

UCR

Contract & Grant User's Group

November 14, 2017

1:15 p.m. – 3:15 p.m.

Genomics Auditorium

BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)



UNIVERSITY OF CALIFORNIA, RIVERSIDE

Agenda

- Overview of Temporary Intercampus or Multi-campus Appointments: UPay 560T Form – Charles Greer and Pauline Librenjak
- UC Research Initiatives – Linda Casteel
- Payroll Certification OIG Audit Update – Bobbi McCracken
- Composite Benefit Rate – Matt Hull
- Subaward Workflow Through Accounting - Fred de Vera
- Know and Understand the Terms & Conditions of Awards – Fred de Vera
- EMF Campus Department Outreach –Fred de Vera and Rose Alonzo-Le
- Payroll Cost Transfers After UC Path Implementation – Bobbi McCracken
- Sponsored Programs Administration Announcements – Cynthia Wells

Note: The above presentation order is subject to change due to scheduling conflicts.



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Overview of Temporary Intercampus or Multi-campus Appointments: UPay 560T Form

Presented by Charles Greer and Pauline Librenjak

Temporary Intercampus or Multi-campus Appointments

- UC Employees are assigned a “home campus”; normally based on their primary payroll appointment
- UC Employees can only receive salary for any pay period from one campus location to ensure:
 - Proper service credit, benefits eligibility, accruals, etc.
 - Employee is not receiving more than 100% pay
- When there is a need for a temporary intercampus or multi-campus appointment, the payroll transactions must be coordinated between locations.
- When the temporary or multi-campus appointment does not involve an extramurally funded award, a UPAY560T must be completed
- When the temporary or multi-campus appointment involves an extramural funded award, other factors must be considered.

If Extramurally Funded.....

- The UPAY560-T form should not be used if payroll expenditures are being funded extramurally, i.e. through Contracts & Grants
- There must be a Multi-Campus Award (MCA) to transfer expenditures between campuses if extramurally funded
- To comply with UC policy UC-RG-12-0014 (Requirement to Submit Proposals and to Receive Awards for Grants and Contracts through the University), we cannot use the UPAY560-T for payroll expenditures related to C&G funds
 - If extramurally funded, must flow through the local C&G office/UCR's Office of Research & Economic Development

If Extramurally Funded.....

- Comply with relevant University policies, and guidelines, including but not limited to those governing:
 - integrity in research
 - appropriateness of the activity to the University
 - protection of human and animal subjects and the environment
 - use of University facilities
 - adherence to personnel policies
 - compensation plans
 - intellectual property
 - conflicts of interest
 - recovery of direct and indirect costs
 - certification of work performed (if federal)
 - liability insurance and indemnification
 - professional liability coverage

Why must the form be completed?

- Used to alert Payroll that a UC employee will be working at another campus temporarily
- To properly charge the “Hosting” Campus for the appropriate payroll related expenditures incurred as the Hosting Campus is receiving the benefit of the services provided

Scenario 1: UCD Employee to be funded from UCR C&G

- A UCD EE is performing work on a sponsored project that is funded from a UCR C&G funds.
- An Multi-Campus Award is required.
 - The UPAY560-T is not appropriate in this situation because the funding source is C&G.
 - The award proposal should have identified subaward activity with a sister campus.
 - The MCA should be in place prior to the UCD EE beginning work on the UCR project.
- UCD pays employee and posts expense to their MCA fund source
- UCD will bill UCR monthly for all MCA related cost
- UCR-EMF reimburses UCD via a journal entry and posts memo transactions BC67/BC68.

Scenario 2: UCD Employee temporarily working at UCR and paid from a Non-C&G

- UCD Employee has a temporary assignment or position at UCR and funded from a non-C&G fund source (e.g. 19900).
- The UPAY560-T is the appropriate mechanism to process this transaction (see Appendix A for additional information).
- As the “host” campus, the UCR department responsible for the temporary position initiates the UPAY560-T and the completed form is forwarded to UCD as the employee’s home campus
- The employee is paid by their home campus (UCD)
- UCD’s Payroll Office will process a journal to transfer the salary and benefit expense to UCR
- UCR’s Payroll Office will respond to the journal and post the transaction under the appropriate salary and related benefit expense accounts under the UCR FAU listed on the UPAY560-T.

