have a larger list of names.
1. Click on the **Query** icon  in the Toolbar.
 2. Enter the desired search criteria in the **Query DOE** window.
 3. Click on the **Query** pushbutton.

Fiscal Year	Name	Pos Coll	IRIS Pos Org Unit	IRIS Pos Dept Name	Track No	Vers No
2009	Armstrong, Thomas A.	AS	30000528	Biology	1	1
2009	Armstrong, Joyce L.	LA	30000584	Law Instruction	1	1
2009	Armstrong, Eric W.	ME	30000419	Family Practice &	1	1
2009	Armstrong, Bradley V.	ME	30000444	Pediatrics - Rese	1	1
2009	Armstrong, Howlev E.	GS	30000602	Martin School - R	1	1
2009	Armstrong, Conner M.	AS	30000528	Biology	1	1

DOE Processing Basics



- Double-click on a DOE version to open the **FES Version Detail** window.
- To Insert new data, make an Uppdate, and/or Delete records you can either:
 - ♦ Select the function from **DataEdit** in the Menu Bar;
 - ♦ Click on the appropriate function's icon in the Toolbar; or
 - ♦ Right-click in the correct area of the screen and choose the function from the drop-down menu.
- In Update mode, you must click on Save or Cancel  before going to a new pane or tab. Otherwise, the system will automatically display the following pop-up window:



DOE Processing Basics



- Several of the FES Version Detail windows are divided into separate “panes”.

Pane #1

Pane #2

- A pane must have the blue border around it prior to being able to make updates! Click anywhere in a pane to select.

DOE Entry Steps for Completion



DOE Header

DOE Header Tab

DOE Header – Top Pane

- The top pane of the **DOE Header** window is divided into three sections:
 - The first section displays basic information about the DOE.

Montoya, Christopher A.		Fiscal Year: 2009	Track: 1	Vers: 1	Version Type: Initial Version
Vers Valid: Error	Matrix Computed: N	Track from: 07/01/2008 to 06/30/2009		Add Method: Roll	
AVC Check: Not Applicable		Track Status: Valid		FES Control Payroll: Forced	
AVC Last Check:		Version Status: DOE Entry		Admin <input type="checkbox"/> VA 8/8 <input type="checkbox"/>	
		Activation Date:			

- The second section displays the Academic Appointment information from the Faculty Database.

Academic Appointment		FDB Contract Prd: 12 month	Assignment From: 07/01/2008 to 06/30/2009
College: ME	Medicine	Rank: Professor	
Department: 30000406	Internal Medicine	Title Series: Regular	

DOE Header – Top Pane



- ♦ The third section has fields that should be completed for all DOE's, unless not required by the College.
 1. Indicate the number of weeks per year (**Wks/Year**) worked by the Faculty member and the average hours in the work week (**UK Ave Wkly Hrs**).
 2. If applicable, complete the **VA status** (drop-down menu available) and **VA Ave Wkly Hrs**, and/or any **Form Comments**.

System computed annual hours based on the Wks/Year and UK Ave Wkly Hrs fields.

Wks / Year	UK Ave Wkly Hrs	UK Hrs / Yr	VA Status	VA Ave Wkly Hrs
52	40.00	2080.00	Not VA	0

Form Comments: Any text entered in ANY of the "Comments" fields in the FES Client will print on the DOE!

Add By: dgagel 9/16/2008 17:16:31 Mod By: dgagel 9/16/2008 17:16:31 DOE ID: 600 FDB ID: 100000017

3. Click on the **Save** icon when entry is complete.

DOE Header – Bottom Pane



- The bottom pane displays data populated from IRIS–HR.
- If the DOE is entered in the FES Client prior to entry in IRIS–HR, this information will not be available.
- The **External Person ID** is the unique identifier (Person ID) of the Faculty member in IRIS–HR.
- The **Main Pernr** field contains the Personnel Number (from IRIS–HR) which is equivalent to the assignment. This is needed for concurrent employment situations.

IRIS-HR FES Assignment

Name: Montoya Christopher	External Person ID: 10001836	Main Pernr: 00000318
Position: 50101528 Professor	Pers Area: 1000 Main Campus	
Job: 40501713 Regular Faculty	Pers Subarea: 0001 Reg FT	
Org Unit: 30000414 7H360 Internal Medicine & Divisions -	Emp Group: C Faculty	
Assignment From: 12/01/2005 to 12/31/9999	Emp Subgroup: 03 Exempt Monthly	
Contract Period IT-0016: UN	VA Type: Not VA	

IRIS–HR FES Assignment



- The term **FES Faculty** refers to Full-time Faculty that are required to complete a DOE.
- The main IRIS–HR Organizational Assignment Infotype (0001) is used to determine if an employee is FES Faculty.
- Thus, the assignment that defines the employee as FES Faculty is referred to as the **IRIS–HR FES Assignment**.
 - ♦ If a FES Faculty member has multiple FES assignments, the screen will list the most recent one.
 - ♦ If an employee is no longer FES Faculty, it lists the last FES assignment.
 - ♦ For Administrative Faculty, the FES assignment is the one that was active when the Faculty was added to FES as an Administrator.

IRIS–HR FES Assignment



- If no current assignment exists in IRIS–HR, the position department and responsible unit department numbers for the version are set to the academic department.
- Once the assignment is added in IRIS–HR:
 - ♦ The position department and responsible unit departments will be set to what is on the assignment;
 - ♦ The track beginning and ending dates will be adjusted, if necessary;
 - ♦ A validation error message will be generated on the new DOE version if the **Contract Period** listed on the **DOE Header** tab does not match the organizational data in the IRIS–HR Organizational Assignment Infotype (0001).

Faculty Contract Period



FES Version Detail - Montoya, Christopher A.

Montoya, Christopher A. Fiscal Year: 2009 Track: 1 Vers: 1 Version Type: Initial Version
 Vers Valid: **Error** Matrix Computed: ☐ Track from: 07/01/2008 to 06/30/2009 Add Method: Roll
 AVC Check: Not Applicable Track Status: Valid FES Control Payroll: Forced
 AVC Last Check: Version Status: DOE Entry Activation Date:

Academic Appointment FDB Contract Prd: 12 month Assignment From:
 College: ME Medicine Rank:
 Department: 30000406 Internal Medicine Title Series:

Wks / Year UK Ave Wkly Hrs UK Hrs / Yr VA Status
 52 40.00 2080.00 Not VA

Form Comments: Any text entered in ANY of the "Comments" fields in the FES Client will print
 Add By: dgagel 9/16/2008 17:16:31 Mod By: tfe-0002 9/29/2008 16:13:07 DOE ID:

IRIS-HR FES Assignment
 Name: Montoya Christopher External Person ID: 10001836 Main Pernr: 00000318
 Position: 50101528 Professor Pers Area: 1000 Main Campus
 Job: 40501713 Regular Faculty Pers Subarea: 0001 Reg FT
 Org Unit: 30000414 7H360 Internal Medicine & Divisions - Emp Group: C Faculty
 Assignment From: 12/01/2005 to 12/31/9999 Emp Subgroup: 03 Exempt Monthly
 Contract Period IT-0016: UN VA Type: Not VA

Contract Period is indicated in two different panes and must be in sync with each other, as well as with the Employee Subgroup.

Faculty Contract Period



- **FDB Contract Prd in the Academic Appointment section:**
 - ♦ Is copied in daily from the Faculty Database (along with the other Academic Appointment fields);
 - ♦ Generates a Prealert message (60030) if the **Employee Subgroup** and **FDB Contract Period** are out of sync.
- **Contract Period IT-0016 in the IRIS-HR FES Assignment section:**
 - ♦ Generates a Prealert message (60029) if the **Employee Subgroup** and the **Contract Period IT-0016** are out of sync.
- FES uses the **Employee Subgroup** on the Organizational Assignment Infotype (0001) because it is used by the HR Deferred Pay enhancement.

Faculty Contract Period



- The Faculty contract period is maintained in three places:

- In the Faculty Database on the Demo status screen;
- In the IRIS-HR Employee Subgroup field on the Organizational Assignment Infotype (0001) – either:

- 9 mo Deferred Pay,
- 10 mo Deferred Pay,
- or Exempt Monthly

Faculty Contract Period



- In the IRIS-HR Contract Elements Infotype (0016) **Contract type** field.
 - If **EE subgroup** is 03, Exempt Monthly, in the 0001 Infotype, this field allows you to specify if it is **Eleven Month** or **Twelve Month**.
 - This is the value that is displayed in the **DOE Header, IRIS-HR FES Assignment** pane.

Faculty Contract Period Changes



- If a Faculty position changes contract period, the **College Business Officer** must use the following steps to make the change in IRIS–HR:
 - ♦ If there is only one Faculty filling the position, use transaction PP01 to change the Employee Subgroup on the position.
 - ♦ If there is more than one Faculty filling the position, use transaction ZPOS to create a new position with the correct attributes.
 - ♦ Using transaction PA40, update the assignment with the correct contract period by selecting the Position Update action.
 - ♦ Use transaction PA30 to update the **Contract type** field on Infotype 0016.

Contract Period Dates



- 11– and 12–Month Contract Period
 - ♦ July 1st through June 30th
- 10–Month Contract Period
 - ♦ August 1st through May 31st
- 9–Month Contract Period
 - ♦ August 16th through May 15th

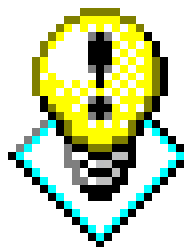




Detailed Effort Tab

Data Entry Tips

- At any point during entering the **Detailed Effort** data, you may:
 - ♦ Click on the **Payroll Distribution** tab to review total effort and/or check effort percentages.
 - ♦ Click on the **Summary/Validations** tab to see how the effort percentages balance between the **Detailed Effort** and **Payroll Distribution** and view any error/warning messages that help troubleshoot validation issues.



Course Detail



- This screen contains the Faculty's courses. Courses can be inserted using:
 - A specific **Course Prefix** and **Course Number**; and/or
 - Summary level course information, if specific **Course Prefix** and **Course Number** are unknown or not applicable.

FES Version Detail - Montoya, Christopher A.

Montoya, Christopher A. Fiscal Year: 2009 Track: 1 Vers: 1 Version Type: Initial Version

Vers Valid: Error Matrix Computed: N Track from: 07/01/2008 to 06/30/2009 IRIS Person ID: 10001836 DOE ID: 600

AVC Check: Not Applicable Version Status: DOE Entry Pennr: 00000318 FDB ID: 100000017

AVC Last Check: Deferred Pay Status: Not Deferred Admin: VA 8/8: FES Controls Payroll: Forced

Course Detail		I. Instruction		II. Research		III. Service		IV. Administration		V. Prof. Development		
Course Prefix	Course Number	Course Title Short	Course Level	Contact Hours Formal	Contact Hours Other	Contact Hours Total	Prep and Grading Hours	Prep and Grading Effort	Total Effort	SysComp Total Effort	SysComp Cont Hrs Effort	SysCd Prep Effo
Warning	A&S	157	FRESHMAN DISCOVERY	GRAD	0	0	0	6.46	0	0.00	6.46	0
Warning	BME	768	RESIDENCE CREDIT FOR	GRAD	0	0	0	17.00	0	0.00	17.00	0
						Total		23.46		0.00	23.46	0
	A&S	500	PATHOGENIC MICROBIO	UGUPP	350	50	400	19.23	100	4.81	24.04	19.23
						Total		19.23		4.81	24.04	4.81

- Click on the **Insert** icon to begin.

Insert Course Information



Insert Course Information.

To insert a record specify the information below, then click Save button.

Course Number:

Level: Undergraduate Upper

Formal Contact: hrs + hrs = Student Contact: Hours: %Effort:

Prep and Grading: Hours: %Effort:

Total: System * Computed %Eff:

Comments: Any comments entered in ANY of the Comments fields in the FES Client will print on the DOEI

* System computed % Effort based on hrs worked per year. Course FY:

Add By: Mod By: DOEID: 2453

Save Cancel

Enter Course Prefix & Number, or click on the blue Pick icon to search.

Formal/Other Contact & Prep and Grading Hours are optional – check with your college for their requirements.

Enter at least %Effort for Student Contact.

Click Save to add the course to the Course Detail screen.

After saving, click Cancel when finished inserting courses to close this window.

Picking a Specific Course



- Enter search criteria in any of the top three input fields, and then click on **Find**.
- Once the desired course is found, double-click to select.

Pick Course

Specify course prefix, number or title and click Find.
Highlight desired row and doubleclick or press ENTER to pick.

Course Prefix: A&S (starting with...)
Course Number: (starting with...)
Course Title: (containing phrase...)

Find Cancel Pick Clear

*The pick function returns the first 500 courses found for selection criteria specified.
If a particular course is not found, specify additional criteria.*

Click on any column header to sort list.

Course Pref	Course Num	Course Level	Short Title	Long Title
A&S	100	UGLOW	SP INTRO CRSE:TITLE ASGN	SP INTRO CRSE:TITLE ASGN
A&S	121	UGLOW	HUMANITIES (SR)	HUMANITIES (SR)
A&S	156	UGLOW	NATRLSCI: STABLY LIFE/UNSTAB	NATRLSCI: STABLY LIFE/UNSTAB WORL
A&S	157	GRAD	FRESHMAN DISCOVERY SEMINAR	FRESHMAN DISCOVERY SEMINAR
A&S	300	UGUPP	SPECIAL COURSE: (SR)	SPECIAL COURSE: (SR)
A&S	500	UGUPP	PATHOGENIC MICROBIOLOGY	PATHOGENIC MICROBIOLOGY

Picking a Summary Level Course



- If the **Course Prefix & Number** have not been established yet or if your college only requires summary level course information, enter "X" in the **Course Prefix** field (then click on **Find**) to see the values available at the summary level.

Pick Course

Specify course prefix, number or title and click Find.
Highlight desired row and doubleclick or press ENTER to pick.

Course Prefix: X (starting with...)
Course Number: (starting with...)
Course Title: (containing phrase...)

Find Cancel Pick Clear

*The pick function returns the first 500 courses found for selection criteria specified.
If a particular course is not found, specify additional criteria.*

Course Pref	Course Num	Course Level	Short Title	Long Title
XXX	FPROF	FPROF	FIRST PROFESSIONAL COURSES	FIRST PROFESSIONAL COURSES TBD
XXX	GRAD	GRAD	GRADUATE COURSES	GRADUATE COURSES
XXX	RES	RES	RESIDENCY COURSES	RESIDENCY COURSES
XXX	UGLOW	UGLOW	UNDERGRAD LOWER LEVEL COUR	UNDERGRAD LOWER LEVEL COURSES
XXX	UGUPP	UGUPP	UNDERGRAD UPPER LEVEL COUR	UNDERGRAD UPPER LEVEL COURSES

- Once the specific **Course Prefix** and **Number** are established, delete the summary level course (it can not be updated) and insert the correct course information.

System Computed % Effort



- This percentage is system-computed based on the **UK Hrs/Yr (DOE Header tab)** and the number of hours entered in the **Formal/Other Contact** and **Prep and Grading** fields.
- Will not be computed if no hours are entered.
- If the difference between the **%Effort** manually entered and the **System Computed %Eff** exceeds .5%, the system will flag the course with a **Warning** indicator.

	Course Prefix	Course Number	Course Title Short	Course Level	Contact Hours Formal	Contact Hours Other	Contact Hours Total	Contact Hours Effort	Prep and Grading Hours	Prep and Grading Effort	Total Effort
Warning	A&S	157	FRESHMAN DISCOVERY	GRAD	0	0	0	6.46	0	0.00	6.46
Warning	BME	768	RESIDENCE CREDIT FOR	GRAD	0	0	0	17.00	0	0.00	17.00
							Total	23.46		0.00	23.46
	A&S	500	PATHOGENIC MICROBIO	USURP	350	50	400	19.23	100	4.81	24.04
							Total	19.23		4.81	24.04

- The College must decide if acceptable for DOE approval. A **Warning** will not prevent a DOE from being completely processed and sent to SPA.

Instruction → Prof. Development



- The screen for each of the five DOE areas contains both the **Non-Sponsored** and **Sponsored** information in separate panes.
- Only one pane can be updated at a time.

Course Detail | **I. Instruction** | II. Research | III. Service | IV. Administration | V. Prof. Development

NS Section Total: 57.50

Effort % | Students | Hours | Comments

Non-Sponsored Instruction

a. General Academic Instruction

Undergraduate Lower Level Courses: 0.00

Undergraduate Upper Level Courses: 24.04

Graduate Level Courses: 23.46

First Professional Level Courses: 0.00

Postdoctoral Level Courses: 0.00

Residency: 0.00

Spon. Section Total: 0.00

Sponsored Instruction

Cost Object: Type: NA No: 0.00

Cost Object: Type: NA No: 0.00

The Effort % in the a. General Academic Instruction section is copied over from the Course Detail tab. It can not be updated here. However, you can update the Effort % starting with section b. Instructional Supervision and Advising in this pane.

Each pane has a Total (Effort %) for quick reference.

Non-Sponsored Pane



- The required information needed in the Non-Sponsored pane is the **Effort %**.
- Comments** are optional, but will print on the DOE if entered.

Course Detail		I. Instruction	II. Research	III. Service	IV. Administration
NS Section Total: 5.00		Effort %		Comments	
Non-Sponsored Service					
a. Service to Public		5.00		Board Member Bluegrass Comm Service	
b. Service to Professions		0.00			
c. Service to Institution					
College and Department		0.00			
University Level		0.00			
d. Patient Care Unrelated to Instruction					
Direct Patient Care and Clinical		0.00			

- Press the **Enter** key after entering all of the **Effort %**, check the **NS Section Total** to verify accuracy, then Save

Sponsored Pane



- The required information in the **Sponsored** pane is:
 - The sponsored **Cost Object Type**,
 - the 10-digit cost object number (**No.**), and
 - the **Effort %**.

Spon. Section Total: 35.00		Effort %	Cost Object Name	Comments
Sponsored Research				
Cost Object	Type: WBS	No: 3200003603	25.00	
Cost Object	Type: WBS	No: 3200004503	10.00	
Cost Object	Type: NA	No:	0.00	
Cost Object	Type: NA	No:	0.00	

- Comments** are optional, but will print on the DOE if entered.
- Press the **Enter** key after entering all of the data, check the **Spon. Section Total** to verify accuracy, then Save .

Picking a Cost Object



- Use the blue **Pick** icon next to the **Cost Object Type** field to search for cost object information.

Cost Object  Type: NA
Cost Object  Type: NA

- Enter criteria in any of the five input fields in the top pane of the **Pick Cost Object** window, then click on **Find**.
- Once the desired cost object is found, double-click on it to copy the information back to the **Sponsored** pane.

Pick Cost Object
Select a cost object type and some other criteria and click Find.
Highlight desired row and doubleclick or press ENTER to pick.

Cost Object Type: WBS
Cost Object Description: (containing phrase...)
Department: TE100 (starting with...)
Cost Object Number: (starting with...)
Valid for Payroll: ☒ Current Valid To From Dates: ☒

The pick function returns the first 500 cost objects found for selection criteria specified.
If a particular cost object is not found, specify additional criteria.

CO Type	Spon Acct	Cost Object	Cost Object Description	PI Responsible Person	Valid To	Valid From	Q T
WBS	S	3260002703	TRAINING GRANT 7		03/31/2010	01/01/2005	
WBS	S	3260023003	TRAINING GRANT 105		11/30/2008	12/01/2003	
WBS	S	3200002703	TRAINING GRANT 75		02/28/2010	03/15/2005	

Type: WBS No: 3260002703
Type: NA No:

Future Cost Object



- The Future (FUT) cost object is a Cost Center for one or many expected future grants.
- Each department is assigned a designated Cost Center.
 - Refer to the **Future Year Grants** link on the IRIS-FES web site, www.uky.edu/IRIS/FES.
 - Departments may request additional Future cost objects if needed.
- A Future cost object is used only once in the **Sponsored** pane.
 - Should the Future cost object need to reflect multiple grants, use the **Comments** section to describe the break-out.

Type: FUT No: 1013700040 15.00 5% NIH grant expected 11/1/08
10% on 4-71590 1/1/09
Type: NA No: 0.00

Picking the Future Cost Object



- Click on the **Pick** icon next to the **Cost Object Type** field.
- In the **Pick Cost Object** window:
 - Select **FUT** as the **Cost Object Type**
 - The 5-digit **Department** number associated with the selected Faculty member will automatically appear.
 - Click on **Find**
 - Double-click on the **Cost Object** in the bottom pane.

Cost Object	Type: NA
Cost Object	Type: NA

Highlight desired row and doubleclick or press ENTER to pick.

Cost Object Type: **FUT**

Cost Object Description: (containing phrase...)

Department: 711360 (starting with...)

Cost Object Number: (starting with...)

Valid for Payroll ☒ Current Valid To From Dates ☒

The pick function returns the first 500 cost objects found for selection criteria specified. If a particular cost object is not found, specify additional criteria.

CO Type	Spon Acct	Cost Object	Var Pysl	Cost Object Description	PIResponsible Person	Valid To	Valid From	O T
FUT	S	1013700182	X	FES Default Cost Ctr	PITTMAN ANNE	12/31/9999	01/01/1950	

Other Cost Object Information



- The **Cost Object Type**, number (No.), and **Effort %** must be entered, or any one of the following error message will appear as soon as you try to tab out of that line:

Error when Saving

Cost Object type must be specified if Cost Object has been entered. Respecify information or select Cancel.

