



ECC, Commitments, and Workday



Research and Sponsored Programs

November 13, 2025

Jennie Bell, Campus Effort Compliance Manager



Agenda for Today's Session

1. Committing effort
2. Managing commitments
3. Confirming pay
4. Transferring pay

Bonus: Special Topics in Effort and Payroll Certification



Effort Commitments



Starting at the beginning



Commitments versus payroll certification

Commitment: the amount of effort (time/labor) you propose in a grant proposal or other project application, and that the sponsor accepts – regardless of whether you request salary support for the effort. Commitments are specific and quantified and can be expressed in months or as a percentage of your work over a given project period.

A commitment is an obligation of effort (time/labor) that the University must fulfill.

Payroll certification: UW-Madison's means of assuring compensation compliance on federally sponsored projects. Payroll certification is an after-the-fact review and **attestation that the payroll charged to a federally sponsored project is reasonable in relation to the work performed.** Payroll must be certified by the project's PI or their approved designee. Payroll certification requires assurance that payroll charged to a federal sponsor is reasonable in relation to work performed. UW-Madison uses the web-based ***Employee Compensation Compliance (ECC) system*** to certify federally sponsored project compensation.



Where do we find this info/data?

Effort Commitments

Payroll Certification



Where do we find this info/data?

Effort Commitments

- Notice of Award
 - Proposal
 - Budget justification
- RAMP Award Record, effort page

Payroll Certification

- ECC



Where do we find this info/data?

Effort Commitments

- Notice of Award
 - Proposal
 - Budget justification
- RAMP Award Record, effort page

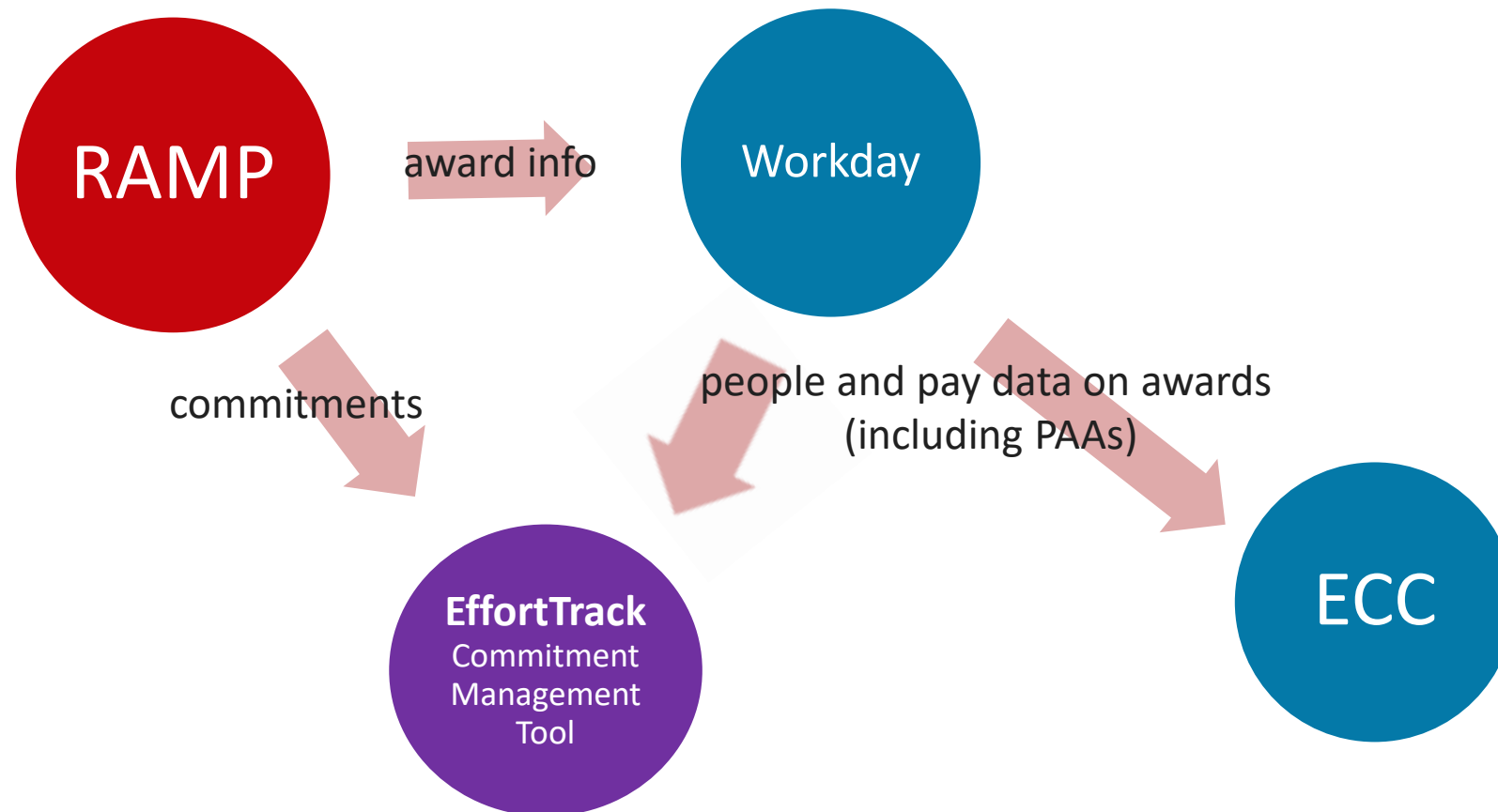
Payroll Certification

- ECC

- EffortTrack (commitment management system)



Effort and Payroll Certification Ecosystem





Where to view Effort Commitments

- RAMP Award record
- [EffortTrack](#) Commitment Look Up Tool.
- Commitments do not flow to Workday or ECC.
- ECC continues to be the university's official record of pay on federally sponsored projects.



