URGEMS Training

User Guide
Version Number
4.0

Table of Contents

URGEMS Training Overview

URGEMS is a general encumbrance management tool used to track and manage transaction details that shadows the UR Financials system, Grant and Non Grant.
When used, financials position is always known. The system is used to manages Human Resources, departmental information and forecasting transactions for total financial management.

Training and Support includes the following:

Pre-Training

- Introduction to URGEMS Navigation video

Post-Training

- Training Guide
- Quick Reference Cards
- User Group
- Help Desk

Training and support is offered to all users. Refer to the **URGEMS website** (http://tech.rochester.edu/services/urgems/) for video and Quick Reference card details.

User Group meetings are held every third (3rd) Thursday of the month. An email reminder is sent one week prior with location information.
Contact URGEMSSupport@UR.Rochester.edu to be added to this distribution list.

Contact the **Help Desk UnivIT: 275-2000, or email**

UnivITHelp@ur.rochester.edu for technical issues with the system.

For questions contact URGEMSSupport@UR.Rochester.edu.

Training Introduction

Training Objectives

Upon successful completion of this course, you will be able to:

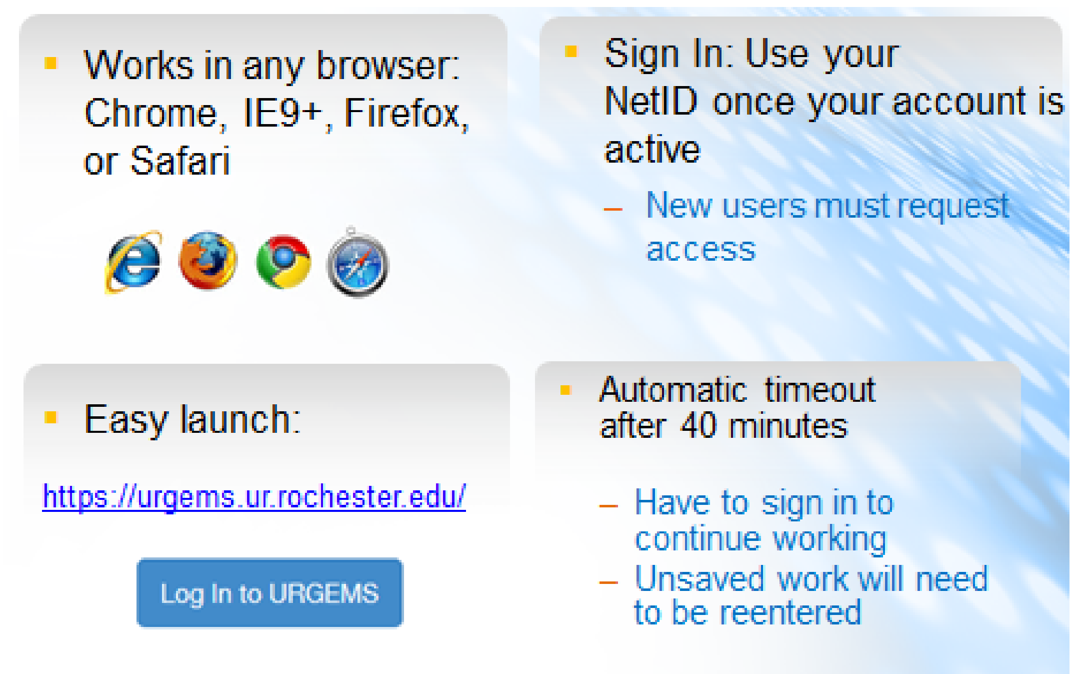
- Navigate within URGEMS.
- Identify required fields, business rules and special processing information associated with the non-salary, employee, salary, reports and department admin areas within URGEMS.
- Demonstrate how to:
    - Add a new award
    - Use the Search, Browse and Detail tabular interface
    - Add a non-salary encumbrance
    - Create a new appointment
    - Create a new salary and a salary obligation
    - Complete reconciliation process for expenses
    - Create a salary distribution
    - Reconcile a non-salary expense record
    - Run a report (filter screen)
    - Use the report viewer
    - Add and delete a unit
    - Add and delete a Category
    - Add and delete a validation record
- Identify the fields used and purpose of each of the following reports:

- NS Enc/Exp Status
- Salary Expense
- Employee Salary Expense
- Cumulative Salary
- Cumulative Salary by FAO
- Salary Source
- Salary % of Dist
- PI Employee Percent Distribution
- PI FAO Distribution
- Chart of Accounts
- FAO Summary
- FAO Details
- FAO Category Attribute
- Award/Proposal Status
- Key Personnel Effort

▪ Identify field labels and descriptions within the Preferences Tab.

Loggining Into URGEMS

Below are log in parameters regarding the **URGEMS** system:



Icons

Personal Notes

Space provided for the Users to make their own notes.

Important

Used for important information that must be taken into account by the user.

Demonstration Session

Used for the introduction to a Demonstration learning session.

Module One Agenda

In **Module One**, **Navigation** we will be covering:

- Menu navigation
- Associated screen navigation
- Search, Browse and Detail navigation
- Record navigation
- Transaction processing navigation

UR GEMS

Module One
Navigation

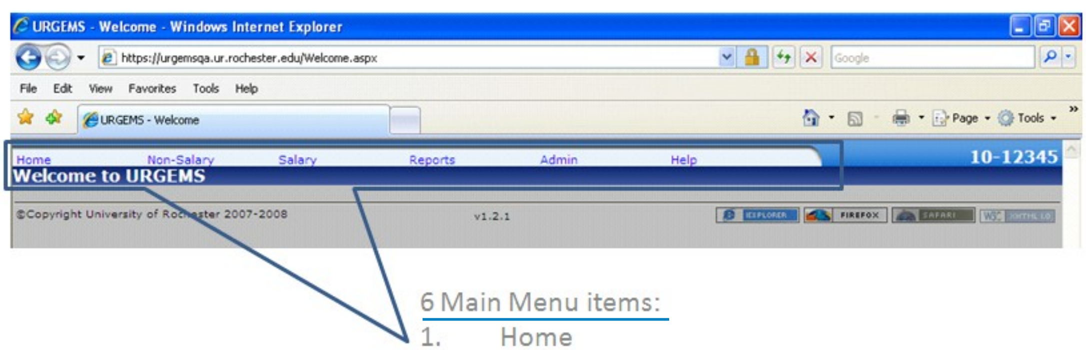
Module One - Navigation

Introduction

In this module we'll …

- Explore the six URGEMS main menu options.
- Demonstrate the necessary steps to navigate the screens associated with each of the six main menu options.
- Demonstrate how to utilize the Search, Browse, and Detail tabs.
- Demonstrate record navigation.
- Demonstrate transaction processing navigation for both forms and grids.

As we walk through the demonstrations, you will have an opportunity to practice each skill.



6 Main Menu items:

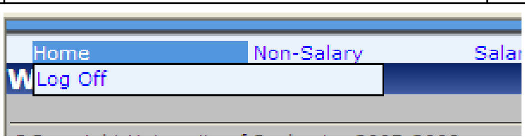
1. Home
2. Non-salary
3. Salary
4. Reports
5. Admin
6. Help

Menu Navigation – Demonstration

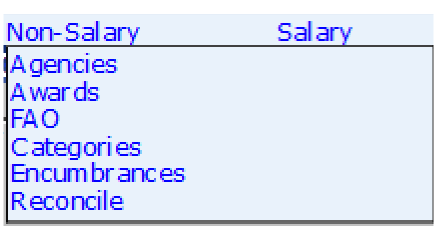
This demonstration will help to familiarize you with the elements within each of the six main menu options.
Note: *Karen Baker* is used as the "employee" example in the demonstrations below.

Main Menu Table

Step	Action	Results and notes
1.	Mouse over Home	This displays: • Log Off • Change Departments [Note: depending upon the user rights you are given, you may or may not be able to access the Change Departments menu option.]



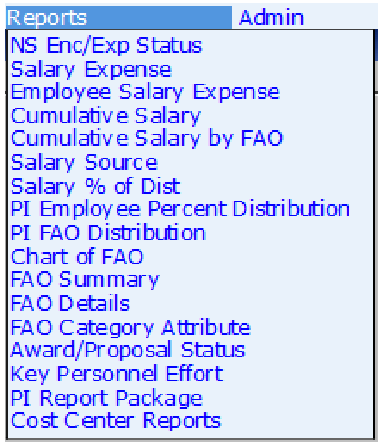
Step	Action	Results and notes
2.	Mouse over Non-Salary	This displays: • Agencies • Awards • FAO • Categories • Encumbrances • Reconcile



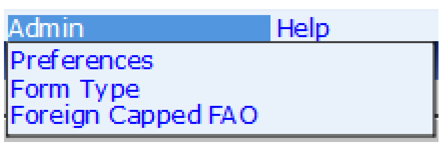
Step	Action	Results and notes
3.	Mouse over Salary	This displays:

		• Employees • Appointments • Salary • Distribution • Expense • Make Pay • Reconcile

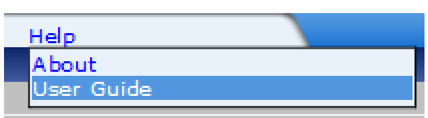
4.	Mouse over Reports	This displays: • NS Enc/Exp Status • Salary Expense • Employee Salary Expense • Cumulative Salary • Cumulative Salary by FAO • Salary Source • Salary % of Dist • PI Employee Percent Distribution • PI FAO Distribution • Chart of FAO • FAO Summary • FAO Detail • FAO Category Attribute • Award/Proposal Status • Key Personnel Effort • PI Report Package • Cost Center Reports



5.	Mouse over Admin	This displays: • Preferences • Form Type • Foreign Capped FAO



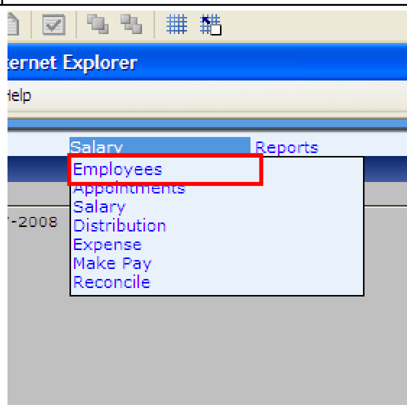
6.	Mouse over Help	This displays: • About • User Guide



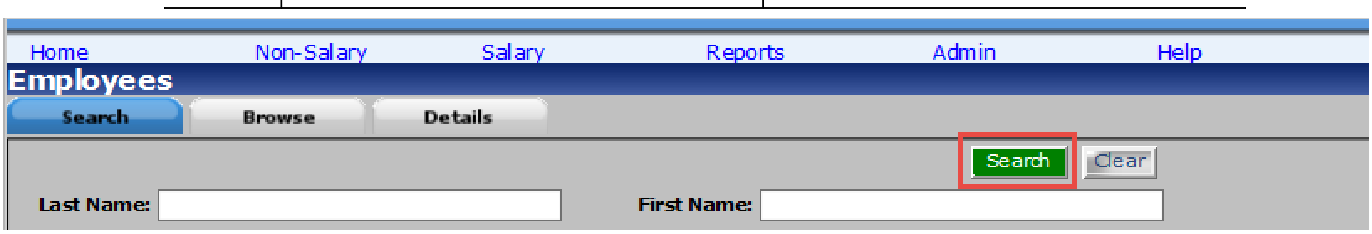
Associated Screen Navigation – Demonstration

Associated Screen Navigation Table

Step	Action	Results and notes
1.	Mouse over Salary	This displays: • Employees • Appointments • Salary • Distribution • Expense • Make Pay • Reconcile
2.	Select Employees	The Employees screen appears

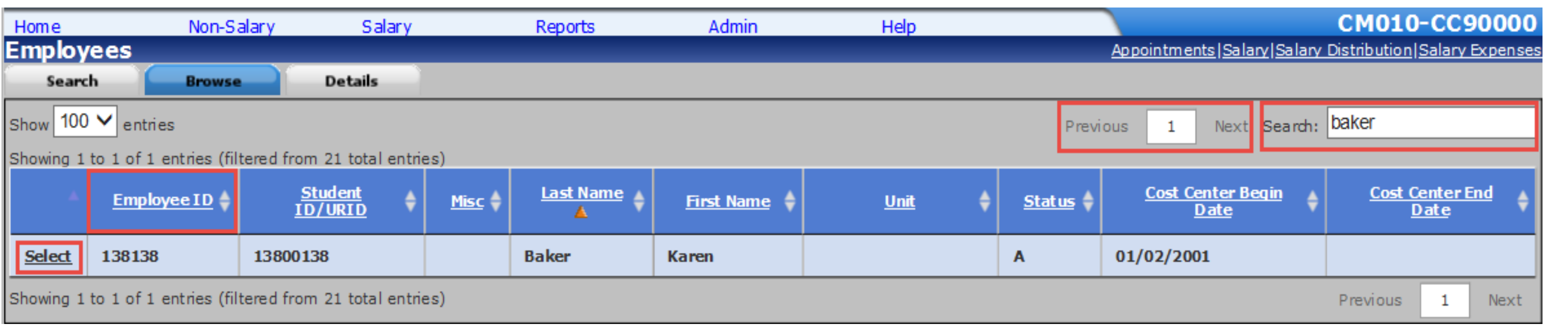


Step	Action	Results and notes
3.	Click Search	The Browse tab will become active (blue) with a list of employees.



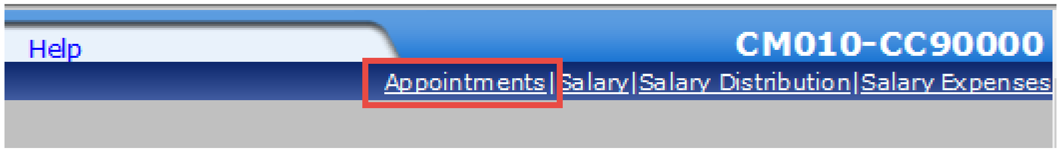
Step	Action	Results and notes
4.	Click Select next to an employee's name (Employee 1).	This opens the employee record for Employee 1 displaying the Associated Screen Navigation items. NOTE: WHILE viewing the list

		of employees, notice the *Previous* and *Next* navigation in the upper right corner. This tells you the number of pages for the list of employees. These numbers are links that when clicked will display pages 1 and 2 of the list. Next to this navigation is a Search bar that will search the entire emplyee list. Finally, users have the ability to sort columns by clicking on the various column headers.



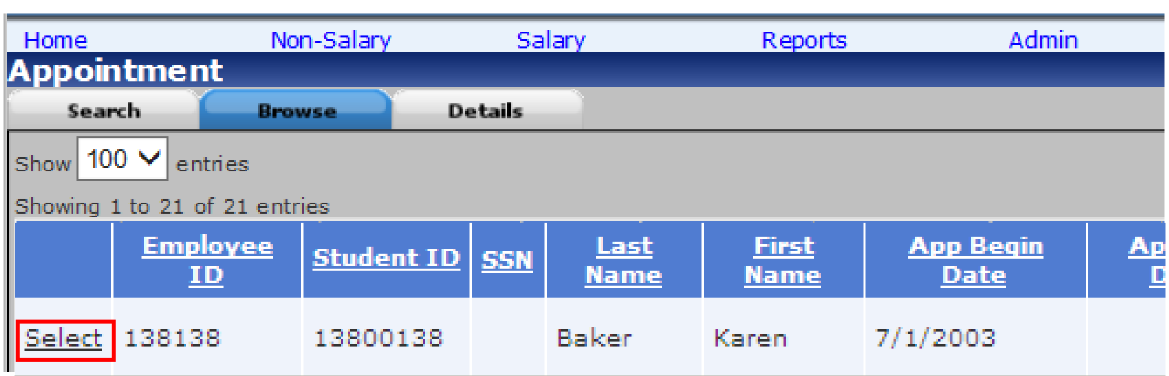
5.	View the tabs at bottom of page. Click the Appointments tab	This displays a view letting users add a new appointment for an employee (Karen Baker). **New:** Bottom tabs provide quick access to commonly completed fields, by record and organized by category
Tab		
6.	Click the Appointments link within the Associated Screen Navigation	This displays the appointment detail for the record selected. The Associated Screen Navigation items display to allow quick selection of items related to the record. The Associated Screen Navigation will appear at certain points allowing you to complete a task for a certain record, for example, entering a new employee.

Link



Selecting items here differs from the main menu options because the Association Screen Navigation refers to the currently displayed record as the main menu options are system-wide and refers to <u>all</u> records. Refer to the System Flow Diagram Job Aid. It specifically refers to the far right column in the job aid. You can use this job aid, as well as the line displayed in URGEMS to guide and orient you within the overall work flow process.

Notice how the order of what is in the Associated Screen Navigation is in the order of tasks we would complete in order to enter a new employee. We would complete Appointments, then Salary, Salary Distribution and then Salary Expenses.



Search, Browse, and Detail Navigation – Demonstration

The Search, Browse, and Details screens provide the ability to move within a selected menu item.

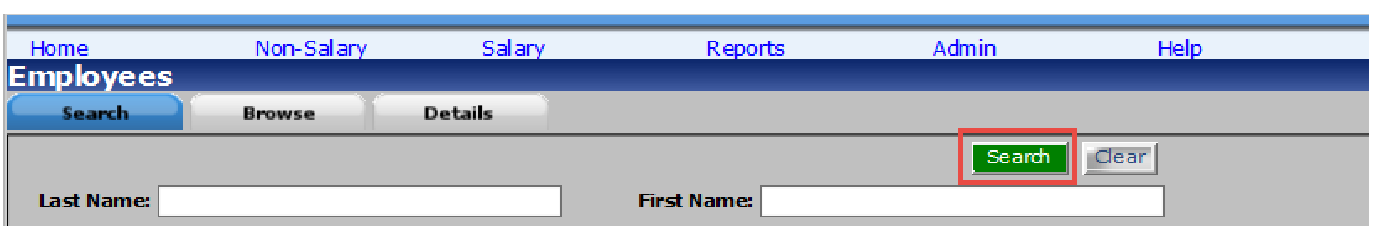
- Clicking the Search tab displays the screen to perform searches.
- Clicking the Browse tab displays the items returned from the search.
- Clicking the Details tab displays the individual data for the selected record or a blank screen for data entry.

The Search tab allows identification of a specific record or a series of records to be selected from the Browse tab for viewing the record information from the Detail tab.

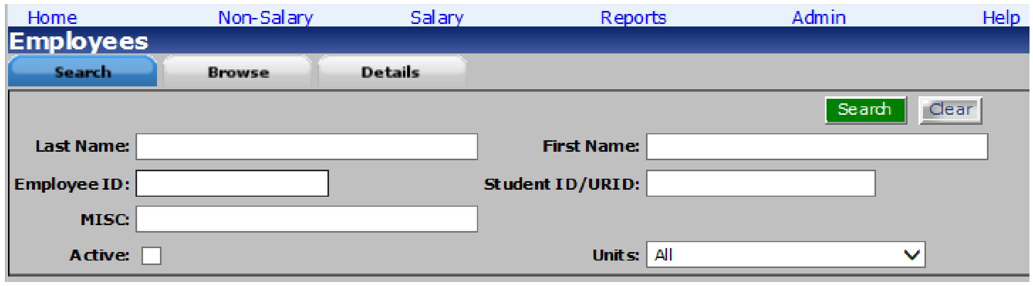
Note: Depending on the menu item selected, the search criteria may be different and there may be additional tabs.

Search, Browse, and Detail Navigation Table

Step	Action	Results and notes
1.	From the Salary Employees screen click Search.	This performs a general search to identify all records. - OR -



2.	Enter data into one or more of the fields. Enter the last name Baker and click Search. **Note:** You can reference Figure 1a below for specific search criteria information.	This established the specific criteria on which the search is based.



3.	Click Search	This displays the Browse tab with a listing of specific records or groups of records based on your search criteria. **Note:** Sort the records by clicking on any one of the columns. The numbers at the top right of the browse panel indicate the number of pages available for viewing.
4.	Locate a record that you wish to view in more detail and click Select.	This displays Details tab with all the information related to the selected record. **Note:** Depending on the menu item selected, there may or may not be sub tabs.

Figure 1a

Field Type	Example	Expected Results
Text	Wild Card (Di* or *Pat)	Any record where the text field being searched matches the input string. With the * signaling anything before or after the specified text .
Pull Down List	List of Values or Choices	Any record that contains the selected item from the list.
Date Range	MM/DD/YYYY to MM/DD/YYYY	Any record that falls within the date range specified.
Numeric		Any record that matches the numeric value specified.
Type Ahead Pull Down List	Position code	Any record that contains the selected item from the list.
Formatted Field	9-99999	Any record that matches the specified field.

Record Navigation – Demonstration

The Record Navigation provides the ability to travel through records. The Sub Tab Record Navigation allows movement through the associations in each tab. When the Record Navigation does not appear in the Sub Tab view, there is only a one-to-one association with the Sub Tab item to the Detail tab item.

Record Navigation Table

Step	Action	Results and notes
1.	*Use the navigation buttons at the middle of the screen to move from record to record.*	The Next button moves to the record after the one being viewed.

	Click Next	
2.	Click Previous	The Previous button moves to the record prior to the one being viewed.
3.	Click Move Last	The Move Last button moves to the last record.
4.	Click Move First	The Move First button moves to the first record.

Transaction Processing Navigation – Demonstration

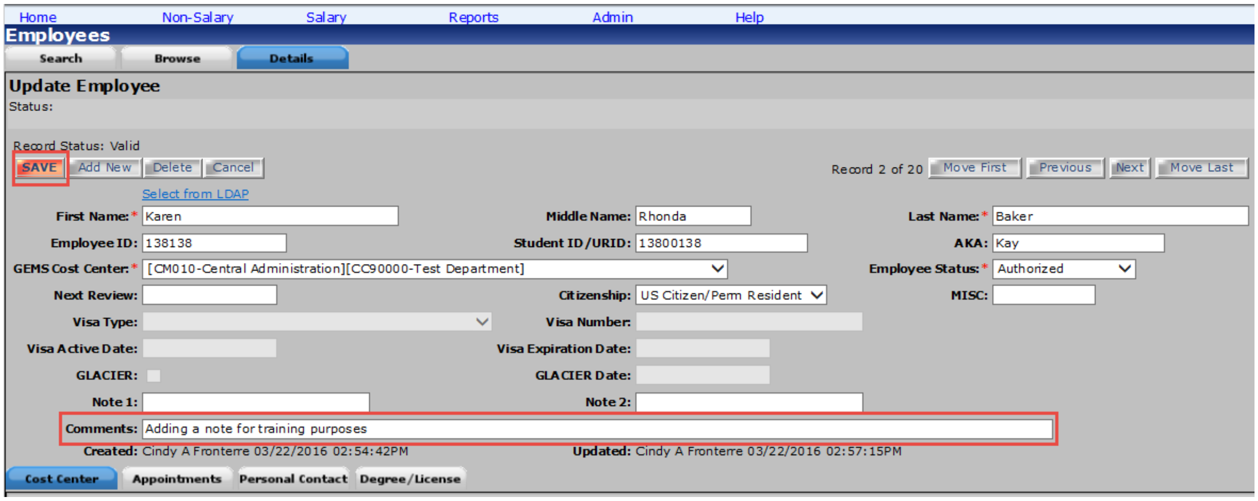
The Transaction Processing Navigation is where you control saving a record, adding a record, deleting a record and cancelling data entry into a record. The Save, Add New, Delete, and Cancel buttons at the top of the screen are used for Transaction Processing Navigation for the Details tab. The same buttons at the middle of the screen are used for Transaction Processing for the Sub tabs.

Note: *Karen Baker* is used as the "employee" example in the demonstrations below.

Transaction Processing Navigation Table – Saving an Updated Record

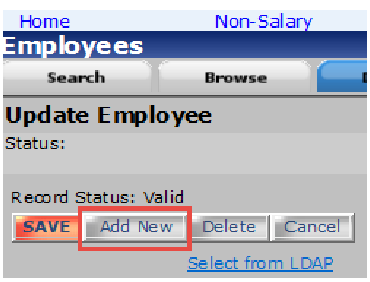
Step	Action	Results and notes
1.	Search for and select an employee within your access.	This brings up the employee's record.
2.	Add a comment to her record.	For example, "*Adding a comment for training purposes*."
3.	Click Save for the record view **Note:** Each tab, whether Details or a sub tab, must be saved individually when changes or new entries are made. If you navigate off the tab without saving, all changes will be lost.	A message "Processing, please wait…" appears letting you know that the record is being saved. A message "Employee Details updated" appears on the screen. **Note:** This message will vary depending on the tab in which you are working. If working in the Details tab, the message appears

		in the details status bar. If working in the sub tab area, the message appears in the sub tab status bar.



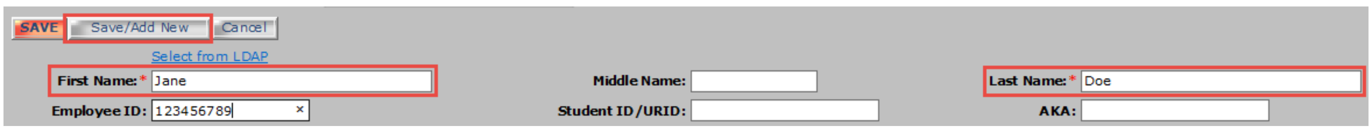
Transaction Processing Navigation Table – Adding a New Record

Step	Action	Results and notes
1.	Click Add New	A message “Processing, please wait…” appears, then the Details tab appears, ready for data entry.



2.	Enter name *Jane Doe* and leave the Cost Center ID and Employee Status defaults.	**Note:** Required Fields are identified with a red asterisk. Prior to saving a record, all Required Fields must be populated to avoid receiving errors.

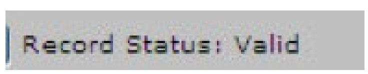
3.	Click SAVE button.	A message “Processing, please wait…” appears letting you know that the record is being saved. A message “Employee Inserted.” appears on the screen. **Note:** This message will vary depending on the tab in which you are working. If working in the Details tab, the message appears in the details status bar. If working in the sub tab area, the message appears in the sub tab status bar.



At this point, if there is a sub tab, related to the Details tab record, with required fields the following record status message appears:

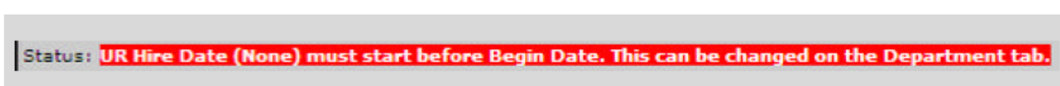
After meeting all requirements and saving the data for each tab record, a valid record status appears.

This is the Record Status message after successfully adding a new record.



This is the Status message after successfully saving the required fields in a sub tab.

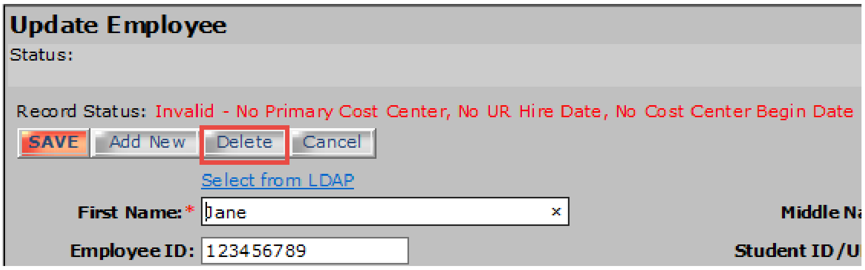
Note: If validation requires entering additional fields, this message appears in the sub tab:



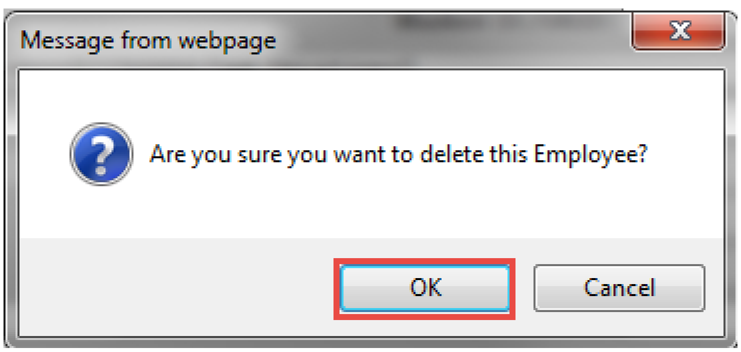
Transaction Processing Navigation Table – Deleting a Record

Step	Action	Results and notes
1.	Search for and Open the record for *Jane Doe*.	This brings up the record for *Jane Doe*, the record that was just

		created.
2.	Click Delete.	A message box appears to confirm the deletion of the record.



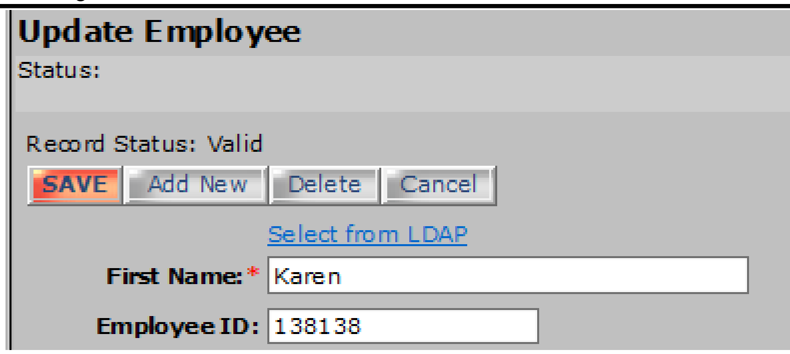
3.	Click OK **Note:** To stop the deletion click Cancel.	A message "Processing, please wait…" appears letting you know that the record is being saved. A message "Employee Deleted." appears on the screen. **Note:** This message will vary depending on the tab in which you are working. If working in the Details tab, the message appears in the details status bar. If working in the sub tab area, the message appears in the sub tab status bar.



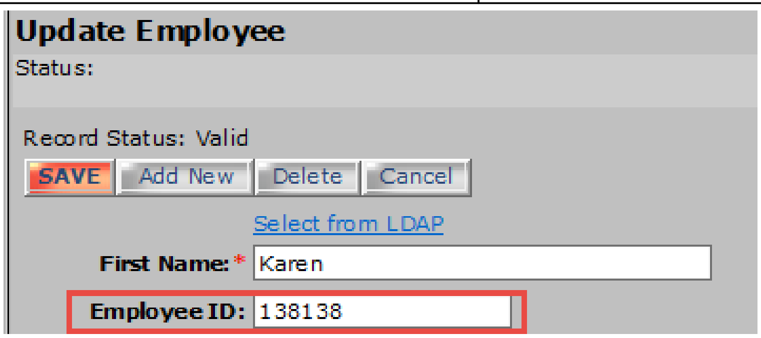
Note: A warning appears when attempting to delete a record with children attached. For example, an encumbrance with associated non-zero expense records cannot be deleted.

Transaction Processing Navigation Table – Cancelling a Change

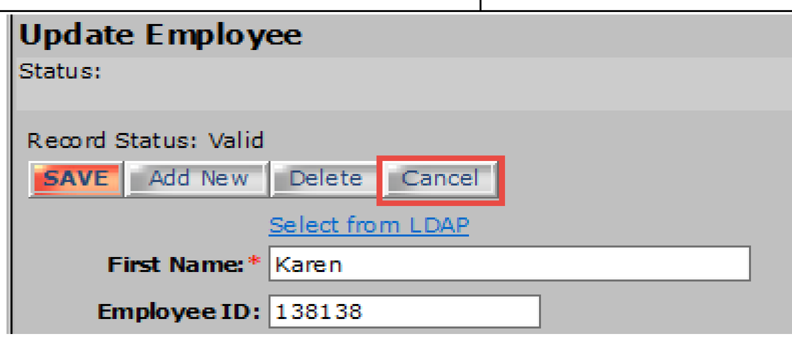
Step	Action	Results and notes
1.	Search for an employee and select them.	This brings up employee's record.

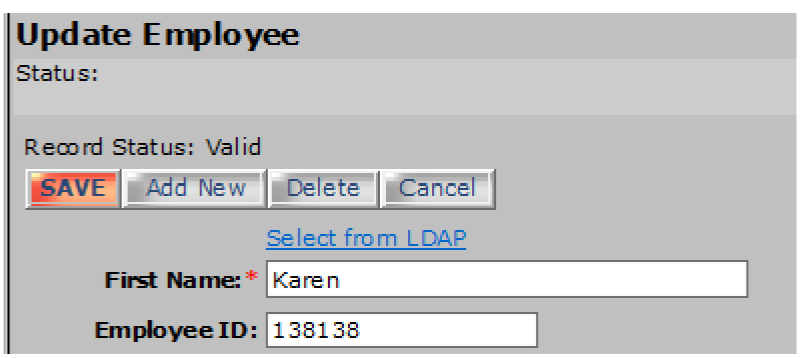


2.	Update the current record by changing her Employee ID.	Assume the information added is incorrect and should not be saved.



3.	Click Cancel.	A message “Processing, please wait…” appears, and then the screen appears as it did prior to any data entry.

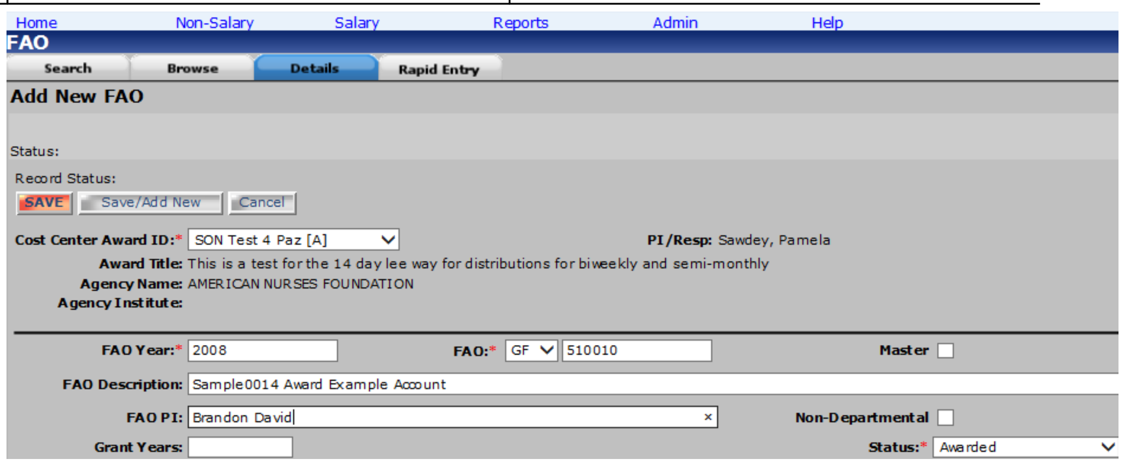




Some tabs have sections with grids, which allow Add New, Edit, and Delete navigation. This section demonstrates how to navigate within those sections.

Transaction Processing Navigation Table – Adding a New Grid Line

Step	Action	Results and notes
1.	Navigate to the Non-Salary > FAO screen, click the Search button.	
2.	Select the record for an FAO Number.	This opens the FAO record.



3.	Scroll down to the bottom of the screen to the Indirect Rate grid area.	Notice that here we have the ability to Add New, Edit or Delete grid information.

Module Summary

This concludes Module One.

In this module, you learned to navigate:

- The Main Menu and associated screens
- The Search, Browse, and Detail tabs
- Records (Add, Edit, Delete, and Cancel)
- “Transaction” Processing

Personal Notes

Module Two
Non-Salary Main Menu Option

Module Two – Non-Salary Main Menu Option

Introduction

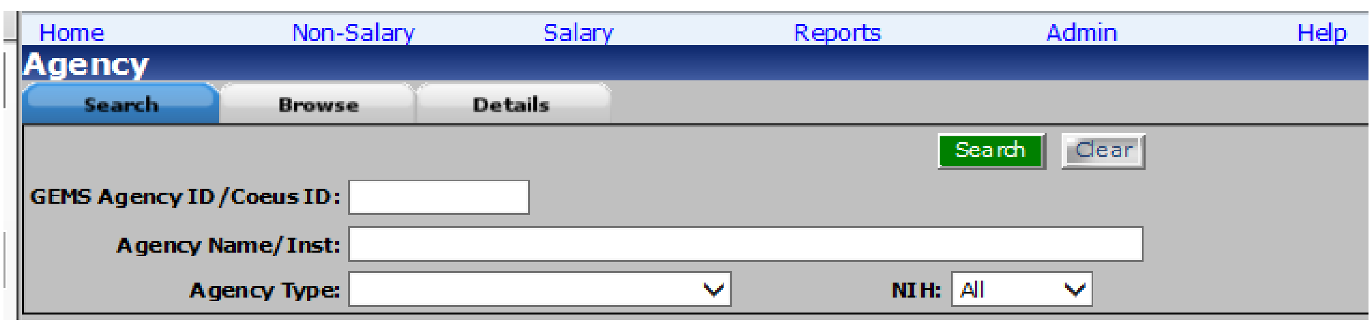
In this module we'll …

- Identify the purpose, required fields, business rules and special processing information within the following areas:
  - Agency
  - Award
  - FAO
  - Categories
  - Encumbrances
  - Reconcile
- Demonstrate and practice:
  - Adding a new award
  - Using the Search, Browse and Detail Tabs with an FAO
  - Adding a Non-Salary Encumbrance
  - Reconcile a Non-Salary Expense Record

Agency Details Menu Option – Demonstration

The purpose of the Agency process is to provide information on funding entities, whether in-house/institutional funding or funding from external entities. Most external Agency information can be found in COEUS. Each funding Agency is entered into COEUS at the time of proposal submission via the internal proposal sign off form. Agency information represents the only URGEMS element shared between all departments/ users.

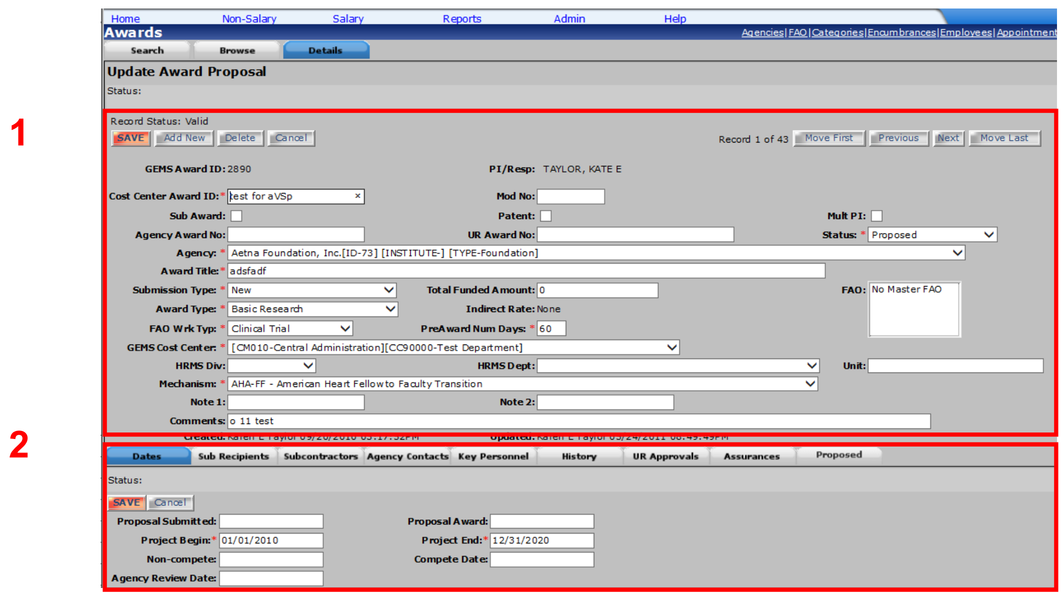
Note: Many of the agencies used in URGEMS exist in COEUS; however the system provides the capability to create non-COEUS agencies if necessary. Be sure to consult with your specific Cost Center and the Agency Approval Group via URGEMS Support before entering a new agency into the system.



