

SPA & SPAC QUARTERLY UPDATE MEETING



FIRST QUARTER, 2012

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

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



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 you 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

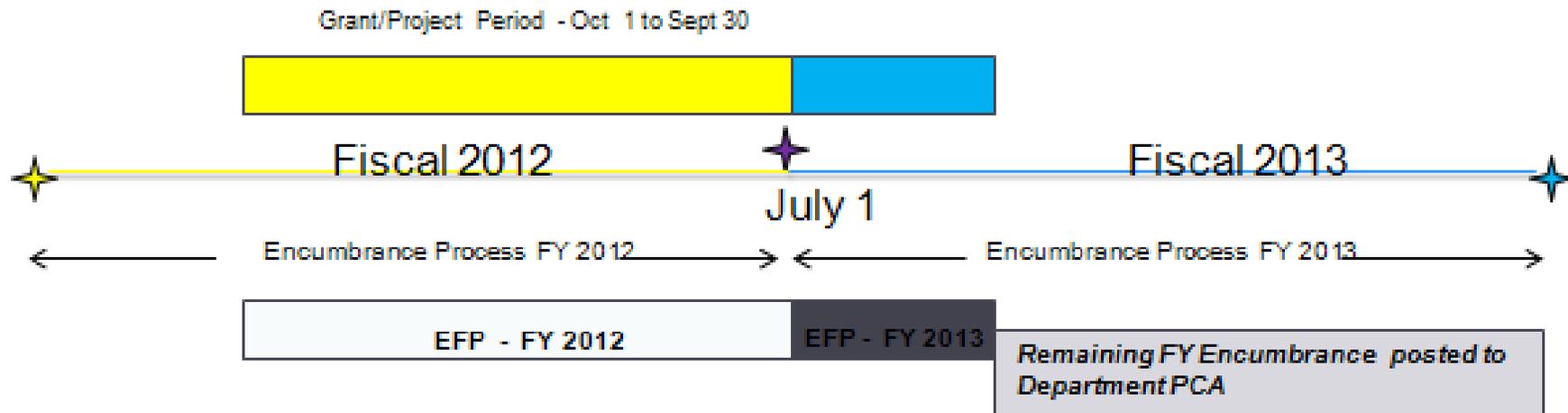
Travel Expense Queries	
List of Travel Expense Claims	
List of Travel Expense with Expense Details	

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)