



ADMINISTRATION AND FINANCE

SPAC QUARTERLY MEETING

6/9/2026

VIRTUAL

WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY
SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY



- 1. Updates from the Costing & Compliance Team**
- 2. Customer Service Platform- VEOCI- Phase 2**
- 3. Common Missing Award Information**
- 4. Reminders**

SPAC-Costing and Compliance – Agenda

- FY27 Fringe Benefit Rates
- Fiscal Year End Deadlines: Direct Retro and Budget Retro
- Summer FICA Adjustments: Grad Assistants and Students

AGENDA



FY27 Fringe Benefit Rates – Pending Approval

- Final approval has not yet been received
 - Changes in Federal Cost Accounting Standards office
- FY27 rates will be set up in HRMS from 27-01
- The memo and rate agreement have been uploaded to our website
 - <https://www.umaryland.edu/cost/about-the-office/fringe-benefit/>

FY27 Fringe Benefit Rates – Pending Approval cont.

	Apply to Accounts	FY26	FY27+ (Proposed)	Costs Recorded In Account
Faculty	1011 – Faculty 9/10 mo.	29.3% (To PP26-17) 27.6% (PP26-18+)	28.7%	2790 – Fringe rate Faculty
	1012 – Faculty 12 mo.			
Staff	1013 – Exempt staff	38.4% (To 26-17) 36.7% (PP26-18+)	38.2%	2791 – Fringe rate Staff
	1014 – Non-exempt staff			
	2194 – Non-exempt GED Program			
Legislated Benefit	2071 – Faculty	8.2%	8.2%	2793 – Fringe rate Legislated Benefit
	2072 – Exempt staff (C1)			
	2073 – Non-exempt staff (C1)			
	2080 – Summer salaries			
	2085 – Supplemental Pay			
	2110 – Overtime			
	2120 – Shift differential			
	2130 – On call pay			
	2140 – Bonus Payments			
	2074 – College Work study (summer)			
	2075 – Students (other than CWS) (summer)			
	2090 – Contractual employee (C2) (Until FY15)			
Limited Benefit	1021 – Post Docs/Fellows	20.5%	21.4%	2792 – Fringe rate Limited Benefit
	2090 – Contractual Employee (C2) (FY16+)			
Students	1020 – Graduate Assistants	0%	0%	N/A
	2074 – College Work study			
	2075 – Students (other than CWS)			
Other	2196 – Accrued Leave Payout	0%	0%	N/A

Fringe Benefit Rates-FY25 to FY27 Variances

	Apply to Accounts	FY25	FY26	FY27+ Proposed	Costs Recorded In Account
Faculty	1011 – Faculty 9/10 mo. 1012 – Faculty 12 mo.	28.5%	29.3% (To PP26-17) 27.6% (PP26-18+)	28.7%	2790 – Fringe rate Faculty
Staff	1013 – Exempt staff 1014 – Non-exempt staff 2194 – Non-exempt GED Program	39.1%	38.4% (To 26-17) 36.7% (PP26-18+)	38.2%	2791 – Fringe rate Staff
Legislated Benefit	2071 – Faculty 2072 – Exempt staff (C1) 2073 – Non-exempt staff (C1) 2080 – Summer salaries 2085 – Supplemental Pay 2110 – Overtime 2120 – Shift differential 2130 – On call pay 2140 – Bonus Payments 2074 – College Work study (summer) 2075 – Students (other than CWS) (summer) 2090 – Contractual employee (C2) (Until FY15)	8.2%	8.2%	8.2%	2793 – Fringe rate Legislated Benefit
Limited Benefit	1021 – Post Docs/Fellows 2090 – Contractual Employee (C2) (FY16+)	19.4%	20.5%	21.4%	2792 – Fringe rate Limited Benefit
Students	1020 – Graduate Assistants 2074 – College Work study 2075 – Students (other than CWS)	0%	0%	0%	N/A
Other	2196 – Accrued Leave Payout	0%	0%	0%	N/A

FY27 Fringe Rates Summary Chart

Pay Period	Rate Used	Posted in FY
26-26	FY26	2026
27-01	FY27	2026 (06/28/26-06/30/26)* 2027(07/01/26-07/11/26)
27-02	FY27	2027

* On the Payroll Charge Detail (PCD) report, this expense will be listed under Pay Period 26-27

FY27 Retroactive Distributions

- The direct retro (DR) cut off date for the 26-27 pay period is **Monday, 6/29/26 by 8pm**). All DRs received on Tuesday 06/30/2026 and forward will be posted to FY27
 - Please submit your DR request to SPAC-CC latest Friday, 6/26/26 by close of business (COB)
 - Note that this is different from the usual Tuesday prior to the payday deadline to allow Costing and Compliance enough time to process the anticipated fiscal year end increased volume.
- DEADLINE for Budget Retros to be posted in FY26 is **Monday June 29th, by 8PM** (they must be fully approved in HRMS)

