TIME & EFFORT REPORTING ELECTRONIC SYSTEM MANUAL

University of Puerto Rico

Vice-Presidency of Research & Innovation
Office for Research Compliance & Integrity
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Introduction

The Time & Effort Reporting at the University has changed from a paper form (125B) to an electronic system. This document limit its scope to the Electronic Time & Effort System only. For the process on allocating effort please reference to the President's Circular R-1213-23.

The federal regulation establishes that budget estimates alone do not qualify as support for charges on federal awards (see §200.430 Compensation personal services). The UPR established a two-step verification process where administrative personnel verify the correctness of the T&E, when compared to budget estimates and award documents, and the final certification of the person that did the work. Therefore, employees certifying T&E reports should assure that the certified effort report is accurate and represents the actual work performed by the employee.

Only employees that received payments from federal sources, need to comply with the T&E reporting requirement. Federal sources should be understood as payments from direct federal funds, cost shared funds, committed effort and extra service (additional compensations), that emanates from federally funded projects.

Time & Effort Reporting System (TERS) description

The TERS was designed as a reporting platform that in no case will allow to modify effort reports unless the accounting charges are in synchrony with the TERS. Therefore, for changes to be reflected on the TERS, it must be incorporated into the accounting system through the Oracle Labor Distribution (LD) module (see Manual del Usuario, HRMS: Labor Distribution), which serves as the budget estimates system and the accounting adjustments platform.

The TERS is part of the UPR's NEXT platform. This tool is the same that is used for other administrative processes that involves all employees, for example pay slips, w2, etc. Therefore, most employees are already enrolled in the system providing the ideal scenario for a shallow learning curve.

The TERS feeds from the Oracle system, specifically the LD system that drive distributed payroll transactions. When importing the data from the Oracle system, the TERS copy the source data, which is updated every time an import is executed for a given period. These imports will either generate new effort report drafts or update already created drafts, if the updated source data require it.

The Time & Effort reporting at the UPR is done by semester. There will be two periods, spring and fall, semester for all employees that received some or whole of their salaries from federal sources. However, those employees that have a nine or ten month appointment might need a third period, if they executed work under the summer period. The summer period is defined as the period between the last day of classes in spring and the first day of classes of fall and it is only applicable to faculty personnel with nine or ten month appointments. To correctly identify summer periods it is important that the LD schedules, for the summer period, use the payment element established for those purposes (Salario Verano).

TERS Roles

The Time & Effort reporting system is segmented in three roles as defined below:

- Administrator – This role is reserved for the system wide TERS administrator and it has privileges to query all campuses T&E reports and to define the periods and the parameters for T&E creation. It also manages imports of data into the system.
- Reviewer – This role can only query T&E report from the campus (es) assigned. It has the ability to approve T&E drafts for the evaluation and eventual approval of employees.
- Certifier (employee) – This role only has access to his/her own effort report. Under this role the employee can approve or reject with remarks a T&E draft.
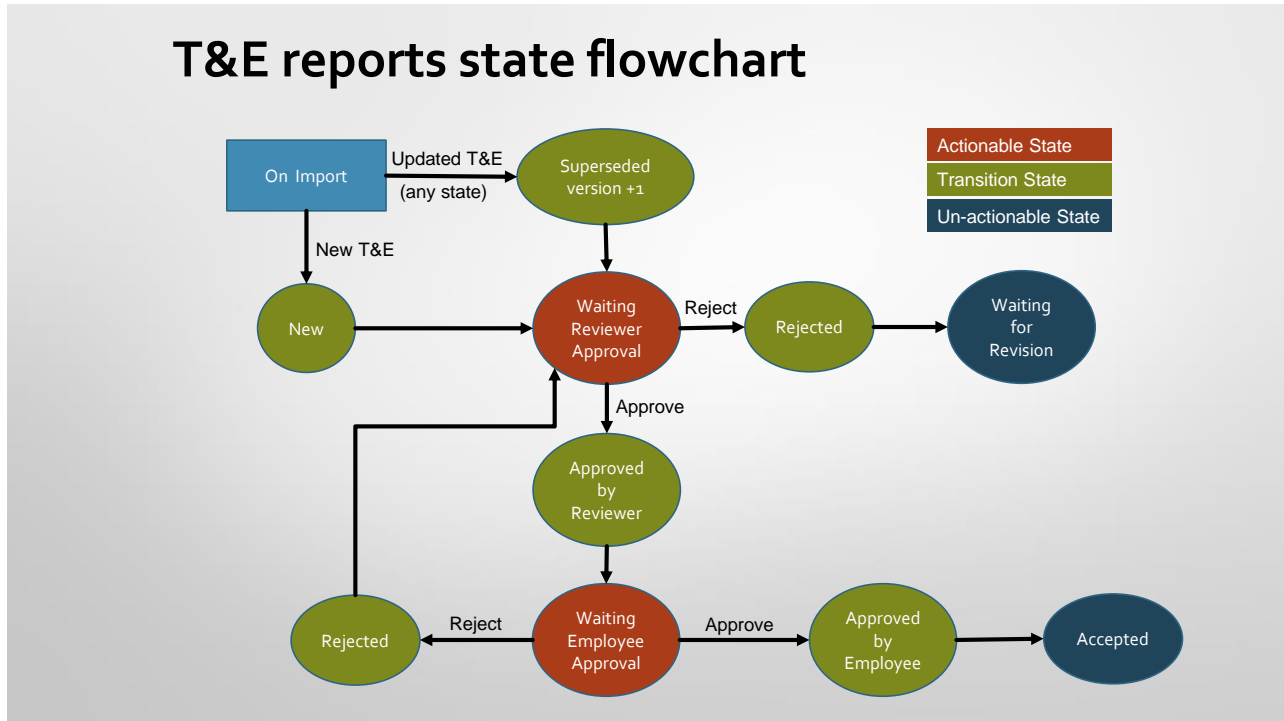
TERS Reports Generation Flowchart

The following block diagram gives an overview of the effort report generation and system functionalities.


Time & Effort Reports Generation Flowchart
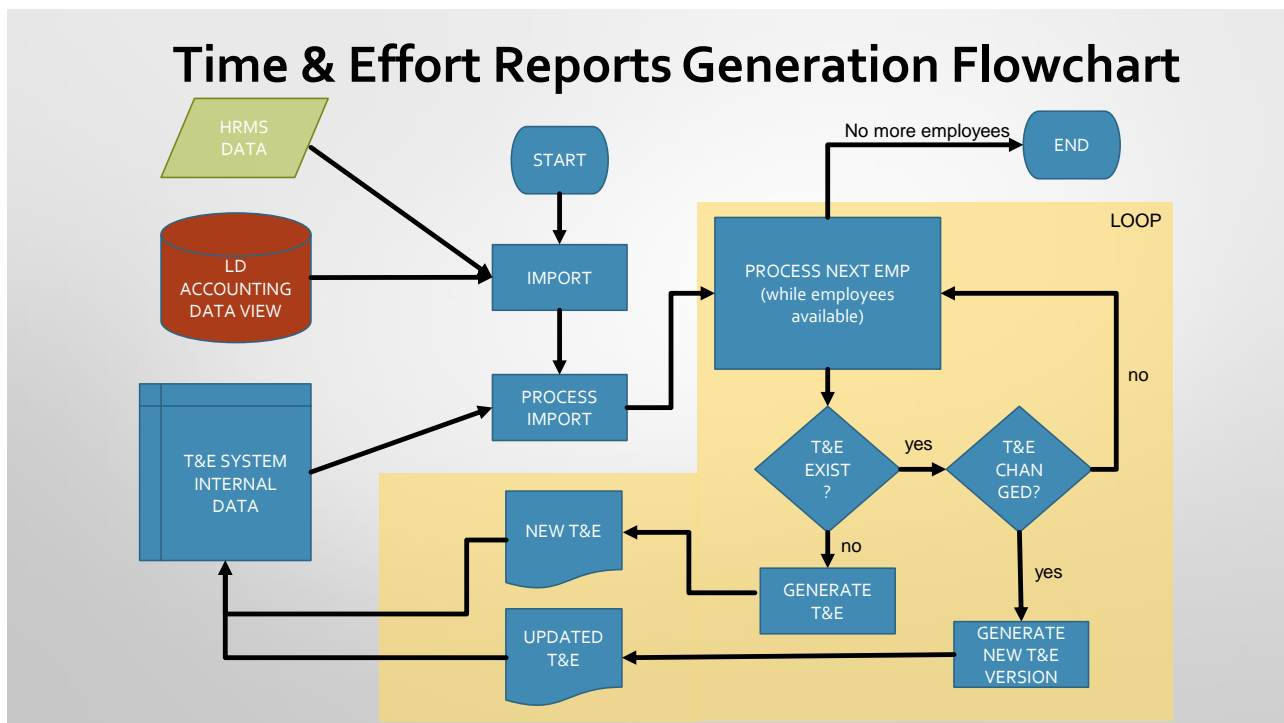
TERS Reports State Flowchart