OK

Error when Saving

Missing Cost Object number. Respecify information or select Cancel.

OK

Error when Saving

Percent Effort must be > 0%, if Cost Object specified. Respecify information or select Cancel.

OK

Error when Saving

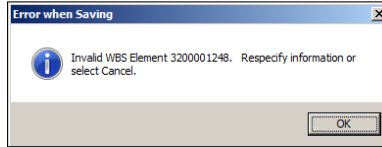
Cost Object type must be specified if Percent Effort > 0%. Respecify information or select Cancel.

OK

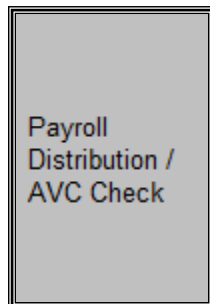
Other Cost Object Information



- This message is seen if the cost object number is entered incorrectly.



- If more cost objects need to be entered in the Sponsored section than there are lines for,
 - ♦ Enter information in all lines initially available, then
 - ♦ Save. Two more additional, blank lines will become available for entry.



Payroll Distribution / AVC Check Tab

Payroll Distribution



- Entering a **Cost Object** and **Effort %** in any of the five **Detailed Effort DOE areas' Sponsored Section** creates an entry for the cost object on the **Payroll Distribution** window.

Seq No	FES Type	Cost Object	Dept	Cost Object Description	Fund	Detailed Effort	Total Effort	Charged Effort	Shared Effort	To Mon	From Mon	Valid To
E 1	S	WBS 3200003603	81110	TRAINING GRANT 78	E 0226000000	25.00	0.00	0.00		12	1	07/31/2009
E 2	S	WBS 3200004503	7H853	TRAINING GRANT 78	E 0226000000	10.00	0.00	0.00		12	1	07/31/2009
					Sponsored	35.00	0.00	0.00	0.00			
					Non-Sponsored	65.00	0.00					
					Total:	100.00	0.00					

- Non-Sponsored cost objects must be added manually.
 - ♦ Non-Sponsored detailed effort is not associated with a specific cost object, therefore on this window, there is not a **Detailed Effort** total associated with the payroll distribution total for the individual cost objects.

Payroll Distribution



- The task on this window is to enter the **Total Effort** for all Sponsored and Non-Sponsored cost objects.
 - ♦ **Total Effort = Charged Effort (Sponsor) + Shared Effort (Cost Share)**
 - ♦ NOTE: The **Detailed Effort** and **Total Effort** always appear on the external (E) fund line, even if 0% effort is **Charged** to the external fund.
- To enter the **Total Effort**, double-click on each cost object line separately, which will open the **Payroll Distribution Entry** screen.

Sponsored Effort Entry



- Select the **Charged and Shared Effort** pane, get in Update mode, enter the **Effort %**, click on Save.

The **Detailed Effort**, **Sponsored Effort %** from each of the five DOE areas is displayed here and may be updated, if necessary. This data will not appear if a **Non-Sponsored** cost object is being displayed.

Non-Sponsored Effort Entry



- From the main **Payroll Distribution** window, click on the **Insert** icon to enter cost object(s) for **Non-Sponsored** effort.

1. Enter the **Cost Object Type** and **Number** – Press Enter – Click on Save.

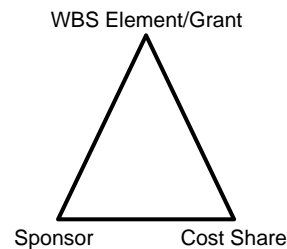
2. Select 2nd pane – get in Update mode – Enter **Effort %** – Click on Save.

- If after saving it is determined that the wrong cost object was selected, the cost object information in pane #1 can not be changed. You must Delete this entry on the main **Payroll Distribution** window and Insert again with the correct information.

Fund Types



- **EXTERN (E)**
 - ♦ External fund
 - ♦ Sponsor-supported component of a grant or contract
 - ♦ Fund (022XXXXXXX)
- **INTERN (I)**
 - ♦ Internal, UK fund
 - ♦ Used for non-sponsored cost objects (i.e. Cost Centers and real Internal Orders) and land grants
 - ♦ Fund (0011xxxxxx)
- **CSTSHR (C)**
 - ♦ Internal, UK fund
 - ♦ Used for Cost Sharing
 - ♦ Fund (0011890xxx)



Fund Types



- **AG_EXT (A) – (Agriculture Extension)**
 - ♦ Used for funds associated with Land Grants that AG funds and the federal fiscal year ending 9/30
 - ♦ Not cost sharing
 - ♦ Cost Object (235XXXXXXX)

Seq No	FES Type	Cost Object	Dept	Cost Object Description	Fund	Detailed Effort	Total Effort	Charged Effort	Shared Effort	To Mon	From Mon	
1	S	CC	1012589060	81170	AG-SE-PROGRAM AND STAFF DI	I	0011260300	2.00	2.00	2.00	12	1
2	S	WBS	2358956000	81010	AG-E-A COOP EXT SVC FIELD EX	E	0251106607	98.00	98.00	24.50	3	1
3	S	WBS	2358956000	81010	AG-E-A COOP EXT SVC FIELD EX	A	0251106608		73.50		12	4
Sponsored						100.00	100.00	100.00	0.00			

Cost Sharing – FES Client Charging



- In order to charge a Cost Sharing Cost Center in the FES Client, the **Effort %** must be entered next to the **Fund** designated as **CSTSHR/Shared**.
- **Payroll Distribution** example for a grant with cost sharing:
 - ♦ **WBS Element (Grant Number) 3046576400:**
 - External (**EXTERN**) **Fund 0226576400** is **Charged** to the sponsor.
 - Cost Sharing (**CSTSHR**) **Fund 0011890300** is the **Shared** fund, which is internal to UK.

Payroll Distribution Entry

1 Cost Object: ☒ WBS 3046576400 BURLEY TOBACCO BREEDING AND GENETICS

Responsible Person: SUSAN SPONCIL Dept: 81060 Func Area: 0220

Valid From: 01/01/2002 to 12/31/2007 Matrix From: 07/01/2006 to 06/30/2007 Mon From: 1 12

Charged and Shared Effort:

Seq No	Fundtype	Fund	Fundname	Effort %	Statistical Order:
1	EXTERN	0226576400	BURLEY TOBACCO BREED	60.00	Charged
3	CSTSHR	0011890300	PROVOST COST SHARE	25.00	Shared
Total Effort:				85.00	

Cost Sharing – FES Client Charging



- Another example:
 - ♦ **Cost Object 3046935400** is a cost sharing **WBS Element**:
 - The sponsor is **Charged 2.50%** in **Fund 0226935400 (E)**.
 - The UK cost sharing **Fund 0011890100 (C)** is charged 2.50%.

Seq No	FES Type	Cost Object	Dept	Cost Object Description	Fund	Detailed Effort	Total Effort	Charged Effort	Shared Effort
1	S	WBS 3046935400	40526	KY. RESIDENT TRAINING PROGRA	E 0226935400	5.00	5.00	2.50	
2	S	WBS 3046935400	40526	KY. RESIDENT TRAINING PROGRA	C 0011890100				2.50
					Sponsored	5.00	5.00	2.50	2.50

Charged and Shared Effort:

Seq No	Fundtype	Fund	Fundname	Effort %	Statistical Order:
1	EXTERN	0226935400	KY RESIDENT	2.50	Charged
2	CSTSHR	0011890100	RESEARCH COST SHARE	2.50	Shared
Total Effort:				5.00	

Cost Sharing – Further Information



- To learn more about cost sharing, the Grants Management (GM) Advanced Cost Sharing course, FI_GM_320, covers the following topics:
 - ♦ Define Cost Share
 - ♦ When and How to Use Cost Share
 - ♦ Display Postings
 - ♦ How to Fund the Cost Share Expenses
 - ♦ Report on Cost Share Balances

Payroll Distribution Views



e-DOE View											
Seq No	FES Type	Cost Object	Dept	Cost Object Description	Fund	Detailed Effort	Total Effort	Charged Effort	Shared Effort	Valid To	From Mon To Mon
1	S	WBS 3046657800	8E060	TIME AND MECHANISM(S) OF AC	E 0226657800	25.00	25.00	25.00		02/28/2007	1 8
2	S	WBS 3046952600	8H600	NEW PRODUCT DEVELOPMENT A	E 0226000000	10.00	10.00	10.00		09/14/2007	1 12
Sponsored						35.00	35.00	35.00	0.00		
3	N	CC 1012003310	7H180	BIOCHEM DEPT INCENTIVE PROF	I 0011092100		65.00			12/31/9999	1 12
Non-Sponsored						65.00	65.00				
Total:						100.00	100.00				

VS.

IRIS View											
Seq No	FES Type	Cost Center	Internal Order	WBS Element	Fund	Fund Type	Effort Pct	Cost Object Name	Valid From	Valid To	Matrix From To
1	S			3046657800	0226657800	EXTERN	25.00	TIME AND MECHANISM(S) OF	03/01/2003	02/28/2007	07/01/2006 02/28/2007
2	S			3046952600	0226000000	EXTERN	10.00	NEW PRODUCT DEVELOPMENT	09/15/2005	09/14/2007	07/01/2006 06/30/2007
Sponsored							35.00				
3	N	1012003310			0011092100	INTERN	65.00	BIOCHEM DEPT INCENTIVE PR	01/01/1900	12/31/9999	07/01/2006 06/30/2007
Non-Sponsored							65.00				
Total							100.00				

Payroll Distribution – eDOE View



- This layout provides data relevant to DOE processing.
 - ♦ The columns “Charged Effort” and “Shared Effort” make it easier to identify cost sharing.
 - ♦ The column “Total Effort” shows the total effort (charged + shared) associated with a Grant/WBS Element. (When there is cost sharing, there will be multiple lines for the grant and so a total is convenient.)
 - ♦ For each sponsored cost object, the total detailed effort percentage is available for comparison with the total payroll distribution effort.
 - ♦ A non-sponsored detailed effort total is available for comparison with the total non-sponsored payroll distribution effort.
 - ♦ The cost object number columns are collapsed into one with a cost object type field.

Payroll Distribution – IRIS View



- This layout more closely resembles Infotype 0027 layout.
- Points for comparison:
 - ♦ There is no explicit indicator of Charged vs. Shared effort. For grants, the external fund is charged, and the cost share fund is used for cost sharing. (Exceptions are land grants – which have no cost sharing regardless of fund type.) For cost centers an internal fund is charged, there shouldn't be an external fund.
 - ♦ There is no total effort listed for a single Grant/WBS.
 - ♦ There are no detailed effort percentage listed on this view.
 - ♦ The cost object columns for each type are displayed, similar to presentation in IRIS.

AVC Check



- Availability Control (AVC) is IRIS functionality that checks consumption against budget.
 - ♦ $\text{Consumption} = \text{Encumbrances} + \text{Actual Expenses}$
- To minimize AVC errors and prevent overcharging at the time of payroll posting, the AVC Check will be performed directly by users in the FES Client for in-progress DOEs.
 - ♦ SPA will rerun the AVC Check before activating the DOE.
- Any DOE version that has a grant in the Payroll Distribution must pass the AVC Check before it can be submitted to SPA for activation. Land grants are excluded.
 - ♦ FES Client tracks which versions require the AVC Check.

AVC Check



- The AVC Check works best if done after generating the Matrix, but can be done at any time.
- Once the DOE version is activated, the resulting HR Infotype 0027 (Cost Distribution) entries will trigger creation of revised encumbrances per Position Budget Control (PBC).

AVC Check Status Values on DOE List



Status	Definition
Not Applicable	No grants in the distribution
Required	Grants in the distribution, AVC Check function needs to be performed
Passes	All grants on the version pass the AVC Check, no credits involved
Passes with Credit	All grants on the version pass the AVC Check, but a credit is involved – Indicates that another DOE crediting the grant may need to be activated at the same time to release funds – Some credits may be very small (pennies) and may not be a factor
Fails	At least one grant in the distribution fails the AVC Check

Performing the AVC Check



- Option 1: On the **Payroll Distribution/AVC Check** window, click on the **AVC Check** pushbutton.



- Option 2: From the **DOE Versions List** window, click once to highlight the appropriate DOE, then select **Functions/Reports → AVC Check** from the menu bar.
 - You can also right-click on the DOE and select **AVC Check** from the menu.
 - Multiple DOEs can be selected and checked in one operation.
 - The **Status AVC Check** column is updated with the results of the check.

Check AVC Window



- The **Check AVC** window displays the information used to compute the total charge amount and the check results.

Grants on version (Charges include benefits for AVC check) Show CO Deltas

CO Type	Cost Object	Cost Object Name	Fund	Fund Type	Delta Charge w/10% AVC Check Result	Charge Computation Comments	DOE ID
WBS	3260016203	TRAINING GRANT 11	0226000000	CSTSHR	5,775.00 Passes		2800
WBS	3200002203	TRAINING GRANT 11	0226000000	EXTERNR	-152.79 No check required		
Total:					17,722.24		

In this example, the \$12,650.10 in total charges to the selected grant "Fails" due to the Available Balance being only \$100.00. The \$5,775.00 "Passes" since the AVC Check is currently not run for cost share cost objects. Any credits (the -\$152.79) are not checked.

Where Used for selected Cost Object (AVC check will exclude versions where FES does not control pay)

Cost Object	Fund	Coll	Org/Unit Name	FES Year	GLAcct	Delta Charge w/10%	Active Charge
3260016203	0226000000	GS	3000050 Browning, Nathaniel	For 2009	511011	0.00	10
3260016203	0226000000	AS	3000052 Lanahan, Roland	For 2009	511011	0.00	10
3260016203	0226000000	EN	3000057 Witherspoon, Kevin	For 2009	511011	0.00	10
3260016203	0226000000	EN	3000057 Williams, Lorraine	For 2009	511011	0.00	10
Total:						12,650.10	340,999.38

AVC Results for selected Cost Object

Cost Object	Fund	AVC Ledger	Results	Max Usage %	Abs Variance	GLAcct(s)	Sp Class	Check Amt	Over Budget	Avail Bal	Total Budget	Total Expense Add By	Add E
3260016203	0011890200	Z1 Cost Shu	Pass	0.00			E500000	5,775.00	0.00	0.00	0.00	0.00	yy
3260016203	0226000000	SK External	Fail	110.00			E510000	12,650.10	-12,550.10	100.00	100.00	0.00	yy

Grants on Version Section



- The **Grants on Version** section lists:
 - The grants and funds that are in the payroll distribution of the DOE,
 - The "delta charge" with a 10% benefit rate applied, and
 - The results of the check for each grant and fund.
- Only grants and funds where the charged amount is greater than \$0 are checked against the AVC ledger.
- When the Matrix is not available, the annual percentage charged to the cost object is used to calculate the charge.

Where Used Section



- For the specific grant or fund selected in the **Grants on version** section, this section shows the versions where the grant and fund are used and the total “delta charge” amount for each.
- A 10% benefit rate is applied to every charge amount.
- Only faculty whose payroll distributions are controlled by FES Client are included in the total amount.
- The total of this section, exclusive of DOEs where FES does not control payroll, is the amount checked against AVC.

AVC Results for selected Cost Object Section



- This section shows:
 - ♦ the pass or fail results of the AVC Check,
 - ♦ the ledger checked,
 - ♦ the tolerance profile,
 - ♦ the sponsored class, and
 - ♦ the available balance, total encumbrances and total expenditures.
- **AVC Ledger** – 9K is for external funds. Z1 is for cost share funds.
 - ♦ Cost share budgets are not currently checked in AVC, so will always pass the check. They will be turned on at some point in future.
 - ♦ If a DOE charges both 9K and Z1 funds, then the ledger results will be displayed together in this section.

AVC Check Status Recalculations



- The AVC Check Status is recalculated every morning to update the status on all in-progress versions.
- The AVC Check Status is reset to either Not Applicable or Required whenever there is a change to the payroll distribution or matrix.
- The AVC Check Status is recalculated as part of the Final Print function. The AVC results have no bearing on the success of the Final Print.

Where Used



- The Where Used functionality can be used independently of the AVC Check.
- From the **Payroll Distribution/AVC Check** window, select a cost object, then click on the **Where Used** pushbutton to retrieve a list of DOEs using the cost object in the fiscal year.

Seq No	FES Type	Cost Object	Dept	Cost Object Description	Fund	Detailed Effort
--------	----------	-------------	------	-------------------------	------	-----------------

- This works for all cost object types.
- Especially beneficial for Cost Centers, which are not displayed on the AVC Check window.

Copy Sponsored Cost Object



- This functionality is used to copy all of the details of an existing sponsored costs object while inserting a new sponsored cost object.
- Right-click on the cost object that will be copied and choose **Copy SP Cost Object** from the menu.

Seq No	FES Type	Cost Object	Dept	Cost Object Description	Fund	Detailed Effort	Total Effort	Charged Effort	Shared Effort	Valid To	From Mon	To Mon
1	S	WBS: 3047254500	01600	CAREER INTEGRATED APPROAC	E	0226666700	11.50	11.50	11.50	03/31/2008	1	12
2	S	WBS: 3260013603	01400	TRAINING GRANT 79	E	0226600000	30.00	30.00	30.00	08/31/2006	1	2
Sponsored						41.50	41.50	41.50	0.00			

Insert
Update
Delete
Copy SP Cost Object

Copy Sponsored Cost Object

The copy function creates a new payroll distribution entry for the specified cost object at 0% effort. Detailed effort percentages from the original are created for the new cost object. The original cost object payroll distribution and detailed effort percentages are unchanged and must be deleted or adjusted.

Original Cost Object to copy from:

Type: WBS No: 3260013603 TRAINING GRANT 79

New Cost Object to create Payroll Distribution entry:

Type: No: Dept No: Responsible Person:

Copy Cancel

- Click on the blue **Pick** icon.

Copy Sponsored Cost Object



- Select the desired **Cost Object Type**. If **FUTURE** is selected, the **Department** number for this Faculty member will automatically be populated by the system.
- Click on **Find**. The system will display the department's assigned Future Cost Center.

Pick Cost Object

Select a cost object type and some other criteria and click Find.
Highlight desired row and doubleclick or press ENTER to pick.

Cost Object Type: **FUT**

Cost Object Description: (containing phrase...)

Department: 81250 (starting with...)

Cost Object Number: (starting with...)

Valid for Payroll ☒ Current Valid To From Dates ☒

The pick function returns the first 500 cost objects found for selection criteria specified. If a particular cost object is not found, specify additional criteria.

CO Type	Spon Acct	Cost Object	Val Pmt	Cost Object Description	PIResponsible Person	Valid To	Valid From	Of
FUT	S	1013700086	X	FES Default Cost Ctr	SUSAN SPONCIL	12/31/9999	01/01/1950	

- Double-click on the desired/selected cost object.

Copy Sponsored Cost Object



- Click on the **Copy** button.

New Cost Object to create Payroll Distribution entry:

Type: **FUT** No: 1013700086 FES Default Cost Ctr

Dept No: 81250

Responsible Person: SUSAN SPONCIL

Copy Cancel

- The new cost object line is added and can then be updated as necessary.

Seq No	FES Type	Cost Object	Dept	Cost Object Description	Fund	Detailed Effort	Total Effort	Charged Effort	Shared Effort	Valid To	From Mon	To Mon
5	S	FUT	81250	FES Default Cost Ctr	I 0011033700	30.00	0.00	0.00		12/31/9999	1	12
1	S	WBS	3047254500	CAREER INTEGRATED APPROAC	E 0226666700	11.50	11.50	11.50		03/31/2008	1	12
2	S	WBS	3260013803	TRAINING GRANT 79	E 0226000000	30.00	30.00	30.00		08/31/2006	1	2
Sponsored						71.50	41.50	41.50	0.00			

Copy Sponsored Cost Object



- Double-click on the new cost object row.
- Update and Save the **Charged and Shared Effort** and **Detailed Effort** panes as necessary.
- Close window.
- Update and Save any other cost object changes necessary.

Payroll Distribution Entry

5 Cost Object: **FUT** 1013700086 FES Default Cost Ctr

Responsible Person: SUSAN SPONCIL Dept: 81250

Valid From: 01/01/1950 to 12/31/9999 Matrix From: 07/01/2006 to 06/30/2007 Mon From:

Charged and Shared Effort:

Seq No	Fundtype	Fund	Fundname	Effort %	Charged
5	INTERN	0011033700	FES Default Fund	25.00	
Total Effort:				25.00	

Detailed Effort:

	Effort %	Comments
Sponsored Instruction		
Cost Object	0.00	
Sponsored Research		
Cost Object	12.50	
Sponsored Service		
Cost Object	12.50	
Sponsored Administration		
cost object line	0.00	
Sponsored Professional Development		
Cost Object	0.00	
Total Effort:		25.00

Summary/
Validations

Summary/Validations Tab

Version Summary Section

- This section displays all the **Sponsored** and **Non-Sponsored Effort** percentages from the **Detailed Effort** and **Payroll Distribution** tabs/sections.