Awards Menu Option – Demonstration

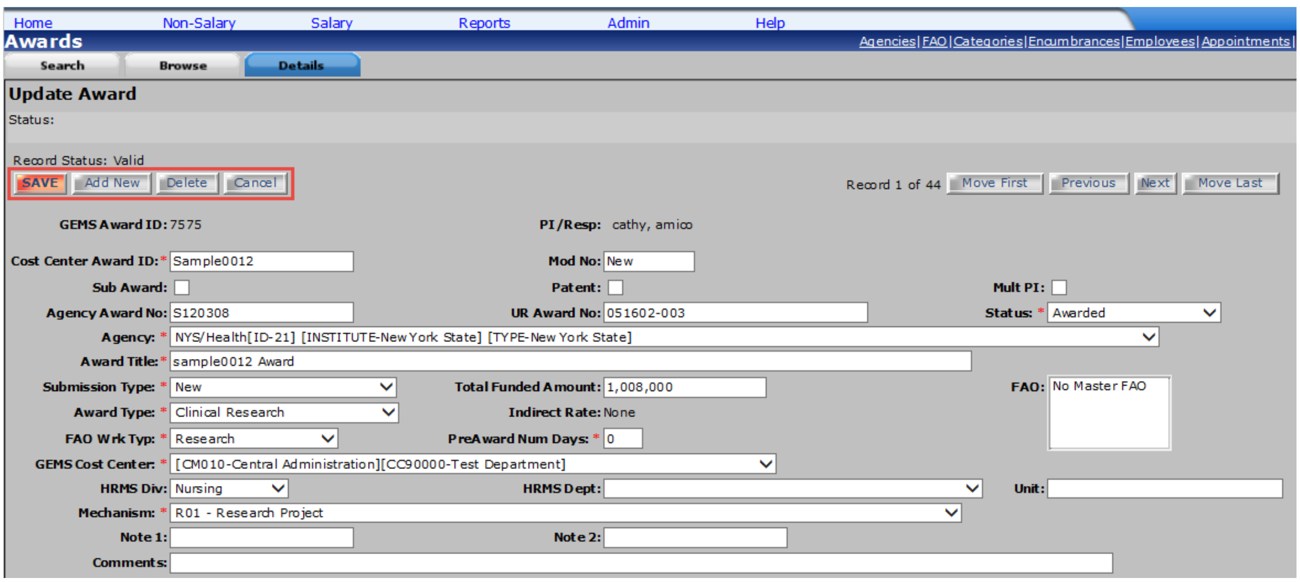
The Awards menu option provides the ability to insert and update award information for use in URGEMS. Use the section at the top of the screen (1) to enter the detail data for an Award. Use the tabbed sections at the middle of the screen (2) to enter additional data for an Award.

Note: *Sample0012* is used as the *"Award"* example in the demonstrations below.

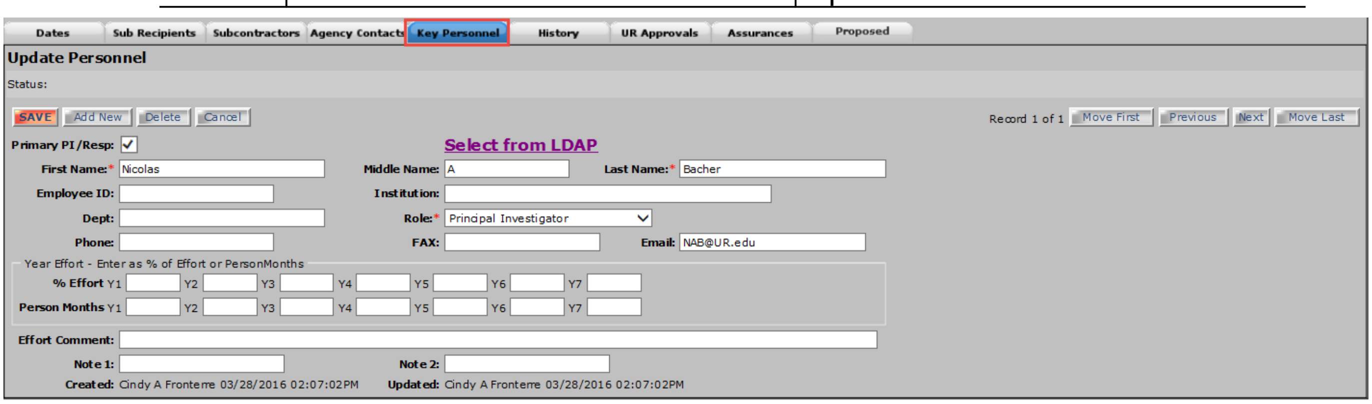


Awards Details Tab Table

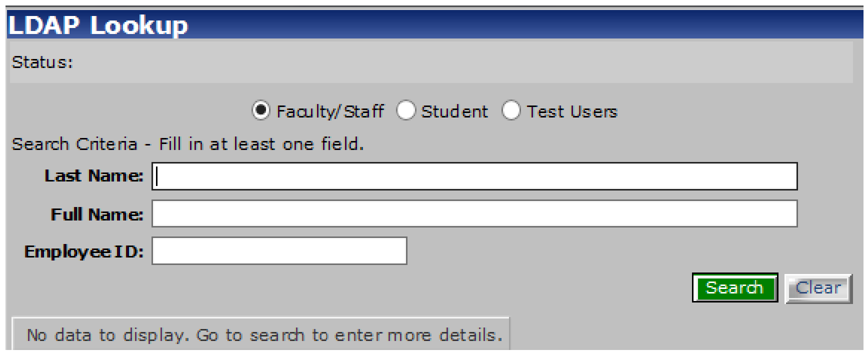
Step	Action	Results and notes
1.	From the Non-Salary Awards menu option, select the first **Cost Center Award ID** listed.	This opens the Details tab for this **Cost Center Award ID**. From this screen you can update and save or delete a record, or cancel an action. You can also add a new record by clicking Add New, entering the required data and clicking SAVE.



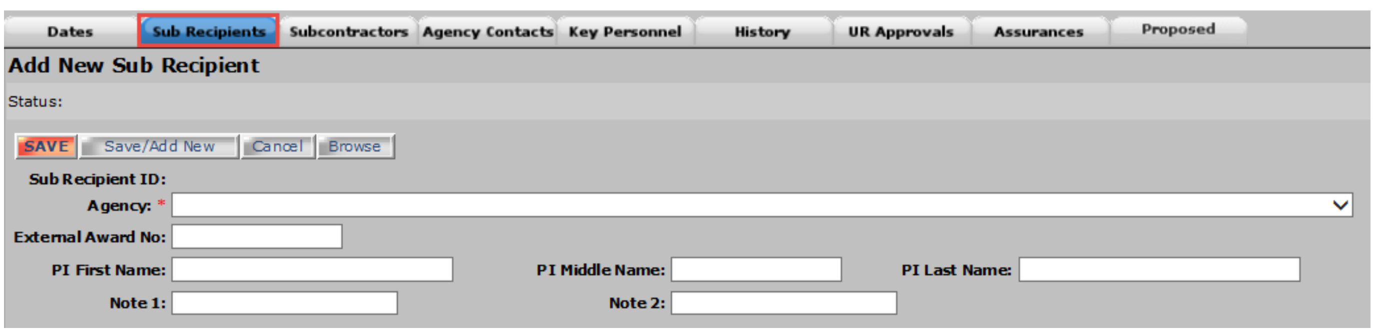
Step	Action	Results and notes
2.	Click the Key Personnel sub tab.	This opens the Key Personnel sub tab, where additional information related to key personnel for a given award is added and/or updated.



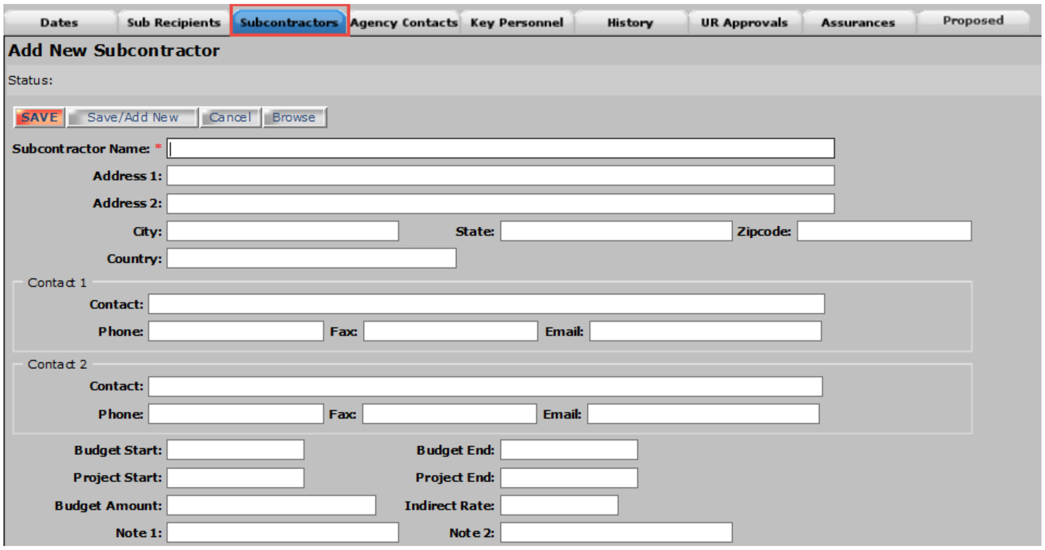
3.	Click the Select from LDAP link.	This opens the LDAP Lookup window. Key Personnel can be entered manually or through the LDAP Lookup.



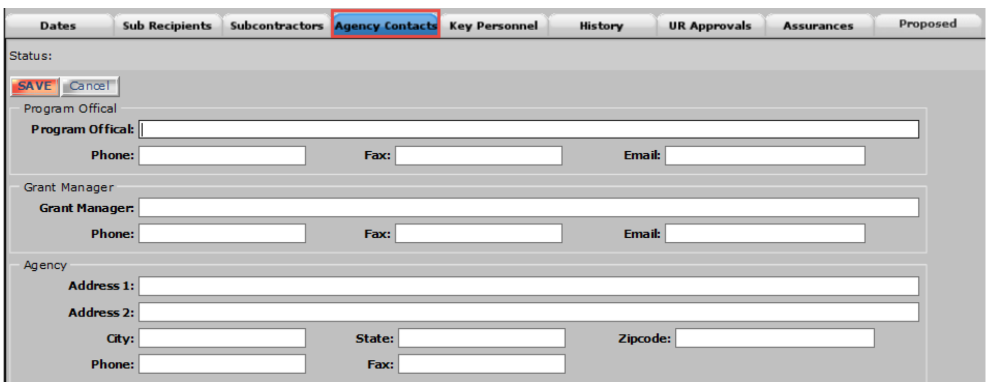
4.	Click Close on the LDAP Lookup window and click the Sub Recipients tab.	NOTE: Notice that Close appears in the upper right hand corner of the window and displays similar to a link.



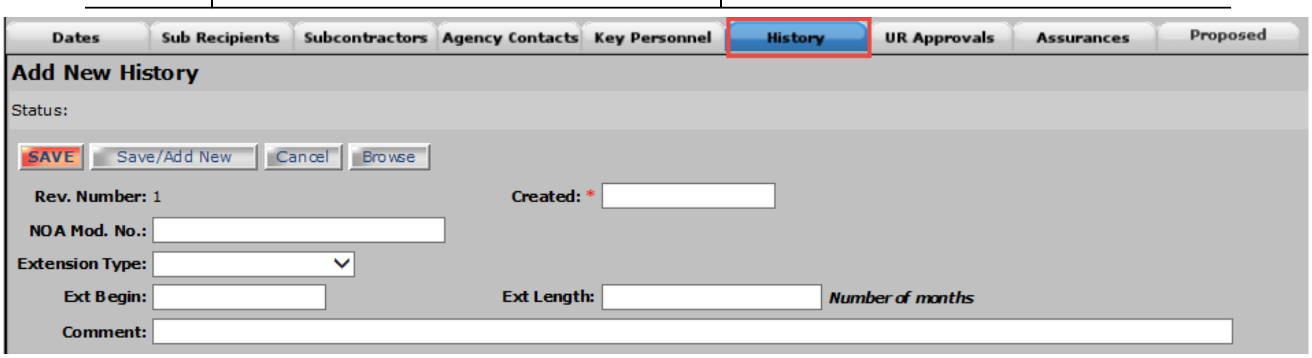
5.	Click the Subcontractors tab.	Used to insert and update information for insert and update information for subcontractors for a given award.



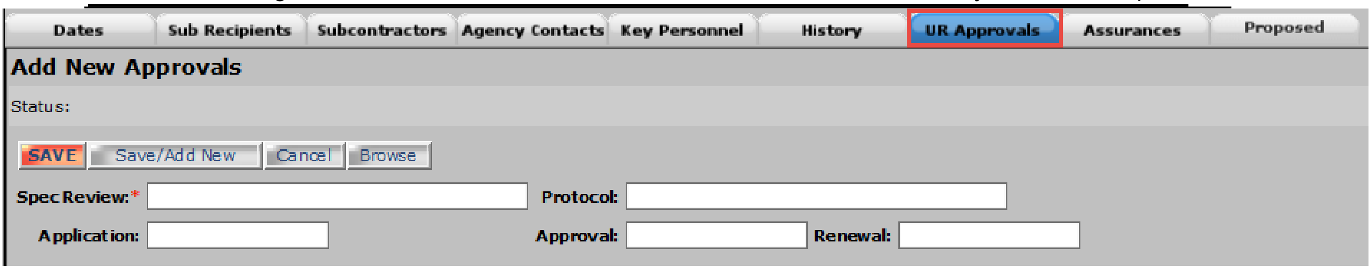
6.	Click the Agency Contacts tab.	Used to insert and update contact information for the Program Official, Grant Manager for a given award.



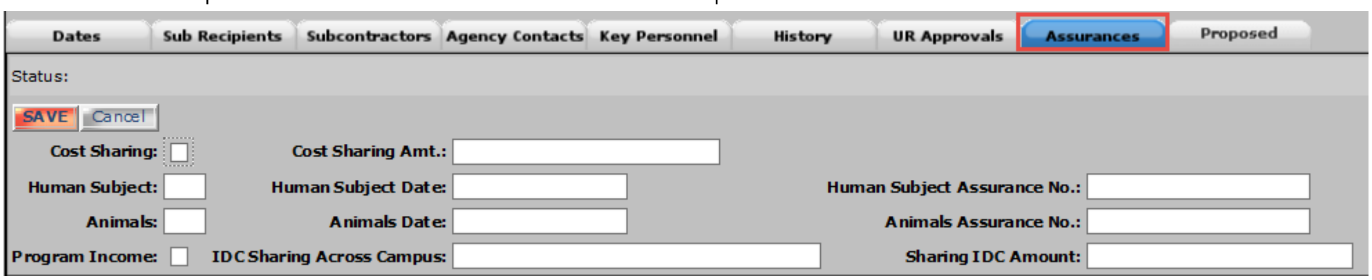
7.	Click the History tab.	Used to insert and update history information for a given award.



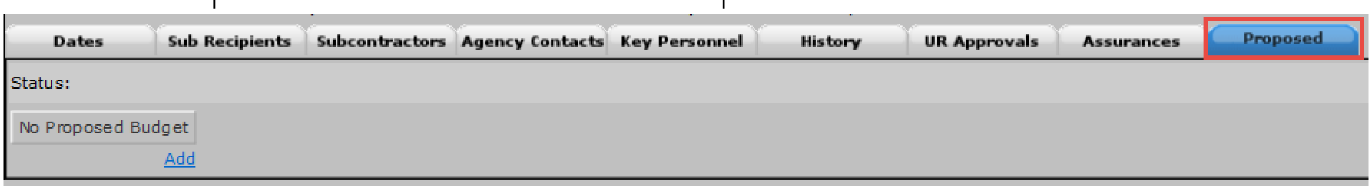
8.	Click the UR Approvals tab.	Used to insert and update approval information for a given award.

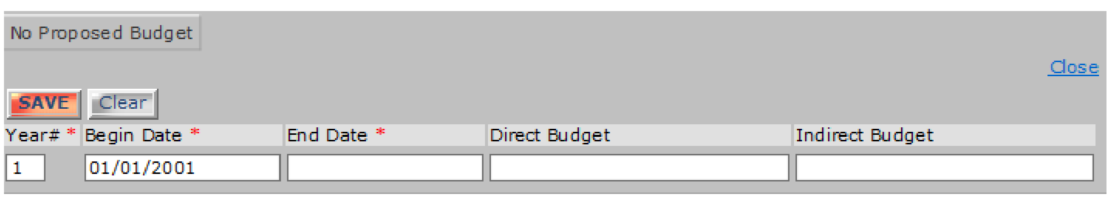


9.	Click the Assurances tab.	Used to insert and update assurance information for a given award.



10.	Click the Proposed tab.	Used to add and update proposed budget information for a given award.





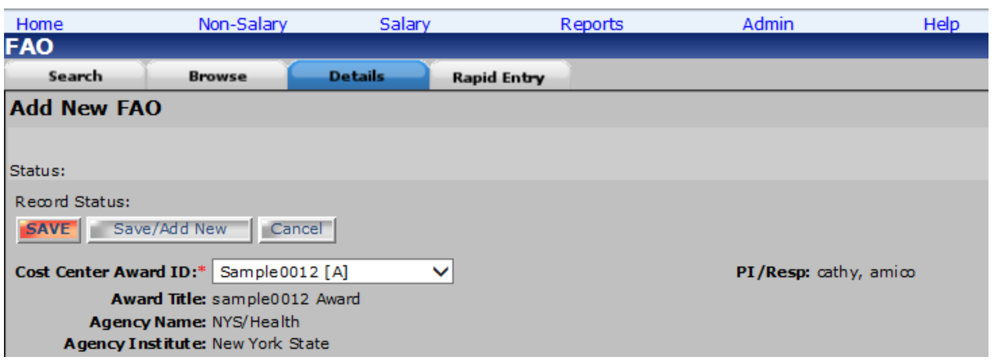
Personal Notes

Fianancial Activity Object (FAO) Menu Option – Demonstration

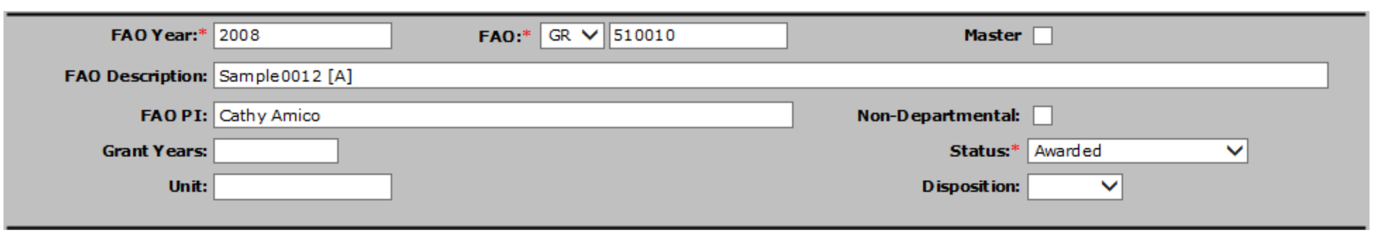
The FAO menu option provides the ability to insert and update FAO information for use in URGEMS.

Step	Action	Results and notes
1.	From the Non-salary FAO menu item, search for and select an FAO.	The Update FAO window appears.

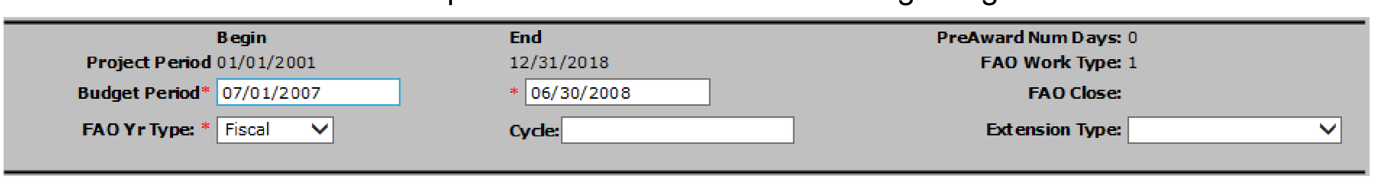
1. Agency information for the Award this FAO is associated with.



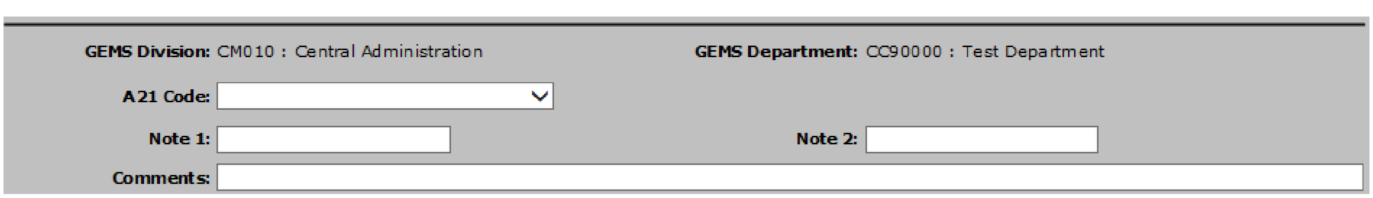
2. General FAO information.



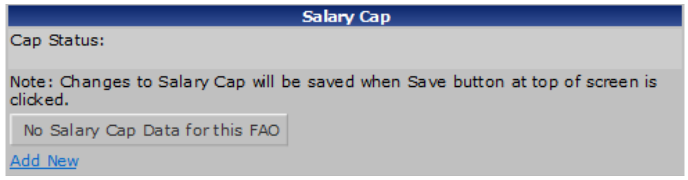
3. Specific FAO information including Budget Dates.



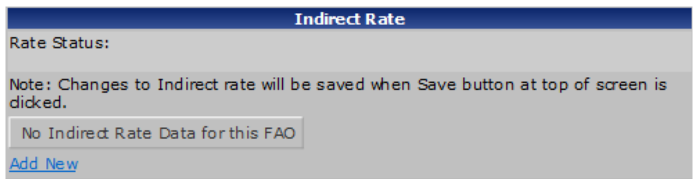
4. University information including UR Financials and A-21 details.



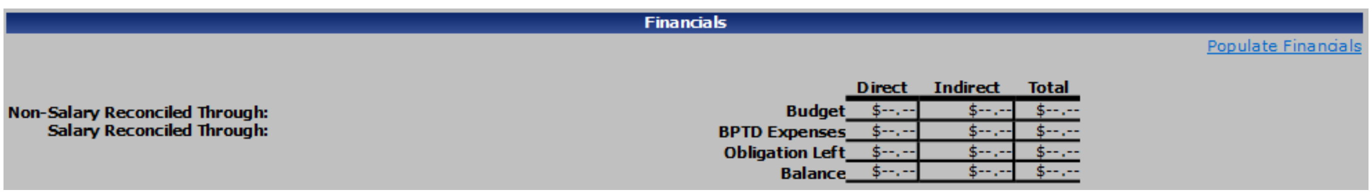
5. Effective dates and amount if this is a capped FAO.



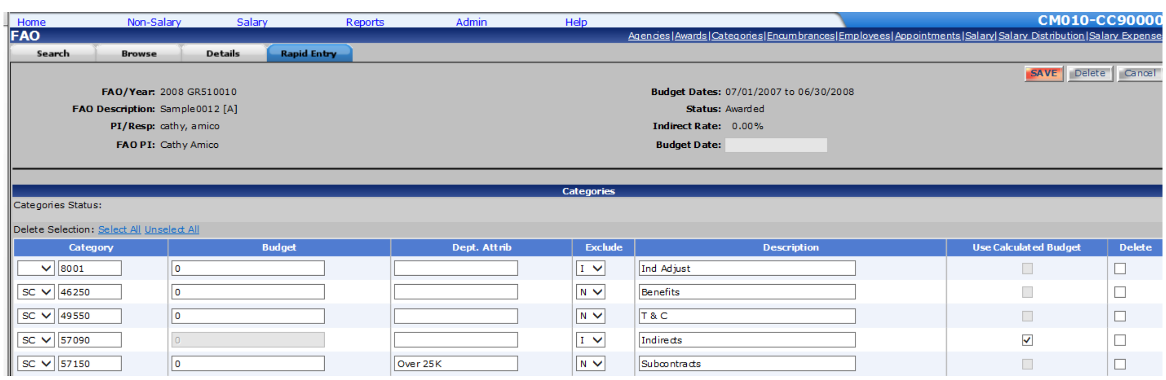
6. Effective dates and indirect rate to be applied to this FAO.



7. Calculated financial totals for FAO.

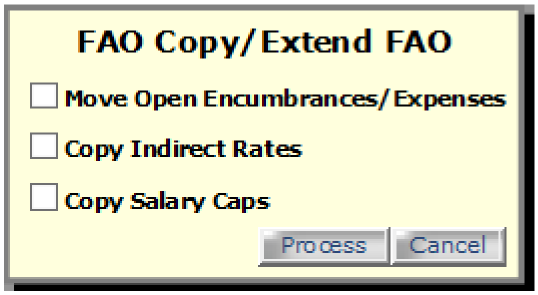


8. Rapid Entry Tab for expenses or revenue lines entry at once.

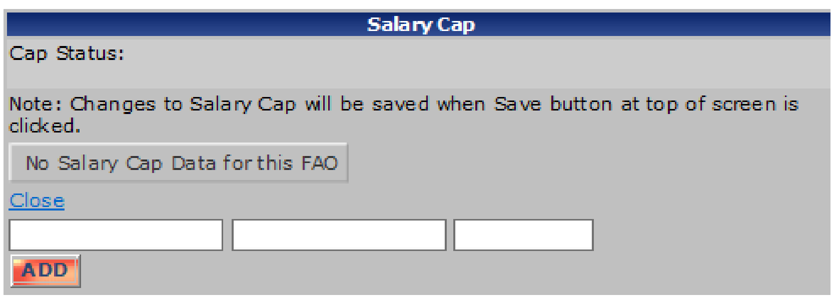


Financial Activity Object (FAO) Details Option Table

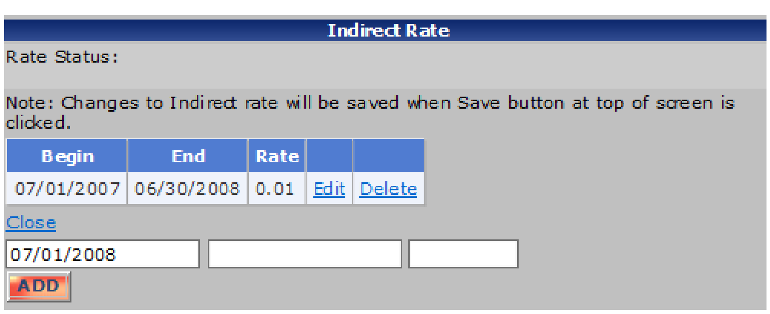
Step	Action	Results and notes
1.	From the Details screen for the FAO selected, click Copy/Extend FAO	The Copy/Extend FAO pop up appears.



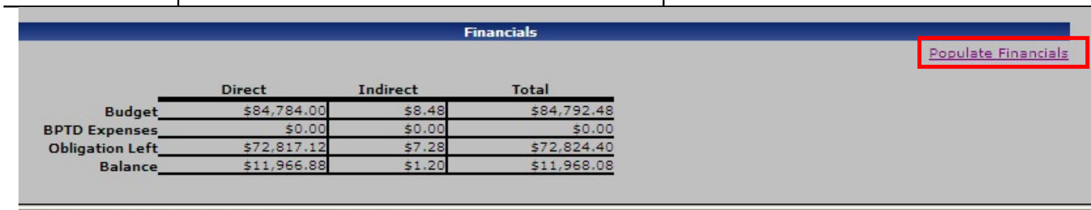
Step	Action	Results and notes
2.	Click Cancel on the popup window, scroll down and click Add New within the Salary Cap section.	This adds a new Salary Cap line for data entry.



Step	Action	Results and notes
3.	Click Add New in the Indirect Rate section.	This adds a new Indirect Rate line for data entry. **Note**: The Edit and Delete options allow for updating rate information.



4.	Scroll down and click Populate Financials.	This populates the financial information in the Financials table. NOTE: This information does not recalculate Indirect Costs as you would expect but only reports it as done. We will cover reports in a later module.



5.	Click the Rapid Entry tab at the top of the screen.	This opens the FAO Rapid Entry tab.

Category Details Menu Option – Demonstration

The Categories menu option provides the ability to insert and update Category information for use in URGEMS.

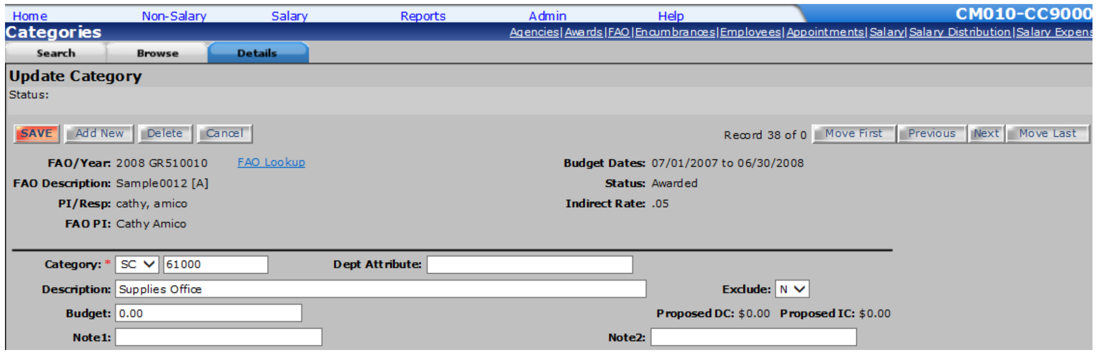
The system provides users with the flexibility to exclude indirect costs at the Category level. When the Exclude Indirects flag is set to Y, indirect costs **are not** calculated/applied for that Category. When the Exclude Indirects flag is set to N, indirect costs **are** calculated/ applied for that Category. For example, if the user wants to exclude a portion of a subcontract from the indirect calculation, the user should use two different Categories and set the flag appropriately for each.

In order for the FAO Lookup to be successful, at least one value of the three search values is required. Closed/Frozen FAO can be included in the search by selecting the check box.

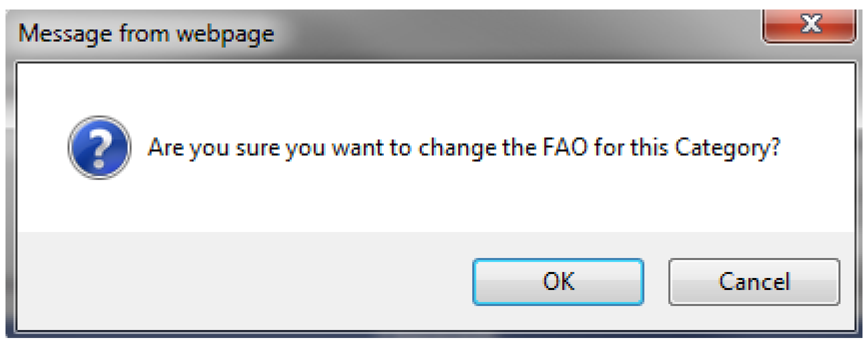
Category Details Tab Table

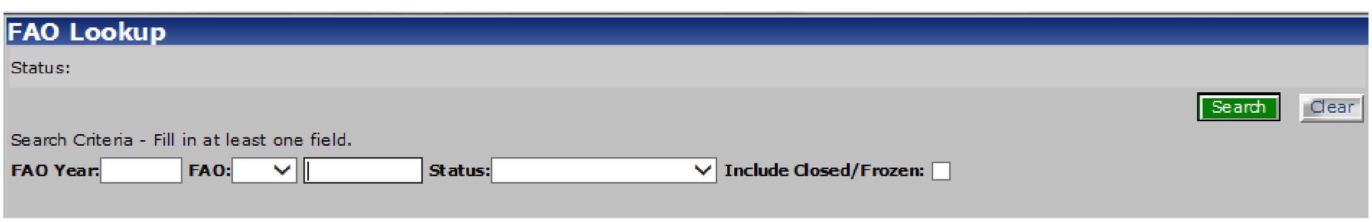
Step	Action	Results and notes
1.	From the Non-Salary Subcodes screen, search for and select an **FAO**	This opens the Subcodes Details tab for this FAO **Note**: The top section is the Category information for the FAO. The middle section is the general Category information. The bottom section is the

		calculated financial totals for the Category.



2.	Click the FAO Lookup link. At the confirmation popup, click OK.	This opens the FAO Lookup popup window, which is used to change the FAO information for the Category.





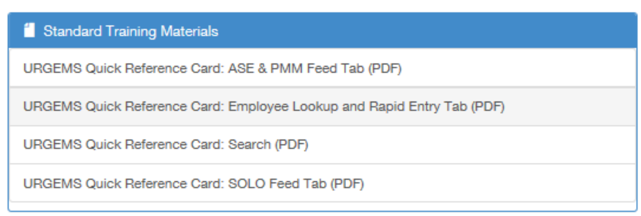
Encumbrances Menu Option – Demonstration

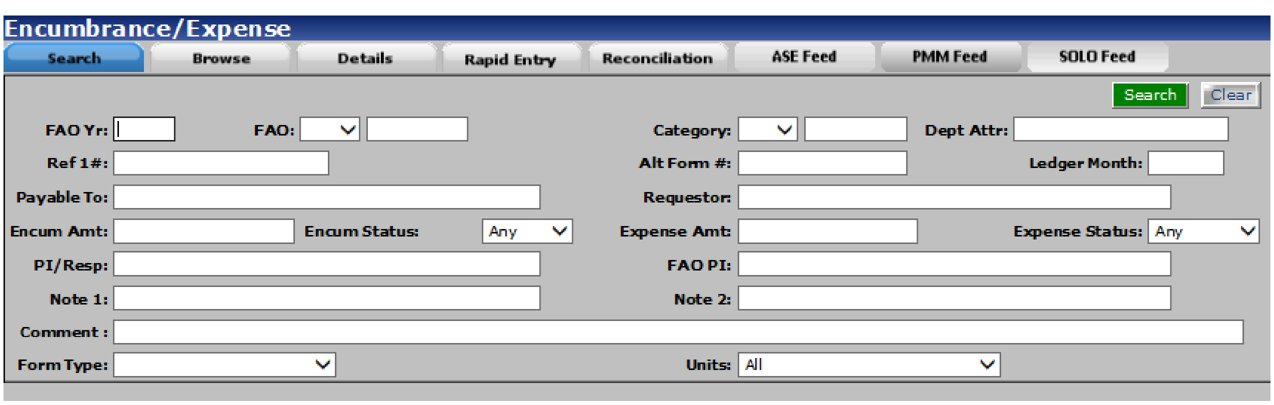
The Encumbrances menu option provides the ability to insert and update encumbrance and expense information for use in URGEMS.

Encumbrances are used to track financial obligations. Until an encumbrance record is created, expense records cannot be recorded against it.

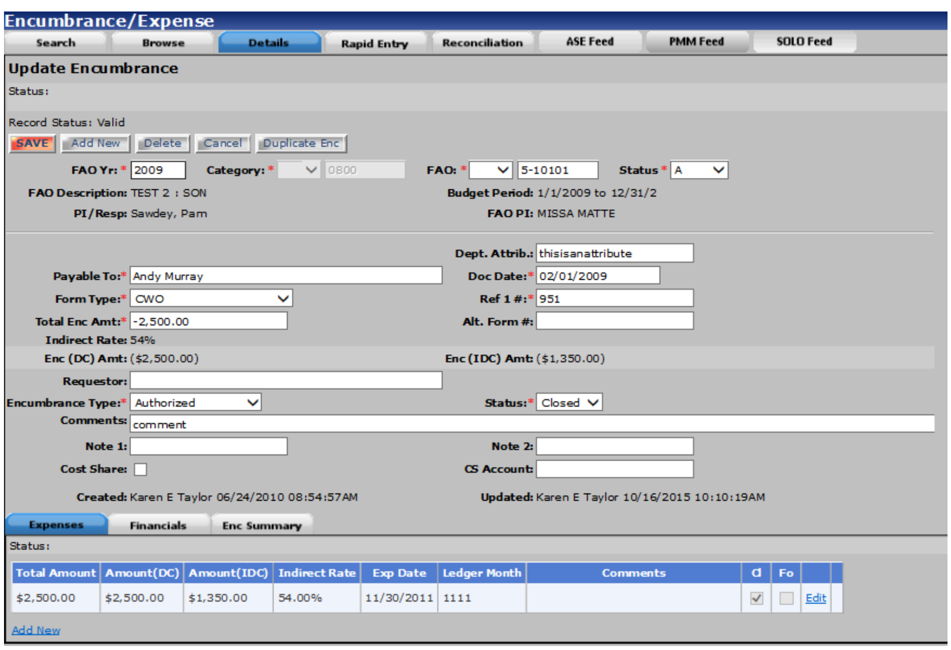
Encumbrances Option Table

Step	Action	Results and notes
1.	From the Non-Salary Encumbrances screen notice the additional tabs.	The Rapid entry tab allows users to quickly upload Request for Payment (F4) and Employee Expense Report (F3) Microsoft Excel version forms into URGEMS. Feed tabs are also included. Each tabs allow users to view detailed financial information from other source systems where users can then choose to automatically create an encumbrance. Minor modifications may be needed. [URGEMS Rapid Entry Tab (PDF) and Feed Quick Reference Cards]() are available.

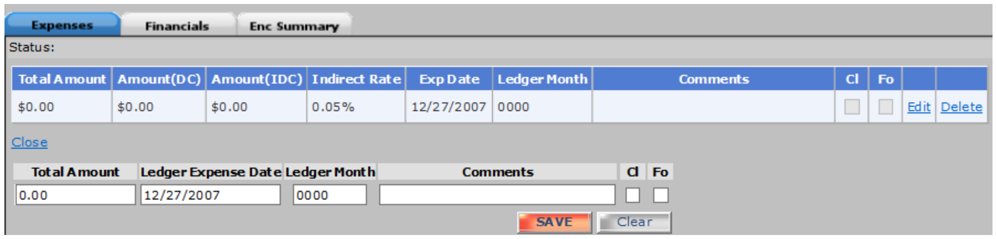




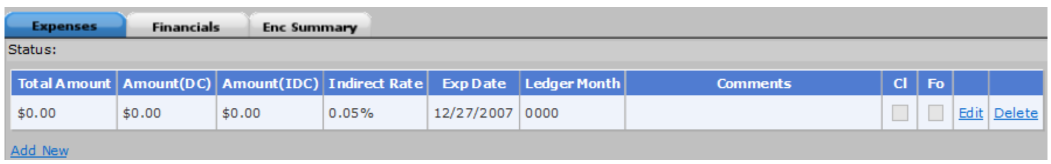
	Select the search tab,then search for and select an encumbrance you have access to.	This opens the Encumbrance /Expense Details tab for this record. **Note:** The top section is used to enter the detail data for an Encumbrance. The bottom tabbed section is used to enter additional data for an Encumbrance. The Duplicate Enc button provides the ability to duplicate an encumbrance. Also, notice under the Expenses sub tab, the column for Ledger Month. There is a value displayed which indicates a Closed status. The checkmark under the Cl column indicates a Closed status as well.
2.	Click on the Search tab, click the Clear button and enter in an FAO you have access to.	This will display a different record for the purposes of examining a status of open. Notice the value under the column for Ledger Month.



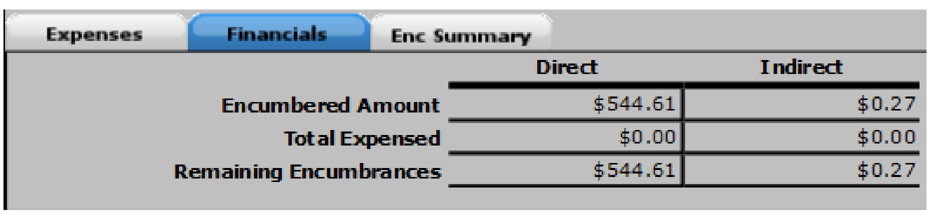
3.	Under the Expenses tab, click Add New.	This adds a new line for data entry.