Scenario 3: UCD Employee performs a recharge service to UCR

- The UCD employee is performing standard recharge related services (not sponsor project activities) for UCR (e.g. testing, instrumentation, etc.)
- An MCA is not required regardless of funding source
- An UPAY560T is not required
- UCD will bill UCR via the intercampus recharge process and expense will appear under a services expense account

What to do if a UPAY560-T was accidentally used?

- Contact RED-SPA regarding initiating an MCA
- Once MCA is in place, the UPAY560-T will need to be terminated
- If the funding source was federal, the salaries will need to be certified.
 - Use the Comments field to explain the situation
 - Attached supporting documentation to Payroll Certification
 - UPAY560-T
 - Totals Query
 - Manual certification of these expense by PI

UCPath Implementation

- UCPath will be able to pay employees from multiple locations
- Once all locations have implemented UCPath, the UPAY560-T will become obsolete, but the MCA requirement will continue on C&G funds
- For Non-C&G funds, after UCR implements UC Path in December 2017,
 - If the temporary employment or multi-location appointment involves UCOP, UC Merced or ASUCLA, the UPAY560-T will not be required. Each location must have a position associated with the employee.
 - If the temporary employment or multi-location appointment involves a campus that has not implemented UCPath, the existing UPAY560-T applies.



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UC Research Initiatives & Statewide Research Programs

Presented by Linda Casteel

UC Research Initiatives & Statewide Research Programs

- Programs are managed by UCOP Research Grants Programs Office (RPGO)
- Awards may be received from UCOP directly or from a sister campus (Multi-campus awards)

Statewide Research Programs

- Tobacco Related Disease Research Program
- California Breast Cancer Research Program
- California HIV/AIDS Research Program

UC Research Initiatives

- UC-National Lab Fees Research Program
- UC Multi-campus Research Programs
- UC Cancer Research Seed Funding
- UC Innovation Initiatives
- UC President's Research Catalyst Awards

UC Research Initiatives & Statewide Research Programs

Importance of recording these award types in eCAF and PAMIS

- UC Presidential policy requires institutional review and approval from the Office of Research, even if the sponsor does not require an authorized institutional official's signature on the proposal (<https://research.ucr.edu/spa/lifecycle/proposal-preparation-submission/obtaining-institutional-review-and-endorsement.aspx>)
- Tracking of pending proposals
- Campus record of award - ensures proper storage and accessibility of official award related documents
- Provides notification to the Accounting Office and allows for review of the award for certification of fiscal reports as well as identification of IDC
- Ensures award is considered as part of the campus-wide Facilities & Administrative (F&A) return process

UC Research Initiatives & Statewide Research Programs: Campus Process

- Departments must submit an eCAF for all proposals. Ensure that RED-SPA is informed when an award letter is received, so a PAMIS record can be initiated.



PAMIS eCAF



UC Research Initiatives & Statewide Research Programs: Campus Process

- Although these type of awards go through a competitive process, the funding is considered to be an internal UC award (versus an extramurally sponsored award), therefore, the award processing is different than a typical contract and grant fund.
 - Many of the standard notifications (e.g. allocation notice, expiration notices) will not be generated.
 - Departments are responsible for preparing the required financial reports for submission to Accounting (Linda Casteel) for review and approval.
 - Please note that fiscal reports must include all expenses related to the award allocation (e.g. Award recipient's department is responsible for reporting expenditures associated with a budget transfer to Financial Aid).

UC Research Initiatives & Statewide Research Programs: Campus Process

- All allocations are received via Intercampus Transfer of Funds (ITF) that are initiated by the UC program office or host campus, therefore, the PAMIS Department BEA process is bypassed.
 - In order to process the ITF, the program office will request your department's FAU. It is helpful to forward this information to RED-SPA for inclusion in the PAMIS award documents.
 - If assistance is needed with completing this information, please contact the Accounting Office.
 - It is the department's responsibility to follow up with the appropriate program office regarding pending ITFs
 - Following the posting of the ITF, a BEA can be processed to re-allocate funding across budget categories.

