Processing PAR Tasks in ECRT

Five Steps ...

1. Look at the PAR Reconciliation itself to determine why the PAR was created.

2. Look at the Effort Card related to the PAR to verify that the ORIGINAL Computed Effort and the Certified Effort match what is shown on the PAR Reconciliation.

3. Run the Discoverer PD Report ‘By Employee and Date Range’ for the time period of the PAR, making sure to include all pay periods that are included in the Effort Card time period. For the ‘Date Type’ be sure to select Option 2 (Payroll period end date).

4. Complete the PAR Task Reconciliation Form (Excel spreadsheet).

5. Send an e-mail to PACER (with CC to Bill M) explaining how the PAR should be resolved and attach a PDF of the above four items as support. Attach any other information as you see fit ... e.g., PDF of any relevant e-mail. In the Subject line of the E-Mail type 'Process PAR for Employee Name and EMPL ID' for the employee in question. In the body of the e-mail provide the PAR Task Dates, and the Effort Card Time Periods covered on the spreadsheet so that it is clear to PACER how many Effort Cards and PAR Tasks are involved.

For Step #4 - Complete the PAR Task Reconciliation Form ....

- Enter the Employee Name, Empl ID, and Effort Period information in cells C2, C3, and C4. Enter Prepared by and Date in cells O2 and O3. Note that the spreadsheet has five sheets allowing for the reconciliation of PARS for up to five time periods.

- Begin entering data on Row 8. The first section (Columns A through E) includes information that can be taken from the ECRT PAR Reconciliation itself plus information that you can get from the original effort card so that you have a complete picture of the employee's effort for the time period in question. Note: PARs only show the accounts that can potentially change on the effort card as a result of revised payroll data being loaded to ECRT, which is why you need to go to the original effort card to get the other accounts charged with effort. Enter the Certified Effort Dollars from the effort card for these other accounts in the New Computed Effort Dollars field (Column D), since these account amounts would not be changed by processing the PAR Task.

- In the second section, enter the actual dollars from the GL (PD Report and SD Report) in Columns F and G. Make sure that you only include dollars from the specific time period shown on the effort card, leaving off partial pay periods outside the dates of the beginning and end of the time period. Total Discoverer Dollars will automatically calculate in Column H and a 'Calculated Effort %' will automatically calculate in Column I ... do not overwrite the formulas in Columns H and I.

- Based on your analysis of what is contained in the first two sections, check one of the four processing options in the third section (Columns J, K, L, M), and provide a detailed explanation for that choice in the final section in merged cell N8.
The four processing options for PAR Tasks are ...

1. **Post Adjustments without re-opening Effort Card** - This option is for situations where the variance between the Certified Percentage and the New Computed Percentage is less than 5% for all sponsored accounts, and you have determined that the information in ECRT is reasonable. NOTE: The New Computed Effort Dollars and New Computed Effort Percentage will replace the Original Computed Effort Dollars and the Original Computed Effort Percentage on the effort card if this option is selected.

2. **Post Adjustments and Re-open Effort Card** - This option is for situations where the variance between the Certified Percentage and the New Computed Percentage is greater than 5% for at least one sponsored account, and you have determined that the information in ECRT is reasonable. This option will REQUIRE the Effort Coordinator to submit a Recertification Request Form to PACER prior to the re-opening of the effort card. Once opened, the effort card will then have to be recertified. As with the first option, the New Computed Effort Dollars and New Computed Effort Percentage will replace the Original Computed Effort Dollars and the Original Computed Effort Percentage on the effort card.

3. **Post and Maintain** - This is a second option for when the New Computed Percentage is greater than 5% for at least one sponsored account, and you have determined that the information in ECRT is reasonable. Frankly, I'm not sure why this option even exists, and Nazam said that we most likely will never use this option. If you choose this option, the adjustment is posted, but the PAR Task remains on our list, and would still need to be reconciled ... **DO NOT CHOOSE THIS OPTION.**

4. **Ignore Adjustment** - This option is for those cards where it appears that the payroll and effort percentage data in ECRT is clearly incorrect. Nazam explained that early on the PACER Group was manually processing Suspense clearing adjustments directly in ECRT, and that these adjustments may be the cause of incorrect ECRT data. If you have a card that looks completely incorrect, look to see if there is an Effort Note on the card from someone from the PACER Group indicating a manual Suspense adjustment was processed. That might not be the only cause of incorrect ECRT data, but it is one that the PACER Group is aware of, and they will process the PAR Task if it is the sole reason the PAR exists.