

Research Admin Community (RAC) Meeting Minutes

December 03, 2020

COVID-19 update with Q&A session

- Matt Michener
 - Latest updates: <https://research.wsu.edu/covid-19/>

Sponsored Programs Services

- Casey St. Clair
 - Salary cap compliance
 - Bug in Workday not letting this work correctly currently
 - Working on stop-gap to cover until Workday fixes bug
 - Keep an eye on salary cap
 - BPP 40.40
 - Reach out to Ty Howard or Casey St. Claire for questions
 - Workday Timeline
 - Soft freeze – strictly prioritizing
 - Don't need to wait until 1/1/21 to set up awards starting in Jan.
 - Set up in Legacy
 - Hard freeze – No Legacy, AIS,
 - Will return any outstanding to department for department set-up
 - Jan 4-12
 - ITD conversion validation
 - Building billing
 - Picking up hard freeze
 - Cut-over
 - OBIEE Crosswalk: Workday dashboard to populate
 - Grant crosswalk
 - Guarantee for award that will start in Jan?
 - If justifiable, subject to process
 - ORSO
 - Sending email to SPS for past date ending soon, but not for projects starting after 1/1/21
 - Since 10/30 SPS working 5 over time hours a week
 - JIRA issues peaked, but this was expected
 - 12/17 deadline to get everything done
 - Sending out time-line updates to RAC email list weekly
 - If effort certification is not certified, grant tag will be frozen
 - In Workday, will be completely housed in Workday
 - No PDF or paper, so unlikely to get lost
 - No hold up in system under Workday
- Carrie Johnston
 - Encumbrance for payroll
 - Keep shadow-books updated
 - January launch

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- Data will be from inception to date
- Goals:
 - Jan 8th, all journals loaded
 - May not be visible until Monday after 8th
- Workday
 - Financial 1st
 - Payroll 16th,
- Some data not available, reports run at launch
 - By end of month

Office of Research Support and Operations

- Matthew Michener
 - New budget workbook sent out
 - New box:
 - PI name, Cost center, and RA name
 - Budget tab for each PI, CO-I, senior on eREX
 - Not expected at proposal time, needed at award time
 - Each budget tab needs to be approved
 - Doesn't need to be that department's certified RA
 - Expect that departments are working together
 - First page cumulative
 - Cost center budget code here not what SPS uses
 - Needed for account setup with Workday
 - Reach out to Matt, Deb, or Diane for questions about PPE charges
 - NIH Certification Form for safe and healthful work environment is now posted on the ORSO website and needed for all PI changes, departures, arrivals, and reductions in effort of 25% or more.
 - ORSO will be closed Dec. 24th – Jan. 4th
 - Inbox will be monitored for time sensitive needs
 - Reach out to:
 - Matt – main campus, Tri-Cities, Everett
 - Deb – Spokane
 - Diane – Vancouver
 - Have all items submitted to ORSO by Dec. 18 that need processed before the winter closure

The next RAC meeting will be March 04, 2020 10AM-11AM via Zoom