Recording Effort Commitments in RAMP Award Records

- Effort commitments are recorded in RAMP Award records.
- Effort is recorded for the principal investigator(s)/project director(s) and key personnel who are listed in the Notice of Award.
- [Instructions](#) are on the [Effort](#) and Award Setup RSP webpages and have been included in RED Award Set Up Training.

Name: RETINA RESEARCH FOUNDATION Award Period 1
 Financial Account: Brandt RRF due 10/22/24 Period: 1
 Start Date: 1/1/2025 End Date: 12/31/2025

Person	TBD	Role	Role Other	Start Date	End Date	Distribute Effort	Cal. Months Effort	Cal. Months Req	Acad. Months Effort	Acad. Months Req	Sum. Months Effort	Sum. Months Req	Cost Share Months	Remo
CURTIS BRANDT		PD/PI		1/1/2025	12/31/2025	<input type="checkbox"/>	0.6	0.06					0.54	



How Are We Updating Commitments in RAMP These Days?

- ✓ Effort Update Form is decommissioned

Effort commitments on new awards will continue to be entered in RAMP Award records by the department when the NOA is received and new award is set up.

Effort commitment updates/changes on existing awards should be communicated to RSP via an Award Modification Request (AMR – Effort Update type).

- If there are large amounts of updates needed, or if it's simply easier, the [spreadsheet](#) can be completed and submitted to RSP at effort@rsp.wisc.edu in lieu of the AMR.



UW-Madison Effort Commitment Policy

- RAMP is used to track effort commitments for KEY PERSONNEL / those listed in the NOA only.
- If individual is listed in the Notice of Award, AND the reduction is greater than 25% of the original commitment, a prior approval request is required.
 - Use the Effort Only AMR.
 - Attach the signed letter to the sponsor.
 - Provide clear and detailed submission instructions in the description field.



Effort Commitment FAQs

- We have lots of FAQs on the [RSP Effort website](https://rsp.wisc.edu/effort/):
 - <https://rsp.wisc.edu/effort/commitments.cfm>
 - <https://rsp.wisc.edu/effort/effortFAQ.cfm>



Managing Commitments



Monitoring effort and pay along the way



What is EffortTrack?

- [EffortTrack](#) is the new effort commitment management tool.
- A demo of EffortTrack has been presented at the College/School meeting.
- It shows progress on effort commitments by pulling in pay data on awards and comparing to the commitment data from RAMP.
- The first planned enhancement of EffortTrack is to add a department lookup.
- EffortTrack was connected to SFS pay and RAMP commitment data.
- Currently, RSP is integrating the tool with Workday pay data aiming to have basic functionality available in early 2026. (We added this note to the webpage.)



Research and Sponsored Programs

Office of the Vice Chancellor for Research

Commitment Lookup Tool

This tool shows effort commitments recorded in both SFS and RAMP. In case of any d

Award ID

Employee ID

Last Name

PAUL AHLQUIST (00068549) (Other (Specify))

Effort Period	Status	Required Payroll	Earned Payroll	Required Costshare	Earned Costshare	Required Total	Earned Total
03/01/2024 to 02/28/2025	RAMP Complete	1.20	0.91	0.00	0.00	1.20	0.91

75%

Commitment met within 25% reduction.



Employee Compensation Compliance



(payroll confirmation)



Federal Regulation

- 2 CFR 200.430 (i) Standards for Documentation of Personnel Expense
- (1) Charges to Federal awards for salaries and wages must be based on records that **accurately reflect the work performed**. These records must:
 - i. Be supported by a **system of internal control** which **provides reasonable assurance that the charges are accurate, allowable, and properly allocated**;
 - ii. Be incorporated into the official records of the non-Federal entity;
 - iii. Reasonably reflect total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities (for IHE, this per the IHE's definition of IBS);
 - iv. Encompass federally-assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy;
 - v. Comply with the established accounting policies and practices of the non-Federal entity

It is recognized that teaching, research, service, and administration are often inextricably intermingled in an academic setting. When recording salaries and wages charged to Federal awards for IHEs, a precise assessment of factors that contribute to costs is therefore not always feasible, nor is it expected 2CFR 200.430(i)(x)



