

Arts & Sciences Accounting Services Meeting Minutes

July 10, 2013

Speakers

Laurie Textor
Assistant Dean for HR

Collette Wilshire
Assistant Dean for the Business Center

Ed Payne
Accounting Technician

Laura Yurco
Budget Analyst

HR Announcements

- InfoPorte training sessions will be held in August.
 - There are help videos online for reference
- Medical Leave Request Forms
 - The email address has changed to leave@unc.edu
 - Medical certification forms should be sent directly and not routed through the Dean's Office
- SPA Salary Increases
 - Only allowed for job change or if the person has temporarily filled a position
 - 10% or higher increase must be sent to the Board of Governors
- Healthcare Change: The enrollment period will change to run on a calendar year
- ASAC/HR Deadlines: Laurie Textor will send these out
- New HR Delivery Model: Laurie is on the HR Council and will send out, with the assistance of Lachonya Williams, the information she receives
- Service Awards: They will be available for pickup in 03 Howell Hall on July 26th in the afternoon
- ARP: We are not anticipating it but nothing has been decided for sure. More to come
- Moving/House Hunting for New Employees: To get reimbursed for house hunting you will now have to get a Vice Chancellor's signature
 - Collette Wilshire will follow up about getting the new form
- Manager Mentors: Look for emails or phone calls about mentoring a new manager

PeopleSoft Updates

- Cost Codes: There is a list attached of your cost code prefix that you can start using now in InfoPorte.
 - PeopleSoft will only pull 6 months of financial data so if you start using the cost codes now they will transfer
 - Contact Christian Lincoln with any questions about cost codes
- Mapping Tables: The Excel table will be sent out for you to filter your department out
 - "Fund Code" = SL number
 - Look at your new department ID (list attached)
 - Program codes will mainly default to 10000 but you can request your own codes from the Dean's Office if you desire
 - All faculty with funding will receive their own program code (set-up by the Dean's Office)
- Training: There will be five classroom classes available in the CAS that must be taken in order to get access to the specific systems in PeopleSoft. The classes include SOP/Check requests, Vendor Create, PO's/Receiving, Journal Entries and Salary distribution changes. The remaining classes will be CBT, webinar and hand-on training from central offices.
 - We need more trainers so contact Laura Yurco or Collette Wilshire if you are interested
 - There will be a meeting with trainers at the beginning of August
- <http://ccinfo.unc.edu> has webinars available right now. Please look at this site for updated information on the PeopleSoft project
- If you were unable to attend the Finance Town Hall on June 12, 2013, please take the time to visit <http://ccinfo.unc.edu> and watch the webinar which includes demonstrations for using the system

Finance Updates

- Grad Student Appointments: start August 17th
 - Submit them in EPAWeb to Ed Payne by August 10th but don't wait, you can start sending them in now
 - Include as much information as possible (course information, annualized salary) in the comments section
- Budget Updates:
 - Commitment transfers will be out in August
 - The fiscal year should officially close this weekend (July 14th)
 - Hold onto current NBX transactions until fiscal year is closed
 - Make sure you get in any EPA Web actions-the new deadline to payroll is the 15th of the month
 - Be sure to sign up for Davie training if you previously used Advise

Meeting Notes – 7-10-13

Infoporte Training Sessions are being arranged. Stay tuned for more information coming in August. There will be two trainings offered – one for HR and one for Finance. In the meantime, check out the training videos on-line through the on-line portal.

https://infoporte.unc.edu/home/help_videos.php?section_reset=true

o **Help Videos**

[Expand All](#) / [Collapse All](#)

Name

Infoporte – Overview

Curvita

Infoporte Accounts

Infoporte Faculty

Infoporte HR

Change in Delivery Process for Medical Leave Request Forms

Due to the high volume of medical leave requests being received, the Benefits unit is making a change to the email delivery process for medical leave requests. All forms for medical requests can still be received via email, mail or fax. However, **effective July 1, 2013**, all medical leave request forms, if emailed, should be submitted to leave@unc.edu.

