


## Master 1512 Reporting Timeline for Period Ending June 30, 2011

Activity number	Completion Date	1512 Activity	Responsible Party
1.	5/3/2011 to 6/20/2011	Continuous quality review period and ability to make changes to March 31st 1512 reports. Notify Terry Trujillo ( <a href="mailto:therese.trujillo@state.nm.us">therese.trujillo@state.nm.us</a> ) if changes have been made in CertiClear, final candidates have been generated in CertiClear, and the revised report is ready to submit to FederalReporting.gov (FR.gov)	Agencies
2.	5/23/2011 6/6/2011 6/20/2011	Amended 1512 reports for quarter ending 3/31/11 will be re-submitted to FR.gov	NMORR
3.	4/9/2011	Weekly work hours of 40 auto-populated in CertiClear. To avoid auto-population of hours, set weekly default hours below 40	CertiClear
4.	4/15/2011	Agency program leads complete quality data check on sub-recipient and vendor work hours through pay period ending 4/9/11 <ul style="list-style-type: none"> <li>• IF sub-recipient/vendor hours were entered automatically, review and ensure that the default hours do not need to be adjusted to reflect actual hours worked.</li> </ul>	Agencies
5.	4/23/2011	Weekly work hours of 40 auto-populated in CertiClear. To avoid auto-population of hours, set weekly default hours below 40	CertiClear
6.	4/29/2011	Agency program leads complete quality data check on sub-recipient and vendor work hours through pay period ending 4/23/11 <ul style="list-style-type: none"> <li>• IF sub-recipient/vendor hours were entered automatically, review and ensure that the default hours do not need to be adjusted to reflect actual hours worked.</li> </ul>	Agencies
7.	5/7/2011	Weekly work hours of 40 auto-populated in CertiClear. To avoid auto-population of hours, set weekly default hours below 40	CertiClear
8.	5/13/2011	Agency program leads complete quality data check on sub-recipient and vendor work hours through pay period ending 5/7/11 IF sub-recipient/vendor hours were entered automatically, review and ensure that the default hours do not need to be adjusted to reflect actual hours worked.	Agencies
9.	5/21/2011	Weekly work hours of 40 auto-populated in CertiClear. To avoid auto-population of hours, set weekly default hours below 40	CertiClear
10.	5/27/2011	Agency program leads complete quality data check on sub-recipient and vendor work hours through pay period ending 5/21/11 IF sub-recipient/vendor hours were entered automatically, review and ensure that the default hours do not need to be adjusted to reflect actual hours worked.	Agencies
11.	5/30/2011	Memorial Day HOLIDAY	
12.	6/1/2011 (a.m.)	SHARE data (AP & HCM) will be extracted <ol style="list-style-type: none"> <li>1. Extract will be cumulative through 5/31/2011</li> <li>2. HCM data will be cumulative through pay period ending <b>5/27/2011</b></li> <li>3. Agencies will be sent a link to the source SHARE AP &amp; HCM data files</li> </ol>	NMORR
13.	6/1/2011	SHARE data (AP & HCM) will be imported into CertiClear in "Status Update" with a 5/31/11 date	NMORR & CertiClear
14.	6/1/2011	Journal Entries or Other Adjustments for non-payroll expenditures between 4/1/11 and 5/31/11 due to NMORR (Bridget) <p><b>Note on journal entries (JE) or Other adjustments:</b> JE or Other adjustment data will not be extracted from SHARE. JE's or Other adjustments that affect ARRA expenditures should be sent in electronic format to NMORR Bridget Trujillo, (<a href="mailto:BridgetR.Trujillo@state.nm.us">BridgetR.Trujillo@state.nm.us</a>) as a SHARE Journal Entry Detail Report or other DFA transmittable report.</p> <ol style="list-style-type: none"> <li>1. Information to accompany the SHARE Journal Entry Detail Report or other DFA transmittable report: <ol style="list-style-type: none"> <li>a. Dept ID, date, and net dollar amount of adjustment</li> </ol> </li> </ol>	Agencies

