OSP News Flash

October 10, 2018

Award Set-Up Delay

We are experiencing a very high volume of new award activity. The Award Managers have a backlog of approximately 12 business days. The ASU team (IRES) are working on items logged to them on October 3. Currently, there is a 15 business day backlog for award setups in Workday by the OSP Accountants after receipt from the Award Setup Unit (ASU).

Please remember that award setups are only forwarded to the Accountants after all Terms and Conditions (T&Cs) have been reviewed and compliance check is complete. Prior to contacting your OSP Accountant, first check the IRES log and identify if there are any open items pending action. If there are no pending actions, then check the communication tab to determine the date it was sent to the OSP accountant for setup in Workday. If the award sent to the accountants is older than 15 business days, and you have not received any communication from your OSP Accountant, please contact the Accounting Supervisors.

We are down staff on both the Award Management team and the Financial Reporting team, however, we are very close to filling those vacancies. We are also looking at the entire award set up process (receipt of NOA to being able to spend funds) and we have several opportunities for process improvements that will streamline the process.

Thank you for your patience – we are working very hard to move things along as quickly as possible.

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