The medical certification forms should not be coming from the school or division, because this is a violation of HIPAA, which protects the privacy of individually identifiable health information. The medical certification forms should **only** be coming directly from the employee and the doctor and they should **only** be faxed or mailed, not emailed. As a note, the Benefits mailing address is 104 Airport Drive, CB #1045 Chapel Hill, NC 27599; our fax number is 919-962-6010.

If you have questions, contact Angela Campbell, leave administration manager in Benefits, at 919-962-4289.

State Health Plan Year Change

The State Health Plan Board of Trustees approved a change in the benefit year to a calendar year (Jan. 1 – Dec. 31). To transition to the calendar year benefit period, the current benefit period will only last six months: July 1 – Dec. 31, 2013. As a result, employee deductibles and out-of-pocket maximums will be reduced by one-half during this shortened benefit period. The deductible and out-of-pocket maximums will reset to the full amounts when the new calendar year benefit period begins on Jan. 1, 2014.

For more information about the State Health Plan, please visit www.shpnc.org.

NEW PLAN OPTIONS FOR 2014: The State Health Plan has proposed new plan options that would be effective Jan. 1, 2014. The specific changes and premiums associated with the new options will be communicated this fall during a second annual enrollment period.

Online State Health Plan/NCFlex Enrollment Platform Change

Effective July 1, the State Health Plan of North Carolina (SHPNC) and NCFlex will share a single portal for benefit plan changes and enrollment. Faculty/Staff will log on to <http://unc.hrntouch.com/> to enroll, change and manage all of their NCFlex and State Health Plan benefits.

For assistance with NCFlex and SHPNC enrollment, contact the Benefitfocus Eligibility and Enrollment Support Center for enrollment assistance at 855-859-0966, Monday through Friday from 8 a.m. to 5 p.m., beginning July 1.

When accessing the site, it will prompt you for your UNC Onyen and password. Once the Onyen login credentials are accepted, you will be able to enroll and/or make all necessary changes inside this one portal.

Generally, there are three times when you can enroll in or may be able to change your benefits elections at the University:

- As a newly hired or newly eligible faculty or staff member
- After experiencing a qualified job or family status change
- Annual enrollment

You have a 30-day window from the date of your event (i.e. new hire, job or qualified family status change) to enroll, unless specified otherwise. It is to your advantage to enroll in each benefit plan as soon as you are eligible.

BENEFITS PLAN CONTACT LIST:

BENEFIT	VENDOR	CONTACT
State Health Plan and NCFlex Enrollment http://unc.hrntouch.com/	Benefitfocus Enrollment System Starting July 1, 2013	1-855-859-0966
NCFlex Enrollment until 6/30/13 www.ncflexonline.org	Aon Hewitt Enrollment System – Ended June 30, 2013	1-888-860-6118
NCFlex benefits information, claim forms and certificates	NCFlex Information	www.ncflex.org
Flexible Spending Accounts and Health Care Debit Card	P&A Group	1-866-916-3475
Dental	United Concordia	1-800-291-8039
Vision	Superior Vision	1-800-507-3800
Critical Illness	MetLife Insurance	1-800-438-6388

Voluntary Group Term Life	ING	1-877-464-5111
Cancer/Specified Disease	Allstate Benefits	1-866-232-1517
Core AD&D, Voluntary AD&D	A.C. Newman & Company	1-800-257-0930

Non-Faculty Salary Increase Interim Guidelines (Pending State Budget)

Overview

I write to provide an update to my memo dated June 12, 2013, regarding the "Temporary Freeze on SPA and EPA Non-Faculty Salary Increases with Planned 7/1/2013 Effective Dates or Later." While a State budget has not yet been approved by the General Assembly, a continuing budget resolution has been enacted to enable State operations to continue without interruption. This resolution resulted in the issuance of interim salary increase guidelines by the Office of State Personnel (OSP) and UNC General Administration (GA) until a new State budget for Fiscal Year 2013/2014 is adopted. The following new guidelines are effective immediately and supersede the guidance in my previous memo.

