



FASIS Town Hall
Summer 2015

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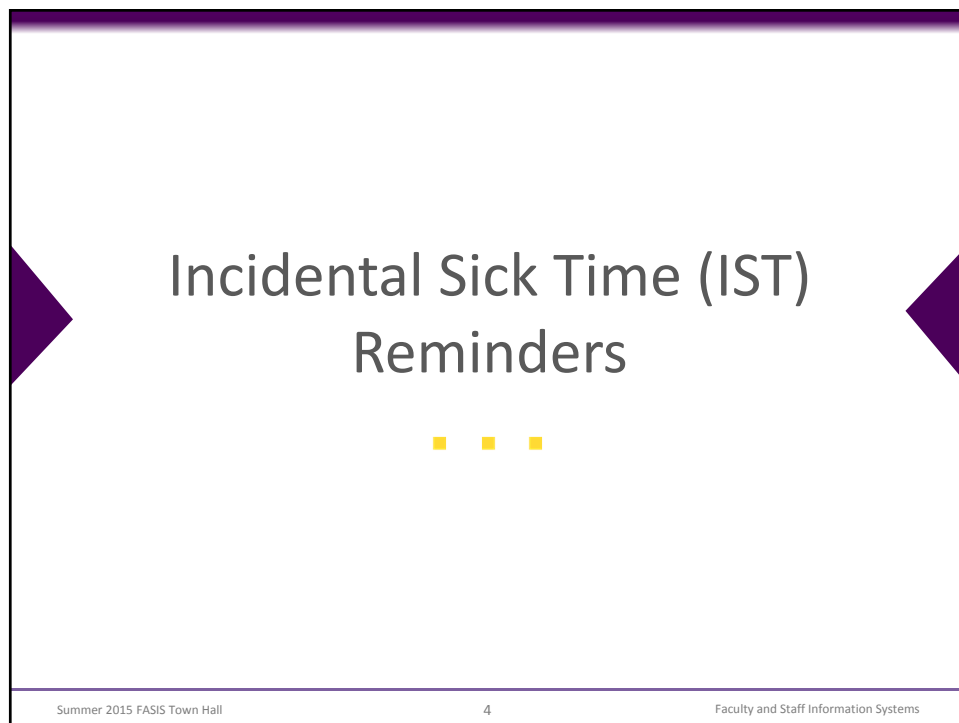
August 19 & 20, 2015



NORTHWESTERN
UNIVERSITY

FACULTY AND STAFF
INFORMATION SYSTEMS

This slide features a purple background with yellow triangular accents in the top corners. The title 'FASIS Town Hall Summer 2015' is centered in white. Below the title are three yellow squares. The dates 'August 19 & 20, 2015' are centered below the squares. At the bottom, the Northwestern University logo is on the left, and the text 'FACULTY AND STAFF INFORMATION SYSTEMS' is on the right, separated by a vertical line.



Incidental Sick Time (IST)
Reminders

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This slide has a white background with purple triangular accents in the top corners. The title 'Incidental Sick Time (IST) Reminders' is centered in black. Below the title are three yellow squares. At the bottom, there is a footer with the text 'Summer 2015 FASIS Town Hall', the number '4', and 'Faculty and Staff Information Systems'.



IST Reminders

Incidental Sick Time

- Employee sick days to be used for the employee or for the care of a sick, qualified family member
- Annual sick time allotment remains at **15 days** for FY16
 - Will be prorated for anyone hired after September 1
- Refreshes every September 1 with no carry-over accumulation and no future use or payout
- IST time, if available, may be used to cover the one week (5 workday) waiting period for an extended sick leave

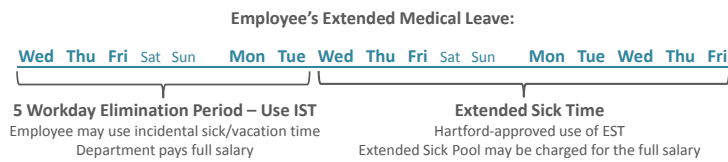
Extended Sick Time (EST) Salary Relief



EST Salary Relief

New Policy:

- **Effective September 1, 2015**
- The central HR Extended Sick Pool may be charged for an eligible employee on an approved medical leave following the *fifth* work day, using a new paperless process



EST Salary Relief

Rules:

- The employee's medical leave must be for their own illness and must be approved by The Hartford
 - *Research faculty and Feinberg Clinical Division faculty are not managed by The Hartford and under discussion for future transition to this plan*
- The department is responsible for payment during the 5-workday waiting period before EST
- Requests for salary relief must be initiated within 90 days of the date the employee's leave began (for monthly employees)
- If an employee leaves again within 90 days of their return, there is no waiting period

EST Salary Relief

Process for Biweekly Employees:

- Biweekly paid employees are automatically coded in Kronos with the “EST” earnings code when leave is approved by The Hartford
- EST will be directed to the Extended Sick Pool by HR Benefits
- There is **no action** a department must take for reimbursement of a biweekly employee’s EST

EST Salary Relief

Process for Monthly Employees:

- The employee’s monthly salary will be charged as usual to the funding accounts
- The department **must enter a Payroll Journal in FASIS** to recover the funding incurred during EST
 - Charge the Extended Sick Pool: **120-1130001**
- Journals **must be entered within 90 days of the start of leave**; may be entered in stages for long leaves
- The journal will be reviewed in FASIS by the Benefits Division and will be approved using information from The Hartford
- All other payroll journal entry rules and deadlines apply

EST Salary Relief

Process for Monthly Employees – Example:

A monthly staff member was on approved medical leave from July 6-July 24, 2015.