UC Research Initiatives & Statewide Research Programs: Campus Process

- Unique fund numbers are not assigned to an individual award. Fund numbers are based on the system-wide fund grouping for the initiative/program and the fund number may vary from award year to award year. Therefore, many departments may have allocations on a particular fund number.
- It can be challenging for departments having multiple awards under the same core FAU (Activity-Fund-Function). The use of cost centers and/or project codes to assist with tracking expenses is recommended.
- Many of these awards now allow for Indirect Costs (IDC).
 - IDC will be manually posted by the Accounting Office when applicable.
 - Coordinate the breakout of IDC with the Accounting Office. There are nuances based on the fund type. This coordination will help to ensure the transactions are properly considered in the campus reallocation process.
- Since these awards are not “typical” contracts and grants and unique fund numbers are not assigned for each award, the Inception to Date Report is not geared for these type of fund sources and the standard PIWRS report is not available. It is recommended that departments use the PIWRS Shared Fund functionality to assist with the financial management of the award.



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Payroll Certification OIG Audit Update

Presented by Bobbi McCracken

Payroll Certification OIG Audit Update

- UCR recently contacted by the Division of Financial Advisory Services (DFAS)
- DFAS has the responsibility to issue a management decision for the reported audit finding(s) that pertain to awards made by the National Institutes of Health (NIH)
- Additional information provided
 - Recent enhancements to salary drill down information in PIWRS and Payroll Certification
 - UCPATH upcoming standardization in processes
 - Best Practices on Cost Notes
 - Ledger Reconciliations



Composite Employee Benefits

Presented by Matt Hull
November, 2017



Review of CBR

Employer-paid benefits are pooled into one rate (taxes, retirement & health)

Consistent method of charging benefit costs to all activities

Rates based on common Employee Groups throughout UC with some flexibility to establish campus-specific groups

All components of pay (except for certain bonuses, incentives) are charged the same %

No change to employee-paid portion of benefits

Background on CBR

UC's Current Payroll System

- **SALARIES**- charged to fund(s) on % of effort
- **BENEFITS**- charged based on detailed rates (hundreds of rates)

UC Path

- **SALARIES**- no change
- **BENEFITS**- charged based on a CBR with a limited # of employee groups (Salary x Rate)

CBR System-wide Principles

- Equity between campuses
- 10 Employee Groups with option to create 4 campus specific groups or combine Employee Groups

Benefits of CBR

- ✓ **Easier to budget employee benefit costs**
- ✓ **Aligning hiring incentives such that employee life situations do not impact employee benefit costs and less variability in actual costs when an employee does have a life change**
- ✓ **Reduction in benefit related expense accounts resulting in less “clutter” in the General Ledger thus eliminating unnecessary work through the simplification of costs transfers and ledger reconciliation**
- ✓ **Increased transparency in the benefit rates (e.g., benefits rates will be available in SuperDOPE)**
- ✓ **Vacation accrual rates will be simplified (3 rates versus multiple rates based on vacation hours earned) and consistently applied (e.g., accrual will continue even if employee at maximum thus eliminating the incentive to under report).**

Various benefits fields will collapse into a single
CBR

Health

Dental

Vision

Worker's Compensation

Disability

OASDI

Medicare

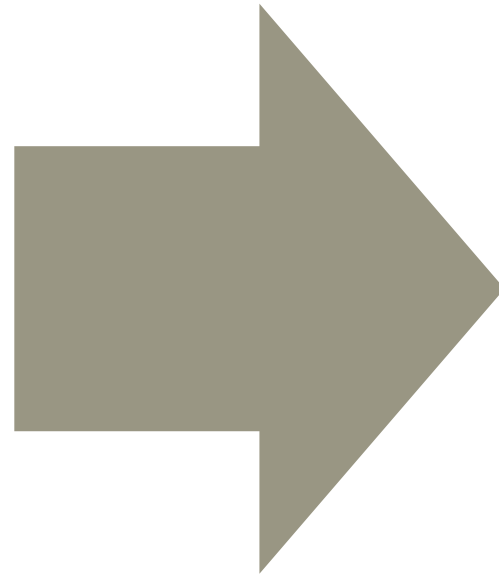
OPEB

Employee Support Program

Life Insurance

Retirement

Unemployment Benefits



CBR

What is not included in CBR?

