Session 7: Systems Overview

Grants and Contracts Accounting
April 24, 2013
RAC Agenda

I. Introduction

II. BI Reporting  9:30 – 10:15
   **Break Session**  10:15 – 10:20

III. Procurement & Contracts  10:20 – 10:35

IV. Accounts Payable Office  10:35 – 10:50

V. Human Resources Office  10:50 – 11:05

VI. Payroll Office  11:05 – 11:20

VII. Q & A?
II

BI Reporting
Introduction to Sponsored Grants and Contracts and Research Grants Financial Reporting

Presented by:
Office of Information Technology
and
Controller’s - Grants and Contracts Accounting
Research Grants Reporting

Project Background:

• "Provide the funded faculty with reports and/or data around account information from Datatel, in a timely manner, including encumbering such expense as salaries, fringe benefits, and F&A charges."

• Research Grants Reporting (RGR) Project Team collaborated to produce a set of web-based reports through our business intelligence (BI) reporting tool, Microstrategy
Research Grants Reporting

**Objectives:** View expenditures, encumbrances for: budget, expenses and unobligated amounts for your research grants

- Log on to [myau.american.edu](http://myau.american.edu) Portal, expand the TECHNOLOGY link under Personalized links.
- Select **BI REPORTING**. Access restricted, if no link call HD x2550
Research Grants Reporting

• Double-click on the **BI GRANTS REPORTING** link

• Click **RESEARCH GRANTS REPORTS, SHARED REPORTS**
Access rights -> Privilege Levels

- Admissions
- General Ledger
- Research Grants Reporting
1. Documentation for Research Grants reporting
Owner: Administrator
Modified: 4/17/12 5:28:32 PM
Useful for all users. Contains user guide, instructions for installing and using the cost projection model and other useful documentation.

2. Grant Project Summary Reports
Owner: Administrator
Modified: 5/30/12 11:48:40 AM
Useful for Provost Office, Accounting Office, School Level Personnel, Office of Sponsored Projects

3. PI Financial Status Reports
Owner: Administrator
Modified: 4/17/12 5:28:32 PM
Useful for PI's and school level personnel use to review detailed reports by expense category (XEX1), grant summary expense information (XEX2) and grant summary expense information with current year expenses displayed separately (XEX3).

4. Fringe and Overhead Reports
Owner: Administrator
Modified: 4/17/12 5:28:31 PM
Use these reports to see the overhead and fringe percentages that are recorded in Colleague Projects Accounting for your project. In addition, run an Overhead and Fringe reconciliation for any month for you project.

5. Financial reports by Date Range
Owner: Administrator
Modified: 4/17/12 5:28:32 PM
Use these reports to lookup expenses for a project for a specific date range (ex: span multiple fiscal years!!)

6. Centers
Owner: Administrator
Modified: 4/17/12 5:28:49 PM
Center reports: Centers may consist of projects for one or more Principal Investigators.
PI Financial Status Reports

Navigation Tree, List, Icon views
3.01 Multiple Project Financial Summary by Object
Multiple Project Financial Summary by Object

![Image: Dashboard interface with buttons for Express Mode, Interactive Mode, Print, Send, Schedule, and Export.]