Version Summary:

Section	Spon Effort	NS Effort	Effort Total
I. Instruction	0.00	57.50	57.50
II. Research	35.00	0.00	35.00
III. Service	0.00	5.00	5.00
IV. Administration	0.00	2.50	2.50
V. Professional Development	0.00	0.00	0.00
Total Detailed Effort:	35.00	65.00	100.00
Total Payroll Distribution:	35.00	65.00	100.00

The goal is for both of these percentages to be 100%.

Validation Messages Section



- This section lists any validation warning/error messages that help troubleshoot validation issues (see IRIS FES web site for complete list of all **FES Messages**).

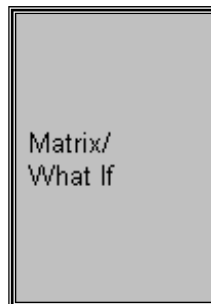
Validation Messages:		
Mess Code	Message	Message Data
25001	Course Detail: Total Contact Hours percent effort is not within .5% of system computed value. (WARNING)	CourseID = A&S 157 Contact Effort = 6.46 System computed = 0.00
25003	Course Detail: Total percent effort is not within .5% of system computed value. (WARNING)	CourseID = A&S 157 Total Effort = 6.46 System computed = 0.00
25001	Course Detail: Total Contact Hours percent effort is not within .5% of system computed value. (WARNING)	CourseID = BME 768 Contact Effort = 7.00 System computed = 0.00
25003	Course Detail: Total percent effort is not within .5% of system computed value. (WARNING)	CourseID = BME 768 Total Effort = 7.00 System computed = 0.00
25001	Course Detail: Total Contact Hours percent effort is not within .5% of system computed value. (WARNING)	CourseID = XXX UGUPP Contact Effort = 10.00 System computed = 0.00
25003	Course Detail: Total percent effort is not within .5% of system computed value. (WARNING)	CourseID = XXX UGUPP Total Effort = 10.00 System computed = 0.00



= Warning messages exist, but DOE can be completed.



= Errors exist, must be fixed before DOE can be completed.



Matrix /What If Tab

Matrix



- The Matrix is used to validate the DOE's **Payroll Distribution** block, and upon SPA's approval/activation of the DOE, it builds the payroll Cost Distributions (IRIS–HR Infotype 0027).
- The matrix formula:
 - ♦ Is determined from the annual effort percentages; and
 - ♦ Starts in the first month of the contract period (Employee Subgroup):
 - July for 11 or 12 month appointments (non–deferred Employee Subgroups),
 - August for 9 or 10 month appointments (Employee Subgroup 19 or 20).

Matrix



- The matrix formula also:
 - ♦ Looks at the Grant Project Dates and uses the smallest range when determining the from and to months a grant can be used.
 - The Grant Project Dates are the dates allowable to charge the grant and are the same as the budget dates on the PADR.

Matrix – Monthly Distribution Matrix



- Click on the **Generate Matrix** button.
 - Each Cost Object entered in the **Detailed Effort/Payroll Distribution** windows (including those associated with cost sharing) is listed on a separate row.

FES Version Detail - Montoya, Christopher A.

Montoya, Christopher A Fiscal Year: 2009 Track: 1 Vers: 1 Version Type: Initial Version

Vers Valid: Warning Matrix Computed: ☒ Track from: 07/01/2008 to: 06/30/2009 IRIS Person ID: 10001836 DOE ID: 600

AVC Check: Fails Check Version Status: DOE Entry Pennr: 00000318 FDB ID: 100000017

AVC Last Check: 10/29/2008 Deferred Pay Status: Not Deferred Admin: ☐ VA & B: ☐ FES Controls Payroll: Forced

Generate Matrix Show Salary / What If

Monthly Distribution (Pct Month)				Monthly Component (Pct Year)												Dollars					Messages	
Seq No	FES Type	CO Type	Cost Object	CO Name	Charged Shared	Fund Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Frm Mon	To Mon	Matrix From	Matrix To
1	S	WBS	3200003603	TRAINING	Charged	E	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	1	12	07/01/2008	06/30/2009
2	S	WBS	3200004503	TRAINING	Charged	E	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	1	12	07/01/2008	06/30/2009
3	N	CC	1012003310	BIOCHEM	Charged	I	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	1	12	07/01/2008	06/30/2009
							100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00					

- Each month will total 100%.

Matrix – Monthly Component Matrix



- The **Monthly Component** matrix displays the maximum monthly effort (monthly threshold) that will be distributed by the matrix formula per month of the Faculty's contract period:
 - For 11-/12-month contracts – 1/12th of 100% or 8.3333%
 - For 10-month contracts – 1/10th of 100% or 10%
 - For 9-month contracts – 1/9th of 100% or 11.1111%

Monthly Distribution (Pct Month)							Monthly Component (Pct Year)												Dollars			Messages		
Seq No	FES Type	CO Type	Cost Object	CO Name	Charged Shared	Fund Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Frm Mon	To Mon			
1	S	WBS	3200003603	TRAINING	Charged	E	2.0833	2.0833	2.0833	2.0833	2.0833	2.0833	2.0833	2.0833	2.0833	2.0833	2.0833	2.0833	25.00	1	12			
2	S	WBS	3200004503	TRAINING	Charged	E	0.8333	0.8333	0.8333	0.8333	0.8333	0.8333	0.8333	0.8333	0.8333	0.8333	0.8333	0.8333	10.00	1	12			
3	N	CC	1012003310	BIOCHEM	Charged	I	5.4167	5.4167	5.4167	5.4167	5.4167	5.4167	5.4167	5.4167	5.4167	5.4167	5.4167	5.4167	65.00	1	12			
							8.3333	8.3333	8.3333	8.3333	8.3333	8.3333	8.3333	8.3333	8.3333	8.3333	8.3333	8.3333	100.00					

Matrix – Dollars Matrix



- The **Dollars** matrix is the product of the **Monthly Component** matrix and the **What If Estimate** salary.
- The **What If Estimate** salary is initially populated with the **IRIS Actual** salary.
- The **IRIS Actual** salary is downloaded daily from IRIS. It is displayed by pressing the **Show Salary/What If** button.

Generate Matrix		Show Salary / What If																			
Monthly Distribution (Pct Month)				Monthly Component (Pct Year)				Dollars				Messages									
<input checked="" type="radio"/> Salary Only		<input type="radio"/> Salary w/Benefits																			
Seq No	Acct Type	CO Type	Cost Object	CO Name	Charged Shared	Fund Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Frm Mon	To Mon
1	S	WBS	3200003603	TRAINING	Charged	E	2,083	2,083	2,083	2,083	2,083	2,083	2,292	2,292	2,292	2,292	2,292	2,292	26,250	1	12
2	S	WBS	3200004503	TRAINING	Charged	E	833	833	833	833	833	833	917	917	917	917	917	917	10,500	1	12
3	N	CC	1012003310	BIOCHEM	Charged	I	5,417	5,417	5,417	5,417	5,417	5,417	5,958	5,958	5,958	5,958	5,958	5,958	68,250	1	12
Monthly Salary							8,333	8,333	8,333	8,333	8,333	8,333	9,167	9,167	9,167	9,167	9,167	9,167	105,000		
Annual Salary							100,000	100,000	100,000	100,000	100,000	100,000	110,000	110,000	110,000	110,000	110,000	110,000			

- **Salary Only** is the default view. Select **Salary w/Benefits** to view the amounts including the benefit rate.

Matrix – Dollars Matrix



- Most DOE entry for the new fiscal year is done prior to the load of new fiscal year Faculty salaries to IRIS–HR. Therefore, the salaries will not initially reflect any merit increase.
- When the new fiscal year salaries are available in IRIS–HR, they will be updated in FES Client by the daily feed process.
 - ♦ If you have previously entered and saved a **What If Estimate** amount, this process will not reset it to the **IRIS Actual** salary.

Matrix Concurrency Edit Message



- The edit message "Concurrency check failed" appears when:
 - Multiple cost objects have beginning and ending dates that overlap; **AND**
 - It is not possible to distribute all of the cost objects without exceeding the monthly threshold.
- The individual cost objects pass the monthly threshold "test", but collectively they exceed the limit.
- This edit is in place due to the Federal A21 guidelines.

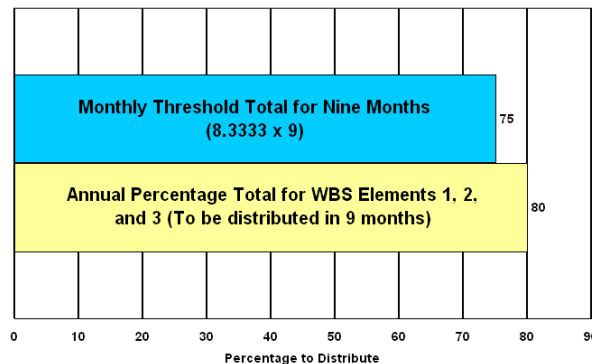
Cumulative Matrix DOE Monthly Thresholds

Month Number	1	2	3	4	5	6	7	8	9	10	11	12
	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
12-Month Contract	8.3333	16.6666	25.0000	33.3333	41.6667	50.0000	58.3333	66.6667	75.0000	83.3333	91.6667	100.0000
9-Month Contract		5.5556	16.6667	27.7778	38.8889	50.0000	61.1111	72.2222	83.3333	94.4444	100.0000	
10-Month Contract		10.0000	20.0000	30.0000	40.0000	50.0000	60.0000	70.0000	80.0000	90.0000	100.0000	

Matrix Concurrency Edit 12-Month Example



- WBS Element 1 valid July through Sept. (mo. 1-3) for 20%
- WBS Element 2 valid July through Dec. (mo. 1-6) for 35%
- WBS Element 3 valid July through Mar. (mo. 1-9) for 25%



- Decreasing WBS Element 2 from 35% to 30% would eliminate the error.

Saving Matrix Data to Excel



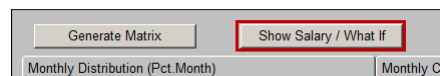
1. Choose the desired tab (**Monthly Distribution, Monthly Component, Dollars**)
2. Click in the matrix pane to select
3. From the menu bar select **File → Save As**
4. Choose the **Save in:** location
5. Enter a **File name:** (system defaults with an “.xls” file extension for Excel)
6. Click on the **Save** pushbutton



Show Salary / What If Functionality



- You can perform “What If” functionality on any DOE version at any status, except for inactivated versions.
- The Matrix must be successfully computed first.
- Click on the **Show Salary / What If** button on the **Matrix** window to access.



Show Salary / What If Functionality



- This window shows the actual IRIS salary and allows the user to perform “What If” changes to salary to see the impact on charges in the **Dollars** matrix.
- Both the **Annual** and **Monthly** amounts are displayed for clarity.
- The **Show Matrix** button toggles back to a view of the **Matrix**.

Show Salary / What If Panes



- **What If Estimate**
 - ♦ Used to enter the “What If” annual salary amounts to change the **Dollars** matrix.
 - ♦ Entries for each month of the matrix provide a more accurate estimate of charges. For example, mid-year salary changes can be specified.
 - ♦ When a value is entered in one month and the user tabs to the next field, the new amount is populated for all the months to the right.
 - ♦ The **Dollars** matrix is recalculated when the **Apply What If** button is pressed.
 - ♦ The benefit rate is the value that is applied on the **Dollars** matrix when the **Salary w/Benefits** option is selected. The default rate is 10%, but can be overridden. (This rate is not used in the AVC check.)

Show Salary / What If Panes



- **IRIS Actual**
 - ♦ Shows the IRIS true annual salary amounts effective in each month of the matrix. (True annual salary has been adjusted for deferred pay.)
 - ♦ The salary is automatically retrieved daily from IRIS.
- **Saved Estimate**
 - ♦ The initial values default to the **IRIS Actual** salary.
 - ♦ The values are updated with the values in the **What If Estimate** pane when the user clicks on the **Save What If** button. This will save the change(s) in both the **What If Estimate** and **Saved Estimate** panes.
 - ♦ Click on the **Show Matrix** button at any time to view the impact of any saved estimates.
 - ♦ If the values have not been changed by the user, they will be updated daily along with the **IRIS Actual**.

Show Salary / What If Estimate Change



- In this example, the **What If/Annual** amount was changed to \$120,000 in **April**, which changed the **Annual** and **Monthly** amounts for April through June.
- Next, the **Apply What If** button was clicked, which is reflected on the **Dollars** matrix.
- Then the **Save What If** button was clicked, which saves the **What If Estimate** and is reflected in the **Saved Estimate** pane and the **Dollars** matrix.

Salary / What If Estimate

Benefit Rate: 0.10

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Annual	100,000	100,000	100,000	100,000	100,000	100,000	110,000	110,000	110,000	120,000	120,000	120,000
Monthly	8,333	8,333	8,333	8,333	8,333	8,333	9,167	9,167	9,167	10,000	10,000	10,000

IRIS Actual

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Annual	100,000	100,000	100,000	100,000	100,000	100,000	110,000	110,000	110,000	110,000	110,000	110,000
Monthly	8,333	8,333	8,333	8,333	8,333	8,333	9,167	9,167	9,167	9,167	9,167	9,167

Saved Estimate

Benefit Rate: 0.10

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Annual	100,000	100,000	100,000	100,000	100,000	100,000	110,000	110,000	110,000	120,000	120,000	120,000
Monthly	8,333	8,333	8,333	8,333	8,333	8,333	9,167	9,167	9,167	10,000	10,000	10,000

Status History
Comments

Status History Comments Tab

Status History Comments

- This window displays the complete status history of a DOE.
- Click on the different column headers to sort the data accordingly

Montoya, Christopher A		Fiscal Year:	2009	Track:	1	Vers:	1	Version Type:		Initial Version	
Vers Valid:	Warning	Matrix Computed:	Y	Track from:	07/01/2008	to:	06/30/2009	IRS Person ID:	10001836	DOE ID:	600
AVC Check:	Fails Check	Version Status:	Submitted to College		Perm:	00000318		FDB ID:	100000017		
AVC Last Check:	10/29/2008	Deferred Pay Status:	Not Deferred		Admin:	<input type="checkbox"/>	VA <input type="checkbox"/>	FES Controls Payroll:	Forced		
Added By	Status Date	From Code	From Status	To Code	To Status	Send to IRS Status	Comments	Comment Header	RSN ID	DOE ID	Add
tf-0002	10/29/2008 14:33:06	40	Final Printed	50	Submitted to Coll	NA			12	600	10/29/
tf-0002	10/29/2008 14:32:55	10	DOE Entry	40	Final Printed	NA			11	600	10/29/

Unit 3 Summary



Any questions related to:

- DOE Processing
 - ♦ Screen elements
 - ♦ Entering data
 - DOE Header
 - Detailed Effort
 - Payroll Distribution / AVC Check
 - Matrix / What If



Unit 4



Printing

Print Initial DOE – Draft



- Users can print a Draft DOE anytime in the development process of a new DOE.
1. From the **DOE Versions List – DOE Entry** tab, click on the desired DOE version to select.
 2. From the Menu Bar choose **Functions/Reports → Print Initial DOE – Draft**.
 - You can also right-click on the selected DOE version and choose **Print Initial DOE – Draft**.
 3. Choose desired print options.
 4. Click on **Print** to proceed to the **Print Preview** window.

DOE Print Options

Specify print options for selected versions:

Print INITIAL format, DRAFT

Form Output Option: ☒ Complete Form
☐ Cover Page only
☐ Detailed Effort only

Detailed Effort Line Option: ☐ All Form Lines
☒ Effort Only

Print Setup Print Cancel Print

Print Initial DOE – Final



1. Select the desired DOE version from the **DOE Versions List – DOE Entry** screen.
2. Select **Functions/Reports → Print Initial DOE – Final** from the Menu Bar (you can also right-click on the DOE version row and select **Print Initial DOE – Final**).
3. Specify the desired print options.
4. Click on **Print** to proceed to the **Print Preview** window.

DOE Print Options

Specify print options for selected versions:

Print INITIAL format, FINAL

Form Output Option: ☒ Complete Form
☐ Cover Page only
☐ Detailed Effort only

Detailed Effort Line Option: ☐ All Form Lines
☒ Effort Only

Print Setup Print Cancel Print

Printing Multiple Final DOEs



1. Select the desired DOE versions from the **DOE Versions List - DOE Entry** screen.
2. Select **Functions/Reports → Print Initial DOE - Final** from the Menu Bar (you can also right-click on the DOE version row and select **Print Initial DOE - Final**).
3. Specify the desired print options.
4. Click on **Print** to proceed to the **Print Preview** window.

Additional group print options displayed when printing multiple DOE versions.

DOE Print Options

Specify print options for selected versions:

Print INITIAL format, FINAL

Form Output Option: ☒ Complete Form
☐ Cover Page only
☐ Detailed Effort only

Detailed Effort Line Option: ☐ All Form Lines
☐ Effort Only

Print Preview Option: ☐ Preview
☒ Group Print

Print Setup Print Cancel Print

Print Preview Window



5. Review the **Print Preview** screen and click on:
 - ♦ **Print Setup** to change the printer or print properties.
 - ♦ **Print** to print the displayed version.
 - ♦ **Cancel this DOE** to skip the displayed version.
 - ♦ **Cancel Remaining** to cancel print for the remaining selected versions.

Print Preview

UK University of Kentucky
 Distribution of Effort Agreement
 Paul Monthly

FY 2007 Track 1 Version 1

College of Medicine
 Pathology & Laboratory Med
 Professor, Special Title Doctor
 Contract: 12 month New: 10/01/2006 to 09/30/2007
 Person ID: 10117979 Pay Range: 00101728 11004477
 Annual Salary: 2000.00 Any Why Dates: 40.00

Effort Summary:

Spansord	New Spansord	Total
I. Instruction	5.00	5.00
II. Research	72.75	8.00
III. Service	0.00	4.75
IV. Administration	0.00	5.00
V. Prof. Development	0.00	2.50
Total	77.75	22.25

Spansord Total: 77.75

Payroll Distribution Block:

Spansord	Cost Object	Dept	Cost Object Description	Est Date	Fund	Total % Charged to Students
0000	00000000	00000	UNIVERSITY OF KENTUCKY	00/01/2006	0	0.00
0000	00000000	00000	UNIVERSITY OF KENTUCKY	00/01/2006	0	0.00
0000	00000000	00000	UNIVERSITY OF KENTUCKY	00/01/2006	0	0.00
0000	00000000	00000	UNIVERSITY OF KENTUCKY	00/01/2006	0	0.00
Spansord Total:						77.75

New Spansord

Cost Object	Dept	Cost Object Description	Est Date	Fund	Total %
00000000	00000	UNIVERSITY OF KENTUCKY	00/01/2006	0	0.00
New Spansord Total:					22.25

Use scroll bar to view next page.

Print Setup Print Cancel this DOE Cancel Remaining

Final Printed DOE



- Once a DOE has been printed in **Final** form, it is automatically relocated to the **Final Printed** status tab and is not modifiable.
- A DOE may be reprinted in final form from any DOE status tab at any time on a local printer.
- If changes need to be made, go to the **Final Printed** status tab, select the DOE, and right-click and select **Return from College**. The DOE will then be in the **Returned from College** status tab. You can then double-click on it and make any necessary edits.
- Likewise, if the DOE has already been submitted to the College by the Department, it must be returned by the College to the **Returned from College** status tab in order for changes to be made.

Unit 4 Summary



Any questions related to:

- Printing DOEs

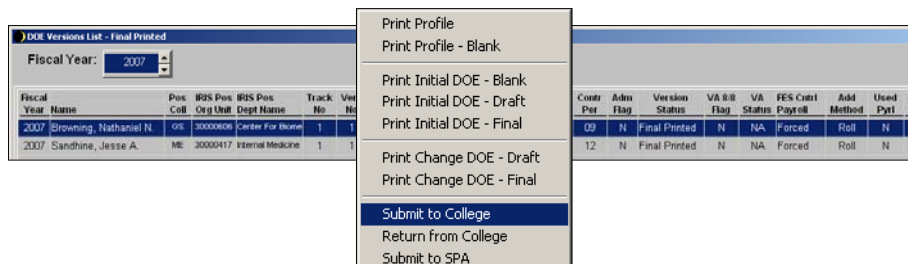




Approvals

Department Approval Process

- Two parts: 1) Obtain signatures on printed DOE and forward to the College; and 2) In the FES Client, electronically submit the DOE to the College.
- Click on the **Final Printed** tab.
 - Click on the desired DOE version(s) to select.
 - Choose **Functions/Reports → Submit to College** from the Menu Bar (or right-click on the version).



The screenshot shows the 'DOE Versions List - Final Printed' window. The 'Fiscal Year' is set to 2007. A table lists DOE versions with columns for Fiscal Year, Name, Pos, Org Unit, Dept Name, Track, No, and Ver. Two versions are listed: 2007 Browning, Nathaniel N. and 2007 Sandhine, Jesse A. A context menu is open over the table, showing options like 'Print Profile', 'Print Initial DOE - Blank', 'Print Initial DOE - Draft', 'Print Initial DOE - Final', 'Print Change DOE - Draft', 'Print Change DOE - Final', 'Submit to College', 'Return from College', and 'Submit to SPA'. The 'Submit to College' option is highlighted.

