Today’s Agenda

- Introductions & Staffing Changes
- Cleanup Team Update
- Bank Wires & Fees
- Fringe Benefit Rate Implementation
- Overview of New Enhancements to RAVEN and Introduction of a New Security Report
Introductions

- Linda Ward is the new Manager of Costing and Compliance.

- Beryl Gwan will be the Senior Accountant for Team D. She is leaving her position as the Central Accountant sometime in February.

- Fritz Alphonse is the new Senior Accountant for Team E.
Cleanup Team Update

- Deliverables
  - Current dates are being handled by the teams

- Letter of Credit
  - Any questions on the spreadsheet?
  - We’ll be starting the next phase soon
Bank Wires & Fees

- New account code 4945 has been established
- Allows for better tracking of bank wires and fees and ensures we treat these costs consistently
- Most foreign sponsors consider the expense allowable on the grant
# Fringe Benefit Rates

<table>
<thead>
<tr>
<th>Apply to Accounts</th>
<th>FY 13</th>
<th>FY 14 +</th>
<th>Costs Recorded in Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty</strong></td>
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<td></td>
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</tr>
<tr>
<td>1011 – Faculty 9/10 Month</td>
<td>25%</td>
<td>26%</td>
<td>2790 - Fringe Rate Faculty</td>
</tr>
<tr>
<td>1012 – Faculty 12 Month</td>
<td></td>
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<tr>
<td><strong>Staff</strong></td>
<td></td>
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<tr>
<td>1013 – Exempt Staff</td>
<td>40%</td>
<td>41%</td>
<td>2791 - Fringe Rate Staff</td>
</tr>
<tr>
<td>1014 - Non-exempt Staff</td>
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<tr>
<td><strong>Contractual</strong></td>
<td></td>
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</tr>
<tr>
<td>2072 – Exempt Staff (C1)</td>
<td>8.5%</td>
<td>8.5%</td>
<td>2793 - Fringe Rate Contractual</td>
</tr>
<tr>
<td>2073 – Non-exempt Staff (C1)</td>
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<tr>
<td>2090 - Contractual Employee (C2)</td>
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<tr>
<td>2071 - Faculty</td>
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<tr>
<td><strong>Post Docs</strong></td>
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</tr>
<tr>
<td>1021 - Post Docs/Fellows</td>
<td>23%</td>
<td>23.5%</td>
<td>2792 – Fringe Rate Post Doc</td>
</tr>
<tr>
<td><strong>FICA only</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2080 – Summer Salaries</td>
<td>7.65%</td>
<td>7.65%</td>
<td>2794 - Fringe Rate FICA Only</td>
</tr>
<tr>
<td>2110 – Overtime</td>
<td></td>
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<tr>
<td>2120 – Shift Differential</td>
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<tr>
<td>2130 - On-call Pay</td>
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</tbody>
</table>
Implementation

- Will be applied to all salaries across all funding sources starting 7/1/2012
- Start using these rates in sponsored proposals and planning for non-sponsored activities
- Many more communications to come
Questions

- State budgets
  - Dean’s Offices are working with the Budget Office now, so start with your Dean’s Office

- Revolving funds
  - Start with your Dean’s Office

- Sponsored proposal development
  - Work with SPA
Questions

- Logistics – Retroactive payroll adjustments, processing of leave payouts, effect on payroll reports, etc.
  - Special payroll rep meeting this Spring
  - More to be covered in April’s SPA/SPAC
  - Send your questions to Linda Ward (lward@af.umaryland.edu) for inclusion in FAQs
Reporting Enhancements

- Effective Monday, February 6th:
  - RAVEN Download Enhancement
  - UMB User Security Page in Financials
- Later this quarter......TBD
  - Travel eForm Query Page
  - Project Year-to-Date Salary Encumbrances
# Travel eForms Query Page

## Travel Request Queries
- **Who is Travelling Now?**
  - List anyone who is travelling as of today
- **eForm Itinerary Rpt**
  - eForms Itinerary Rpt For a range of dates

## Travel Expense Queries
- **List of Travel Expense Claims**
- **List of Travel Expense with Expense Details**

## Travel Workflow Queries
- **Aging Report**

## Travel Setup Queries
- **Travel Supervisors List**
- **Depts without Travel Admin**
- **Depts Without Travel Approver**
Salary Encumbrances

Project-to-Date salary encumbrances for grants
Questions and Answers

- The presentation will be available on both the SPA and SPAC websites.

- Thank you for joining us today!

- Future 2012 Quarterly Meeting Dates, HSF-II Auditorium, 3:00 – 4:30 pm:
  - May 3rd
  - July 26th
  - October 25th (tentative)