OSP BRIEF MAY 2014

May 6, 2014 – OSP Brief

Agenda:

- PeopleSoft Update
- Summer Salary
- Buy-outs
- Account Code Reminder
- E-Verify
- Time & Effort Reporting
- OMB A-133 Audit
- Taking Stock

PeopleSoft Update

- The Grant Balance Summary Report has now been corrected to show only one line for each account.

- We are still experiencing an issue with Commitment Control GRANT salary encumbrances. Please be mindful if you are running reports that are using Commitment Control data (e.g. Grant Balance Summary Report) and Queries (e.g. BC_GM_BUD_ACCTD_GRANTS) the salary encumbrance amount showing might not be correct. A suggestion for validating your salary encumbrance amount, until this issue is resolved, is to either view the encumbrance amount showing in PeopleSoft HR and/or also to run the ACR report.

- A few security issues outstanding

Thank you for your continued patience!

Summer Salary

- Summer Salary Reminders
  - A Hire Form must be used for faculty members not paid a summer salary last year. This will generate a separate job/position for summer research.
  - Monthly salary rates are calculated based on the previous year's salary and cannot exceed 1/9 of the previous academic year's salary.
    - Example: FY13 academic year salary = 150,000

      FY14 summer salary = $150,000/9 = $16,666.67
  - All ECR/Hire Forms, for summer salary faculty members, are routed to the Provost's office for approval before coming to OSP.
  - NSF only allows a maximum of 2 months summer salary
  - For 2014 summer salary under NIH awards, the NIH salary cap of $181,500 (effective 1/12/14 - 9/30/14) must be considered.
    - The new salary cap of $181,500 should be applied to all competing and non - competing awards with an issue date (see award letter) on/ after January 12, 2014.
    - NIH monthly salary rates are capped at $136,125 ($181,500 / 12 x 9).
  - Summer salary options: more appropriate to spread 1 month of effort across all 3 summer months
    - Allow for vacation time, travel for other awards, etc…

Buy-outs

- Buy-outs
  - A “buy-out” usually means that a course release has been given so the faculty member can work on an externally funded grant. The corresponding percentage of the person’s appointment is directly charged to the grant account during the term of the buy-out. In effect, the grant “buys” the faculty member’s released time by paying for that portion of their salary so that the equivalent amount of effort can be spent working on the grant.
  - Buy-out occurs only during the academic year which is 9 months (September-May). Buy-outs could be for the entire academic year, for a semester or for a one course buy-out in any semester.
  - Approval for the buy-out is required by the Department Chair and appropriate Dean at the time of proposal submission.
  - Calculation and processing of a buy-out is on a case by case basis. Please coordinate with your OSP team ahead of time to discuss the correct calculation and processing of the buy-out prior to submitting the ECR (employee change request). OSP would like to have this discussion preferably about one month in advance of the actual buy-out period.

Accounts

- New Account codes for projects beginning with “51”:
  - Higher level budgeting
    - Example:
      - General Account 64001 now includes the following sub-accounts
        - 65210 – Equipment Repair Maint
        - 68010 – Postage
        - 68730 – Supplies
    - Be mindful when sending over a budget to OSP to use the new budget accounts
- Old projects beginning with “500”:
  - Funds added to these projects will still use the old accounts
    - Example:
      - You would still budget these accounts separately:
        - 68010 – Postage
        - 68730 – Supplies

E-Verify

- The E-verify clause is clause #52.222.-54 – Employment Eligibility verification.
- Organizations awarded a contract with the federal government, as of September 2009, will be required to enroll in E-Verify within 30 days of the contract award date. They will also need to begin using the E-Verify system to confirm that all of their new hires and their current employees directly working on federal contracts are authorized to legally work in the United States. This clause also needs to be flowed down to any subawards issued under this federal contract.
  - E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility
  - Employment Eligibility Verification, is the key element of E-Verify's Internet-based employment eligibility verification. E-Verify compares information the employer enters from Form I-9 to records available to the U.S. Department of Homeland Security. This electronic verification confirms an employee's identity and eligibility to work in the United States.
  - If your award has the E-Verify requirement, it will be noted on the PAN (Project Action Notification). The administrator should then contact their OSP team to provide the names of the individuals who will be employed under the award. This needs to be done prior to the individual starting work on this project. OSP will be responsible for providing these names to HRSC (Human Resource Service Center). HRSC will be responsible for ensuring the E-Verify process has been completed for these individuals. Anytime an individual is hired on this award, the administrator will need to provide that name to OSP so that E-Verify can be performed.

Time & Effort Reporting

- Frequency of Reports and Time Periods
  - Spring: January-May
  - Summer: June-August
  - Fall: September-December

- To Do's
  - Review salary costs on awards; best practice: monthly.
  - Discuss personnel and salary costs with PI.
  - Timely process any needed changes; best practice: 30 days.
  - Labor Redistribution vs Journal Entry – FYE.

OMB A-133 Audit

- Annual Audit by External Auditors PwC
  - Fieldwork on-campus May 12 – 30
  - 13 Awards selected for detailed review
  - Other Audit Areas – Population is All Awards
    - Matching / Cost Sharing
    - Procurement / Purchases > $5k and > $25k
    - Subrecipient Monitoring
    - Cost Transfers
    - FSR's
    - Cash Drawdowns

Taking Stock

- Resume BRIEF's in September 2014
  - Procurement BRIEF
    - Travel Collaborative and Eugencia
    - AMEX vs. VISA
    - P-Card Reconciliation: What is really required
    - New Travel Policy
    - Amazon Purchases
  - HR BRIEF
  - Suggestions for topics welcome!
  - Looking for department volunteers
    - Provide input and feedback for future BRIEF's
    - Present topics from the dept perspective!

Comments and Questions