Accrued vacation leave, Tuition remissions,
Graduate Student Health Insurance (GSHIP), and GAEL.

Most large research universities utilize CBR for charging benefits to funds

✓ **UC Davis**- 10 rates

✓ **UC Berkeley**- 4 rates

✓ **Harvard**- 10 rates

✓ **University of Wisconsin**- 8 rates

✓ **Caltech**- 1 rate

✓ **University of Illinois**- 6 rates

✓ **USC**- 3 rates

✓ **Ohio State University**- 7 rates

✓ **UC Riverside** – 11 rates

UCR CBR Groups and Rates

Employee Class	FY 2018 Rate	FY 2019 Rate
Faculty	37.7%	39.7%
Faculty Summer	10.9%	11.2%
Food-Custodian-Grounds *	70.4%	73.5%
HSCP Faculty	24.7%	25.9%
No Benefit Eligibility	4.2%	4.3%
Other Academic	40.6%	42.6%
Partial Benefit Eligibility	19.1%	19.9%
Post Doc	24.8%	25.7%
Staff Exempt	47.0%	49.3%
Staff Non-Exempt	56.8%	59.4%
Student	1.8%	1.8%

* *Campus Specific Rate*

CBR Key Conversations to Date

- **Academic Senate Chair**
- **Academic Senate Executive Council**
- **Academic Senate Committee on Planning and Budget**
- **Vice Chancellor for Research and Economic Development**
- **Chancellor and Executive Vice Chancellor and Provost**
- **CFAOs**
- **Vice Provost for Academic Personnel**

UCR CBR impacts mitigation plans

While the overall cost of benefits to *UCR* will not change, there will be differential impacts across campus; for some FAUs costs will decrease, for other FAUs it will increase.

General/Core Funds

Mitigation: Pull savings centrally & reallocate

Extramurally Funded Contracts and Grants

Mitigation: Provide cash for impacts greater than \$5k or 5%

Other Fund Groups

Mitigation: All other funding sources will need to adjust budgets to accommodate the impact of moving to CBRs.

What mitigation strategies did UCB and UCD use?

- ✓ **No Mitigation for Impacts on Core Funds**
- ✓ **Contract and Grant Funds**
 - **UC Berkeley – 5% of the Project Budget and impact must be >\$1,000**
 - **UC Davis – 5% of the Project Budget or \$5,000**

Mitigation for extramurally sponsored contracts and grants

- ✓ **Of the 1,017 individual grant funds in the data set used to prepare our CBR rate proposal, 562 (55%) had a cost decrease and 377 (37%) had a cost increase of less than \$5,000 and less than a 5% impact. Only 7 grants had an impact greater than \$10,000.**
- ✓ **Impact must be greater than \$5,000 or 5% of the grant's direct cost in the budget year in order to receive mitigation funding.**
- ✓ **Mitigation is not for increased time allocations.**
- ✓ **Funding requests must be submitted 90 days before the expiration of the grant or contract to allow sufficient review and processing. A group e-mail account will be established to manage requests.**

Mitigation for extramurally sponsored contracts and grants (cont'd)

- ✓ **A checklist and an Excel Template will be provided to help calculate impacts.**
- ✓ **Funding will be General Funds (19900). Accounting will process a credit to account (TBD) on the grant fund and debit that account on 19900 in the appropriate function and activity. FPA will provide 19900 funding to cover the cost.**
- ✓ **Proposals submitted 30 days or more following the formal CBR announcement are not eligible for mitigation funding as CBRs should be used when developing the proposal budget.**



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Subaward Workflow Through Accounting

Presented by Fred de Vera

SubAward Roles & Responsibilities

RED-SPA:

- Negotiates subawards
- Uploads subaward documents in PAMIS
- Sub-recipient monitoring

Accounting-EMF:

- Validates subaward budget appropriate allocated and coordinates adjustments as appropriate with department
- Provide Accounting-Accounts Payable with FAU breakdown to ensure transactions are recorded appropriately for IDC calculations

Accounting-AP:

- Establishes UCRFS encumbrances
- Receives invoices from subawardee and coordinates with department for PI's approval of payment
- Processes payment according to the FAU breakdown provided by EMF

Department Analyst:

- Coordinates PI's approval of subawardee invoices
- Reconcile transaction on general ledger

PI:

- Ensure the work performed by the subawardee is consistent with invoice prior to approving for payment



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Understanding Award Terms & Conditions of Awards

Presented by Fred de Vera

Understanding the Terms & Conditions of Awards

- The *Terms & Conditions (TCs)* outline the requirements of the funding agency as well as the particular award. **It is important for everyone involved in the C&G process to review this information to ensure compliance during the life of the Award.**
- The *TCs* are either attached to and/or on the award document or incorporated by reference. Not all *TCs* are identical. They may differ within and/or among various sponsors.
- The *TCs* may contain the following information and guidance, *but not limited to*: recitals, definitions, terms of agreement, scope of work, award budget, indirect cost, cost sharing and matching, requirements for invoicing, requirements for financial and project reporting, property terms, subcontracts, unallowable costs, travel restrictions, prior approval requirements, salary caps/limitations, disposition of unspent balances, budget carry-forward, re-budgeting, award close-out, records retention and audit, etc.

Understanding the Terms & Conditions of Awards

- For federal and federal flow through award, the *TCs* often contain reference to RTC (Research Terms & Conditions), Uniform Guidance, CFR (Code of Federal Register), CAS (Cost Accounting Standards), FAR (Federal Acquisition Regulation), and for older awards OMB A-21 (Cost Principles for Educational Institutions) & A-110 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education).
- The *TCs* may also include the prescribed clauses, such as Indemnification, Disputes, Liability, Warranty, Termination for Cause, Intellectual Property, Financial Viability, Export Controls, etc.
- It is also important to understand UC Policy as the most restrictive policy will normally apply (e.g. although UC policy allows for foreign travel, an agency may restrict the use of award funding for this type of expense).



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Accounting-Extramural Funds (EMF) Campus Department Outreach

Presented by Fred de Vera

EMF Campus Department Outreach

- The purpose of the EMF campus department outreach is to provide guidance and training in myriad of post award topics and scenarios, and also to share knowledge & ideas on best practices and process improvements. All in all, the outreach is very interactive. A typical outreach will take up to 2 to 3 hours in a given day. Thus far, EMF has conducted several campus department outreach. The feedback from the campus departments have been very positive.
- The campus outreach are conducted by Rose Alonzo-Le, EMF Financial Analyst and Fred de Vera, EMF Fund Manager.
- Please contact Rose Alonzo-Le X21954, roseline.alonzo-le@ucr.edu to schedule an outreach for your department or if you have questions.

EMF Campus Department Outreach

- “EMF - We are at your service.”
- Our Team consist of:
 - a. Rose Alonzo-Le – Financial Analyst III (NSF, NIH, and Department of Education).
 - b. Lauren Gonzalez – Accountant III (Other Federal).
 - c. Montrice James - Accountant II (Private Contracts, Gifts & Endowments).
 - d. Kimberly Gala – Accountant II (State/Local, Private Grants, and Marketing Board).
 - e. Fred de Vera – Fund Manager.



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Payroll Cost Transfers After UC Path Implementation

Presented by Bobbi McCracken

PPS Cost Transfers After UCPath Go-Live

- Cost transfers of salary expenses originating from PPS will continue to be processed in PPS for approximately four months after UCPath go-live (April 2018)
- No new users will be established or trained; if department does not have a PPS transactor, UPAY646 forms may be submitted to the Central Payroll Office or your Shared Services Center with appropriate documentation
 - For C&G Funds, an explanation of how the error occurred and the PI's approval. C&G analyst should also ensure the cost is allowable per the terms and conditions of the awards, meets any salary cap restriction, the FAU combination is correct, and the costs is within the fund's begin and end dates.
- PPS PAN will be required
- Transactions will be posted to the general ledger once per month

