Finance & HR Update

June 11, 2020

University of Wyoming

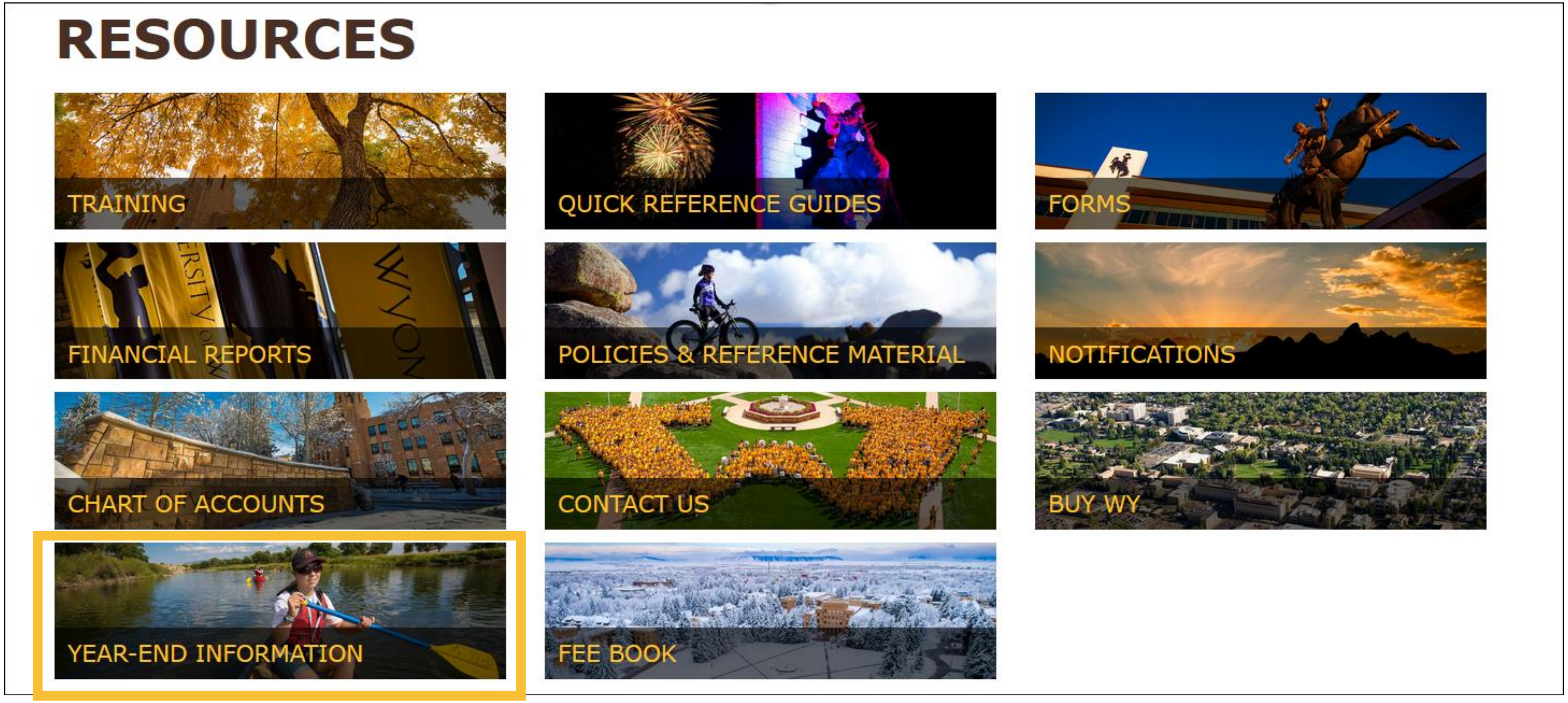
Agenda

- **Finance**
  - Year-End Calendar
  - Procurement and Payment Services Reminders
  - Faculty Start-Ups
- **Human Resources**
  - Using Costing Module to update and correct Graduate Assistant Costing