SPA Salary Increases

Salary increases for SPA permanent and non-student temporary employees, with a 7/1 or later effective date, are permissible **only** under the following specific circumstances:

- Promotion due to job change.
- Acting pay when an individual is formally performing the duties of a vacant position on a temporary basis (e.g., interim/acting appointment), pending the position being permanently filled. *Note: Added compensation is not permitted for performing additional duties, unless the individual actually assumed all of the duties of the vacant position.*
- US DOL prevailing wage adjustments, as mandated by federal law.
- Adjustments to reflect straight FTE changes, with no change in annualized compensation.

The following are additional important notes related to SPA increases:

- These interim guidelines do **not** permit increases based on additional duties, retention, reclassification, market, equity, or employee competency assessment (ECA), *regardless of funding source.*
- Salary adjustments for enrolled student employees (e.g., student assistants) are **not** presently restricted.

EPA Non-Faculty Salary Increases

Salary increases for EPA Non-Faculty permanent and non-student temporary employees, with a 7/1 or later effective date, are permissible **only** under the following specific circumstances:

- Job changes due to competitive recruitment or waiver of recruitment, as long as the new position requires higher-level duties.
- Acting pay when an individual is formally performing the duties of a vacant position on a temporary basis (e.g., interim/acting appointment), pending the position being permanently filled. *Note: Added compensation is not permitted for performing additional duties, unless the individual actually assumed all of the duties of the vacant position.*

- US DOL prevailing wage adjustments as mandated by federal law.
- Overload pay for teaching classes for secondary adjunct faculty or academic advising appointments.
- Adjustments to reflect straight FTE changes, with no change in annualized compensation.
- Experience-based adjustments for postdocs on federal grants that must be accomplished at the time of reappointment and are not permitted to be delayed until a later date per *federal guidelines*.

The following are additional important notes related to EPA Non-Faculty increases:

- These interim guidelines do **not** permit increases based on additional duties, retention, reclassification from SPA to EPA status, market, or equity, *regardless of funding source*.
- All other new salary supplements or lump sum payments (overload) for additional duties are **not** presently permitted, except in the specific circumstances noted above.
- Salary adjustments for student employees are **not** presently restricted. *Note: Reminder – fellows and postdocs are not enrolled students.*

Special 10 Percent Pre-Approval Requirements

Any permissible salary increase or supplemental pay for an SPA or EPA Non-Faculty permanent employee will require GA pre-approval if the cumulative amount of all such increases fiscal year-to-date is 10 percent or higher of the employee's June 30 annual base salary. OHR will provide the required pre-approval for any *temporary* employee salary increase exceeding this threshold.

- The above pre-approvals will also be required for individuals presently employed by other State agencies or UNC campuses and newly hired into a position at UNC-Chapel Hill with an increase from their current base salary.
- For an EPA Non-Faculty action, this GA pre-approval is in addition to any required Board of Trustees (BOT) approval under our normal procedures.
- For SPA actions, the GA pre-approval would replace any OSP approval, which is normally required for increases of 20 percent or greater.

The following process is being instituted to comply with these new GA pre-approval mandates:

- EPA Non-Faculty salary increase requests, regardless of percentage amount, should be documented on the [FY 2013/14 Non Faculty Salary Adjustment/Supplement Form](#). This form, in Microsoft Excel format, should be emailed to the EPA Non-Faculty HR unit at epanfsalaryrequest@unc.edu.
- SPA promotional hire salary increase requests, regardless of percentage amount, should continue to be documented on the [PeopleAdmin Selection and Hiring Worksheet](#) and attached in the PeopleAdmin system. Requests where the cumulative fiscal year-to-date increase amount is 10 percent or higher must **also** have the [FY 2013/14 Non Faculty Salary Adjustment/Supplement Form](#) completed. This form, in Microsoft Excel format, must be separately emailed to your OHR Employment and Staffing Consultant.
- All other types of SPA salary increase requests (e.g., FTE changes, prevailing wage, etc.), regardless of percentage amount, should be documented on the [SPA Salary Recommendation Form](#) and sent to your OHR Classification and Compensation Consultant. Requests where the cumulative fiscal year-to-date increase amount is 10 percent or higher must **also** have the [FY 2013/14 Non Faculty Salary Adjustment/Supplement Form](#) completed. This form, in Microsoft Excel format, must be emailed to your OHR Classification and Compensation Consultant.

