



Effortless Facts December 2019 Edition



From Financial Compliance for Research!



*In the spirit of Thanksgiving, we extend our gratitude to all the Effort Coordinators and Department Administrators for your persistence and attention during the effort certification period. We are pleased to announce **we have achieved 100% effort certification compliance** for the May-August 2019 period. **THANK YOU and CONGRATULATIONS** on a job well done!*



*Near the end of each SPAR period, the **SPAR Create Process** creates a new SPAR for the upcoming SPAR period for each salaried employee with an "Active Assignment" employment status. When employees leave the University, please process the employment status change on the ER form to reflect "Terminated" to minimize unnecessary electronic records in the SPAR application.*



***SPAR and ECC deliver system-generated emails using each person's official Pitt email address.** We frequently receive requests to use a different preferred email. The SPAR and ECC applications received approval from the Provost's Office to use the official University of Pittsburgh email address database for all electronic communications, therefore, we cannot entertain individual requests for other email addresses. Your IT team may be of assistance in forwarding these pitt.edu emails to a preferred email address.*



Happy Holidays from Bev, Eileen and Nicole! Enjoy a safe and peaceful Winter Break!

FCR Website: <http://www.cfo.pitt.edu/fcr/index.php>

Contact Us: SPARhelp@cfo.pitt.edu



December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Write-Off of Uncertified Effort is 7:00 am	SPAR in query-only mode for month-end closing at 5:00 pm	SPAR in query-only mode for month-end closing	SPAR in query-only mode for month-end closing	Introduction to SPAR Workshop 9:00 - 11:00 am SPAR becomes available for update at 6:00 am	
8	9	10	11	12	13	14
				Advanced SPAR – Cost Sharing Workshop 9:00 - 11:00 am		
15	16	17	18	19	20	21
					SPAR in query-only mode from Midnight - 11:00 am for payroll processing	
22	23	24	25	26	27	28
	WINTER RECESS			WINTER RECESS		
29	30	31	JAN 1	2	3	4
WINTER RECESS			HAPPY NEW YEAR!			