

# Arts & Sciences Managers' Meeting Minutes

## March 11, 2015

### Speakers

Collette Wilshire  
*Assistant Dean, Business Center*

Lachonya Williams  
*Assistant Dean, Human Resources*

Laura Yurco  
*Assistant Dean, Finance*

### Finance Announcements

#### **Travel Policy Update:**

Procedure for reimbursing traveler for registration expenses prior to a trip has changed.

- If a traveler chooses to pay for conference registration with their own monies, Travel Services may issue the amount as a Travel Advance to reimburse the cost only if there is a justification in the Notepad section, providing the reason the travel paid for the registration instead of following the preferred procedure of requesting the University to issue registration payment to the conference vendor directly.
- If an exception is granted, the preparer will need to include the registration fee in the reimbursement details of the Travel Reimbursement document in order to settle/reconcile the travel advance. If the payment is used directly to the conference vendor, the amount does not need to be included in the reimbursement request.
- Please speak with your faculty about the changes in travel policy and make sure they know how to plan for conferences according to the new travel policy.

#### **Student Payrolls:**

- Check for students who may have been double paid in January and February (this was noticed by one of our departmental managers). This does not appear to be widespread and may be connected to students who have two jobs and have the same effective date for both jobs. This is also not being seen for anyone other than grad students. A remedy ticket has been submitted in the cases this has come up, but there is currently no solution. If you see this issue please bring it to your HR Consultant's attention and submit a remedy ticket.

**OSR Change in Access:** In response to one of the concerns raised at the last managers meeting OSR has made the Billing tab in RAMSeS available.

**Journal Entries:** There are some journal entries receiving chartfield errors due to an error in the original transaction. A remedy ticket is required to fix this error because it is the original transaction that is wrong, not the journal entry.

### **User Groups & Webinars:**

- User Group: The next user group meeting for Finance is the Budget Balances and Errors group on March 20<sup>th</sup> from 11am to 12pm at the Genome Sciences Building (room G100).
- Cash Advance Procedure Webinar: There will be a Cash Advance Procedure Webinar on March 17<sup>th</sup> from 12pm to 1pm.
- All information on user groups, trainings, and webinars can be found at <http://ccinfo.unc.edu>.

### **ARP:**

- ARP funds have been allocated to departments.
- Temp allocations are in the process of being completed, delayed due to conversions with the new system.
- If there are any outstanding allocations or other issues that have not been addressed, please contact your budget analyst.

**Distribution Issues:** One of the managers in the College noticed that ConnectCarolina was automatically changing salary distributions when an employee was paid from more than one source. The salary itself was correct, however the distribution between sources was incorrect. The Central offices tested a fix for this issue and posted current and retro fixes on 3/14 and 3/15. Fixes should show in Infoporte per person, per pay period. A solution for making retro fund swaps outside of ConnectCarolina is being rolled out the week of March 16<sup>th</sup>; they are going to route for approval the same way as current fund swaps, but in a different system.

**Budget Justification:** Within the temporary retro tool OSR will not be requiring a Letter of Justification as normally required, but there will be a means of providing justification, without obtaining PI and department chair signatures, via a drop down menu.

**Retention Letters:** Please be sure that copies of signed retention letters are sent to the Senior Associate Deans and Laura Yurco upon acceptance.

**Lapsed Salary:** Early April is the targeted release date for year-end reports, including the BMS. If there's information regarding salary savings, currently the only solution is to pull all of the transactions and create a pivot table on the actuals vs budget and use that difference to create funding swaps. If you calculate in this manner please attach it as documentation on the budget transfers.

## **HR Announcements**

**Last Pay Checks:** Employees' last pay checks will now be direct deposit, rather than a paper check to be picked up at the AOB. This includes employees who are retiring.

**LawLogix Training for Existing Users:** We've been notified by central office that there are users with LawLogix access who have not completed their training. All

users with access have completed some, but not all, of the required CBTs. Please verify completion of LawLogix training with users in your department.

**Expected Job End Date:** Expected job end date should be the day after their last day (example: an employee leaving on June 30 would have a July 1 end date). The date of termination may be on or before the expected job end date, but not after.

**Effective Date of Lump Sum Payment:** It is being recommended that lump sum payments be on the first day of the pay period being processed. The dates of work should reflect actual dates of work (example: a lump sum payment for work from 3/10 to 3/15 would have an effective date of 3/1).

