

OSP News Flash

March 20, 2019



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Dear Colleagues:

In response to concerns raised by the community, university leadership met to discuss the use of Workday, the business challenges it presents, and the delays in clearing labor suspense in a timely fashion. Despite herculean efforts by both departments and the Office of Sponsored Projects (OSP), the effective use of Workday for administering sponsored awards continues to be extremely time-consuming resulting in the inability to meet established policy timelines.

Based on an examination of the current situation by external counsel, and in consultation with university leadership, OSP when reviewing Payroll Allocation Adjustments (PAA), will take into consideration issues associated with the use of Workday as a potential extenuating circumstance. Please note this does not mean that listing “Workday” in and of itself is a sufficient extenuating circumstance.

Because PAAs for the current effort reporting period must be initiated via Workday’s effort reporting module, the certification deadline for the Fall effort reporting period will be extended to **Friday, May 24, 2019** from Friday, March 22, 2019. This extension will provide PIs and departments sufficient time to ensure the accuracy of any salary allocations and will provide OSP adequate time to review the transactions. Any Previously Certified Effort (PCEs) will be accepted only when the PAA is removing charges from a sponsored award to a non-sponsored account.

Therefore, when processing a PAA, each PAA must continue to include complete documentation and a full description of the extenuating circumstance(s) if > 90 days from month end in which the salary was charged. As PAAs are being processed, please keep in mind the following:

- The justification must fully explain the measures taken to process the PAA in a timely fashion and why that was not possible (apart from functional problems associated with Workday).
- There may be more than one contributing factor associated with a late PAA; please include as much information as possible and select the cost transfer reason code that most accurately describes the fundamental issue.

- Backup documentation must fully substantiate the justification, including relevant emails, communications, dates of phone calls, screenshots from Workday, etc.
- If the PAA is due to a late award setup, include the date the NOA was received by OSP, the date the webform was submitted to OSP, along with the date the award had a COA available to use.
- If due to an issue with Workday reporting, include the email that was sent to the FSC notifying them of the problem.
- For labor charges that are > 90 days from month end in which the expense was charged, and effort has not yet been certified, an additional statement from the PI confirming that the effort expended is appropriate on this grant during the applicable period is required. This statement is in addition to the standard justification and documentation requirements.
- Cost transfers that are already in the queue for processing will be reviewed under this new guidance. However, OSP may request additional documentation to substantiate the extenuating circumstance.

University and School leadership are reviewing staffing levels and alternate support models to ensure that the challenges of using Workday and associated business processes in the administration of sponsored awards are addressed on a timely basis. In the meantime, please utilize this final consideration to policy as an opportunity to execute PAAs in accordance with the bulleted elements listed above. For questions related to YSM processes, please contact Carrie Capezzone. For questions related to Central Campus processes, please contact Melissa Carta.

Thank you for your continued dedication and diligence in supporting the research mission and Yale faculty!

Sincerely,

Pamela Caudill
Senior Associate Provost for Research Administration

Joanne Bentley
Senior Director, Business Operations and Faculty Research Management

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