UW-Madison Policies and Guidance

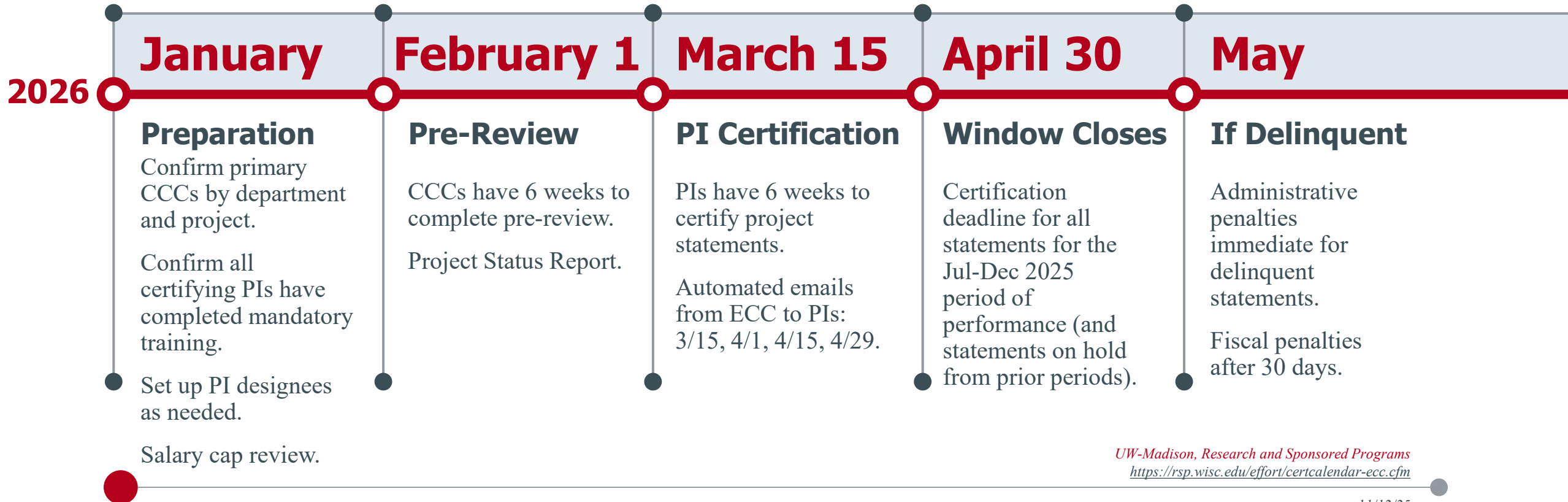
- [UW-4015: Compensation Compliance on Sponsored Projects](#)
- [UW-4017: Consequences for Failing to Complete Payroll Certification](#)
- [Guidelines for Effort Commitments and Payroll Certification Associated with Sponsored Projects](#)



Payroll Certification in ECC

Payroll certification is an after-the-fact review and attestation that the payroll charged to a federally sponsored project is reasonable in relation to the work performed.

Timeline for certification of 6/29/25 – 12/27/25 period of performance



UW-Madison, Research and Sponsored Programs
<https://rsp.wisc.edu/effort/certcalendar-ecc.cfm>



Compensation Compliance Coordinators

Pre-review and certification is answering the big question: “Is the salary charged reasonable in relation to the work performed?”



CCC Responsibilities in ECC:

- Complete a good faith pre-review based on your knowledge of the project at the time for each federal project housed in your assigned department.
- Your review includes cost share and over-the-salary-cap dollars.
- Click “Pre-Review” when all necessary adjustments have posted to the ECC statement.
- Monitor the certification period to assist with timely PI certifications.



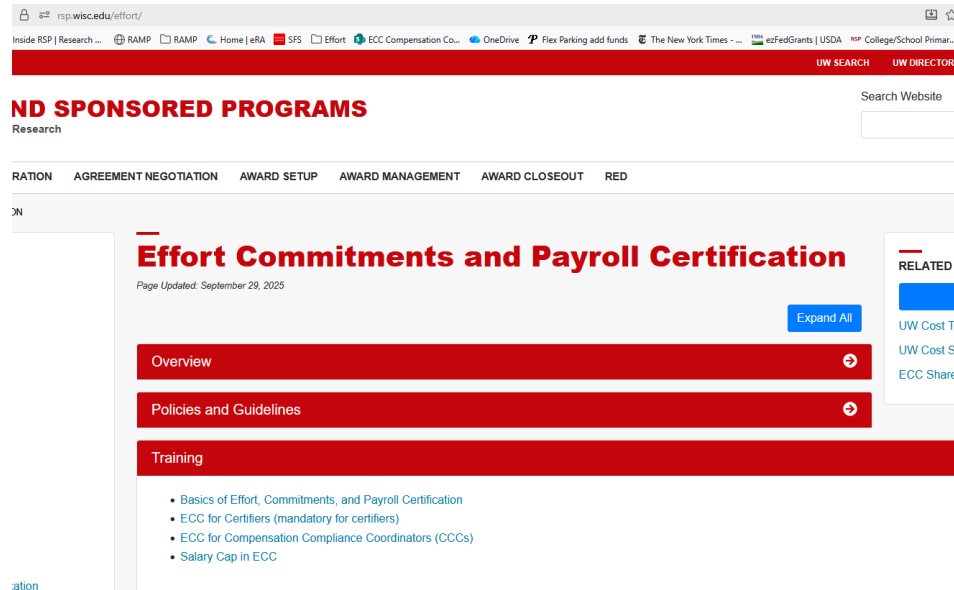
What to look for during pre-review:

- Do all employees paid from the project (direct or cost shared) for the period of performance appear on the statement?
- Is there a variance between the expected amount and actual amount charged?
- Is anyone being charged to the project that you did not anticipate?
- Is anyone missing from the statement whose payroll should have been charged?



Recommended CCC Training

- Available on the [RSP Effort Website](#) (open the Training ribbon):



- RED Hot Topics
- [RED Course Catalog](#)



How does a PI certify?

If your statement is accurate and reasonable, you have three short steps to complete certification.

1. Click the star icon to select all Certify boxes.
2. Click the "Certify" button.
3. Click on the "I Agree" button on the attestation page.