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		b. Purpose of the funds and the adjustment	
15.	6/1/2011	Journal Entries or Other adjustments missed from the previous reporting periods (cumulative through 5/31/2011) due to NMORR (Bridget) <ul style="list-style-type: none"> <li>• If agency does not have JE's or Other adjustments to report, send email to Bridget Trujillo (<a href="mailto:BridgetR.Trujillo@state.nm.us">BridgetR.Trujillo@state.nm.us</a>) letting her know</li> </ul>	Agencies
16.	6/1/2011	Journal Entries for Payrolls –(4/1/11 – 5/27/11) due to NMORR (Bridget) <p><b>Note on journal entries (JE):</b> JE data will not be extracted from SHARE. JE's that affect ARRA expenditures should be sent in electronic format to NMORR Bridget Trujillo, (<a href="mailto:BridgetR.Trujillo@state.nm.us">BridgetR.Trujillo@state.nm.us</a>) as a SHARE Journal Entry Detail Report.</p> <ol style="list-style-type: none"> <li>1. Information to accompany the SHARE Journal Entry Detail Report or other DFA transmittable report. <ol style="list-style-type: none"> <li>a. Dept ID, date and net dollar amount of adjustment</li> <li>b. Purpose of the funds and the adjustment</li> </ol> </li> </ol>	Agencies
17.	6/1 to 6/8	<ol style="list-style-type: none"> <li>1. Verify SHARE financial data and reconcile journal entries or Other adjustments in CertiClear: (a) dollar amounts are entered in the correct fields; (b) dollar amounts are correct; (c) JE's or Other adjustments are correct; (d) sub-recipient/vendor amounts disbursed are correct</li> <li>2. If any discrepancies or problems, e-mail Bridget Trujillo as soon as identified.</li> <li>3. Send e-mail to Bridget Trujillo (<a href="mailto:BridgetR.Trujillo@state.nm.us">BridgetR.Trujillo@state.nm.us</a>) stating that the financial and JE values are correct as they appear in Certiclear (by 6/8)</li> </ol>	Agencies
18.	6/2 to 6/8	Populate Journal entries (JE) data received from agencies into CertiClear <ul style="list-style-type: none"> <li>• IF NMORR makes any changes to JE data in CertiClear, it will notify agencies immediately</li> </ul>	NMORR
19.	6/4/2011	Weekly work hours of 40 auto-populated in CertiClear. To avoid auto-population of hours, set weekly default hours below 40	CertiClear
20.	6/8/2011	Send e-mail to Bridget Trujillo ( <a href="mailto:BridgetR.Trujillo@state.nm.us">BridgetR.Trujillo@state.nm.us</a> ) stating that the financial and JE values for period ending 5/31/11 are correct as they appear in Certiclear	Agencies
21.	6/10/2011	Agency program leads complete quality data check on sub-recipient and vendor work hours through pay period ending 6/4/11 <ul style="list-style-type: none"> <li>• IF sub-recipient/vendor hours were entered automatically, review and ensure that the default hours do not need to be adjusted to reflect actual hours worked.</li> </ul>	Agencies
22.	6/18/2011	Weekly work hours of 40 auto-populated in CertiClear. To avoid auto-population of hours, set weekly default hours below 40	CertiClear
23.	6/20/2011	<b>Last Day</b> to submit changes to 3/31/2011 1512 Reports	Agencies
24.	6/21/2011	SUBMIT all vouchers/expenditures for ARRA reimbursement to DFA for payment so it may be captured in the 6/30/11 SHARE AP extract	Agencies
25.	6/22/2011	Compose and enter the <b>FINAL DRAFT</b> of Quarterly Activities and Job Description narratives for 6/30/11 into CertiClear	Agencies
26.	6/24/2011	Agency program leads complete quality data check on sub-recipient and vendor work hours through pay period ending 6/18/11 <p>IF sub-recipient/vendor hours were entered automatically, review and ensure that the default hours do not need to be adjusted to reflect actual hours worked.</p>	Agencies
27.	6/25/2011	Weekly work hours of 40 auto-populated in CertiClear. To avoid auto-population of hours, set weekly default hours below 40 <p><b><u>Last pay cycle for capturing sub-recipient and vendor work hours in CertiClear</u></b> Agencies, sub-recipients, and vendors can continue adding work hours for the reporting period ending 6/30/11 after 6/25/11, and up to the 7/6/11 lockout date</p>	CertiClear

