

# 20181206- ECSS staff list: Improving the process

Decisions:

N/A

Action Items:

Summary	Description	Responsible	Due Date
ECSS Staff Availability Updates  QMA-330 - Jira project doesn't exist or you don't have permission to view it.	Monthly or quarterly e-mail check in with sub award PIs to update ECSS staffing levels	<a href="#">Sonia Nayak</a>	

Notes/ Discussion items:

- Is it possible to get the names, fte, and wbs area for ecss staff on a monthly basis from the financial portal (or some other document)?
  - Ron: How familiar are you with the financial reports available through the user portal available to the L3 areas?
    - Not much usage, but as long as sub-awardees are submitting invoices in a timely manner, the FTE break downs in the XSEDE Financial reports is accurate on a monthly basis.
  - Even in a perfect world where sub-awards are reporting quickly, it still will be at least one month late for ECSS to work with that.
  - This might be useful for checking what we thought was the plan versus what was actually spent, but on a quick view, this (XSEDE Financial Portal) looks inaccurate
  - Is it possible for ECSS Management to put pressure on the PIs to get information back for planning purposes
    - Yes it's possible for L3s to do this