Direct Retro Cut Off Dates

When Received by Costing and Compliance	Pay Period Processed	Pay Period End Date	Pay Period Pay Date	Posted in FY (HRMS and Financials)
Tuesday, 06/16/26 at 2pm	26-25	06/13/2025	Friday 06/18/2025	2026
Friday, 06/26/2026 @ COB	26-26	06/27/2025	Thursday 07/02/2026	2026
Tuesday, 06/30/26 and beyond	27-01	07/11/2025	Friday 07/17/2025	2027

DR Processing - Reminders

- Physician Services Contracts Exception:
 - No Direct Retros moving payroll to or from a PSC account in FY26 will be processed after the FY26 **DR deadline on Friday 6/29/2026 by COB**
- A direct retro and a budget retro cannot be processed in same pay period

Plan accordingly!!!

DR Processing – Reminders (Continued)

- Please remind your PIs to sign your online direct retros after submission:
 - Verify that they have signed the DR
 - DRs are not received or processed by SPAC-CC if not approved by PI

Summer Students FICA Exemption



ADMINISTRATION AND FINANCE

- Students and Graduate Assistants are exempt from payroll tax and fringe.
- During summer
 - Subject from: 05/31/26 (PP26-25) at Legislated benefit rate of 8.2% for FY26
 - Revert to Exempt from: 08/23/2026 (PP27-05)
- Students who are exempt in the summer will have manual entry to reverse the posted fringe during this period

WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

Questions or Comments for Costing and Compliance



Veoci Phase II- Agenda

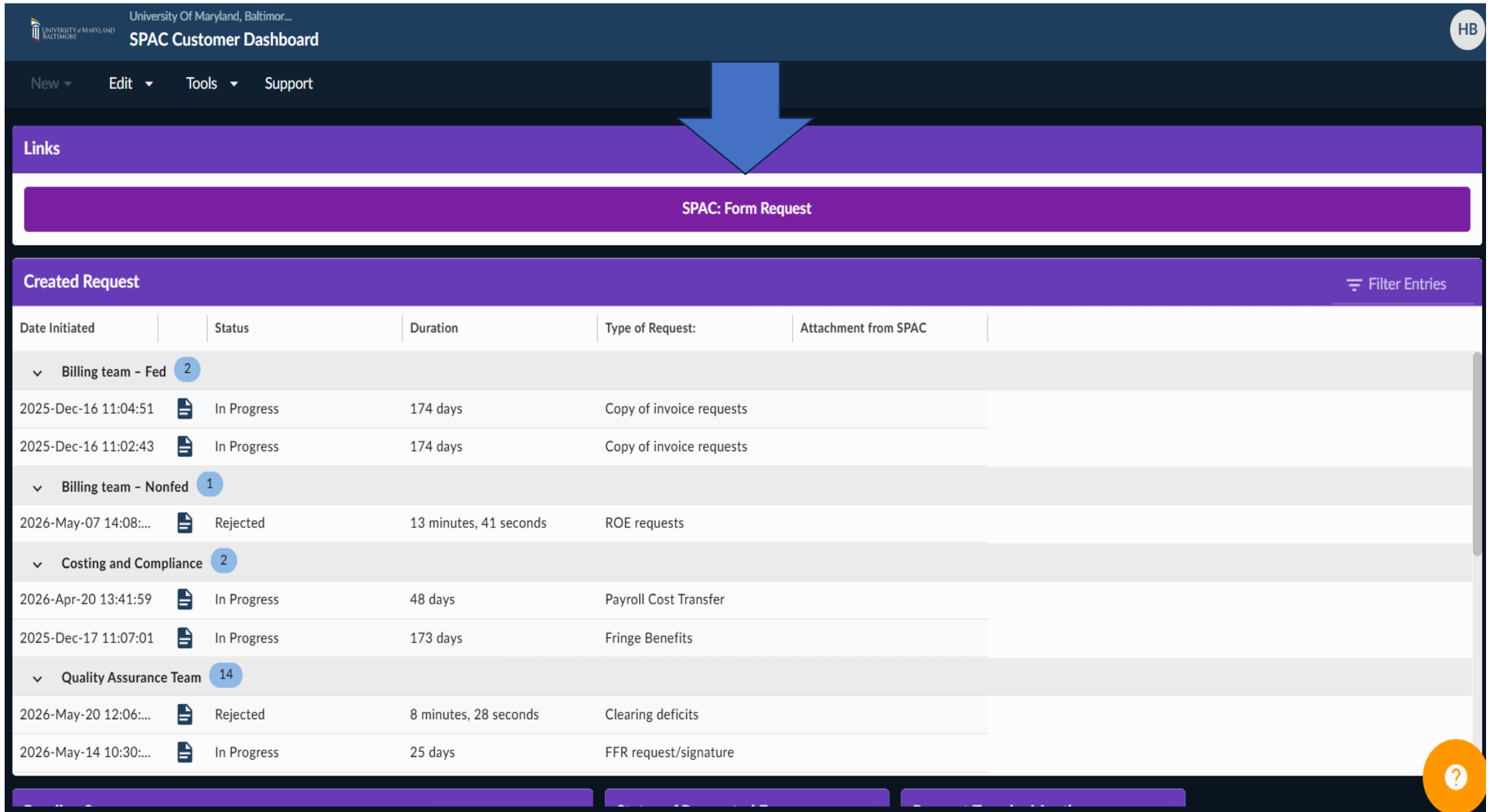
- What are Veoci Forms
- How it looks
- Key changes
- Do's and Don'ts
- Q&A



