

Finance Announcements - 2/14/2018

OSR Services - Betty Morgan, Team 2 (CAS) OSR Research Administration Manager

OSR Staff Assigned to CAS:

TEAM 2 (A&S)

Betty Morgan	Research Administration Manager	Betty_Satterfield@unc.edu	919-962-3397
Christie Harris	Sponsored Projects Specialist	christie_harris@email.unc.edu	919-843-2610
Thomas Lee	Sponsored Projects Specialist	tblee@email.unc.edu	919-445-2769
Steve McKee	Sponsored Projects Specialist	jsmckee@email.unc.edu	919-962-4683
Marcia Pederson	Sponsored Projects Specialist	mmarcia@live.unc.edu	919-962-4677
Jill Thomas	Sponsored Projects Specialist	jillt@email.unc.edu	919-962-5697

- OSR is your partner in the lifecycle of sponsored projects.
- Please invite your Specialist for a department site visit and please also join OSR for a reverse site visit (contact Betty Morgan to schedule).
- OSR Team 2 is available to attend faculty, student and staff meetings for questions, demonstrations, etc.
- Reach out to Team 2 to liaison with other units within OSR, as well as with Corporate and Foundation Relations and the Office of Research and Development

New CAS Deposit Process Now Live

- February 1 was the go-live date (units that send deposits to the finance business center only).
 - See 1/31 email from Joy Montemorano.
- Process Improvements:
 - Fewer steps in the overall deposit process, including the elimination of the College's Excel Infoporte routing form
 - Same-day business center processing of deposit requests that are received in Infoporte by 2:00 p.m.
 - Deposits are no longer physically touched by any Dean's Office staff members
 - Cash and checks will route directly from the 205 South Building safe to the Cashier's Office
 - Improved security for the storing and transport of deposits
 - Improved deposit tracking.
- Upcoming Items:
 - Very brief survey being sent to departments regarding new process in early March. We want your feedback!
 - Mid-March: improvement team gathering to review process, your feedback, and make any required adjustments.
 - Additional supplemental deposit documents are being prepared now.
- "Starter" deposit bags are available in rear of room. Please take them.

Enterprise Billing through CBM (ENT) Delayed

- Charges impacted: Oct 15-January 31.
- University's Finance service center of excellence working to get charges into system now.
- Moving forward: charges entered into CBM twice per month, with each cycle running 15 days.
- For a list of charges that route through CBM and bill presentation, visit <https://ccinfo.unc.edu/files/2016/01/CBM-and-Bill-Presentation.pdf>.

Updates to Vendor Bank Accounts

- Changes to vendor direct deposit bank accounts need to be confirmed by the department requesting the update, with a known contact at the vendor.
- To update, submit a completed direct deposit authorization form for vendors **and** a copy of a voided check or bank letter through Campus Vendor in Connect Carolina.

2018 Tax Reform Changes

- Tax rate changes:
 - Paychecks beginning with the biweekly paid on Feb. 16, 2018, and monthly paid on Feb. 28, 2018, will reflect the updated 2018 federal tax rates
 - These rate changes are not retroactive.
 - A formal notice concerning this change will be sent to employees prior to the Feb. 16, 2018, payday.
- Moving expense reimbursements:
 - These reimbursements ceased to be non-taxable as of Jan. 1, 2018, which means these reimbursements are now taxable as wages to the individual.
 - This includes any moving expense reimbursements and direct payments to vendors on behalf of individuals that are reported to Payroll Services after Jan. 1, 2018.
 - For all moving expenses -- including direct payments -- *it is critical that units use the moving expense chartfield account (528430)*. This will ensure these expenses are reported to Payroll.
 - Finance Policy 1270, Moving Expenses Reimbursement, and Procedure 1270.1, Reporting Moving Expenses for Reimbursement, are currently under review.

FedEx Shipping and Billing

- Reminder: The University has a master contract with FedEx at a discounted rate.
 - FedEx pickups are scheduled through the FedEx area of the ePro vendor catalog.
 - Charges are paid to FedEx and billed centrally to you via CBM.
 - Campus departments should *not* be creating vouchers to FedEx.
- If you have your own FedEx account that is being billed directly to you outside of CBM, contact Ammar Yameen in Purchasing Services to have your account linked to UNC master account.
- Note: this applies only to "regular" FedEx shipping and not FedEx Office Centers (printing and shipping centers) or FedEx Freight (bulk shipping).

Changes to Budget Check Timing

- Effective February 1, vouchers, purchase requisitions, and ePro orders will not show as expenses in commitment control ledgers and Infoporte *until they are fully approved*.

- Why?
 - Issues arise when submission and approval take place in two separate months, as the commitment control ledger and general ledger get out of sync.
 - Action denial does not always release funds and manual intervention is often needed.
- New process ensures commitment control and general ledgers stay in sync in the same month, reducing the need for manual correction and also ensuring that budgets are accurate.

Upcoming Annual Payment Card Industry (PCI) Annual Town Hall Meetings

- In March the CERTIFI (Compliant Electronic Receipt Transactions through Innovation and Financial Integrity) committee will be conducting a series of PCI overview sessions for those involved in the processing of credit cards in their units.
 - This is not related to purchasing card use but rather the collection of departmental revenue via credit card payments.
- Note that attendance is required for all employees who directly interact with cardholder data or manage processes and/or contracts that involve cardholder data.
- Advance registration is required.
- See 2/13 email from Mark Richardson.

New National Council of University Research Administrators (NCURA) Webinar Series Available: Lifecycle of the Award

- Topics:
 - Proposal Development
 - Pre-Award/Budgeting
 - Award Negotiation and Acceptance
 - Award Monitoring & Management
 - Compliance
- A training certificate will be emailed to you after completion of all webinars.
- Modules should be completed in order, and each module has questions at the end.
- Access to the webinars is available [here](#).
- See 2/5 email from Mark Richardson.

CAS OSR Brainstorming/Working Session Coming Soon

- Department Managers, departmental accounting staff, Dean's Office staff and Dean's Office leadership will participate.
- The goal is to identify the top 5-6 ways we can continue to strengthen our relationship with OSR
- More information coming soon.

EcrT Training Opportunities

- For new effort coordinators or those wanting to brush up on skills.
- One session took place yesterday; another taking place tomorrow (9:30-10:30, Health Sciences Library).
- Email ecrt_help@unc.edu to sign up/check availability.
- See 1/29 email from Mark Richardson