Year-End Information

Financial Affairs Website

http://www.uwyo.edu/administration/financial-affairs/



Year-End Calendar

June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 Today	12 Expenditure / Receipt Corrections originating in May 2020 are due June 12, 2020	13
14	15 IDTs initiated by revenue dept. through May 2020	16	17 Budget transfers in FY20 due to Budget Office Expense reports and non-PO invoices must be approved and received in Payment Services worklist PO invoices must be emailed to accounts-payable@uwyo.edu P-card transactions originating prior to June 1 must be reconciled and the expense report approved and received in the Payment Services worklist	18	19 Payroll expenditure corrections for transactions originating between April 2020 and May 2020 are due to the Payroll Office Expenditure / Receipt Corrections originating in June 2020 are due June 19, 2020	20
21	22 FINAL deadline for IDT's initiated by revenue dept. to be included in fiscal year 2020 books	23 Requisitions and PO change orders in buyer's worklist by this date will be processed in FY20	24	25 Departmental deposits that do not use an X code will need to be deposited by 2:00 pm on Thursday, June 25, 2020 to ensure being included in fiscal year 2020	26 Last Payment Services Check / ACH cycle in FY20	27
28	29 Deposits to Cashier's Office that use an X code due to ensure inclusion in FY20	30 To be applied to FY20 budget through AP Project: - Goods must be physically received by departments by this date - Services must be fully completed by suppliers				

Procurement and Payment Services Reminders

Quote and Bid Threshold Policy – Updated

What is this policy? Outlines the dollar thresholds for quotes, bids, and sole source justifications for purchases
Purpose of Policy? Keeps UW in compliance with Uniform Guidance for federal grants
What has been updated? Exception list has been added
Location: Financial Affairs website>Policies & Reference Material>Procurement and Payment Services> Quote and Bid Threshold Policy

- Always review this policy **BEFORE** making large purchases ($10,000 and greater) to ensure compliance is met

Prepayments on Goods/Services - Reminder

What is it? A pre-paid transaction is one in which a vendor requires payment prior to the actual delivery of the good/service
What is UW's Policy? It is the University's policy not to make prepayments, as this protects us from paying for goods/services that may not be received/not completed to UW's standard

- Certain transactions by their very nature require prepayment; if the department cannot find another suitable supplier, then contact Procurement

Concerns? Once a prepayment is made, the burden for insuring delivery of goods and services rests solely on the ordering department
Location: Financial Affairs website>Policies & Reference Material>Procurement and Payment Services> Procurement Services Manual

Faculty Start-Ups Overview

Start-Up Overview

- The University of Wyoming provides start-up funds to select new faculty members to help them in establishing their respective programs of research and creative enterprise.
- Start-up funds are negotiated as part of the faculty recruitment process and may include commitments between various departments and divisions at the University of Wyoming.

What's New?

- Faculty start-ups will be tracked within the PPM module of the Financial Management and HCM system.
- Business process guide available for full details on this new process is located on the Policies and Procedures section of the Financial Affairs website.

Faculty Start-Ups Advantages

Advantages of Start-Up Funds PPM
Ability to easily track and roll funds across fiscal years
Individualized awards
Transparent reporting
Easily track expenditures and remaining budget
Eliminates shadow system tracking
Eliminates risk of not meeting commitments

Faculty Start-Up Process

1. **Request for Faculty Start-Up Support form** (Located on Financial Affairs website> Policies and Reference Material)
   - Once a candidate has been identified, prepare the draft *Request for Faculty Start-up Support* form.
     - Determine the amount and source of funds. Department heads should consult with the Dean's office, college business director and department accountants.
     - Circulate the form to all departments so they can fill in final amounts and budget detail on funding sources for the faculty start-up package.
   - Acquire all approval signatures on the *Request for Faculty Start-up Support* form.
   - Once the form has been approved by all funding participants, prepare the Faculty Commitment Letter for the candidate's signature and attach the *Request for Faculty Start-up Support* form.

2. **Set-up of the Start-Up Fund:**
   - Upon receipt of the signed commitment letter and *Request for Faculty Start-up Support* form, email a copy to the Budget Office, budgetoffice@uwyo.edu, and CC all committed departments for their information.
   - The faculty start-up budget and documents will be entered within the PPM module by the Budget Office and notification sent to all committed departments upon setup.

