

# OSP Newsflash



**July 16, 2021**

## **Award Set-up Delay**

We are experiencing a very high volume of new award activity. The Award Managers have a backlog of approximately 5-7 business days. The Award Setup Unit (ASU) is working on items logged to them from June 24, 2021. Currently, there is a 10-business day backlog for award setups in Workday by the OSP Accountants after receipt from the ASU.

Please remember that setups are only forwarded to the Accountants after all Terms and Conditions (T&Cs) have been reviewed and the compliance check is complete. If you are waiting on an award set-up, please take the following steps in IRES prior to contacting your OSP Accountant:

1. Check the activity log to determine if there are any open items pending action and address ASAP.
2. If there are no pending actions, check the communication tab to determine the date it was sent to the OSP Accountant for setup in Workday. If the award was sent to the Accountants more than 15 business days ago and you have not received any communication from your OSP Accountant, please contact the Accounting Supervisors.

We have hired one new member on the ASU Team who is currently undergoing training.