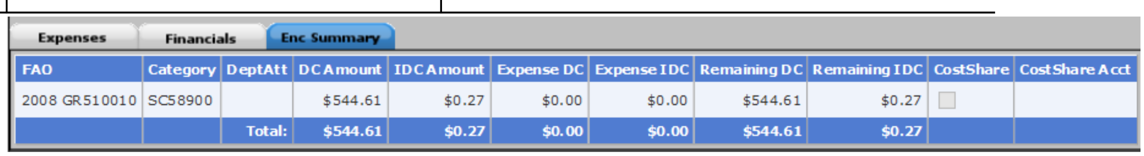
4.	Click Close and then click Edit.	This opens the grid for update.



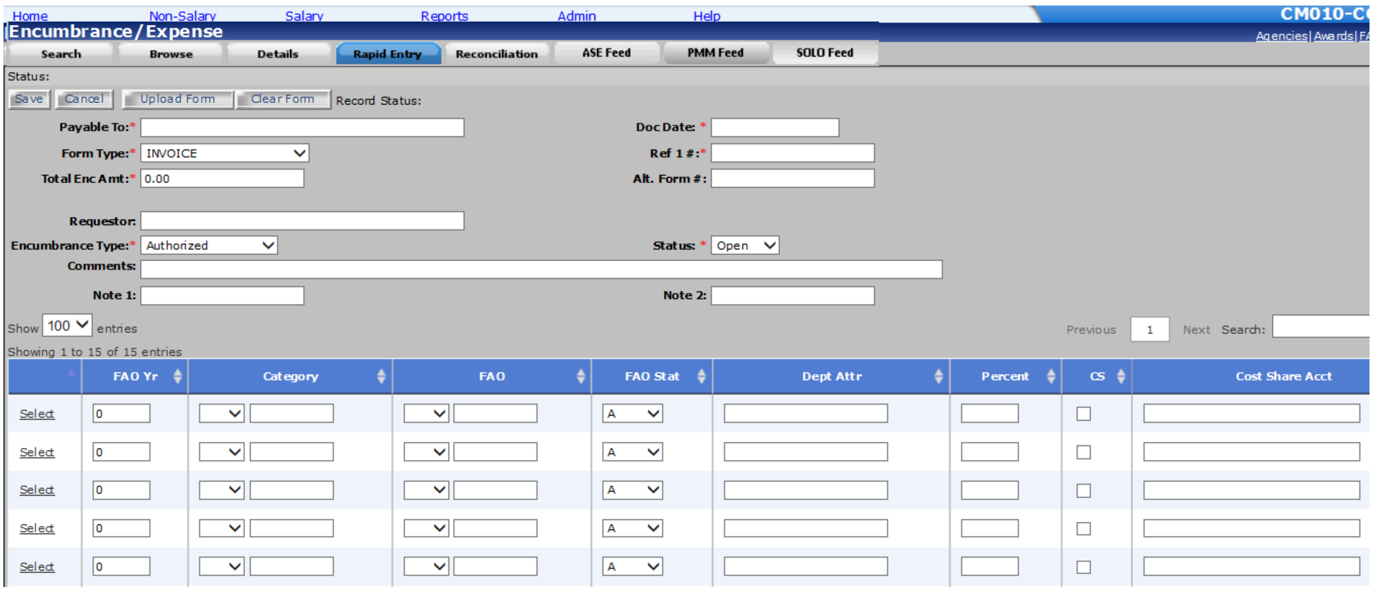
5.	Click the Financials tab.	This opens the Financials tab, which provides a summary of the expense and obligation totals.



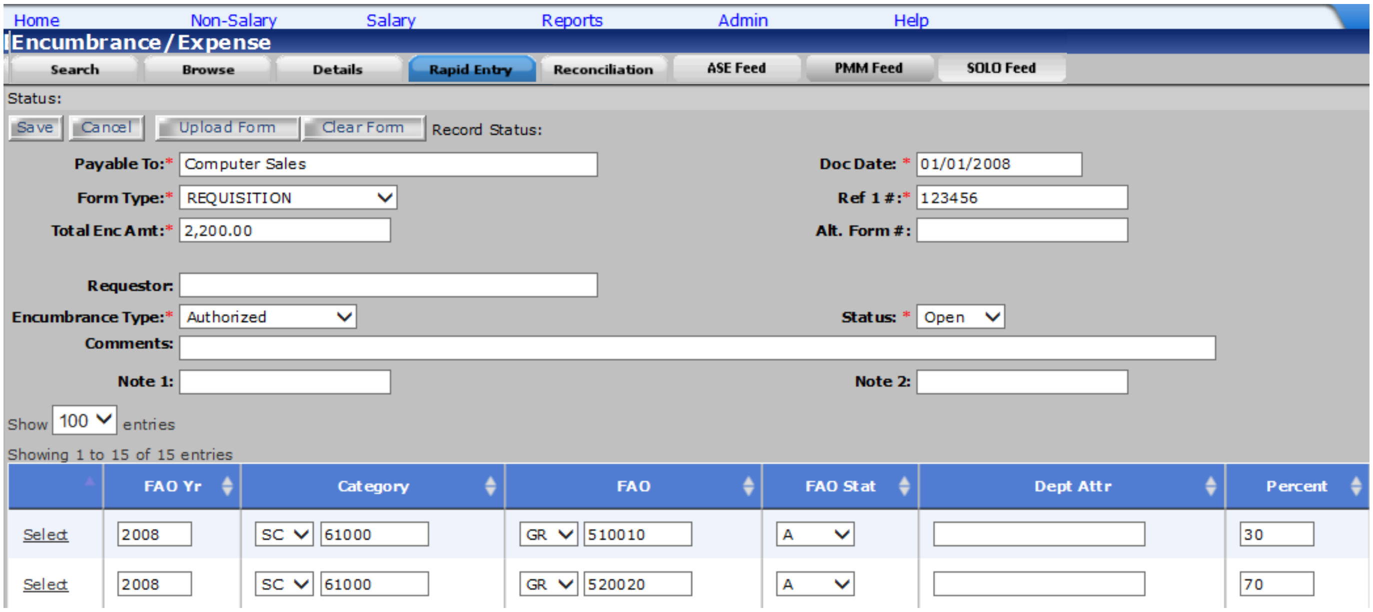
6.	Click the Enc Summary tab.	This opens the Enc Summary tab, which provides a summary of the expense and obligation totals.



7.	Scroll up and click the Rapid Entry tab.	This opens the Encumbrances Rapid Entry tab, which provides a quick method for input of data. **Note**: There are two ways to get the Reconciliation tab. We will cover that in the next section of this module.



8.	Enter the following data: **Status:** Open **Payable to:** Computer Sales **Form type:** Requisition **Encumbrance type:** Authorized **Total Enc Amt:** 2200.00 **Doc Date:** 01/01/2008 **Ref 1#:** 123456 **Comments:** Laptop for training **Enter the following 2 line items:** 2008,SC61000, GR510010, A, 30% 2008, SC61000, GR520020, A, 70%, Click the CANCEL button.	You will see all data on this one screen, and you will only have to click "Save" once after you have entered all of the data. In this demonstration, you have seen how to split across two FAO based on percentages.


Home
Non-Salary
Salary
Reports
Admin
Help
Encumbrance/Expense
Search
Browse
Details
Rapid Entry
Reconciliation
ASE Feed
PMM Feed
SOLO Feed
Status:
Save
Cancel
Upload Form
Clear Form
Record Status:
Payable To:* Computer Sales
Doc Date: * 01/01/2008
Form Type:* REQUISITION
Ref 1 #:* 123456
Total Enc Amt:* 2,200.00
Alt. Form #:
Requestor:
Encumbrance Type:* Authorized
Status: * Open
Comments:
Note 1:
Note 2:
Show 100 entries
Showing 1 to 15 of 15 entries
FAO Yr
Category
FAO
FAO Stat
Dept Attr
Percent
Select 2008 SC 61000 GR 510010 A 30
Select 2008 SC 61000 GR 520020 A 70

Personal Notes

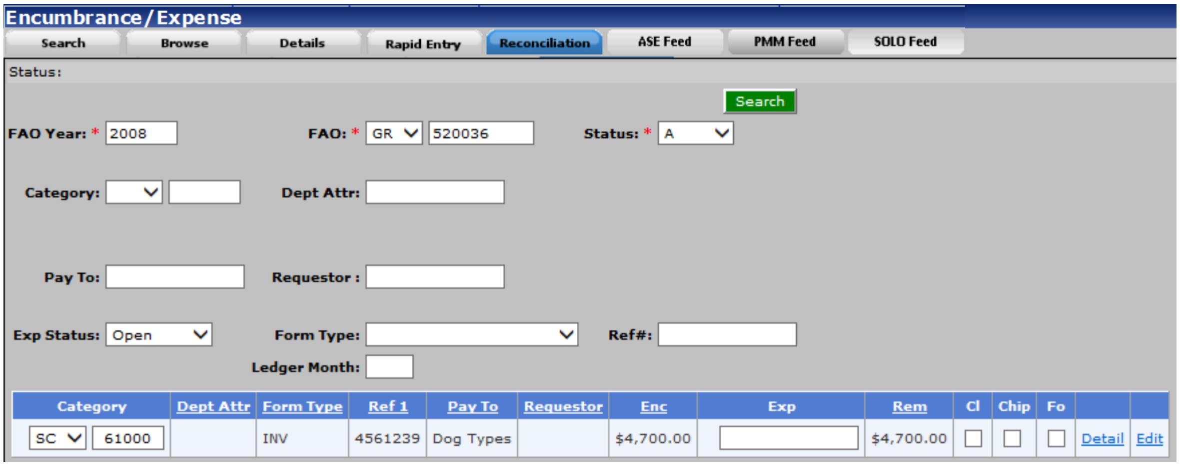
Reconciliation Menu Option – Demonstration

The Reconcile menu option provides the ability to reconcile an open transactions.

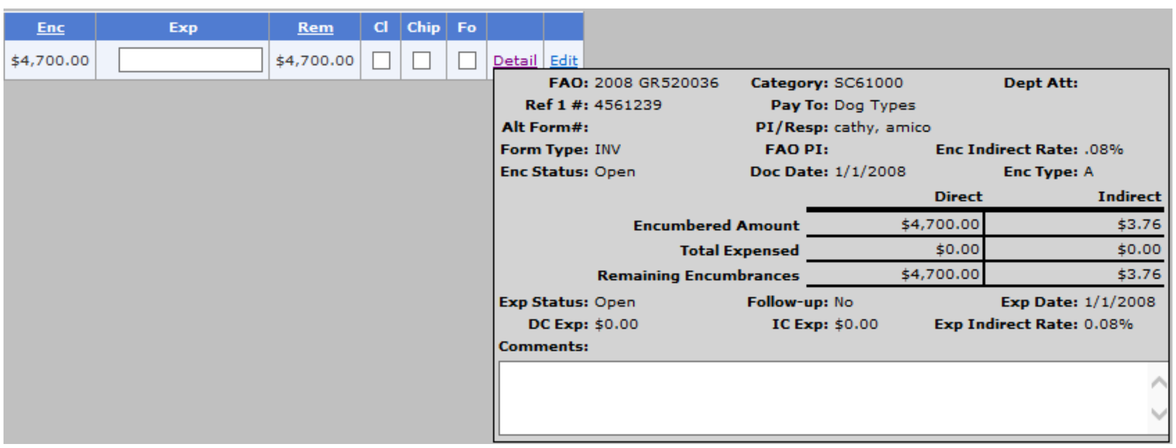
FAO information is required; however, further filtering is available through the additional fields provided.

Reconciliation Option Table

Step	Action	Results and notes
1.	Navigate to the Non-Salary Encumbrance/Expense Reconciliation Tab. **Note**: This can be done by selecting Reconcile from the Non-Salary main menu option or by clicking the Reconciliation tab on the Encumbrance/Expense screen. Enter in criteria for following fields: **FAO Year**: **FAO #**: **Status**: A	**Note**: The data entry section at the top of the screen is used for reconciliation data. **Also**, notice that this screen differs from the other screens because of the addition of the Filter button and the location of the SAVE button, located at the bottom left corner (scroll down to bottom of screen). Additionally, we would like you to notice the Exp Status item. Most of the time, the default of Open is the selection you will use. However, selecting one of the other options through the drop down and clicking **Filter** will have the effect of changing the view.



2.	Click the Details link.	This opens a read-only summary of the data.



Personal Notes

Module Summary

This concludes Module Two.

In this module, you learned to:

- Identify the purpose, required fields, business rules and special processing information within the following areas:
    - Agency
    - Award
    - FAO
    - Subcodes
    - Encumbrances
    - Reconcile
- Add a new award
- Use the Search, Browse and Detail Tabs with an FAO
- Add a Non-Salary Encumbrance
- Reconcile a Non-Salary Expense record

Personal Notes

Module Three
Salary Main Menu Option

Module Three – Salary Main Menu Option

Introduction

In this module we'll …

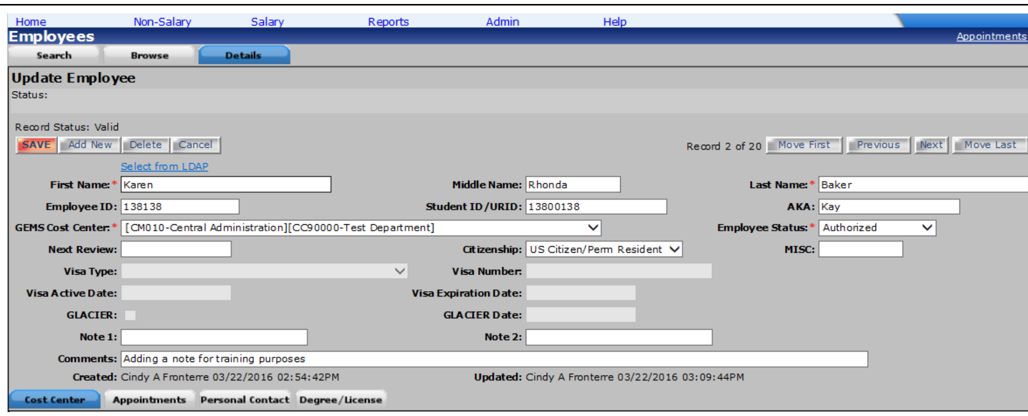
- Identify the purpose, required fields, business rules and special processing information within the following areas:
  - Employees
  - Appointments
  - Salary
  - Distribution
  - Expense
  - Make Pay
  - Reconcile
- Demonstrate and practice:
  - Adding a new employee
  - Creating a new appointment
  - Creating a new salary
  - Creating a salary distribution
  - Reconciling a salary expense
  - Modifying an appointment, salary and distribution record for an employee

Employees Menu Option – Demonstration

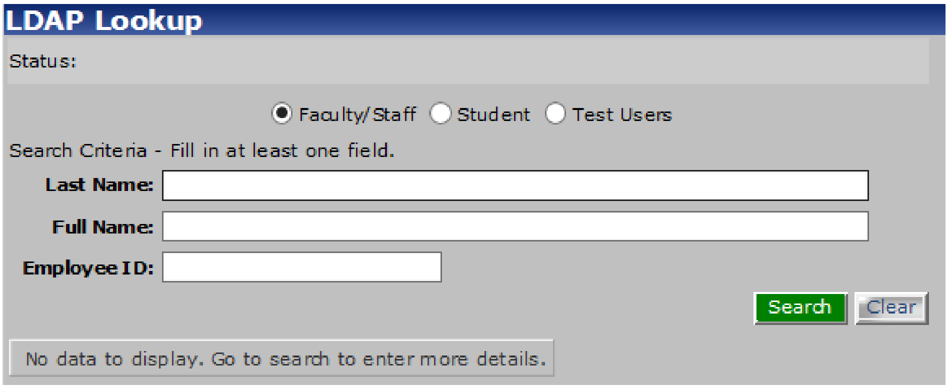
The Employees menu provides the ability to insert and update employee information for use in URGEMS.
Note: *Karen Baker* is used as the "employee" example in the demonstrations below.

Employees Tabs Table

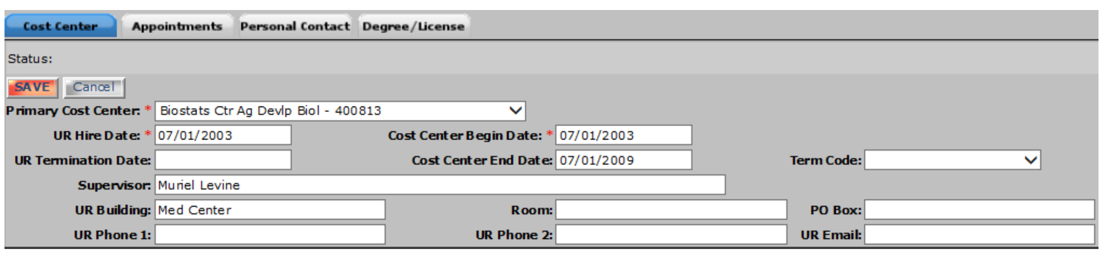
Step	Action	Results and notes
1.	From the Salary Employees search screen, search for an employee you have access to.	This opens the Employees Details tab for this record. **Note**: The top section is used to enter the detail data for an employee. The bottom tabbed section is used to enter additional data for an employee.



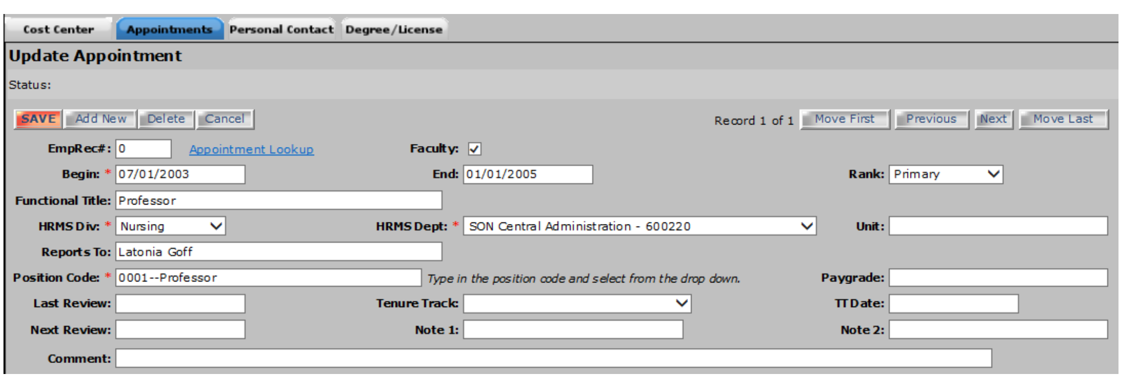
Step	Action	Results and notes
2.	Click the Select from LDAP link.	This opens the LDAP Lookup popup window.



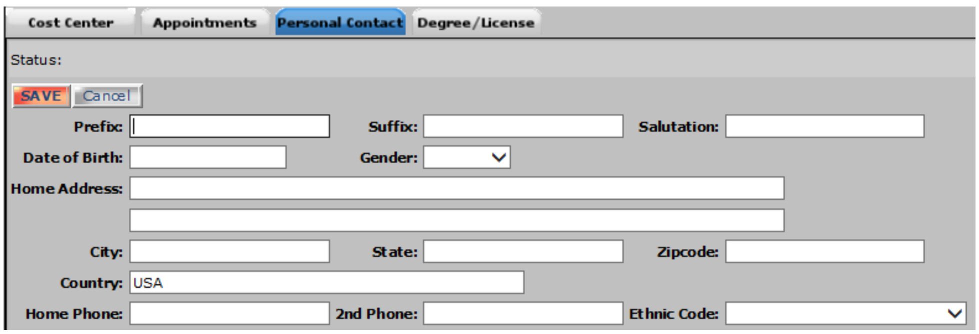
3.	Click the Close link for the LDAP Lookup window and click the Cost Center tab.	This opens the Employees Cost Center tab, which is used to insert and update Cost Center information for a given employee.



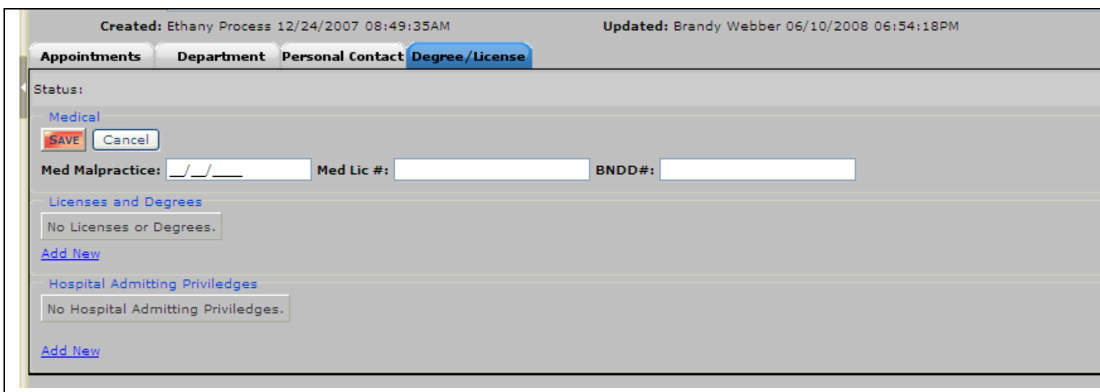
4.	Click the Appointments tab.	This opens the Employees Appointments tab, which provides a quick link to insert and update appointment data for a given employee.



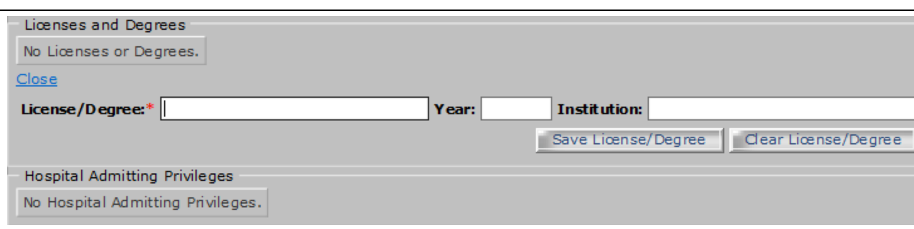
5.	Click the Personal Contact tab.	This opens the Employees Personal Contact tab, which is used to insert and update personal contact information for a given employee.



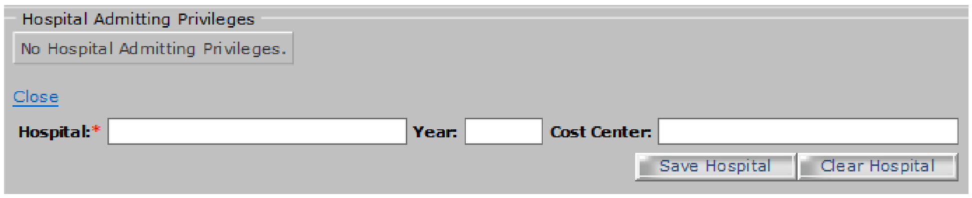
6.	Click the Degree/License tab.	This opens the Employees Degree/License tab, which is used to insert and update degree/license information for a given employee.



7.	Click the Licenses and Degrees Add New link.	This adds a new license and degree data entry line.



8.	Click the Hospital Admitting Privileges Add New link.	This adds a new hospital admitting privileges data entry line.



Personal Notes

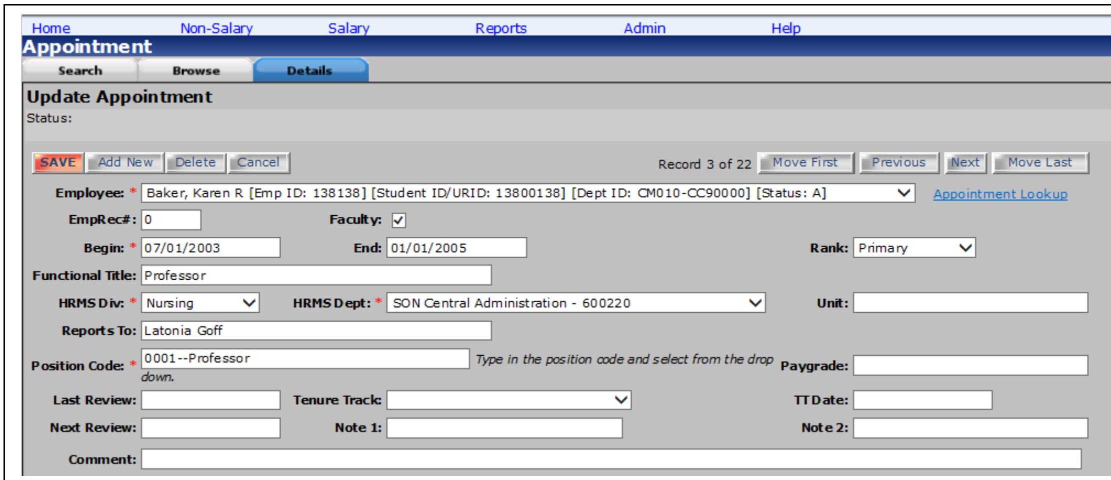
Appointment Details Menu Options – Demonstration

The Appointment menu provides the ability to insert and update appointment information for use in URGEMS.

This screen is equivalent to the Employees / Appointment sub tab. The functionality is exactly the same. It is a matter of user preference as to which screen to use for data entry. The only difference that the user will see is that there is a drop down list to select an employee record as opposed to being on an employee record and directly adding the appointment information.
Note: *Karen Baker* is used as the "employee" example in the demonstrations below.

Appointment Details Tab Table

Step	Action	Results and notes
1.	From the Salary Appointments Search tab, search for and select an employee	This opens the Appointment Details tab for this record.



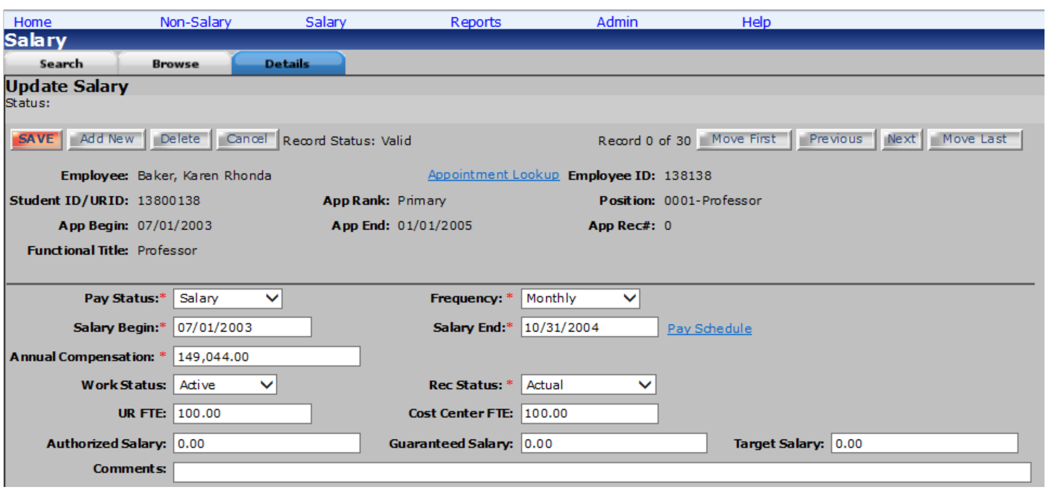
Personal Notes

Salary Details Menu Option – Demonstration

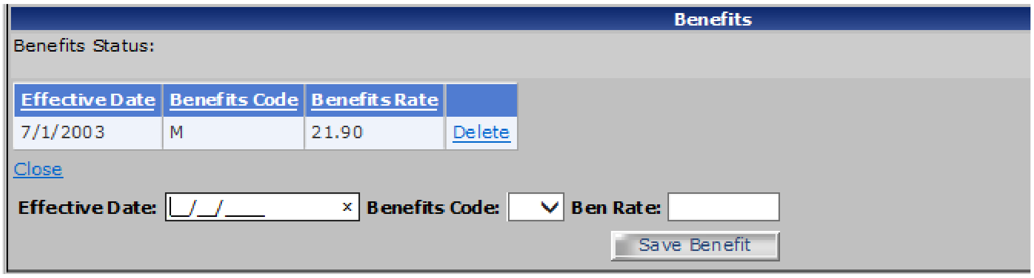
The Salary menu provides the ability to insert and update salary information for use in URGEMS.
Note: *Karen Baker* is used as the "employee" example in the demonstrations below.

Salary Details Option Table

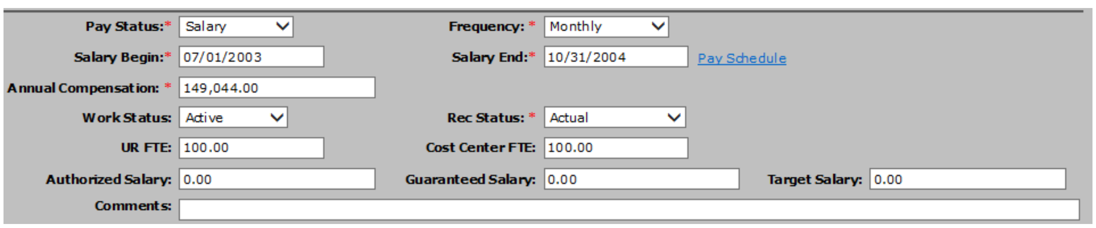
Step	Action	Results and notes
1.	From the Salary, Salary Search tab, search for and select an employee	This opens the Salary Details tab for this record.



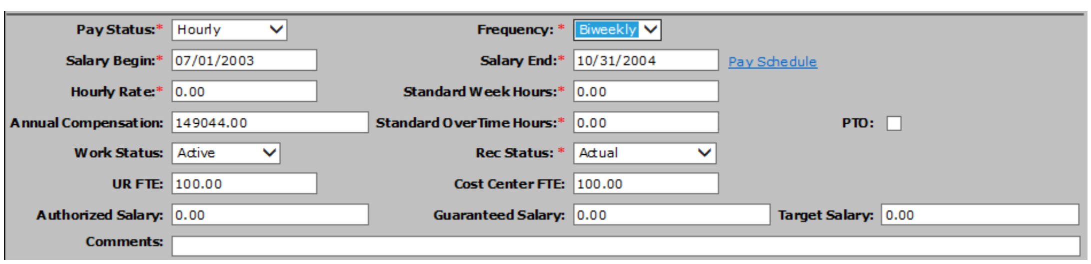
2.	Click the Pay Schedule link.	This opens the Pay Schedule window.
3.	Click the Close link.	This will close the popup window.
4.	Click the Benefits Status Add New link.	This adds a new benefits status data entry line.



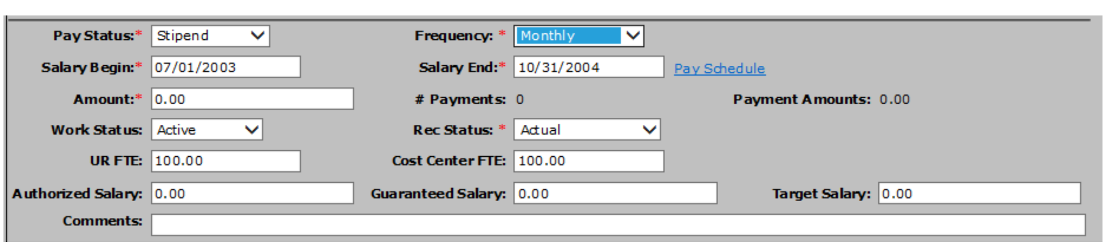
5.	Scroll up and look at the options available when Pay Status is Salary.	



6.	Click the Pay Status drop down arrow and select Hourly.	This changes the available field controls.



7.	Click the Pay Status drop down arrow and select Stipend.	



Personal Notes

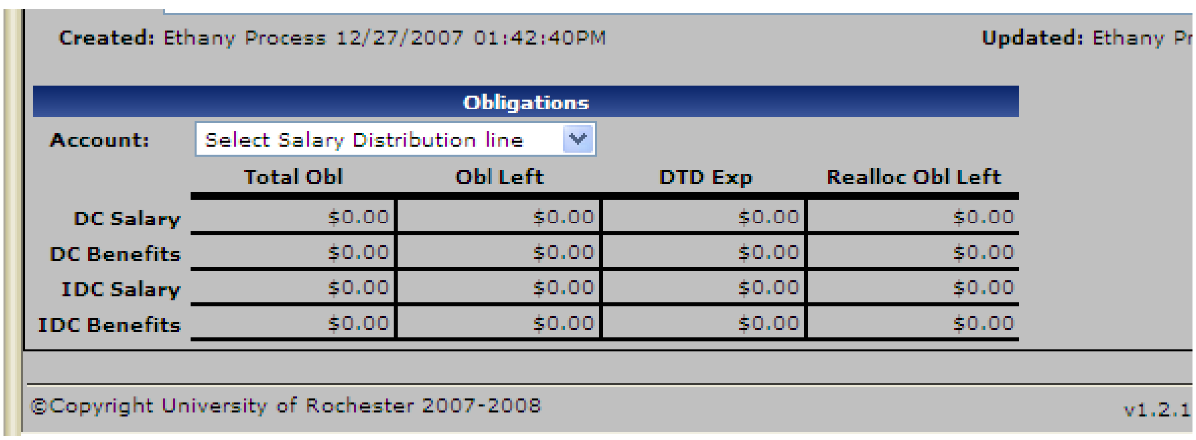
Distribution Details Menu Option – Demonstration

The Distribution menu provides the ability to insert and update distribution information for use in URGEMS.

- FAOs with salary caps, which we will cover in a separate module, are identified in the FAO definition process. Offset FAOs are identified in the distribution process for use in system calculations.
- FAOs identified for use as salary cap offset need to have already been entered in URGEMS prior to being selected for use as offset FAOs.
- Cost sharing is captured on individual distribution lines for informational purposes only. There is no automated system processing of the information.
- Foreign FAO data (if used by a Cost Center) will not be available for use in any departmental reporting.
- In the following example, we will use the Associated Menu Navigation (from the Salary Screen) to click on Distribution after we saved a salary record. That way, we will have displayed a new distribution record, ready for entry, with the salary begin and end dates already filled in. Be sure to check them, however. They may not be correct. **Note:** *Karen Baker* is used as the "employee" example in the demonstrations below.

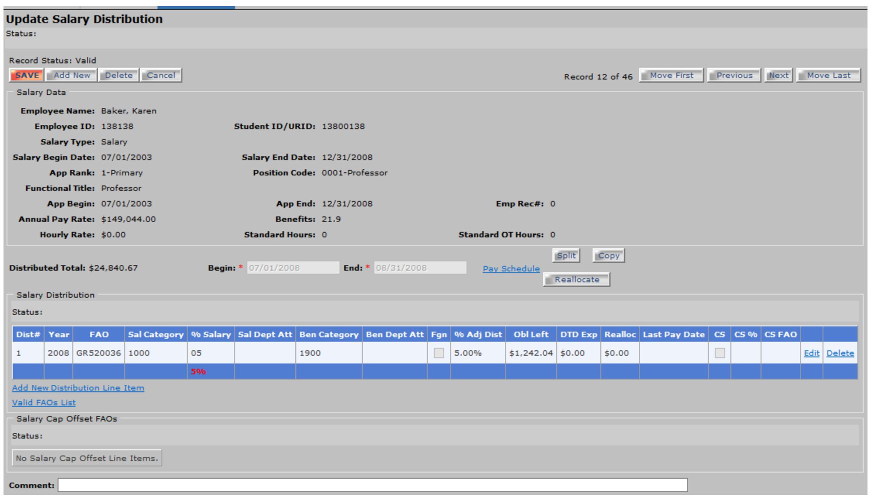
Step	Action	Results and notes
1.	From the Salary Screen's Associated Menu Navigation, click on Salary Distribution.	This opens a new distribution record, ready for entry, with the salary begin and end dates already filled in. Be sure to check them, however. They may not be correct. Note: If this were an actual record you were adding on the job, at this point, you could simply choose to click Save and return to add more information at a

		later date.
2.	Here you could change the end date of the distribution.	This provides a distribution period of exactly 2 months. At this point, you could decide to add a distribution line at a later time as the basic information is now in the system.
3.	Click the Add Distribution Line link.	This will allow you to add an individual distribution.
4.	Within the Obligation section, click the FAO drop down to get specific information on each of the distribution lines.	This section contains the financial obligations for the selected distribution line.

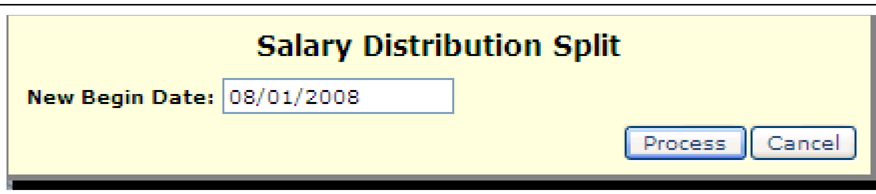


Distribution Details Tab Table

Step	Action	Results and notes
1.	From the Salary Distribution/Obligation search screen, search for and select an employee	This opens the Salary Distribution/Obligation Details tab for this record.

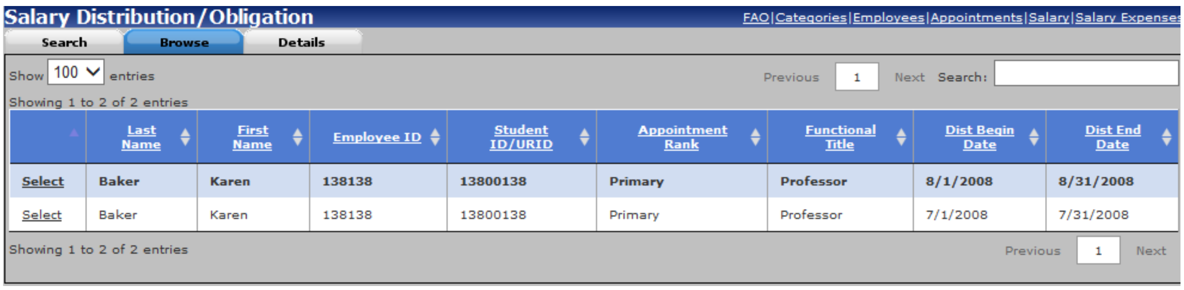


Step	Action	Results and notes
2.	Click the Split button.	This opens the Salary Distribution Split popup window



Step	Action	Results and notes
3.	Click the Cancel button.	If the Process button was selected, a status message would appear that states that a split in distribution was successful.
4.	From the Salary Distribution/Obligation search screen, search for the employee previously seen.	If this record was split, you would see two records that shows that there is now a split in distribution. To see the two records more clearly, you could click on the column header for the

		Dist Begin Dates to sort them.

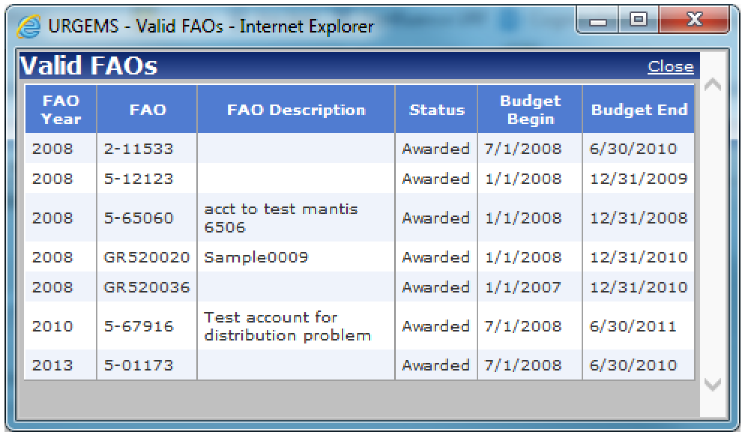


	Last Name	First Name	Employee ID	Student ID/URID	Appointment Rank	Functional Title	Dist Begin Date	Dist End Date
Select	Baker	Karen	138138	13800138	Primary	Professor	8/1/2008	8/31/2008
Select	Baker	Karen	138138	13800138	Primary	Professor	7/1/2008	7/31/2008

5.	From the Salary Distribution/Obligation search screen, search for and select the same employee.	This will once again open the Salary Distribution/Obligation Details tab for this record.
6.	Click the Pay Schedule link.	This opens the Pay Schedule Lookup popup window.