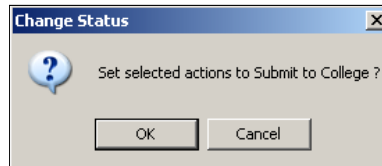
Fiscal Year	Name	Pos	Org Unit	Dept Name	Track	No	Ver
2007	Browning, Nathaniel N.	GS	30000606	Center For Home	1	1	1
2007	Sandhine, Jesse A.	ME	30000417	Internal Medicine	1	1	1

Contr	Adm	Version	VA R-B	VA	FES Contr	Add	Used	T
Per	Flag	Status	Flag	Status	Payroll	Method	Pyl	St
09	N	Final Printed	N	NA	Forced	Roll	N	V
12	N	Final Printed	N	NA	Forced	Roll	N	V

Department Approval Process



- Click on **OK** in the **Change Status** pop-up window to confirm the submission.

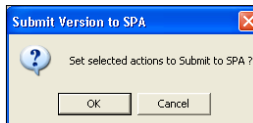


- Click on the **Submitted to College** status tab to view the DOE.
- Send the signed DOE form to your College.
 - Check to see if they want just the cover page or the entire DOE.

College Approval Process



- Right-click on the desired DOE(s) in the **Submitted to College** status tab and select **Submit to SPA** (or **Functions/Reports → Submit to SPA** in the Menu Bar).
- Click on **OK** in the **Submit Version to SPA** pop-up window to confirm the submission.



- Click on the **Submitted to SPA** status tab to view the DOE.
- Send the signed DOE cover page only to SPA.
 - Administrator DOEs will immediately go to the **Activated** status tab.
 - All other DOEs will go immediately to IRIS-FES and remain in the **Submitted to SPA** status tab until SPA approves.

SPA Approval Process



- A DOE's signed cover page only is required to be sent to SPA, in addition to the College submitting the DOE in the FES Client.
- DOE submissions must be received by SPA at least five (5) working days before the final monthly payroll run to ensure that they will be processed for that month's payroll (individual colleges may set separate deadlines). Submissions received after that time cannot be guaranteed for processing for that month's payroll.
- SPA approves (activates) DOEs in IRIS. When a DOE is activated, it creates infotype 0027, Cost Distribution, for the faculty based on the percentages in the **Monthly Distribution** matrix for each month of the matrix.

SPA Approval Process



- SPA can reject a DOE from IRIS or FES Client.
 - ♦ If rejected in IRIS, it stays in IRIS, but the status changes to "Rejected". SPA can save comments regarding the rejection. When the version is resubmitted, the status changes to "Submitted". If the version is deleted from IRIS, a "Returned from SPA" status history record is added to FES Client with the comment "Version Deleted from IRIS".
 - ♦ If rejected in FES Client, SPA can "Delete Version from IRIS" immediately with no over-night wait. This removes the version from IRIS. If it is a Version 1, it also removes the Track.
- Approvals and rejections in IRIS come back to FES Client over-night and are recorded (with comments) on the **Status History Comments** tab.

Unit 5 Summary



Any questions related to:

- Departmental approval process
- College approval process
- SPA approval process



Unit 6



Deferred Pay

Deferred Pay



- Deferred Pay is specifically for Faculty who have a 9 or 10 month contract.
- **Their salary is earned over the 9 or 10 month contract period, but they are paid over 12 months (July to June).**
 - ♦ 9 Month Faculty members earn their salaries from August 16th through May 15th.
 - ♦ 10 Month Faculty members earn their salaries from August 1st through May 31st.
- Track dates are August 1st through May 31st.
- 11 month Faculty are treated as 12 month Faculty and are not part of the HR Deferred Pay enhancement.

Deferred Pay

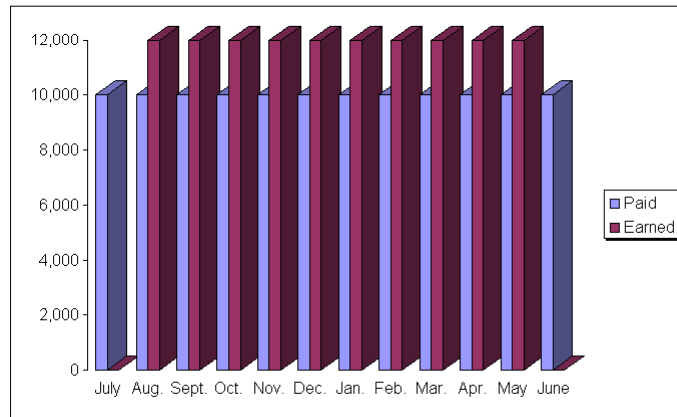


- Returning 9 and 10 month Faculty are paid over a 12 month period.
 - ♦ Expenses are posted to accounting when they earn their salary NOT when they are paid their salary.
 - During non-contract months a charge entry to a central holding account is made.
 - During contract months the central holding account is credited and the expense accounting entries for base salary and related fringe benefits are made based on the DOE Payroll Distribution Block.
- New 9 and 10 month Faculty begin their assignments in August and are paid over 11 months.

10-Month Paid vs. Earned Example



	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
Paid	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Earned	0	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	0



Deferred Pay Changes – Payroll Distributions



- With the following exceptions, there will be no departmental distributions for the months of July and June since those are non-contract months.
 - ♦ Rounding differences of .01 or .02
 - ♦ A credit amount charged for the FICA benefit when Faculty are over their FICA limit in July
- Visit the IRIS-FES web site, www.uky.edu/IRIS/FES/, to view additional information related to deferred pay:
 - ♦ Deferred Pay “Presentation (May 24, 2007)”
 - ♦ “Deferred Pay Calculator”
 - ♦ “Deferred Pay Calculator for Salary Changes”

Deferred Pay & the Matrix



- The matrix will have zeros ("0") for the months of July and June since those are non-contract months when Faculty are not earning pay in a fiscal year.

Monthly Distribution (Pct Month)							Monthly Component (Pct Year)												Dollars					Messages			
Seq No	FES Type	CO Type	Cost Object	CO Name	Charged Shared	Fund Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Frm Mon	To Mon	Matrix From	Matrix To					
1	S	WBS	3200003603	TRAINING	Charged	E	0.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	0.00	2	11	08/01/2008	05/31/2009					
2	S	WBS	3200004503	TRAINING	Charged	E	0.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	0.00	2	11	08/01/2008	05/31/2009					
3	N	CC	1012003310	BIOCHEM	Charged	I	0.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	0.00	2	11	08/01/2008	05/31/2009					
							0.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00									

Deferred Pay & the Matrix



- Since a 9 month Faculty's contract is only for ½ month in August and May, the maximum **Monthly Component** effort that can be distributed in those months is ½ of what can be distributed in the other months.

Monthly Distribution (Pct Month)							Monthly Component (Pct Year)												Dollars					Messages			
Seq No	FES Type	CO Type	Cost Object	CO Name	Charged Shared	Fund Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Frm Mon	To Mon						
1	S	WBS	3200003603	TRAINING	Charged	E	0.0000	1.3889	2.7778	2.7778	2.7778	2.7778	2.7778	2.7778	2.7778	2.7778	1.3889	0.0000	25.00	2	11						
2	S	WBS	3200004503	TRAINING	Charged	E	0.0000	0.5556	1.1111	1.1111	1.1111	1.1111	1.1111	1.1111	1.1111	1.1111	0.5556	0.0000	10.00	2	11						
3	N	CC	1012003310	BIOCHEM	Charged	I	0.0000	3.6111	7.2222	7.2222	7.2222	7.2222	7.2222	7.2222	7.2222	7.2222	3.6111	0.0000	65.00	2	11						
							0.0000	5.5556	11.1111	11.1111	11.1111	11.1111	11.1111	11.1111	11.1111	11.1111	11.1111	5.5556	0.0000	100.00							

- Since a 10 month Faculty's contract is for 10 complete months, August through May will be identical.

Monthly Distribution (Pct.Month)							Monthly Component (Pct. Year)							Dollars					Messages	
Seq No	FES Type	CO Type	Cost Object	Charged Shared	CO	Fund Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	
2	S	WBS	3047254500	Charged	CAREER	E	0.0000	1.1538	1.1538	1.1538	1.1538	1.1538	1.1538	1.1538	2.3077	2.3077	2.3077	0.0000	15.0000	
3	S	WBS	3200001303	Shared	TRAINING	C	0.0000	0.7143	0.7143	0.7143	0.7143	0.7143	0.7143	0.7143	0.0000	0.0000	0.0000	0.0000	5.0000	
1	S	WBS	3200001303	Charged	TRAINING	E	0.0000	4.2857	4.2857	4.2857	4.2857	4.2857	4.2857	4.2857	0.0000	0.0000	0.0000	0.0000	30.0000	
4	N	CC	1012005250	Charged	SOCIAL	I	0.0000	2.6923	2.6923	2.6923	2.6923	2.6923	2.6923	2.6923	5.3846	5.3846	5.3846	0.0000	35.0000	
5	N	CC	1012087930	Charged	ARTS &	I	0.0000	1.1538	1.1538	1.1538	1.1538	1.1538	1.1538	1.1538	2.3077	2.3077	2.3077	0.0000	15.0000	
							0.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	10.0000	0.0000	100.0000	

Deferred Pay & the Matrix



- The **Dollars** tab will also show August and May with ½ amounts for a 9 month Faculty member. (In this example, May is slightly higher due to a salary increase in January.)

Monthly Distribution (Pct.Month)							Monthly Component (Pct.Year)							Dollars				Messages				
<div><input checked="" type="radio"/> Salary Only</div> <div><input type="radio"/> Salary w/Benefits</div>																						
Seq No	Acct Type	CO Type	Cost Object	CO Name	Charged Shared	Fund Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Frm Mon	To Mon	
1	S	WBS	3200003603	TRAINING	Charged	E	0	1,389	2,778	2,778	2,778	2,778	3,056	3,056	3,056	3,056	1,528	0	26,250	2	11	
2	S	WBS	3200004503	TRAINING	Charged	E	0	556	1,111	1,111	1,111	1,111	1,222	1,222	1,222	1,222	611	0	10,500	2	11	
3	N	CC	1012003310	BIOCHEM	Charged	I	0	3,611	7,222	7,222	7,222	7,222	7,944	7,944	7,944	7,944	3,972	0	68,250	2	11	
Monthly Salary							0	5,556	11,111	11,111	11,111	11,111	12,222	12,222	12,222	12,222	12,222	6,111	0	105,000		
Annual Salary							0	100,000	100,000	100,000	100,000	100,000	110,000	110,000	110,000	110,000	110,000	110,000	0			

Deferred Pay & the Matrix



- The **Dollars** matrix for a 10 month Faculty member:

Monthly Distribution (Pct.Month)						Monthly Component (Pct. Year)												Dollars			Messages	
Seq No	Acct Type	CO Type	Cost Object	Charged Shared	Fund Type	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total				
2	S	WBS	3047254500	Charged	E	0	1,154	1,154	1,154	1,154	1,154	1,154	1,154	2,307	2,307	2,307	0	14,999				
3	S	WBS	3200001303	Shared	C	0	714	714	714	714	714	714	714	0	0	0	0	4,999				
1	S	WBS	3200001303	Charged	E	0	4,286	4,286	4,286	4,286	4,286	4,286	4,286	0	0	0	0	30,000				
4	N	CC	1012005260	Charged	I	0	2,692	2,692	2,692	2,692	2,692	2,692	2,692	5,385	5,385	5,385	0	34,999				
5	N	CC	1012087930	Charged	I	0	1,154	1,154	1,154	1,154	1,154	1,154	1,154	2,308	2,308	2,308	0	15,000				
						0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	100,000				

- Note: The dollar amounts in March, April and May are different due to the 2nd and 3rd cost objects having a shorter validity period. The other cost objects adjust throughout the fiscal year in order to ensure the “short grants” are charged correctly during their validity period. In the end, no cost object is charged more or less than the annual percentage entered on the **Payroll Distribution** window!

Unit 6 Summary



Any questions related to:

- Deferred Pay
- Deferred amounts on the Matrix



Unit 7



Prealert Processing Module

FES Client Prealerts



- Prealerts are a daily FES Client process that reacts to changes in FI and HR master data that affects DOEs, which in turn generates Prealert messages in FES Client.
- Prealert messages will provide specific information on the actions that may take place to respond to the change.
 - ♦ FES Client automatically performs the action for some conditions.
 - ♦ Some changes will require the user to perform a specific action.
 - ♦ Other changes are used to inform users of an optional action that may be desired.
- Prealerts should be reviewed by the department and college level users monthly, preferably before payroll processing that month, so that required DOE changes are made in a timely fashion.

Financial Validations for “In Progress” Versions



- They are re-validated daily, which may result in a new Error being detected or an existing Error being cleared.
- Errors will be listed in the **Summary/Validations** and **Payroll Distribution** screens in **DOE Processing**.
- The matrix will be deleted if it was previously created.
- Will highlight the **Name** in red and set the **Version Valid** column to **Error** on the **Final Printed**, **Submitted to College**, and **Submitted to SPA** screens.

DOE Versions List - Returned to College from SPA									
Fiscal Year:		2007							
Fiscal Year	Name	Pos Coll	IRIS Pos Org Unit	IRIS Pos Dept Name	Track No	Vers No	Vers Type	Vers Valid	Matrix Comp
2007	Ison, Eddie L.	AG	30000245	Horticulture and L	1	1	Initial Version	Okay	Y
2007	Jackson, Eddie	ME	30000427	Pathology & Lebo	1	1	Initial Version	Okay	Y
2007	Olsen, Andrew	AG	30000247	Plant Pathology	1	1	Initial Version	Okay	Y
2007	Fillmore, Jonsey	ME	30000460	Surgery/Transpla	1	1	Initial Version	Error	N

Financial Validations for “In Progress” Versions



- It is possible that FI master data changes detected by the FES Client will eliminate Errors on the DOE **Summary/Validations** and **Payroll Distribution** screens.

Financial (FI) Prealerts for “Activated” Versions



- Prealert messages are generated if the master data change requires a change in the matrix.
- Requires something be done to resolve the message.
- Will remain on the Prealert list until:
 - ♦ A new version is created and activated; or
 - ♦ FI master data is changed that cancels the error.

Human Resources (HR) Prealerts



- The Prealerts process identifies new IRIS–HR FES Faculty that are not in the FES Client for the Fiscal Year and creates the Track 1 Version 1 DOE.
- For Faculty with DOEs, the process identifies:
 - ♦ Changes in employment status and the main organizational assignment that impact the existing tracks and versions; and
 - ♦ Inconsistencies in data between the Faculty Database, FES Client and IRIS–HR.

Human Resources (HR) Prealerts



- Edits for the following HR conditions that must be corrected:
 - ♦ No active main assignment (Assignment employment status of Withdrawn or Inactive on the Actions Infotype 0000).
 - ♦ Main assignment *not* having a job that is a Faculty title series (excluding administrators).
 - ♦ Employee Subgroup *not* matching the contract period on HR Infotype 0016.
 - ♦ Employee Subgroup *not* matching the contract period in the Faculty Database.
 - There may be exceptions to this rule, in which case SPA can override the prealert. For example: Faculty on leave without pay requiring a non-deferred Employee Subgroup, but the Faculty Database contract period remains 9 or 10 month.

Prealert Processing



- Click on the **Prealert Processing** button on the main FES Client window.

Prealert Processing

Prealert Messages List

Fiscal Year: 2007 Prealert Status: ☒ All ☐ New / Outst ☐ Resolved Action Type: ☒ All ☐ Info ☐ Reqd ☐ Optnl

Fiscal Year	Name	Pos	RIS Pos	Days	Track	Prealert	Action	Message	Unit	Secondary	Message Data	Track	RIS Pos	Person
		Cell		Outst	Reqst	Status	Type	Code	Comments	Message		No	Orghl	ID
2007	Abernathy, Roni	AS	Health Sc	0	None	New	Optional	HR 60021	Position has changed.	Unit may decide to request a	IRIS PersonID = 000	1	30000477	100042
2007	Abraham, Diane	CI	Managem	26	Removal	Outstand	Information	HR 60006	Employee has terminated. Tr	Track Removal request create	IRIS PersonID = 000	1	30000545	100053
2007	Adams, Francis	AS	Health Sc	0	None	New	Optional	HR 60021	Position has changed.	Unit may decide to request a	IRIS PersonID = 000	1	30000477	100099
2007	Amherst, Sebas	EN	RCF Chs	26	Removal	Outstand	Information	HR 60006	Employee has terminated. Tr	Track Removal request create	IRIS PersonID = 000	1	30000536	100096
2007	Banning, Taylor	AS	Health Sc	0	None	New	Optional	HR 60021	Position has changed.	Unit may decide to request a	IRIS PersonID = 000	1	30000475	100020
2007	Barnes, Darryl F	AG	Cooperat	24	Closure	Outstand	Information	HR 60006	Employee has terminated. Tr	Track Closure request create	IRIS PersonID = 000	1	30000232	100068
2007	Bates, Jehenna	AS	Public Hlth	26	Removal	Outstand	Information	HR 60006	Employee has terminated. Tr	Track Removal request create	IRIS PersonID = 000	1	30000463	100093
2007	Beadle, Mary J.	SW	College O	0	None	New	Optional	HR 60021	Position has changed.	Unit may decide to request a	IRIS PersonID = 000	1	30000552	100048
2007	Benscoter, Peri	AS	Public Hlth	26	Removal	Outstand	Information	HR 60006	Employee has terminated. Tr	Track Removal request create	IRIS PersonID = 000	1	30000482	100103

- Department and College level users will only see messages concerning staff in their area. SPA will see all messages in the system.
- Messages can be sorted by clicking on the column header of the desired field.

Prealert Status & Action Type



- Prealert Status** categorizes the messages:

Prealert Status
☒ All ☒ New / Outst ☐ Resolved

- New** – A new message added by the last Prealert process.
- Outstanding** – The Prealert condition described by the message still exists.
- Resolved** – The Prealert condition no longer exists, or in some cases the user can resolve the message by acknowledging it.

- Action Type** classifies the type of response:

Action Type
☒ All ☐ Info ☐ Reqd ☐ Optnl

- Informational** – Does not require action by the department or college.
- Required** – Message will be displayed until issue is resolved.
- Optional** – You may choose to change situation that caused the message, or acknowledge that you have looked at the message.


Prealert Status & Action Type

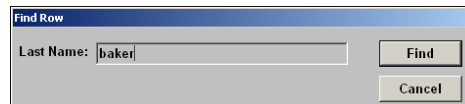


- The default view is to display only **New/Outstanding** Prealert messages of **All** action types.
- The **Action Type** selected will affect only the messages of the status indicated in **Prealert Status**.
- For the **Optional** Action Type, see the **Secondary Message** column for the steps the user may decide to take.

DataEdit Menu Bar/Toolbar Options




 **Find** – Find a message in the current list by searching on the **Last Name** (no “*” needed).

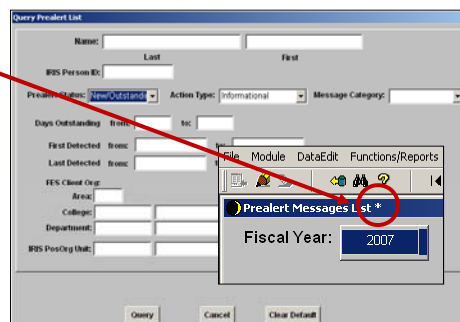


Find Row

Last Name:

 **Query** – Displays messages based on selection criteria. An “*” is displayed on the Window Title Bar to indicate the list has changed.

 **Refresh** – clears the Query criteria and reselects the messages from the database based on the **Prealert Status/Action Type** selections.



Query Prealert List

Name:

IRS Person ID:

Prealert Status: Action Type: Message Category:

Days Outstanding:

First Detected:

Last Detected:

FES Client Org:

College:

Department:

IRS PostOrg Unit:

Prealert Messages List *

Fiscal Year:

DataEdit Menu Bar/Toolbar Options



- Update** – Opens the selected Prealert message to the *Prealert Message Detail* window in Update mode. Only the **Unit Comments** field can be updated.

****500 character limit****

Unit/SPA Comments can be updated only when the message is in the New/Outstanding status.

Prealert Message Detail Screen



- Double-click on any Prealert message to view the *Prealert Message Detail* window.

Prealert Detail Tab



- Top section of this screen provides additional detail about the Prealert message and allows the user and SPA to update comments about the condition that caused the message.
- **Secondary Message** describes either what response action was performed by FES Client or what response action is required or optional for the user to perform.

Prealert Message Detail

Person: Eddie L. Person ID: 10002224 Coll: AGS Org Unit: 30000245 Horticulture and Landscape Arch

Prealert ID: 161 Message: 60023 Contract period has changed. Matrix data no longer valid.

Secondary Message: Track Split request created for SPA approval.

Fiscal Yr	Track	Action Type	Status	Resolved Date	First Detected	Last Detected	Days
2007	1	Informational	Outstanding		08/06/2006	08/07/2006	1

Message Data: IRIS PersonID = 10002224 TrackNo = 1 Old Employee Subgroup = 03 New Employee Subgroup = 19 New assignment Perm = 00000706 Position = 60109076 Begin Date = 08/01/2006 Org Unit = 30000245

Unit Comments:

SPA Comments:

Prealert Detail Tab



- Data is displayed in the **Associated Track Request** section if the Prealert message is associated with a specific track action.