**Grouping:** Project: (All)

---

**Reduced Polymer Flammability**

**Primary Principal Investigator:** Fox, Dougles

**Project Start Date:** 2008-08-25  
**Project End Date:** 2012-11-01  
**Project Accounting End Date:** 2012-12-31

<table>
<thead>
<tr>
<th>Code</th>
<th>Object Description</th>
<th>Project Budget</th>
<th>Expenses</th>
<th>Encumbrances</th>
<th>Unobligated</th>
</tr>
</thead>
<tbody>
<tr>
<td>50650</td>
<td>University Overhead</td>
<td>$31,486.00</td>
<td>$1,486.14</td>
<td></td>
<td>($5.10)</td>
</tr>
<tr>
<td>51102</td>
<td>Full-Time Faculty</td>
<td>$72,878.00</td>
<td>$51,187.02</td>
<td></td>
<td>$21,690.50</td>
</tr>
<tr>
<td>51103</td>
<td>Full-Time Professional</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>51105</td>
<td>Full-time Term Faculty</td>
<td>$38,241.00</td>
<td>$55,690.95</td>
<td></td>
<td>($17,449.95)</td>
</tr>
<tr>
<td>51203</td>
<td>Student Wages</td>
<td>$5,688.00</td>
<td></td>
<td></td>
<td>($5,688.00)</td>
</tr>
<tr>
<td>51301</td>
<td>Hourly Wages</td>
<td>$16,762.00</td>
<td>$10,945.00</td>
<td></td>
<td>$5,817.00</td>
</tr>
<tr>
<td>51302</td>
<td>Non-Hourly Compensation</td>
<td>$24,530.00</td>
<td>$24,420.00</td>
<td></td>
<td>$110.00</td>
</tr>
<tr>
<td>51513</td>
<td>Fringe Benefit Alloc</td>
<td>$32,660.00</td>
<td>$30,083.20</td>
<td></td>
<td>$2,576.80</td>
</tr>
<tr>
<td>52101</td>
<td>General Supplies</td>
<td>$9,007.00</td>
<td>$19,565.14</td>
<td></td>
<td>($9,558.14)</td>
</tr>
<tr>
<td>52108</td>
<td>Sub-contracts/Contractual Expenses</td>
<td>$18,750.00</td>
<td>$18,037.00</td>
<td></td>
<td>$713.00</td>
</tr>
<tr>
<td>52401</td>
<td>Printing &amp; Duplicating</td>
<td>$1,636.00</td>
<td>$822.82</td>
<td></td>
<td>$813.18</td>
</tr>
<tr>
<td>54114</td>
<td>Govt Lab Equipment</td>
<td>$4,900.00</td>
<td>$9,009.03</td>
<td></td>
<td>($4,109.03)</td>
</tr>
</tbody>
</table>

**Total:** $271,838.00  
**Unobligated:** $0.00

---

**Metrics (columns):**

- Expenses
- Encumbrances
- Unobligated

**Attributes (rows):**

- Code
- Object Description
- Project Budget

---

(XEX2)
### 3.04 Single Project detailed GL expense (page by object)

**Page by:**
- Project: 31068: Reduced Polymer Flammability
- Object: 51105: Fulltime Term Faculty

<table>
<thead>
<tr>
<th>Day</th>
<th>GL Ref No</th>
<th>GL Desc</th>
<th>GL No</th>
<th>Source</th>
<th>Subclass</th>
<th>GL Expense</th>
<th>Fringe Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/31/2010</td>
<td>642</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$3,937.50</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>8/31/2010</td>
<td>647</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$3,937.50</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>9/30/2010</td>
<td>651</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$4,133.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>10/29/2010</td>
<td>656</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$4,133.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>11/30/2010</td>
<td>663</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$4,133.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>12/29/2010</td>
<td>667</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$4,133.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>1/31/2011</td>
<td>672</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$4,133.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>2/28/2011</td>
<td>676</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$4,133.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>3/31/2011</td>
<td>679</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$4,133.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>4/29/2011</td>
<td>684</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$4,133.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>5/31/2011</td>
<td>690</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$4,133.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>6/30/2011</td>
<td>694</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$3,538.66</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>7/29/2011</td>
<td>698</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$3,538.66</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>8/31/2011</td>
<td>707</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$3,538.66</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>9/30/2011</td>
<td>708</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$5,833.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>10/31/2011</td>
<td>713</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$5,833.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>11/30/2011</td>
<td>717</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$5,833.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>12/29/2011</td>
<td>720</td>
<td>PRD END: 11_281011 PR</td>
<td>Payroll</td>
<td>511 Full-Time</td>
<td>$5,833.33</td>
<td>25.50%</td>
<td></td>
</tr>
<tr>
<td>1/20/2012</td>
<td>J070818</td>
<td>M.Zamma 11_281011JE</td>
<td>General Jc</td>
<td>511 Full-Time</td>
<td>($23,333.32)</td>
<td>25.50%</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

$55,690.95
Print, Schedule

- **Print** – opens new tab, displays as PDF
- **Schedule** – runs report at another time
3.02 Single Project Financial Summary by Object

SQL report query:

<table>
<thead>
<tr>
<th>Project Member</th>
<th>Project Start Date</th>
<th>Project End Date</th>
<th>Project Accounting End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fox, Douglas</td>
<td>2008-08-25</td>
<td>2012-11-01</td>
<td>2012-12-31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Object</th>
<th>Project Budget</th>
<th>GL Expense</th>
<th>PO Encumbrance</th>
<th>Unobligated</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Overhead</td>
<td>$31,486.00</td>
<td>$31,486.10</td>
<td>($0.10)</td>
<td></td>
</tr>
<tr>
<td>Full-Time Faculty</td>
<td>$72,878.00</td>
<td>$51,187.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-Time Professional</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fulltime Term Faculty</td>
<td>$38,241.00</td>
<td>$55,690.95</td>
<td>($17,449.95)</td>
<td></td>
</tr>
<tr>
<td>Student Wages</td>
<td>$5,688.00</td>
<td></td>
<td>($5,688.00)</td>
<td></td>
</tr>
<tr>
<td>Hourly Wages</td>
<td>$16,762.00</td>
<td>$10,945.00</td>
<td></td>
<td>$5,817.00</td>
</tr>
<tr>
<td>Non-Hourly Compensation</td>
<td>$24,538.00</td>
<td>$24,420.00</td>
<td></td>
<td>$118.00</td>
</tr>
<tr>
<td>Fringe Benefit Alloc</td>
<td>$32,660.00</td>
<td>$30,083.20</td>
<td></td>
<td>$2,576.80</td>
</tr>
<tr>
<td>General Supplies</td>
<td>$9,807.00</td>
<td>$19,565.14</td>
<td>$0.00</td>
<td>($9,958.14)</td>
</tr>
<tr>
<td>Sub-contracts/Contractual Exps</td>
<td>$18,750.00</td>
<td>$18,037.00</td>
<td></td>
<td>$713.00</td>
</tr>
<tr>
<td>Domestic Travel</td>
<td>$15,380.00</td>
<td>$13,434.26</td>
<td></td>
<td>$1,945.74</td>
</tr>
<tr>
<td>International Travel</td>
<td>$5,000.00</td>
<td>$1,469.00</td>
<td></td>
<td>$3,531.00</td>
</tr>
<tr>
<td>Printing &amp; Duplicating</td>
<td>$1,636.00</td>
<td>$822.82</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Govt Lab Equipment</td>
<td>$4,900.00</td>
<td>$9,009.03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total $271,838.00 | $271,838.00 | $0.00 | $0.00
3.02 Single Project Financial Summary by Object

![Graph showing financial summary by object]
3.02 Single Project Financial Summary by Object

- Click – sort
- Right-click - drill and sort

![Diagram of financial summary interface with drill and sort options]
3.10 Single Project Financial Summary

Prompted report
3.10 Single Project Financial Summary

2. AU Fiscal Month (Required)
Choose elements of AU Fiscal Month. This prompt allows only one selection.
Search for:
Available: JUN JUL
Selected: MAY
Options – add’l Access Rights

- Shared Reports: Run reports and share reports with others.
- History List: View reports you have run previously or which have been run for you via schedules.
- My Reports: Run your own reports and access favorites via shortcuts.
- My Subscriptions: View and manage your report subscriptions.

Create
- Create Report: Create a grid or graph report from scratch or from a template.
- Create Prompt: Create a prompt to ask for user input.
- Create Document: Create an enterprise report, scorecard, or dashboard from scratch or from a template.
- Create Filter: Create a filter to filter data.
- Custom Group: Create a custom group to segment report data.

Tools
- Search: Search for reports and documents.
Create Report

- **Blank Report**: You will be shown an empty report on which you may place various data objects.
- **MDX Cube Report**: You will be shown an empty report on which you may place various data objects from the selected MDX Cube.
- **Intelligent Cube Report**: You will create a new report using a Cube report as the data source.
- **Report Builder**: This is a fully populated report that can be used as a template for building other reports.
- **Report Wizard**: The report wizard allows you to build new reports by selecting a combination of existing templates and filters.
Create Report

<table>
<thead>
<tr>
<th>Attributes (rows)</th>
<th>Metrics (columns)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>Expense Actuals</td>
</tr>
<tr>
<td></td>
<td>Expense Actuals w/o Encumbrance</td>
</tr>
<tr>
<td></td>
<td>Revenue Actuals</td>
</tr>
</tbody>
</table>
Create Report - Run

**REPORT DETAILS**

Report Filter:
(Date (ID) Between 3/24/2013 and 4/23/2013)

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Expense Actuals</th>
<th>Expense Actuals w/o Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Management Operating Expense</td>
<td>($80,375.15)</td>
<td>($25,218.28)</td>
</tr>
<tr>
<td>841511: Materials Stockroom</td>
<td>($80,375.15)</td>
<td>($25,218.28)</td>
</tr>
<tr>
<td>Facilities Management Institutional Expense</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Create Report - Options

Customize Metrics:

Set Thresholds:
Create Prompt

**Hierarchy Qualification Prompt**
This type of prompt allows users to qualify on attributes and elements from a specific hierarchy.

