

**Need Help with Compass?**  
**Check out these resources:**

**Web:** [www.compass.emory.edu](http://www.compass.emory.edu)  
**Help Desk:** 7-7000

**Compass Support Toolbox:** [www.compass.emory.edu/pstoolbox](http://www.compass.emory.edu/pstoolbox)  
**ChartField and SmartKeys:** [www.compass.emory.edu/smartkeys](http://www.compass.emory.edu/smartkeys)

## Effort and RST Update

Retroactive Salary Transfers (RSTs) can be processed through the Labor Distribution System now, thanks to University Technical Services' continuing conversion of the effort and labor distribution systems.

Please be patient with any RSTs submitted. Since this is a new process, there are still parts that have not been automated and you may find that it takes a few extra days for a salary transfer to appear. This should improve with time. As before, if you need to process an RST for an employee who is paid from a sponsored project, and there is an effort form available online for that period, then you should process that RST online. Otherwise, you may submit the RST on paper.

Because our Effort Reporting System (ERS) has to straddle two fiscal years and thus two financial systems, we will have two effort sites for a few months. One site will be for pre-Compass effort forms and the other for post-Compass forms.

As of November 4 the pre-Compass effort site is available. The most recent period available will be **JUN-AUG for salaried** employees and **AUG for bi-weekly** employees. Any RSTs needed for employees with effort forms in these periods should be completed in ERS. This pre-Compass ERS site will look the same as it did before conversion. You will see FAS account numbers and sub-codes. When processing an RST you will use FAS accounts and sub-codes. The system will then convert these values into SmartKeys in order to update Compass with the new financial information.

The post-Compass ERS site will look very much like the old site, but instead of FAS accounts and sub-codes you will see SmartKeys and accounts. UTS is still working to convert this site and make everything work with Compass so, as of now, it is still not available. We will notify you, either via this bulletin or through email, when this post-Compass site is available. Until the site is available, you may submit all FY2010 RSTs via paper.

Because of the delays in the availability of these forms, we have extended the normal deadlines for completing certification. **The new deadline for the JUN-AUG period is now January 7.** Thanks for your patience during this complex project.

Feel free to contact James Goff ([jbgoff@emory.edu](mailto:jbgoff@emory.edu)) with any questions.

## Compass Support Toolbox



Available via the [Compass web site](http://www.compass.emory.edu) as your one-stop for "go-live" support and materials. In it you will find links to job aids, frequently asked questions, forms, support information and Help Desk contact numbers. **Make it your first stop for help information.**



## Reviewing Your Budget: Finding Information in Compass

A new document gives you step-by-step procedures to review your budget using queries and inquiries in Compass. Click [Reviewing Your Budget](#) here or on the Compass web page to see the new document.

## Compass Support Forms

The following three new Compass support forms are available on the [home page](#) of the Compass website and in the [support toolbox](#):

- Compass Security Change Request Form
- Compass Security Change Request Form (Central Finance Only)
- Compass Workflow Request Form

The forms are in editable PDF format. Follow the instructions on the forms for submitting them.

## Next Compass Super User Meeting

The next Compass Super User Meeting will be held **Friday, November 13, from 10:30 a.m. to noon at the School of Medicine, Room 313.**

## Compass 1-on-1 Help Sessions

Compass 1-on-1 help sessions are designed to provide employees 1-on-1 help with Compass questions and transactions. Bring your questions to one of the upcoming sessions.



**The following sessions will be held at 1599 Clifton Road, in Conference Room 1D:**

- Friday, November 13, 2009 (9 - 10:30 a.m.)
- Wednesday, November 18, 2009 (9 - 10:30 a.m.)
- Friday, November 20, 2009 (9 - 10:30 a.m.)

## SmartKey Query Available in Compass (University Only)

To retrieve the latest SmartKey list for your unit (including any SmartKeys modified since go-live), run the query **EU\_GL\_OPER\_SMARTKEY**. For instructions to run the query, visit the [New ChartField Values](#) page of the Compass web site.