Associated Track Request:

Request ID	Request Type	Proposed Close Date	Request Date	Request Status	Resolved Date	Days Outstanding	Approved/Denied
124	Split		08/06/2006	Pending		1	Pending

Unit Comments:

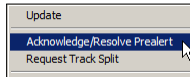
SPA Comments:

- **Request Status** field values are:
 - ♦ **Pending** – not yet approved by SPA.
 - ♦ **Approved** – approved by SPA.
 - ♦ **Denied** – SPA does not agree that the action is necessary, and HR master data must be changed to resolve the Prealert message.
 - ♦ **Cancelled** – a change to HR master data was made to resolve the Prealert message.

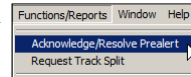
Acknowledge/Resolve Prealert Option



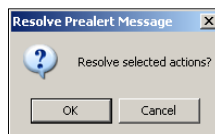
- Only **Optional** messages may be acknowledged/resolved.
- 1. If the **Prealert Message Detail** window is open, right-click anywhere and select **Acknowledge/Resolve Prealert** from the menu. – OR – If the **Prealert Messages List** window is open, select the message(s), go to **Functions/Reports** in the menu bar, then select **Acknowledge/Resolve Prealert** from the menu.



OR



- 2. Click OK.



- The Prealert Status of the selected message(s) will now be **Resolved**.

Request Track Split Option



- Track splits can be requested for those **Optional** messages that indicate in the **Secondary Message** column that the “Unit may decide to request a track split.” – For example:
 - ♦ Organizational unit on main assignment changes;
 - ♦ Job on main assignment changes; or
 - ♦ Position on main assignment changes.
- The track start date **must** be on the first of the month!
- These messages will remain **Outstanding** until the track split request is approved by SPA.
 - ♦ Upon SPA’s approval, the system automatically resolves the Prealert message and performs the split. The original track is ended with the new close date, and a new track is created starting in the subsequent date.

Request Track Split Option



1. Select the desired Prealert message and choose **Request Track Split** from either **Functions/Reports** in the menu bar or by right-clicking on the message.
2. Enter the **Proposed date to start new Track** (must be the 1st of month!).
3. Click on **Save**.

The Prealert Comments will always default.

User may enter Track Request Comments here.

- The **Track Reqst** column on the **Prealert Messages List** window will now show **Split-Pending**.

Human Resources (HR) Changes Mid-Month



- How the FES Client reacts if an HR change is not effective on the first day of the month:
 - ♦ Cost assignments (payroll distributions) on Infotype 0027 that are created for monthly employees in HR are always effective for the entire month.
 - ♦ If an employee is considered FES Faculty for *any* part of a month, a DOE is required.
 - ♦ IRIS-FES will create cost assignments for that month on Infotype 0027 corresponding to the DOE's matrix.
 - ♦ The base pay for the non-FES assignment for the other part of the month will be charged to the DOE Payroll Distribution cost objects.

Human Resources (HR) Changes Mid-Month

- Prealert messages will not be created when:
 - ♦ Faculty's separation date is not the last day of the month.
 - ♦ New Faculty hire date is not the first day of the month.
- Prealert messages will be created when:
 - ♦ Employee is changing to FES Faculty and the FES assignment begin date is not the first day of the month.
 - ♦ Employee is changing from FES Faculty to part-time Faculty or Staff and the FES assignment does not end on the last day of the month.
 - ♦ Retroactive FES assignment changes do not start on the first day of the month.

Human Resources (HR) Changes Mid-Month

- FES can't accommodate a contract period (Employee Subgroup) change that is not effective on the first day of the month.
 - ♦ There is no way for FES to determine the track dates.
 - ♦ The Prealerts process will check for this condition.
 - ♦ Users will need to modify the organizational assignment in IRIS-HR with the new contract period so that it starts on the first day of the month.

DOE Versions/IRIS HR History Tab



- This window displays track, version and IRIS–HR historical information to provide convenient access to DOE details.
- The top pane displays the same information as seen on the **Prealert Detail** window in View Only mode.

Halley, Evelyn P. Person ID: 10002284 Coll: LS Org Unit: 30000231 Academic Programs

Prealert ID: 21 Message: 30501 Cost object validity dates have changed, matrix needs to be regenerated.

Secondary Message: Create new version to correct payroll distribution.

- The **Tracks** pane displays all tracks for the Faculty member for the fiscal year associated with the Prealert message.
 - ♦ When a row is selected, the **Versions** pane is refreshed to show all of the versions associated with the track.
 - ♦ No functions are available for this pane – View Only.

Tracks: Doubleclick track row to see associated versions.

Track	Begin Date	End Date	Status	Contd Prod	Act Vers	Payl Flag	FES Contd Prod	VA 8/0	Admin	Main Person	Position No	Position Title	Job No	Job Title	Assign Start	Assign End
1	07/01/2006	06/30/2007	Valid	12	1	N	Forced	N	N	00000766	50103619	Librarian I	40500879	Librarian	12/01/2005	12/31/2006

DOE Versions/IRIS HR History Tab



- The **Versions** pane displays all versions associated with the selected track in the **Tracks** pane.

Versions: Doubleclick version row to display DOE Version detail.

Trk	Vers	Status	Activated	Valid	Vers Type	Add Meth	Pos Coll	Pos Unit	Pos Unit Name	Rank	Titleseries	Acad Coll	Acad Dept	Acad Dept Name	Acad As
1	1	Activated	06/02/2006	Warning	Initial Versic	Roll	LS	30000323	Library Administ	Librarian I	Library	LS	30000323	Library Administ	07/01/2006

- Double-click on a version row to display the **FES Version Detail** window (same window accessed from the **DOE Processing** module).
 - ♦ Edits are possible here, if the version is in either the **DOE Entry** or **Returned From College** status tabs.
 - Edit the version as desired to remedy the situation causing the Prealert message,
 - Save the changes, then
 - Close the window to return to the **DOE Versions/IRIS HR History** window.

DOE Versions/IRIS HR History Tab



- Additional **Versions** pane options from **Functions/Reports** in the menu bar or by right-clicking in the pane:
 - ♦ **Delete Version** – user may delete if they created the version initially. Can not be deleted if created by the system.
 - ♦ **Insert Version** – user may insert for certain message types.
 - After selecting the desired **Copy** options, click on **Save** which creates the new version in the pane. Double-click on the new version to make and save the necessary edits. Close the window to return to the **Prealert Message Detail** window.

Add DOE Version

To add a new version, specify the copy options and click SAVE button.

Add DOE Version for: Haley, Evelyn

Fiscal Year: 2007 Track: 1

Copy Detailed Effort ☒ Copy Payroll Distribution ☒

Save Cancel

DOE Versions/IRIS HR History Tab



- The bottom pane displays the IRIS–FES assignment history for the fiscal year maintained in the FES Client.
 - ♦ **Detected Date** is the date that a change in the main assignment was detected in the FES Client and a history record was saved.
 - ♦ FES Client captures the main assignment history so that retroactive dating of HR data can be identified.
 - ♦ No functions are available for this pane – View Only.

IRIS HR Main Assignment History for Fiscal Year:

Detected Date	Pers Asgn No	Position	Position Title	Startdate	End Date	Job	Job Title	Pers Area	Emp Grp	Emp SubGrp	Pers SubArea	Org Unit	Org Unit Id
08/09/2006 14:20	00000766	50103619	Librarian I	12/01/2005	12/31/9999	40500879	Librarian	1000	C	03	0001	30000323	Library Ad

Track Actions – Creating a New Track



- A Track 1 Version 1 DOE is automatically created in April of every year by a “roll” process for all faculty with assignments that will be effective in the new fiscal year.
 - ♦ Each college designates whether the current DOE data is copied or a blank DOE is created.
- A new Track 1 Version 1 is automatically created when:
 - ♦ New FES Faculty have been hired or rehired;
 - ♦ Part-time Faculty or Staff have changed their assignment to FES Faculty.
- The track Beginning and Ending dates are:
 - ♦ Set by looking at the main IRIS–HR assignment;
 - ♦ Adjusted so that they are within the fiscal year;
 - ♦ Adjusted if faculty have a 9 or 10 month contract (Employee Subgroup 19 or 20).

Track Actions – Track Split Request



- Accommodating two or more DOE tracks in the same fiscal year is called “splitting a track”.
- A track split request is created by the Prealerts when:
 - ♦ Contract Period (Employee Subgroup), Position, Department, etc. are changed;
 - ♦ Faculty administrator changes to FES Faculty;
 - ♦ FES Faculty changes to Faculty with a VA 8/8ths appointment;
 - ♦ Faculty with a VA 8/8ths appointment changes to FES Faculty.
- Tracks will not be split mid-month.
- Changes to the IRIS–HR data before SPA’s approval can cause the track splitting request to be cancelled.

Track Actions – Track Recreate Request



- Recreating a track is a FES feature used to accommodate HR retroactive changes.
- A track recreate request is created when a retroactive FES assignment change causes the track begin date to be changed.
- This change can be part of a:
 - ♦ Contract Period (Employee Subgroup) change;
 - ♦ Retroactive date change of FES assignment.
- When SPA approves the recreation:
 - ♦ If the track was used for payroll, Track 1 will be invalidated and a new Track 2 Version 1 will be created.
 - ♦ If track was not used for payroll, Track 1 will be deleted and a new Track 1 Version 1 will be created.

Track Actions – Track Closure Request



- A track closure request is created when:
 - ♦ FES Faculty have separated from the University
 - If the Full-time Faculty member returns to the University during the same fiscal year, a new track is created.
 - ♦ FES Faculty's main assignment has changed to part-time Faculty or Staff or has expired
- When approved, the track ending date is changed to:
 - ♦ Separation date; or
 - ♦ End date of the FES assignment (if not separated)
- Changes to the IRIS–HR data before SPA's approval can cause the track closure request to be cancelled.

Unit 7 Summary



Any questions related to:

- FES Client prealerts
- Acknowledging/Resolving prealerts
- Requesting a track split



Unit 8



Inserting New Versions


Reasons for Inserting a Track 1 – Version 1

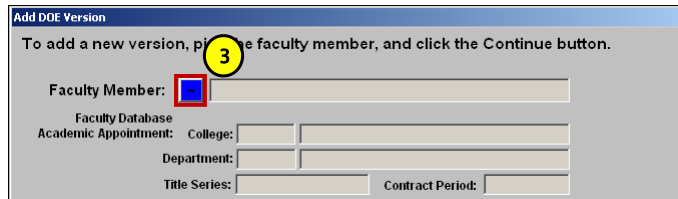


- There are two primary reasons for manually inserting a Track 1 Version 1 DOE:
 - ♦ A draft DOE is needed for a new hire dossier prior to entry in IRIS-HR; and/or
 - ♦ There is a Faculty Administrator for whom the department wishes to do a DOE.

Inserting a Track 1 – Version 1



1. From the **DOE Versions List – DOE Entry** screen, ensure the correct **Fiscal Year** is listed.
2. Initiate the insert by:
 - Clicking on the **Insert** icon in the toolbar; 
 - Choosing **Insert** from **DataEdit** in the menu bar; OR
 - Right-click anywhere on the data grid and choose **Insert**.
3. Click on the blue **Pick** icon to search for the desired **Faculty Member**.



Inserting a Track 1 – Version 1



4. Enter part/all of the Faculty's **Last Name**.
5. Click on the **Find** pushbutton.

Pick Faculty

Last Name: Find Cancel

Name	FDB Status	Title Series	Prim Coll	Prim Dept	Dept Name	FDBID	Stat Time

6. Click on the desired name to highlight and press **Enter**, or double-click on the name.

Pick Faculty

Last Name: Find Cancel

Name	FDB Status	Title Series	Prim Coll	Prim Dept	Dept Name	FDBID	Stat Time
Smith, Gregory, Ph.D.	Current	Regular	AS	BE120	Psychology	100009529	F
Smith, Richard, Ph.D.	Current	Regular	AS	BE120	Psychology	100009580	FT
Smith, Gerald, Ph.D.	Current	Regular	AS	BE650	History	100009696	FT
Smith, Daniel, Ph.D.	Current	Regular	AS	BE650	History	100009740	FT
Smith, David A., Ph.D.	Current	Regular	AG	B1120	Plant Pathology	100009083	FT
Smith, Megan S., Ph.D.	Current	Regular	AG	B1060	Plant and Soil Sciences	100009100	FT
Smith, Donna R., Ph.D.	Current	Special	AG	B1600	Family Studies	100009258	FT
Smith, Roy A., Ph.D.	Past	Special	AG	B1140	Veterinary Science	100009280	FT
Smith, Patty R., Ed.D.	Current	Post-Retiree	AG	B1100	Home Economics	100009306	PT

Inserting a Track 1 – Version 1



7. Click on the **Continue**.

The system then determines the following:

- ♦ Whether versions may be entered in the listed **Fiscal Year**;
- ♦ Whether the user has authority to add a version for this Faculty member (based on main HR assignment department, or academic home department if Faculty member is not yet in IRIS HR); and/or
- ♦ Whether a track exists for the Faculty member in the current fiscal year.

Add DCE Version

To add a new version, pick the faculty member, and click the Continue button.

Faculty Member:

Faculty Database: Arts and Sciences

Academic Appointment: Psychology

Department: Contract Period:

Continue Cancel

Inserting a Track 1 – Version 1



8. Since no track exists in listed **Fiscal Year**, specify the following to create a Track 1 – Version 1:
 - ♦ **Contract Period** (9, 10, 11 or 12 month)
 - ♦ **Start Date** (i.e. August 16th for a 9-month Faculty)
 - ♦ The **Contract Period** and the **Start Date** are used to determine the correct track beginning date.
9. Click on **Save**.

To create Version 1 for Track 1, select the copy options and Save.

8 **Contract Period:** 9 month **Start Date:** 08/16/2006

9 **Save** **Cancel**

Inserting a Track 1 – Version 1




- The system will return to the **DOE Version List** window with the new version row selected.
- Double-click on the new version to begin the DOE entry process.

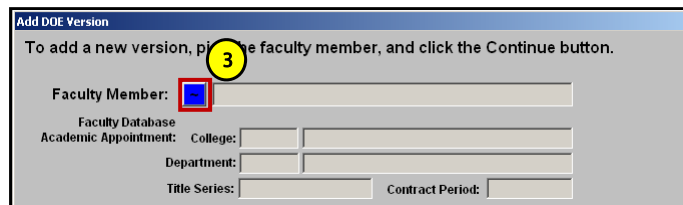
2007 Nine-Nada, Ei	EN	30000520	Chemical & Mater	1	1	Initial Version	Okay	N	100.00	100.00	09	N	DOE Entry	N	NA	Forced	Roll	N	
2007 Ninerepeat, John	EN	30000520	Chemical & Mater	1	1	Initial Version	Error	N	0.00	0.00	09	N	DOE Entry	N	NA	Forced	Roll	N	
2007 Ningen, Jonn	EN	30000520	Chemical & Mater	1	1	Initial Version	Error	N	0.00	0.00	09	N	DOE Entry	N	NA	Forced	Roll	N	
2007 Twelveagent, Wenchang	EN	30000520	Chemical & Mater	1	1	Initial Version	Error	N	0.00	0.00	12	N	DOE Entry	N	NA	Forced	Roll	N	
2007 Monthysagent, John	ME	30000395	Pathology & Labo	1	1	Initial Version	Error	N	0.00	0.00	12	N	DOE Entry	N	NA	Forced	Roll	N	
2007 Twelvepocket, Julie	ME	30000395	Pathology & Labo	1	1	Initial Version	Error	N	0.00	0.00	12	N	DOE Entry	N	NA	Forced	Roll	N	
2007 Twelvefaculty, Peter	ME	30000395	Pathology & Labo	1	1	Initial Version	Warning	N	100.00	100.00	12	N	DOE Entry	N	NA	Forced	Roll	N	
2007 Twelvemear, Bonnie	ME	30000395	Pathology & Labo	1	1	Initial Version	Error	N	100.00	100.00	12	N	DOE Entry	Y	B	Not Contro	Roll	N	
2007 Twelwes, Timothy	ME	30000395	Pathology & Labo	1	1	Initial Version	Error	N	0.00	0.00	12	N	DOE Entry	Y	NA	Not Contro	Roll	N	
2007 Monthypaper, Luis	ME	30000395	Pathology & Labo	1	1	Initial Version	Error	N	0.00	0.00	12	N	DOE Entry	Y	NA	Not Contro	Roll	N	
2007 Mofaccon, Cristin	ME	30000395	Pathology & Labo	1	1	Initial Version	Error	N	0.00	0.00	12	N	DOE Entry	N	NA	Forced	Roll	N	
2007 TenAgent, Amy	ME	30000404	Psychiatry	1	1	Initial Version	Error	N	0.00	0.00	10	N	DOE Entry	N	NA	Forced	Roll	N	
2007 Ten-Ten, Amy	ME	30000404	Psychiatry	1	1	Initial Version	Error	N	0.00	0.00	10	N	DOE Entry	N	NA	Forced	Roll	N	
2007 Ten-Paper, Amy	ME	30000404	Psychiatry	1	1	Initial Version	Error	N	0.00	0.00	10	N	DOE Entry	N	NA	Forced	Roll	N	
2007 Ten-Agan, Amy	ME	30000404	Psychiatry	1	1	Initial Version	Error	N	25.00	100.00	10	N	DOE Entry	N	NA	Forced	Roll	N	
2007 VAFaculty, Joseph	ME	30000559	Anesthesiology	1	1	Initial Version	Error	N	0.00	0.00	12	N	DOE Entry	Y	NA	Not Contro	Roll	N	
2007 Smith, Gregory, Ph.D.	AG	30000470	Psychology	1	1	Initial Version	Error	N	0.00	0.00	12	N	DOE Entry	N	NA	Forced	User	N	
2007 Frolenkov, Gregory I., Ph	ME	30000342	Physiology	1	1	Initial Version	Error	N	0.00	8.00	12	N	DOE Entry	N	NA	Forced	User	N	

Reasons for Inserting a Version 2 or Higher

- Faculty member receives a new Sponsored project and the cost object is established in the IRIS Financial System;
- Faculty member's percent of effort has changed from the prior version due to class load change or effort on a Sponsored project has increased/decreased by 5% or greater;
- Faculty member's effort changes during the academic year due to an increase/decrease in the public **Service, Administration** or **Prof. Development** sections;
- Effort on a Sponsored project changes between direct charges and cost sharing charges; or
- Sponsor changes the beginning or ending dates on a Sponsored project and the Faculty member's effort may change as a result.

Inserting a Version 2 or Higher

1. From the **DOE Versions List – DOE Entry** screen ONLY, ensure the correct **Fiscal Year** and **Names** are listed.
2. Initiate the insert by:
 - Clicking on the Insert icon in the toolbar; 
 - Choosing **Insert** from **DataEdit** in the menu bar; OR
 - Right-click anywhere on the data grid and choose **Insert**.
3. Click on the blue **Pick** icon to search for the desired **Faculty Member**.



Inserting a Version 2 or Higher



4. Enter part or all of the Faculty's **Last Name**.
5. Click on the **Find** pushbutton.

Pick Faculty

Last Name:

Name	FDB Status	Title Series	Prim Coll	Prim Dept	Dept Name	FDBID
Turner, Jonathan W.	Current	Regular	AG	81060	Plant and Soil Sciences	100009182
Turner, Katherine	Current	Regular	AS	8E080	Mathematics	100009834
Turner, Kevin W.	Current	Extension	AG	81060	Plant and Soil Sciences	100009343
Turner, Noah	Current	Research	ME	7H100	Anatomy & Neurobiology	100000344
Turner, Randolph M.	Past	Voluntary	AH	7N900	Health Sciences - Clinical Sci	100001459

6. Click on the desired **Name** to highlight and press **Enter**, or double-click on the name.

Sort by clicking on any of the column headers.

Pick Faculty

Last Name:

Name	FDB Status	Title Series	Prim Coll	Prim Dept	Dept Name	FDBID	Stu	Tin
Turner, Jonathan W.	Current	Regular	AG	81060	Plant and Soil Sciences	100009182	FT	
Turner, Katherine	Current	Regular	AS	8E080	Mathematics	100009834	FT	
Turner, Kevin W.	Current	Extension	AG	81060	Plant and Soil Sciences	100009343	F	
Turner, Noah	Current	Research	ME	7H100	Anatomy & Neurobiology	100000344	F	
Turner, Randolph M.	Past	Voluntary	AH	7N900	Health Sciences - Clinical Sci	100001459	VO	

Inserting a Version 2 or Higher



7. Click on the **Continue** pushbutton.

- The system then determines:
 - ♦ Whether versions may be entered in the listed **Fiscal Year**;
 - ♦ Whether the user has authority to add a versions for this Faculty member (based on main HR assignment department, or academic home department if the Faculty member is not yet in IRIS-HR); and/or
 - ♦ Whether a track exists for the Faculty member in the current fiscal year.

Add New Version

To add a new version, pick the faculty member, and click the Continue button.

Faculty Member:

Faculty Database:

Academic Appointment:

Title Series: Contract Period:

Inserting a Version 2 or Higher



- The system automatically lists the valid tracks available in the Fiscal Year.
- Select the desired track by clicking on the row.
 - Specify the **Copy...** options using the checkboxes.
 - Click on the **Save** pushbutton.