Begin Date	End Date	Check Date
7/1/2008	7/31/2008	7/31/2008
8/1/2008	8/31/2008	8/31/2008
9/1/2008	9/30/2008	9/30/2008

7.	Close the Pay Schedule Lookup popup window and click the Valid FAO List link.	This opens the Valid FAO popup window.

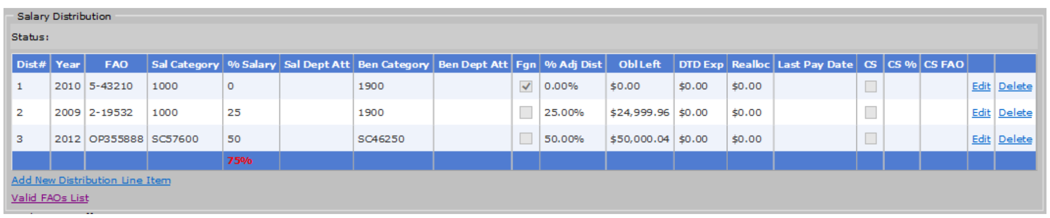


URGEMS - Valid FAOs - Internet Explorer

Valid FAOs Close

FAO Year	FAO	FAO Description	Status	Budget Begin	Budget End
2008	2-11533		Awarded	7/1/2008	6/30/2010
2008	5-12123		Awarded	1/1/2008	12/31/2009
2008	5-65060	acct to test mantis 6506	Awarded	1/1/2008	12/31/2008
2008	GR520020	Sample0009	Awarded	1/1/2008	12/31/2010
2008	GR520036		Awarded	1/1/2007	12/31/2010
2010	5-67916	Test account for distribution problem	Awarded	7/1/2008	6/30/2011
2013	5-01173		Awarded	7/1/2008	6/30/2010

Step	Action	Result
8.	Close the Valid FAO popup window and click the Add New Distribution Line Item link.	This opens adds a new salary distribution data entry line. **Note**: The Edit and Delete links provide the ability to update distribution lines as needed.



Salary Distribution

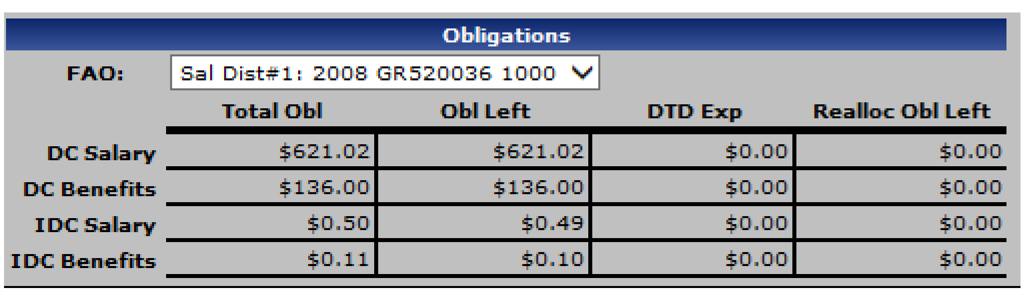
Status:

Dist#	Year	FAO	Sal Category	% Salary	Sal Dept Att	Ben Category	Ben Dept Att	Fgn	% Adj Dist	Obl Left	DTD Exp	Realloc	Last Pay Date	CS	CS %	CS FAO		
1	2010	5-43210	1000	0		1900		☑	0.00%	$0.00	$0.00	$0.00		☐			Edit	Delete
2	2009	2-19532	1000	25		1900		☐	25.00%	$24,999.96	$0.00	$0.00		☐			Edit	Delete
3	2012	OP355888	SC57600	50		SC46250		☐	50.00%	$50,000.04	$0.00	$0.00		☐			Edit	Delete
				75%														

Add New Distribution Line Item

Valid FAOs List

Step	Action	Result
9.	Scroll down and click the Obligations FAO drop down arrow and select a Sal Distribution	You can now see a break down for that FAO.



Obligations

FAO: Sal Dist#1: 2008 GR520036 1000

	Total Obl	Obl Left	DTD Exp	Realloc Obl Left
DC Salary	$621.02	$621.02	$0.00	$0.00
DC Benefits	$136.00	$136.00	$0.00	$0.00
IDC Salary	$0.50	$0.49	$0.00	$0.00
IDC Benefits	$0.11	$0.10	$0.00	$0.00

Personal Notes

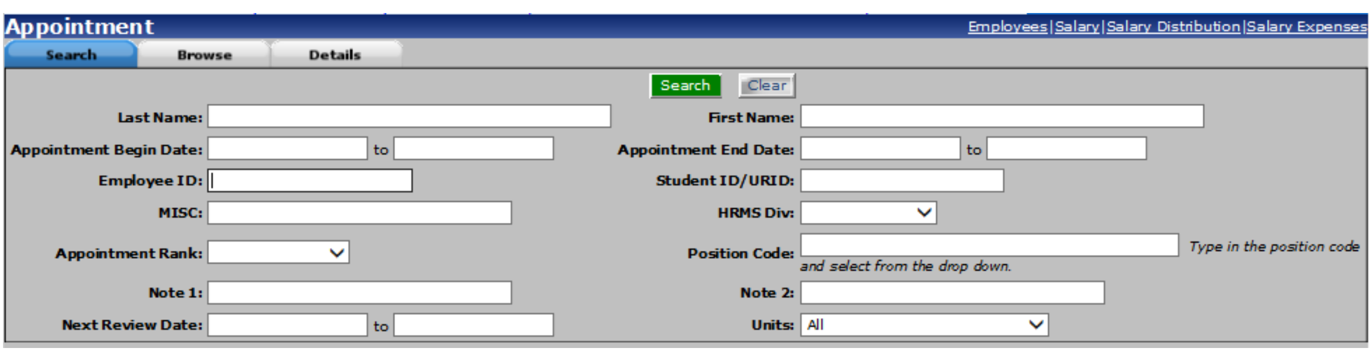
Modifying an Appointment, Salary, and Distribution Record for an Employee – Demonstration

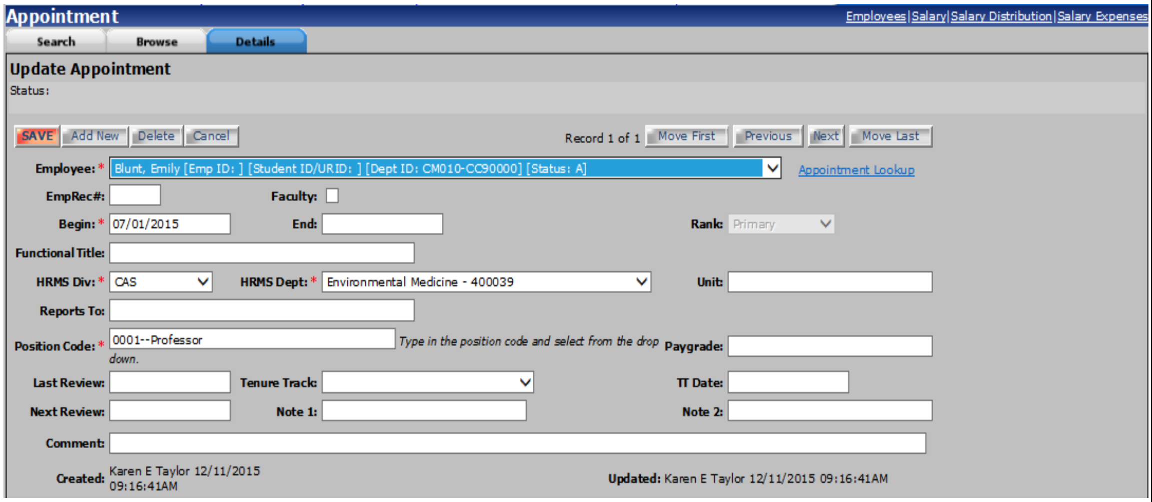
This demonstration illustrates a common task that you might have to perform in a system. For example, you might have to modify the end date of an existing salary in order to apply a salary increase.

Note: *Emily Blunt* is used as the "employee" example in the demonstrations below.

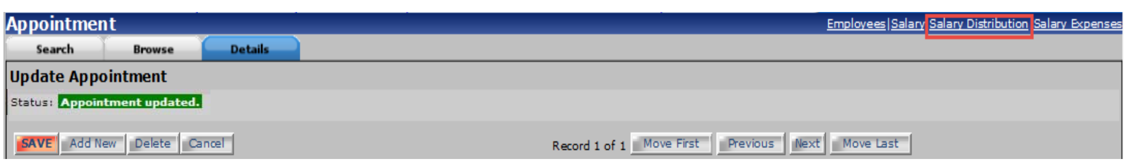
Expense Details Tab Table

Step	Action	Results and notes
1.	From the Salary Appointments Search tab, search for and select a record.	This opens the Salary Expense Details tab for this record

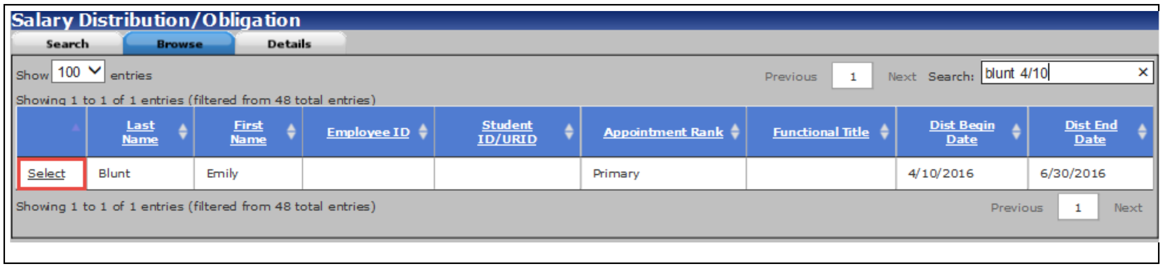




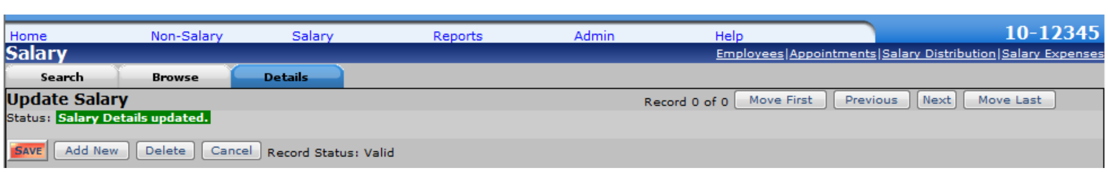
2.	Here you can change the information under Reports To:	This will update the appointment record. If successful, the status message will read, *Appointment updated.*
3.	Click on the Salary Distribution link on the Associated Screen Navigation menu.	This will display the Salary Distribution/Obligations Browse tab.



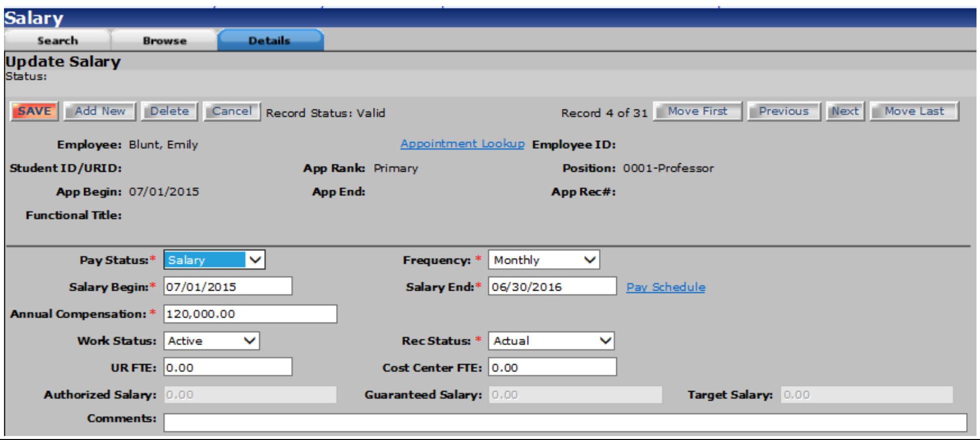
4.	Click to select the record for an employee.	This will display the Update Salary Distribution Details tab for this record.



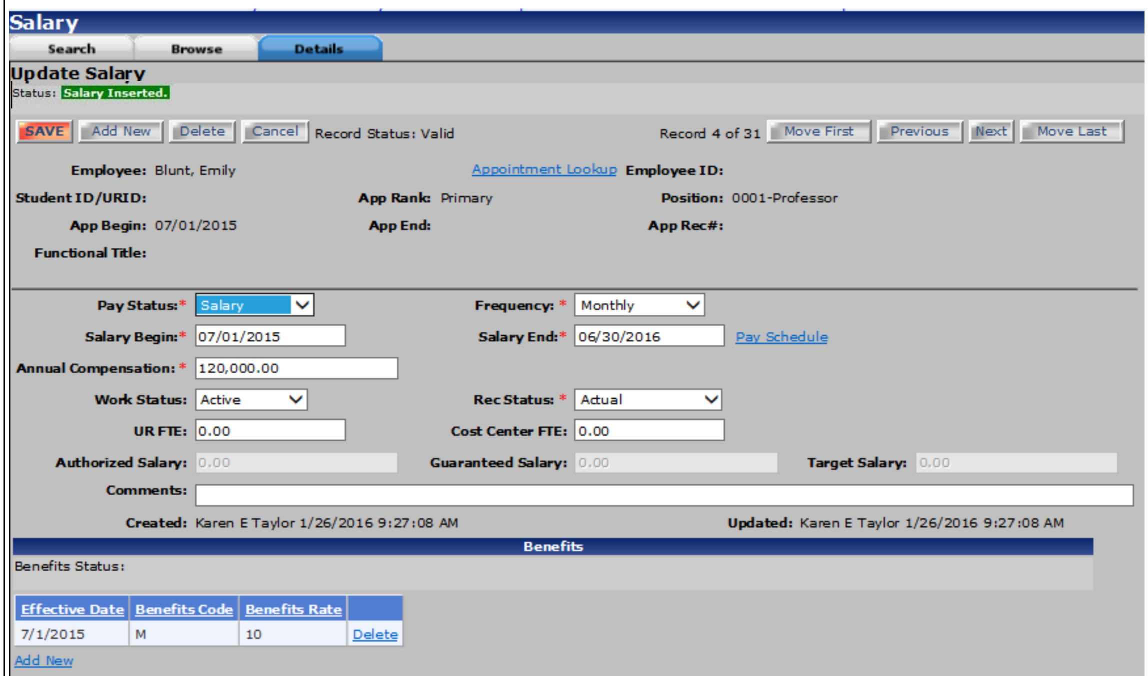
5.	Notice the distribution dates.	Here you can change existing salary distribution. **Tip:** Ending an existing Salary Distribution will allow the user to change an existing Salary End Date in order to apply a salary increase. If successful, you will see a status of Salary Distribution updated.
6.	Click on the Salary link on the Associated Screen Navigation menu.	This will display the Update Salary Details tab.
7.	Notice Salary End date.	Here you can end the existing salary which would allow you to create a new salary that reflects a change, such as a salary increase, and to create a new salary distribution. If this change is successful, you will see the status message, Salary Details updated.



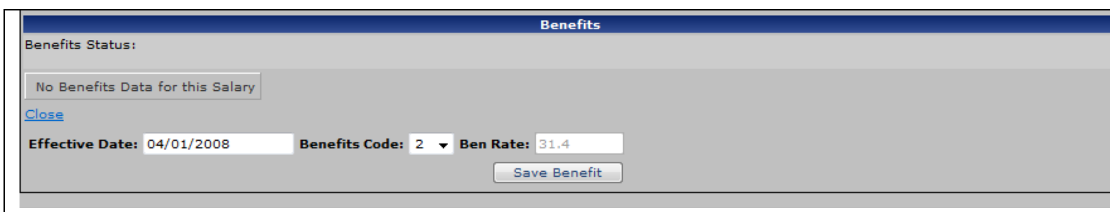
8.	Click the Add New button.	This will display the Add New Salary Details tab for creating a new salary record.



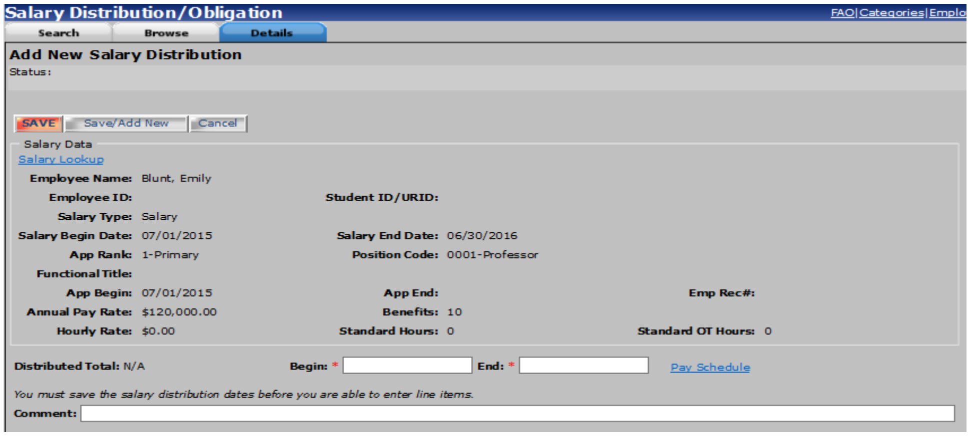
		This will provide data in all the required fields in order to create a new salary record. If successful, you will see a status message that reads, Salary Inserted. However, you will also see a message next to the Transaction Processing buttons that states the record status: Invalid – No Benefits Rate.
9.	Click the Cancel button.	



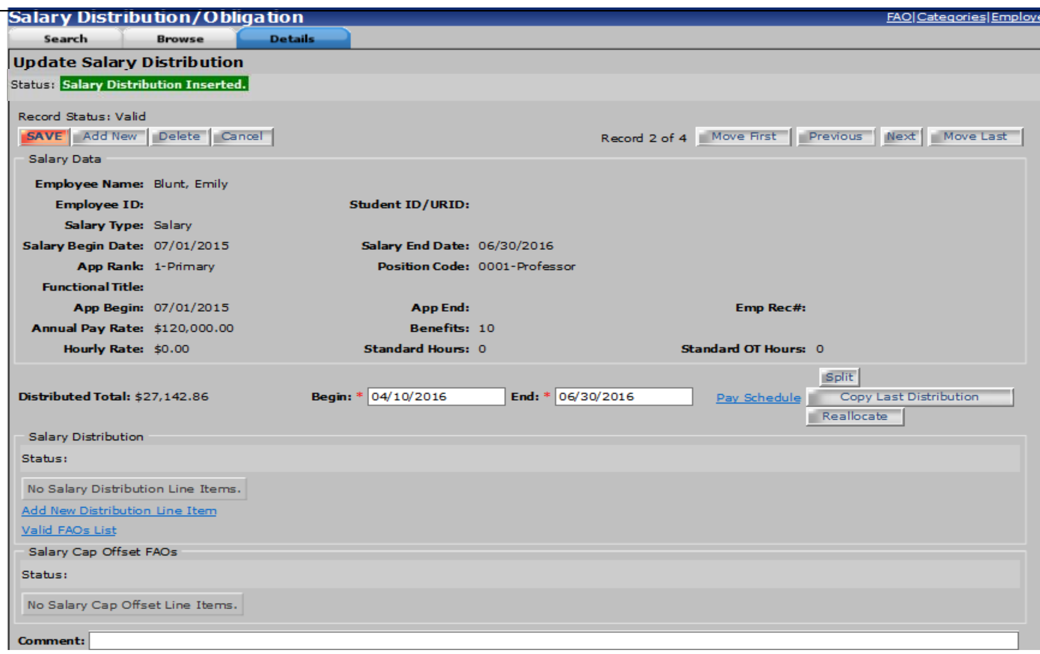
10.	Click the **Add New** link located under the Benefits Rate grid.	This will enable the fields for entry.
11.	Click the **Close** link.	When entering data in the Benefits Code field, the Ben Rate will automatically enter the value based the look-up table. You should see a status message of Salary Benefits Inserted after changes area saved.



12.	Click on the Salary Distribution link in the Associate Screen Navigation menu. If multiple enteries, select one.	This will display the salary data for this employee. In the Add New Salary Distribution window.

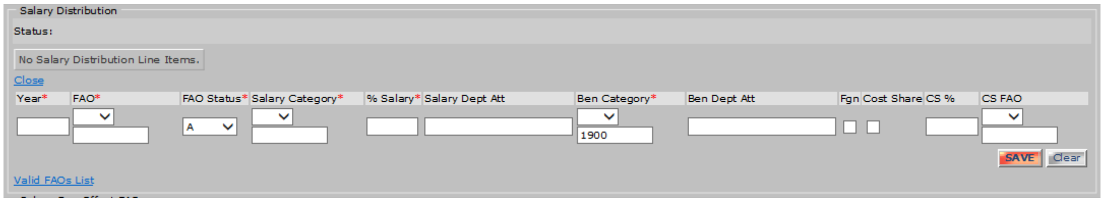


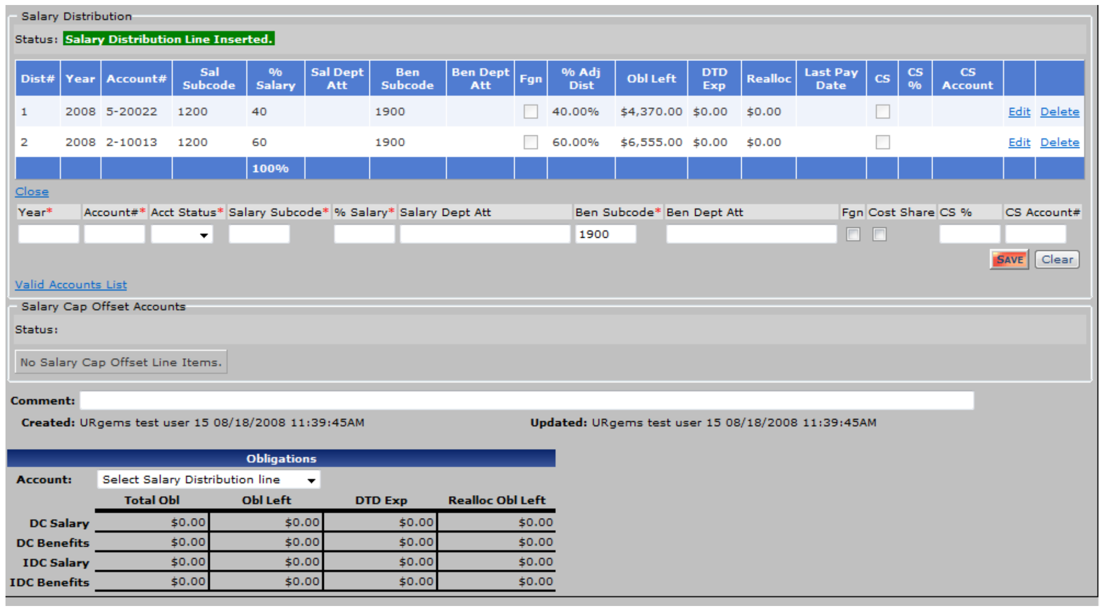
13.		When you saved successfully, you will see a message, Salary Distribution Inserted.



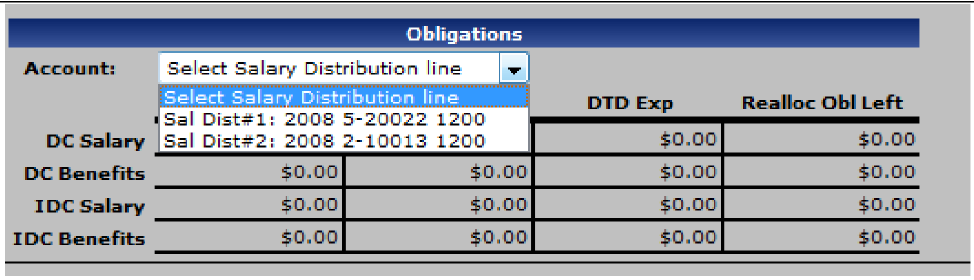
14.	Click the Valid FAO List link.	This will allow you to view a list of all the accounts that are valid for use by the current distribution record.
15.	Click the Close link.	This will close the Valid Accounts pop up window.
16.	In the Salary Distribution section of the window, click the Add New Distribution Line Item link.	This will allow you to enter the required data for a distribution line item and display a status message of Salary Distribution

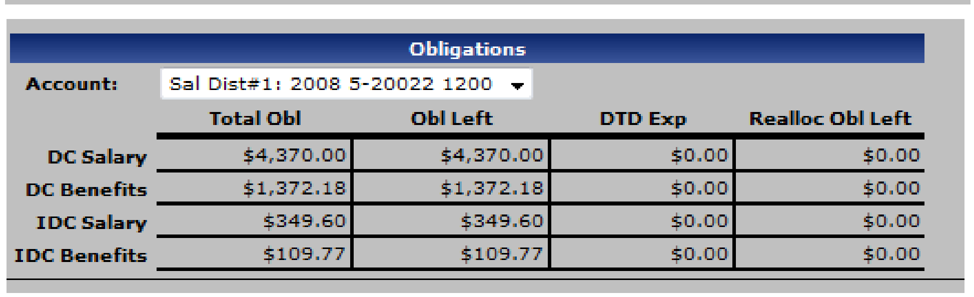
		Line Inserted. If successful, you will see a status message of valid.





17.	In the Obligations section of the window, click on the FAO drop down and select Sal Dist #1.	This will populate the table with current calculated data.



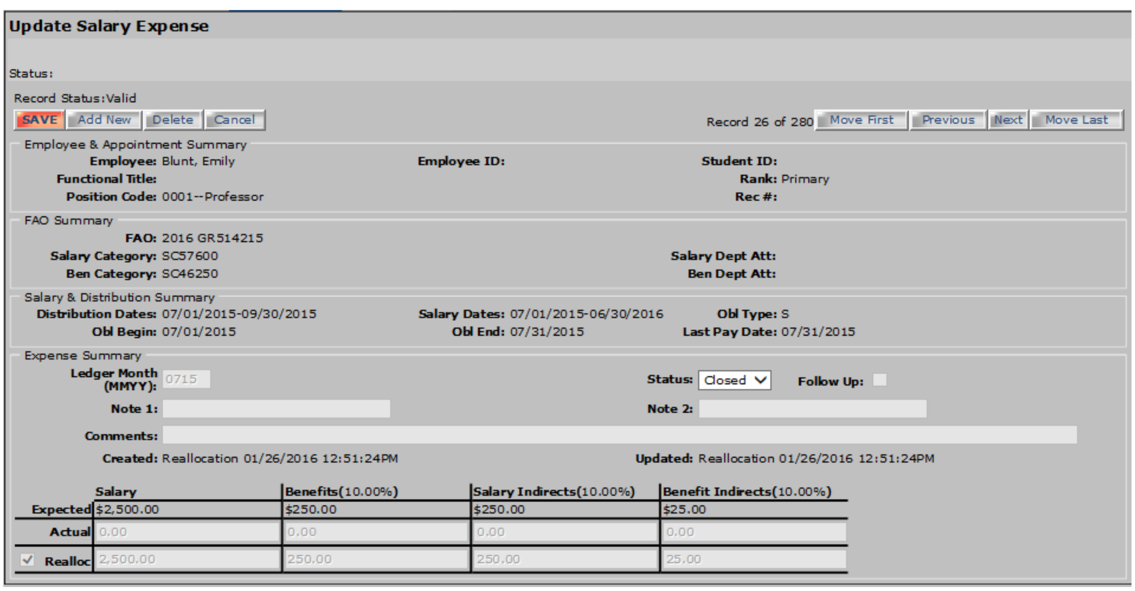


Expense Details Menu Option – Demonstration

The Expense menu provides the ability to insert and update expense information for use in URGEMS.

Expense Details Tab Table

Step	Action	Results and notes
2.	From the Salary Expense Search tab, search for another employee and choose Select.	This opens the Salary Expense Details tab for this record. Here you will see the employee and appointment information associated with the given expense. **Note**: There are two ways to get the Reconciliation tab. We will cover that in the last section of this module.



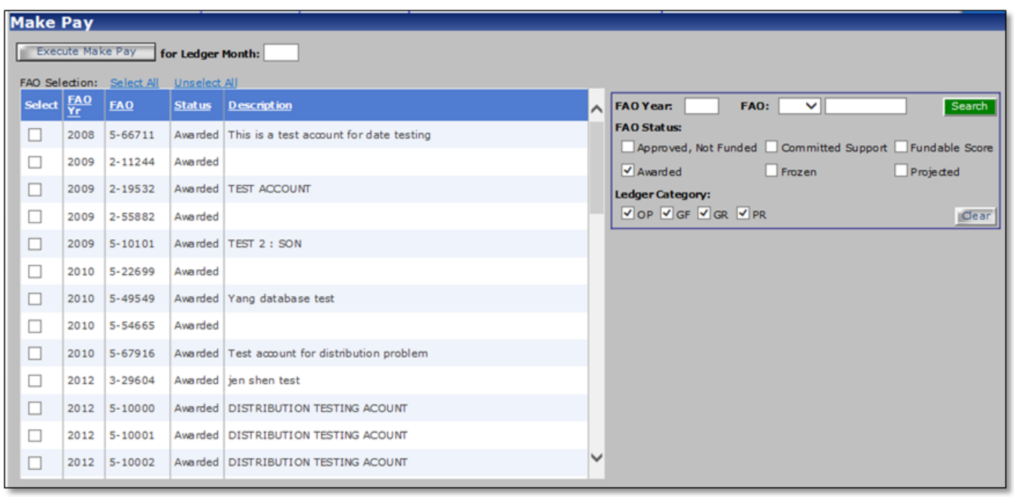
Make Pay Menu Option – Demonstration

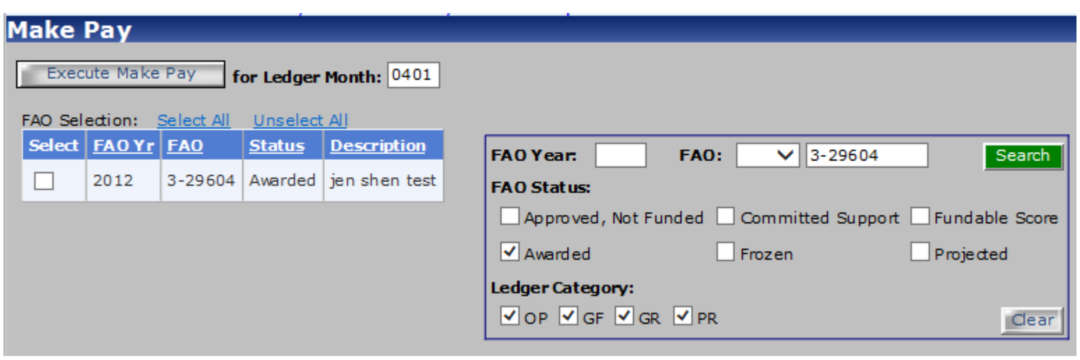
The Make Pay menu option provides the ability to create salary expenses for a given ledger month for use in URGEMS.

The box to the right of the accounts list provides the capability to filter the FAO list to a manageable number.

Make Pay Option Table

Step	Action	Results and notes
1.	From the Salary main menu option, select Make Pay. Type in FAO criteria to the right to filter the results.	This opens the Make Pay screen. This displays Make Pay information relating to a specific FAO.





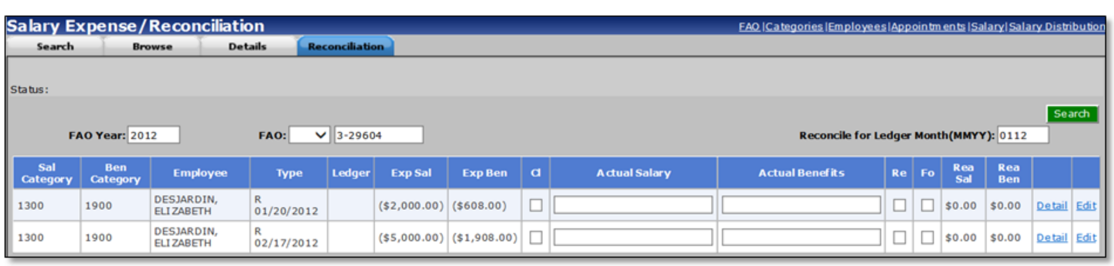
Reconcile Menu Option – Demonstration

The Reconciliation menu option provides the ability to reconcile salary expenses with the University CUMSAL system.

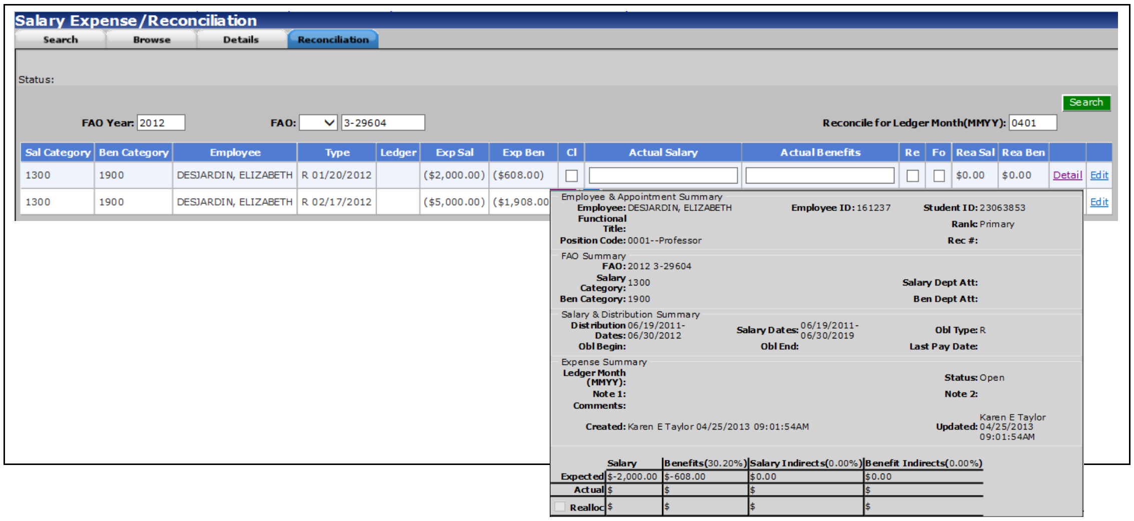
The reconciliation screen allows the user to reconcile multiple records at one time with a single SAVE transaction.

Reconciliation Menu Option Table

Step	Action	Results and notes
1.	Navigate to the Salary Expense/Reconciliation menu option. Click on the Reconciliation tab. Enter an FAO Year and FAO Number and click the Filter button. **Note**: This can be done by selecting Reconcile from the Salary main menu option or by clicking the Reconciliation tab on the Expense screen	**Note**: The data entry section at the top of the screen is used for reconciliation data.



2.	Click the Detail link of any record.	This opens read only summary popup window.


Salary Expense/Reconciliation
Search
Browse
Details
Reconciliation
Status:
Search
FAO Year: 2012
FAO: 3-29604
Reconcile for Ledger Month(MMYY): 0401
Sal Category | Ben Category | Employee | Type | Ledger | Exp Sal | Exp Ben | Cl | Actual Salary | Actual Benefits | Re | Fo | Rea Sal | Rea Ben
1300 | 1900 | DESJARDIN, ELIZABETH | R 01/20/2012 | ($2,000.00) | ($608.00) | $0.00 | $0.00 | Detail | Edit
1300 | 1900 | DESJARDIN, ELIZABETH | R 02/17/2012 | ($5,000.00) | ($1,908.00 | Edit
Employee & Appointment Summary
Employee: DESJARDIN, ELIZABETH
Employee ID: 161237
Student ID: 23063853
Functional Title:
Rank: Primary
Position Code: 0001--Professor
Rec #:
FAO Summary
FAO: 2012 3-29604
Salary Category: 1300
Salary Dept Att:
Ben Category: 1900
Ben Dept Att:
Salary & Distribution Summary
Distribution Dates: 06/19/2011-06/30/2012
Salary Dates: 06/19/2011-06/30/2019
Obl Type: R
Obl Begin:
Obl End:
Last Pay Date:
Expense Summary
Ledger Month (MMYY):
Status: Open
Note 1:
Note 2:
Comments:
Created: Karen E Taylor 04/25/2013 09:01:54AM
Updated: Karen E Taylor 04/25/2013 09:01:54AM
Salary | Benefits(30.20%) | Salary Indirects(0.00%) | Benefit Indirects(0.00%)
Expected | $-2,000.00 | $-608.00 | $0.00 | $0.00
Actual | $ | $ | $ | $
Realloc | $ | $ | $ | $

Module Summary

This concludes Module Three.

In this module, you learned to:

- Identify the purpose, required fields, business rules and special processing information within the following areas:
  - Employees
  - Appointments
  - Salary
  - Distribution
  - Expense
  - Make Pay
  - Reconcile
- Demonstrate:
  - Adding a new employee
  - Creating a new appointment
  - Creating a new salary
  - Creating a salary distribution

Personal Notes

UR GEMS

Module Four
Reporting

Module Four – Reporting

Introduction

In this module we'll …

- Identify business rules and special processing information within the following reports:
  - NS Enc/Exp Status
  - Salary Expense
  - Employee Salary Expense
  - Cumulative Salary
  - Cumulative Salary by FAO
  - Salary Source
  - Salary % of Dist
  - PI Employee Percent Distribution
  - PI FAO Distribution

  - Chart of Accounts
  - FAO Summary
  - FAO Details
  - FAO Category Attribute
  - Award/Proposal Status
  - Key Personnel Effort
  - PI Report Package
- Identify the fields used and purpose of each of the available reports
- Demonstrate and practice:
  - Running a report
  - Using the report viewer

Running a Report - Demonstration

When an individual report is selected from the Reports menu option, a filter screen is presented that allows the user to set specific parameters for the report. Use the search criteria below when setting specific report parameters.

Field Type	Example	Expected Results
Text	Wild Card (Di* or *Pat)	Any record where the text field being searched matches the input string. With the * signaling anything before or after the specified text.
Pull Down List	List of Values or Choices	Any record that contains the selected item from the list.
Date	MM/DD/YYYY	
Date Range	MM/DD/YYYY to MM/DD/YYYY	
Numeric	999	Any record that matches the numeric value specified.
Formatted Field	9-99999	Any record that matches the specified field.

Some criteria have the ability to be qualified through an additional setting. The table below provides fields and how they can be further qualified using the additional qualifier. The selected criteria will appear at the top of every report in the Report Selection Criteria field.

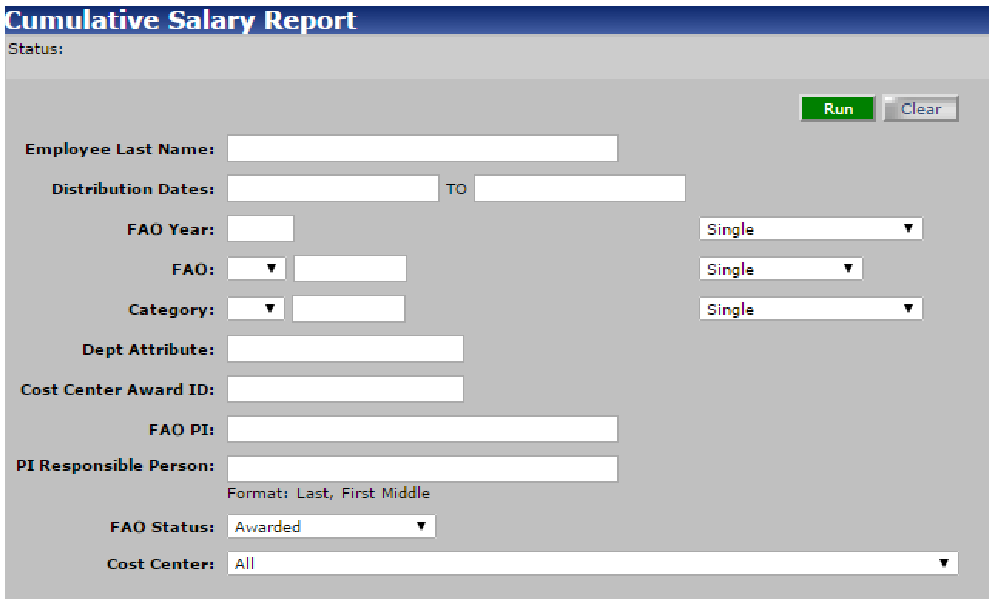
Field Type	Example	Qualifier
Account Year	YYYY YYYY to YYYY YYYY,YYYY	Single Range Comma Separated List
Account Number	9-99999 9	Single Ledger Category
Subcode	9999 9999 to 9999 9999, 9999	Single Range Comma Separated List
Ledger Month	MMYY MMYY to MMYY MMYY, MMYY	Single Range Comma Separated List
Doc Date	MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY MM/DD/YYYY to MM/DD/YYYY	Equals Before After Range

Note: Certain fields require attention to detail when running reports. Attention to the following will ensure accurate report results:

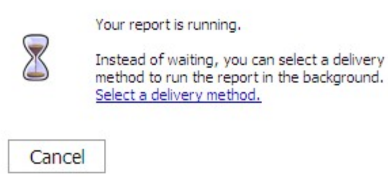
- Name – Use wildcard (*) at the end of input string to return the correct results.
- Fiscal Year (YY/YY) – drop down represents July 1, YY to June 30, YY.
- Rollup Check Box – if checked includes data for all years. If unchecked, includes data for individual year only.