Payroll + Cost Share	Certify	More Info
5.00%	<input checked="" type="checkbox"/>	\$
13.58%	<input checked="" type="checkbox"/>	\$
10.19%	<input checked="" type="checkbox"/>	\$
50.00%	<input checked="" type="checkbox"/>	\$

Buttons: Certify, Home

I certify that the salary charges, including any salary transfers, reasonably reflect the work performed and are in accord with University policies. I further certify that I am in a position that provides me with a suitable means of verification that the work was performed.

Buttons: Cancel, I Agree



Required Certifier Training

- RSP is moving the training from Canvas to Workday Learning
- RSP effort coordinator will audit which certifiers need to complete training in January and send notification emails.
- Training does not need to be done in Workday learning if already completed in Canvas.
- RSP keeps the list of certifiers training completion dates.
- During the past period, RSP used a 5-minute video for new certifiers to meet the training requirement.



July-Dec 2025 period of performance

- We have a new version of ECC that is connected to Workday and is accepting Workday people and pay data currently.
- We haven't given CCCs access yet because we didn't want to confuse things during the current certification period.



Workday ECC Preview

- Workday version of ECC has one difference from SFS version.
- **Cost share is at the award level** (rather than project level), because that's how it is recorded in Workday.
- It's a very minor change. However, it means:
 1. We will have more statements overall.
 2. PI will certify all cost share for the award on one statement.
- Training and communications coming in December/January after we give CCCs access to the new ECC and disseminate the link.
 - Perhaps a short microlearning video rather than holding a training session.

Workday ECC Preview – statement with salary over the cap



Enter Search Criteria



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My Project Statements

[-] Project Statements Instructions

Work List

- ▼ Murtaza, Muhammed - 00968065
 - Ready for Certification
 - Pre-Reviewed
 - Ready for Pre-Review
 - ▼ Building ★
 - GR000018603 UWMSN | Murtaza, M, U01, NIH, Sub from Nebraska Jul - Dec 2025

GR000018603 - UWMSN | Murtaza, M, U01, NIH, Sub from Nebraska

Project Information

Cost Center: CC002671 - CC002671 UWMSN | SMPH | Surgery - Surgical Oncology

Project Title:

Primary CCC:

CCC Override:

Grant Dates: 09/20/2021 to 08/31/2025

Project Statement for GR000018603: (Jul - Dec 2025) ; Effort from 6/29/2025 to 12/27/2025, due date 4/30/2026; Status: Building

INFO - This Project Statement cannot be certified because there is no primary effort coordinator for the Grant.

On Hold: [Override Status](#)

Employee	Payroll Dollars	Payroll Percentage	Cost Share / Over the Cap Dollars	Payroll + Cost Share Dollars	Payroll + Cost Share	Certify	More Info
Dennison, Kirsten - 00246221	\$2,557.75	10.00%	\$0.00	\$2,557.75	10.00%	<input type="checkbox"/>	\$
McDonald, Bradon - 00591333	\$8,027.29	20.00%	\$0.00	\$8,027.29	20.00%	<input type="checkbox"/>	\$
Murtaza, Muhammed - 00968065	\$7,507.27	9.57%	\$337.61	\$7,844.88	10.00%	<input type="checkbox"/>	\$

Manual Certification No Certification Required Home

- Notes
- Attachments
- Transactions
- Activity Log
- Email Log

Workday ECC Preview – summary page



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Grant Summary

[Sponsored Project Employee Summary Report](#)

Grant Name:	UWMSN Murtaza, M, U01, NIH, Sub from Nebras...	Associated Cost Center(s):	CC002671 UWMSN SMPH Surgery - Surgical Oncology
Grant Nickname:		Award Name:	Pre-analytical variables of bioanalytes affecting...
Grant Number:	GR000018603	Start to End Date:	09/20/2021 to 08/31/2025
Grant PI:	Muhammed Murtaza - 00968065 (Primary Effort Coordinator: N/A)	Grant Manager:	N/A
Grant Sponsor Name:	UNIVERSITY OF NEBRASKA (Higher Education Institution)	Grant Sponsor Number:	SPN000225
Tub:	FD0144	Grant Number:	GR000018603
Cost Sharing Requirement:	<input type="checkbox"/>	Exception Grant:	<input type="checkbox"/>
K-Award:	<input type="checkbox"/>	Reportable Status:	<input type="checkbox"/>

[<< show less](#)

Project Statements

Covered Individuals

Manage Grant Designee

Associated Project Statements

Period

Jul - Dec 2025

Project Certification Status

Building

[Excel](#) | [XML](#) | [PDF](#) | [RTF](#)

Workday ECC Preview – statement with cost share



Enter Search Criteria



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My Project Statements

[-] Project Statements Instructions

Work List

- Tansey, Timothy - 00281834
 - Ready for Certification
 - Pre-Reviewed
 - Ready for Pre-Review
- Building ★
 - GRC00011968 UWMSN | Cost Share For Tansey_VRTAC-QE_9_2... Jul - Dec 2025

GRC00011968 - UWMSN | Cost Share For Tansey_VRTAC-QE_9_20_AAI4974

Project Information

Cost Center: CC005904 - CC005904 UWMSN | SOE | WCER | Innovative Partnership for the ...

Project Title:

Primary CCC:

CCC Override:

Grant Dates: 10/01/2020 to 01/31/2026

Project Statement for **GRC00011968: (Jul - Dec 2025)** ; Effort from 6/29/2025 to 12/27/2025, due date 4/30/2026; Status: Building

INFO - This Project Statement cannot be certified because there is no primary effort coordinator for the Grant.