The T&E drafts generated by the TERS go through the following states in order to approve them.

T&E reports state flowchart

Login

The TERS utilize the NEXT platform, which uses the same account for a variety of administrative sub-systems including the T&E reports and institutional email accounts. To login into the system:

1. Go to https://portal.upr.edu
2. Enter your email address and password, and press enter.
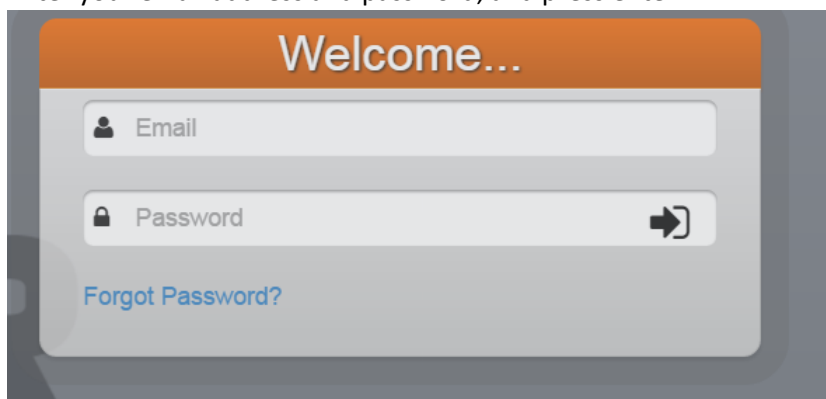
3. To access the TERS navigate through ***Employees → T&E Reports*** by clicking these icons***.***

Employees   Time & Effort

4. You will find the TERS, the interface will depend on your role within the system.

Querying the TERS

The TERS under NEXT has some basic functionalities that will help user to navigate and facilitate the processes within the system.

System menus

1. ***My Reports… -*** Here the users will find the reports that are available to them, either certified or waiting for certification.
2. ***Waiting for Action… -*** This menu is only available to Reviewers within the system. Under this menu the reviewers will see cards that show T&E reports that are waiting for action (waiting to be reviewed)
3. ***View Reports… -*** This menu will display a table with all T&E reports under any state corresponding to a given period that the user selects once the menu is clicked.
4. ***Statistics… -*** This menu will show a table with a summary of the status of all T&E report. The numbers on this table are clickable and will redirect to a filtered table containing only the category clicked.
5. ***Import from HRMS –*** This menu is reserved for the central administrator and it will be used to do the import of data and the T&E drafts generation.

Tables operations

The standard tables of the system contains tools to filter and change the display of the data it contains

1. Search – within any table you can search any field within the table using the search filed. This will automatically update the display while you write on the field.