What are Veoci Forms?

- Link to submit YOUR requests to SPAC
- Standard questions sent to SPAC with easy expectations
 - Asking for invoice copy
 - Asking for, or submitting, ROE/FFR to SPAC
 - Many other requests
- Allows requestor to see status of ticket
- Provides direct communication with SPAC for questions related to ticket
- Less emails and email tracking!
- Surveys for each ticket to keep tickets open if necessary
- SPAC Veoci forms are separate from other UMB Veoci requests

How it looks:



University Of Maryland, Baltimor...
SPAC Customer Dashboard

HB

New ▾ Edit ▾ Tools ▾ Support

Links

SPAC: Form Request

Created Request Filter Entries

Date Initiated	Status	Duration	Type of Request:	Attachment from SPAC
▼ Billing team - Fed 2				
2025-Dec-16 11:04:51	In Progress	174 days	Copy of invoice requests	
2025-Dec-16 11:02:43	In Progress	174 days	Copy of invoice requests	
▼ Billing team - Nonfed 1				
2026-May-07 14:08:...	Rejected	13 minutes, 41 seconds	ROE requests	
▼ Costing and Compliance 2				
2026-Apr-20 13:41:59	In Progress	48 days	Payroll Cost Transfer	
2025-Dec-17 11:07:01	In Progress	173 days	Fringe Benefits	
▼ Quality Assurance Team 14				
2026-May-20 12:06:...	Rejected	8 minutes, 28 seconds	Clearing deficits	
2026-May-14 10:30:...	In Progress	25 days	FFR request/signature	

?

How it looks: cont.

SPAC-GENERIC FORM REQUEST

Create New Entry



1. Request

Welcome to SPAC's Veoci Form Request page. Please select the team, the request, sub-selection if prompted, and complete the prompts below.

Request Details

Customer Picker: **REQUIRED**

- Set-up team
- Costing and Compliance
- Billing team - Nonfed
- Billing team - Fed
- Billing team - VMS
- Quality Assurance Team
- Collections and Accounts Receivables
- Other Requests



Reset

Type of Request:

- Financial report request/Interim report
- Copy of invoice requests
- Completion of Closeout Forms
- Reopen Awards/PID requests
- Close Awards/PID requests
- ROE requests
- Invoice Inquiry: Schedule/Schd-Cost
- Other Non-Fed Requests

Reset

Requester: **REQUIRED**

 Hamid Badiei-Boushehri 

Cancel

Submit

How it looks: continued

SPAC-GENERIC FORM REQUEST

Create New Entry

1. Request

^ Financial Report/Interim Financial Report Request

Award Number

Enter Text

Project number

Enter Text

PI name

Enter Text

Report due date

Set date



MM/DD/YYYY

- Scroll down to see form fields
- Each request has separate form fields
- Input all information for quicker assistance
- If form allows, can add attachments to supplement form

How it looks: cont'd

SPAC-GENERIC FORM REQUEST

Entry #33476

1. Request

2. New Request/Assign Ownership

Assign to Other Team

No

Request Ownership

HB Hamid Badiei-Boushehri



Reject this request because not SPAC related

<No Value>

3. Response

Close

Edit

COMMENTS

STEPS

INFO

RELATI



HB Hamid Badiei-Boushehri 2026-May-12 10:50
initiated a new SPAC-Generic Form Request : [#33476](#)

HB Hamid Badiei-Boushehri 2026-May-12 10:50
submitted SPAC-Generic Form Request : [#33476](#) from 2. New Request/Assign Ownership

? B i U A: ¶: +: ◆ :
: [] ▶

SPAC-Generic Form Request #1567465109 - Veoci Mention Notification

Summarize




SPAC <room@app.veoci.com>

To ● Badiei-Boushehri, Hamid



Mon 6/8/2026 1:44 PM

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



You Have Been Mentioned In A Message

Hi Hamid Badiei-Boushehri,

Hamid Badiei-Boushehri has mentioned you in a message in the thread [SPAC-Generic Form Request #1567465109](#) from the room [Sponsored Projects Accounting and Compliance \(SPAC\)](#)

1:44:26 PM: Hamid Badiei-boushehri posted a message@Hamid Badiei-Boushehri Some more information is being provided

[View Thread](#)

To send a reply, click on view thread above, or just reply to this message. Your response will be added to the thread.