Running a Report Table

Step	Action	Results and notes
1.	From the Reports main menu, select the Cumulative Salary option.	This opens the Cumulative Salary report screen.



Step	Action	Results and notes
2.	Click Run.	This generates the report.
3.	When generating the report a message window may appear prior to the report data being presented. Click the Select a delivery method link.	The reporting function of the system uses an engine by the name of Cognos. Notice the page numbers at the footer of the report. It will display as ? of ?. Cognos isn't able to increment the page numbers and display the value. PDF format will display the page numbering properly.



Using the Report Viewer - Demonstration

After a report is run, the report viewer is opened in each report. Simply click on an icon at the top right of the screen to perform the associated function.

Icon	Function
	**Save as Report View** – Use this option to save the report in a Cognos Folder.
	**Email Report** – Use the attach option. The link option does not work.
	**Run** –. Reruns the report.
	**Drill Down** – N/A
	**Drill Up** – N/A
	**Go To** – N/A
	**View in HTML Format. Used in instances of when you want to revert the report back into HTML format.**
	**View in PDF Format. Used in cases of when you might want to email the report.**
	**View in EXCEL 2000 Single Sheet Format. Used in those cases when you might want to manipulate the data. You can also use this file format if you want to do projections or estimates.**
	**View in XML Format. Not commonly used.**

If a report has multiple pages, the user can navigate viewing pages with the Top, Page Up, Page Down, Bottom links displayed at the bottom of the report.

Link	Function
Top	Navigates the user to the top of the report.
Page Up	Navigates the user to the previous page of the report.
Page Down	Navigates the user to the next page of the report.
Bottom	Navigates the user to the bottom of the report.

Available Reports

For every report selection from the Main Menu, you will first be presented with a screen that lets you filter the data you want to be included in the report. Simply enter in the criteria you would like included.
Upon selecting run, you will be presented with a display of the data in report form. From this point, you can choose the format of the report or use navigation icons to 'page' through the report.
Be aware that the examples you will see in this manual may not include the data you have entered as a part of this class. Also, the examples may or may not reflect realistic data.

NS Enc/Exp Status:

Figure 4a1 Non-Salary Encumbrance/Expense Status Report screen.

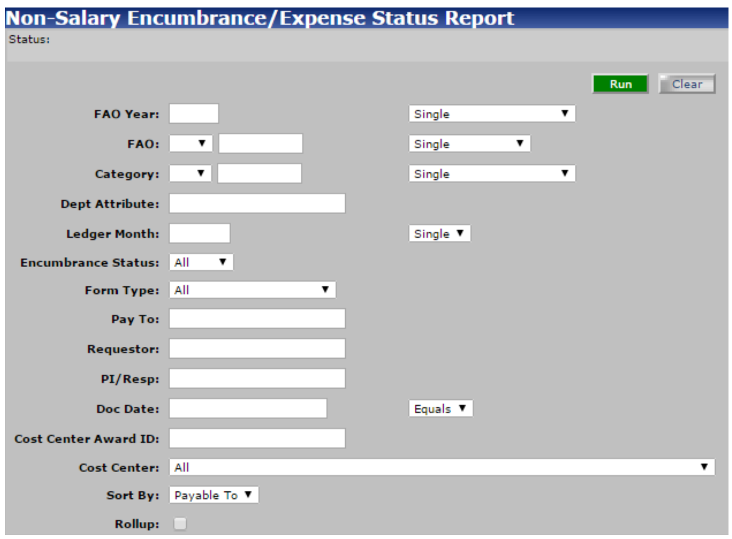
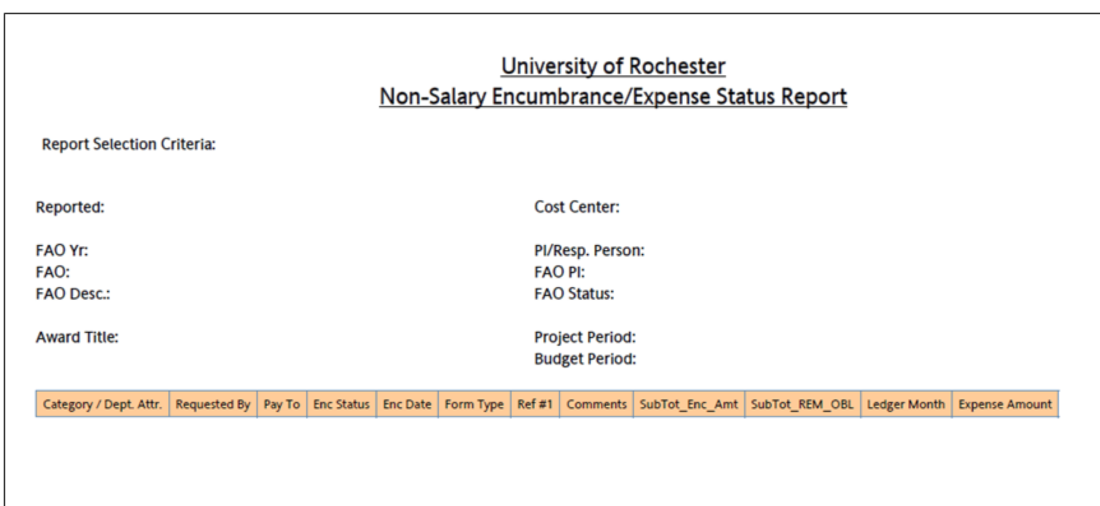


Figure 4a2 Non-Salary Encumbrance/Expense Status Report.

Note: The Clear button will clear the fields as well as halt the processing of the report.



Salary Expense:

Figure 4b1 Salary Expense Report screen.

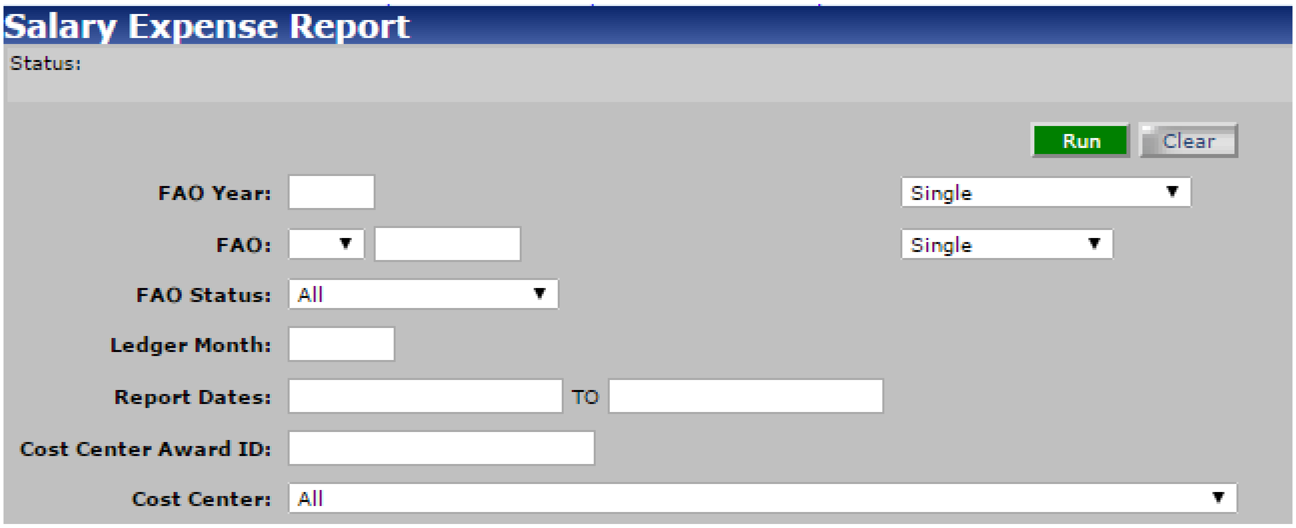


Figure 4b2 Salary Expense Report.

Employee Salary Expense:

Figure 4c1 Employee Salary Expense Report screen.

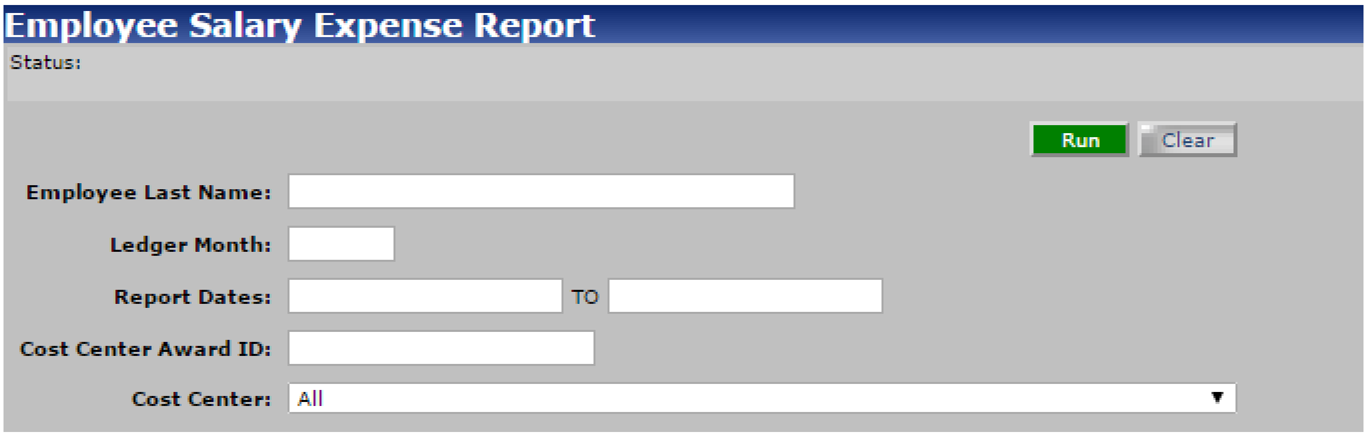


Figure 4c2 Employee Salary Expense Report.

Cumulative Salary:

Figure 4d1 Cumulative Salary Report screen.

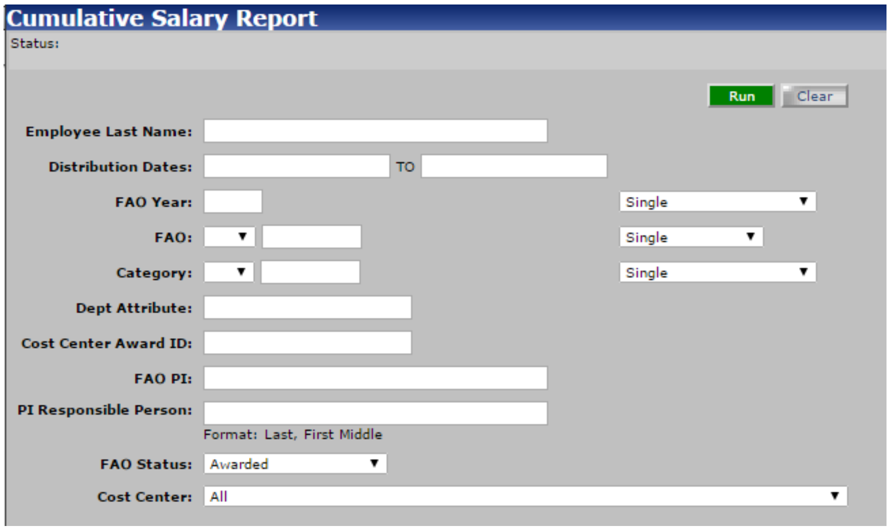


Figure 4d2 Cumulative Salary Report.

Cumulative Salary by FAO:

Figure 4e1 Cumulative Salary Report by FAO screen.

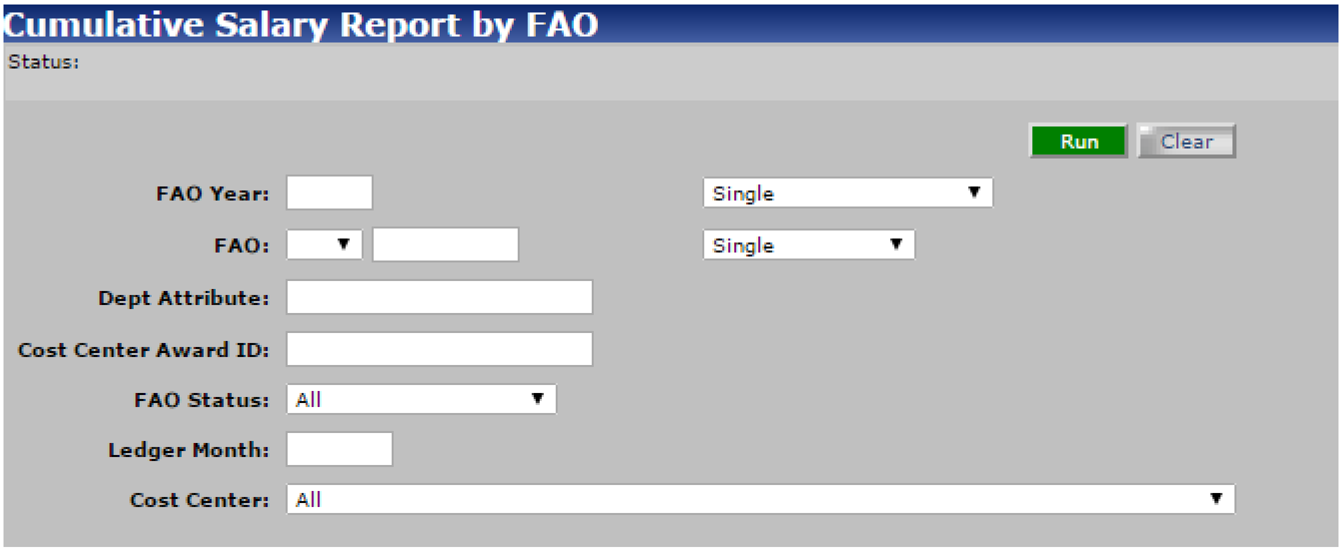
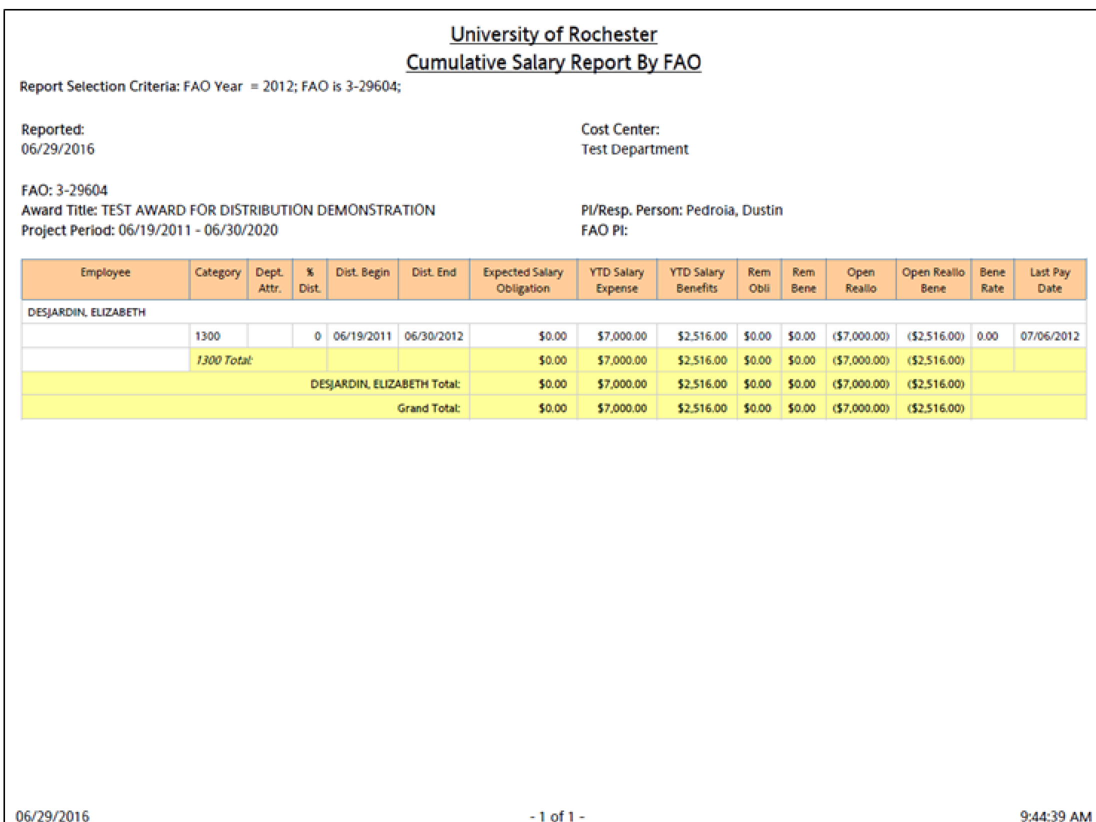


Figure 4e2 Cumulative Salary Report by FAO screen.


University of Rochester
Cumulative Salary Report By FAO

Report Selection Criteria: FAO Year = 2012; FAO is 3-29604;

Reported:
06/29/2016

Cost Center:
Test Department

FAO: 3-29604
Award Title: TEST AWARD FOR DISTRIBUTION DEMONSTRATION
Project Period: 06/19/2011 - 06/30/2020

PI/Resp. Person: Pedroia, Dustin
FAO PI:

Employee	Category	Dept. Attr.	% Dist.	Dist. Begin	Dist. End	Expected Salary Obligation	YTD Salary Expense	YTD Salary Benefits	Rem Obli	Rem Bene	Open Reallo	Open Reallo Bene	Bene Rate	Last Pay Date
DESJARDIN, ELIZABETH														
	1300		0	06/19/2011	06/30/2012	$0.00	$7,000.00	$2,516.00	$0.00	$0.00	($7,000.00)	($2,516.00)	0.00	07/06/2012
	1300 Total:					$0.00	$7,000.00	$2,516.00	$0.00	$0.00	($7,000.00)	($2,516.00)		
DESJARDIN, ELIZABETH Total:						$0.00	$7,000.00	$2,516.00	$0.00	$0.00	($7,000.00)	($2,516.00)		
Grand Total:						$0.00	$7,000.00	$2,516.00	$0.00	$0.00	($7,000.00)	($2,516.00)		

06/29/2016 - 1 of 1 - 9:44:39 AM

Salary Source:

Figure 4f1 Salary Source Report screen.

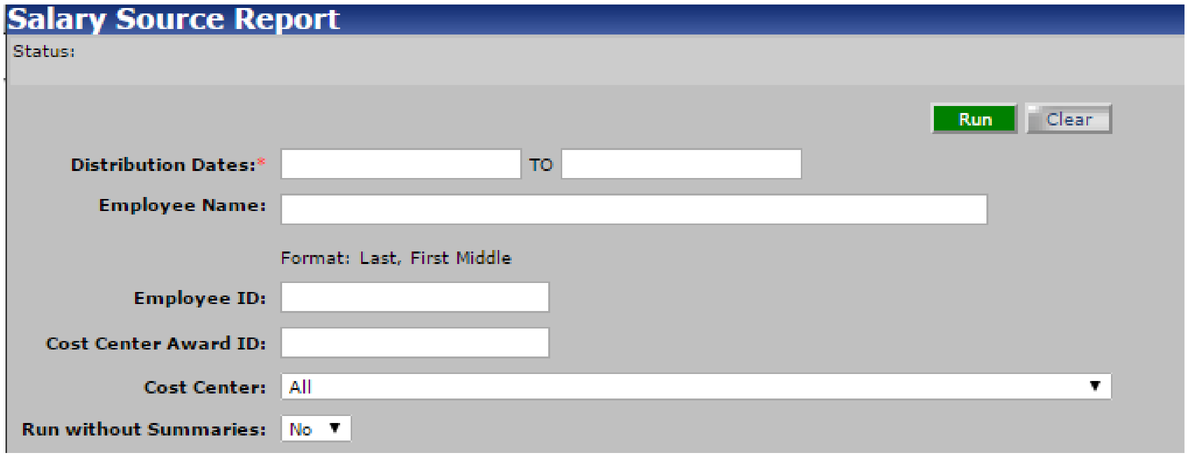
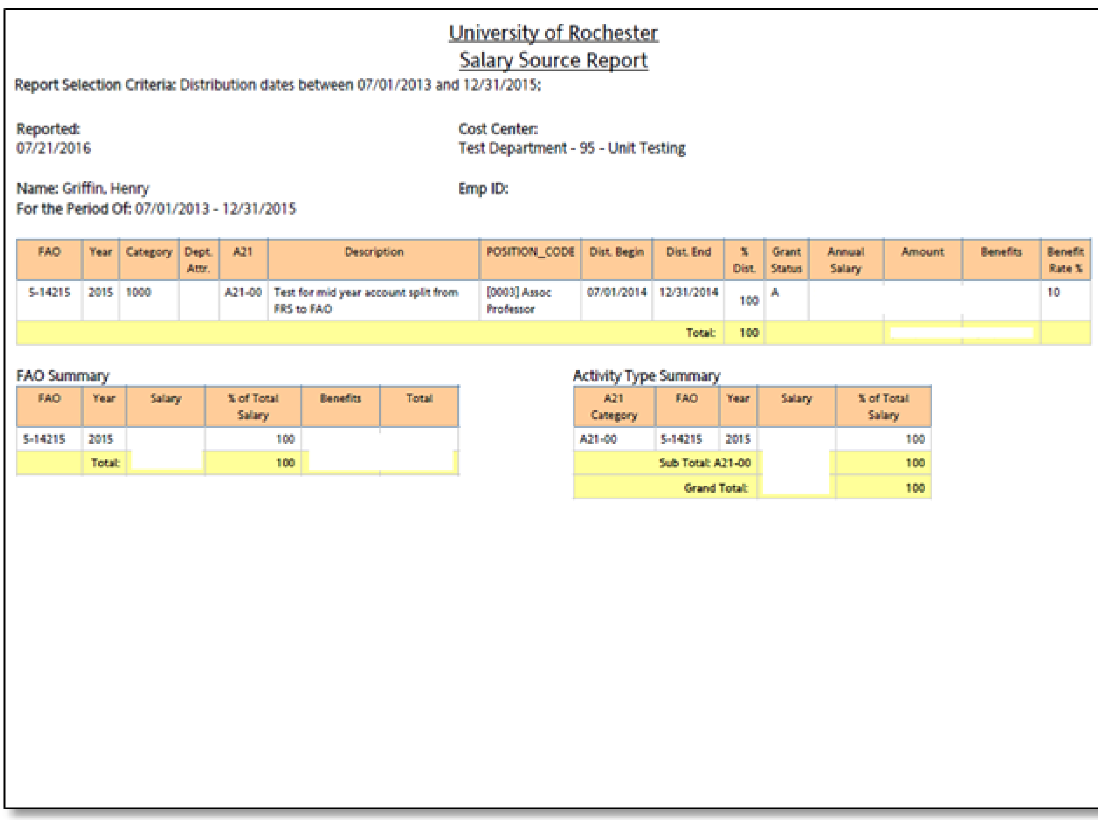


Figure 4f2 Salary Source Report.



University of Rochester
Salary Source Report

Report Selection Criteria: Distribution dates between 07/01/2013 and 12/31/2015;

Reported:
07/21/2016

Cost Center:
Test Department - 95 - Unit Testing

Name: Griffin, Henry
For the Period Of: 07/01/2013 - 12/31/2015

Emp ID:

FAO	Year	Category	Dept. Attr.	A21	Description	POSITION_CODE	Dist. Begin	Dist. End	% Dist.	Grant Status	Annual Salary	Amount	Benefits	Benefit Rate %
5-14215	2015	1000		A21-00	Test for mid year account split from FRS to FAO	[0003] Assoc Professor	07/01/2014	12/31/2014	100	A				10
								Total:	100					

FAO Summary

FAO	Year	Salary	% of Total Salary	Benefits	Total
5-14215	2015		100		
	Total:		100		

Activity Type Summary

A21 Category	FAO	Year	Salary	% of Total Salary
A21-00	5-14215	2015		100
		Sub Total: A21-00		100
		Grand Total:		100

Salary % of Dist:

Figure 4g1 Salary Percent of Distribution Report screen

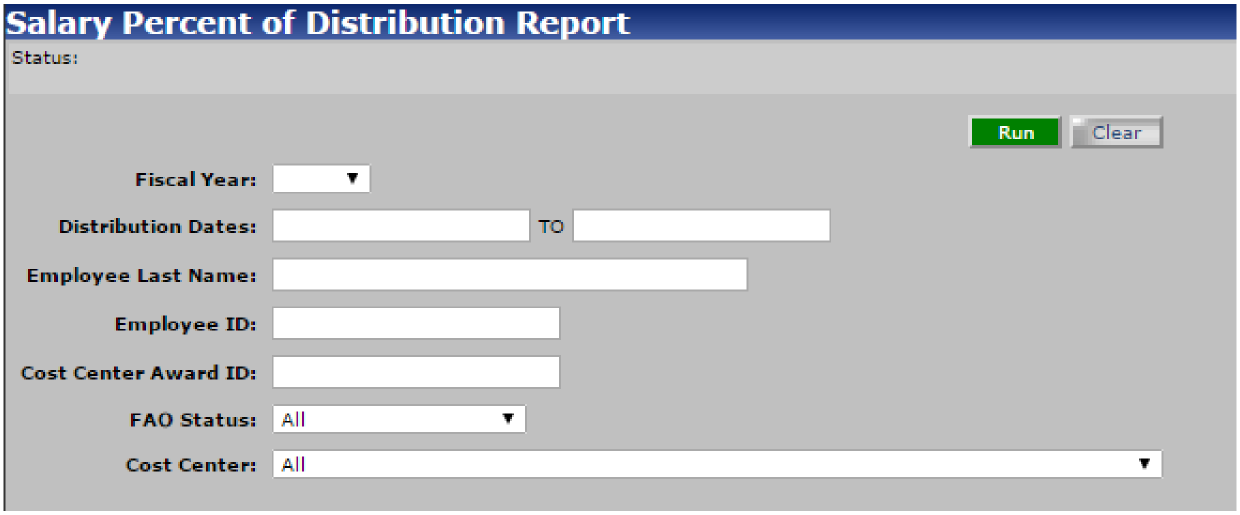


Figure 4g2 Salary Percent of Distribution Report.

PI Employee Percent Distribution:

Figure 4h1 PI Employee Percent of Distribution Report screen.

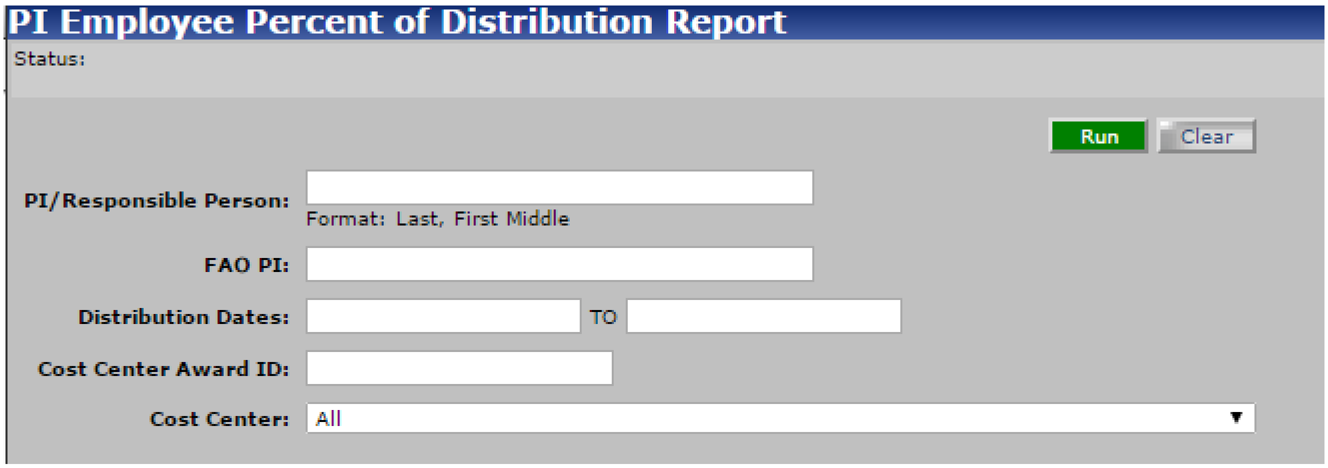


Figure 4h2 PI Employee Percent of Distribution Report.

PI FAO Distribution:

Figure 4i1 PI FAO Distribution Report screen.

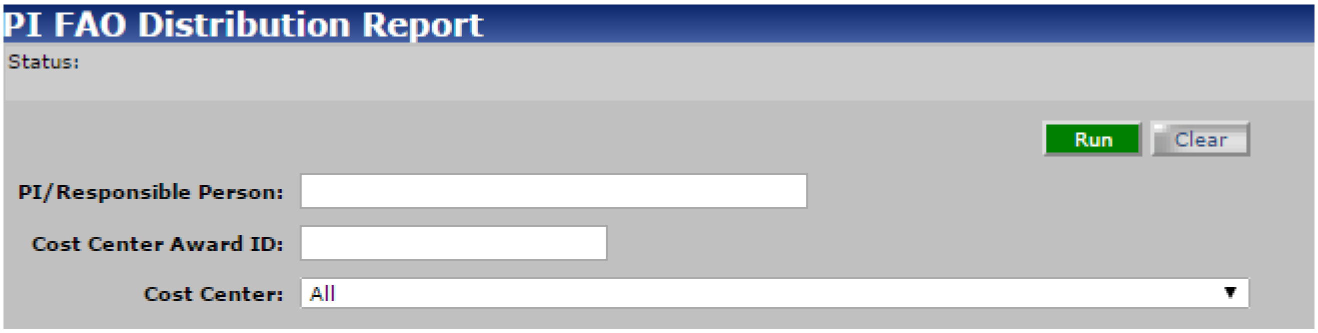


Figure 4i2 PI FAO Distribution Report.

Chart of Accounts:

Figure 4j1 Chart of FAO Report screen.

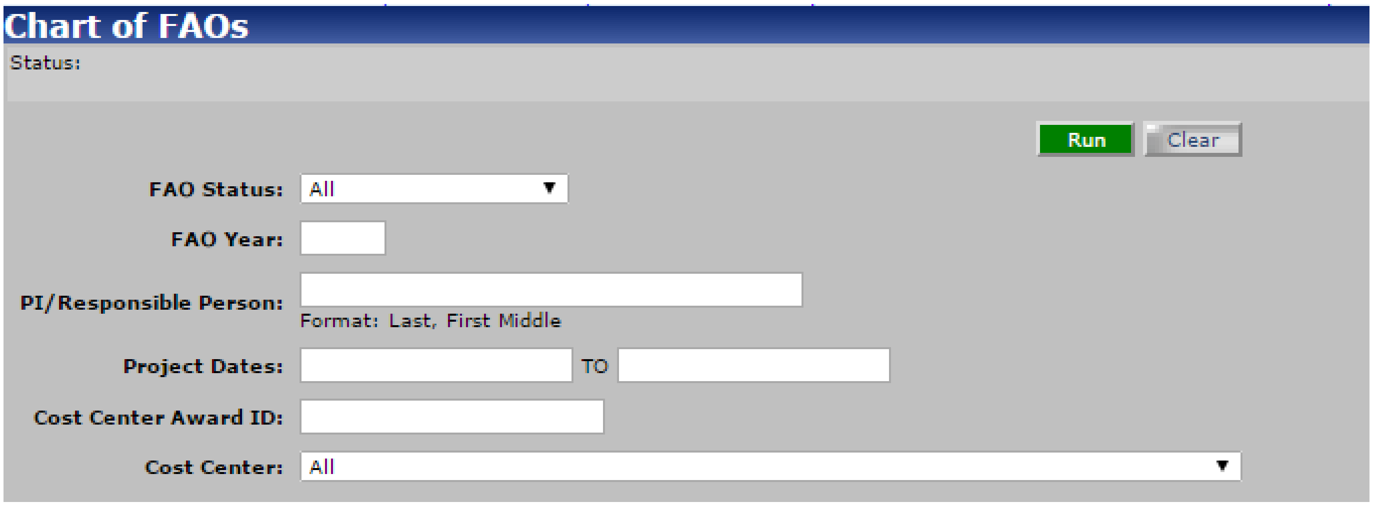
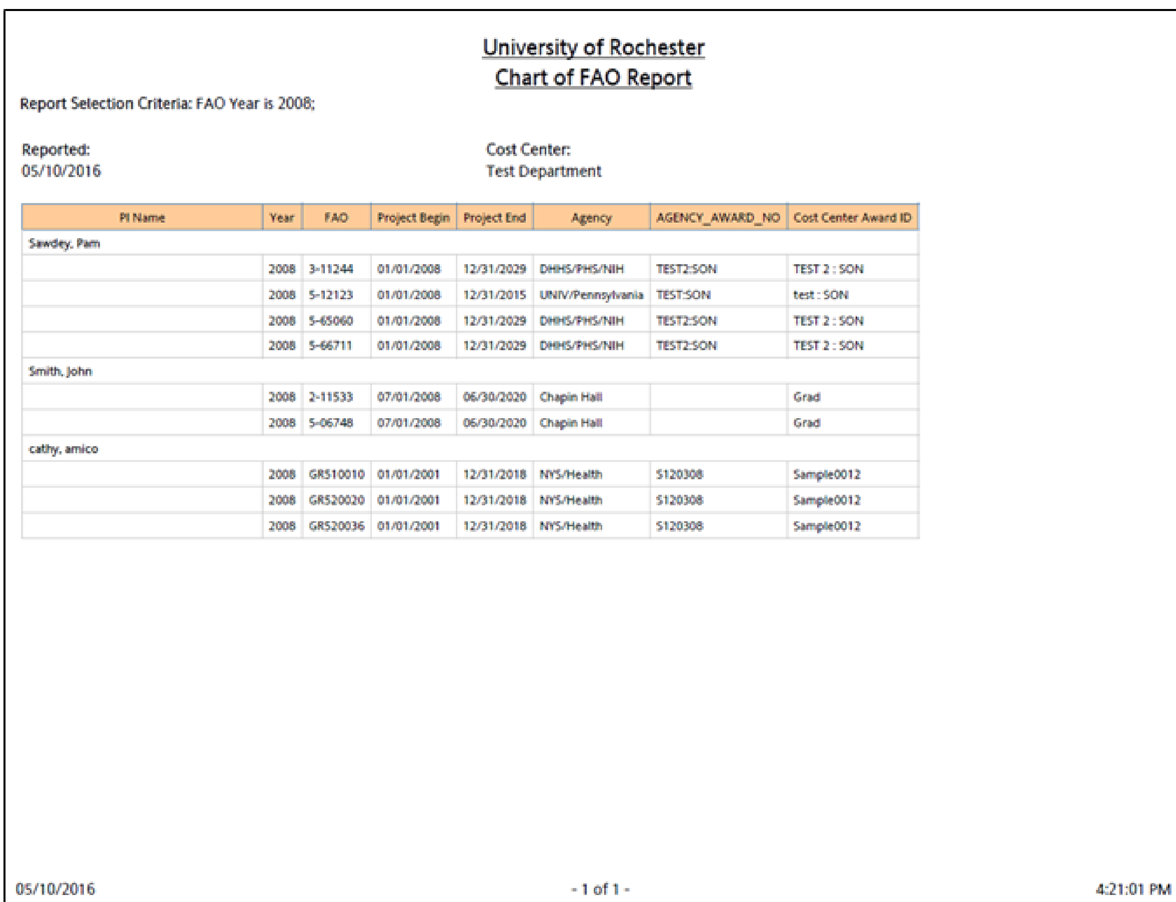


Figure 4j2 Chart of Accounts Report.



University of Rochester
Chart of FAO Report

Report Selection Criteria: FAO Year is 2008;

Reported:
05/10/2016

Cost Center:
Test Department

PI Name	Year	FAO	Project Begin	Project End	Agency	AGENCY_AWARD_NO	Cost Center Award ID
Sawdey, Pam							
	2008	3-11244	01/01/2008	12/31/2029	DHHS/PHS/NIH	TEST2:SON	TEST 2 : SON
	2008	5-12123	01/01/2008	12/31/2015	UNIV/Pennsylvania	TEST:SON	test : SON
	2008	5-65060	01/01/2008	12/31/2029	DHHS/PHS/NIH	TEST2:SON	TEST 2 : SON
	2008	5-66711	01/01/2008	12/31/2029	DHHS/PHS/NIH	TEST2:SON	TEST 2 : SON
Smith, John							
	2008	2-11533	07/01/2008	06/30/2020	Chapin Hall		Grad
	2008	5-06748	07/01/2008	06/30/2020	Chapin Hall		Grad
cathy, amico							
	2008	GR510010	01/01/2001	12/31/2018	NYS/Health	5120308	Sample0012
	2008	GR520020	01/01/2001	12/31/2018	NYS/Health	5120308	Sample0012
	2008	GR520036	01/01/2001	12/31/2018	NYS/Health	5120308	Sample0012

05/10/2016 - 1 of 1 - 4:21:01 PM

FAO Summary:

Figure 4k1 FAO Summary Report screen.

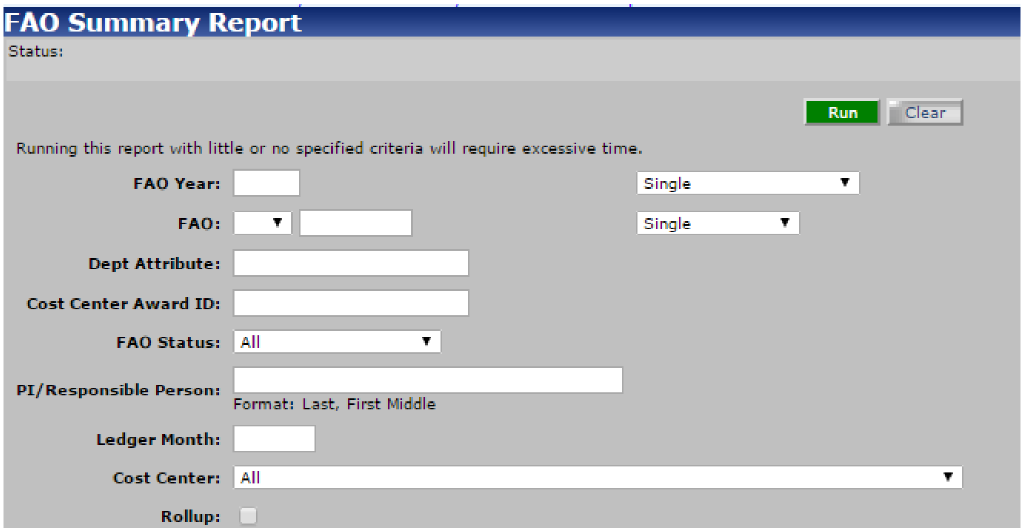


Figure 4k2 FAO Summary Report.

FAO Details:

Figure 4I1 FAO Detail Report screen.