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28.	6/27/2011	Run ARRA awards through FederalReporting.gov validation	NMORR
29.	6/28/2011	Journal Entries for Payrolls –(5/28/11 – 6/24/11) due to NMORR (Bridget) <b>Note on journal entries (JE):</b> JE data will not be extracted from SHARE. JE's that affect ARRA expenditures should be sent in electronic format to NMORR Bridget Trujillo, ( <a href="mailto:BridgetR.Trujillo@state.nm.us">BridgetR.Trujillo@state.nm.us</a> ) as a SHARE Journal Entry Detail Report. 1. Information to accompany the SHARE Journal Entry Detail Report. a. Dept ID, date and net dollar amount of adjustment b. Purpose of the funds and the adjustment	Agencies
27.	6/30/2011	Agency program leads complete quality data check on sub-recipient and vendor work hours through pay period 6/25/11 IF sub-recipient/vendor hours were entered automatically, review and ensure that the default hours do not need to be adjusted to reflect actual hours worked.	Agencies
28.	6/30/2011	1. All corrections from FederalReporting.gov validation must be completed 2. Quarterly narratives in CertiClear: Job descriptions and quarterly activities must be completed	Agencies
32.	7/1/2011 (a.m.)	SHARE data (AP & HCM) will be extracted 1. Extract will be cumulative through 6/30/2011 2. HCM data will be cumulative through pay period ending <b>6/24/11</b> 3. Agencies will be sent a link to the source SHARE AP & HCM data	NMORR
33.	7/1/2011	SHARE data (AP & HCM) imported to CertiClear with 6/30/11 status update	NMORR & CertiClear
34.	7/1/2011	Journal Entries or Other Adjustments for non-payroll expenditures between 4/1/11 and 6/30/11 due to NMORR (Bridget) <b>Note on journal entries (JE) or Other adjustments:</b> JE or Other adjustment data will not be extracted from SHARE. JE's or Other adjustments that affect ARRA expenditures should be sent in electronic format to NMORR Bridget Trujillo, ( <a href="mailto:BridgetR.Trujillo@state.nm.us">BridgetR.Trujillo@state.nm.us</a> ) as a SHARE Journal Entry Detail Report or other DFA transmittable report. 1. Information to accompany the SHARE Journal Entry Detail Report or other DFA transmittable report: a. Dept ID, date, and net dollar amount of adjustment b. Purpose of the funds and the adjustment	Agencies
35.	7/4/2011	 <b>Holiday!</b>	
36.	7/1 to 7/7	1. Verify SHARE financial data and reconcile journal entries and Other adjustments in CertiClear: (a) dollar amounts are entered in the correct fields; (b) dollar amounts are correct; (c) JE's or Other adjustments are correct; (d) sub-recipient/vendor amounts disbursed are correct 2. NMORR will enter JE and Other adjustment data in the "JE field" in "Status Update" 3. If any discrepancies or problems, e-mail Bridget Trujillo as soon as identified. Send e-mail to Bridget Trujillo ( <a href="mailto:BridgetR.Trujillo@state.nm.us">BridgetR.Trujillo@state.nm.us</a> ) stating that the financial and JE or Other adjustment values are correct as they appear in CertiClear (by 4/6/11)	Agencies
37.	7/1 to 7/7	Continue quality check on work hours and other 1512 reporting elements by completing QA Checklist 1. IF sub-recipient/vendor hours were entered automatically, review and ensure that the default hours do not need to be adjusted to reflect actual hours worked. 2. Verify SHARE financial data and reconcile journal entries in CertiClear: (a)	Agencies

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		dollar amounts are entered in the correct fields; (b) dollar amounts are correct; (c) JE's are correct; (d) sub-recipient/vendor amounts disbursed are correct 3. NMORR will enter JE data in the "JE field" in "Status Update" 4. If any discrepancies or problems, e-mail Bridget Trujillo as soon as identified.	
38.	7/6/2011	<b><u>Work hours function in CertiClear for 6/30/11 reporting period will be locked</u></b> Agencies must ensure subs and vendors have accurately completed entries <ul style="list-style-type: none"> <li>• If revisions to work hours are necessary each agency's delegate to override work hours will be responsible for entering hours into CertiClear</li> </ul>	Agencies
39.	7/1 to 7/8	Generate "FINAL CANDIDATE" reports <ul style="list-style-type: none"> <li>• NMORR will conduct a thorough review of agencies' reports</li> </ul>	Agencies
40.	7/1 to 7/8	Submit all agencies' 1512 reports to FR.gov	NMORR
41.	7/11/2011	Enter Division B financial data into CertiClear with "Status / Update" date of 6/30/2011 <ol style="list-style-type: none"> <li>1. Human Services</li> <li>2. Children, Youth, and Family</li> <li>3. Workforce Solutions</li> <li>4. Health</li> </ol>	Agencies with Division B data
42.	7/15/2011	Post 1512 Reports on NMORR website	CertiClear
43.	7/11 to 7/22	Continue 1512 data quality reviews per OMB's established timeline	Agencies
44.	7/11 to 7/20	Reconcile SHARE expenses to FR.gov and CertiClear data extract expenses. <ol style="list-style-type: none"> <li>1. Reconcile FR.gov and CertiClear jobs data from extracts</li> <li>2. Run CertiClear reports to extract number of working individuals for the quarter and cumulatively</li> <li>3. Work with NMDOT to run reports of working individuals for the quarter and cumulatively</li> <li>4. Prepare Final Preliminary spreadsheet with reconciled data</li> </ol>	NMORR
45.	7/11 to 7/20	Reconcile Division B amounts in CertiClear against Stimulus Tracking spreadsheet. Work with agencies regarding any discrepancies.	NMORR
46.	7/11 to 7/20	Analyze quarterly financial data from FR.gov data extract including individual award: (a) expenditures > federal reimbursement; (b) expenditures > award amount; (c) % of expenditure to award; (d) % reimbursement to expenditure.	NMORR
47.	7/23 to 7/31	Federal Agency review period	NMORR and Agencies
48.	8/2 to 9/20 Approximate	Continuous quality review and ability to make changes to 1512 reports for quarter ending June 30th. Notify Terry Trujillo ( <a href="mailto:therese.trujillo@state.nm.us">therese.trujillo@state.nm.us</a> ) if changes have been made and final candidate has been generated in CertiClear so they may submit to FederalReporting.gov (FR.gov)	Agencies