Specific submission deadlines for the 10 percent or higher cumulative increases for *permanent* SPA and EPA Non-Faculty employees have been established in order to meet GA timelines; increases for *temporary* employees may be submitted in accord with normal payroll processing deadlines.

Departments are asked **not to communicate** an increase to an employee or enter actions into our HR systems until after OHR confirms the necessary approvals are completed. Please consult the following web links for the submission deadlines and forms referenced above.

- 10 Percent and Higher Salary Increase Request Submission Deadlines: http://hr.unc.edu/files/2013/07/NF_salary_subcalendar.pdf
- FY 2013/14 Non Faculty Salary Adjustment/Supplement Form: http://hr.unc.edu/files/2013/07/NF_salary_adjform.xlsx
- PeopleAdmin Selection and Hiring Worksheet: <http://hr.unc.edu/files/2013/02/PeopleAdmin-Selection-and-Hiring-Worksheet.doc>
- SPA Salary Recommendation Form: <http://hr.unc.edu/files/2012/11/SRF-eff-0712.doc>

Conclusion

This memo is being distributed to all School/Division HR Officers for communication and implementation within their areas of responsibility. We anticipate that there will be changes to the salary increase guidelines once a new State budget is enacted. We will continue to keep you informed of further developments as we receive additional guidance from GA and OSP.

All questions should be directed to School/Division HR Officers, who in turn may contact OHR as needed for assistance. Thank you for your cooperation in ensuring our campus complies with these new State mandates.

Faculty Salary Increase Interim Guidelines

Late yesterday afternoon our office received additional guidance on processing faculty salary increase requests from General Administration (GA). GA indicated that this guidance is to replace the information they provided last week in their July 2, 2013 memorandum which I shared with you. They note that the changes are in response to revisions made by the Office of State Budget and Management. They do understand this information is significantly different from what they provided last week, however, all campuses are required to comply.

The key changes to note are:

1. The University may proceed with salary adjustments that were offered in June, for individuals who applied for and accepted another University job. This falls under the category of promotions. GA understands the practical matter that these current employees accepted the new job offer in good faith and have already resigned their current positions. These offers also pre-date the 10% salary process and were approved under the 2012-13 policies.
2. All other salary matters will fall under the presumed 10% process currently articulated in both versions of the budget bill.

3. Reclassifications, banding changes, retention, contractual obligations, and any other type of salary adjustment for an individual who is not changing jobs, are deemed to be frozen at this time.
4. Changes in faculty rank (that result in less than 10% salary changes) may proceed.
5. Summer School additional teaching assignments are not subject to these restrictions.
6. FTE adjustments, such as when a faculty member changes from a 9 month to a 12 month assignment and for which the salary adjustment is only due to the formulaic change for the additional 3 months, are not subject to these restrictions.
7. Department Chair and other such stipends or supplements that are less than 10%, and were not otherwise already handled as June 2013 actions, are not subject to these restrictions. This is because the individual has accepted a promotion to a new job assignment. For supplement requests for 10% and higher, please note the information in number 8 below.
8. All University requests for EPA faculty promotion exceptions for 10% and higher (including competitive events), that were not otherwise handled in the June actions, must go through GA to the Board of Governors for pre-approval. At this point, GA cannot guarantee effective dates.

The updated FY 2013/14 Recommendation for Faculty and Non Faculty Salary Adjustment/Supplement Form can be found at http://hr.unc.edu/files/2013/07/NF_salary_adjform.xlsx.

Graduate Student Health Improvement Plan

The Graduate Student Health Insurance Program (GSHIP) has been updated and is scheduled to open July 19 for 2013-14 enrollment. Please refer to the GSHIP policy and procedures (Policy 1112) located in the [Finance Division Policies and Procedures Manual](#), as well as the July 8, 2013, memo located at [this link](#), and the training manual available on the Finance Training webpages under the [Insurance section](#) for more information.

Note: The plan year has changed to a beginning date of August 1 instead of August 15.

If you have any questions, please contact Tin Lay Nwe at 843-8965, nwes@email.unc.edu or me at 962-1601, emily_coble@unc.edu.