- First 5 workday waiting period (July 6-10) is the department’s responsibility
- Department may be reimbursed for July 13-24 (10 work days)

Exempt Employee
Monthly Comp Rate: \$6000.00
Work Days in July 2015: 22
Daily Comp Rate for July: $\$6000 \div 22 = \272.73
Days Eligible for EST Reimbursement: 10
Total Eligible Amount: $\$272.73 \times 10 = \2727.30

- Process**
- 1) Wait for July’s paycheck to process
 - 2) Any FASIS Deployed Funding user may enter the journal at:
Workforce Admin > Job Information > Enter Journals > Enter Journals
 - 3) Enter:
 - **Description:** EST Reimbursement
 - **From/Through Dates:** Eligible leave dates, not including the first five days
 - **Credit** the originally-charged chartstring(s) as appropriate
 - **Charge** the eligible salary to the HR Extended Sick Pool: **120-1130001**

Journal Entry End | 1 of 1

Position: 00015448 *From Date: 07/13/2015 *Thru Date: 07/24/2015

Journal Description: EST REIMBURSEMENT Reason Denied

GLTran Type: JNL Jml Entry Appr Act: Appr Stat:

	*Fund	*FN Dept	Project	Activity	Program	Chartfield 1	*Account	GL Amount	Payroll Approver
Select Funding:	110	1448000					60101	-2727.30	
Select Funding:	120	1130001					60101	2727.30	

End | 1-2 of 2

Vacation Payouts for Grant-Funded Employees



Vacation Payouts

What is changing?

- Vacation and personal floating holiday payouts, paid when an employee terminates, no longer may be charged to a sponsored project
- Salary continuation (severance pay) cannot be charged to a sponsored project
- “Sponsored project” includes both federal and non-federal projects

Vacation Payouts

Uniform Guidance

- “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” was released by the OMB on December 26, 2013
- Became effective December 26, 2014
- Consolidates the eight federal circulars that govern financial assistance
- Mandate to ease administrative burden, strengthen federal program oversight and reduce risk of waste, fraud and abuse

Vacation Payouts

Uniform Guidance and Unused Leave Time

- Initially stated that payments for unused leave are allowable through either the fringe rate or as indirect costs in the year of payment (*\$200.431 Compensation—Fringe Benefits*)
- Office of Management and Budget issued a technical correction to *remove* the requirement that indirect costs be used to cover unused leave
- To mitigate compliance risks, unused leave and severance may be paid only from fringe benefit pools or non-sponsored funds

Vacation Payouts

New Process:

- **Effective September 1, 2015**
- A new Grant Vacation Benefit Pool has been created
- This account will fund the proportion of payout for remaining Vacation, PFH, Sick Bank, and Salary Continuation that otherwise would be charged to sponsored projects (funds 6xx, 191, 192, 193)
- Payouts for employees fully funded from non-sponsored accounts are not affected

Vacation Payouts

Scenarios:

1. Payout with No Sponsored Projects
2. Payout with 100% Sponsored Projects
3. Payout with Partial Sponsored Projects
4. Salary Continuation (Severance) with Partial Sponsored Projects

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Vacation Payouts

Scenario 1: Payout with **No** Sponsored Projects

- a) First week vacation is charged to the HR Benefits Pool
- b) Remainder of vacation hours and *all* PFH hours are charged to the non-sponsored accounts, according to the current funding distribution

Non-Exempt Employee		
Standard Hours	40 hrs/wk	→ a) One week VAC (40 hrs) charged to HR Benefits Pool
Hourly Comp Rate	\$20.00	
Remaining Vacation	155 hours	} b) Remainder of VAC (115 hrs) plus <i>all</i> PFH (7.5 hrs) charged to non-sponsored accounts at 40% / 60% as indicated by Position Funding
Remaining PFH	7.5 hours	

Position's Current Funding	
Non-Sponsored A	40.0%
Non-Sponsored B	60.0%

Chartstring	Calculation	Amount
HR Benefits Pool	40 hrs x \$20.00	\$800.00
Non-Sponsored A	122.5 hrs x 40% x \$20.00	\$980.00
Non-Sponsored B	122.5 hrs x 60% x \$20.00	\$1470.00

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Vacation Payouts

Scenario 2: Payout with All Sponsored Projects

a) All vacation and PFH is charged to the new Grant Benefit Pool

Exempt Employee		
Standard Hours	37.5 hrs/wk	→ A full-time exempt employee is considered 37.5 Standard Hours
Annual Rate	\$52,000.00	→ For full-time exempt employee payout, hourly rate is Annual ÷ 1950 (37.5 Standard Hours x 52 weeks)
Hourly Comp Rate	\$26.67	
Remaining Vacation	67.5 hours	} a) All VAC (67.5 hrs) plus all PFH (14.0 hrs) charged to Grant Benefit Pool
Remaining PFH	14.0 hours	