   Reports for Period 2016B

   🔍 Search within Table...

   | Report UID ⇕ | Status ⇕ |

2. Sort – All tables can be sorted by any field in alphabetical or numerical order. To access this functionality just click the arrows beside the table headers.

   | Status ⇕ | Version ⇕ | Employee Num. ⇕ | Full Name ⇕ |

3. Download – All tables provide the capability to be downloaded for offline work. This functionality creates a comma separated values (CSV) file, which could be manipulated using tools like excel, etc. Be aware the filters using search field or sorting will not be incorporated in the downloaded file.

   | 320 | TE58B7 |

Time & Effort Reports Structure

The TERS reports are divided in 4 sections.

1. Header (Demographics) – This section contains employee general information:
   a. Report UID & Version – This is the T&E report unique ID and version. All transactions within the system contains the UID and it will serve as the T&E reference number. The version states the current version of the document. Every time the report changes the version is increased by one.
   b. Employee Number – Employee identification as found in Oracle HRMS.
   c. Full Name – Employee Full Name.
   d. Position – The position as found in Oracle HRMS.
   e. Organization Name – The hierarchical organization as found in Oracle HRMS.
   f. Salary – The employee salary (excludes additional pay) as defined in Oracle HRMS.
   g. Status – The current state of the form.

   Time & Effort Report for the period from 1-Jul-2016 to 31-Dec-2016 (2016B)

Report UID & Version:	TE58B7058B58DEA version 1
Employee Number:	▮
Full Name:	DUMA▮
Position:	CATEDRATICO
Organization Name:	301331016000000 EEA - Ciencias Agroambientales
Salary:	▮
Status:	Waiting for Approval

2. Lines – These lines represent the charges related to the salary generated by Oracle LD. They are divided **in sponsored accounts** and **institutional accounts.** They contain the following info:
   a. Account Number
   b. Account Description
   c. Actual Salary
   d. Effort %
   e. Totals

Lines:

	Account Number	Account Description	Actual Salary	Effort %
Sponsored Projects				
1	32231.337.000.5021.210.321682730116.00	EEA-Fed Dir Gov Grants & Coop Agreemt.Institutos y Centros de Investig.H-447	5,165.82	17.65
2	32231.331.000.5021.210.321682710116.00	EEA-Fed Dir Gov Grants & Coop Agreemt.Institutos y Centros de Investig.H-445	1,653.17	5.65
3	32231.331.000.5021.210.321682710117.00	EEA-Fed Dir Gov Grants & Coop Agreemt.Institutos y Centros de Investig.H-445	551.04	1.88
University Funds				
4	32110.393.000.5021.210.000000000000.17	EEA-Operating Fund.Institutos y Centros de Investig.No Project	7,817.82	26.70
5	32320.337.752.5021.210.321590560015.00	EEA-Restricted Matching Funds.Institutos y Centros de Investig.ZNRCS-013	7,749.23	26.48
6	32110.393.000.5021.210.000000000000.16	EEA-Operating Fund.Institutos y Centros de Investig.No Project	2,892.96	9.88
7	32320.332.752.5021.210.321590770017.00	EEA-Restricted Matching Funds.Institutos y Centros de Investig.Z-308	1,721.98	5.88
8	32320.393.752.5021.210.321680140109.00	EEA-Restricted Matching Funds.Institutos y Centros de Investig.H-100 - Hatch Regular FY09	1,721.98	5.88
			29,274.00	100.00

3. Extra Service Pay – This section includes the payments made with sponsored accounts that represents extra service pay (additional compensation).

Extra Service Pay:

ⓘ The following lines represent tasks above and beyond 100% effort.

	Account Number	Account Description	Actual Salary
1	30320.001.000.5135.210.337190030201.00	RUM-Restricted Matching Funds.Institutos y Centros de Investig.CID-PAREO UPR: ENHANCING ADVANCED EDUCATIONAL OPPORTUNITIES	669.78
			669.78

4. Workflow Actions – This sections show the history and actions taken for any given report. It also shows who took the action and any comments included with an action.