Note: This memo is also being sent to University Business Managers and Deans, Directors and Department Chairs.

Transition in HR Delivery Model

- How does this mesh with the HR reorg already happening in the College?
 - The newly formed HR Council assigns a Chief HR representative from the College charged with communicating to the former HR Facilitators. This doesn't impact the operations in the College.
- How will the kind of info that used to be distributed on the HRfac listserv and meetings reach people in departments?
 - You will be receiving the messages sent from HR to the College on one of our listservs. Lachonya or I will be sending these notifications out when news comes available. You may be instructed to forward some information to appropriate individuals in your departments.
- Will we (wholly or partially) cease to interact directly with central HR?
 - Most communication you have now on HR related issues should start with your College's Chief HR Officer (Laurie). She will take things forward to OHR as appropriate and help you navigate issues. You will still have contact with OHR, but the preference is for you to contact the CAS HR office first.
- Who will these "HR representatives" be for the College?
 - Chief HR Officer – CAS – Laurie Textor, Assistant Dean for HR
 - Deputy Chief HR Officer – CAS – Lachonya Williams, Associate Director

Finance Monthly Campus Update

May 2013 Summary

A Tool for Communicating with Your School/Department

Chartfield strings: What now?

Considerable time was spent on mapping tables, but how can they be used to determine your new chartfield string? How can the tables be a resource when using the system?

The mapping tables can be used to look up your new department number or another department number. The tables contain complete populations of account, object and department numbers and their PeopleSoft equivalents. But, if you don't want to view all the data at once, there are multiple ways to filter the tables:

- FRS department to PeopleSoft department
- FRS object code to PeopleSoft account
- FRS account to PeopleSoft chartfield string

The first step to understanding how the mapping tables can be used with the system is to see the actual tables. MOU leads should begin to share mapping tables with staff. Leads should also begin sharing the department/school's business process strategy for January 2014 and beyond.

Next Finance Town Hall

The next ConnectCarolina Finance Town Hall will be held at **3 p.m. Wednesday, June 12, in the Genome Sciences Building, room G-100.**

Because of the timing of the Town Hall, there will not be a Finance Campus Working Group meeting in June.

The screenshot shows the 'Tree Manager' window for UNCGA. It displays metadata such as 'SetID: UNCGA', 'Last Audit: Valid Tree', 'Effective Date: 01/01/2001', 'Status: Active', and 'Tree Name: GA_KK_ACCT_ST'. Below this, there are navigation links like 'Save As', 'Close', 'Tree Definition', 'Display Options', and 'Print Format'. The main area shows a hierarchical tree structure with the path '000000 > 500000 > PERSNL > 516200'. The tree includes nodes for 'ALL ACCOUNTS', 'ALL EXPENSES BUDGET', 'PERSONNEL COST(BUDGET)', and several specific salary and overtime budget items.

Above is an example of an account tree for UNCGA.

PeopleSoft trees

Trees allow the user to group and organize data in a meaningful format, and provide a single place where changes/updates can be automatically applied throughout the system.

They were custom-built by the business analysts to meet organizational and reporting requirements.

A similar capability to trees exists now in FRS, and are referred to as roll-up accounts. Roll-up accounts in FRS can only be used for reporting; but ConnectCarolina trees will offer a lot more functionality.

Trees are used for budgeting, reporting, security, summarizing data, chart of accounts and combination edits.

Among their advantages are:

- Providing the system with a single place to look for summarization rules, so users can define a rule once and use it throughout the system.
- Making it easier to select and update values, especially when values are in a range.
- Presenting summarization rules visually so the user can see how values relate to each other.

Testing update

Cycle I of Systems Integration Testing (SIT), which tests end-to-end processes, begins today. SIT determines if software operates properly as each subprocess is added, end-to-end. It determines if day-to-day users can complete daily work within the system and ensures that all business functions and processes execute properly. Cycle I of SIT continues through late June. Subsequent cycles will continue through October.

ConnectCarolina Glossary

A monthly list of useful terms

Cash Basis Accounting

A system of accounting in which transactions are recorded and revenues and expenses are recognized only when cash is received or paid. FRS is cash-based.