A Version 2+ can not be created if the existing Version is still "In Progress"!

Track No.	Track Begin Date	Track End Date	Active Version	Activate Date	In Progress Version	Version Status
1	07/01/2006	06/30/2007	1	06/02/2006	0	No Status

Inserting a Version 2 or Higher



- The **DOE Header** information is automatically copied from the prior version.
- If only **Copy Detailed Effort** is selected, the course details will be copied as well, and the system will create the cost objects in the Payroll Distribution block with 0% effort.
- If only **Copy Payroll Distribution** is selected, the system will create the cost objects in the Payroll Distribution block with 0% effort.
- If both **Copy...** options are selected, the system will duplicate everything from the prior version.
- The system will not allow a new version to be created if the existing version has not been Activated by SPA.

Inserting a Version 2 or Higher



- The system will return to the **DOE Version List - DOE Entry** window with the new version row selected.

2007	Banning, Eric S.	ME	30000360	Graduate Medical	1	1	Initial Version	Okay	N	0.00	100.00	12	Y	DOE Entry	N	NA	Not Control	User	N
2007	Turner, Noah	ME	30000374	Anatomy & Neuro	1	2	Undetermined	Warning	N	100.00	100.00	12	N	DOE Entry	N	NA	Forced	User	N
2007	Peters, John J.	ME	30000404	Diagnostic Radiol	1	1	Initial Version	Okay	N	0.00	100.00	12	Y	DOE Entry	N	NA	Not Control	User	N

- Double-click on the new version to begin the editing process.
- It is mandatory that the reason/justification for the new version be entered in the **Form Comments** field on the **DOE Header** window!

Wks / Year	UK Ave Wkly Hrs	UK Hrs / Yr	VA Status	VA Ave Wkly Hrs
52	40.00	2080.00	Not VA	0
Form Comments: Moved 10% non-sponsored research to future grant. Changed cost share % on 3046869600.				

Printing a Version 2 or Higher



- To print a Version 2 or higher, select **Print Change DOE - Draft** or **Print Change DOE - Final** from either **Functions/Reports** in the menu bar or by right-clicking on the row and selecting it from the drop-down menu.
- The **Print Change DOE** options will print the DOE showing both the previous and current information.
- Colleges should not approve a Version 2 DOE if the From Comments are missing and/or if the DOE was printed using the **Print Initial DOE - Final** option.

Version 2 or Higher DOE Format Example



UK University of Kentucky		FY 2007		Track 1 Version 2	
Distribution of Effort Agreement					
Douglass Nineassoc			30000528 Chemical & Materials Engineering		
College of Engineering		Effort Summary:		Current Version	
Chemical & Materials Engineering				Spon. Non-Sp. Total	
Associate Professor, Regular Title Series		I. Instruction		50.00 10.00 60.00	
Contract: 9 month from 07/01/2006 to 06/30/2007		II. Research		10.00 10.00 20.00	
Person ID: 10157970 Pers.Avg: 50102936 11005488		III. Service		0.00 10.00 10.00	
Annual Hours: 2080.00 Avg Wkly Hours: 52.00		IV. Administration		0.00 10.00 10.00	
		V. Prof. Development		0.00 0.00 0.00	
		Total		50.00 50.00 100.00	
				Prior Version	
				Spon. Non-Sp. Total	
				50.00 10.00 60.00	
				0.00 20.00 20.00	
				0.00 10.00 10.00	
				0.00 10.00 10.00	
				0.00 0.00 0.00	
				50.00 50.00 100.00	

Payroll Distribution Block:

Sponsored		Current Version		Prior Version	
Cost Object	Dept	Cost Object Description	End Date	Fund	Shrd%
FUT 1013700144	SH200	FES Deficit Cost Center	12/31/9999	I 0011033700	10.00 10.00
WBS 3046869600	81090	INFLUENCE OF SOIL PHYSICOCHEN	06/30/2008	E 0226869600	30.00 24.00
WBS 3046869600	81090	INFLUENCE OF SOIL PHYSICOCHEN	06/30/2008	C 0011890400	6.00
WBS 3046884200	SE060	ACQUISITION OF A DGC MACERAL	02/28/2007	E 0226884200	5.00 5.00
WBS 3047254500	SH600	CAREER INTEGRATED APPROACH	03/31/2008	E 0226666700	15.00 15.00
Sponsored Total					60.00
					50.00
Non-Sponsored		Current Version		Prior Version	
Cost Object	Dept	Cost Object Description	End Date	Fund	Shrd%
CC 1012000820	7E100	NURSING INSTRUCTION	12/31/9999	I 0011030100	25.00
CC 1012067930	SE000	ARTS & SCIENCES DEVELOPMENT	12/31/9999	I 0011020100	15.00
Non-Sponsored Total					40.00
					50.00
Total Effort:					100.00
					100.00

Form Comments:
Moved 10% non-spon research to future grant. Changed cost share % on 3046869600.

Indicates a cost object that is not in use in this version.

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DOE Version Types



- The **Version Type** field on the **DOE Versions List - DOE Entry** window will contain one of the following values:
 - Initial Version** (set as the default for Track 1, Version 1)
 - New Track** (set as the default for Track > 1, Version 1)
 - Undetermined** (used for Version 2 or higher)
 - Effort Change** (with or without Payroll Distribution change)
 - Payroll Dist Only** (no change to Detailed Effort)

DOE Versions List - DOE Entry																				
Fiscal Year: 2007																				
Fiscal Year	Name	Pos	RES Pos	RES Pos	Track	Ver	Ver Type	Ver Valid	Ver Comm	Total Effort	Total Cost	Coor	Adm	Status	VA 09	VA 09	FES Out	Add Method	Used	DOE Entry
2007	Ernesting, Nathaniel N.	SH	30000900	Center For Home	1	1	Initial Version	Enter	N	0.00	0.00	09	N	DOE Entry	N	NA	Forced	Roll	N	
2007	Montoya, Christopher A.	ME	30000414	Internal Medicine	1	1	Initial Version	Enter	Y	100.00	100.00	12	N	DOE Entry	N	NA	Forced	Roll	N	
2007	Maqoon, Timothy P.	LA	30000504	Law Instruction	1	1	Initial Version	Enter	N	0.00	0.00	09	N	DOE Entry	N	NA	Forced	Roll	N	

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DOE Version Types



- Version Types for Version 2 or higher:
 - ♦ Initially set to **Undetermined**.
 - ♦ When the DOE is printed in **Final** form, FES Client sets the **Version Type** to either **Effort Change** or **Payroll Dist Only**.
 - ♦ If the DOE is returned from the College, the **Version Type** is set back to **Undetermined**.

Version 2 and Higher Grant Edits



- When creating a Version 2 or higher DOE, if a grant on the previous version is closed:
 - ♦ Final payments have been made to the sponsor;
 - ♦ The WBS Element can not be deleted from the DOE **Detailed Effort** or **Payroll Distribution** components;
 - ♦ The **Charged** effort percentage to the External fund can not be changed; and
 - ♦ The **Shared** effort percentage to the Cost Share fund can not be changed.



Reallocations/Retroactive Payrolls

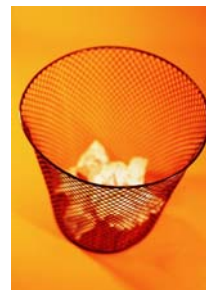


- We're using IRIS-delivered HR functionality to process changes in payroll distribution on the DOE along with the monthly payroll run.
- When the monthly payroll runs, HR will detect changes to cost assignments for prior payrolls and create accounting entries. This is called "retroactive" payroll changes.
- When SPA approves a DOE Version 2 or higher, IRIS-FES will:
 - ♦ Delete the HR Infotype 0027 monthly entries for the entire track period that matched the previous DOE version; and
 - ♦ Create new HR Infotype 0027 entries that match the new DOE version for the entire track period.
 - ♦ Note: Prior version HR Infotype 0027 entries can be seen in the FES Client on the **Matrix/What If** window.

Deleting a Version




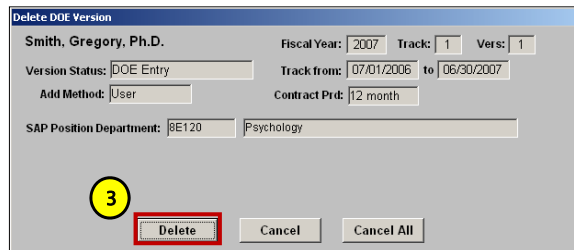
- Department users can delete a version from either the **DOE Entry** or **Returned from College** status tab.
- College users can delete a version from the **Submitted to College** status tab.
- A version can be deleted if:
 - ♦ The version was created by a user and not the FES Client; and/or
 - ♦ It has not been submitted to SPA.



Deleting a Version



1. Select a single or multiple versions.
2. Delete the version(s) by:
 - Clicking on the **Delete** icon  in the toolbar;
 - Choosing **Delete** from **DataEdit** in the menu bar; or
 - Right-click anywhere on the data grid and choose **Delete**.
3. Click on the **Delete** pushbutton on the **Delete DOE Version** window.



Unit 8 Summary



Any questions related to:

- Inserting a Track 1 – Version 1
- Creating a Version 2 or higher
- Reallocations/Retroactive Payrolls
- Deleting a version





IRIS FES & DOE Display

IRIS-FES

- SPA approvals in IRIS-FES will be immediately visible in IRIS, but will not be seen in the FES Client until the following day.
- Users can “drill down” to IRIS-HR data (PA20) by double-clicking on either a Faculty member’s name or Person ID.
- IRIS-FI cost object master data may also be accessed by double-clicking on any cost object displayed on the DOE.
- Any user needing view-only capabilities for DOEs and who may be more familiar with IRIS may choose to use the IRIS transactions instead of the FES Client.

IRIS-FES Security



- Security roles in IRIS-FES:
 - ♦ R3P-FE-DISPLAY – basic level entry and display screen;
 - ♦ R3P-FE-DEPT-APPROVE – allows approvals at department or college levels; and
 - ♦ R3P-FE-CERT – certification approval.
- All roles in IRIS-FES are controlled by HR structural authorizations.
- Access can be given to department or college outside the structural authorizations by request through the Area Fiscal Officer (AFO).



IRIS-FES Security



All roles in FES have the following access:

- IRIS-FI Transactions:
 - ♦ Cost Center Display – KS03
 - ♦ WBS Element Display – CJ03
 - ♦ Grant Display – GMGRANTD
 - ♦ Fund Master Data – FM55
 - ♦ Fund Center Display – FMSC
- IRIS-HR, Transaction PA20 for the following Infotypes:
 - ♦ Organizational Assignment – 0001
 - ♦ Basic Pay – 0008
 - ♦ Contract Elements – 0016
 - ♦ Cost Distributions – 0027
 - ♦ Main Personnel Assignment – 0712
 - ♦ FES Cost Distribution Control – 9007
 - ♦ Primary Academic Appointment – 9008
 - ♦ Faculty Administrative Appointment – 9009
 - ♦ Faculty Tenure and Initial Assignment – 9010

IRIS-FES Display DOE



1. Begin using transaction code **ZFESDOE**.
2. Enter 1000 in **Personnel area** for Main Campus (1300–College of Agriculture Extension, 1400–County Agents).
3. Enter the desired **Fiscal Year**.

4. Click on the **Execute** icon to begin the search.

It is also strongly recommended that you enter your **Department (Org.Unit)** 8-digit number to narrow the search and increase system response time.

IRIS-FES Display DOE



List DOE

List of DOE's

Fiscal Year: 2007
Status selection: All

Double-click on any version to display the complete DOE details.

Org. Unit	Organizational Unit Text	Last name	First name	Person ID	PA	Year	Track No	Version No	Version type	Valid From	Valid to	Ac
30000528	8H200/Chemical & Materials Engineering	Ninethree	Dibaker	10157977	1000	2007	1	1	Initial	08/01/2006	05/31/2007	
30000404	7H800/Psychiatry	Tendefer	Kimberly	10158001					Initial	10/01/2006	05/31/2007	
30000395	7H600/Pathology	Earlyten	Kim	10157997					Initial	08/01/2006	05/31/2007	
		Twelveprof	Ronald	10157981					Initial	07/01/2006	06/30/2007	
		Twelve	Gregory	10157985					Initial	07/01/2006	06/30/2007	
		Monthly	Paul	10157979					Initial	07/01/2006	06/30/2007	
		Exemptmo	Michael	10157984					Initial	10/01/2006	06/30/2007	
		Earlytwelve	Subodh	10157986					Initial	07/01/2006	06/30/2007	
30000298	88000/Library Administration	Librarian	Stephanie	10157991					Initial	07/01/2006	06/30/2007	

IRIS-FES Display DOE - Person Data



Display DOE

Person Data
Person ID: 10002136 Name: OLSON RYAN

DOE Data
Fiscal Year: 2007 Track No: 1 Version No: 1
Track Period: 08/01/2006 to 05/31/2007 Status: SUBM
DOE Detailed effort

Annual Payroll Distribution Block
Monthly Payroll Distribution

Click on the **Show** additional information.
Click on the **Hide** additional information.

Double-click on the **Person ID** to view the Faculty's IRIS-HR information (PA20 – security based access).

Click on the green Back icon to return to Display DOE.

Display HR Master Data

Person ID: 10002136
Name: RYAN, W. OLSON
EE group: C Faculty Pers. area:
EE subgroup: 19 9 mo Deferred Pers. subarea:

UK Personal Data UK Payroll Data UK Benefits UK Organizational Data

Infotype list: Actions (0000) Personal Data (0002) Organizational Assignment (0001) Addresses (0006) Basic Pay (0008) Date Specifications (0041) Residence Status (0094) Additional Personal Data (0077) Communication (0109)

Period: From To
Today Current week
All Current month
From curr date Last week
Up to Today Last month
Current Period Current Year
Choose

Person Data

Person ID: 10002136 Name: OLSON RYAN
EE group: C Faculty Org. Unit: 30000531 8E650/History
EE subgroup: 19 9 mo Deferred Pay Position: 50102649 F8501M0/Professor
Personnel area: 1000 Main Campus Job: 40501713 F8501M0/Regular Faculty
Pers. subarea: 0001 Reg FT Contract: Faculty

UK UNIVERSITY OF KENTUCKY

FES Client Data Processing & Actions

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IRIS-FES Display DOE - DOE Data



DOE Data

Fiscal Year: 2007 Track No: 1 Version No: 1 Initial: ☐ Active Contract type: Nine Month
Track Period: 08/01/2006 to 05/31/2007 Status: SUBM Submitted: 05/30/2006 TFE-0001 Activation date:
DOE Detailed effort Comments: ☐ Status History: ☐

Efforttype	Sponsored	Non-Sponso...	Total
Instruction	0.00	60.00	60.00
Research	0.00	0.00	0.00
Service	0.00	15.00	15.00
Administration	0.00	0.00	0.00
Professional Devel...	0.00	25.00	25.00
Total	0.00	100.00	100.00

Status History

Status	Date	Time	User ID	T. Code
SUBM Submitted	05/30/2006	14:33:17	TFE-0001	

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FES Client Data Processing & Actions

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IRIS-FES Display DOE - Annual Payroll Dist.



Annual Payroll Distribution Block

No	Account type	Cost Center	Order	WBS Element	Fund	Valid from	Valid to	%	Funds Center	Grant
1	Non-Sponsored	1012079560			0011020100	01/01/1900	12/31/9999	100.00	1012079560	GMNR
999	Total							100.00		

Double-click on any of the cost objects (**Cost Center, WBS Element**) to view additional information from the IRIS-FI module.

Click on the green Back icon to return to Display DOE.

Cost Center: Basic Screen

Cost Center: 1012079560 W. MILLER RGS
Controlling Area: UK00 University of Kentucky
Valid From: 01/01/1900 to: 12/31/9999

Basic data Control Templates Address Communication Add file...

Names
Name: W. MILLER RGS
Description: WALLIS MILLER RGS SUPPORT

Basic data
Person Responsible: GINNY MILLER
Department: BN000
Cost Center Category: W UK Cost Center
Hierarchy area: PBN000 Architecture Administration
Company Code: UK00 University of Kentucky
Business Area: 0101 UK w/o component units
Functional Area:
Currency: USD
Profit Center:

IRIS-FES Display DOE - Monthly Payroll Dist.



Monthly Payroll Distribution

Percent of Month Percent of Year Dollars

No	Account type	Cost Center	Order	WBS Element	Fund	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
1	Non-Sponsored	1012079560			0011020100	0.0000	5.5556	11.1111	11.1111	11.1111	11.1111	11.1111	11.1111	11.1111	11.1111	11.1111	5.5556	0.0000
999	Total					0.0000	5.5556	11.1111	11.1111	11.1111	11.1111	11.1111	11.1111	11.1111	11.1111	11.1111	5.5556	0.0000

Double-click on any of the cost objects (**Cost Center, WBS Element**) to view additional information from the IRIS-FI module.

Monthly Payroll Distribution

Percent of Month Percent of Year Dollars

Estimated Annual Salary: 90,000.00 Current Annual Salary: 90,000.00

No	Account type	Cost Center	Order	WBS Element	Fund	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1	Non-Sponsored	1012079560			0011020100	0	5,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	5,000
999	Total					0	5,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	5,000

IRIS-FES Display DOE - Optional T-Code



- To go directly to a desired DOE for one Faculty member, use transaction code **ZFES1**.
- All four fields are required to be completed.
- When completed, press the **Enter** key.

Change icon is used only by SPA to either Approve or Reject the DOE.

Display DOE

DOE Initial screen

Person ID 10002136

Fiscal Year 2007

Track No 1

Version No 1

Fiscal Year 2007

Track No 1

Version No 1

Initial I

Active ☐

Contract type Nine Month

Track Period 08/01/2006 to 05/31/2007

Status SUBM Submitted 05/30/2006 TFE-0001

Activation date

DOE Detailed effort

Comments

Status History

Annual Payroll Distribution Block

Monthly Payroll Distribution

Unit 9 Summary



Any questions related to:

- Displaying DOEs in IRIS-FES





Track Processing Module

Track Processing

- The **Track Processing** module allows users to:
 - ♦ View all tracks within an area at a glance;
 - ♦ Use the query functionality to help in finding and/or sorting certain criteria; and
 - ♦ Double-click on the track to see all associated track versions, IRIS HR assignment history, and prealert/track history.
- Click on the **Track Processing** button on the main FES Client window to access.

Track Processing



Tracks List Screen



- Ensure desired **Fiscal Year** is displayed – use scroll arrows to change AND click directly on the date to change the list.
- **Valid** – **Track Status** is default – change as desired.
- List may be sorted by clicking on a column header.
- Double-click on a line to open the **Track Detail** window.

Track Processing - Tracks

Fiscal Year: 2007

Track Status: ☒ Valid ☐ Invalid ☐ All

Fiscal Year	Name	Coll	Org Unit	Org Unit Name	IRIS Person ID	Track No	Track Begin Date	Track End Date	Deferred Pay Stat	Contr Per	Track Status	Active Vers	In-prog Vers	In-prog Vers Str
2007	Turner, Noah	ME	30000374	Anatomy & I	10002286	1	07/01/2006	06/30/2007	Not Defen	12	Valid	1	0	No Statu
2007	Haley, Evelyn P.	LS	30000323	Library Adm	10002284	1	07/01/2006	06/30/2007	Not Defen	12	Valid	1	0	No Statu
2007	Abraham, Diane	CI	30000591	Library & In	10005370	1	08/01/2006	05/31/2007	9 month C	09	Valid	0	1	DOE Ent
2007	Adams, Arnold	ME	30000378	Biochemistr	10009008	1	07/01/2006	06/30/2007	Not Defen	12	Valid	0	1	DOE Ent
2007	Adams, Caia L.	AS	30000529	English	10004726	1	08/01/2006	05/31/2007	9 month C	09	Valid	0	1	DOE Ent
2007	Adam, Dominic J.	ED	30000558	Special Edu	10003438	1	08/01/2006	05/31/2007	9 month C	09	Valid	0	1	DOE Ent
2007	Adams, Howley G.	AG	30000236	Biosystems	10008052	1	07/01/2006	06/30/2007	Not Defen	12	Valid	0	1	DOE Ent
2007	Adams, Susan R.	FA	30000810	Fine Arts -	10005726	1	08/01/2006	05/31/2007	9 month C	09	Valid	0	1	DOE Ent
2007	Adam, Norman W.	LA	30000584	Law Instruc	10011043	1	07/01/2006	06/30/2007	Not Defen	07	Valid	0	1	DOE Ent
2007	Adams, Kaela C.	AS	30000529	English	10010399	1	08/01/2006	05/31/2007	9 month C	09	Valid	0	1	DOE Ent
2007	Adams, Prindexter C.	AG	30000264	CES Develo	10005292	1	07/01/2006	06/30/2007	Not Defen	12	Valid	0	1	DOE Ent

Tracks

Track Requests Screen



- Displays tracks which are still in a **Pending – Request** and/or **Approval Status**.
- List may be sorted by clicking on a column header.
- Double-click on a line to open the **Track Detail** screen.