Workflow Actions:

	Sequence	Version	Action	Approver	Remarks	Stamp
1	1	1	New			01-Mar-2017 01:31:56pm
2	2	1	Waiting for Approval from Reviewer			01-Mar-2017 01:31:56pm

Reviewing a T&E Report

The TERS requires a two-step verification process. Before a report is certified by the employee, a reviewer is tasked with the verification of the T&E report and this verification process is required for all reports. The reviewer should provide an independent verification and trigger the required actions to incorporate changes to the report, like payroll adjustments, etc. All TERS reviewers must fill out the TERS Reviewer Account Request Form (see Appendix) and forward the document to the Office for Research Compliance & Integrity (compliance@upr.edu). In order to verify the report the reviewer should:

- Verify that totals agree with the reported salary.
- Make sure charges are registered according to budget estimates, award documents, etc.
- Facilitate any transaction required to adjust a report, either because it contains errors or because the certifier request a change.

A T&E report should be in the **Waiting for Approval from Reviewer** in order to be able to perform a review. The reviewer should follow the following steps to review a T&E:

1. Open the T&E report using either the **View Reports…** interface or the **Waiting for action…** interface.
2. Make sure the T&E report reconcile (reported salary vs lines), it contains all projects required and the amount for each project is correct.
3. If the T&E is correct, click the approve button. You can optionally enter some remarks for the T&E, they will be maintained in the history.

4. If the Time & Effort need corrections, the reviewer should reject the T&E report. This process will move the T&E to the **Waiting for Revision** state. The remarks section is required when rejecting a T&E report. Once an import modify this T&E report, the report will move back to **Waiting for Reviewer Approval** state.

5. When a T&E report is rejected by the employee or suffer any change, the TERS will move that T&E report to the **Waiting for Reviewer Approval** state, and the reviewer should repeat this procedure.
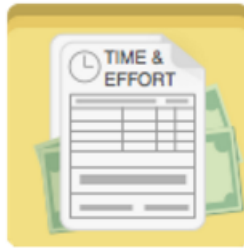
Certifying a T&E Report

The named employee in any T&E report is the final approver of his/her report. It is of the utmost importance that the employee evaluates the effort report and make sure that it reflects the actual effort spent on each activity. To certify effort, the employee should follow the following:

1. Log-In to the portal. Your username is your upr.edu email address and the password is the same you use to access your email account
2. Once in the portal interface navigate to **Employees ->Time & Effort**

Employees   Time & Effort

3. Once the user reaches the application, he/she will see a list of the available time and effort reports, select the report corresponding to the period you are certifying and click **View…**. Now the T&E report will be presented.
4. The employee must review carefully the T&E report.
5. If the user agrees with how the T&E report is presented, click the attestation checkbox and click **Approve**. Now the T&E is accepted and no further action is required.
6. If a certified copy is required by the employee, once it is approved click the **Download PDF** button.
7. If changes to the T&E report are required, please state the reasons and specific changes needed in the Remarks textbox and click **Reject**. This will return the report to the reviewers for the corresponding corrections. Once the T&E report is corrected, the employee will receive another email notifying that the T&E report is ready and the user should repeat this procedure.

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Time & Effort Reporting System

Reviewer Account Request

The University of Puerto Rico Time & Effort Reporting System contains confidential and sensitive information pertaining university employees. By signing this account request form, the named individual agrees:

a) To acknowledge the sensitivity of the information.
b) To share information only with UPR officials that intervene directly with the processes for which the confidential information is required.
c) To hold and keep all of the Confidential Information in strict confidence and not to disclose such information to any third party or person without the previous and express permission from the employee.
d) To employ all steps necessary to protect the Confidential Information from unauthorized disclosure or use, including without limitation, all steps the Owner uses to protect information they consider proprietary, private and confidential.

Reviewer Info:

Last Names	_____
First Name & Initial	_____
Position	_____
Office	_____
Telephone Number	_____
Email	_____
Employee ID	_____
Inmediate Supervisor	_____

_____
Signature

_____
Authorizing Officer Signature

_____
Printed Name