Accrual Basis Accounting

A system of accounting in which revenues and expenses are recorded as they are earned and incurred, not necessarily when cash is received or paid. PeopleSoft is accrual-based.

Configuration

To set up PeopleSoft to work with our business processes, we make hundreds of choices to specify how we want PeopleSoft to work, and we load it with UNC-specific information such as our pay periods, our employee classifications, and so on. This process is called “configuration.”

Finance Business Analysts and Roles

- Becky Arnold — Finance Functional Lead
- Robin Burke — Budgeting and Commitment Control
- A.J. Hafele — General Ledger and Banking
- Melaina Hall — Accounts Payable and Purchase Orders
- Leigh Son Hing — Non-OSR Accounts Receivable Billing (consultant BA)
- LaToya Horton — All Grants, Contracts, OSR, Billing, Accounts Receivable, and Projects
- Cathi James — General Ledger (All)
- Steve Kenny — Generalist working on Trees, Allocations and Budgeting
- Mark Kozel — Reporting, Security and Workflow
- Wendy Riley — Commitment Accounting and Reporting
- Erik Siradas — Campus Solutions Interface and University Deposits
- Robert Vickery — General Ledger Accountant and Conversion
- Sandi Worrell — eProcurement and Asset Management

Communications update

ConnectCarolina website

The project website, ccinfo.unc.edu, is updated daily, and includes news, recorded webinars, FAQs, glossary, key changes (including 101 documents), a link to the YouTube channel and a countdown clock.

More items will come soon, including a dynamic project timeline and more videos.

Also, be sure to sign up for the biweekly ConnectCarolina newsletter, an update on project news and activities.

Meetings with deans

Project leaders are meeting with individual school-level deans across campus, leaving behind a packet of information that includes:

- Quick Facts and 101 documents
- List of reps from that school on Campus Working Groups and Training Implementation Partners (TIPs)/trainers

Contact Debra Beller for your school's meeting date.

End-of-year expectations communications

A communication was recently sent to campus management regarding expectations around go-live. A January 2014 go-live means a lot of activity from October 2013 to February 2014. Note that TIPs and Trainers are mentioned as key contact points for coordination of project impacts in your schools.

Other sources of communications

- SharePoint – resource for Campus Working Groups and TIPs/Trainers (not for everyone on campus)
- Communications Advisory Group forming with campus representatives
- Town Halls (quarterly)
- Outreach events being planned for the fall

Expect the quantity and frequency of communications to increase as we countdown to go-live.

Training update

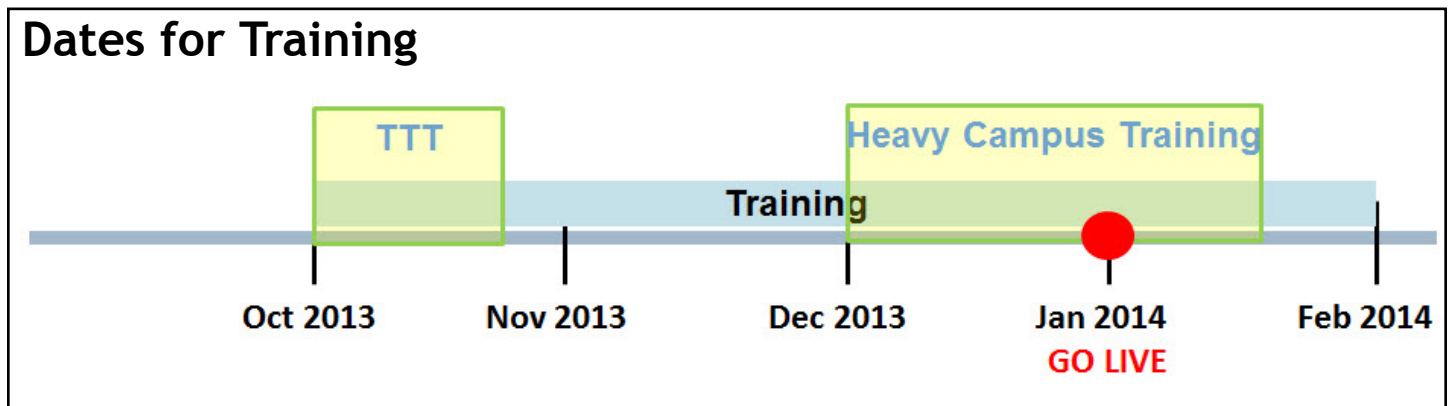
The change management team has a goal to publish a training schedule in July, but to accomplish that, the team needs more accurate numbers for who need training. As a starting point, the team has access to a database of users who have access to FRS, but the database only lists users who have access to: *ePro small order process, ePro vendor catalogs, FRS Financials, FRS AP and FRS Purchasing.*