How it looks: Cont

- Email will be sent to the person tagged
- Link brings you directly to the ticket and comment
- Can reply to email and will auto notify SPAC employee
- Do NOT add SPAC to email

Key Changes – Phase 2 (Forms)

- Go live Date : Tuesday, July 7th
- SPAC website will contain Veoci link and user guides
- SPAC will respond via tickets directly to the requester
- Best transparency of tickets SPAC is working on
 - Who is working on the request
 - What step along the process
- Ticket number consists of one single number e.g. #16395
- Forms before emails!
- Surveys will be sent once tickets are closed
 - Last chance to keep ticket open!
- Email requests will not be reflected in this view

Dos and Don'ts

✓ DOs

- **DO** look at forms first before sending an email to SPAC (spacffr@umaryland.edu)
- **DO** email if complicated or request is not listed
- **DO** utilize comments for direct communication
- **DO** complete the survey
- **DO** follow up with team managers for issues
- **Do** provide feedback to Hamid, Rama, and/or Michelle
- **DO** provide patience at transition

✗ DON'Ts

- **DON'T** email multiple SPAC teams in one email
- **DON'T** email SPAC about updates for Forms submitted
- **DON'T** panic - it's new, but BETTER!



Common Missing Award Info



ADMINISTRATION AND FINANCE

Missing information can delay award setup and reduce the precision of identifying the appropriate award type to establish.

The 3 primary categories:

1) Agreement details: Details such as the F&A rate, on/off campus designation, period of performance, NIH agency, PO#/subaward#, funding amount, budget breakdown, sponsor name, new sponsor ID in KR, IP number, and the start date for the new PI.

WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

2) **Billing and invoicing details:** billing contact email and mailing address, invoicing cadence, start-up invoice, and confirmation of cumulative billing (if applicable)

3) Supporting documentation: missing attachments or milestone schedules (if applicable), SOAPF for committed cost share, the fully executed agreement, the prime award document, and activity sheets for fellowships.

SPAC relies on the departments and SPA to provide complete information to support the accurate and timely award setup in Quantum Financials.

Please help us help you!

REMINDERS



WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY

■ Fiscal Year-End Reminders

AP vouchers — Non-PO invoices to be paid by “State Payment” must reach Accounts Payable by June 10, 2026.

Debit memos — Sponsored-account debit memos are due June 30, 2026. Please submit and approve them as early as possible; items not approved in OOTC by June 30 will move to July, and items created before June 1 but still unapproved by June 30 will be cancelled by OOTC.

Cashier deposits — Deposits for FY26 posting must reach the Cashier’s Office by 3:00 p.m. on June 25, 2026.

■ Fiscal Year-End Reminders- cont'd

SETUP TEAM:

- SPAC will hold off on increasing contract limits on **existing** awards from July 1 through July 10th. This is due to the revenue recognition process for UMB's financial closing of FY26. If further delayed, notice will be sent via the RAC.

VMS TEAM:

- Submit all vbe's for outstanding NR for FY26 by June 30th.

■ Fiscal Year-End Reminders- cont

NON- FED BILLING TEAM:

- Due to FY26 closing, regular monthly/quarterly invoices will be sent later than usual.
- Sponsors requiring invoices earlier than usual, SPAC will follow the terms and conditions of the agreement.
- Billing team may be able to accommodate earlier submission when and where necessary.



ADMINISTRATION AND FINANCE

Direct Retros Presentation at the June RAC meeting (June 25)

This session will cover the process of Direct Retros, how to use the online system, and it will be followed by a breakout Q&A.

Interactive Effort Training in Percipio

This Percipio training is designed to help users identify key effort reporting terms, address common challenges throughout the award life cycle, and effectively navigate UMB policies and NIH guidelines at every stage.

WELL-BEING and SUSTAINABILITY | INNOVATION and DISCOVERY

SERVICE EXCELLENCE and ACCOUNTABILITY | EQUITY and JUSTICE | RESPECT and INTEGRITY



SPAC Office Hours — If you have any questions about VEOCI or need more in-depth guidance, please schedule an appointment during SPAC Office Hours.

Office Hours are now **by appointment only** - Mondays, 9:00–10:00 a.m.
Contact Michelle Ward or Rama Camara Spasic.

Need a different time? We are flexible. Just let us know!