

SPA'S TOP 10 LIST

ePARs

1. An Electronic Personnel Activity Report (ePAR) is a measure of the total effort for which the employee is compensated by Washington University, regardless of the number of hours actually worked. *ePARs* is the name of the electronic reporting system Washington University uses to generate these reports. The *ePARS* system is accessed via the Research Gateway.
2. OMB Circular A-21 requires payroll costs to be confirmed by recipients to ensure that external sponsors reimburse the grantee only for the time and effort actually expended on their behalf.
3. All School Of Medicine faculty are required to certify within *ePARs* . Danforth faculty, Danforth non-faculty/staff and School of Medicine non-faculty/staff are required to certify within *ePARs* if a portion of their salary is charged to a sponsored fund (fund series 38XXX thru 66999) during a reporting period.
4. ePARs are generated throughout the University's fiscal year based on the academic status of the employee and his/her location on campus. For instance:

<u>Employee</u>	<u>Frequency</u>	<u>Period</u>
Med. School Faculty	Semi-annual	Jan.-June, July-Dec.
Engineering Faculty	Semi-annual	Jan.-June, July-Dec.
Danforth Faculty	Semester	Jan.-May, June-Aug., Sept.-Dec.
Staff	Quarterly	Jan.-Mar., April-June, July-Sept., Oct.-Dec.

5. E-mail notifications will be sent to an individual's WU Local e-mail address, if he or she is required to certify, from epars_admin@aismail.wustl.edu. The e-mails will include login instructions as well as a link to the Research Gateway <http://research.wustl.edu/Pages/ResearchGateway.aspx>.
6. Faculty and non-faculty/staff are required to review, modify as necessary, and certify that the effort percentages are a reasonable estimate of the actual work performed. If the actual effort performed on a sponsored project differs (positively or negatively) from the percentage noted on the ePAR by:
 - 0 to 5%, no adjustment to the ePAR is necessary. Note: If the original figure is manually revised (between 0 to 5%) by the employee, a Payroll Cost Transfer (PCT) form must be submitted to Payroll Services so that the distribution is modified to match the certified effort.
 - 6% or more, the PAR should be adjusted manually to reflect the correct effort percentage. A Payroll Cost Transfer (PCT) form must be submitted to Payroll Services so that the distribution is modified to match the certified effort.
7. An ePAR must be certified by either the individual that expended the effort or by a person (supervisor, PI, or manager) who has a suitable means of verification that the work was performed by means of a proxy assignment.
8. Certified ePARs are legal documents in which an individual attests to the accuracy of the effort charged to sponsored projects. The legal attestation statement that appears after clicking on the certify button is required by Federal regulations and it is subject to independent audit and review. Clicking the certify button and agreeing to the legal attestation statement indicates that you understand the basis for the certification.
9. Washington University's agreement with the Federal Government requires that the ePAR is certified within thirty (30) days from the start of the certification period.
10. Additional Resources:
 - For log in assistance please call the AIS Help Desk at 935-5707.
 - For additional information on effort reporting please visit: [Effort Reporting at W.U.](#)
 - For more information on the ePARS system please visit: <http://epars.wustl.edu>