DATE: November 11, 2010

TO: Deans, Directors and Department Heads

FROM: Kevin Maynor
Director Cost Analysis and Compliance - Office of Sponsored Research

SUBJECT: Effort Reporting Announcement

Dear Colleagues,

I write to inform you that an effort report for each of the following payroll cycles and periods of performance will be distributed to subject employees on Monday, November 15, 2010:

<table>
<thead>
<tr>
<th>Employee Classification</th>
<th>Payroll Cycles</th>
<th>Period of Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPA</td>
<td>M07 – M12</td>
<td>January 1 – June 30, 2010</td>
</tr>
<tr>
<td>SPA</td>
<td>B19 – B20</td>
<td>March 1 – March 28, 2010</td>
</tr>
<tr>
<td>SPA</td>
<td>B21 – B22</td>
<td>March 29 – April 25, 2010</td>
</tr>
<tr>
<td>SPA</td>
<td>B23 – B24</td>
<td>April 26 – May 23, 2010</td>
</tr>
<tr>
<td>SPA</td>
<td>B25 – B26</td>
<td>May 24 – June 20, 2010</td>
</tr>
<tr>
<td>SPA</td>
<td>B01 – B02</td>
<td>June 21 – July 18, 2010</td>
</tr>
<tr>
<td>SPA</td>
<td>B03 – B04</td>
<td>July 19 – August 15, 2010</td>
</tr>
<tr>
<td>SPA</td>
<td>B05 – B06</td>
<td>August 16 – September 12, 2010</td>
</tr>
</tbody>
</table>

The EPA classification continues on a six-month cycle as established for the first half of FY2010. Reports for SPA employees under the legacy PARS system were discontinued with the period of performance ending 2/28/2010. Development of the interim effort reporting solution has now been completed and this certification period will "catch-up" monthly effort reporting for the SPA classification before switching over to the new electronic ECRT system.

It is important to note that in bringing SPA effort certifications up to date during this reporting period, an SPA employee may be presented with as many as seven (7) effort reports to sign. To facilitate the process for employees who must certify more than once, the paper SPA reports for the various cycles should arrive on the desk of the Departmental Effort Coordinator presorted by employee and ordered chronologically.

Please ensure each effort report is signed as any unsigned reports must be returned to the department for certification. When the certified report differs from the payroll distribution as calculated and displayed on the report, University policy (http://research.unc.edu/n/CCM1_030842) requires that payroll transfers to make the payroll distribution equate the certified report are processed in the appropriate HR system and a copy of the action is attached and returned to OSR with the certified report. Please certify and return the signed reports and attachments to Kelly Spivey, OSR CB #1350, by the close of business on Wednesday, December 15, 2010. Reports will be considered delinquent after that date.