Faculty Start-Up Request Form

Request for Faculty Start-Up Support

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Date:

Name of Potential Faculty Member:		Expected Start Date:		Expected End Date:	
College:		Department:			
Position #		Organization #			

Startup Commitment Detail

Fiscal Year	*FY21*	*FY22*	*FY23*	*FY24*	
Item	Year 1 Amount	Year 2 Amount	Year 3 Amount	Year 4 Amount	Total
Grad Student - Tuition and Fees					$ -
Salaries, Wages, and Fringe Benefits		$ -	$ -	$ -	$ -
Faculty Salary (include fringe)					
Undergraduate Support (include fringe)					
Grad Student Support (include fringe)					
PostDoc Support (include fringe)					
Research technician (include fringe)					
Travel					$ -
Equipment/Lab Equipment (Capital)					$ -
Research Material and Supplies					$ -
Total	$ -				$ -

Division/College/School/Department/Unit Commitments

College, School, Department, Division, Unit	*Year 1 Amount*	*Year 2 Amount*	*Year 3 Amount*	*Year 4 Amount*	*Total*	*Authorized*	*Date*
Department (transfer to dean's office)					$ -		
Funding Source	200-050001-ORG						
College (transfer to dean's office)							
Funding Source	200-050001-ORG				$ -		
Program (expenditures will post directly)							
Funding Source	Grant number						
ORED* (expenditures will post directly)					$ -		
Funding Source	200-050001-70001						
Total UW Commitment	$ -				$ -		

PPM Startup Summary | Equipment Detail -Justification | Startup Budget Request Detail

Faculty Start-Up Budgeting

When faculty start-up awards are created in PPM, these awards will be directed to the following general ledger chart strings for all expenses as directed by the *Request for Faculty Start-up Support* form.

GL Account Segment	College (Dean's Level)	ORED (VP's Org)
Fund Class	200	200
Fund Source	050001	050001

<u>**Natural Accounts for Budgeting Faculty Start-Ups**</u>

- **76401 Intra-College Allocations**
  - Allocate funds from one organization to another within the SAME division (e.g., Mathematics and A&S Dean's Office are organizations within the College of Arts & Science Division).
- **76201 Inter-Unit/Center Allocations**
  - Allocates funds across different divisions. Should only be used with the Unrestricted Operating, Designated Operating and Restricted Fund Source. They are **NOT** to be used for grants.

It is the department/division's responsibility to fund the Designated Operating Faculty Start-Up account.

Faculty Start-Up Reporting & Validating Accounts

Reports For Reviewing Start-Up Accounts

It is important to routinely review start-up funds to ensure all expenditures are processing correctly on a regular basis.

There are a variety of methods to review budget and transaction information.

WyoCloud

Transactional Reporting Table of Contents

This dashboard serves as the table of contents for all key transactional reports for campus users.

General Ledger and Budgetary Control

- Budget by Account
- General Ledger Balances
- Transactions by Period
- Payroll Expenditures without Fringe
- Payroll Funding - Salaries and Element Entries

Project Portfolio Management

- Project Financial Summary
- Project Expenditure Summary
- Project Expenditure Summary Budget to Actual
- Project Expenditure Details
- Project Committed Cost Details

Procurement and Accounts Payable

- Invoice Status Report
- Procure to Pay
- Contract Status

Expenses and P-Card

- P-Card Transactions
- Outstanding P-Card Transactions
- Expense Report Information

These reports can be accessed by any UW employee

Project Financial Summary – Provides a high-level overview of the project including funding amount, actual expenses, variance and total committed costs on a project.

Project Expenditure Summary – Provides a high-level overview of all expenditures by expenditure category and expenditure type for any project.

Project Expenditure Summary Budget to Actual – Provides a more detailed look at budget vs. actual expenditures on the project.

Project Expenditures Details – Provides a detailed listing of all the expenditures charged to a project.

Project Committed Cost Details – Provides a listing of all of the costs committed to a project, but not fully paid/processed.

Faculty Start-Up Reporting & Validating Accounts

Validating Start-Up Fund General Ledger Account

Start-up funds will need to be validated on the GL side of the start-up fund to ensure all transfers are completed. This will help ensure no large deficits are created and all expenditures are covered.

- Each transaction is broken out into the natural account associated with the transaction.
- Transfers will appear as a credit (Accounted CR) within natural account 76401 or 76201 depending on where the transfer is coming from.
- If expenditures exceed the transfer amount, submit a transfer request to be completed through the budget office.