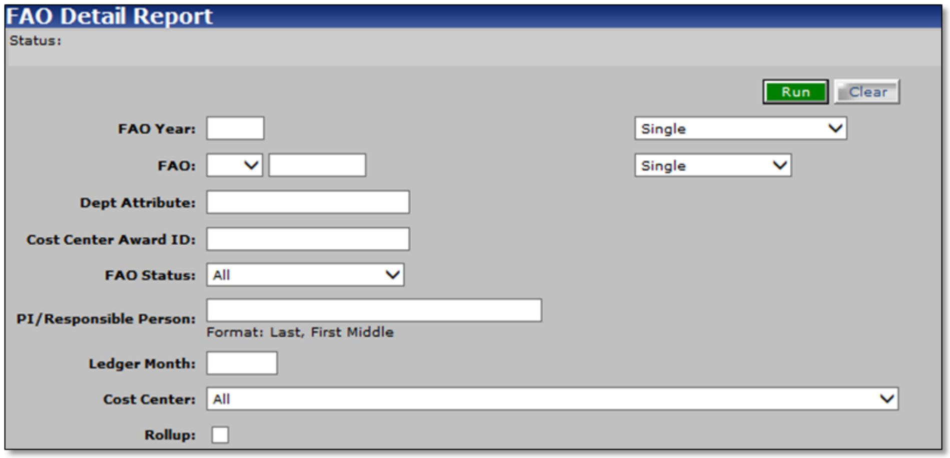
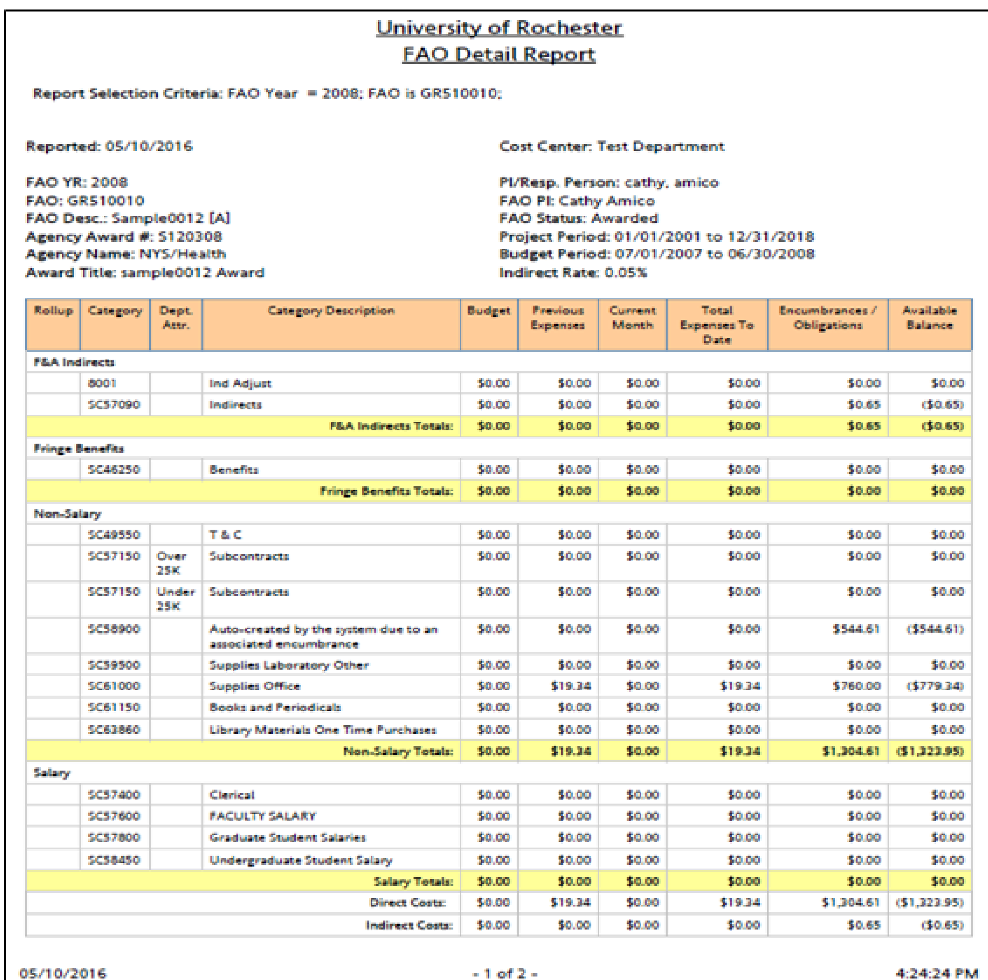


Figure 4I2 FAO Detail Report.



University of Rochester
FAO Detail Report

Report Selection Criteria: FAO Year = 2008; FAO is GR510010;

Reported: 05/10/2016

Cost Center: Test Department

FAO YR: 2008
FAO: GR510010
FAO Desc.: Sample0012 [A]
Agency Award #: S120308
Agency Name: NYS/Health
Award Title: sample0012 Award

PI/Resp. Person: cathy, amico
FAO PI: Cathy Amico
FAO Status: Awarded
Project Period: 01/01/2001 to 12/31/2018
Budget Period: 07/01/2007 to 06/30/2008
Indirect Rate: 0.05%

Rollup	Category	Dept. Attr.	Category Description	Budget	Previous Expenses	Current Month	Total Expenses To Date	Encumbrances / Obligations	Available Balance
F&A Indirects									
	8001		Ind Adjust	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	SC57090		Indirects	$0.00	$0.00	$0.00	$0.00	$0.65	($0.65)
			F&A Indirects Totals:	$0.00	$0.00	$0.00	$0.00	$0.65	($0.65)
Fringe Benefits									
	SC46250		Benefits	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			Fringe Benefits Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Non-Salary									
	SC49550		T & C	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	SC57150	Over 25K	Subcontracts	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	SC57150	Under 25K	Subcontracts	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	SC58900		Auto-created by the system due to an associated encumbrance	$0.00	$0.00	$0.00	$0.00	$544.61	($544.61)
	SC59500		Supplies Laboratory Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	SC61000		Supplies Office	$0.00	$19.34	$0.00	$19.34	$760.00	($779.34)
	SC61150		Books and Periodicals	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	SC63860		Library Materials One Time Purchases	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			Non-Salary Totals:	$0.00	$19.34	$0.00	$19.34	$1,304.61	($1,323.95)
Salary									
	SC57400		Clerical	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	SC57600		FACULTY SALARY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	SC57800		Graduate Student Salaries	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	SC58450		Undergraduate Student Salary	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			Salary Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			Direct Costs:	$0.00	$19.34	$0.00	$19.34	$1,304.61	($1,323.95)
			Indirect Costs:	$0.00	$0.00	$0.00	$0.00	$0.65	($0.65)

05/10/2016 - 1 of 2 - 4:24:24 PM

FAO Category Attribute:

Figure 4m1 FAO Category Attribute Report screen.

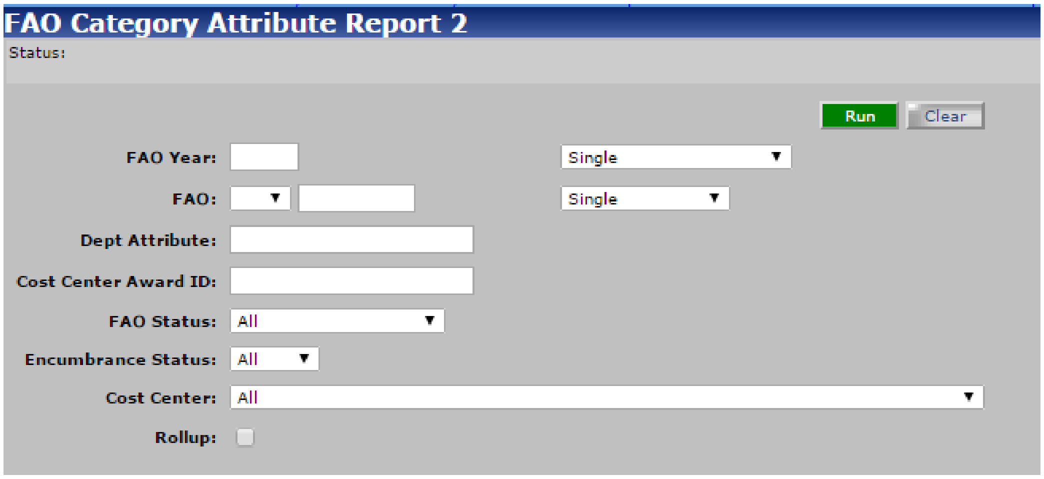


Figure 4m2 FAO Category Attribute Report.

Note: This report is formatted differently than the other reports. There are no page numbers and no selections for format types.

Award/Proposal Status:

Figure 4n1 Award/Proposal Status Report screen.

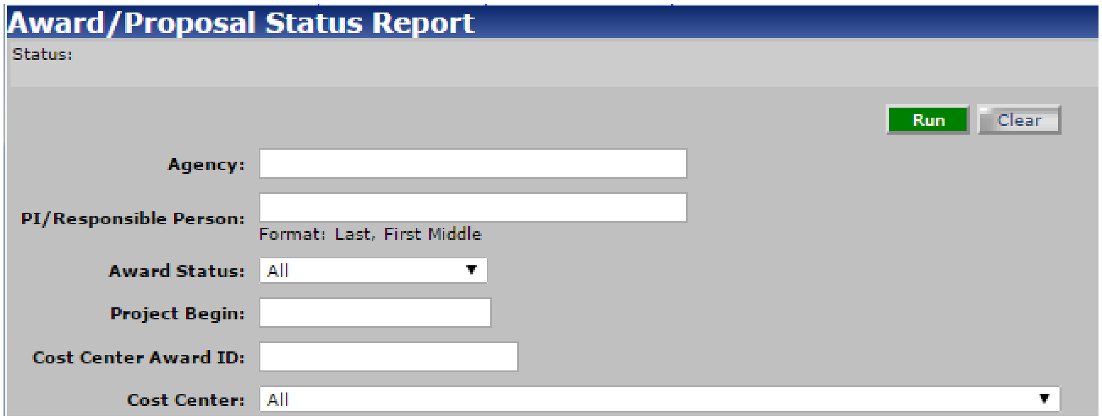
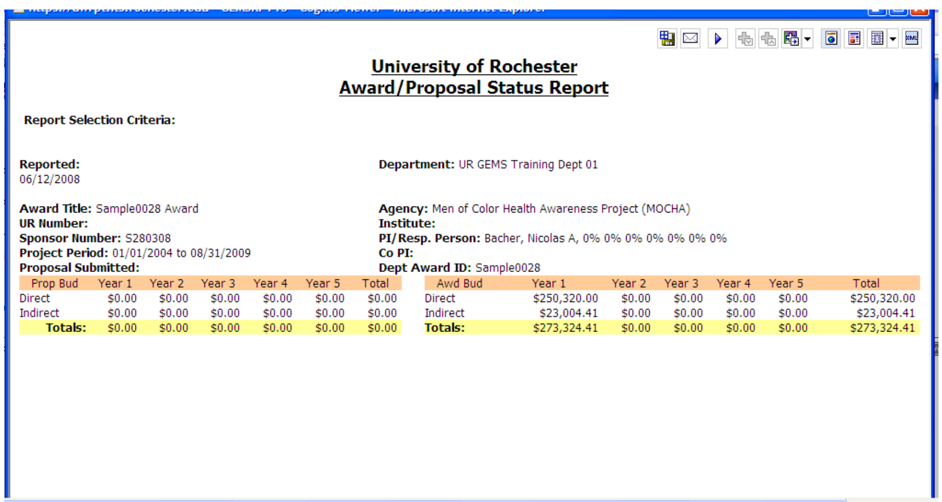


Figure 4n2 Award/Proposal Status Report.



University of Rochester
Award/Proposal Status Report

Report Selection Criteria:

Reported: 06/12/2008
Department: UR GEMS Training Dept 01

Award Title: Sample0028 Award
UR Number:
Sponsor Number: S280308
Project Period: 01/01/2004 to 08/31/2009
Proposal Submitted:

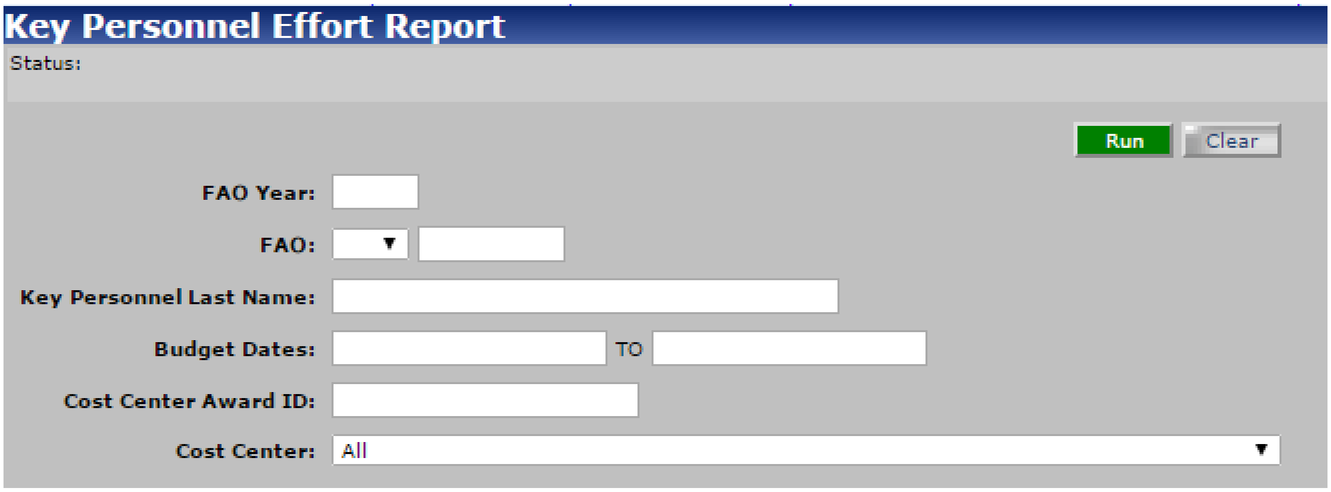
Agency: Men of Color Health Awareness Project (MOCHA)
Institute:
PI/Resp. Person: Bacher, Nicolas A, 0% 0% 0% 0% 0% 0% 0%
Co PI:
Dept Award ID: Sample0028

Prop Bud	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Direct	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Indirect	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Totals:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Awd Bud	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Direct	$250,320.00	$0.00	$0.00	$0.00	$0.00	$250,320.00
Indirect	$23,004.41	$0.00	$0.00	$0.00	$0.00	$23,004.41
Totals:	$273,324.41	$0.00	$0.00	$0.00	$0.00	$273,324.41

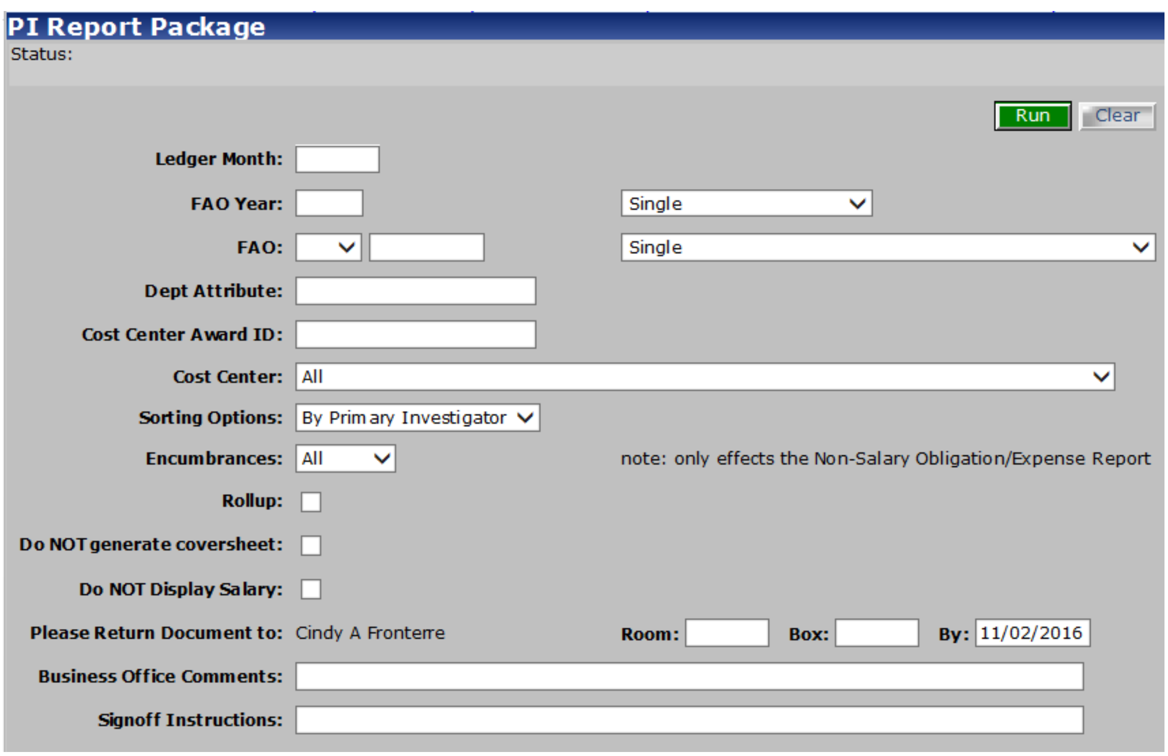
Key Personnel Effort:

Figure 4o1 Key Personnel Effort Report screen.



PI Report Package:

Figure 4p1 PI Report Package Report screen.



Module Summary

This concludes Module Four.

In this module, you learned to:

- Identify business rules and special processing information within the following reports:
  - NS Enc/Exp Status
  - Salary Expense
  - Employee Salary Expense
  - Cumulative Salary
  - Cumulative Salary by FAO
  - Salary Source
  - Salary % of Dist
  - PI Employee Percent Distribution
  - PI FAO Distribution
  - Chart of Accounts
  - FAO Summary
  - FAO Details
  - FAO Category Attribute
  - Award/Proposal Status
  - Key Personnel Effort
- Identify the fields used and purpose of each of the available reports
- Demonstrate:
  - Running a report
  - Using the report viewer

Personal Notes

Module Five Admin Preferences

Module Five – Admin Preferences

Introduction

In this module we'll …

- Identify business rules and special processing information within the following Admin area:
  - Cost Centers
  - Users
  - Preferences
  - Category
  - Form Type
- Demonstrate and practice adding and deleting a:
  - Category
- Identify field labels and descriptions within the Preferences Tab.

This module is of particular interest to those users who have administrative rights for their Cost Center. However, it is helpful for all users to know what is contained in the system preferences so they can make recommendations on how to best customize the system for the needs of their Cost Center.

Cost Centers - Demonstration

The Cost Centers tab provides the ability to define the cost center identifier. The cost center ID is defined by three components: company, cost center and unit.

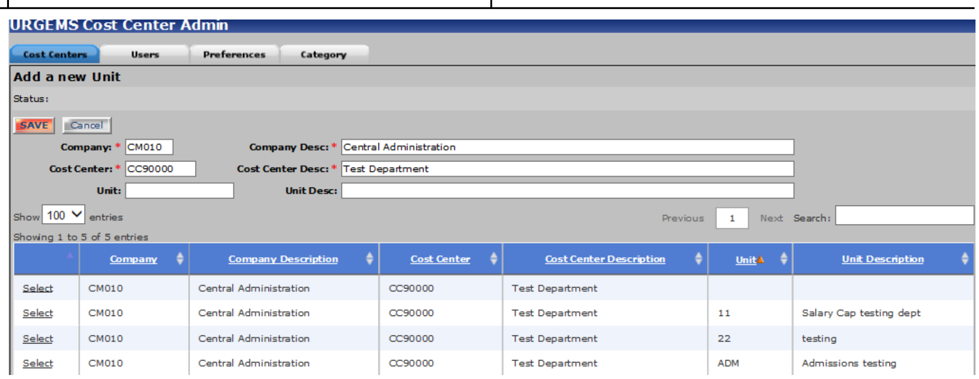
Cost Centers are structured to have a parent Cost Center and any number of child units. A unit is not required in the Cost Center definition. A Cost Center is identified by the combination of company, cost center, and unit and is the unique identifier for record access in URGEMS.

Example One	**Example Two**	**Example Three**
Cost Center CC11409-000 Pediatrics **Cost Center Child Unit** CC11409-300 Pediatrics Administration	**Cost Center** CC11005-000 Music Has no units	**Individual Unit** CC11490-610, Budget and Finance SON

Security is maintained at the lowest level of the cost center definition. If there are units defined, they should be thought of as their own entity.

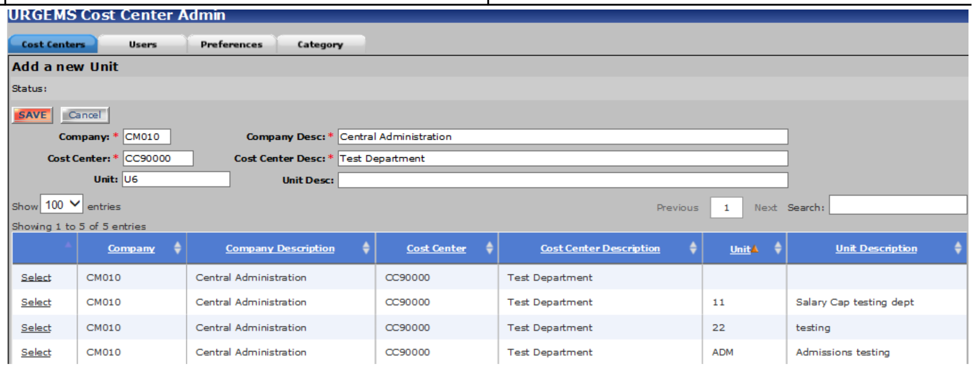
Departments Tab Table

Step	Action	Results and notes
1.	From the Admin Main Menu Option, select Preferences.	By default, you will be on the Cost Centers tab. This identifies the cost center to which the unit will be added.

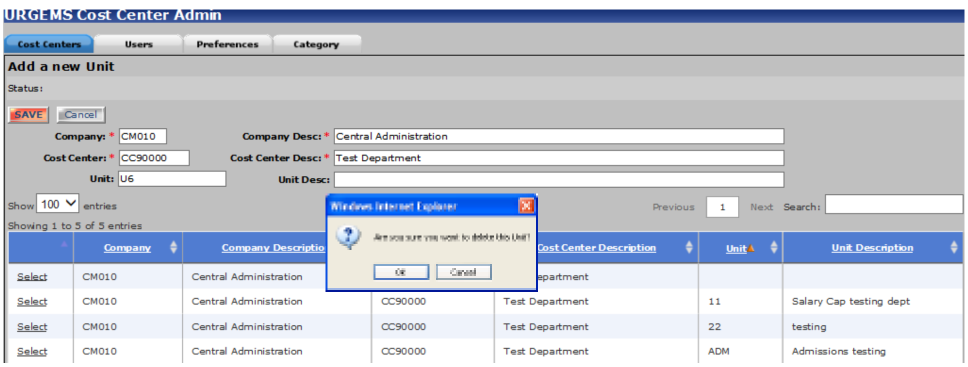


Step	Action	Results and notes
2.	Enter U6 in the Unit field, press	This creates a new unit and it

	Tab and enter Unit 6 in the Unit Desc field. Click SAVE.	appears in the table.



3.	Select Unit 6, click Delete and OK.	This deletes the unit and it no longer appears in the table.



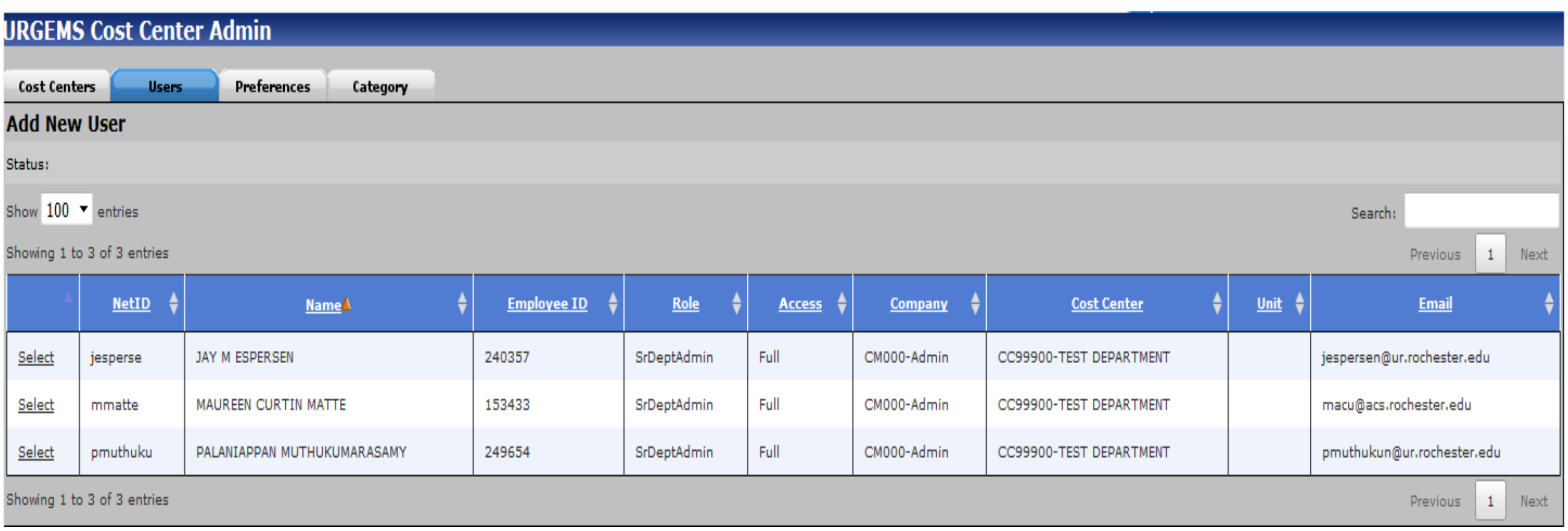
Users - Demonstration

The Users tab provides the ability to search on users you have access to in the system.

Note: Refer to Appendix B for URGEMS Application Security for specific roles in the Security Matrix.

Users Tab Table

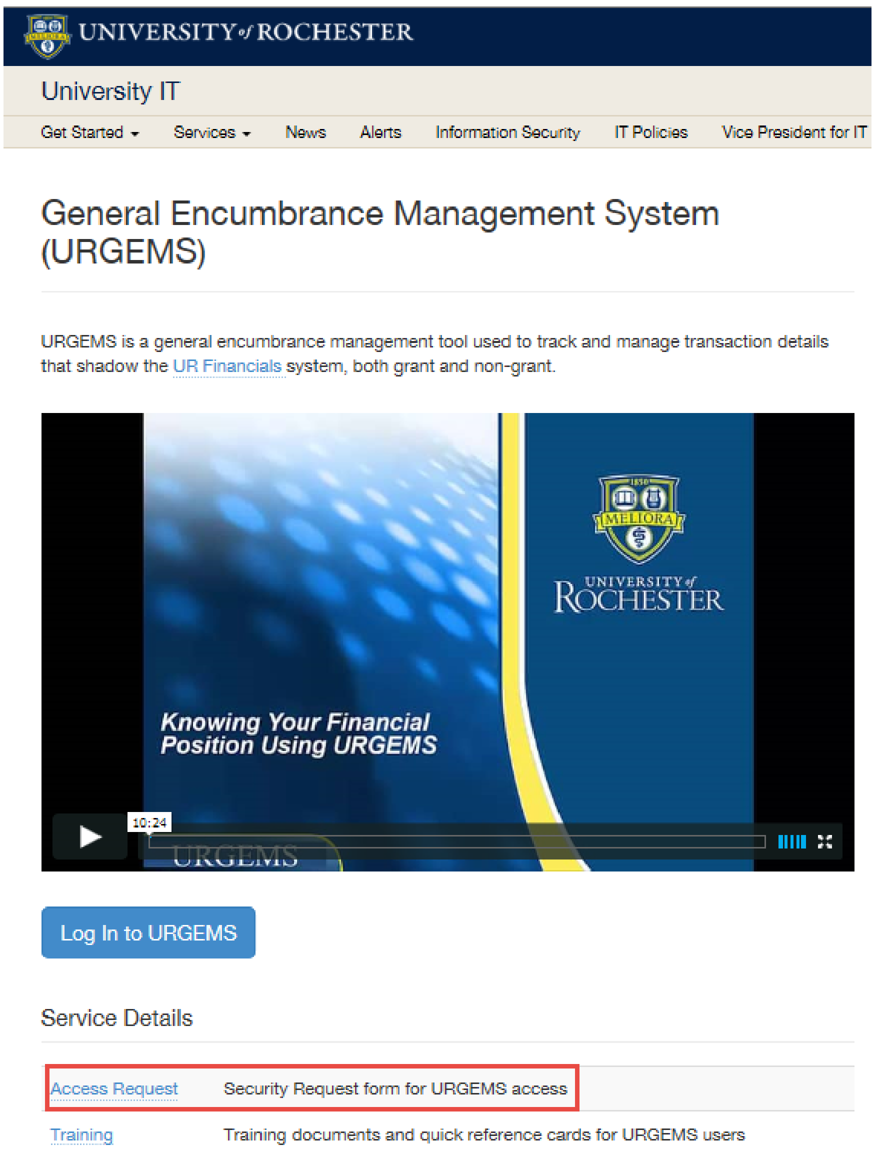
Step	Action	Results and notes
1.	From the Admin Main Menu Option, select Preferences. Click on the Users tab.	This opens the New User screen.



2.	Click the Select link.	This will show the employee's details.

3.	Type a last name in the Search field.	This field will locate an employee on last name, based on Administrator access, or for any details on screen

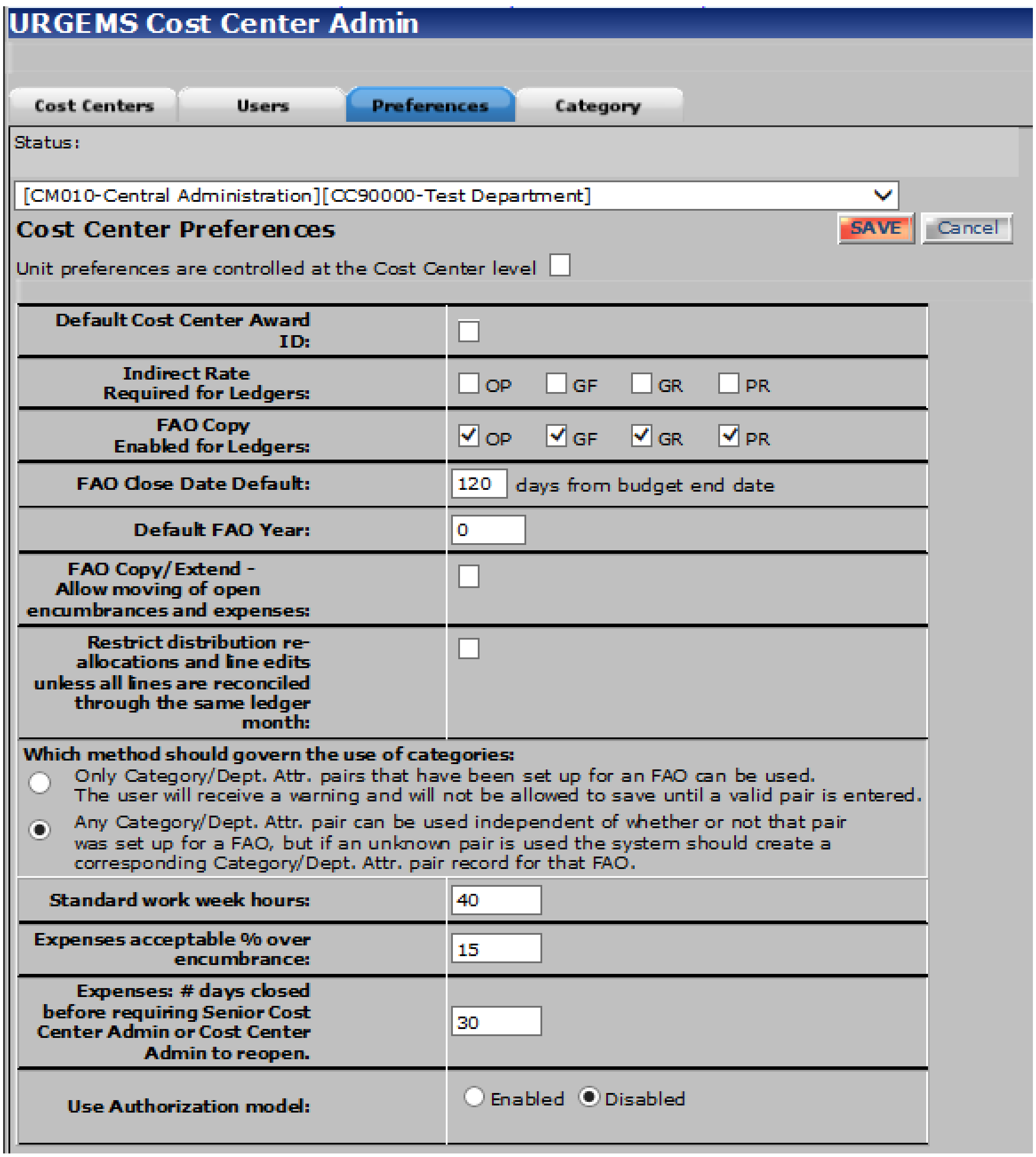
Note: To add, or change user access to the system, refer to the *Knowing Your FInancials Position Using URGEMS* video for steps on how to complete the form plus Quick Reference Card.
Removing URGEMS access is done by the SR./Dept Admin sending an email to URGEMSSecurityAdmin@UR.Rochester.edu



Personal Notes

Preferences - Demonstration

The Preferences tab provides the ability to set specific Cost Center business rule implementations.



Field Label	Description
Default Cost Center Award ID	Will automatically default the “Cost Center Award ID” to the system generated Award_ID if Cost Center preference is set. The default value for this is No. The box is unchecked.
Indirect Rate Required for Ledgers	Each Cost Center can set preferences to identify accounts that require an indirect rate (based on FAO ledger number [prefix]). If the user tries to save an identified FAO without an indirect rate the system will display a warning.
FAO Close Date Default	Defaults to 60 days after budget period end date unless overridden in Admin Preferences.
Default FAO Year	Each Cost Center can set a default FAO Year if desired. If left blank then no default should be set.
FAO Copy/Extend	Each Cost Center can set an option to allow or disable the moving of open encumbrances and expenses from an FAO being copied to the new FAO being created.

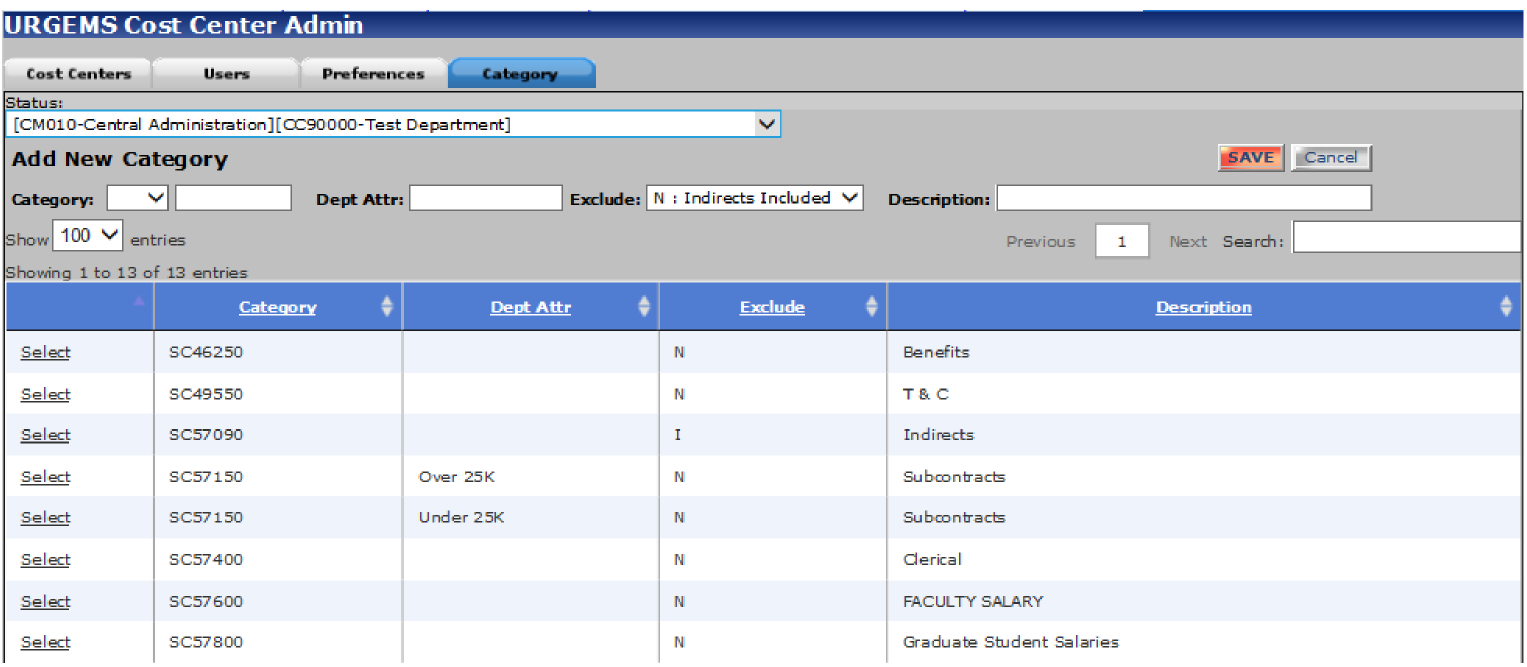
Field Label	Description
Method to govern the use of subcodes	There will be two options in Admin Preferences to govern the use of categories. (used throughout the system) 1. Only Category/Dept. Attr. pairs that have been set up for an FAO can be used. The user will receive a warning and will not be allowed to save until a valid pair is entered. 2. Any Category/Dept. Attr. pair can be used independent of whether or not that pair was set up for an FAO, but if an unknown pair is used the system should create a corresponding Category/Dept. Attr. pair record for that FAO. a. Auto-created record should default to Exclude = I for subcodes 8###, all others should default to Exclude = N and notify the user that Indirects will be calculated for this Category unless they manually change the Exclude code on the Category screen. Default the Category description to "Auto-created by the system due to an associated expense".
Standard work week hours	Default standard hours for employee work week
Expenses acceptable % over encumbrance	Acceptable % in excess of expenses. Warn user if expenses total is greater that the Encumbrance total by a percentage set in Admin Preferences.
Expenses: # of days closed before requiring senior authorization to reopen	The number of days the expense can be closed before the transaction requires the higher level of security access.

Category - Demonstration

The Category tab provides the ability to setup the default list of subcodes to use when a new FAO is created.

Category Tab Table

Step	Action	Results and notes
1.	From the Admin Category tab, Enter the following information and click SAVE: **Category:** SC12345 **Exclude:** N : Indirect Included **Description:** PAS# - #PART TIME	This adds the new Category to the table.