**Attribute Qualification Prompt**
This type of prompt allows you to qualify on an attribute's ID, description or other form.

**Attribute Element List**
This type of prompt allows users to choose from a list of elements.

**Metric Qualification Prompt**
This type of prompt allows users to qualify on one or more metrics.

**Object Prompt**
This type of prompt allows users to choose one or more objects.

**Value Prompt**
This type of prompt allows users to enter a text value.
Create Document

Unit ID: {Unit@ID}
Create Document
Getting Help

• IT Help Desk
  – helpdesk@american.edu
  – 202-885-2550

• Controller’s - Grants and Contracts Accounting (GCA)
  – Jesús A. Adame
  – Asst. Director, Grants & Contracts Accounting
  – gca@american.edu or askaccounting@american.edu
  – 202-885-3875

• Kirill Lobachyov
  – Director of Analytics and Business Intelligence, Enterprise Systems
  – 202-885-2214

• Letty Fleetwood
  – Senior Financial Applications Specialist, Enterprise Systems
  – 202-885-2273
III

Procurement & Contracts
American University Procure to Pay Process

- **Requester**
  - Create Request
  - Approved PR # = routed to PCD

- **Approver**
  - Goods/Services Received

- **Supplier**
  - Fulfillment and/or Delivery
  - Invoice Sent to AP referencing PO#

- **Accounts Payable**
  - P.O. Created by PCD = routed to supplier
  - Receipt/ Approval in Ellucian (Datatel)

- **Finance System**
AMERICAN UNIVERSITY VISA PURCHASING CARD

• Cardholders are required to utilize the Bank of America Works System to sign off on transactions by the end of each month. During this time, cardholders, have the ability to reallocate to the desired GL account code pertaining to the transaction. Please remember the Works System is not synced with Ellucian (formerly Datatel), if you have a new grant GL account number, please email PCD@american.edu to add new GL account number.

• Cardholder supervisors are required to sign off on all monthly transactions in order to for the Works system to refund card balance.

• Visa Purchasing Card are audited twice a year by PCD and annually by external auditors. Please retain all purchasing card receipts for 2 fiscal years.
IV

Accounts Payable
Why Accounts Payable?

- Accounts Payable Department ensures that all university funds are disbursed in accordance with Generally Accepted Accounting Principles (GAAP)
- Payments issued to vendors for goods and services, business reimbursements, travel expenses, petty cash and oversee Pcard (University issued purchase card)
- Ensure that bills are paid accurately and promptly to maintain a high credit rating and solid financial reputation, thereby ensuring preferred rates for university funded projects
- Provide external and internal customers with the most efficient, precise, and prompt service
What does Accounts Payable do?

Main Responsibilities

– Disbursement Request
  • Personal Reimbursement / non-travel
  • Payment of PSAs (Professional Service Agreements)
  • Petty Cash

– Travel Expense
  • Personal Reimbursement for Travel
  • Cash Advances
  • Cash Advance Reconciliation

– Campus Retail Form
– Wire Transfers
– Invoices
Form Requirements

- All forms can be obtained through the AU Portal on myau.american.edu > Finance > Controller’s Forms & Resources

- All forms require an authorized Ellucian approver
  - Sign and print your name where requested
  - Attach receipts where requested
  - Include a valid/open GL account number
  - Personal signature where required

myau.american.edu/finances/Controller/Pages/default.aspx
Disbursement Request Form

- Personal reimbursement for non-travel related items
- Independent Contractor – Payments of PSAs
- Petty cash reimbursements
Payment of Professional Service Agreements (PSAs)

- Fill out a Professional Service Agreement (PSAs are for individuals not corporations)
- If under $10,000 and no material changes have been made, the Division Head may sign the PSA
  - The vendor must be an existing vendor in Ellucian
  - If new vendor, the PSA must be signed by PCD
- Attach PSA to a Disbursement Request and the invoice
- All PSAs must be signed by vendor and department
Petty Cash