Employee	Payroll Dollars	Payroll Percentage	Cost Share	Over the Cap Dollars	Payroll + Cost Share Dollars	Payroll + Cost Share	Certify	More Info
Chun, Jina - 00969029	\$0.00	0.00%		\$1,798.05	\$1,798.05	3.63%	<input type="checkbox"/>	

Manual Certification No Certification Required Home

- Notes
- Attachments
- Transactions
- Activity Log
- Email Log



Workday ECC – Your Help Needed

- RSP needs your help. In November, we want to load the certifiers (PIs) and compensation compliance coordinators (CCCs) into ECC.
- But this means **we need to assign Primary CCCs to COST CENTERS.**
- We have a cross walk that is approximately 80% accurate.
- Will post it in ECC SharePoint and will need divisions to correct it.
- Assigning CCCs to individual projects when there is a CCC override is easy – we have a straightforward cross walk for legacy and new award numbers.
- Primary CCCs for COST CENTERS is trickier.
- We will do this in November. Communications to RSP's divisional post award contacts forthcoming.



Payroll Accounting Adjustments



Moving pay that posted in Workday or SFS.



Payroll Accounting Adjustments

- As a CCC, your pre-review may reveal that payroll transfers are needed.
- In Workday, these are called Payroll Accounting Adjustments.
- PAA changes are also reflected in ECC.
- It is recommended that the [Payroll Costing Allocation](#) is corrected first to prevent more pay from posting incorrectly. Then, submit the [Payroll Accounting Adjustments](#).

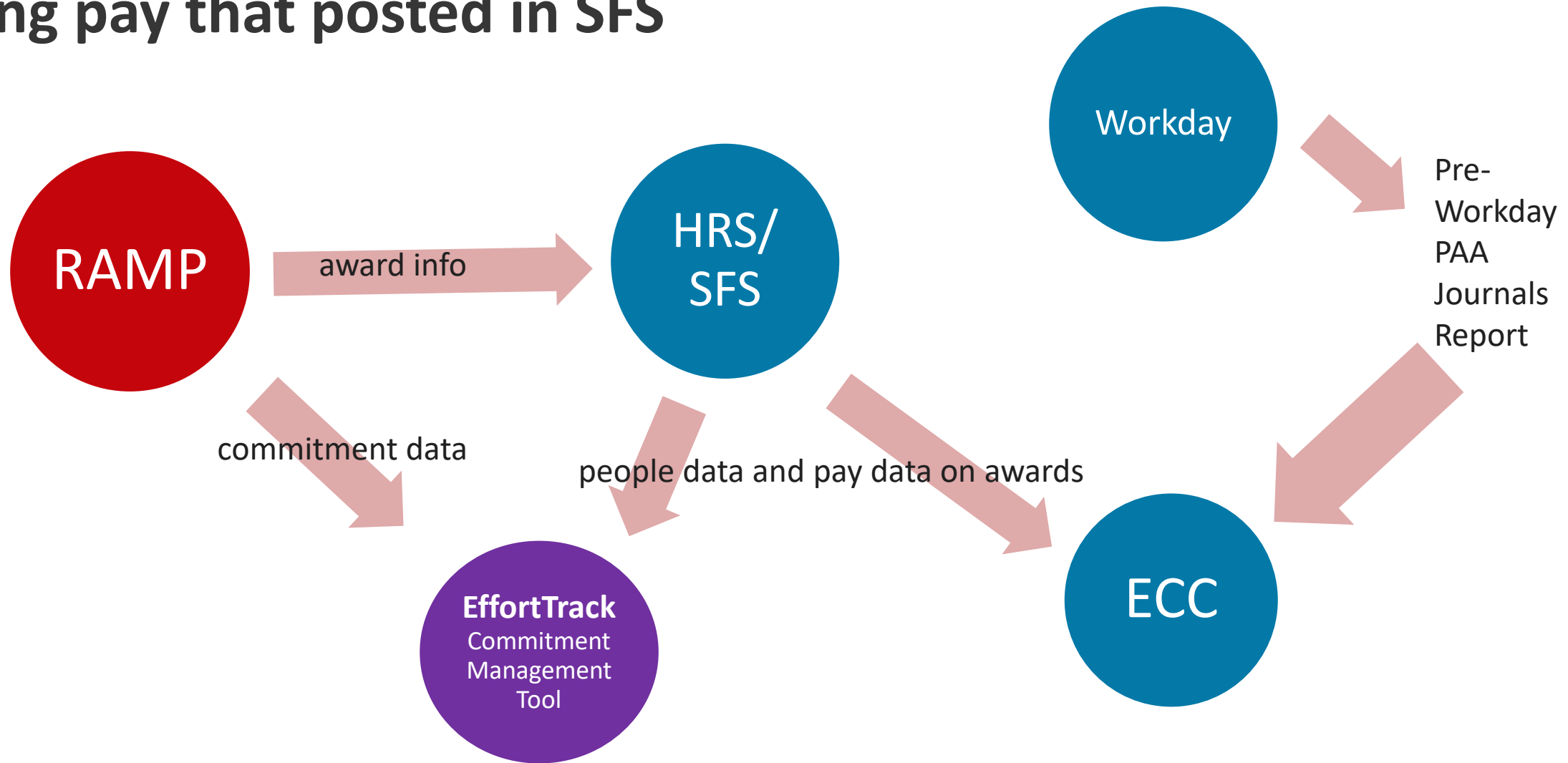


Reopening ECC Statements

- If the PAA is for pay older than 90 days, then the High Risk PAA Approver (RSP effort coordinator) is added to the approval chain.
- RSP Effort Coordinator reviews the PAA to determine if it requires that a certified ECC statement be reopened.
- A Reopen Request Letter is required when:
 - The change moves charges of \$2500 or more onto a certified ECC statement
 - The change increases the charges for an individual on a certified statements by 5% or more.
- [Reopen Request/Recertification Procedures](#) are on RSP Effort Webpage
- RSP effort coordinator will contact CCC and division contact when additional reopen documentation is needed. This is needed because reopening certified statements is an audit risk.