**Data Entry Cutoff/Payroll Lockout:** Even though you may be able to enter data after cutoff, but before lockout that does not mean that the individuals will be paid (even if executed). Please be sure to meet the deadlines to ensure proper payments.

**Mobile Communication Device (MCD) Payments:** MCD payments will now be processed as lump sum payments. Please route these forms through your HR Specialist to process the lump sum payments. Retroactive payments for MCD will not be approved.

**Dossier Deadline:** The deadline for the upcoming consideration for promotion to senior lecturer or teaching professor is March 20<sup>th</sup>. Please send to Janet and Teresa via Infoporte. Requirements for dossiers are included in the Chair's Manual.

**Faculty Searches:** Please be sure to send signed offer letters to your SAD and to Lachonya.

## Reporting Demonstration

### **College Annual Report: Stewardship**

- The stewardship piece is used by the Foundation to write letters to donors to thank them for funding and share with them all of the wonderful things we have done with the money so it's very important we provide them with detailed information.
- The College Annual Report may be accessed at the following web address on the College Intranet:  
<https://collegeintranet.web.unc.edu/resources/cas-reporting-systems/>
- Navigate to the "Fund" tab and select "Stewardship"
- Select your department to view the stewardship information for the funds in your department (if you have a sub-department and may have questions about it, please contact Laura or your Budget Analyst)
  - Click "Add Recipient" to enter who received the funds (i.e. a faculty member or student) and what the funds were used for
  - Click "Add Activity" to enter what was done with the funds for that year if the funds were not given to a specific person but funded an event, such as a lecture series

**Permanent (Future) State Budget:** A step-by-step guide is provided at the end of the minutes on how to view this information (demonstrated during the manager's meeting).

## Hughes, Matt

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**From:** Yurco, Laura  
**Sent:** Friday, March 13, 2015 12:03 PM  
**To:** CAS\_as Mgrs  
**Cc:** CAS\_as DDD  
**Subject:** Annual Report Open for Stewardship  
**Attachments:** Stewardship-Adding Activity\_Recipient.pdf

*This message is being sent to all Managers in the College of Arts & Sciences with a copy to Chairs, Directors and Deans.*

It's time to provide information for our online annual report, which includes reporting by faculty on their activities for the year, the department's summary of those faculty reports and the annual stewardship reporting on private support that your department receives. You have until **Friday, March 27th** to steward your private funds by adding recipients and activities to the Annual Report system. You have until May 11<sup>th</sup> to add activities for your private funds. Please let us know if you have any questions.

The online system is now open for the 14/15 reporting year for chairs, directors, and managers at <https://car.oasis.unc.edu/car>. The remainder of this email includes action items with deadlines and a section on frequently asked questions. Also please refer to the attachment for screenshots of adding activities and sample wording to recipients.

### To Do Items and Deadlines:

1. If you plan to add your own questions to the annual report system, this should be done by 5pm Friday, March 27th.
2. If some of the private funds that you steward were allocated to specific individuals, add those recipients to the system by March 27th, so that the Stewardship tab appears in the faculty member's annual report. (This will avoid asking the faculty to enter the system twice to complete their annual report information). The deadline of March 27th for adding recipients includes adding students who may have benefited from your private funds.
3. The annual report system will open to all faculty on Monday, March 30th, with a deadline of Monday, April 27<sup>th</sup>. The Dean's Office will send a separate message to all faculty.
4. The deadline for completing all stewardship activities and your departmental annual report summary is Monday, May 11<sup>th</sup>

#	Deadline	Action Item	Location	Responsible Person
1	Friday, March 27 <sup>th</sup> (5pm)	Add Recipients to Funds	Unit-Stewardship	Manager or Designee
2	Friday, March 27 <sup>th</sup> (5pm)	Add Questions for Unit	Admin-Pages & Questions	Chair/Manager
3	Monday, April 27th (system opens March 30 <sup>th</sup> )	Faculty Complete Annual Report	Entry page at Login	Faculty
4	Monday, May 11 <sup>th</sup>	Add Activities to Funds	Unit-Stewardship	Manager or Designee

5	Monday, May 11 <sup>th</sup>	Complete Departmental Annual Report Summary	Entry page at Login	Chair/Manager
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**Frequently Asked Questions:**

1. How do I learn to use the annual report system?

- Please refer to the manager help tab for instructions and information on each section of the annual report.
- If you have additional questions about the Stewardship section, the process to complete it, or the funds included in this section, please contact the Arts and Sciences Foundation: Del Helton, [del.helton@unc.edu](mailto:del.helton@unc.edu) 962-8216 or Joanna Cardwell, [Joanna.cardwell@unc.edu](mailto:Joanna.cardwell@unc.edu) 962-8342 or Tiffiana Elmore, [tiffiana.elmore@unc.edu](mailto:tiffiana.elmore@unc.edu), 962-6123
- If you have additional questions about the faculty activities or departmental summary sections, please contact Wendy Riley, Sabrina Flowers or Laura Yurco in the Dean's Office.
- If you have technical difficulties with the annual report, please submit a remedy ticket to OASIS at the following website: <http://oasis.unc.edu/remedy/>.

