Weinberg Finance Staff Info Session
Fall 2014

November 17, 2014
Fund Type Overview

110: General Unrestricted
160: Recharge
171, 172: Designated
320, 330: Gift*
440, 450: Endowment*

*Restrictions for individual funds based on gift agreement / donor intent. Dean’s Office & ARD can provide guidance & clarification.
Use of Restricted vs. Unrestricted Funds

- Using restricted funds before using unrestricted funds is a guiding principal of our budget management.
- Effective management and stewardship of endowed and gift funds are critical to our ability to raise additional money.
- Preference must be given to restricted funds over unrestricted funds, either through direct charging or transfers.
- Special attention should be paid to the use of endowed funds for which ARD prepares donor stewardship reports.
Budget Planning & Financial Forecasting

- NUPlans System Overview
- Departmental Budget Prep
  - Enables better budget to actuals reporting at account code level
  - 15 WCAS units participated for FY15 prep
- Quarterly Forecasting
  - Methodology
  - Deadlines
    - Dec 12, 2014 (annual report)
    - Feb 6, 2015 (Trustee finance committee)
    - May 8, 2015 (Trustee finance committee)
    - Sep 11, 2015 (Pre-closing)
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Additional/Special Pay Request Form

Is this employee in a paid position?
☐ Yes ☐ No

Employee ID

Employee Name (last, first)

Department

Period of Service Begin Date

Period of Service End Date

Special Pay Only: What percent of time did this person work for the Period of Service noted above (e.g. 20%, 100%)?

Earnings

Earnings Amount

Earnings Goal Amount (for multiple payments - for Additional Pay only)

Note: Payments to non-exempt staff require a copy of the Kronos timesheet and must be preapproved by HR.

Funding (Percentages must add to 100% if multiple funding sources.)

Percent

Fund

Financial Dept

Project

Activity

Chartfield 1

Account

Accounts to use:
60062 Kellogg Faculty
60102 Staff
60065 NMG Members
60067 PSM Basic Science Incentives
60111 All Special Pay requests

Nature of Service

Type of Service Provided (may not apply if Special Pay):
☐ Faculty Supplement (SUP) ☐ Staff Temp Assign (TMA) ☐ Grad Sttt Grad Sr (GGR) ☐ Prize or Award (AWD) ☐ Tuition Reimb (TUR)
☐ Faculty Addl Asstg (AAS) ☐ Staff Regst Bonus (BCN) ☐ Grad Sttt Suppl (SUP) ☐ Student Award (AWS) ☐ Relocation (RCN)
☐ Faculty Honorarium (HON) ☐ Spec Cash Award (SCA) ☐ Mobile Com Adw (MCA) ☐ Housing Suppl (HBS) ☐ Imputed Comp (NON)
☐ Faculty Consulting (CON) ☐ Research Subj Fee (RSF) ☐ Mobile Com Dev (MCD) ☐ Childcare Support (CCS)
☐ Faculty Overload (OVL) ☐ NRSA Temp Work (STP) ☐ Mobile Com Dev Nontaxable (MAN) ☐
☐ Other School or NMG specific code

Description of Nature of Service (please be specific):

Employee Certification

If payment is made from a grant account: I certify that I have performed the services for which this form requests payment.

Special Pay Employees: I have read and attached a signed and dated DCPS Acknowledgement form.

☐ Check here if the payee has submitted a DCPS form for a prior payment or has attended online in FARS; if so, this signature is not req'd.

Employee’s Signature

Employee’s Signature

Approvals

I have consulted with Human Resources verifying that this method of payment is in compliance with the Fair Labor Standards Act, as well as the University’s policy on antitrust and the Equal Employment Opportunity guidelines. Note: Pay should be authorized before the service is provided. HR approval is required for staff payments but not necessary for mobile communication payments. If this is a Special Pay request, I have attached a DCPS Acknowledgement of Mandatory Reporter Status Form signed by the payee or I have ensured that an Acknowledgement is on file.

Print Name of Person Completing Form

Date

Phone

HR Signature (if staff employee and not mobile comm.)

Date

Phone

ORR Signature (if grant account; not req'd for research subjects)

Date

Phone

Authorized Department Signature

Date

Phone

Authorized School Signature

Date

Phone

ASRSR Signature (if account; not req'd for research subjects)

Date

Phone

Home School Signature (if different from funding dept.)

Date

Phone

(Approvals from HR, ORR, ASRSR, and the home school, if applicable, can be attached from an email or fax while the others must be original.)

Date: 10/10/2014
Common Errors

# of Instances

- Expense Report Policy
- Expense Report Submission/Workflow
- Travel/Cash Advance Submission
- Voucher & REQ Policy
- Voucher & REQ submission
NUFIN Operations & Policy

- Allocation methodology vs. policy guidelines
  - Computer Replacement Funding
  - Faculty Recruiting
  - Per Diem
- Compliance FAQs, Common Errors
- Expense Signature Preview
NUFIN Operations & Policy

- Finance IT / ASAC Projects Planned for FY16 Implementation (tentative)
  - Contract management tool
  - Security access automation
  - Gift management & reporting
  - NUPlans & FASIS integration
  - Chartfield request portal
  - Lower-effort system enhancements to be reviewed / assessed on an on-going basis
Financial Controls

Disclosure must be made to WCAS Dean’s Office for any of the following:

- Fraud or suspected fraud affecting the University involving management, employees, vendors, or others.
- Violations or possible violations of laws or regulations.
- Regulatory agency visits or inquiries due to possible violations of laws or regulations.
- Changes to operations or key personnel which have impacted internal controls.
- Unrecorded or inaccurate transactions in the University’s financial system.
Who to Contact
www.weinberg.northwestern.edu/staff/finance-budget-payroll/finance-and-budget-contacts/who-to-contact.html

Questions
Important Dates

Dean’s Office – Finance Office Hours

0 Gifts/Endowments – Tue, Dec 16, 2:30pm-4:30pm
0 Future Dates & Topics TBD

Future WCAS Finance Staff Info Sessions (all held at Transportation Center Lower Level Classroom):

0 Winter: Tue, Feb 24, 2pm-3:50pm
0 Spring: Tue, Apr 28, 2pm-3:50pm
0 Summer: Tue, Jul 14, 2pm-3:50pm