

Reporting of Jobs Created/Retained in SIPRIS

This FAQ compliments the DOE SGIG Reporting Guidance (Section 4) available at the following URL: http://www.oe.energy.gov/DocumentsandMedia/SGIG_DOE_REPORTING_GUIDANCE_OCT_2010.pdf

For more information regarding SIPRIS reporting, please contact the SIPRIS Help Desk at 1-202-251-4181 or siprishelpdesk@hq.doe.gov.

For information regarding [federalreporting.gov](http://www.federalreporting.gov), please contact the DOE Recovery Act Clearinghouse at 1-888-363-7289 or http://www.energy.gov/recovery/ARRA_Reporting_Requirements.htm.

Question: I will be reporting jobs data into SIPRIS for the first time in the next quarterly cycle. Do I report cumulative jobs created/retained or just jobs created/retained during the quarter?

Answer: When you are reporting jobs data in SIPRIS for the first time, you should report the cumulative hours from the start date of the project as provided in your Project Execution Plan (PEP) project baseline submission.

Question: Won't reporting cumulative hours from the start of the project result in overstating the number of Full-Time Equivalent (FTE's)? Since the reporting template shows a full-time schedule of 520 hours per quarter, if I report cumulative hours from the start of the project, the full-time schedule hours may be much higher if I'm reporting for a time period beyond one-quarter.

Answer: Yes, your initial report will overstate FTEs based on the 520-hour full-time schedule. However, we have developed a work-around for this issue. When you submit your data in SIPRIS, we will use the project start date in your project baseline to pro-rate the full-time schedule so that the FTE count is accurate. This calculation will be automated within SIPRIS. After you have submitted your data and we have re-calculated the FTEs, we will generate a new version of your report showing the pro-rated FTEs and we will provide that back to you within your project page in SIPRIS and by e-mail.

Question: Could you give me an example of what pro-rated FTEs will look like?

Answer: Let's assume Recipient ACME is reporting for the October-December quarter (10/01/2010 to 12/31/2010) with a filing deadline of January 31, 2011. Let's also assume that this is ACME's first reporting submission and that its project start-date, as provided in its project baseline, is January 1, 2010. ACME will report cumulative hours worked since the project start data (1-1-2010) even though the reporting template shows 520 hours for a full-time schedule.

ACME's total hours worked on the project from 1-1-2010 to 12-31-2010 is 20,800 hours. So, the reporting template that ACME uploads to SIPRIS will show calculated FTEs of 40, which is overstating the number of actual FTEs. After the template is uploaded in SIPRIS, SIPRIS would re-calculate the full-time

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schedule based on ACME's project start date of 1-1-2010. Since the duration of time from the start date to the end of the reporting period is exactly 4 quarters, SIPRIS would multiply the quarterly full-time schedule (520) by 4, resulting in a pro-rated full-time schedule of 2080 hours. The SIPRIS team would then generate a new report for ACME in SIPRIS that shows the correct full-time schedule for this reporting submission (2080) and the correct number of FTEs (20,800 hours worked /2080 scheduled = 10 FTEs). The SIPRIS team would also e-mail this corrected report to ACME.

Question: Do I continue to report cumulative FTEs in future report submissions?

Answer: No, you only report cumulative hours in SIPRIS for the first report. Beginning with your second report, you will report hours worked only for the reporting quarter. So for the ACME example above, the report ACME files for the January-March reporting period will include hours only for that period.

Question: Is there a difference in reporting jobs data in SIPRIS and the jobs reporting for federalreporting.gov?

Answer: Yes. The SGIG Reporting Guidance states (October 2010):

- FederalReporting.gov requires recipients to report on jobs created only with Recovery Act funds used on the project. DOE Jobs Reporting aims to monitor jobs created with DOE Recovery Act funds **and non-federal funds**. Recipients will report data on **jobs created from non-federal funds cost-share portion of project**.
- DOE Jobs Reporting provides a breakdown of jobs within the categories identified below:
 - Managers
 - Engineers
 - Computer-related Occupations
 - Environmental and Social Scientists
 - Construction, Electrical and Other Trades
 - Analysts,
 - Business Occupations
 - Recording, Scheduling, Computer Operator Occupations

Job numbers reported to DOE will encompass all direct jobs created during the reporting timeframe as a result of Recovery Act funding.

Question: Is there a way for SIPRIS to tell me the number of FTEs created/retained over the life of my project?

Answer: Not yet, but eventually SIPRIS will calculate your cumulative FTEs reported and provide that data to you. That feature is currently under development and more information will be coming soon.