2. Do faculty really need to meet the April 27th deadline? Can they request an extension?

- The purpose of the faculty deadline is to make sure all faculty have completed their annual report submissions before the end of the academic year (when many leave) so that you will have time to complete the unit portion before May 1<sup>st</sup>. As you know, you need the faculty to complete their portion before you can complete the unit portion. If your faculty need extra time to complete their portion of the Annual Report, you have the option to extend their deadline, so long as you catch them before they leave town and leave yourself enough time to complete the unit portion by May 11<sup>th</sup>.

3. How are joint faculty handled in the annual report system?

- The affiliation feature now allows administrative managers to affiliate faculty into your unit, rather than asking the faculty to make the affiliation (generally this will only be used for joint faculty).

4. How do we know if faculty have completed their annual report?

- The status section indicates whether the faculty member has 'not logged in' or shows 'in progress' if they have logged in. There is also an option for faculty to indicate that their report is completed.

Contact us with your questions, anytime.

Thanks,  
Laura

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# Did you know..

Looking for your permanent future year state budget? This is how you can find it.

## \* Permanent State Future Year Budget \*

Choose State

Choose 2015 FY

Select 2016 BY

Dept Accounting
Financial Reporting
Financial Request
Budget Process
Other Reports

Ledger Rollup
OSR Ledger Rollup
Transactions
GL Transactions
Grant Profile
Soft Encumbrances
Cost Codes

Ledger: STATE ↔

Fiscal Year: 2015 ↔

Budget Period: 2016 ↔

Acct Period: (show all) ↔

Dept ID: L5\_0257: Anthropology ↔

Fund: ↔

Source: ↔

Program: Program ↔

Make sure Program box is blue.

\*Toggle buttons to exclude/include optional fields for rollup groupings.

[Bus Unit: UNCCH - Fund: 20101 - Source: 12001 - Department: 315300 - Program: 10000](#) ↔ Operational State Budget

Account	Budget	Pre-Encumbered	Encumbered	Actuals YTD	Available Balance	Budget MTD	Actuals MTD
<a href="#">511100 EPA Non Teach Budget</a>	37,500.00	0.00	0.00	0.00		0.00	0.00
Subtotal 511100 EPA Non Teach Budget	37,500.00	0.00	0.00	0.00	37,500.00	0.00	0.00
<a href="#">512100 SPA Regular Salaries Budget</a>	118,715.00	0.00	0.00	0.00		0.00	0.00
Subtotal 512100 SPA Regular Salaries Budget	118,715.00	0.00	0.00	0.00	118,715.00	0.00	0.00
<a href="#">513100 EPA Teach Budget</a>	2,022,364.00	0.00	0.00	0.00		0.00	0.00
Subtotal 513100 EPA Teach Budget	2,022,364.00	0.00	0.00	0.00	2,022,364.00	0.00	0.00
<a href="#">520000 Purchased Services Budget</a>	12,089.00	0.00	0.00	0.00		0.00	0.00
Subtotal 520000 Purchased Services Budget	12,089.00	0.00	0.00	0.00	12,089.00	0.00	0.00
Expense Totals	2,190,668.00	0.00	0.00	0.00	2,190,668.00	0.00	0.00

[Bus Unit: UNCCH - Fund: 20101 - Source: 12001 - Department: 315300 - Program: C1302](#) ↔ Instructional State Budget

Account	Budget	Pre-Encumbered	Encumbered	Actuals YTD	Available Balance	Budget MTD	Actuals MTD
<a href="#">513100 EPA Teach Budget</a>	435,295.00	0.00	0.00	0.00		0.00	0.00
Subtotal 513100 EPA Teach Budget	435,295.00	0.00	0.00	0.00	435,295.00	0.00	0.00
Expense Totals	435,295.00	0.00	0.00	0.00	435,295.00	0.00	0.00