Grant Coordinators Meeting
Minutes

April 22, 2016
10:30am-12:00pm
Simons Auditorium

- Introduction of new research administrators
- NSF OIG audit update (Alicia Reed)
- Travel rate updates (Matt Quijas)
- ecr (online effort certification system) update (Anita Abel)
- New in PeopleSoft – Project “Hold” status (Anita Abel)
- New F&A rates (Nancy Biles)
- Payroll – RFA update (Kara Wozniak)
- FDP pilot program (Alicia Reed)
- Financials in the Cloud system implementation (Alicia Reed)
- NCURA Region IV conference in Kansas City May 1-4 (Michelle Ginavan-Hayes)

Open Forum

Announcements:

Future Grant Coordinators meeting dates for 2016 (Simons Auditorium, 10:30-noon):
- July 15
- November 18
We are introducing in collaboration with the KU Payroll office a new training initiative for RFAs.

If your department would like training please feel free to contact us at: payrollrfa@ku.edu and/or kwozniak@ku.edu to schedule. Basic HR navigation training is recommended before you attend RFA training.
What is changing?

• A key change for users will be how DEMIS is pulled - Moving forward all gross and fringe reports attached to a RFA request will need to follow this new model.
• Report elements are as follows: Fiscal Year, Position Number, Chartfield String, Voucher, Employee ID & Rec No., Department, Pool ID, True Pay End Date, Dept ID, Fund, Project, Chartfield 3, Chartfield 2, Off cycle, Total Gross Wages, Total Fringe and Total Gross and Fringe.
Field names have changed over the course of time. As you run your reports be sure you are making the appropriate selections for the fiscal year you are in.

If you are doing an RFA for a prior fiscal year you should be running a gross and fringe for every fiscal year that has followed. This ensures that you have not missed any charges that affect the RFA period that may have posted in another fiscal year.
Additional Gross and Fringe Changes...

- Pivot Table – This simple pivot table will sum how the charges were originally disbursed.
- Ending Charges Table – This table will summarize how you expect to see the charges disbursed after the RFA is processed.
- The summary of the salary dollars and fringe dollars that are being requested moved from “x” source to “y” source is still required.

<table>
<thead>
<tr>
<th>FY</th>
<th>Position</th>
<th>Chartfield String</th>
<th>Voucher</th>
<th>Emplid &amp; Rec No.</th>
<th>Department</th>
<th>Pool ID</th>
<th>True Pay End Date</th>
<th>DeptID</th>
<th>Fund</th>
<th>Project</th>
<th>Chrtfld 3</th>
<th>Chrtfld 2</th>
<th>Off Cyc</th>
<th>Total Gross Wages</th>
<th>Total Fringe</th>
<th>Total Grss/Fng</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>XXXXXX</td>
<td>2330255-867</td>
<td>V7002071</td>
<td>XXXXXXX-0</td>
<td>2331000</td>
<td>7/4/2015</td>
<td></td>
<td>2330255</td>
<td>867</td>
<td>2330255-867</td>
<td>06/20/15-06/30/15</td>
<td>N</td>
<td>57 HRS</td>
<td>1328.70</td>
<td>434.25</td>
<td>1762.95</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>2015</td>
<td>XXXXXX</td>
<td>2330255-867</td>
<td>V7002072</td>
<td>XXXXXXX-0</td>
<td>2331000</td>
<td>7/18/2015</td>
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<td>2330255</td>
<td>867</td>
<td>2330255-867</td>
<td>07/01/15-07/04/15</td>
<td>N</td>
<td>23 HRS</td>
<td>1864.84</td>
<td>349.41</td>
<td>2214.25</td>
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<tr>
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<td>XXXXXX</td>
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<td></td>
<td>2667.11</td>
<td>765.39</td>
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Move 723.99 salary and 195.14 fringe from 2330255-867 to 2330250-908-STE0075025
Move 723.99 salary and 195.14 fringe from 2330255-867 to 2330250-908-STE0075120
Move 1447.98 salary and 390.28 fringe from 2330255-867 to 2330250-908-STE0075120

<table>
<thead>
<tr>
<th>Row Labels</th>
<th>Sum of Total Gross Wages</th>
<th>Sum of Total Fringe</th>
<th>Sum of Total Grss/Fng</th>
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</thead>
<tbody>
<tr>
<td>2330255-867</td>
<td>8568.62</td>
<td>2385.67</td>
<td>10954.29</td>
</tr>
<tr>
<td>Grand Total</td>
<td>8568.62</td>
<td>2385.67</td>
<td>10954.29</td>
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</table>

ENDING CHARGES:

<table>
<thead>
<tr>
<th></th>
<th>2330250-908-STE0075025</th>
<th>2330250-908-STE0075120</th>
<th>2330255-867</th>
<th>2330256-907</th>
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</thead>
<tbody>
<tr>
<td>723.99 salary</td>
<td>723.99</td>
<td>723.99</td>
<td>2330255-867</td>
<td>1447.98</td>
</tr>
<tr>
<td>195.14 fringe</td>
<td>195.14</td>
<td>195.14</td>
<td>2330255-867</td>
<td>390.28</td>
</tr>
<tr>
<td>919.13</td>
<td>919.13</td>
<td>919.13</td>
<td>2330255-867</td>
<td>1838.27</td>
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</tbody>
</table>

KU RESEARCH
The University of Kansas
RFA Reminders

• Payroll Cost Transfer Forms are required for all RFAs that come to the Office of Research.
• We recommend that you have the Payroll Cost Transfer Form signed by all parties to avoid delays, as the approval process times often exceed 90 days before the RFA reaches Payroll.
• Double check your dates; the PAF, Payroll Cost Transfer Form and G&F should all reflect the same RFA period.
• All vouchers that are in your RFA period should be on your G&F.
• RFAs of RFAs usually cannot be processed through payroll due to system limitations. When submitting a RFA verify that the funding is accurate for the entire voucher.
• If you notice that a RFA has already been submitted for the RFA period please be sure to make a note of it in the comment section. The Office of Research will review the situation.
  [RFA vouchers will start with either a 4, 5 or 6 e.g. V70004XXX, V7005XXX, V7006XXX].
• There should be a funding row on the PAF for every funding row keyed in the DBT.
Contact Information

Office of Research Payroll Audit
Office:
Kara Wozniak
kwozniak@ku.edu
4-7428

Rensi Yu
yurensi@ku.edu
4-6387

Anita Abel
aabel@ku.edu
4-6841

To Request Training:
For RFA training please contact:
payrollrfa@ku.edu and/or
kwozniak@ku.edu

For other HR training, e.g. Time and Labor & Core Navigation contact:
hrpay@ku.edu
Bonus DEMIS Tip!

Get payroll data added directly into your DEMIS report by selecting “Payroll” as a drilldown option in the “PI and Project Options panel”
Bonus DEMIS Tip!

[Table and diagram containing project ID, project type, sponsor, and budget categories with financial data highlighted.]
NCURA REGION IV
SPRING MEETING IN KANSAS CITY

May 1-4, 2016

InterContinental Kansas City at the Plaza

http://ncuraregioniv.com/conferences.html