Cost Transfers in UCPATH Go-Live

- Cost transfers of salary expenses originating from UCPATH will be requested via ServiceLink/SuperDOPE for processing by your designated Shared Service Center (SSC).
- Transactors will be responsible for ensuring the transaction is appropriate/allowable and uploading supporting documents (e.g. approval from PI).
- Requests will require a department financial manager approval before routing to the SSC for processing.
- The new tool will have business rules to:
 - Enforce the 120 day rule
 - Perform FAU Combination Edit Checks
 - Enforce the salary cap restrictions (within UCPATH)
- Transactions will post to the general ledger on a daily basis after processed in UCPATH
- Visit <http://fomucpath.ucr.edu/> for additional information



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Sponsored Programs Administration Announcements

Presented by Cynthia Wells



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Questions



Thank you for attending today's C&G Users Group Meeting

- We welcome your feedback and would appreciate your taking this short survey by clicking on this link which will remain open through December 4th:
- <https://forms.office.com/Pages/ResponsePage.aspx?id=xCpim6aGnUGbnr-zP0XAVEtsbWuOrYNAo7gHdjTh-yZURVFLWjJaT0xXUkxVWEk0QkhSQ1A5Skl4Ti4u>



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Appendix A

UPAY560-T

Where can the UPAY560-T form be found?

- The form is located on Accounting's website
- <http://accounting.ucr.edu/forms.html>; On the "Forms" page, click on Payroll tab

Where can the UPAY560-T form be found?

Accounting

UCR Home > BAS > BFS > Accounting > Forms

Forms

[A to Z Listing](#) | [Campus Map](#) | [Find People](#)

Search for:

- [Home](#)
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- [General Accounting & Plant](#)
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- [Fiscal Year End](#)
- [Forms](#)
- [Policies & Procedures](#)
- [Announcements](#)
- [Users Group Meetings](#)
- [Contacts](#)



Accounts Payable	Controls	Extramural Funds	General Accounting	Payroll	Travel
<ul style="list-style-type: none"> > Personal Data Form - non-represented employees (UPAY544) > Personal Data Form - represented employees (UPAY544a) > Voluntary Self-Identification of Race, Ethnicity and Veteran Status (U5605) > Voluntary Self-Identification of Disability (CC-305) > Form I-9 (Employment Eligibility Verification); Form I-9 Handbook > Benefits Eligibility Level Indicator (BELI) form > State Oath of Allegiance & Patent Policy and Patent Acknowledgment form (UPAY585, R. 11/2011) > UC Employee Federal-State Withholding Allowance Certificate (UC W-4/DE-4) form 		<ul style="list-style-type: none"> > UC Forms and Publications by Subject > UC Forms and Publications by Title > UPAY 100R - Time Record > UPAY644D- Payroll Adjustment Worksheet (Riverside version) > UPAY646 - Payroll Expenditure Transfer (Riverside version) > UPAY560-T - Temporary InterCampus or MultiCampus Appointment Form 			

TEMPORARY INTERCAMPUS OR MULTICAMPUS APPOINTMENT FORM

University of California, Riverside

(UPAY 560-T)

HOME CAMPUS: _____ HOME DEPARTMENT: _____ HOME SCHOOL: _____

HOST CAMPUS: University of California, Riverside HOST DEPARTMENT: _____ HOST SCHOOL: _____

H O M E C A M P U S	Employee Name	_____				Employee ID Number	_____		
	Home Campus Appointment	_____				Title Code	_____		
	Salary	_____	<input type="checkbox"/> (Annual)	09/09	<input type="checkbox"/> (Monthly/Hourly)	09/12	<input type="checkbox"/>	11/12	Appointment %
	Current Appointment Dates	_____				to	_____		

H O S T C A M P U S	Host Campus Temporary or Multicampus Appointment	_____				Title Code	_____		
	Salary	_____	<input type="checkbox"/> (Annual)	09/09	<input type="checkbox"/> (Monthly/Hourly)	09/12	<input type="checkbox"/>	11/12	Appointment %
									Hours to be paid
	Pay Period Dates	_____				to	_____		
	Description of Service (DOS) Code (For example: REG, Regular; BYA, By-Agreement; etc.):	_____							
Host Campus Fund Source to be Charged	_____				_____			Dist %	_____
	Account/Activity/Fund/Function/Cost Cnt/Project Dept./Project Corp				(Name of Account)				
Please Note: Additional employment may affect existing benefits.									