Budget	(blank)
JE CATEGORY NAME	(All)
ENTITY	(All)
NATURAL ACCOUNT	(All)
FUND CLASS	200
ORG	(All)
EXPENSE CLASS	(All)
PROGRAM	(All)
ACTIVITY	(All)

Show Selected Details

ORG DESC	FUND SOU	BALANCE_TYPE	NATURAL ACCOUNT-DESC	START DATE	ACCOUNTED DR	ACCOUNTED CR	TOTAL
16001-Engineering & Applied Sci	050001	Actual	12505-Equipment LABORATOR		$ 114,410.00	$ 189,820.00	$ (75,410.00)
			30002-Beginning Year Net		$ 3,391.60	$ 132,607.73	$ (129,216.13)
			63001-Travel Domestic Exp		$ 1,030.80	$ 1,030.80	$ 0.00
			64001-Lab Supplies		$ 2,505.78	$ 3,205.36	$ (699.58)
		Encumbrance	12505-Equipment LABORATOR		$ 114,410.00	$ 114,410.00	$ -
Grand Total					$ 235,748.18	$ 441,073.89	$ (205,325.71)

Narrow down to Fund Class 200

Select the organization and fund source (050001) linked to the startup fund.

Faculty Start-Up Demo

Demonstration of a Faculty Start-Up in PPM (Awards Management) presented by:

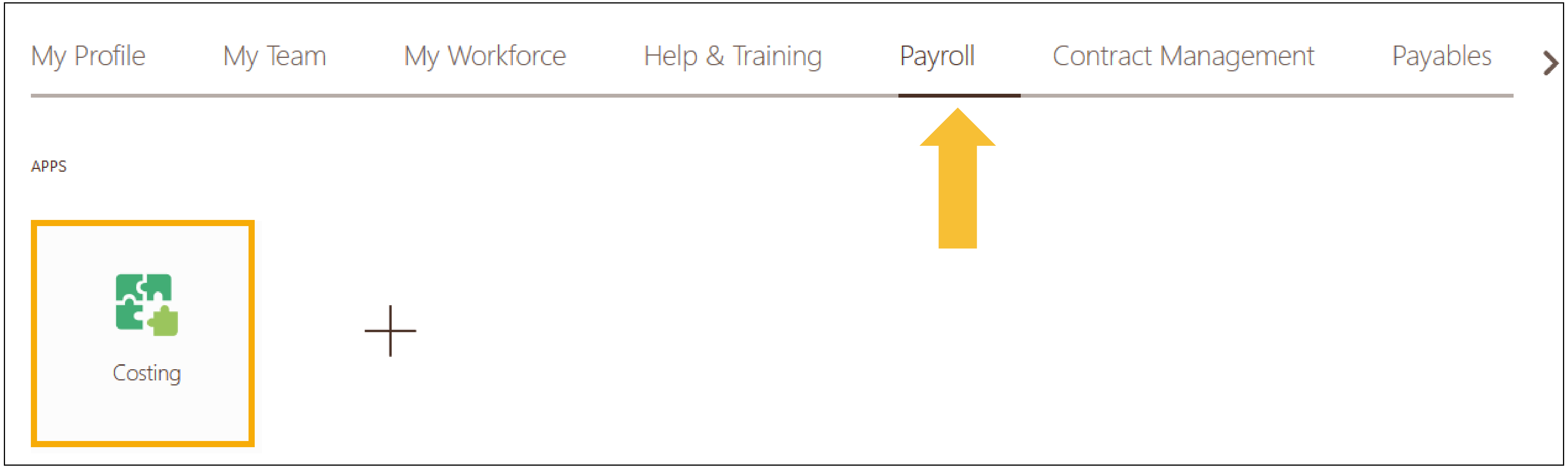
Kim Puls, Manager of Costing & Reporting

Costing Module: Graduate Assistant Pilot

Go-Live: Monday, June 15

- **What:** Ability to change costing for current GAs, extend GA assignments when costing change also needed, and make costing corrections for previously paid items (expenditure corrections). Payroll costing (stipend) as well as Tuition and Fee changes/corrections.
- **Who:** DHRs and Cost Center Approvers in departments who have GAs. All Principal Investigators (PIs) for approvals on grant changes.