Moving pay that posted in SFS





Pre-Workday Payroll Adjustments for pay before July 2025 (AKA Salary Transfers for payroll posted in SFS/HRS)

Journal Initiator Uses the UW-Madison pre-Workday PAA journal process. See UW-Madison-specific Job Aid on Business Services website. Journals go through the approval process in Workday. (**Grant Manager, Central Grant Accountant, High Risk PAA Approver, Cost Center Manager**)

Business Services EIBs are prepare and loaded in Workday.

RSP receives a file Monday mornings of the previous week's salary and cost share Payroll Accounting Adjustments. Excel formatting, then data is loaded into ECC. Transaction lists are saved in ECC SharePoint.

Research Administrator CCCs and college/school list get an email that I've completed the data load. CCCs review; if correct, remove hold and pre-review.

PI Next morning at 8am, PI receives automated email from ECC asking them to certify.

<https://businessservices.wisc.edu/accounting/workday-financial-accounting-and-pre-workday-historical-reporting/>



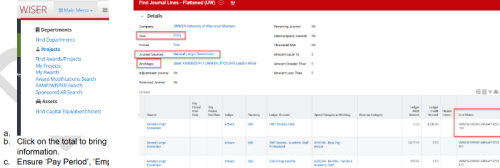
Create Journal - Pre-Workday Payroll Adjustment MADISON SPECIFIC GUIDANCE

This job aid helps users create a Pre-Workday Payroll Adjustment journal in Workday. An accounting journal is created to adjust the salary among different funding sources. This job aid is only applicable to payrolls posted in HR&SFS, for payrolls posted in Workday, use the PAA (Payroll Accounting Adjustment).

Initiator(s): Cost Center Accounting Specialist, Award Billing Specialist, Accountant, Business Asset Accountant, Accounting Operations Lead (or anyone who can create an AJ)
Approver(s): The driver working (Grant, Gift, Project, Program) manager, Fund Manager, Central Grant Accountant, Principal Investigator, RA Divisional Approver, High Risk PAA, Cost Center Manager, Divisional Grant Manager

Prior to creating a Pre-Workday Payroll Adjustment journal, review Journal lines in Workday to ensure salary has not been previously transferred.

- Run the "Find Salaries and Encumbrances" report of WISER to document the payroll lines you are moving.



- Click on the total to bring information.
- Ensure 'Pay Period', 'Emp' include on this document fringe expense is moving.
- Copy of the original payroll for attachment.

- Run Find Journal Lines - Flat Ledger Conversion to get the string.

- Add filter on driver (Worktag of payroll expense you are moving).
- Add filter on year payroll expense original posted (most likely FY25).
- Can filter on the salary account codes and journal dates to find Line memo information easier.

- (UWMSNDEPT/F i.e. UWMS
- Line Key - journal lines increasing by one until new header key starts
- Line Company - "UWMSN"
- Ledger Account - Workday Ledger account can be found on the 'FY25 UPDATED' tab using the SFS payroll account as the lookup.
- Account Set - "CHILD"
- Ledger Debit Amount/Ledger Credit Amount - salary moving
- Memo - SFS/WISER funding string from the 'GL Conversion' journal source in Workday
 - (UWMSN/DEPT/FUND/PRG/PRJ/ACCT/CLASSCODE)
 - i.e. UWMSN474001444AD3581975
- Employee ID - SFS Employee ID number
- Employee Name - Last, First
- Record Number - Employee Record Number from WISER payroll report
- Employee Class - Found on the WISER payroll report
- Project number - SFS project number of the Worktag the line is for
- Payroll Amount
- Pay Period
- Earn Date - Begin Date
 - Under 'Find Payroll transaction details t

- On the Header tab, fill in the below fi
 - Header Key (numerical order i. If moving payroll exp
 - Company - "UWMSN"
 - Ledger Type - "ACTUALS"
 - Accounting Date - Today's D
 - Journal Source - Manual, P
 - Journal Entry Memo: Employ
 - External Reference ID: "SFS



- Next, on the Journal Line tab, fill in fi
 - Header Key - reference bac



- Earn Date - End Date
- Fiscal Year - "FYXXXX"
- Cost Center
- Program/Project/Gift/Grant
- Fund
- Function
- Spend Category - can be fi account as the lookup
- Balancing Worktag Affiliate

- Next, on the second line in the Journal Entry Lines, €
 - Header Key - reference back to header tab
 - Line Key - journal lines
 - Line Company - "UWMSN"
 - Ledger Account - Workday Ledger account c tab using the SFS payroll account as the look
 - Account Set - "CHILD"
 - Ledger Debit Amount/Ledger Credit Amount.
 - On the second line in the Journal Entry fringe expense.
 - The fringe rate amount will need to be institution and job classification using which the payroll accounting adjustme
 - Fringe Benefit Rates can be found by for Extramural Support Funds
 - Memo - SFS/WISER funding string from the ' Workday (copy from salary line)
 - Employee ID - SFS Employee ID number
 - Employee Name - Last, First
 - Record Number - Employee Record Number
 - Employee Class - Found on the WISER payroll