To fill in the remaining blanks, the training team will provide MOU leads and business managers with a list of users in their departments, so that they can survey their users. The list will also be used to gather information needed for giving security access to PeopleSoft. Since there will be turnover between now and go-live, the list will need to be revisited periodically.

Next steps

The change management team does not have a final training schedule, but we have some details to help with planning vacations around the holidays.

- No project-led training will be held Nov. 25-29 or Dec. 23, 2013-Jan. 1, 2014.
- The train-the-trainer courses will be held the first few weeks of October.
- Most project-delivered training will be held during December and the first two weeks of January.



College of Arts & Sciences Cost Code Prefixes

Division	Department Name	Pre-fix
SS	African & Afro American Studies	CAA
IS	Study Abroad	CAB
UE	Academic Advising	CAC
SS	Aerospace Studies	CAE
IS	African Studies Center	CAF
HM	Arts & Humanities, Inst. of (IAH)	CAH
SS	Asian Studies	CAI
HM	American Studies	CAM
SS	Anthropology	CAN
SS	Archaeology, Curr. and Research Labs of	CAR
HM	Study of the American South, Center for the	CAS
FA	Art	CAT
NS	Biology	CBI
IS	Carolina Asia Center	CCA
NS	Chemistry	CCH
HM	Classics	CCL
NS	Computer Science	CCO
SS	City & Regional Planning	CCR
HM	Communication Studies	CCS
FA	Dramatic Art	CDA
DO	Dean's Office	CDO
SS	Economics	CEC
IS	Slavic, Eurasian & East European Studies, Ctr.	CEE
HM	English & Comparative Literature	CEN
IS	European Studies, Ctr.	CES
NS	Environment & Ecology	CEV
NS	Exercise & Sport Sciences	CEX
DO	A&S Foundation	CFO
IS	Global Education	CGE
NS	Geological Sciences	CGL
SS	Geography	CGO
HM	Germanic & Slavic Languages & Literatures	CGR
IS	Global Studies	CGS
HM	Humanities & Human Values	CHH
SS	History	CHI
UE	Distinguished Scholarships & Honors	CHO
UE	Learning Center (LD/ADHD)	CLC
HM	Linguistics	CLI
NS	Mathematics	CMA
SS	Military Science	CMI
IS	Middle East and Muslim Civilizations, Ctr	CMM
NS	Marine Sciences	CMS

College of Arts & Sciences Cost Code Prefixes

Division	Department Name	Pre-fix
FA	Music	CMU
SS	Naval Science	CNS
DO	OASIS	COA
NS	Physics & Astronomy	CPA
HM	Philosophy	CPH
FA	Playmakers	CPM
SS	Public Policy	CPP
SS	Political Science	CPS
SS	Peace, War, and Defense	CPW
NS	Psychology	CPY
UE	Undergrad Research	CRE
HM	Romance Languages	CRL
UE	Robertson Scholars	CRO
HM	Religious Studies	CRS
IS	Institute for the Study of the Americas	CSA
NS	CASE	CSE
SS	Sociology	CSO
UE	Student Success and Academic Counseling, Cntr.	CSS
NS	Statistics and Operations Research	CST
UE	First Year Seminars, Undergrad Curricula & Undergrad Educati	CUE
SS	Urban & Regional Studies	CUR
UE	Writing Center	CWC
HM	Women's Studies	CWS