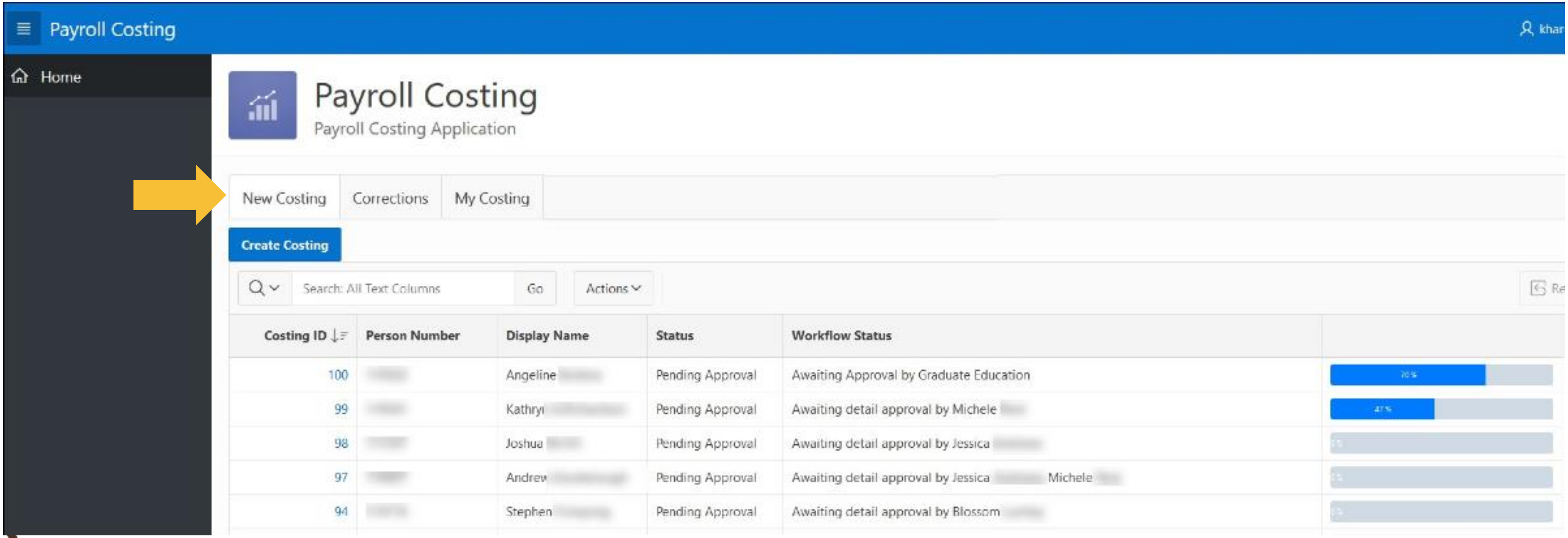
Future Phase: Similar functionality will be available for all employee types, tentatively Fall 2020.



Costing Module: Graduate Assistant Pilot

Create Costing Tab:

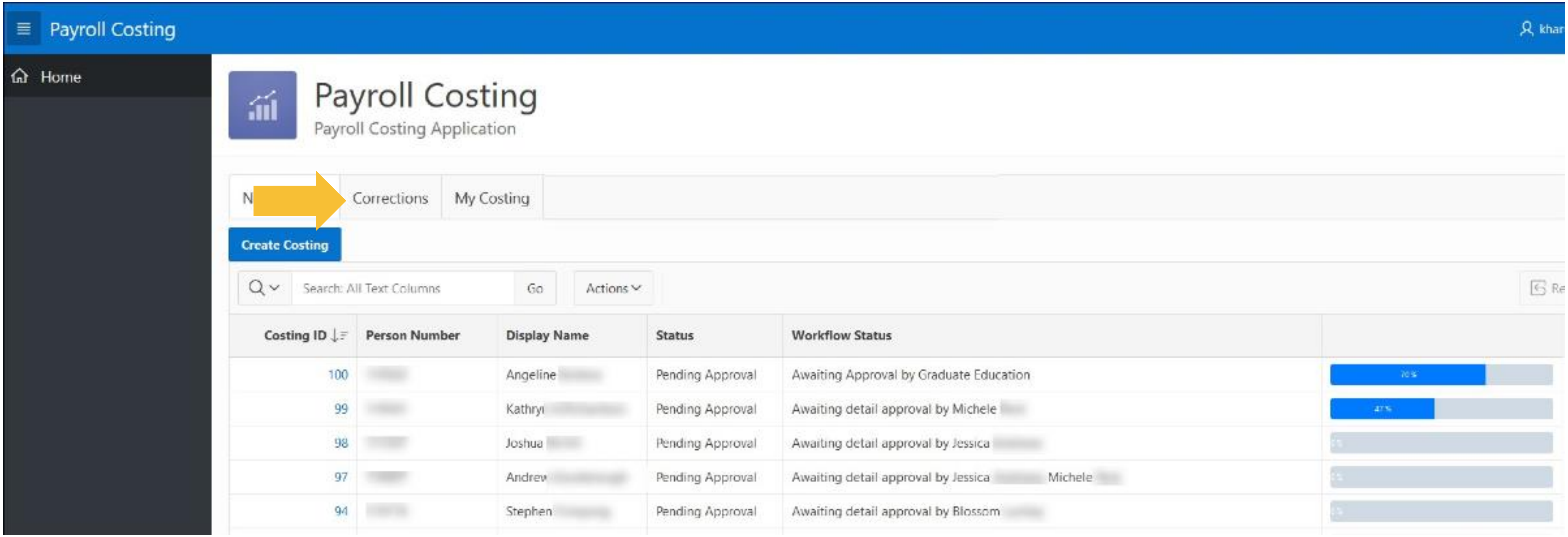
- Change current or future costing for payroll (stipend) and/or tuition and fees for active GAs.
- Extend current GA's salary and associated costing at the same time.