- Project Number - SFS project number of the Worktag the line is for
- Fringe Amount
- Pay Period
- Pmt Begin Date
- Pmt End Date
- Fiscal Year - "FYXXXX"
- Cost Center
- Program/Project/Gift/Grant
- Fund
- Function
- Spend Category - can be found on the FY25 UPDATED' tab using the SFS payroll account as the lookup.
- Balancing Worktag Affiliate - always 'FD0001'

- Go back to step 2 to repeat the process for the Debit lines in the Journal Entry Lines (where payroll expense should post).

- Once EIB template is filled out, the pre-Workday payroll adjustment memo needs to be filled out and included for attachment. This memo can be found on the Business Services website
 - Employee name, EmpId
 - Fiscal year and pay period
 - Brief explanation / justification for the adjusted salaries / wages or fringes

- Either under or over 90 day questionnaire (for grants) must be included for attachment

- The EIB template along with all attachments (WISER journal lines, Pre-Workday payroll adjustment memo, and grant questionnaire if grant worktag was used) should be sent to

UW-Madison Guidance Documents for Creating Journals in Workday

- [Security Roles for Journal Business Processes](#)
- [Create Accounting Journal - UW-Madison Specific Job Aid](#)
- [Create Journal for Pre-Workday Non-Salary Cost Transfers - UW-Madison Specific Job Aid](#)
- [EIB File Template \(all manual journals\) with UW-Madison Specific Guidance](#)
- [EIB File Template \(all manual journals\) - Use to upload into Workday](#)
- [Create Journal for Pre-Workday Payroll Accounting Adjustments - UW-Madison Specific Job Aid](#)
- [EIB \(Pre-Workday Posted Payroll Adjustments\) with UW-Madison Specific Guidance](#)

UW-Madison Specific Forms/Questionnaires

- [Pre-Workday Payroll Accounting Adjustment Memo](#)
- [Pre-Workday PAA Journal Over 90 Days Questionnaire](#)
- [Non-Salary Accounting Journal Less than 90 Days Questionnaire](#)
- [Non-Salary Accounting Journal Over 90 Days Questionnaire](#)



Ways to find pre-Workday PAA Journal # in Workday

- Check the actuals on the initial and receiving fund by running the "Award Budget to Actuals (UW)" report for the grant and clicking into the salary actuals to see the individual transaction lines that have posted. (Filter for "Manual Journal - Payroll Accounting Adjustment" under Journal Source, for how Pre-Workday PAAs post.)
- The "Find Journal Lines: Transactions by Grant or Award (UW)" report enables you to filter by award or grant worktag, journal source, and status, among other things. There might be a quicker way, but this is one option for finding pending PAAs in WD.
- **Others?**



Resources and contact info

Jennie Bell

Campus Effort Compliance Manager
Research and Sponsored Programs
University of Wisconsin-Madison
21 N. Park Street, Suite 6301
Madison, WI 53715

jennifer.bell@rsp.wisc.edu
ecc@rsp.wisc.edu

<https://rsp.wisc.edu/effort/>

<https://rsp.wisc.edu/awardsetup/>

**Join the ECC Compensation
Compliance Coordinator
SharePoint site:**

<https://uwprod.sharepoint.com/sites/ECCCompensationComplianceCoordinatorHub>



Bonus Slides



Special Topics in Effort and Payroll Certification



Commitments and Workday Conversion – What Changed?

- **Budget allocations in RAMP changed** with the Workday cutover. Some allocations were lumped together in RAMP after the Workday conversion.
- Effort commitment data in RAMP was associated with budget allocations.
- Because of the change in budget allocations, effort commitments were disassociated from awards at Workday conversion.



EffortSync One Time Exercise – repopulating commitment data in RAMP

- ✓ RSP took a snapshot of effort commitment data to save it all before conversion.
- ✓ RSP provided a website (EffortSync) for divisions to enter effort commitment data.
- ✓ Departments and divisions entered commitment data in EffortSync.
- ✓ Deadline for entry was extended by 6 weeks to October 10 based on a request from depts/divisions and approval by RAMP governance committee.
- ✓ RSP decommissioned EffortSync.
- ✓ RSP performed a one-time bulk upload of commitments in RAMP to sync them with the new budget allocations.
- ✓ 4390 rows of data were uploaded. This exercise prevented us from collectively processing thousands of Modifications!



25% Reduction in Effort

- **Who needs an AMR for effort changes?** UW-Madison tracks effort commitments in RAMP for key personnel and those named in the notice of award only.
- **What does a “25% effort change” mean?** For example: PI committed 1 month effort, but they are going to reduce to .5. That's a 50% change in effort.
- **Who at RSP submits the prior approval request to the sponsor?** Typically, the RSP effort coordinator submits the prior approval requests to reduce effort to sponsors, but I know that RSP proposal team sometimes submits these too. Maybe some post award accountants have also submitted them, also. If you submit an Effort Update AMR in RAMP, it's going to come to me and I'll work with you to submit it. It only has to be submitted once to the sponsor.



