Current Environment

- Continuing scrutiny by Federal auditors
- Pending OIG audit at WU
- Improvements to internal controls from Board
- Similar system installations at peer institutions

Scope and Objective

- Enhance WU’s ability to meet Federal effort reporting requirements.
- Improve timeliness and accuracy of effort reporting process.
- Update the technology/functionality used to manage the process.
- Eliminate cumbersome manual tasks currently required to generate, distribute, collect, track and report the progress of effort certification.

User Input

- Designated faculty advisors to project
- Presentations to faculty committees
- Departmental representatives on project workgroup.
- Project outreach and status announcements via RNews
- Live demonstrations
Impact to Users

• PAR policies, procedures and timing remain the same
• Central and Department level administrative support for this process remains the same
• No more paper or physical signatures
• E-mail notifications and electronic signatures
• Direct access on the ePARS Portal

Additional Functionality

• Electronic notification, routing and certification of ePAR
• Access to ePARS 24/7 from anywhere via web browser
• View effort percentages on demand during reporting period
• Certified reports retained and available in electronic format

Impact to Dept’s

• Multiple effort coordinators
• Pre-review period
• Utilize HRMS email addresses (i.e. jsmith@dom.wustl.edu)
• On-line status view
• Assign and manage proxies

Impact to Dept’s, cont.

• Automatic reminders to certifiers
• Auto-approval or post-review
• Standard reports & query tool
ePARS Certification

- Receive e-mail notification from epars_admin@wustl.edu
  - The email contains instructions indicating that it is time for you to complete your effort certification.

- Sign on to ePARS Portal: https://eparsprod.wustl.edu/ecrt/
### ePARS Access

- Faculty/Staff Certifiers
  - Notified via email
  - Log-in via ePARS Portal

- Effort Coordinators
  - Security profile initiated
  - Log-in via ePARS Portal

### Certification Threshold

- Total certified effort can range from 99% to 101%.
  - Payroll % is rounded to single integer for certification
  - Standard rounding utilized
  - Total payroll % will still add to 100%

### ePAR Training

- Effort Coordinator: formal hands-on training sessions
- Faculty/Staff Certifiers: on-line training video (eight minutes) located at [https://epars.wustl.edu/](https://epars.wustl.edu/)
- Info Sessions
  - DUC and Farrell
  - School or Department

### ePARS Education Video

Welcome to the educational video for Washington University’s new electronic effort reporting system, called e-PARS.

This video will run approximately eight minutes. Left click anywhere on the screen to proceed to the next slide.

You can also utilize the navigation bar below to advance, pause or move backward.
ePARS Website

Electronic Personnel Activity Reporting System

March Certification Period Begins April 10th

- Electronic certification, viewing and verification of ePARS
- Effort percentages as defined during reporting period
- Certification reports are released in electronic format
- Online and printed certification reports are available

Information Session

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