Costing Module: Graduate Assistant Pilot

Corrections Tab:

- Make costing corrections for payroll (stipend) and/or tuition and fees already paid.



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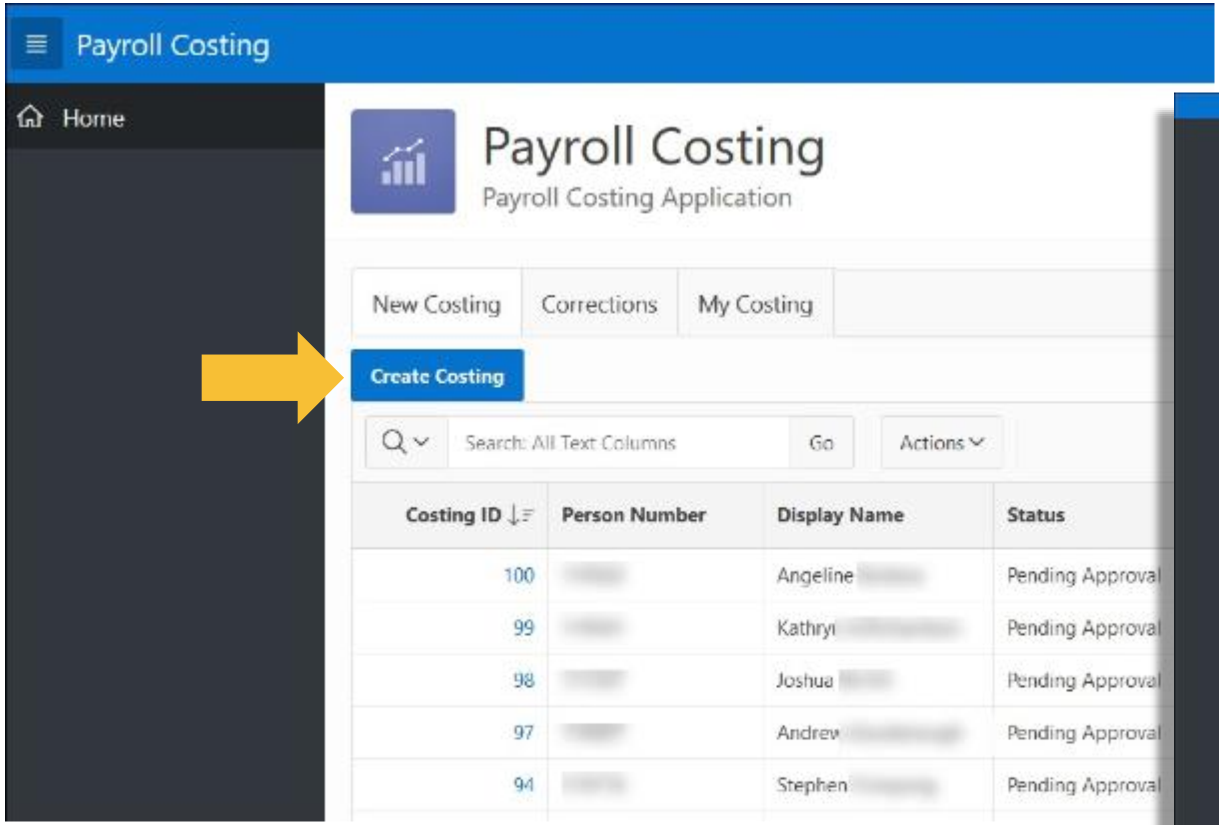
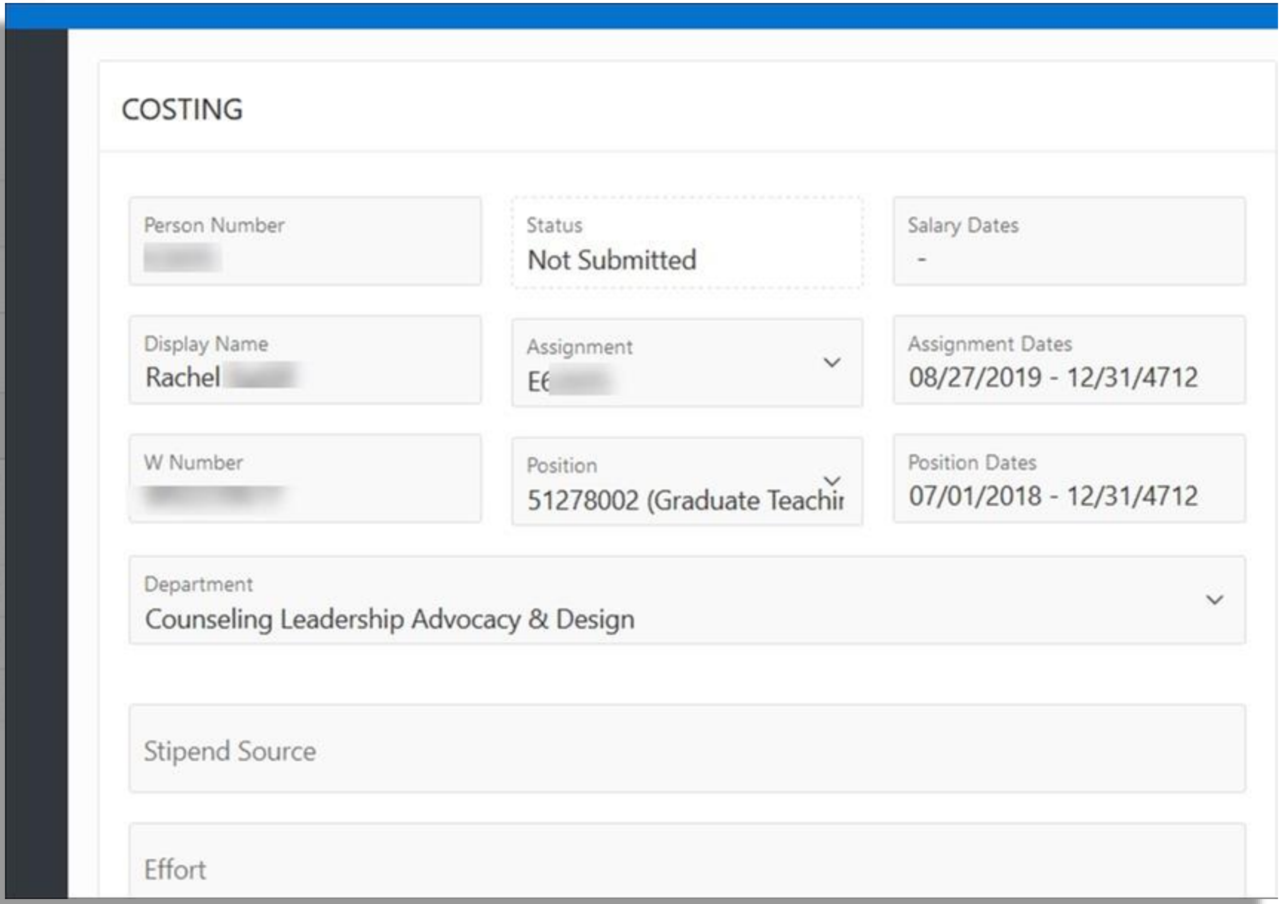
Costing Module: Graduate Assistant Pilot

Upon clicking **Create Costing** or **Create Correction**, you'll be able to search for the GA using name, person number or W number. Once located, all current assignment data, salary and costing info for stipends will populate from HCM.

