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/](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