URGEMS Cost Center Admin

Cost Centers | Users | Preferences | Category

Status:
[CM010-Central Administration][CC90000-Test Department]

Add New Category

SAVE Cancel

Category: Dept Attr: Exclude: N : Indirects Included Description:

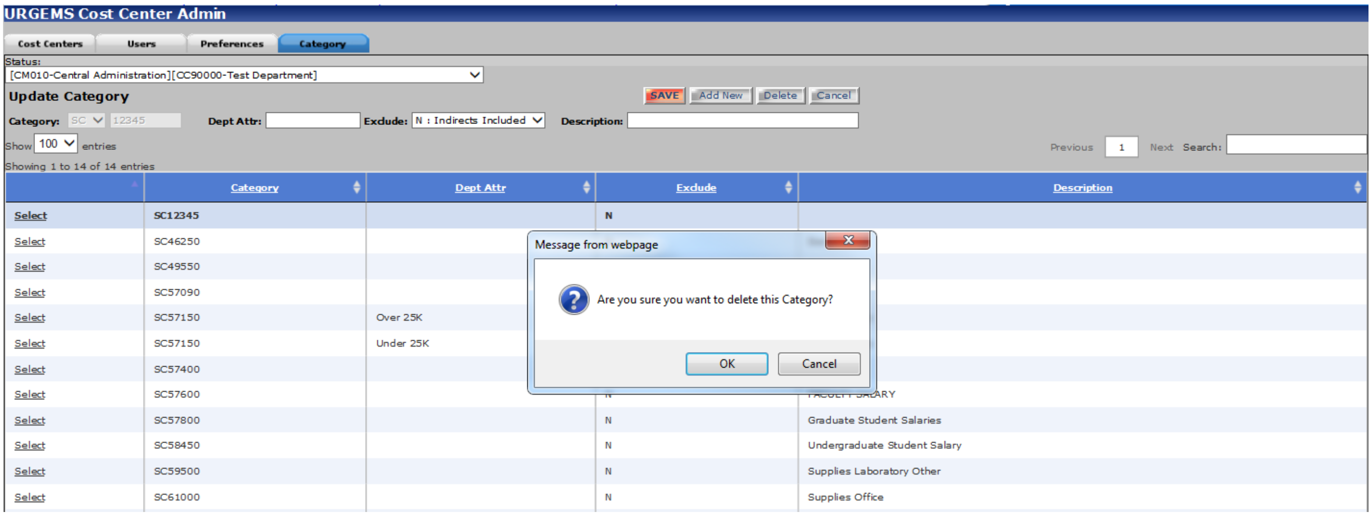
Show 100 entries

Previous 1 Next Search:

Showing 1 to 13 of 13 entries

	Category	Dept Attr	Exclude	Description
Select	SC46250		N	Benefits
Select	SC49550		N	T & C
Select	SC57090		I	Indirects
Select	SC57150	Over 25K	N	Subcontracts
Select	SC57150	Under 25K	N	Subcontracts
Select	SC57400		N	Clerical
Select	SC57600		N	FACULTY SALARY
Select	SC57800		N	Graduate Student Salaries

Step	Action	Results and notes
2.	Select the new Category and click Delete and OK.	This deletes the Category and removes it from the table.



URGEMS Cost Center Admin

Cost Centers | Users | Preferences | Category

Status:

[CM010-Central Administration][CC90000-Test Department]

Update Category

SAVE | Add New | Delete | Cancel

Category: SC 12345 Dept Attr: Exclude: N : Indirects Included Description:

Show 100 entries

Previous 1 Next Search:

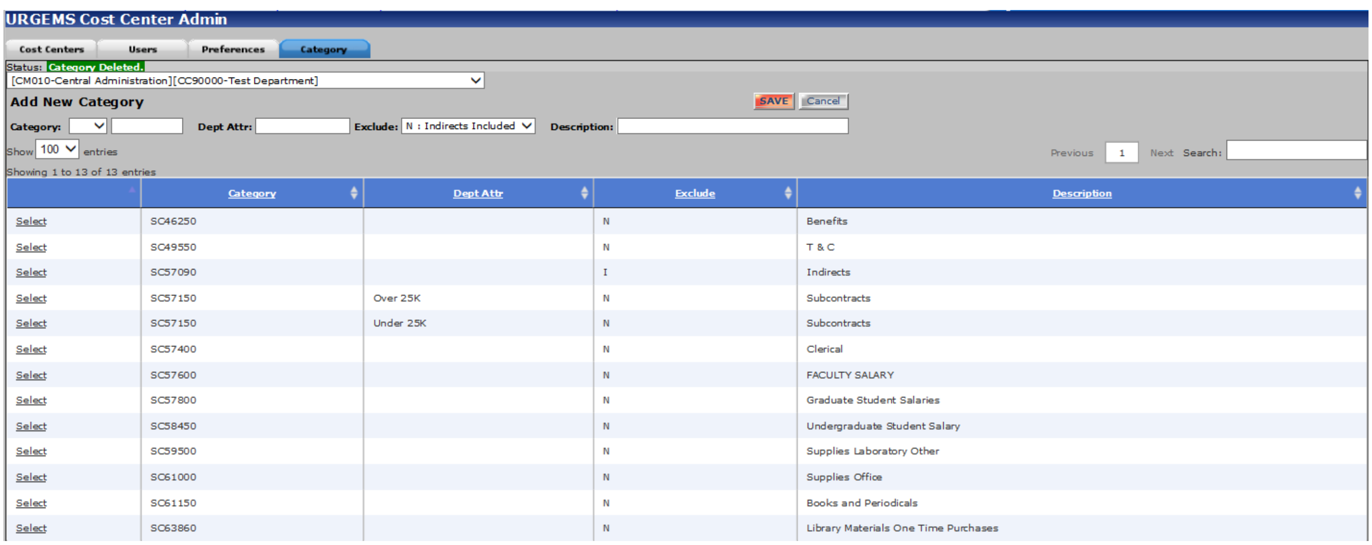
Showing 1 to 14 of 14 entries

	Category	Dept Attr	Exclude	Description
Select	SC12345		N	
Select	SC46250			
Select	SC49550			
Select	SC57090			
Select	SC57150	Over 25K		
Select	SC57150	Under 25K		
Select	SC57400			
Select	SC57600		N	FACULTY SALARY
Select	SC57800		N	Graduate Student Salaries
Select	SC58450		N	Undergraduate Student Salary
Select	SC59500		N	Supplies Laboratory Other
Select	SC61000		N	Supplies Office

Message from webpage

Are you sure you want to delete this Category?

OK | Cancel



URGEMS Cost Center Admin

Cost Centers | Users | Preferences | Category

Status: Category Deleted.

[CM010-Central Administration][CC90000-Test Department]

Add New Category

SAVE | Cancel

Category: Dept Attr: Exclude: N : Indirects Included Description:

Show 100 entries

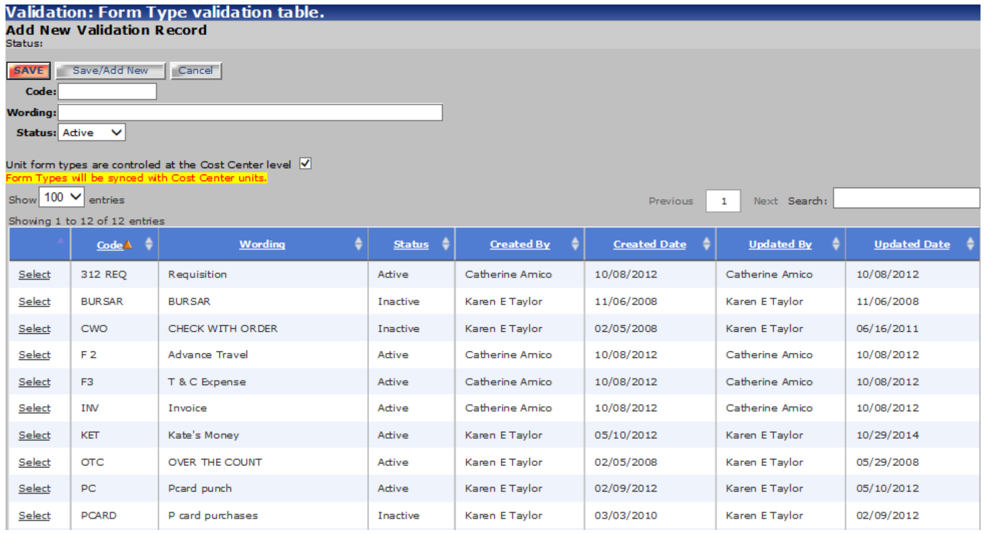
Previous 1 Next Search:

Showing 1 to 13 of 13 entries

	Category	Dept Attr	Exclude	Description
Select	SC46250		N	Benefits
Select	SC49550		N	T & C
Select	SC57090		I	Indirects
Select	SC57150	Over 25K	N	Subcontracts
Select	SC57150	Under 25K	N	Subcontracts
Select	SC57400		N	Clerical
Select	SC57600		N	FACULTY SALARY
Select	SC57800		N	Graduate Student Salaries
Select	SC58450		N	Undergraduate Student Salary
Select	SC59500		N	Supplies Laboratory Other
Select	SC61000		N	Supplies Office
Select	SC61150		N	Books and Periodicals
Select	SC63860		N	Library Materials One Time Purchases

Form Type - Demonstration

The Form Type menu option provides the ability to setup the default list of form types for use when a new encumbrance is created.


Validation: Form Type validation table.
Add New Validation Record
Status:
SAVE Save/Add New Cancel
Code:
Wording:
Status: Active
Unit form types are controled at the Cost Center level
Form Types will be synced with Cost Center units.
Show 100 entries Previous 1 Next Search:
Showing 1 to 12 of 12 entries

	Code	Wording	Status	Created By	Created Date	Updated By	Updated Date
Select	312 REQ	Requisition	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	BURSAR	BURSAR	Inactive	Karen E Taylor	11/06/2008	Karen E Taylor	11/06/2008
Select	CWO	CHECK WITH ORDER	Inactive	Karen E Taylor	02/05/2008	Karen E Taylor	06/16/2011
Select	F 2	Advance Travel	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	F3	T & C Expense	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	INV	Invoice	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	KET	Kate's Money	Active	Karen E Taylor	05/10/2012	Karen E Taylor	10/29/2014
Select	OTC	OVER THE COUNT	Active	Karen E Taylor	02/05/2008	Karen E Taylor	05/29/2008
Select	PC	Pcard punch	Active	Karen E Taylor	02/09/2012	Karen E Taylor	05/10/2012
Select	PCARD	P card purchases	Inactive	Karen E Taylor	03/03/2010	Karen E Taylor	02/09/2012

Each cost center administers its own Form Type list for use on the Encumbrance screen. The above example uses “312 REQ…PCARD” for the Form Type Code. Other cost centers may chose to setup their Form Type Codes using alphanumeric values:

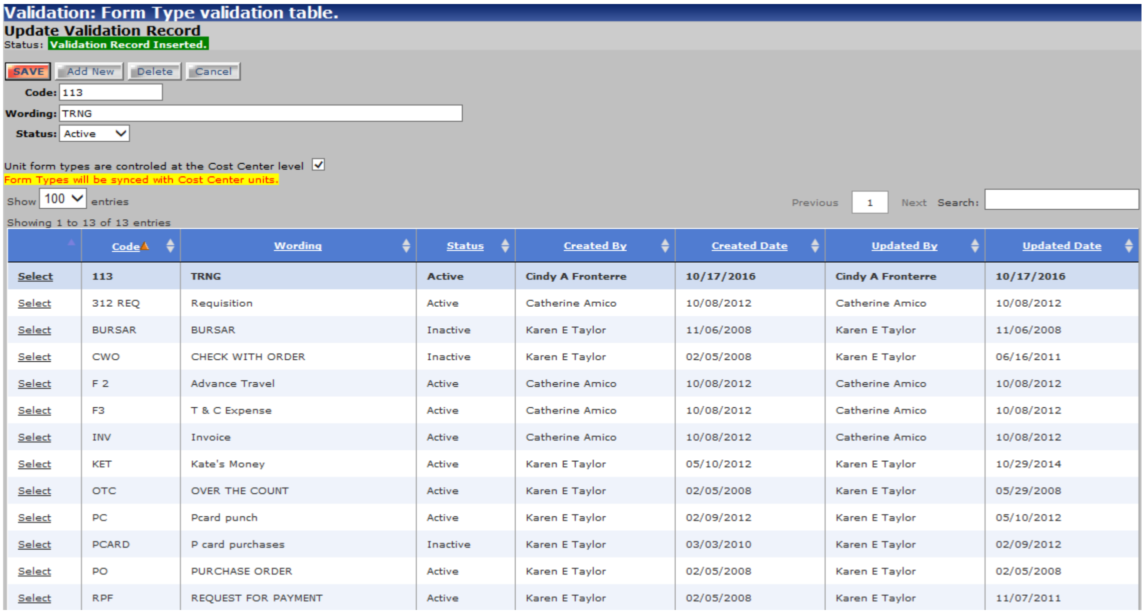
Be sure to choose your cost center's naming conventions carefully. Choose names that are meaningful and indicative to make it easier to recognize them.

Code	Wording
AIR GAS	AirGas
BEN CAP	Ben Cap
CWO	Check with Order

Form Type Tab Table

Step	Action	Results and notes
1.	From the Admin Main Menu Option, click on the Form Type option, and enter the following information and click SAVE: **Code:** 113	This adds the new form type to the list. Note: Remember, you can sort information in ascending or descending order by clicking on

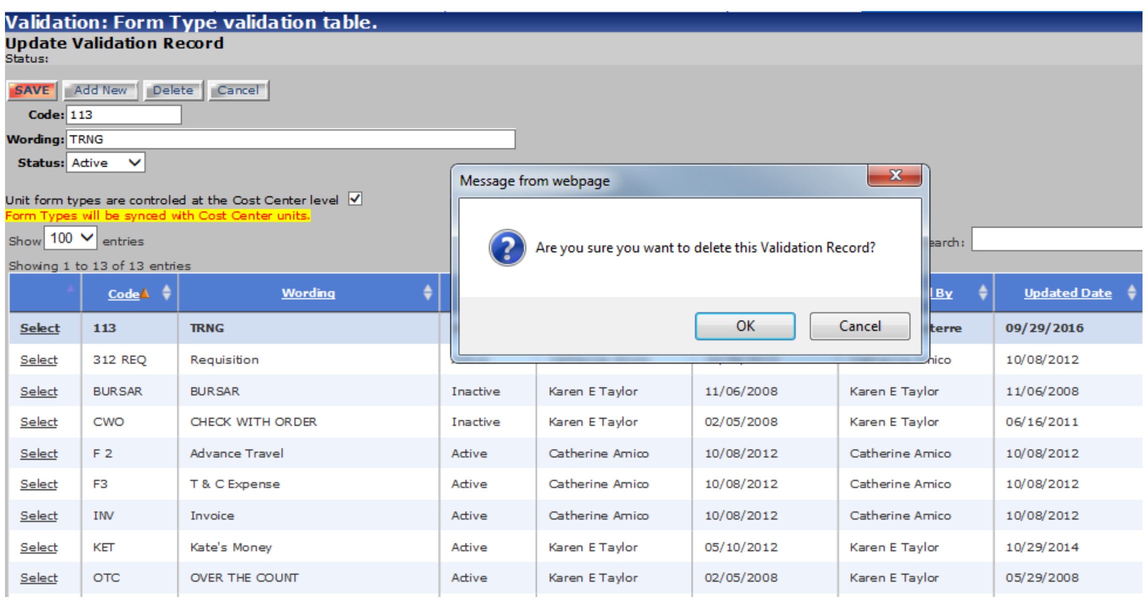
	Wording: TRNG **Status:** Active	the specific column heading.



Validation: Form Type validation table.
Update Validation Record
Status: Validation Record Inserted.
SAVE | Add New | Delete | Cancel
Code: 113
Wording: TRNG
Status: Active
Unit form types are controled at the Cost Center level
Form Types will be synced with Cost Center units.
Show 100 entries Previous 1 Next Search:
Showing 1 to 13 of 13 entries

	Code	Wording	Status	Created By	Created Date	Updated By	Updated Date
Select	113	TRNG	Active	Cindy A Fronterre	10/17/2016	Cindy A Fronterre	10/17/2016
Select	312 REQ	Requisition	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	BURSAR	BURSAR	Inactive	Karen E Taylor	11/06/2008	Karen E Taylor	11/06/2008
Select	CWO	CHECK WITH ORDER	Inactive	Karen E Taylor	02/05/2008	Karen E Taylor	06/16/2011
Select	F 2	Advance Travel	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	F3	T & C Expense	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	INV	Invoice	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	KET	Kate's Money	Active	Karen E Taylor	05/10/2012	Karen E Taylor	10/29/2014
Select	OTC	OVER THE COUNT	Active	Karen E Taylor	02/05/2008	Karen E Taylor	05/29/2008
Select	PC	Pcard punch	Active	Karen E Taylor	02/09/2012	Karen E Taylor	05/10/2012
Select	PCARD	P card purchases	Inactive	Karen E Taylor	03/03/2010	Karen E Taylor	02/09/2012
Select	PO	PURCHASE ORDER	Active	Karen E Taylor	02/05/2008	Karen E Taylor	02/05/2008
Select	RPF	REQUEST FOR PAYMENT	Active	Karen E Taylor	02/05/2008	Karen E Taylor	11/07/2011

2.	Select 113, click Delete and OK.	This deletes the form type and it no longer appears in the table.



Validation: Form Type validation table.
Update Validation Record
Status:
SAVE | Add New | Delete | Cancel
Code: 113
Wording: TRNG
Status: Active
Unit form types are controled at the Cost Center level
Form Types will be synced with Cost Center units.
Show 100 entries
Showing 1 to 13 of 13 entries

Message from webpage
Are you sure you want to delete this Validation Record?
OK | Cancel

	Code	Wording				By	Updated Date
Select	113	TRNG				terre	09/29/2016
Select	312 REQ	Requisition				ico	10/08/2012
Select	BURSAR	BURSAR	Inactive	Karen E Taylor	11/06/2008	Karen E Taylor	11/06/2008
Select	CWO	CHECK WITH ORDER	Inactive	Karen E Taylor	02/05/2008	Karen E Taylor	06/16/2011
Select	F 2	Advance Travel	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	F3	T & C Expense	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	INV	Invoice	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	KET	Kate's Money	Active	Karen E Taylor	05/10/2012	Karen E Taylor	10/29/2014
Select	OTC	OVER THE COUNT	Active	Karen E Taylor	02/05/2008	Karen E Taylor	05/29/2008

Validation: Form Type validation table.

Add New Validation Record

Status: Validation Record Deleted.

SAVE | Save/Add New | Cancel

Code:

Wording:

Status: Active

Unit form types are controled at the Cost Center level

Form Types will be synced with Cost Center units.

Show 100 entries

Previous 1 Next Search:

Showing 1 to 12 of 12 entries

	Code	Wording	Status	Created By	Created Date	Updated By	Updated Date
Select	312 REQ	Requisition	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	BURSAR	BURSAR	Inactive	Karen E Taylor	11/06/2008	Karen E Taylor	11/06/2008
Select	CWO	CHECK WITH ORDER	Inactive	Karen E Taylor	02/05/2008	Karen E Taylor	06/16/2011
Select	F 2	Advance Travel	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	F3	T & C Expense	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	INV	Invoice	Active	Catherine Amico	10/08/2012	Catherine Amico	10/08/2012
Select	KET	Kate's Money	Active	Karen E Taylor	05/10/2012	Karen E Taylor	10/29/2014
Select	OTC	OVER THE COUNT	Active	Karen E Taylor	02/05/2008	Karen E Taylor	05/29/2008
Select	PC	Pcard punch	Active	Karen E Taylor	02/09/2012	Karen E Taylor	05/10/2012
Select	PCARD	P card purchases	Inactive	Karen E Taylor	03/03/2010	Karen E Taylor	02/09/2012
Select	PO	PURCHASE ORDER	Active	Karen E Taylor	02/05/2008	Karen E Taylor	02/05/2008
Select	RPF	REQUEST FOR PAYMENT	Active	Karen E Taylor	02/05/2008	Karen E Taylor	11/07/2011

Showing 1 to 12 of 12 entries

Previous 1 Next

Module Summary

This concludes Module Three.

In this module, you learned to:

- Identify business rules and special processing information within the following Admin areas:
  - Cost Centers
  - Users
  - Preferences
  - Category
  - Form Type
- Demonstrate and practice adding and deleting a:
  - Category
- Identify field labels and descriptions within the Preferences tab.

Personal Notes

Appendices A – H
and Business Processes

Appendix A – Salary Definitions

Distribution: Total Distributed Salary based on MakePay Calculation definition.

If Pay Status = hourly/TAR:

- Hourly rate * standard week hours * number of weeks in pay period [2 when frequency = biweekly] * number of remaining pay periods in distribution period * percentage of distribution
- If distribution period does not start and/or stop on a pay period begin/end date, calculate as above then multiply the result by the below

o (actual hours worked) / (standard week hours * number of weeks in pay period)

If Pay Status = salaried:

- Annual compensation / number of pay periods per year [12 when frequency = monthly, 24 when frequency = semi- monthly] * number of remaining pay periods in distribution period * percentage of distribution
- If distribution period does not start and/or stop on a pay period begin/end date, calculate as above then multiply the result by the below

o (# of days worked) / (# of normal days in the period)

If Pay Status = Stipend, Extra Comp, 9 Month, Summer, Other:

- Amount / number of pay periods per distribution period [1 per month when frequency = monthly, 2 per month when frequency = semi-monthly, 1 every 2 weeks when frequency = biweekly] * number of remaining pay periods in distribution period * percentage of distribution
- If distribution period does not start and/or stop on a pay period begin/end date, calculate as above then multiply the result by the below

o (# of days worked) / (# of normal days in the period)

FAO Prefix	FAO Term	Definition
OP	Operating Program	A worktag that identifies current unrestricted fund financial transactions. A
GR	Grants	worktag that identifies an award received for a sponsored program. A worktag
LN	Loan	that identifies all transactions associated with loan programs. A worktag that
PR	Project	identifies financial activity corresponding to the FRS
		Unexpended Plant and Renewals and Replacements Fund.
GF	Gift	A worktag that identifies an endowment, endowment income or expense,
		or special purpose gift.
DS	Debt Service	A worktag that identifies transactions associated with the University's
		indebtedness.

Worktag	FRS Term	Definition
Company	Division	Required for every operational transaction and accounting journal to produce a balanced set of financial statements. Divisions rolling up to the UR legal entity will be created as Companies in Workday.
Cost Center	Department and Sub-Department	Required on every transaction for approvals and financial reporting. Will be the department and sub departments from the FRS account attribute. The cost center hierarchies will represent UR's "roll-up" of Sub-Departments to Departments.
Fund	Account Prefix	Required on every operational transaction and accounting journal. Will be auto balanced in Workday (2nd balancing worktag).
Reporting Code	Account Attributes	NACUBO (AICPA) and Management Report revenue and expense purpose codes, and A21-Cost Pool Codes (CPC).
Ledger Account	Subcode	Required in every accounting journal and needs to be selected when posting a journal entry. These are the natural accounts that make up the financial statements in Workday.
Spend Category	Subcode	Used to provide a more granular view of the expenses incurred by the Company.
Revenue Category	Subcode	Used to identify the different types of revenues posted by the Company.

Worktag	FRS Term	Definition
Debt Service	GL 0-67 thru 0-69 accounts	Used to track all transactions associated with the University's indebtedness. Enables tracking of financial activity by bond series. Debt Service will default other related worktags.
Gift	GL 0-20 thru 0-22, 0-3, 0-4, 0-5, SL 4 and 6 accounts	Used to track endowments, endowment income /spending and special purpose gifts. Gift will default other related worktags.
Grant	GL 0-23 thru 0-29, 0-87 thru 0-89 and SL 5 accounts	Used to track sponsored programs and must be selected when entering a transaction. Will be used to specify whether the expense is being funded by an external/internal grant, contract, or award. Grant will default other related worktags.
Loan Program	GL 0-80 thru 0-86 accounts	Used to track all transactions associated with loan programs. Loan Program will default other related worktags.
Operating Program	GL 0-1 and 0-9, SL 1, 2 , 3, and 9 accounts	Used to track current unrestricted fund financial transactions and as worktags to add a reporting dimension. They will also be required on all transactions. Operating Program will default other related worktags.
Project	GL 0-60 thru 0-66, SL 7 accounts	Projects represent transactions in the FRS Unexpended Plant and Renewals and Replacements Funds. Project will default other related worktags.

Appendix B

	PI	Co-Investigator	Non-Sal Data Entry	Non-Sal Reconciliation	Sal Data Entry	Sal Reconciliation	Sr. Data Entry	Sr. Reconciliation	Dept. Administrator	Sr. Dept. Administrator
Agency										
Agency - Add										
Agency - Update										
Agency - Delete with Data										
Agency - Delete w/o Data										
Award										
Award - Add							✓	✓	✓	✓
Award - Update							✓	✓	✓	✓
Award - Update status to Awarded							✓	✓	✓	✓
Award - Delete								✓	✓	✓
Accounts										
Account - Add							✓	✓	✓	✓
Account - Update							✓	✓	✓	✓
Account - Delete							✓	✓	✓	✓
Subcodes										
Subcode - Add				✓		✓	✓	✓	✓	✓
Subcode - Update				✓		✓	✓	✓	✓	✓
Subcode - Delete							✓	✓	✓	✓
Encumbrances										
Encumbrance - Add			✓	✓		✓	✓	✓	✓	✓
Encumbrance - Update			✓	✓		✓	✓	✓	✓	✓
Encumbrance - Delete			✓	✓		✓	✓	✓	✓	✓
NonSal Expenses										
NonSal Expense - Add			✓	✓		✓	✓	✓	✓	✓
NonSal Expense - Update			✓	✓		✓	✓	✓	✓	✓
NonSal Expense - Delete							✓	✓	✓	✓
Employees										
Add employees					✓	✓	✓	✓	✓	✓
Update employees					✓	✓	✓	✓	✓	✓
Delete employees							✓	✓	✓	✓
Appointment										
Add appointment					✓	✓	✓	✓	✓	✓
Update appointment					✓	✓	✓	✓	✓	✓
Delete appointment						✓	✓	✓	✓	✓
Salary										
Add salaries					✓	✓	✓	✓	✓	✓
Update salaries					✓	✓	✓	✓	✓	✓
Delete salaries						✓	✓	✓	✓	✓
Salary Distribution										
Add Distribution					✓	✓	✓	✓	✓	✓
Update salary distributions					✓	✓	✓	✓	✓	✓
Split salary distributions					✓	✓	✓	✓	✓	✓
Delete salary distributions						✓	✓	✓	✓	✓
Run MakePay Process						✓	✓	✓	✓	✓

	PI	Co-Investigator	Non-Sal Data Entry	Non-Sal Reconciliation	Sal Data Entry	Sal Reconciliation	Sr. Data Entry	Sr. Reconciliation	Dept. Administrator	Sr. Dept. Administrator
Salary Expenses										
Add salary expenses					✓	✓	✓	✓	✓	✓
Update salary expenses					✓	✓	✓	✓	✓	✓
Delete salary expens es						✓	✓	✓	✓	✓
Update Expense via salary reconciliation screen						✓	✓	✓	✓	✓
NonSal Reconciliation										
Add Encumbrances				✓				✓	✓	✓
Close Encumbrance				✓				✓	✓	✓
Update Expenses				✓				✓	✓	✓
Salary Reconciliation										
Add salary expenses						✓		✓	✓	✓
Update a salary Expense						✓		✓	✓	✓
Delete salary expenses								✓	✓	✓
Admin										
Add a user										
Update a user										
Delete a User										
Add/Update a Unit										
Modify Dept Prefs									✓	✓
Modify Validation Tables										
Add a Division										
Reports										
1. Non-Salary Encumbrance/Expense Status	✓		✓	✓	✓	✓	✓	✓	✓	✓
2. Salary Expense	✓				✓	✓	✓	✓	✓	✓
3. Employee Salary Expense	✓				✓	✓	✓	✓	✓	✓
4. Cumulative Salary	✓				✓	✓	✓	✓	✓	✓
5. Cumulative Salary Report by Account	✓				✓	✓	✓	✓	✓	✓
6. Salary Source Report	✓				✓	✓	✓	✓	✓	✓
7. Salary % of Distribution	✓				✓	✓	✓	✓	✓	✓
8. PI Employee % Distribution	✓				✓	✓	✓	✓	✓	✓
9. PI Account Distribution	✓				✓	✓	✓	✓	✓	✓
10. Chart of Accounts	✓		✓	✓	✓	✓	✓	✓	✓	✓
11. Account Summary	✓		✓	✓	✓	✓	✓	✓	✓	✓
12. Account Detail	✓		✓	✓	✓	✓	✓	✓	✓	✓
13. Account Subcode Attribute 2	✓		✓	✓	✓	✓	✓	✓	✓	✓
14. Award Report	✓		✓	✓	✓	✓	✓	✓	✓	✓
15. Key Personnel Effort Report	✓		✓	✓	✓	✓	✓	✓	✓	✓

Appendix C – Preferences/System Setup

Purpose: The purpose of the Preferences/System Setup process is to define and establish Admin Preferences for use within URGEMS. Preferences include defining the company/cost center, user and respective security levels, preferences for processing, and establishment of the default FAO subcodes for each new FAO. Each of these four areas has a tabbed section within the Preferences drop-down menu.

Detailed Information:

- Departments Tab: Enter the required information for each Cost Center and/or unit that is within your area of responsibility.
- Users Tab: Enter all users who will have access to URGEMS. Special care must be taken to assign the roles and access for each individual. The Senior Administrator role should be reserved for the most senior person using URGEMS within a Cost Center or unit, as this person will have additional authorities and responsibilities within URGEMS and for the assignment of roles of other personnel.
- Preferences Tab: The preferences tab is the basis for how all of your award and FAO information will be set up within URGEMS. Give careful thought to each category and the business processes that accompany the functionality for each section. Consider the types of accounts that will be entered into URGEMS and determine the variables that pertain to all of the accounts to be entered, particularly if you plan to use URGEMS for accounts with F&A (indirect costs) or gift tax and those without.
- Category Tab: Careful thought should be given to the pre-establishment of subcodes and related descriptors within the Preferences Section, as any information added here will appear as each new FAO and subsequent subcodes are established within URGEMS.

Steps/References:

- Departments Tab: A method to determine how to establish the Cost Center administration tab (and if more than one Cost Center/unit is needed), is to ascertain how UR Financials is distributed within your Cost Center or unit, and how reports would be generated. If the Cost Center/ units are centralized, then one Cost Center designation may be sufficient; however, if units are decentralized, and multiple layers of reporting may be necessary, then multiple Cost Center/units may be necessary within URGEMS.
- Users Tab: Refer to Chapter 5 for additional information on roles and access within URGEMS.
- Preferences Tab:

- Default Cost Center Award ID: Default Cost Center Award ID: Will automatically default the "Cost Center Award ID" to the system generated Award_ID if Cost Center preference is set. The default value for this No.
- Indirect Rate: It is recommended that Ledger 5, 6, and 8 be checked. Ledger 5 usually has F&A costs associated with the budget; Ledger 6 has a 10% gift tax associated with each gift; and Ledger 8 can be used for projections, which in many instances, would be projections for Ledger 5 accounts.
- FAO Close Date Default: Many sponsored research accounts allow 90 days for close-out of FAO information; however, each Cost Center should decide what number of days would be applicable for the types of accounts administered.
- Default FAO Year: If zero is entered, then each FAO year would be set up separately; field can be left blank.
- FAO Copy/Extend: Allow moving of open encumbrances and expenses - by checking this box, you will have this flexibility; otherwise, you will be required to reenter all open encumbrances and expenses when a new year is created.
- Which method should govern the use of subcodes: Detailed information is provided on the screen.
- Standard work-week hours: In most case, this would be 40; however, the number used should reflect the majority of the employees to be entered into URGEMS.
- Expenses acceptable percent over encumbrance: Determine a percent that is acceptable to enter when an expense exceeds the amount that was initially encumbered. For example, if an encumbrance was $100 and you would permit an expense on the ledger of $120 without question, then enter 20 (i.e., 20%).
- Expenses: # days closed before requiring senior authorization to reopen: Determine your business standards for reconciliation of ledgers (e.g., within 30 days of receipt), and the number of days needed to close the month, the FAO, and to correct errors. The senior administrator role may want to use this number as a way to monitor accounts and closeouts.

- Category Tab:
  - Enter all subcodes that will be routinely used for all FAO types to be entered into URGEMS
    - Only enter Cost Center Attributes for subcodes that would be pertinent to all ledger types.

  - Enter Y for all categories with SC58900, SC64500 -SC64100 (equipment), SC57150 (subcontracts over $25,000), tuition (Category determined by award/school), and some patient-related costs (as determined by award).

Form Type: Another feature within URGEMS is to establish abbreviations for frequently used Form Types, such as requisitions, travel and conference reports, request for payments, various personnel forms, etc. By predetermining wording for form types, users could follow these form-type abbreviations as standards, and when using the Browse, Sorting, Filtering, and Reporting features.

Appendix D – Non Salary and Salary Reconciliation

Purpose: To monthly reconcile URGEMS to the University UR Financials and cumulative salary reports so that discrepancies can be identified, researched, and corrected. If you reconcile monthly you will know that any discrepancies you find will be limited to a one-month period. URGEMS is an unofficial
"shadow" system for tracking finances. It is a tool designed to help department administrators control actual and projected expenses. URGEMS accommodates encumbrances (obligations), which the University accounting system does not. It is important to acknowledge that the UR Financials transactions, including the cumulative salary report, are the official financial records of the University. It is these reports that auditors will utilize when conducting an audit.

Analogy: The reconciliation process of URGEMS to UR Financials is like balancing your check book (URGEMS) to your monthly checking FAO statement (UR Financials and cum salary reports). When reconciling your FAO you make sure they agree with the bank's records and vice versa. When discrepancies appear, you need to determine why they occurred and make appropriate corrections.

Business Practices Non-Salary Reconciliation

1. Compare the expenditures, which appear in UR Financials to the open expenses, which have been encumbered in URGEMS.

2. URGEMS monthly and YTDexpense totals should always match the UR Financials totals.

   The YTD Non salary Category expense totals can be found by viewing the financials at the bottom of an individual Category record or by running a report and comparing them side by side looking for any discrepancies.

3. When discrepancies are identified, these should be tracked within URGEMS until resolution:
   a. If there is an expense on a ledger but you don't have an open encumbrance in URGEMS then you should create an expense record, indicating in the comment Field "No Backup- ledger entry" and also checking the "followup" box (fo) and close it out and then create an associated credit in the same amount, again indicating " No Back-up – Researching" also check the "fo" box . You can run a report filtered on the items to be followed up by

choosing follow-up on the encumbrance status dropdown. This will give you a list of the items that still need to be investigated.

b. This allows you to move forward and complete the reconciliation for that month but provides a tracking mechanism for ensuring the unencumbered expense isn't forgotten, is researched and the discrepancy is resolved.
c. Some reasons for having expenses on the ledger, which are not in URGEMS:
    i. Accounting entered incorrect FAO number
    ii. An individual creating the source document entered an incorrect FAO number (maybe inverted numbers)
    iii. PI or designee didn't pass on source documents to be encumbered
d. To research the above you would first contact the PI/designee to determine if they processed a purchase without passing source documents on to you to be encumbered. If they did then this resolves the discrepancy and you can delete the open credit you entered into the system, for investigative/tracking purposes. If they didn't process such a purchase then you would contact accounting and ask for backup. Upon receipt of the backup you would then determine why this expense was charged to your FAO.

4. Items to be carefully checked when reconciling expenses
    a. You used the correct ledger month to close the expense
    b. The system has calculated the correct F&A

Business Rules for Salary Reconciliation

Once a month you will receive Cumulative Salary reports from the University accounting cost centers. These reports list each salary expense for each employee that the University has charged to each FAO for your Cost Center. With this information, you can review your open salary obligations and apply the recently paid expenses against them, thus converting and closing the obligations into actual expenses.

Every month, after you receive the cumulative salary reports, you will do three things in URGEMS:

1. Create Payroll expenses (when generating these expense records, URGEMS calculates the expected salary expensed based on information in the salary and salary-distribution records). This would be done via the Salary pulldown to the Make Pay feature

2. Use the Salary reconciliation screen to check the expected salary expenses generated in URGEMS against the actual expenses listed in the cumulative salary reports and to close those salary expense records with the actual amount shown in the reports. Salary pulldown to Reconcile.

3. Verify that the ytd salary expense on the Cum Salary Report match YTD salary expenses in URGEMS. To accomplish this run the Cum Sal by FAO Report, which will show the YTD salary expenses by employee per FAO. These must match the totals on the cum sal. If not then you need to investigate and make appropriate corrections.

Reconciling URGEMS data with cumulative salary reports is a two-step process. After you generate the salary expense records (SER), you do the following:

1. Check the details: You compare each expense listed in the cumulative salary report with each SER listed in URGEMS. For each expense that matches the cumulative salary report, you close the corresponding SER. When necessary, you will also create reallocation and manual expense records.
   a. It is critical that you also ensure that the benefits match and if not then you enter the benefit that was expensed on the ledger
   b. You should also ensure that it is calculating the correct F&A on both the benefits and salary.

2. Check the summary: for each FAO you are reconciling, you should check the Category totals (YTD Salary Expense field) with the corresponding numbers in the cumulative salary report. They should match.

Table: Situations encountered in reconciling salary transactions

Situation	Action to take
Situation A: CUM SAL report is identical to the SER created by URGEMS	Expense the amount and close the record
Situation B: CUM SAL report shows no salary expense, but URGEMS created an SER	Enter $0 for expense and Create a reallocation record
Situation C: CUM SAL report shows a salary expense higher or lower than the SER in URGEMS. Reallocation is expected on a future report	Enter actual amount and create a reallocation
Situation D:CUM SAL report shows a salary expense higher or lower than the SER in URGEMS. Reallocation is not expected on a future report	Enter the actual salary amount. Do not create a reallocation record
Situation E: CUM SAL report shows a salary expense, but URGEMS shows no SER for the ledger month. Reallocation is expected on a future report	Create a manual salary expense records

Appendix E – Encumbrance Process

The purpose of adding an Encumbrance record is to track documented financial obligations, reserved funds and 'anticipated' costs for a given FAO. Tracking encumbrances provides a more accurate projected balance.

- Data is required in all * fields.
- When entering data for multiple records it is important to be consistent in format.
- To avoid duplication of records, identical '*Ref 1 #*'s can be used with the same FAO, but not the same Category. For the purpose of entering multiple invoices for the same blanket PO, when the PO # is Ref 1, use the AltForm# field to enter a second identifier such as an invoice number to eliminate the duplication of the record.
- When adding/saving a new encumbrance, the system creates a corresponding expense record with an amount of $0.00 and ledger month of 0000.

To add a new encumbrance -

- Navigate to the encumbrance screen from the non salary menu.
- Click on Detail.
- Enter data in all applicable fields.
- Save record.

To view, update, duplicate or delete an existing encumbrance –

- Navigate to the encumbrance screen from the non salary menu.
- Under Search tab, enter data in one or more fields you would wish to search by (i.e. FAO No, Category, Ref1#, Payable to, amount, etc.)
- Click search button.
- Select specific encumbrance record to **view** detail screen.

  To **update encumbrance record** - change data in necessary fields.
- Save record.
- OR
- To duplicate encumbrance record - click on 'Duplicate' button.

- Enter new Ref1# and Doc Date as required.
- Save record.
- OR
- To delete encumbrance record –
- Delete expense record under expense tab at the bottom of the screen.
- Will be asked if you are sure you want to delete this expense. Click OK.
- Delete encumbrance record at top of screen.
- Will be asked if you are sure you want to delete this encumbrance. Click OK.

  Do not 'Save' unless adding new record.

To add a manual expense entry for an encumbrance record aside from the monthly reconciliation process –

- Navigate to the encumbrance screen from the non salary menu.
- Under Search tab, enter data in one or more fields you would wish to search by (i.e. FAO No, Category, Ref1#, Payable to, amount, etc.)
- Click search button.
- Select specific encumbrance record to view detail screen.
- Go to "Expenses" tab at bottom of screen.
- Click on the word "update" at the right on the expense line-a message will appear in green that says "expense record updated"
- Click on the word "edit" to the right of the line.
- Enter the amount of the expense and the associated ledger month.
- Click on the closed (cl) box and then click on the word "update"
- The expense has now been inserted and the record updated.

Clicking on the Expenses, Financials and Enc Summary tabs at the bottom of the page will show the financial information associated with this record.

Rapid Entry is used when entering an obligation that is being split between multiple accounts.

- Navigate to the encumbrance screen from the non salary menu.
- Click on **Rapid Entry** tab.
- Enter data in all applicable fields.
- Save record.

Appendix F – Managing Salary Financial Data with URGEMS

As evidenced by the System Flow Diagram Job Aid, it is necessary to enter employee data, and then appointment data, before one can enter salary information to URGEMS. For each employee for whom you want to store information, you will create a separate employee record. You are able to store an employee's Cost Center, appointment, and selected personal information (e.g., education, degrees, and contact information). The primary source of data that you will need to have available for use in the Employee, Appointment, and Salary options will be an individual's personnel folder containing their personnel forms, as well as their Curriculum Vitae.

