CFO Roundtable

July 28, 2011
Mike McKee, Assistant Vice President and University Controller

WELCOME & INTRODUCTIONS
Steve Slater, HR Training and Organizational Development

Angel Kwolek-Folland, Provost Office
Steve Slater
Grants Training Manager
Training and Organizational Development
Project Overview

• In 2010, UF was awarded $678 million in sponsored research funding - more than all the other Florida universities combined.

• To meet the needs of our growing research enterprise, it’s critical the University continues to refine its business processes and demonstrate value to sponsors.
Project Overview

• Effort reporting has become a **main focus** of federal auditors at educational institutions.

• Several audits identified the need for UF to improve its grant accounting practices, especially in the area of effort reporting.
Project Overview

- The offices of the Chief Financial Officer, Chief Information Officer, Provost and Institutional Planning and Research partnered to develop a new Effort Reporting system.

- After a public bidding process, CedarCrestone was selected to implement the Effort Reporting Toolkit.
Developed With Care

• Project has been guided by a steering committee that includes faculty, grant administrators, and core office staff members.

• Developed with the input and involvement of UF deans, department chairs, faculty, and department coordinators.

• Focus groups were held across campus to query users about their needs and how they use the FAR.

• The offices of Contracts and Grants, Division of Sponsored Research and the University Controller have been working to provide better documentation and support of the policies related to Effort Reporting, Cost Sharing, and Cost Transfers.
System Overview

• Comprised of 3 Modules
  – Faculty Assignment Report
  – Commitments
  – Effort Certification
Project Benefits

New, online Faculty Assignment Report (FAR)

- Improved documentation of faculty achievements towards tenure and promotion.
- Reduces waste and eliminates the need for collecting signatures on paper.
- E-mail notifications for faculty whenever action is needed.
- Simplified reporting of student contact hours.
Project Benefits

Integrated Commitments Module

- Tracks University commitments of key personnel to sponsored research.
- Simplifies the management of effort and cost-sharing commitments for sponsored projects.
- Helps departments better manage the ebb and flow of effort from semester to semester.
Project Benefits

Easy-to-Use Effort Certification

- Displays data from the FAR and the Committed modules side-by-side with the effort certification values.
- Enables departments to compare planned effort with actual effort.
- Helps departments manage the sources of payroll and fringe benefits.
Next Steps
To learn more:

• Review the online training course in myUFL (RSH 200 – Effort Reporting).

My Self Service > Training and Development > Request Training Enrollment
Next Steps

Request the appropriate roles to begin using the system today!

**UF_ET_FAR_INITIATOR** - Role for departmental users responsible for entering the Faculty Assignment Report information.

**UF_ET_FAR_APPROVER** - Role for department chairs or deans who need to approve Faculty Assignment Reports for faculty members.

**UF_ET_FAR_ADMIN_APPROVER** - Role required for users who will need to approve a Faculty Assignment Report for a department Chair or Dean.

**UF_ET_EFFORT_COORDINATOR** - Departmental role for users to coordinate and fill out the Effort Reporting information for faculty.
Next Steps

• Try using the online FAR for the Summer 2011 semester.

• Get acquainted with the system prior to the completion of Summer effort certification this October.
KATHLEEN TILLETT, SR. ASSOCIATE CONTROLLER

PAYROLL & TAX SERVICES, GENERAL ACCOUNTING, FINANCIAL REPORTING
• Customer Service Survey Update
• Scorecard Summaries
Departmental Visits

• Operational Controls and Efficiencies is available to conduct department visits to:
  – Help with concerns with 9.1 upgrade
  – Other business process questions (including questions related to Scorecards)
  – Reviews of controls or departmental procedures

• For assistance, please contact Barbara Bennett or Kim Simpson at 392-1321, bbennet@ufl.edu, simpsonk@ufl.edu
BRIAN KUHL, ASSISTANT CONTROLLER

PAYROLL & TAX SERVICES
• Currently conducting departmental visits regarding their Unrelated Business Income (UBI) - generating activities

• 2nd Annual Unrelated Business Income Tax training session
  2:00pm – 4:00pm on August 29, 2011
  Voyles Presentation Room, Admissions Lobby, 201 Criser Hall

Notifications will be sent via email later this month and a reminder again in mid-August
RANDY STAPLES,
ASSOCIATE CONTROLLER

DISBURSEMENT SERVICES
& ASSET MANAGEMENT
• E-Payables

• Think before you Buy
• Credit Card Workshop

• Human Subject Incentive Payments (Research Participants)
SHEELA MOUDGIL,
ASSOCIATE CONTROLLER

GENERAL ACCOUNTING
• FI User Group
LISA DEAL, DIRECTOR
PURCHASING SERVICES
• myUF Market Upgrade
  • the new “chartfield favorites” functionality

• New Associate Director of Purchasing
  • Suzanne Penn, begins Aug. 16th
• 9.1 Upgrade Issues / Status
MIKE MCKEE, ASSISTANT VICE PRESIDENT AND UNIVERSITY CONTROLLER

FINANCE & ACCOUNTING
• Effort is open

• Capitalization Threshold Increase

• GBAS/SSC Update

• Audit Update
  • Auditor General Audits
  • IRS Audit
QUESTIONS?

CONTACT
DANNIELLE GODWIN
PGODWIN@UFL.EDU