- Must apply to the Controller to become a Petty Cash Custodian for your department
- This worksheet is used for setting up, closing out a fund or changing custodians
- Used for reimbursement amounts under $25.00
Cash Advance Form

- Cash Advances
  - Used for travel when employee does not have travel card
  - Only payable to full-time employees
  - Must be signed by your supervisor and Ellucian approver
  - Must be requested one week before trip
Travel Expense Form

- Travel Expense Form needed for travel-related reimbursements
- For reconciling your outstanding Cash Advance used for travel
**Campus Retail PO**

- **Campus Retail PO form** is used for on-campus vendors e.g., UPS Store and Campus Store.

- All forms must be properly authorized and signed.

- Object codes for UPS Store are:
  - 52401 Printing and Duplicating
  - 52301 Postage and Shipping

---

```
<table>
<thead>
<tr>
<th>QTY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

**TOTAL PURCHASE ORDER AMOUNT:**

---

Authorized Budget Signature Required: 

Date: 

Type/Print Name: 

---

https://my.american.edu/apps/accounts_payable/campusand.cfm

10/09/2007
Wire Transfer Form

- Can be used when making payments to international companies requiring payment in foreign currency
- Can be used to pay vendors requiring electronic payments

www.american.edu/finance/treasuryoperations/EFT-Requests.cfm
Invoice Review

• Invoices with no Purchase Order reference number will not be given priority

• All invoices should be sent to Accounts Payable at accounts payable@american.edu by the department or vendor
  – POs and PSAs should be in place PRIOR to any services or goods being ordered, and not after the invoice for the good or service has arrived
  – Invoices must have a valid PO number or an AU business contact name who is responsible for the charges. Invoices without this information will be rejected.
General Contact Information

Invoices scan and send to
accountspayable@american.edu

General questions call
(202) 885-2840
# Whom to Contact

<table>
<thead>
<tr>
<th>Accounts Payable Staff Member</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Lancaster</td>
<td>x. 2852</td>
</tr>
<tr>
<td>Michael Harris</td>
<td>x. 2859</td>
</tr>
<tr>
<td>Christina Handle</td>
<td>x. 2860</td>
</tr>
<tr>
<td>Joyce Brown</td>
<td>x. 2840</td>
</tr>
<tr>
<td>Lovern Chester</td>
<td>x. 2861</td>
</tr>
<tr>
<td>Sandra Coaxum</td>
<td>x. 2854</td>
</tr>
<tr>
<td>Juri Mitkute</td>
<td>x. 2853</td>
</tr>
<tr>
<td>Jude Onyebuchi</td>
<td>x. 2855</td>
</tr>
<tr>
<td>Hafida Stelate</td>
<td>x. 2806</td>
</tr>
<tr>
<td>Roy Tucker</td>
<td>x. 3815</td>
</tr>
</tbody>
</table>
# Helpful Accounts Payable Resources

<table>
<thead>
<tr>
<th>If you are looking for...</th>
<th>...you will find it here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy and procedures in order to pay</td>
<td><a href="www.american.edu/finance/controller/Payments-to-Vendors.cfm">www.american.edu/finance/controller/Payments-to-Vendors.cfm</a></td>
</tr>
<tr>
<td>Travel Policy</td>
<td><a href="www.american.edu/loader.cfm?csModule=security/getfile&amp;pageid=2676033">www.american.edu/loader.cfm?csModule=security/getfile&amp;pageid=2676033</a></td>
</tr>
<tr>
<td>Forms to process payments</td>
<td><a href="myau.american.edu/finances/Controller/Pages/default.aspx">myau.american.edu/finances/Controller/Pages/default.aspx</a></td>
</tr>
</tbody>
</table>
What is New for Accounts Payable

- ImageNow / WebNow - imaging and workflow solution being implemented across the University over the next several months.
  - All invoices will be scanned and routed for necessary approvals within WebNow
  - All payment documents will be retained and accessible electronically
V

Human Resources
Research Grants from an Human Resources Perspective
Job Creation and Posting

• Work with appropriate individuals in your unit/department, University Budget Office and Human Resources

• Include verbiage in Position Description and Posting that position is grant funded and its continuation is contingent on continued funding
Offer of Employment and Offer Letters

- Reiterate to candidate during interviews that position is grant funded
- Submit e-action to hire candidate