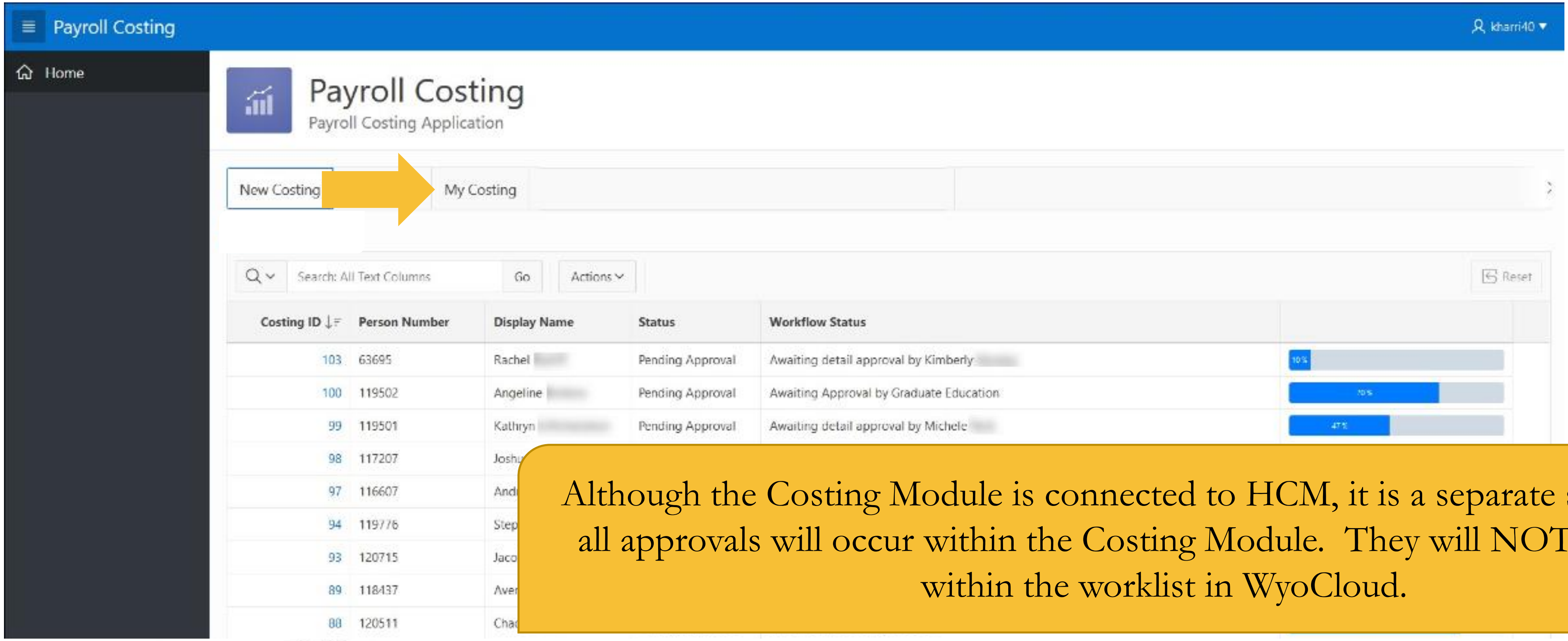




Costing Module: Graduate Assistant Pilot

My Costing:

- Review transactions you have submitted as well as those waiting your approval.
- Approvers will also receive an email when have items to approve. There will be a link in the email to log into the system to complete the approval.



Although the Costing Module is connected to HCM, it is a separate system. Thus all approvals will occur within the Costing Module. They will NOT be available within the worklist in WyoCloud.

Costing Module: Graduate Assistant Pilot

Training Available:

- **Required online training:** Payroll Costing System Access Training
  - Assigned on June 10th to DHRs/Cost Center Approvers with GAs, all Pis

- **Quick Reference Guides:** Available Monday, 6/15

- **Zoom Practice Sessions:** Register in the Employee LearnCenter Course Catalog
  - Friday, June 12: 1-2 pm
  - Tuesday, June 16: 2:30-3:30 pm
  - Thursday, June 18: 3-4 pm

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Questions?