Guidelines for Effort Commitments and Payroll Certification Associated with Sponsored Projects

University of Wisconsin-Madison

Guidelines for Effort Commitments and Payroll Certification Associated with Sponsored Projects

"A 25% (or greater) reduction in the level of committed effort constitutes a significant change in work activity. In accord with the Uniform Guidance (2 CFR 200), any significant change in work activity for the principal investigator/project director or key personnel who are listed in the Notice of Award must be approved prior to the change and in writing by the sponsor's Grants Officer. It is not sufficient to simply communicate the change to the Program Officer.

The effort commitment at the time the award is issued is considered the threshold against which the magnitude of a potential change is measured unless the sponsor is otherwise notified and approves the changes. If an award document does not contain specific language about effort commitments, then the level of effort in the grant proposal constitutes the benchmark against which the magnitude of a potential change is measured.

For key personnel, an increase in effort greater than 25% should be reviewed to assess whether the scope of work for that project has changed and to assess possible impacts on the individual's ability to meet commitments to other sponsored projects. Any change in the scope of work must be approved prior to the change and in writing by the sponsor's Grants Officer.

The key personnel named in the Notice of Award may differ from key personnel identified by UW-Madison in the proposal. If the Notice of Award lists no key personnel other than the principal investigator/project director (PI/PD), then the PI/PD is the only person whose significant changes in work activity require prior approval."



Policy Change in June 2025 – the 1% rule

- As part of our alignment with Workday business processes, RSP has revised the campus policy requiring a minimum of 1% principal investigator (PI) effort on all federal awards.
- As of June 2025, **PI effort is only mandated when it is required by the sponsor.**
- **Some divisions may have their own requirements, but RSP will not track unless the sponsor mandates. RSP will not set up the voluntary 1% cost share in RAMP.**
- When no salary is requested from the sponsor, no cost share effort is necessary unless mandated by sponsor policy or a notice of award.



Key considerations behind this change include:

- Workday's cost share functionality would make compliance with the 1% minimum more administratively complex.
- The original 1% requirement stems from a 2001 clarification to OMB Circular A-21, but its applicability has evolved.
- Reducing administrative burden during award setup and management by eliminating the need to create separate cost share budgets in RAMP and designate cost share funding sources in Workday when PI salary is not requested will streamline processes for departments, divisions, and RSP.
- Reducing voluntary cost sharing will help to minimize auditable commitments and avoid inflating UW–Madison's reported cost share totals.



Next steps for RSP in progress

- Update the Compensation Compliance on Sponsored Projects policy, RSP website, and related guidance documents to reflect the revised approach and ensure consistency across all materials.
- Develop a simple approach to confirm PI oversight on federal projects when there is no PI salary charged to the project. Potential options include Workday progress report tracking or an annual PI attestation process outside of ECC or EffortTrack.



Cost Share in RAMP & Workday

- [Cost Share Entry in RAMP](#) – Guidance posted on RSP Website > RAMP Resources > RAMP Awards > Job Aids
- Cost share award lines are created at the time of award set up in RAMP, then the award lines push to Workday.
- This is different from the legacy SFS system, when cost share was added to awards after the fact using a cost share update form and a bolt-on tool.
- [Cost Share Touchpoints UW System job aid](#)
- Cost share is reflected at the award level in Workday and ECC.



Salary Over the Cap

- [RED Session Recording, Oct 2025](#) – RSP collaboration with WEST/ATP Payroll and Research Admin Teams and UW-Madison Business Services. [Slide deck](#).
- There are resources including Calculator and Tools on [RSP website](#).
- PAA and PCA Job Aids are being updated, ATP/WEST creating a tip sheet.
- Panelists are responding to session questions in writing. We have also added several questions & answers to the Workday FAQ page at <https://rsp.wisc.edu/workday/faq/>. The answered questions are housed under the **General** category and are prefaced with “Salary Over the Cap” Additional questions will be answered as we obtain and clarify additional guidance and information, so please keep checking the FAQ!
- For the next certification period salary cap review, RSP will either integrate tableau with Workday or devise a process for Salary Cap review using Workday reports. We have made progress on the Workday report front!



PAA Tips

- To view the Costing Allocation History: Go to employee, then Job > More > Worker History > filter on costing allocation
- This recording includes demo on how to add multiple PAA lines at once: [Recap: Finance Facilitator: Financial and Payroll Accounting Meeting Thursday, October 23 | Meeting | Microsoft Teams](#)
- [This spreadsheet](#) may be helpful with PAA submissions.



Is Effort Payroll Query up and running?

- The [Effort Payroll Query](#) had been converted to use Workday data and the database the tool pulls from is updated.

Effort Payroll Query

Page Updated: October 8, 2025

The Effort Payroll Query produces a summary of an employee's payroll distribution for the specified earned period(s) in the filter. After running the report, the grand total for all earned periods included in the date range can be found at the bottom of the page. The points below detail the functionality. Effort Coordinator's might find the query helpful in attempts to reconcile effort reports.

- Salary transfers increase the number of transactions to consider when reviewing the payroll distribution -- this report only displays the remaining amount on each unique funding string.
- Non-effort related salary codes are excluded in the results, as ECRT does not accept them. For a complete list of included and excluded salary codes, see Appendix A in the Effort Coordinator's Guide found at <https://rsp.wisc.edu/effort/ectraining/ECGuide.pdf>
- ECRT uses earned begin and end dates for applying salary transactions to an effort reporting period. The earned period for "off cycle payroll" often differs from the pay dates.
- The query is not limited to searching by fiscal year.

EMPLID:

Earned Period:

Submit

Reset