- Full Time hires - HR will send offer letter to candidate and include language that position is grant funded
- Employees are subject to all AU policies
E-verify Requirement

- Federal contracts with e-verify clause
- All employees must complete I9 via the e-verify process
- OSP will notify the PI or his/her designee of this clause
- E-verify completed by Office of Human Resources
Terminations

• **Voluntary**
  – Submit copy of resignation letter to HR
  – Submit e-action to terminate employment

• **Involuntary - Performance**
  – Work with Employee Relations to determine best course of action
  – Submit e-action to terminate employment

• **Involuntary – End of Grant**
  – Work with Employee Relations
  – Provide 30 day notice to employee
  – Submit e-action to terminate employment
Questions and Contact Information

• Ganiat Harris – Assistant Director, Service Delivery
• gharris@american.edu
• 202.885.3734
VI

Payroll Office
Payroll

• Processing Grant Payments on Time
When are forms due?

• Payroll Schedules:
  • located in HR/Payroll Connection – Info/Forms – Payroll/Taxes – General
  • Reflects: Payroll Period, Hiring Paperwork due date, Employee Information changes due date, Time sheet approvals due date and Pay Date
HR/Payroll Connection

Payroll Deductions and Tax Forms

General

- Monthly Payroll Calendar
- Biweekly Payroll Calendar
- Adjunct Payroll Calendar
- Payroll Guidelines for Managers and Employees
- Foreign National Appointment Schedule

Payroll Schedules here
Sample Payroll Schedule

Biweekly Payroll Schedule for FY 2012-2013
(April 2012 through May 2013)

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Hiring Paperwork Due to HR by:</th>
<th>Employee Information Changes Due to HR by:</th>
<th>All Timesheet Approvals Due to HR/Payroll by:</th>
<th>Pay Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 14 - Apr 27</td>
<td>Apr 23</td>
<td>Apr 25</td>
<td>Apr 27*</td>
<td>May 11</td>
</tr>
<tr>
<td>Apr 28 - May 11</td>
<td>May 7</td>
<td>May 9</td>
<td>May 14</td>
<td>May 25</td>
</tr>
<tr>
<td>May 12 - May 25</td>
<td>May 21</td>
<td>May 23</td>
<td>May 25*</td>
<td>Jun 8</td>
</tr>
<tr>
<td>May 26 - June 8</td>
<td>Jun 4</td>
<td>Jun 6</td>
<td>Jun 11</td>
<td>Jun 22</td>
</tr>
</tbody>
</table>
Payroll Forms

• Time sheets or Leave Reports:
  – Biweekly Time sheets - due the Monday after the pay period ends unless stated otherwise
  – Monthly Leave Reports – due the first working day after the end of a month unless stated otherwise
  – Time sheets and leave reports are automatically generated by our system once an employee has been hired into the job.
  – Must be approved by a supervisor to be paid
Forms continued

• Tax Withholding Election Forms
  – Federal and State withholding allowance forms
  – New forms due when hired and when a change is needed (address changes, higher or lower tax request)

• Pay Selection Form
  – New hires
  – Indicates employee pay election, direct deposit to a bank or Money Network Pay Card

• Direct Deposit requests
  – Best if submitted electronically
  – Notified by email when activated
Foreign National Considerations

• If you hire a foreign national, please be sure that they make an appointment to meet with our Foreign National Specialists to complete any special taxation forms that may be required.
Review

• Where can you find the Payroll Schedules?
  – HR/Payroll Connection – Info/Forms – Payroll/Taxes – General

• When are Biweekly sheets due?
  – Biweekly time sheets are due on the Monday following the payroll period ending date unless noted otherwise.

• When are Monthly leave reports due?
  – Monthly leave reports are due the first working day after the payroll ending date unless noted otherwise.

• What should I have my new foreign national staff member do?
  – Set up an appointment to meet with the Foreign National Specialist to complete required tax related forms.
Questions and Contact Information

• Carol Wisniewski - Director of Payroll
  – caw@american.edu
  – 202.885.3514

• General contact Information
  – payroll@american.edu
  – 202.885.3520
Q & A

?
Technical Support for you

A one point contact:

GCA is now on i-Support through OIT

Please direct your questions and comments through askaccounting@american.edu.

or you can reach us at our main office phone number ext. 3875