Type	Old Dept Number	New Dept Number	Department Name
			Dean's Office 3000-00 to 3019-00
A&S	3201	300100	Dean's Office - Arts & Sciences
A&S	3201	300101	Arts & Sciences Foundation
A&S	3201	300102	Business Cluster
A&S	3231	301000	OASIS - (Info Systems)
			Undergraduate Education 3020-00 to 3039-00
UE	3120	302100	Academic Advising
UE	3203	302200	Honors
UE	3203	302201	Distinguished Scholarships
UE	3203	302202	Winston House
UE	3203	302203	Honors Study Abroad Burch Program
UE	3224	302300	Robertson Scholars
UE	3214	302400	Center for Student Success & Academic Counseling
UE	3235	302401	Learning Center
UE	3234	302402	Writing Center
UE	3234	302404	Summer Bridge
UE	3219	302500	Undergraduate Education
UE	3219	302501	Undergraduate Curricula
UE	3219	302502	First Year Seminars
UE	3219	302503	Student Retention
UE	3236	302600	Office for Undergraduate Research
			Fine Arts 3100-00 to 3109-00
Dept	3204	310100	Art
Dept	3207	310200	Dramatic Art
Prog	8915	310201	PlayMakers
Dept	3212	310300	Music
			Humanities 3110-00 to 3129-00
Dept	3226	311100	American Studies
Prog	3211	311200	Institute of Arts & Humanities
Dept	3220	311300	Classics
Dept	3215	311400	Communication Studies
Dept	3215	311401	Writing for the Screen and Stage
Dept	3225	311500	English & Comparative Literature
Dept	3229	311600	Germanic & Slavic Languages & Literatures
Prog	3229	311601	Jewish Studies
Prog	3221	311700	Humanities & Human Values
Dept	3228	311800	Linguistics
Dept	3238	311900	Philosophy
Dept	3241	312000	Religious Studies
Dept	3244	312100	Romance Languages
Prog	3145	312200	Center for the Study of the American South
Dept	3283	312300	Women's and Gender Studies
			Global Programs 3130-00 to 3149-00
Prog	3239	313100	African Studies Center
Prog	3237	313200	Carolina Asia Center
Crlm	3216	313300	European Studies Center
A&S	3261	313400	Global Education
Crlm	3135	313500	Global Studies
Prog	3240	313600	Middle East & Muslim Civilizations Center
Prog	3249	313700	Slavic, Eurasian & East European Studies Center
Prog	3266	313800	Study Abroad
Crlm	3251	313900	Institute for the Study of the Americas
			Social Sciences 3150-00 to 3179-00
Dept	3297	315100	Aerospace Studies
Dept	3287	315200	African, African American & Diaspora Studies
Dept	3284	315300	Anthropology
Crlm	3286	315400	Archaeology
Dept	3252	315500	Asian Studies
Dept	3288	315600	City & Regional Planning
Dept	3289	315700	Economics
Dept	3289	315701	Minor in Entrepreneurship
Dept	3290	315800	Geography
Dept	3291	315900	History
Dept	3291	315901	Sexuality Studies
Dept	3291	315902	Medieval & Early Modern Studies
Dept	3256	316000	Military Science
Dept	3298	316100	Naval Science
Crlm	3206	316200	Peace, War & Defense
Dept	3294	316300	Political Science
Dept	3279	316400	Public Policy
Dept	3296	316500	Sociology
Prog	5215	316600	Urban & Regional Studies
Prog	5215	316601	Center for Community Capital
			Natural Sciences 3180-00 to 3199-00
Crlm	3232	318100	Applied Physical Sciences
Dept	3267	318200	Biology
Dept	3265	318300	Chemistry
Dept	3276	318400	Computer Science
Crlm	3264	318500	Environment & Ecology
Dept	3292	318600	Exercise & Sport Sciences
Dept	3268	318700	Geological Sciences
Dept	3262	318800	Marine Sciences
Dept	3282	318900	Mathematics
Dept	3270	319000	Physics & Astronomy
Dept	3258	319100	Psychology
Dept	3278	319200	Statistics & Operations Research
Dept	3275	319300	Biomedical Engineering - Undergrad