Weinberg Finance Staff Info Session
Winter 2015

February 24, 2015
Development & Fundraising

Monthly Development Gift Report Overview (Andréa Banks)
Payroll, Accounting, & Policy

- Affordable Care Act Processing for Special / Additional Pay
- Independent Contractor Questionnaire Process
**Special Pay**

- Only Job Codes listed on form that have been pre-approved by Compensation
- New Job Codes may be added as necessary

### Nature of Service

Special Pay may be provided only for the approved job titles listed below, and only by the indicated department/school. If the job title you wish to use is not listed here, contact the HR Compensation Division prior to submitting this form.

<table>
<thead>
<tr>
<th>All Departments</th>
<th>University Athletics</th>
<th>School of Professional Studies</th>
<th>School of Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Employee Res Subj Fee (106242)</td>
<td>Coach (104896)</td>
<td>Indep Study Advisor (106248)</td>
<td>NHSI Resident Asst (106258)</td>
</tr>
<tr>
<td>Honorarium (106243)</td>
<td>Team Operations (106245)</td>
<td>Thesis Reader (106249)</td>
<td>McCormick School of Engineering</td>
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<tr>
<td>Student Award (106244)</td>
<td></td>
<td></td>
<td>Unpaid Seminar Leader (106259)</td>
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<td>Note-Taker (104902)</td>
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<td>Curriculum Developer (106247)</td>
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SPECIAL PAY

• Other items not listed, but approved by Anniese, will have Job Code 104903 written in
• Any use of 104903 must be accompanied by Anniese’s signature
• Old Special Pay forms are accepted if dated before Jan 15, 2015
• No further use of 101537, unless an old form
SPECIAL PAY

- One form for every biweekly payment
  - SPS exception
- Hours per week must be entered on form
  - Except for Honoraria & Awards
- Hours are entered onto JOB as Standard Hours

**PAYMENT INFORMATION**

<table>
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<tr>
<th>Period of Service Begin Date:</th>
<th>Period of Service End Date:</th>
<th>Earnings Amount:</th>
<th>Hours of Work per Week:</th>
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**Notes:** The Period of Service must be no more than one biweekly pay period; if multiple payments are required, a separate form must be submitted for each period. Hours of Work per Week is not required for Honorarium and Student Award payments but must be accurate in all other cases.

Do you anticipate submitting another Special Pay request for this individual within the next 30 days? [ ] Yes – more payments will follow [ ] No / Not Sure
SPECIAL PAY

- Record should be terminated after payment unless the form indicates that another payment will follow

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**Notes:** The Period of Service must be no more than one biweekly pay period; if multiple payments are required, a separate form must be submitted for each period. Hours of Work per Week is not required for Honorarium and Student Award payments but must be accurate in all other cases.

Do you anticipate submitting another Special Pay request for this individual within the next 30 days? □ Yes – more payments will follow □ No / Not Sure

- Will determine how to terminate old 101537 records
ADDITIONAL PAY

• New, separate form
• No DCFS attachment
Clarification on Grant Selection Committee Questionnaire
Information Needed:

At this time, we are requesting names of University members (faculty, staff, or students) who participated in the selection of recipients of grants or other assistance* (either individually or via a collective committee) directly resourced by chart strings in your department, as well as the name of the grant/assistance selection committee on which these individuals reside. You do not need to provide information on the recipients of these grants or assistance.

*For the purpose of this survey, grants or other assistance would be defined as scholarships, fellowships, internships, prizes, awards, and research grants, and grants for travel, study or other similar purposes.

Our expectation is that that any grants or assistance not directly resourced by your departmental chart strings, but transferred over (such as TGS travel grants or URGC awards) will be reported by the unit who is responsible for this funding, and therefore you should not need to provide information for these unless there are any direct financial commitments from areas within your department.

If you have no names to report please confirm.
NUFIN: Expense Signature Automation

Summary of Process Changes:

0 As of April 1, Weinberg employees will no longer have to print out and sign expense reports.
0 Preauthorization will be required for PI or Faculty-authorized expense.
0 New certification step in NUFinancials (Step 3) acts as electronic signature.
0 If a proxy enters an expense report, the individual being reimbursed receives an email with a link to review and certify (approve) in NUFinancials.
0 Expense Report Supervisor will also electronically sign the expense report in NUFinancials (Step 5) after it has routed through financial chart string workflow.
NUFIN: Expense Signature Automation

Updated Workflow:

1. PI / Faculty Expense Authorization (NEW, if applicable)
2. Employee or Proxy Creates Reimbursement
3. Employee Certification & Submission (NEW)
4. Chart String Approval (Level 1, 2, 3, as applicable)
5. Expense Supervisor (NEW)
6. ASRSP (if applicable)
7. Accounts Payable
NUFIN: Expense Signature Automation

Details of What’s Changing:

- Faculty / PI Expense Authorization (Step 1)
- Employee Certification & Submission (Step 3)
  - If you are submitting the expense report for yourself, a certification message appears at that time.
  - If you are submitting as proxy for someone else, the person being reimbursed will receive an e-mail (with link) that will indicate certification is needed.
- Expense Supervisor (Step 5)
  - Receives e-mail (with link) following financial workflow that will indicate approval is needed.
  - Can also rely on NUPortal inbox rather than individual e-mail notifications; departments with high volume may want to use e-mail filters.
NUFIN: Expense Signature Automation

WCAS Business Rules:

0 See handout for general dept chair / primary staff administrator roles.
0 Expense Supervisors will be assigned and maintained in FASIS. Departmental staff and chairs/directors will receive spreadsheets that detail all active employee records and designated expense supervisors in FASIS prior to the 4/1 go-live.
0 Initial data upload into FASIS will be done in early March.
0 Changes to expense supervisor can be made via FASIS lookup (for those with FASIS Admin access).
0 All other aspects of workflow remain unchanged (financial levels 1-2-3, prefix rules, 90 day, exception, chairs/directors).
NUFIN: Expense Signature Automation

Resources Now Available:
0 Expense Electronic Approvals – Employees (Job Aid)
0 Expense Electronic Approvals – Supervisors (Job Aid)
0 FMS807 Employee Expense Reports (Classroom Training)
0 Recorded Webinar: Expense Electronic Approvals
0 SC026 Report – Expense by Submission & Workflow Status (Enhanced)
0 SC031 Report – Expense Report Approval Summary (New)

Resources Coming in March:
0 FASIS Data Upload Confirmation
0 WCAS Policy, Process, & Data Maintenance Communications
0 WCAS Expense Report Quick Reference (updated)
Important Dates

Dean’s Office – Finance Office Hours

- Cognos Financial Reporting (General Ledger, Supply Chain)
- Thu, Mar 5, 2:30pm-4:30pm
- Future topic ideas welcome

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

- Spring: Tue, Apr 28, 2pm-3:50pm
- Summer: Tue, Jul 14, 2pm-3:50pm