Employee Record:

There are many fields on the Employee Screen and associated tabs, and the use of many fields is optional. However, fields indicated with a red asterisk (*) are required and are listed below. The employee record remains invalid, however, until required fields on the Cost Center Tab are also completed and saved:

- **First Name and Last Name**: The information in these two fields can be entered manually by typing the names directly into the fields. It can also be entered by clicking on the **Select from LDAP** link, which provides access to retrieve employee information from the University Directory. Once a name is identified from the LDAP list, highlight the name and click on **Select** at the bottom of the page. Both fields will then be populated on the employee screen. In addition, the Employee and Student ID number fields will also be populated.
- **GEMS Cost Center**: This information designates the cost center where the employee's record is located, regardless of the cost center where the employee has his/her primary appointment. (An example would be that the employee record appears in the School of Nursing Research (CC11490-614), but the employee may have his/her primary appointment in Pediatrics (CC11409-000). Any individual's employee record could be entered in various cost centers using the URGEMS system. Simply select your home cost center, if you own the record, from the dropdown list provided.
- **Employee Status**: This field allows you to select the employee's current status with the University, from a dropdown list (e.g., authorized, non-departmental, terminated, etc.).

Cost Center Screen:

The Cost Center Tab is used to insert and update cost center information for a given employee:

- **Primary Cost Center:** Through the use of a dropdown list, select the HRMS Cost Center for the employee as listed on his/her personnel action form (PAF).
- **UR Hire Date:** Refer to the (PAF) for the employee and type the UR hire date indicated on the form directly into the appropriate field on the Cost Center tab, using the following date format: 01/01/2000.
- **Cost Center Begin Date:** This information reflects the employee's first primary appointment date within your Cost Center and would be available in your historical personnel records for the employee. The Cost Center begin date cannot be a date prior to the UR hire date.

Once the required fields above (employee screen and Cost Center tab) are completed and the records saved, the employee record is valid. One can then enter information as desired on the **Personal Contact** and **Degree/ License** tabs.

Appointment Record:

Appointments can be designated via either the Appointments Tab on the Employee Screen, or by choosing the Non-Salary dropdown list on the menu bar at the top of the screen and selecting **Appointments.** The purpose of the appointment information is to insert and/or update University appointment data for a given employee as indicated on his/her PAF.

- **Begin:** This represents the effective date of an employee's appointment, whether it is a primary, secondary or tertiary appointment. The Begin Date cannot be a date before the UR Hire Date.
- **HRMS Div**: From the dropdown list for this field, select the correct HRMS Division that correlates with the individual's specific appointment. This, too, is documented on the individual's PAF.
- **HRMS Dept:** From the dropdown list for this field, select the correct HRMS Cost Center that correlates with the appointment. This too is documented on the individual's PAF.
- **Position Code:** Complete this field by beginning to type the position code designated on the PAF. A minimum of two digits must be typed,

after which a drop-down box will appear, from which you will select the desired position code.

If changes occur to some aspect of an individual's appointment, it is necessary to end the current appointment before adding a new one. You would navigate to the Details Screen for the current appointment and enter an end date under "Appointment End Date." Then click "Save/Add New" to begin entering the new appointment record, in which you will enter a minimum of the above four required fields.

Note: URGEMS is designed to be able to designate primary, secondary and tertiary appointments. It is important that the salary records are linked to the employee's primary appointment.

Salary Record:

After creating an appointment record, you will create a related salary record for that appointment. The salary screen can be accessed by either choosing the Salary dropdown list on the menu bar at the top of the screen and selecting **Salary** or by being on an employee's appointment record and choosing **Salary** from choices at the right side of the dark blue Appointment Menu Bar.

- **Pay Status:** From the dropdown list for this field, select the correct pay status (e.g., TAR, hourly, etc.). This information is documented on the individual's PAF.
- **Frequency:** From the dropdown list for this field, select the correct pay frequency. The frequency will be determined by the pay status that was entered (e.g., a pay status of **hourly** will generate a bi-weekly frequency, whereas a pay status of **salary** will provide a dropdown list with the options of either monthly or semi-monthly.)
- **Salary Begin:** Enter the effective date of the employee's salary record. It is important to remember that salary begin/end dates cannot overlap with other salary record begin/end dates for the same appointment. The salary begin date cannot be a date prior to the appointment begin date.
- **Salary End:** Enter the end date of the employee's salary record. It is important to remember that salary begin/end dates cannot overlap with other salary record begin/end dates for the same appointment. The salary end date cannot be a date that extends past the appointment end date.

- **Annual Compensation/Hourly Rate/Amount**: One of these boxes will appear based upon the pay status that you selected. For instance, if you selected **salary** as a pay status, the **annual compensation** box will appear for you to populate. The **hourly rate** box will become visible if you selected a status of **TAR** or **hourly**. If you selected either **extra compensation** or **stipend** as a pay status**,** the **amount** box will become visible and you will need to populate it. **Note**: If faculty status is checked on the employee screen, you will be able to enter the guaranteed, authorized, and target salaries.
- **Record Status:** This will default to **authorized**. However, you do have the option of selecting P (proposed), N (non-departmental), or O (other).

Salary Distribution Record:

Each salary record must have a corresponding **salary distribution** record, which lists the FAO year, FAO number, and Category (and Cost Center attribute, if applicable) against which the salary is expensed for a given salary period. The **salary distribution** record also lists the percentage of the salary that is charged against each FAO and Category. The percentages of salary distributions cannot total more than 100% but can add up to less than

100%.

- The salary distribution record can be accessed either by choosing the Salary dropdown list on the menu bar at the top of the screen and selecting **Distribution** or by being on an employee's salary record and choosing **Distribution** from choices at the right side of the dark blue Salary Menu Bar.
- **Begin/End Dates**:
  - The distribution begin and end dates are entered here and must fall within or be equal to the salary begin and end dates. By highlighting the Pay Schedule field, URGEMS will suggest pay period begin and end dates based upon the employee's pay status.
  - The distribution begin and end dates must also fall within or be equal to the FAO begin and end dates. Note: It is important to verify your FAO begin/end dates **before** starting to enter a salary distribution in order to prevent the situation where salary distribution records will not be accepted.
- For each salary record there should be distribution record(s) that correspond to the exact date range of the salary record.

Appendix G – Agency, Award, FAO, and Categories

Agency:

The purpose of the Agency process is to provide information on funding entities, whether in-house/institutional funding or funding from external entities. Most external Agency information can be found in COEUS. Each funding Agency is entered into COEUS at the time of proposal submission via the internal proposal sign off form. Agency information represents the only URGEMS element shared between all departments/users.

URGEMS does provide the capability to create a non-COEUS Agency if necessary. A request to add a new agency must be submitted for approval to Agency Approval Group via URGEMS Support

Detailed Information on Agency Screen:

- **COEUS ID**: If not automatically assigned from COEUS, it will be blank, but upon approval from the Agency Approval Group a new Agency can be added.
- **Agency Name**: The standard name of Agency from the award notice (NOA)
- **Institute**: For NIH awards, this is the NIH Institute (examples: National Institute on Aging; National Heart, Lung and Blood Institute)
- **Abbreviation**: The standard acronym for agency (examples: NIA, NHLBI, AHA)
- **Agency Type**: The appropriate type, listed in the available drop box.
- **NIH box**: This box is checked if award is an NIH award, otherwise will be unchecked. This box is used to identify conditions specific to awards from NIH (example: Salary Cap)

Award:

The purpose of the Award process is to provide detailed information including total funds awarded and the terms and conditions outlined in the award document. The information provided includes whether the award is an institutional award or an award from an agency or donor external to the University.

The award screen is linked from the Agency screen.

Critical information is in required fields marked with an asterisk. Most of this information can be found on the NOA (Notice of Award) that is issued by ORPA. Most fields are self-explanatory.

Cost Center Award ID: A Cost Center can input a unique Cost Center generated ID that will keep all associated accounts linked together. Also, URGEMS will automatically default the Cost Center Award ID to a system generated Award ID if the Cost Center preference is set in the Preferences Tab.

Agency Award No.: This number appears on the NOA, ex; NIH award number: R01 ES01234

In the case of non federal awards, this number can be the date the award was finalized.

Status: Utilize the drop down menu with numerous choices to indicate the status of the award. Users have the ability to input a grant proposal at the time of submission for the purpose of tracking. If the entered proposal is ultimately funded, users have the ability to save the proposed information and change the "status" to "awarded".

Note: The Dean's office sends out quarterly requests, inquiring as to the status of submitted proposals-(whether they are funded, received a non-fundable score, etc.) A report can be generated from the "status" field. This report is a helpful tool for tracking and reporting this information.

Accts: 'Box': In the case of center or program project grants, where a Master FAO number is assigned in addition to one or more sub-accounts, the FAO number of the master FAO would be listed in this box, if the "Master" box is checked on the FAO screen.

Sub-tabs contain additional specific information relating to the award.

Bottom Tabs:

Dates: Enter dates for Project Begin and End. – These dates are required (award cannot be saved until these date are entered).

Proposal submitted/awarded, non-competing and competing dates, and Agency review date are informational only. Information to complete these fields can be found on the NOA generated by ORPA.

Sub-Recipients, Sub-contractors, Agency and History: These fields are informational and departments may enter data as they deem necessary.

Key Personnel: Contains information that can be found in the Grant Proposal. Users have the ability to list multiple personnel if necessary. This is very important information to monitor. For most sponsored awards, Key Personnel are not allowed to decrease their effort on a project by 25% or more without approval from the sponsor. The capability exists to generate a report that pulls this information and shows proposed percent of effort compared to what is actually being charged to the FAO number associated with the project.

The LDAP search must be used to input the name of key personnel to maintain consistency throughout URGEMS. The award screen will not be saved until the Principal Investigator (PI) information is completed.

UR Approvals and Assurances:

These fields refer to information regarding research with human subjects and animals:

Approvals: At the time the proposal is submitted, these approvals (if human subjects and/or animals are included in the grant) can often times be noted as pending. If the proposal has received a fundable score, or if the PI has received notification of funding, the PI may be required to provide “Just in Time” information (RSRB and/or UCAR approval letters). The information provided within the approval letters can then be noted in these fields. A field also exists to indicate if cost sharing or program income applies to the award

FAO:

Required fields are marked with an asterisk

The FAO screen contains linked information from the award screen. It provides the award related financial information for Budget, Salary Cap and Indirect rates as well as the yearly budget dates that fall within the project period.

This information can be found in the NOA generated by ORPA.

Master: A checkbox to indicate whether this FAO is the Master FAO for a project with categories.

FAO Description: Enter the award title or any other useful description.

Unit: Enter the name of a unit within a large Cost Center.

FAO PI: Usually the PI, but in the instance of a large project where there are sub-accounts, this field can be used to input the name of the PI of the sub-account.

Non-Departmental: A checkbox to indicate that the account's "home" is another Cost Center. If you are the Cost Center/unit in which the "master" FAO lives, you may be monitoring the sub-FAO(s) or may want to check in order to reference in someone's salary distribution record.

Status: A drop down list to indicate whether the grant is awarded, proposed etc. This field is used to filter various reports.

Disposition: Used to describe FAO as closed, frozen or the ROE is in process. This field is used to filter various reports.

Project Dates: The start and end dates for the entire project, linked from Award Screen.

FAO Dates: The start and end date for the FAO. This information is found on the NOA generated by ORPA.

FAO Yr Type: Reflects whether the FAO is calendar, fiscal (July-June) or based on project dates.

Extension Type: A drop down menu used to distinguish any type of extensions for the award.

A21 Code: A drop down menu used to designate the type of award. This field is-used as a filter for some reports.

Accounts can be monitored in two ways:

Cumulative: Budget and expenses are rolled up into one budget period that ultimately spans the entire project period. The budget begin date is the first date of the award and the budget end date would change every year so that the date would reflect the current end date of the budget year. Budgets and expenses would be the cumulative total of the project-to-date totals. These amounts should balance with UR Financials.

The FAO year would always remain the same- the year that the project ends.

Yearly: Each budget period is treated as a separate FAO, usually a 12 month period. The NOA would indicate the correct dates. For example, FAO 2008, 5-12345 would pertain to year one, 2009, 5-12345 would pertain to year two and so on. The budget begin and end date would change each year. Each FAO year would show only current budget dollars along with any carry forward from the previous year. Expenses would reflect only the expenses in the current budget year. Each budget year would be linked from the previous year. When inputting non-salary obligations and salary distribution information, it is important to remember to use the correct FAO year with the FAO number. These expense totals will not match the University ledgers because any carry forward is added to the current year budget and by subtracting the current expense, the balance available will match that of the ledger during the reconciliation process.

Salary Cap: These field are used to designate the salary cap for the given FAO year. The Salary Cap Begin and End dates should coincide with the Budget Begin and End dates since a salary cap is associated with a budget year and may change with the new Budget begin date. The current cap in effect would be noted on the NOA prepared by ORPA.

Indirect Rate: The Indirect Rate is found on the NOA prepared by ORPA. As a rule, this rate does not change during the project period but new rates and rate periods can be added if needed. In the case of a sub-award where the FAO has to be closed each year and a new FAO number issued each year, the rate can change. If it does, it should be changed on the FAO screen of the new FAO record.

Financials: Shows the Direct, Indirect and Total for Budget, Expense, Obligation and Balance amounts. These figures should match UR Financials and NOA's. This is an important part of the monthly reconcile

procedure. Once the ledgers are reconciled, the new expense figures should balance with the ledger. This is also where one can see the financial status of the FAO.

Categories:

Categories are codes/descriptions used to distinguish between different categories of revenue or expenditures within a Financial Activity Objects (FAO). Categories are established within predefined ranges and are standardized across all.

The Category screen is linked from the FAO screen. However, a default list of categories can first be set up in the Preferences section of URGEMS. A list of categories and their defined uses can be found on the UR Finance website.

Category #: According to use.

Dept Attribute: A field used to segregate certain expense within a standard Category. This attribute can be created by each individual Cost Center/unit.

Budget Date: Typically the date of the FAO start date.

Budget: Where the budget amount for this Category would be entered.

Note: All grants do not specify that dollars be specifically budgeted by Category. In this case, departments can allocate the dollars into budget categories as they feel will fit the purpose of the award.

With the onset of modular grants, NIH generally awards a lump sum amount and the Cost Center together with ORPA, will budget by Category accordingly, as is required by the agency for appropriately monitoring of costs.

Exclude: This is where each Category can be checked to

include/exclude from Indirect Costs.

N signifies “not excluded”.

Y signifies “excluded”. (SC58900, SC64500 - SC64100 equipment; SC48500 human subjects outpatient; SC48400 inpatient; 2967 subcontracts with no indirect costs; SC57150.

Financials: Shows the amounts for Direct, Indirect and Total for Category Budget, Expense, Obligation and Balance.

Appendix H – Commonly Used Source Documents

Source Document	**Applicable Module in URGEMS Training**	**Screens that require information from the source document**	**Refer to this Sample**	**Notes**
Cost Center Budget/ Detailed Budget from Proposal	Mod 2 Non Salary	FAO, Award and Agency		N/A
University Proposal Sign-off	Mod 2 Non Salary	FAO, Award and Agency		Can be similar to a NOA
Notice of Award (NOA)	Mod 2 Non Salary	FAO, Award and Agency	Sample 1	N/A
Financial Forms/Reports	Mod 2 Non Salary	Encumbrances		Can be various other ledgers
Personnel Forms (PAF)	Mod 3 Salary	Employee, Salary, Distribution, Appointment	Sample 2	HRMS forms
University Ledger (UR Financials Reports)	Mod 2 Non Salary	Reconciliation		N/A
CUMSAL Reports	Mod 2 Non Salary	Salary Reconciliation, Expense and Make Pay	Sample 3	N/A
Faculty Member CV	Mod 3 Salary	Employee		Can be various forms of employee documents, such as a resume or copies of personal identification.

Notice of Award (NOA) – Sample 1, Page 1

UNIVERSITY OF
ROCHESTER
Notice of Award

Account Number:		**UR Award Number:**	052709-001
Investigator:	**Dept.**	**Type of Activity:**	Sponsored Research
Sponsor:	DHHS/PHS/NIH	**Type of Award:**	Grant
Award Number:	7 R01 EY016178-03	**Modification Number:**	New
Title of Project:	Sensory Integration for Heading Perception		

The following ORPA Signature indicates University acceptance of the terms and conditions accompanying the referenced Award.
Please retain this internal Notice of Award and any attachments for your records.

ORPA Signature: Charlene Sinclair Date: 10.17.07

BUDGET PERIOD		**PROJECT PERIOD**	
Effective Date of Current Obligation:	Aug-01-2007	**Effective Date:**	Aug-01-2007
Expiration Date of Current Obligation:	Jul-31-2008	**Final Expiration Date:**	Jul-31-2010
Total Change to Amount Obligated:	336,462	**Total Change to Anticipated Award:**	1,009,386
Change to Direct Amount Obligated:	218,482	**Change to Direct Anticipated Award:**	655,446
Change to Indirect Amount Obligated:	117,980	**Change to Indirect Anticipated Award:**	353,940
Total Amount Obligated:	336,462	**Total Anticipated Award:**	1,009,386
Direct Amount Obligated:	218,482	**Direct Anticipated Total Award:**	655,446
Indirect Amount Obligated:	117,980	**Indirect Anticipated Total Award:**	353,940

Terms:

(Please note that internal ORPA approval is still required as necessary.)

Publication:

- Disclaimer required in publications, indicating the views expressed are not endorsed by the sponsor
- Unrestricted with copy to sponsor
- Disclose sources of support on statements, press releases, requests for proposals, bid solicitations and other documents describing projects, showing agency, grant amount and proportion of total cost.

Invention:

- 37 CFR 401.14 "Patent Rights (Small Business Firms and Nonprofit Ogranizations)"
- Title to U of R; Nonexclusive, royalty-free license to Government

Rights In Data:

- Title to U of R; Nonexclusive, royalty-free license to the Government

Property:

- Title to U of R. U of R exempt from accountability
- Government may require transfer of equipment valued $5,000 or more if the project is transferred to a new recipient

Travel:

- No travel restrictions

Notice of Award (NOA) – Sample 1, Page 2

- Use of US air carriers required for foreign travel

Equipment:

- Technical equipment may be purchased without sponsor approval
- General purpose equipment unallowable unless primarily used in conduct of research.

Subcontracting:

- Substantive subcontracting of SOW requires prior approval

Other Approvals/Notification:

- Prior approval required for substantive changes in SOW
- Prior approval required for absence and/or change of PI
- Prior approval required for transfer of award to another institution
- Grants Officer must be notified within 10 days of exercise of single no-cost extension
- Recipient may incur pre-award costs 90 days prior to award.
- Should human subjects be utilized in this research, please be sure that ALL personnel working on this project have successfully completed an approved human subject course.
- Regulations regarding export control may apply if the research undertaken is cited in either the Export Administration Regulations (EAR) or the International Traffic in Arms Regulation (ITAR)
- Prior approval required for alteration and/or renovation costs exceeding $25,000

Referenced Documents:

- FDP General Terms and Conditions dated 04/05

Comments:

General:

The budget period of this award is subject to the Fiscal Year 2007 NIH salary cap of $186,600. The department is responsible to ascertain which faculty being paid off of this award are above the cap and to complete and submit the NIH Salary Cap Reallocation Form to PERC.
That form can be found in HRMS by those individuals authorized to access personnel forms under UR Reports and Interfaces, then Labor Distribution, and must be completed on-line. No retroactive cap adjustments will be done unless it is necessary to bring the project into compliance with the NIH salary cap guidelines. The Notice of Award (NOA) issued by ORPA will list the current salary cap that is applicable to the award.

This grant is subject to Streamlined Noncompeting Application Procedures (SNAP).

An unobligated balance may be carried over into the next budget period without Grants Management Officer prior approval.

This award incorporates Federal Demonstration Project terms and conditions.
Note: Prior approval is required for significant change in scope of work.

For questions regarding the information contained in this NOA, contact Charlene Sinclair at ext. 5-5776.

For questions concerning the administration of this award contact Marlene Boutet at ext. 5-2151.

Technical Reporting Requirements:

Type of Report:	Final
Frequency:	90 days after expiration
Frequency Basis:	Final Expiration Date
ORPA Distribution:	Copy of Transmittal Letter Only

Type of Report:	Progress/Status
Frequency:	60 days prior to expiration date
Frequency Basis:	Budget period expiration date
ORPA Distribution:	Report

Proposal Due:

Notice of Award (NOA) – Sample 1, Page 3

Competing Renewal: 9 months prior to expiration dat

Indirect Cost Rates:

Rate	Type	Year	On Campus
54.00	MTDC		Yes

The following articles are provided for your information.

Reporting:

Intellectual Property

Type of Report:	Final
Frequency:	90 days after expiration
Frequency Basis:	Final Expiration Date
ORPA Distribution:	Report

Fiscal

Type of Report:	Final
Frequency:	90 days after expiration
Frequency Basis:	Final Expiration Date
ORPA Distribution:	Report

Payment:

Basis of Payment:	Cost reimbursement
Method of Payment:	L/C

Proposal Number:	07-01880
DFAFS Number:	RE.Y01
CFDA Number:	93.867
Procurement Priority Code:	
Sub Plan:	No

Notice of Award (NOA) – Sample 1, Page 4

Address list for Account Number 528389

Rolodex Id 386 **Contact Type:** Technical/Scientific Officer

Name: Oberdorfer, Michael D.
Organization: NIH-NEI
Address: Extramural Services Branch
6120 Executive Boulevard
EPS-Room 350CM

Title: Program Official
City: Rockville
Postal Code: 20852
Fax:

Phone: 301-496-5301
State: Maryland
Country: USA
E Mail:

Rolodex Id 7146 **Contact Type:** Administrative Contact

Name: Dingle, Linda
Organization: National Institutes of Health
Address: National Eye Institute

Title: Grants Specialist
City: Bethesda
Postal Code: 20892
Fax: 301-496-9997

Phone: 301-451-2020
State: Maryland
Country: USA
E Mail: ltd@nei.nih.gov

Page 1 of 1 10/17/2007

Notice of Award (NOA) – Sample 1, Page 5

UR Account No.:

BUDGET DATA			OBLIGATED AMOUNT
Start Date			8/1/2007
End Date			7/31/2008

Code		Item	Amount
1000		Faculty Sal	12,222
1050		Faculty Summer	12,222
1200		Sal Employee	97,394
1300		Hrly Employee	
1600		Grad Students	
1690	*	Stipends	
1700		Undergraduates	
1900		Benefits	25,059
2040		Domestic Travel	4,635
2060		Foreign Travel	
2120		Supplies	26,500
2140		Animals	
2300		Communications	
2340		Univ. Computing	
2600	*	Equipment/Shops	
2800		Prof. Services	
2900		Other	28,892
2939	*	Patient Care Costs	
2968	**	Subcontracts (1)	
2971		Participant Support	
2994	*	IRB Fees	
4000	*	Tuition	
9500		Undesignated	11,558
		Total Direct Costs	218,482
8000		F & A Costs	117,980
		TOTAL COSTS	336,462

* Exclusions from F&A costs **F&A costs applied to the first $25,000 of each subcontract

F&A Rate: 54.00%

SPA (2)
File/cs

10/17/2007

Notice of Award (NOA) – Sample 1, Page 6

	2008-09 Budget	Revisions	Revised 2008-09 Budget	Remarks
1030 Extra Comp	9,407		9,407	Dir's extra comp - 1/18
1900 Benefits	136		136	
SUBTOTAL	9,543		9,544	
1380 FT Non-Exempt	30,476		30,476	
1900 Benefits	9,691		9,691	
2100 Office Supplies	2,910		2,910	
2300 Telephones	9,409		9,409	
2320 Postage	1,746		1,746	
2470 On-Campus Duplicating	437		437	
2860 Colloquia	946		946	
2999 Budget addition	19,386		19,386	to bring operating budget to $75k
APPROVED OPERATING BUDGET	**75,000**		**75,000**	
9101 C/O, Other Adj				
TOTAL	84,543		84,544	
				6/24/08 12:40

DEPT HOUSE ACCT

Personnel Forms (PAF) – Sample 2, Page 1

HRMS 211-S (5/06)

University of Rochester
Faculty Summer Compensation Form

Confidential

Approvals	
Initials	Date
______	______
______	______
______ Payroll	______
______ ORPA	______
______ Finance	______

Name: [illegible]
Emplid: [redacted] 0
Jobcode: 0001 Professor
Department: 210631 Brain and Cognitive Sciences
Primary Job
Paygroup: MTH

Department (if different):

Effective Dates: From: 06/01/2007 To 08/31/2007

Total Number of Months: 2.50

Proposed Summer Compensation: $ 31,666.67

Account Data	Acct Description	Amount	Comments
529347-1050	08REY013319B-06	$12,666.67	June
529347-1050	08REY013319B-06	$12,666.67	July
528388-1050	08REY017939-01A1	$6,333.33	August
TOTAL		$31,666.67	

Remarks:
$114,000/9 = $12,666.67 x 2.5 = $31,666.67

Prepared by:Gillis,Jennifer jennifer.gillis@rochester.edu
Phone: 52852 PO Box 270268

Date Prepared: 06/20/2007

Recommending Dept Officer: Elissa Newport/jg **Date:** 6/20/07

Recommending Dean or Officer: ______________________ **Date:** __________

Office Use Only
Empl status: Active
Hire Date: 07/01/1999 Service Date: 07/01/1999
Retirement eligible: Retirement Eligible - Annual

This form is to only be used for Summer Compensation resulting from gifts, grants, or external funding in the College (use subcode 1050). At the Eastman School of Music, this form is to only be used for Summer Session (use subcode 1030).

Forward to Payroll

Personnel Forms (PAF) – Sample 2, Page 2

HRMS 610 (4/08)

University of Rochester

Staff Appointment and Proposed Change Form

Confidential

Approvals

Initials	Date
______	_____
______	_____
______	_____
HR	

Last Updated: 09/04/2007 Name: [redacted]
Current Status: Active Employee ID: [redacted] Empl Rec#: 2 Primary Job
UR Hire Date: 09/04/2007 Service Date: 09/04/2007
Effective Date of Change: 06/01/2008 (Last Day worked for terminations) ☐ **Change Pending**

Change (Check all that apply):

☐ Job Reclassification ☐ Distribution ☐ Layoff ☐ Retirement
☐ Pay Rate ☐ Leave of Absence(Unpaid) __ Indefinite w/Benefits ☐ Termination
__ Adjustment __ Leave of Absence __ Indefinite w/o Benefits __ Voluntary
__ Step Progression __ Military Leave __ Temporary w/Benefits __ Involuntary
☐ Data ☐ Return from Leave ☐ Return from Layoff __ End of Appointment
__ Elim. of Position

	Current	Proposed
Department:	210450	
	Center for Visual Science Col	
Supv/Reports To:	Professor	
	Williams,David R	
Position#	20027265 Laboratory Technician IV	
Job Entry Dt:	09/04/2007 **Planned Exit:**	**Planned Exit:**
Job Code:	0313 Laboratory Technician IV	
Functional Title:		
Regular/Temporary:	Regular	
FT/PT/TAR:	Full-Time	
Regular Shift:	Not Applicable	
Standard Hours:	40.00	
Salary Plan/Grade:	S87/079	
Rate of Pay:	$12.26 Hourly	$
Pay Group:	BWH Biweekly Hourly	
Union Code:		
Union Seniority Dt:		
Meal Period:	30 minute lunch	
2nd Meal Period:		
Day Breaker:	Hourly w/ 11:00 pm Day Breaker	
Box #:	PO Box 270270	
Building #/Name:	018 Meliora	
Supervisor Level:	3-No Supervision	

Present Pay Distribution:

Acct Data		Start Date	End Date
212091-1300	100 %	09/04/2007	

Proposed Pay Distrib (Use 800 form if this is retroactive)

Acct Data			Start Date	End Date
______	____	____%	____	____
______	____	____%	____	____
______	____	____%	____	____
______	____	____%	____	____
______	____	____%	____	____

I certify that the Present Pay Distribution above is a reasonable reflection of effort devoted during the period prior to the effective date of this proposed change.

Signature: ____________ **Date:** ______

Prepared by: Shannon,Deborah E deborah.shannon@rochester.edu Phone:____ PO Box 270270

Remarks: ______________________________

Debbie Shannon	Date	Ovide Corriveau	Date

Forward to HR Service Center, 202 Towne House

Page 4 of 18

Personnel Forms (PAF) – Sample 2, Page 3

HRMS 506/520 Turnaround (4/08) **University of Rochester** Confidential

☐ Graduate Student (506) **Graduate Student/Postdoctoral Re-appointment and Proposed Change Form**
X Postdoctoral (520)

Last Updated: 01/16/2008 Name: [redacted]
Current Status: Active Employee ID: [redacted] Empl Rec#: 0 Primary Job
Student ID: 26944548 UR Hire Date: 09/05/2006

Copies
__ Registrar
__ Bursar
__ Assoc. Dean for Grad Studies
__ Originating Department
__ UHS (PD in Job Code 0095 only)
__ Approved Department (PD only)
__ Student (Grad Student Only)

Effective Date of Change: 06/01/2008 (Last Day worked for terminations) ☐ **Change Pending**
Change (Check all that apply):
☐ Pay Rate ☐ Reappointment ☐ Degree
☐ Data ☐ Termination ☐ Tuition Award
☐ Distribution __Voluntary __Involuntary __ End of Appt ☐ Health Coverage

	Current			**Proposed**	
Department:	210450 Center for Visual Science Col				
Job Code:	0093 Postdoctoral Research Assoc				
Appt Date:	09/05/2006	**End Date:**		**Appt Date:**	**End Date:**
Regular/Temporary:	Regular	**FT/PT/TAR:**	Full-Time		**FT/PT/TAR:**
Rate of Pay:	$ 38,976.00	ANNUAL		$	Acad Yr/Annual/Appmt/Hourly
Installments per Pay Period:		**Paygroup:**	SMO	$	**Paygroup:**
Box #:	PO Box 270270				
Building # / Name:	018 Meliora				
Appt Option: (PD Only)					

Present Pay Distribution:

Acct Data		**Start Date**	**End Date**
523464-1540	50 %	01/16/2008	
527998-1540	50 %	01/16/2008	

Proposed Pay Distrib (Use 800 form if this is retroactive)

Acct Data			**Start Date**	**End Date**
		%		
		%		
		%		
		%		

I certify that the Present Pay Distribution above is a reasonable reflection of effort devoted during the period prior to the effective date of this proposed change.

Signature: ____________________ **Date:** ________

DEGREE (Grad Students Only)
Degree Candidate __ No __ Yes Year Matriculated:_________ Year Expected:_________
What Degree?_______________ Faculty Advisor:_______________ __ Full Time __ Part Time __ Special _________

TUITION AWARD (Grad Students Only)
Total Tuition: $ #Credit Hours: Fall: Spring: Summer:

Fall Semester		Spring Semester		Summer		Bursar Office Use
Amount ($)	Account No.	Amount ($)	Account No.	Amount ($)	Account No.	

HEALTH COVERAGE BENEFIT DISTRIBUTION

__ Mandatory Health Fee		Single Insurance		Family Insurance	Summer Insurance	Spouse Insurance
Amount ($)	Account No.	Amount ($)	Account No.	Amount ($)	Account No.	Bursar Office Use

Prepared by: Shannon,Deborah E deborah.shannon@rochester.edu Phone: _____ PO Box 270270
Date Prepared: ____________________
Remarks: ____________________

Return Approved Copy To: ____________________

Approvals:

Department Chair or Designee Date

Principal Investigator(if Ledger 5 funds) Date

Assoc. Dean for Grad. Studies or Designee Date

Forward to HR Service Center, 202 Towne House

Page 3

Personnel Forms (PAF) – Sample 2, Page 4

HRMS 510 (5/05)

University of Rochester Confidential

Faculty or Other Instructional Appointment and Proposed Change Form

Last Updated: 07/01/2007 Name: [redacted]
Current Status: Active Employee ID: [redacted] Empl Rec#: 0 Primary Job
SSN:
UR Hire Date: 07/01/1999 Service Date: 07/01/1999
Tenure Dt: 07/01/1999

Approvals	
Initials	Date
HR	

Effective Date of Change: 09/01/2007 (Last Day worked for terminations) ☐ **Change Pending**

Change (Check all that apply):

- ☐ Promotion
- ☐ Pay Rate
- ☐ Data
- ☒ Distribution
- ☐ ~~Grant Tenure~~
- ☐ Retirement
- ☐ Reappoint/Rehire
- ☐ Return from Leave
- ☐ Termination
  - __Voluntary __Involuntary
  - __Elim. of Position __End of Appt

	Current		Proposed
Department:	210631 Brain and Cognitive Sciences		
Position#:	20020325 Professor		
Functional Title:			
Job Code:	0001 Professor		
Time Status:	Full-Time		
Regular/Temporary:	Regular		
% Full Time (FTE):	100%		
Appt Dt:	07/01/2005	**End Date:**	**End Date:**
Salary Plan/Grade:	UR2/000		
Rate of Pay:	$ 114,000.00	per Academic Year	$ Acad Yr/Annual/Appmt/Hourly
Installments per Pay Period:		**Paygroup:** MTH	$ **Paygroup:**
Box #:	PO Box 270268		
Building #/Name:	018 Meliora		
(SMD) Activity Option:			

☐ **Change Additional Appointment:**

	Title	Dept #/Name	Effective	End Date
Current:	Professor	210450 Center for Visual Scien	07/01/2005	06/30/2007
Proposed:				
Current:	Associate Director	210450 Center for Visual Scien	07/01/2001	06/30/2007
Proposed:				
Current:	Professor	210207 Computer Science	07/01/2005	06/30/2008
Proposed:				

☐ **Add Additional Appointment:**

Title	Dept #	Dept Name	Effective	End Date

Present Pay Distribution:

Acct Data		Start Date	End Date
211030-1000	80%	11/01/2006	05/31/2007
529347-1000	20%	11/01/2006	05/31/2007

Proposed Pay Distrib (For retroactive or Salary Cap - use 800 form)

Acct Data			Start Date	End Date
211030	1000	60.00%	09/01/2007	05/31/2008
528388	1000	5.00%	09/01/2007	05/31/2008
528388	1001	15.00%	09/01/2007	05/31/2008
529347	1001	20.00%	09/01/2007	05/31/2008

I certify that the Present Pay Distribution above is a reasonable reflection of effort devoted during the period prior to the effective date of this proposed change.

Signature: [signature] **Date:** 9/17/07

Prepared by:Gillis,Jennifer jennifer.gillis@rochester.edu Phone:52852 PO Box 270268

Remarks: Distribution for 07-08 AY. Will process account number override for September.

Jennifer Gillis 9/14/07

Jennifer Gillis — Date — Dean's Office — Date

Page 1 of 2

Personnel Forms (PAF) – Sample 2, Page 5

HRMS 510 (5/05) **University of Rochester** Confidential

Faculty or Other Instructional Appointment and Proposed Change Form

Last Updated: 07/01/2007 Name: H
Current Status: Active Employee ID: [redacted] Empl Rec#: 0 Primary Job
SSN: 0 UR Hire Date: 01/01/1978 Service Date: 01/01/1978
Tenure Dt: 07/01/1989

Approvals	
Initials	Date
HR	

Effective Date of Change: 09/01/2007 (Last Day worked for terminations) ☐ **Change Pending**

Change (Check all that apply):

- ☐ Promotion ☐ Distribution ☐ Retirement ☐ Termination
- ☐ Pay Rate ☐ Grant Tenure ☐ Reappoint/Rehire __Voluntary __Involuntary
- ☐ Data ☐ Return from Leave __Elim. of Position __End of Appt

	Current		**Proposed**
Department:	400133 Ophthalmology M&D		
Position#:	20001228 Professor		
Functional Title:			
Job Code:	0001 Professor		
Time Status:	Full-Time		
Regular/Temporary:	Regular		
% Full Time (FTE):	100%		
Appt Dt:	05/01/1998	**End Date:**	**End Date:**
Salary Plan/Grade:	UR2/000		
Rate of Pay:	$ 110,000.00	ANNUAL	$ Acad Yr/Annual/Appmt/Hourly
Installments per Pay Period:		**Paygroup:** MTH	$ **Paygroup:**
Box #:	Box 314		
Building #/Name:	105 Strong Memorial Hospital		
(SMD) Authorized Salary:	$93,377.00		
(SMD) Guaranteed Salary:	$56,566.00		
(SMD) Targeted Salary:	$93,377.00		
(SMD) Activity Option:			

☐ **Change Additional Appointment:**

	Title	Dept #/Name	Effective	End Date
Current:	Professor	210450 Center for Visual Scien	07/01/2006	06/30/2009
Proposed:				
Current:	Professor	400039 Environmental Medicine	07/01/1985	
Proposed:				
Current:	Professor	210631 Brain and Cognitive Sci	07/01/1998	06/30/2007
Proposed:				

☐ **Add Additional Appointment:**

Title	Dept #	Dept Name	Effective	End Date

Present Pay Distribution:

Acct Data	Start Date	End Date
523464- 1000 25%	07/01/2007	
528368- 1000 40%	07/01/2007	
621240- 1000 35%	07/01/2007	

Proposed Pay Distrib (For retroactive or Salary Cap - use 800 form)

Acct Data		%	Start Date	End Date
		%		
		%		
		%		
		%		

I certify that the Present Pay Distribution above is a reasonable reflection of effort devoted during the period prior to the effective date of this proposed change.

Signature: ____________________ **Date:** ________

Page 2 of 3

CUMSAL Report – Sample 3, Page 1

AN031 UNIVERSITY OF ROCHESTER ACCOUNTING SYSTEM REPORT PAGE 01 30

CUMULATIVE SALARY REPORT BY ACCOUNT 11093

ACCOUNT-NAME UNIV CA SANTA CRUZ ACCOUNT-NO 5-25974 DATE 05/08

ACCT NO / NAME	DESCRIPTION	9/ 12	BR CD	POS CD	T S	E L	E/N /S	BUDGET	EARNED CUR MO	EARNED YTD	GRANT TO DATE	EXP TD	CUR MON RATE	STF BEN VALUE
5-25974-1200	FULL-TIME PROF PAS							76,213						
CHEN,LI		N	1	0065	1	FAC	N		.00	.00	27,416.58		0.00	.00
		TOTAL		*							27,416.58			.00
5-25974-1220	PROF SPECIALIST SMH													
DUBRA SUAREZ,ALFREDO		N	1	0065	1	FAC	N		.00	.00	8,333.34		0.00	.00
		TOTAL		*							8,333.34			.00
5-25974-1540	POSTDOCTORAL FELLOW													
MASUDA,OSAMU		N	4	0093	1	RTF	E		.00	.00	6,166.68		0.00	.00
PORTER,JASON		N	4	0093	1	RTF	N		.00	.00	13,932.00		0.00	.00
		TOTAL		*							20,098.68			.00
5-25974-1640	SERV REQUIRD FOR DEG													
CUI,LIPING		N	5	0103	4	GRA	E		.00	.00	3,000.00		0.00	.00
SHROFF,SAPNA		N	5	0103	4	GRA	E		.00	.00	17,500.00		0.00	.00
		TOTAL		*							20,500.00			.00
5-25974-1641														
SHROFF,SAPNA		N	5	0103	4	GRA	E		.00	.00	3,500.00		0.00	.00
		TOTAL		*							3,500.00			.00
5-25974-1690	STIPEND NO SVCS 506													
CUI,LIPING		N	5	0103	4	GRA	E		.00	.00	1,000.00		0.00	.00
		TOTAL		*							1,000.00			.00

CUMSAL Report – Sample 3, Page 2

AN031 UNIVERSITY OF ROCHESTER ACCOUNTING SYSTEM REPORT PAGE 02 30

CUMULATIVE SALARY REPORT BY ACCOUNT 11093

ACCOUNT-NAME UNIV CA SANTA CRUZ ACCOUNT-NO 5-25974 DATE 05/08

ACCT NO NAME	DESCRIPTION	9/ 12	BR CD	POS CD	T S	E L	E/N /S	BUDGET	EARNED CUR MO	YTD	GRANT TO DATE	EXP TD	CUR MON RATE	STF BEN VALUE
		TOTAL		**							80,848.60			.00

Job Aid – System Flow Diagram