Track Processing - Track Requests

Fiscal Year: 2007 Request Status: ☒ Pending ☐ Resolved ☐ All

Fiscal Year	Name	Pos Coll	IRIS Pos OrgUnit	IRIS Pos OrgUnit Name	IRIS Person ID	Track No	Request Type	Request Status	Approval Status	Request Date	Days Outs	Unit Comments	SP
2007	Abraham, Diane	CI	30000545	Management-R	10005370	1	Removal	Pending	Pending	07/10/2006	30		
2007	Amherst, Sebas	EN	30000536	RCTF Chairs	10009832	1	Removal	Pending	Pending	07/10/2006	30		
2007	Barnes, Darryl F	AG	30000232	Cooperative Ext	10006876	1	Closure	Pending	Pending	07/14/2006	26		
2007	Bates, Johanna	AS	30000483	Public Hlth Adn	10008365	1	Removal	Pending	Pending	07/10/2006	30		

Track Processing - Track Requests

Fiscal Year: 2007 Request Status: ☒ Pending ☐ Resolved ☐ All

Fiscal Year	Name	Pos Coll	IRIS Pos OrgUnit	IRIS Pos OrgUnit Name	IRIS Person ID	Track No	Request Type	Request Status	Approval Status	Request Date	Days Outs	Unit Comments	SP
2007	Landross, Bame	DE	30000309	Commons Mar	10008266	1	Closure	Resolved	Cancelled	07/13/2006	5		
2007	Quentin, Abie	AS	30000484	Public Health A	10008072	1	Closure	Resolved	Cancelled	07/14/2006	18		

Track Detail Screen



- Top and bottom panes are display only.
- In the **Versions** pane you may:
 - ♦ Double-click on any version listed to view the DOE's **FES Versions Detail** screens; and/or
 - ♦ Right-click anywhere in the pane to either **Insert Version** or **Delete Version**.

Versions: Doubleclick version row to display DOE Version detail.

Trk	Vers	Status	Contract Per	Activated	Valid	Vers Type	Add Meth	Pos Coll	Pos Unit	Pos Unit Name	Rank	Titleseries
1	1	Activated	12 month	06/02/2006	Warning	Initial Versic	Roll	LS	30000323	Library Administ	Librarian I	Library

Insert Version
Delete Version

Pre-Alert and Track Request History Screen



- Top pane is display only.
- Double-click on any **Pre-alerts** and the Prealert Message Detail screen will display.
- Double-click on any **Track Requests** and the Track Request Detail screen will display.
- No editing/processing functionality exists on this screen, but it is available once you are in either the Prealert Message Detail or Track Request Detail screens.

Unit 10 Summary



Any questions related to:


- Track Processing Module




FES Information on IRIS Web Site



- www.uky.edu/IRIS/FES/

**Integrated Resource Information Systems**
Supported by ASG and IT



Home	ASG Information	Resources	Communication
FES Home News Project Background FES Messages Faculty Payments Policy Payments Worksheet Future Year Grants DOE Form DOE Instructions Terminology UKSSOGateway myHelp Contact IRIS	Faculty Effort System Because of its integration with financial accounting, human resource, and payroll information, the University's Faculty Effort System (FES) has been replaced with a custom development that supports effective interaction with IRIS-Financials and IRIS-HR/Payroll. The new Faculty Effort System, which includes custom features in IRIS and an FES Client, became active on July 1, 2006. End-users now create and maintain Distribution of Effort (DOE) data for the full-time UK faculty in the new FES. FES users should refer to this page for general information about the new system, news, important dates, and documentation.	News To Use FES IRIS Wednesday An FES IRIS Wednesday session will be held on August 27, 1:00-3:00 pm in 72 McVey Hall. Read more... Deferred Pay Information Presentation (May 24, 2007) Deferred Pay Calculator Deferred Pay Calculator for Salary Changes	

Contact/Help Information



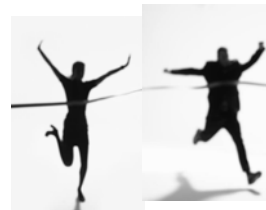
- FES E-mail address: FES.OT@email.uky.edu
- Sponsored Projects Accounting contacts:
 - ♦ Cherri Wallace ~ cwallac@uky.edu ~ 257-1747
 - ♦ Jennifer Miles~ jennifer.miles@uky.edu ~ 257-3662

Course Summary



You should now be able to:

- Explain the reasons for tracking Faculty effort
- Describe the structure and key elements of the FES Client
- Access and successfully enter a DOE, balance its Detailed Effort and Payroll Distribution, validate Financial cost objects, generate the matrix, print draft/final versions, and process approvals through the college level
- Managing the FES Client Prealerts
- View DOE information in IRIS FES



FI_FES_315 Assessment



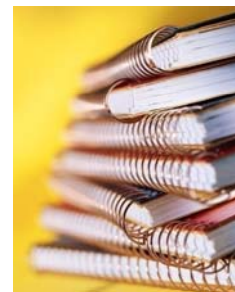
- Use the following to complete your assessment:
 - ♦ **Assessment FacultyMember DOE** (Pages 13–16)
 - ♦ **Assessment DOE name** on your Data Sheet
- In this assessment you will complete the following:
 1. Enter all of the data and process the DOE for your faculty.
 2. Print the **Initial DOE – Final**.
 3. Submit the DOE to the College.
 4. Find HR Prealert message 60020 for your faculty, and **Acknowledge/Resolve** the message.
 5. Notify the instructor when finished.



Appendices



- A. NIH Salary Cap
- B. System Messages
 - ♦ **Validations Screen Messages**
 - ♦ **Matrix Validation Error Messages**
 - ♦ **HR Prealert Messages**
 - ♦ **FI Prealert Messages**
- C. HR Data in Support of DOEs
- D. FI Data in Support of DOEs





NIH Salary Cap

NIH Salary Cap

- Congressional mandated provision limiting the amount of direct salary charges an individual may distribute to one or more National Institute of Health (NIH) Projects:
 - ♦ Grants and Cooperative Agreements
 - ♦ Applicable contracts to Executive Level 1 of the Federal Executive Pay scale

Salary over NIH Cap



- If treated as Cost Sharing:
 - ♦ PI annual salary is \$300,000
 - ♦ Salary cap is \$191,300
 - ♦ Difference is \$108,700
 - ♦ PI budgets 15% effort to the project
 - ♦ Budget shows salary to grant at \$28,695 for PI salary (15%)
 - ♦ PI certifies 15% effort to the project
 - ♦ Cost share is \$16,305 ($\$108,700 \times 15\%$)
 - ♦ Cost share goes into the Facilities & Administration (F&A) base

Salary over NIH Cap



- If treated as unallowable:
 - ♦ PI annual salary is \$300,000
 - ♦ Salary cap is \$191,300
 - ♦ Difference is \$108,700
 - ♦ PI budgets 15% effort to the project
 - ♦ Budget shows salary to grant at \$28,695 for PI salary (15%)
 - ♦ PI certifies 15% effort to the project
 - ♦ Unallowable cost is \$16,305 ($\$108,700 \times 15\%$)
 - ♦ Unallowable cost does go into the F&A base

Salary Cap & Voluntary Committed Cost Sharing

- ♦ PI annual salary is \$300,000
- ♦ Salary cap is \$191,300
- ♦ Difference is \$108,700
- ♦ PI budgets 15% effort to the project
- ♦ Budget shows salary to grant at \$19,130 (10%)
- ♦ PI certifies 15% effort to the project
- ♦ Cost share over NIH cap = $(\$108,700 \times 15\%)$ \$16,305
- ♦ Voluntary committed cost share $(\$191,300 \times 5\%)$ 9,565
- \$25,870
- ♦ Cost share goes into the F&A base

Salary Cap & Voluntary Committed Cost Sharing

- ♦ PI annual salary is \$300,000
- ♦ Salary cap is \$191,300
- ♦ Difference is \$108,700
- ♦ PI budgets 15% effort to the project
- ♦ Budget shows salary to grant at \$19,130 (10%)
- ♦ PI certifies 15% effort to the project
- ♦ Voluntary committed cost share $(\$191,300 \times 5\%)$ \$9,565
- ♦ Unallowable cost over NIH cap = $(\$108,700 \times 15\%)$ \$16,305
- ♦ Cost share goes into the F&A base
- ♦ Unallowable cost does go into the F&A base



System Messages

FES Client Summary/Validations Screen Messages

- All of these messages are fatal errors unless the message indicates it is a warning

Message Code	Message	Comment/Explanation
10001	Det Effort: Total detailed effort does not equal 100%	
10002	Payroll Dist: Total payroll distribution effort does not equal 100%	
10003	Summary: Total sponsored detailed effort does not equal total sponsored payroll distribution effort	
10004	Summary: Total non-sponsored detailed effort does not equal total non-sponsored payroll distribution effort	
10005	DOE Header: Weeks Per Year must be > 0 and <= 52	
10006	DOE Header: UK Ave Weekly Hours must be > 0 and <= 168	
10007	DOE Header: UK hours per year not equal to system computed value	
10008	DOE Header: VA weekly hours are required for a VA faculty member. (WARNING)	
10009	DOE Header: VA weekly hours specified for a non-VA faculty member. (WARNING)	
10010	DOE Header: UK weekly hours should be 0 for VA 8/8 faculty member. (WARNING)	
10101	DOE Header: FDB missing the SAP External Person ID field, cannot identify SAP-HR data	The colleges are required to populate the Person-ID in the faculty database, once the faculty member is hired and entered into SAP-HR. This maintains the link between the faculty database, the FES Client and IRIS HR.
10104	DOE Header: Administrative flag should not be checked for faculty employee	The administrative flag is used to indicate that an employee with an IRIS HR assignment that is in a staff employee group is a faculty administrator. This flag is not needed for faculty members with an IRIS HR prime assignment that is in a faculty employee group.

FES Client Summary/Validations Screen Messages



Message Code	Message	Comment/Explanation
10105	DOE Header: FES Control Payroll flag should be Forced for faculty employee	The FES Control Payroll flag is used to indicate if FES is controlling the HR payroll distributions for base pay. IRIS HR indicates that this employee is a full time faculty so the value should be forced.
10106	DOE Header: Staff employee needs Administrative or 8/8 VA flag set.	The Administrative or 8/8 VA flags are used to indicate why an employee with an IRIS HR prime assignment in the staff employee group has been added to FES.
10107	DOE Header: FES Control Payroll flag should be Voluntary or Not Controlled for staff employee	IRIS HR indicates that this employee is staff. The FES Control Payroll flag is used for faculty administrators and VA 8/8ths faculty to indicate that they are voluntary (FES will control HR payroll distributions for base pay) or Not Controlled. The Forced value is only used for Full time faculty to indicate that they are required to have FES control the HR payroll distributions for base pay.
10108	DOE Header: Contract period inconsistent with employee sub group	The contract period populated from the Faculty Database or overridden in the FES client is inconsistent with faculty member's IRIS HR prime assignment's employee sub group (Exempt Monthly, 9 Month Deferred, or 10 Month Deferred)
10109	DOE Header: Contract period should be 12 months for staff employee	
10111	DOE Header: FES Control Payroll flag should be Not Controlled for Administrators and VA 8/8 Faculty (temporary)	Temporary message until the FES Client is changed to handle controlling payroll for Administrator and VA 8/8 faculty
10112	DOE Header: VA Status inconsistent with IRIS-HR main assignment (WARNING)	The VA Status is populated from the Faculty Database or is overridden in the FES Client. The VA status in IRIS HR is a relationship associated with the faculty's position.
10113	DOE Header: VA 8/8 indicator is not checked for IRIS-HR VA 8/8 faculty	The faculty's position has a relationship that indicates that it is VA 8/8ths appointment. The VA 8/8 flag on the DOE header is not checked.
10114	DOE Header: Rank is not specified. (WARNING)	The rank is populated from the Faculty database and can be overridden in the FES Client. This message indicates that it is blank.

FES Client Summary/Validations Screen Messages



Message Code	Message	Comment/Explanation
10115	DOE Header: Title Series is not specified. (WARNING)	The title series is populated from the Faculty database and can be overridden in the FES Client. This message indicates that it is blank.
10116	DOE Header: Title Series does not match IRIS-HR job. (WARNING)	The title series is populated from the Faculty database and can be overridden in the FES Client. In IRIS HR, faculty should be assigned to a position that is related to a job that indicates the title series.
20006	Det Effort: Invalid effort category for Land Grant functional area.	The functional area on the WBS element master data indicates which detailed effort category can be used. If the functional area is 0330, the service category must be used. If the functional area is 0210, then the research category must be used.
25001	Course Detail: Total Contact Hours percent effort is not within .5% of system computed value. (WARNING)	
25002	Course Detail: Preparation Hours percent effort is not within .5% of system computed value. (WARNING)	
25003	Course Detail: Total percent effort is not within .5% of system computed value. (WARNING)	
26002	Course Detail: Percent effort for course must be > 0%	
30002	Payroll Dist: Cost object percent effort exceeds the maximum distribution available for months distributed	
30003	Payroll Dist: Total detailed effort does not equal payroll distribution for sponsored cost object.	For the sponsored cost object listed in the message data, the total of the effort entered in the detailed effort does not equal the sponsored effort entered in the payroll distribution block.
30004	Payroll Dist: Total detailed effort is greater than the payroll distribution for non-sponsored cost object.	For the non-sponsored cost object listed in the message data, the total of the effort entered in the detailed effort does not equal the non-sponsored effort entered in the payroll distribution block.
30005	Payroll Dist: Total effort for cost object must be > 0%	
30006	Payroll Dist: Closed cost object used on prior version is missing.	
30007	Payroll Dist: No distribution found for month.	There are no cost objects in the payroll distribution block that are active for the month listed in the message data.

FES Client Summary/Validations Screen Messages



Message Code	Message	Comment/Explanation
30101	Payroll Dist: Cost Center is blocked for posting.	
30103	Payroll Dist: Fund center is not valid for payroll	The fund center associated with the cost object in the message data indicates that the cost object is not valid to use for payroll distributions.
30104	Payroll Dist: Cost Center is not valid in track period.	The Cost Center's Valid To and From dates must be within some portion of the track's beginning and ending dates.
30107	Payroll Dist: Cost Center validity dates expired (not valid for posting)	
30108	Payroll Dist: Cost Center number not in valid range for FUTURE cost object type	The cost object type is future. The cost center entered is not one reserved for future grants.
30109	Payroll Dist: FUTURE cost object belongs to another department (Warning)	Future cost centers are associated with a department.
30110	Payroll Dist: FUTURE cost object should be sponsored	Contact the Sponsored Projects Accounting Office to correct this problem.
30201	Payroll Dist: Grant does not exist.	The WBS element entered did not derive a grant that exists. Contact the Sponsored Projects Accounting Office to correct this problem.
30202	Payroll Dist: Grant is not valid in track period.	The Grant's Valid To and From dates must be within some portion of the track's beginning and ending dates. This is also true for the Grant's Project To and From dates.
30203	Payroll Dist: Grant validity dates not specified in IRIS Grant master data	Contact the Sponsored Projects Accounting Office to correct this problem.
30204	Payroll Dist: Grant is not valid for posting.	This message occurs if: (1) The grant is blocked for posting or (2) The grant valid from and to dates have expired. This can be overridden by entries under the posting tab in the grant's master data. The transfer postings activity block and expense/revenues posting block must be active and have allow from and to dates that are for current or future payrolls in the fiscal year.

FES Client Summary/Validations Screen Messages



Message Code	Message	Comment/Explanation
30205	Payroll Dist: Fund is not valid in track period.	The Fund's Valid To and From dates must be within some portion of the track's beginning and ending dates.
30206	Payroll Dist: Fund validity dates not specified in IRIS master data	Contact the Sponsored Projects Accounting Office to correct this problem.
30301	Payroll Dist: Internal Order is not valid in track period.	The Internal Order's Work Start and End of Work dates must be within some portion of the track's beginning and ending dates.
30302	Payroll Dist: Internal Order validity dates expired	
30303	Payroll Dist: Internal Order deletion flag must not be X	
30304	Payroll Dist: Internal Order is not released	
30305	Payroll Dist: Internal Order is locked	
30306	Payroll Dist: Internal Order is closed	

IRIS FES Matrix Validation Error Messages



Message	Explanation	Example
Line x: Effort n is higher than allowed threshold % n.	The annual DOE percentage on the line indicated has exceeded the highest percentage that can be taken in the number of months that the cost object (grant or cost center or internal order) is active.	Line 005: Optimal monthly component is 8.500 greater than threshold 8.3333. A grant on line 005 of the DOE payroll distribution block is entered with 51% annual percentage. It is active for 6 months. $51/6\text{months}=8.5$.
Concurrency check failed	Cost objects have beginning and ending dates that overlap. It is not possible to distribute all of the cost objects without exceeding the monthly threshold. (highest percentage that can be taken the number of months the cost objects are active).	Twelve month contract Period WBS element 1 valid from month 1-3 for 20% WBS element 2 valid from month 1-6 for 35% WBS element 3 valid from month 1-9 for 25% Total of 80% to be charged in 9 months which is over the threshold of 75% (9 months X 8.333333 monthly threshold)
No valid distribution found for the month <i>month number month description fiscal year</i> .	There are no cost objects in the payroll distribution block that are active for the month listed in the error message.	No valid distribution found for the month 10 APR 2007.
Month <i>month number</i> cannot be distributed to 100% as total valid no is < Threshold n.	This error occurs when the concurrency check is valid, but the cost objects available to charge in the month listed are less than the threshold.	Month 9 cannot be distributed to 100% as total valid no is < Threshold 10%.
Invalid number of lines of distribution &. Max. no. of lines allowed is 25".	There error occurs when there are more than 25 cost objects for one month in the matrix.	

HR Prealert Messages



FES Client MsgNo	Message	Secondary Message	Msg Type	Message Frequency	Comments
60001	New faculty detected in HR.	Track 1 Version 1 created.	Info	Appears once	
60002	New faculty detected in HR, but IRIS HR person id is not in the Faculty Database. Faculty won't be added.	Unit must add IRIS PersonID to Faculty Database.	Req	Last detected date is updated until resolved	
60003	New faculty detected in HR, that was added previously to FES Client.	Consistency edits will be done between data entered and IRIS HR.	Info	Appears once	
60003	New faculty detected in HR, that was added previously to FES Client.	Org Unit changed, may affect security access.	Info	Appears once	This message is for the original org unit if the org unit has changed.
60004	FES assignment does not begin on the first day of the month. FES will control distributions for the entire month.	Unit may decide to change assignment begin date to beginning of the month.	Opt	Last detected date is updated until acknowledged or change in HR data.	This is a possible extra message generated when a new FES faculty is detected.
60005	Employee has terminated. Track used for payroll.	Track Closure request created for SPA approval.	Info	Last detected date is updated until track closure is approved or cancelled due to change in HR data.	Track closure date is determined by the termination action on infotype 0000. If this date is not at the end of the month, the track ending date will be adjusted to month end.
60006	Employee has terminated. Track not used for payroll.	Track Removal request created for SPA approval.	Info	Last detected date is updated until track removal is approved or cancelled due to change in HR data.	Termination date is in prior fiscal year.

HR Prealert Messages



FES Client MsgNo	Message	Secondary Message	Msg Type	Message Frequency	Comments
60007	FES assignment ended. Track used for payroll.	Track Closure request created for SPA approval.	Info	Last detected date is updated until track closure is approved or cancelled due to change in HR data.	The proposed track closing date would be determined by the end date of the organizational assignment that previously qualified the employee as FES Faculty unless this was due to change of main assignment. (Then the end date of the main assignment on info type 0712 would be used).
60008	FES assignment does not end on the last day of the month. FES will control distributions for the entire month.	Unit may decide to change assignment end date to end of the month.	Opt	Last detected date is updated until the user acknowledges or the message is cancelled due to a change in HR data.	This is a possible extra message generated when a FES assignment is ended
60009	Employee's assignment has changed so not FES Faculty retroactive to on or before the track begin date. Track not activated.	Track Removal request created for SPA approval.	Info	Last detected date is updated until track removal is approved or cancelled due to change in HR data.	
60010	FES assignment ended. No active main assignment and employee is not terminated.	Track Closure request create for SPA approval. Employee should be terminated or main assignment changed.	Req	Last detected date is updated until track closure is approved or cancelled due to change in HR data.	
60011	Returning faculty detected in HR.	New Track with Version 1 created.	Info	Appears once	
60012	Returning faculty detected in HR, but IRIS HR personID is not in the Faculty Database.	Unit must add IRIS PersonID to Faculty Database.	Req	Last detected date is updated until the IRIS PersonID is added to the Faculty Database	

HR Prealert Messages



FES Client MsgNo	Message	Secondary Message	Msg Type	Message Frequency	Comments
60013	Faculty has changed from administrator to FES Faculty	Track Split request created for SPA approval.	Info	Last detected date is updated until track split is approved or cancelled due to change in HR data.	
60014	Faculty has changed from administrator to FES Faculty. Change does not begin on the first day of the month.	Unit may decide to change assignment begin date to the first day of the month.	Opt	Last detected date is updated until acknowledged or change in HR data.	This is a possible extra message generated when faculty changes from administrator to FES Faculty
60015	Faculty has changed to VA 8/8ths	Track Split request created for SPA approval.	Info	Last detected date is updated until track split is approved or the message is cancelled due to a change in HR data.	The new track begin date will be the begin date of the position's VA 8/8ths relationship.
60016	Faculty has changed to VA 8/8ths. Change does not begin on the first day of the month.	Unit may decide to change VA relationship to begin on the first day of the month.	Opt	Last detected date is updated until acknowledged or change in HR data.	This is a possible extra message. The new track begin date will be the first day of the month after the VA 8/8ths begin date.
60017	Faculty is no longer VA 8/8ths	Track Split request created for SPA approval.	Info	Last detected date is updated until track split is approved or the message is cancelled due to a change in HR data.	The new track begin date is the first day of the month after the VA 8/8ths relationship's ending date.
60018	Faculty is no longer VA 8/8ths. Ending date is not the last day of the month.	Unit may decide to change VA relationship ending date to the last day of the month.	Opt	Last detected date is updated until acknowledged or change in HR data.	This is a possible extra message. The new track begin date is the first day of the month after the VA 8/8ths relationship's ending date.

HR Prealert Messages



FES Client MsgNo	Message	Secondary Message	Msg Type	Message Frequency	Comments
60019	Organizational unit and/or position and/or job has changed. (Message Data column will indicate which combinations have changed.)	Unit may decide to request a Track Split.	Opt	Last detected date will be updated until acknowledged or track split request is approved or change in HR data	
60020	Organizational unit has changed.	Unit may decide to request a Track Split.	Opt	Last detected date will be updated until acknowledged or track split request is approved or change in HR data	
60021	Position has changed.	Unit may decide to request a Track Split.	Opt	Last detected date will be updated until acknowledged or track split request is approved or change in HR data	
60022	Job has changed.	Unit may decide to request a Track Split.	Opt	Last detected date will be updated until acknowledged or track split request is approved or change in HR data	
60023	Contract period has changed. Matrix data no longer valid.	Track Split request created for SPA approval.	Info	Last detected date will be updated until acknowledged or track split request is approved or change in HR data	New track begin date of the assignment with the new contract period.

HR Prealert Messages



FES Client MsgNo	Message	Secondary Message	Msg Type	Message Frequency	Comments
60024	Contract period has changed effective the track begin date. Track not activated.	Track Recreate request created for SPA approval. Track 1 is deleted, new Track 1 Version 1 created.	Info	Last detected date will be updated until track recreate request is approved or change in HR data	
60025	Contract period has changed effective the track begin date. Track activated.	Track Recreate request created for SPA approval. Track 1 invalidated, new Track 2 Version 1 created.	Info	Last detected date will be updated until track recreate request is approved or change in HR data	Track 1 only exist for history. No versions can be created for this track.
60026	Retro change to FES assignment has changed track dates.	Track Recreate request created for SPA approval. Track will be deleted, new Track and Version 1 will be created.	Info	Last detected date will be updated until track recreate request is approved or change in HR data	
60027	Retro change to FES assignment has changed track dates. Assignment begin date is not the first day of the month.	Unit may decide to change assignment begin date to the beginning of the month.	Opt	Last detected date will be updated until acknowledged or change in HR data	This is a possible extra message.
60028	Faculty's main assignment must have a job that is a faculty title series.	HR data must be changed so that the main assignment has a faculty title series.	Req	Last detected date will be updated until a change in HR data	
60029	Employee Subgroup on HR organizational assignment is not the same as the contract period on HR infotype 0016.	HR data must be changed so that employee subgroup on the HR organizational assignment is the same as the contract period on HR infotype 0016.	Req	Last detected date will be updated until a change in HR data	
60030	Employee Subgroup on HR organizational assignment is not the same as the contract period in the faculty database.	HR data or the Faculty Database data must be changes so that the employee subgroup on the HR organizational assignment is the same as the contract period in the faculty database.	Req	Last detected date will be updated until a change in HR data or the Faculty Database	

HR Prealert Messages



FES Client MsgNo	Message	Secondary Message	Msg Type	Message Frequency	Comments
60031	Cost Objects associated with the position do not total 100%	The position must be updated so that its cost assignment percentages total to 100%	Req	Last detected date will be updated until a change in HR data	
60032	Organizational unit and/or position and/or job has changed. (Message Data column will indicate which combinations have changed.)	Org Unit changed, may affect security access	Opt	Last detected date will be updated until acknowledged or track split request is approved or change in HR data	This message is generated for the original org unit if the org unit has changed.
60033	Organizational unit has changed.	Org Unit changed, may affect security access	Opt	Last detected date will be updated until acknowledged or track split request is approved or change in HR data	This message is generated for the original org unit if the org unit has changed.
60034	Contract period has changed in the middle of the month. FES can't determine the track dates.	Unit must change the organizational assignment with the new contract period to start the first day of the month.	Req	Last detected date is updated until resolved	
60035	Contract period has changed retroactive to before the track begin date. Track not activated!	Track Recreate request created for SPA approval. New Track 1 and Version 1 created.	Info	Last detected date will be updated until track recreate request is approved or change in HR data	
60036	Contract period has changed retroactive to before the track begin date. Track activated!	Track Recreate request created for SPA approval. Track 1 invalidated, new Track 2 Version 1 created.	Info	Last detected date will be updated until track recreate request is approved or change in HR data	Track 1 only exist for history. No versions can be created for this track.
60037	Faculty has changed from administrator to FES faculty effective the track begin date.	Track Recreation request created for SPA approval. New track n Version 1 created.	Info	Last detected date will be updated until track recreate request is approved or change in HR data	

HR Prealert Messages



FES Client MsgNo	Message	Secondary Message	Msg Type	Message Frequency	Comments
60038	Faculty has changed from administrator to FES faculty retroactive to before the track begin date.	Track Recreation request created for SPA approval. New track 1 Version 1 created.	Info	Last detected date will be updated until track recreate request is approved or change in HR data	
60039	Faculty is no longer VA 8/8ths	Track Recreation request created for SPA approval. New track n Version 1 created	Info	Last detected date will be updated until track recreate request is approved or change in HR data	
60040	Faculty is no longer VA 8/8ths	Track Recreation request created for SPA approval. New track n Version 1 created.	Info	Last detected date will be updated until track recreate request is approved or change in HR data	Change is retroactive to before the track begin date and there is no previous track.
60041	FES assignment ended. Track not used for payroll.	Track Removal request created for SPA approval.	Info	Last detected date will be updated until track recreate request is approved or change in HR data	Employee's FES faculty assignment has ended within the DOE's previous fiscal year
60042	HR Organizational Assignment does not meet FES requirements	Delete FES version or change the HR Organizational assignment.	Req	Last detected date will be updated until FES version is deleted or a change in HR data.	
60043	The track has closed; the matrix needs to be regenerated.	Create new version to correct payroll distribution.	Req	Last detected date will be updated until a new version is activated.	
60044	Employee's assignment has changed so not FES Faculty retroactive to on before the track begin date. Track activated	Track Removal request created for SPA approval.	Info	Last detected date will be updated until track recreate request is approved or change in HR data	

FI Prealert Messages



FES Client MsgNo	Message	Secondary Message	Msg Type	Message Frequency	Comments
20006	Det Effort: Invalid effort category for Land Grant functional area.	Create a new DOE version	Req	Last detected date will be updated until a change in FI data or a new version is created	The functional area on the WBS element master data indicates which detailed effort category can be used. If the functional area is 0330, the service category must be used. If the functional area is 0210, then the research category must be used.
30101	Payroll Dist: Cost Center is blocked for posting.	Create a new DOE version	Req	Last detected date will be updated until a change in FI data or a new version is created	
30102	Payroll Dist: Fund Center no longer exists	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	Fund Center has been deleted.
30103	Payroll Dist: Fund center is not valid for payroll	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	The fund center associated with the cost object in the message data indicates that the cost object is not valid to use for payroll distributions.
30105	Payroll Dist: Fund does not exist	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	Fund has been deleted
30106	Payroll Dist: Fund is not valid for the cost object	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30108	Payroll Dist: Cost Center number not in valid range for FUTURE cost object type	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	The cost object type is future. The cost center entered is not one reserved for future grants.
30109	Payroll Dist: FUTURE cost object belongs to another department (Warning)	Create a new DOE version	Req	Last detected date will be updated until a change in FI data or a new version is created	Future cost centers are associated with a department.

FI Prealert Messages



FES Client MsgNo	Message	Secondary Message	Msg Type	Message Frequency	Comments
30111	Payroll Dist: Fund is not valid to use for the grant	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30201	Payroll Dist: Grant does not exist.	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	The WBS element entered did not derive a grant that exists.
30205	Payroll Dist: Fund is not valid in track period.	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	The Fund's Valid To and From dates must be within some portion of the track's beginning and ending dates.
30206	Payroll Dist: Fund validity dates not specified in IRIS master data	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30207	Payroll Dist: Grant validity dates expired or postings 66 & 99 not allowed	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30208	Payroll Dist: Land grant fund not valid in track period per derivation rule dates	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30209	Payroll Dist: F & A indirect cost fund is not valid for Payroll distribution	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30210	Payroll Dist: Land grant fund has delete flag set in derivation rules, no longer valid	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30211	Payroll Dist: Grant external fund charged does not match the derived fund	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	

FI Prealert Messages



FES Client MsgNo	Message	Secondary Message	Msg Type	Message Frequency	Comments
30212	Payroll Dist. Grant life cycle status must be Award (5616) or Closing(5617)	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30301	Payroll Dist. Internal Order is not valid in track period.	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	The Internal Order's Work Start and End of Work dates must be within some portion of the track's beginning and ending dates.
30302	Payroll Dist. Internal Order validity dates expired	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30303	Payroll Dist. Internal Order deletion flag must not be X	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30304	Payroll Dist. Internal Order is not released	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30305	Payroll Dist. Internal Order is locked	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30306	Payroll Dist. Internal Order is closed	Contact the Sponsored Projects Accounting Office.	Req	Last detected date will be updated until a change in FI data or a new version is created	
30501	Cost object validity dates have changed, matrix needs to be regenerated.	Create a new DOE version	Req	Last detected date will be updated until a change in FI data or a new version is created	
30502	Cost object sponsored status has changed.	Create a new DOE version	Req	Last detected date will be updated until a change in FI data or a new version is created	

FI Prealert Messages



FES Client MsgNo	Message	Secondary Message	Msg Type	Message Frequency	Comments
30503	Derived Grant changed on WBS Element.	Create a new DOE version	Req	Last detected date will be updated until a change in FI data or a new version is created	
30504	Derived Fund changed on WBS Element.	Create a new DOE version	Req	Last detected date will be updated until a change in FI data or a new version is created	
30505	FI Master data has been deleted.	Create a new DOE version	Req	Last detected date will be updated until a change in FI data or a new version is created	
30506	Fund Type has changed.	Create a new DOE version	Req	Last detected date will be updated until a change in FI data or a new version is created	



HR Data in Support of DOEs

IRIS HR Master Data in IRIS FES

- Person ID
 - ♦ Unique, single identifier for each employee
 - ♦ Replaces using the Social Security Number
- Personnel Number
 - ♦ Used to associate an employee with a position in HR
 - ♦ Replaces the Assignment Code from HRS
 - ♦ Also referred to as the Pernr
 - ♦ An employee may have multiple
 - thus multiple Pernrs



IRIS HR Data to Support DOEs



Infotype	Infotype Description	Fields Used	Purpose
1000	Organizational Assignment	Personal Area Personal Subarea Employee Group Start Date To Date	Used to identify whether an employee's main (prime) assignment is full time faculty that must fill out a DOE.
		Employee Subgroup	Used to determine if FES faculty are 9 month, 10 month, or 11/12 month.
		Organizational Unit (Department)	Used by IRIS FES and FES Client security and for reporting
		Position	Used to look at position relationships to determine if VA Faculty
0712	Main Personnel Assignment	Main Personnel Assignment Start Date To Date	Used to identify employee's main (prime) assignment when the employee has more than one active assignment.
0008	Basic Pay	Salary Amount	Used to determine the annual salary that is displayed on the FES Client Matrix/What If screen
0027	Cost Distribution	Start Date To Date Company Code Cost Center WBS Element Percent Business Area Fund Functional Area Grant	Created when SPA approves a DOE. It uses the DOE matrix data to determine the percentages.

IRIS HR Data to Support DOEs



Infotype	Infotype Description	Fields Used	Purpose
0000	Actions	Action Type Start Date To Date	Used to determine when a FES faculty separates from UK
0016	Contract Elements	Contract type	The FES Client compares this to the employee subgroup to see if consistent. If not, a warning message will be displayed
9007	FES Control Payroll	Faculty Payroll Distribution Flag	This is populated by the FES Client. Possible values are Forced: Full time faculty employee that must fill out a DOE Not controlled: Administrators or VA 8/8 faculty where FES does not control their payroll distributions Voluntary: Administrators or VA 8/8 faculty that chose to have FES control their payroll distributions.
P1001	Relationships (Position)	Relationship type Abbreviation	Used to identify VA 8/8 faculty



FI Data in Support of DOEs

Financial Accounting Terminology

- Cost Object
 - ♦ A generic term referring to various types of account numbers: Cost Centers and Work Breakdown Structure (WBS) Elements
- Cost Center
 - ♦ An organizational unit within a Controlling Area (UK00) that represents a clearly delimited location where revenue and costs occur
 - ♦ Example: 1012013080
- WBS Element
 - ♦ Designed for project management
 - ♦ Used to represent grants/contracts, land grants and capital projects
 - ♦ Example: 3046869600



FI Data to Support Account Validation



- **Cost Center Master Data:**
 - ♦ *Valid From* and *Valid To* Dates – Must be within some portion of the track's beginning and ending dates
 - ♦ *Actual primary costs Lock* box under the Control tab–This box must be blank for not blocked
- Example: Transaction KS03 – Cost Center 1012001880

FI Data to Support Account Validation



- **Fund Center Master Data:**
 - ♦ *Valid for Payroll* box under the UK Attributes tab (use the Additional UK Funds Center Attributes button) – This box must be X for valid for payroll
 - ♦ *Sponsored Flag* under the UK Attributes tab – Must be X or S for sponsored in order to use a WBS element or Cost Center in the sponsored sections of the DOE
- How to determine the fund center number:
 - ♦ For Cost Centers– Use the *cost center number* to look up the Fund Center
 - ♦ For WBS Elements–Use the *Responsible Cost Center* number under the Responsibilities tab

FI Data to Support Account Validation



- Fund Center examples:
 - Transaction FMSC – Fund Center 1012001880 for Cost Center 1012001880

UK Attributes

Funding Category Code	5
Research Priority Area	
Budget Family	01
F & A Cost Category	
Department	71460
Functional Area	0110
Unexpense	00-0210
Cancer Research Match	0
Sponsored Flag	<input checked="" type="checkbox"/>
NSF Category	
A-133 Cluster	
Discretionary	<input type="checkbox"/>
Valid for Payroll	<input checked="" type="checkbox"/>
Capital Account Asset Flag	
Revenue line	
Expense line	

Display Project: WBS Element Overview

Proj. def: 3046869600 INFLUENCE OF SOIL PHYSICO-CHEMICAL

Basic data Dates Assignments Responsibilities Control Total

9	Lev	WBS element	CA	Resp. cost	CA	Req. cost c	Rq...
1		3046869600	UK88	1013603470			

- Transaction CJ03 – WBS element 3046869600 to find Fund Center 1013603470 WBS

FI Data to Support Account Validation



- Grants Master Data (When enter WBS Element):

- Project From and Project To Dates – Must be within some portion of the track's beginning and ending dates

Display Grant Master

Grant: 3046869600 INFLUENCE OF SOIL PHYSICO-CHEMICAL PROPERTIES ON HYDROLOGY IN CAROLINA BAY

General Data Address Responsibilities Reference Posting Budget Dimensions Supported Objects

Basic Data

Grant Type	55	COOP Agreement
Company Code	UK88	University of Kentucky
Sponsor	1000100077	Forest Service Pearlle Meeks
Authorization Group		
Award Type		

Project Period

Project From Date	11/08/2004
Project To Date	06/30/2008

Description

Name	BARTON CHRISTOPHER
Description	INFLUENCE OF SOIL PHYSICO-CHEMICAL PROPERTIES ON HYDROLOGY IN CAROLINA BAY

Currency and Conversion Factors

Grant Currency	USD	United States Dollar
Grant Value	7,297.00	

Grant Validity

Valid From Date	11/08/2004
Valid To Date	06/30/2008

Transaction code: GMGRANTD

FI Data to Support Account Validation



• Grants Master Data (Continued):

- ♦ *Block All Postings* box under the Postings tab–This box must be blank for not blocked
- ♦ *Posting Control by Value Type* under the Postings tab:
 - Only checked when the grant validity dates are in the past
 - For lines of *Transfer posting* (GM Value 66) and Expenses/Revenues {Grant} (GM Value 99) Posting Activities:
 - Value of *N* for no block, then valid for posting
 - Value of *Y* for a block, then not valid for posting
 - Value of *Not specified*, then *Allow From* and *Allow To* dates are used to determine if posting is valid–Must be the current date or in the future

GM Value	Posting Activity	Default Date	Statistical	Default Pr	Block	Allow From	Allow To
66	Purchase requisitions	Not Specified	S		Not specified	11/08/2004	11/30/2009
66	Purchase Orders	Not Specified	S		Not specified	11/08/2004	11/30/2009
62	Business Trip Conventions	Not Specified	S		Not specified	11/08/2004	11/30/2009
64	Liabilities	Not Specified	S		Not specified	11/08/2004	11/30/2009
65	Assets(EQAR)	Not Specified	S		Not specified	11/08/2004	11/30/2009
67	Payments	Not Specified	S		Not specified	11/08/2004	11/30/2009

FI Data to Support Account Validation



• Grants Master Data (Continued):

- ♦ The funds that are valid to use on the grant will be listed under Financing Sources under the Dimensions tab

Fund	GM Fund Type	Description
0011092100	Internal	RES UKRF
0011090400	Internal	LEX MAND COST SHARE
0026860000	External	SAVANNAH RIVER

- ♦ The fund that is being used for indirect costs (F & A) is not valid to use on a DOE – This fund can be identified under the Overhead Costs tab in the Replenishment funds section – It will have a percentage in the recovery column and valid from and to dates that are within some portion of the grant's valid from and to dates

Fund	Description	Valid from Date	Valid to Date	Recovery	Revenue Cap	Used
0011092100	RES UKRF	11/08/2004	09/30/2008	1.00		
0011090400	LEX MAND COST SHARE	11/08/2004	09/30/2008			

FI Data to Support Account Validation



- **Grants Master Data (Continued):**

- ♦ The *Grant Type* under the General Data tab is used to identify Land Grants (FA for Federal Appropriation)

Basic Data	
Grant Type	CA COOP Agreement
Company Code	UK00 University of Kentucky
Sponsor	1000100077 Forest Service Pearlie Weeks
Authorization Group	
Award Type	

FI Data to Support Account Validation



- **Fund Master Data:**

- This master data is used when a WBS element has been used and the FES Client selected funds for payroll distribution effort entry:

- ♦ *Valid From* and *Valid To* Dates – Must be within some portion of the track's beginning and ending dates

- Example: Transaction FM5S – fund 0226869600

Display Fund: Basic Screen	
Long text	Change history
Change documents	Classification
Ext Area	UK00 University of Kentucky
Fund	0226869600
Names	
Name	SAVANNAH RIVER
Description	INFLUENCE OF SOIL PHYSICO-CHEMICAL
Basic data	
Valid from	01/01/1900
Valid To	12/31/9999
Fund type	EXTERN External Fund
Authorization group	
Additional data	
Bdgt profile fund	
Customer for fund	
Funds application	100 NCB Restricted
GC Balance update	
Additional UK Fund Fields	Add UK Endowment fields

FI Data to Support Account Validation



- **Fund Derivation Rules For Land Grants:**
 - ♦ The Derivation rule for *Derive Fund from WBS for Land Grants* is also used to determine which funds are valid for entry on the DOE when the WBS element is a land grant
 - ♦ Each rule indicates a *WBS Element*, *Fund*, and *Valid from date*. In order for the fund to be available for use, the valid from and implied valid to date must be within some portion of the track's beginning and ending dates
- Example: Transaction FMDERIVE rule 10

Derivation Strategy for FM Object Assignment: Display Rule Values

From/To Values: On/Off Optimize Column Widths

Derivation Rule Derive Fund from WBS for Land Grants

Value Filter Active: Work Breakdown Structure Element (WBS Element) 2350016000

No Time Filter Active

Work Breakdown Structure Element (WBS Element)	Valid from	(a...) Fund
2350016000	10/01/2006	= 0251101607
2350016000	10/01/2005	= 0251101606

FI Data to Support Account Validation



- **WBS Element Master Data for Land Grants:**
 - ♦ The *Functional Area* under the Assignments tab is used to validate the detailed effort section that must be used – If the functional area is 0210, then the Research detailed effort section must be used – If it is 0330, then the Service detailed effort section must be used
- Example: Transaction CJ03 – WBS element 2358956000

Display Project: WBS Element Overview

Proj. def: 2358956000 AG-E-A COOP EXT SVC FIELD EXTENSION

Basic data Dates Assignments Responsibilities Control Total

S	Lev	WBS element	CO...	Co...	Bu...	Plant	Location	F...	Functional Area
1		2358956000	UK00	UK00	0101	UK00		US	0330