Position's Current Funding		
Grant A	20.0%	
Grant B	80.0%	

Chartstring	Calculation	Amount
Grant Benefit Pool	81.5 hrs x \$26.67	\$2173.61

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Vacation Payouts

Scenario 3: Payout with Partial Sponsored Projects

a) Vacation payout, proportional to *sponsored project funding*, is charged to the Grant Benefit Pool

b) One week of remaining vacation payout, proportional to *non-sponsored funding*, is charged to the HR Benefits Pool

c) Remaining vacation hours, if any, are charged to the *non-sponsored* accounts using the current funding distribution

Non-Exempt Employee		
Standard Hours	40 hrs/wk	
Hourly Comp Rate	\$37.73	
Remaining Vacation	42.52 hours	
Remaining PFH	7.5 hours	

Position's Current Funding		
Grant A	20.0%	
Grant B	5.0%	
Non-Sponsored C	60.0%	
Non-Sponsored D	15.0%	

a) Total Vacation (42.52 hrs) x Total Sponsored Project Funding Percent (25%) charged to the Grant Benefit Pool [10.63 hours paid out]

b) One week (40 hrs) x Total Non-Sponsored Funding Percent (75%) charged to the HR Benefits Pool [30 hours paid out]

c) If Total Vacation is more than one week, take Total Vacation (42.52 hrs) minus One Week (40 hrs), and distribute to each non-sponsored account based on the Position Funding percent

Chartstring	Calculation	Amount
Grant Benefit Pool	42.52 VAC hrs x 25% x \$37.73	\$ 401.07
HR Benefits Pool	40.0 VAC hrs x 75% x \$37.73	\$1131.90
Non-Sponsored C	2.52 VAC hrs x 60% x \$37.73	\$ 57.05
Non-Sponsored D	2.52 VAC hrs x 15% x \$37.73	\$ 14.26

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Vacation Payouts

Scenario 3: Payout with **Partial** Sponsored Projects (continued)

- d) PFH payout, proportional to *sponsored project funding*, is charged to the Grant Benefit Pool
- e) PFH payout is charged in proportion to the *non-sponsored funding* accounts

Non-Exempt Employee	
Standard Hours	40 hrs/wk
Hourly Comp Rate	\$37.73
Remaining Vacation	42.52 hours
Remaining PFH	7.5 hours
Position's Current Funding	
Grant A	20.0%
Grant B	5.0%
Non-Sponsored C	60.0%
Non-Sponsored D	15.0%

- d) Total PFH (7.5 hrs) x Total Sponsored Project Funding Percent (25%) charged to the Grant Benefit Pool
- e) Total PFH (7.5 hrs) charged to non-sponsored accounts at 60% / 15% as indicated by Position Funding

Chartstring	Calculation	Amount	Total
Grant Benefit Pool	42.52 VAC hrs x 25% x \$37.73 7.5 PFH hrs x 25% x \$37.73	\$ 401.07 \$ 70.74	\$ 471.81
HR Benefits Pool	40.0 VAC hrs x 75% x \$37.73	\$1131.90	\$1131.90
Non-Sponsored C	2.52 VAC hrs x 60% x \$37.73 7.5 PFH hrs x 60% x \$37.73	\$ 57.05 \$ 169.79	\$ 226.84
Non-Sponsored D	2.52 VAC hrs x 15% x \$37.73 7.5 PFH hrs x 15% x \$37.73	\$ 14.26 \$ 42.45	\$ 56.71

Vacation Payouts

Scenario 4: Salary Continuation with Sponsored Projects

- For each paycheck during which an employee is receiving Salary Continuation (severance):
- a) Any funding distribution normally funded by a sponsored project will be deferred automatically to the Grant Benefits Pool; funding should *not* be changed in FASIS
 - b) All non-sponsored accounts will be charged based on the funding distribution

Exempt Employee	
Standard Hours	37.5 hrs/wk
Annual Rate	\$60,000.00
Monthly Comp Rate	\$5,000.00

Position's Current Funding	
Grant A	20.0%
Non-Sponsored B	80.0%

Chartstring	Calculation	Amount
Grant Benefits Pool	\$5,000 x 20%	\$1,000.00
Non-Sponsored B	\$5,000 x 80%	\$4,000.00

Vacation Payouts

Other Notes:

- Payout from a Frozen Sick Bank (when eligible) is charged to the Grant Benefits Pool and the HR Benefits Pool, proportional to the sponsored/non-sponsored funding
- If position distribution is not fully funded (<100%) at the time of the payout, the difference will hit the department's suspense
- The Grant Benefits Pool is charged automatically when necessary; it should *not* be entered manually on Position Funding or in Kronos
- Grant Benefits Pool Chartstring: 120-1130004-60149

Postdoctoral, Student & Research Visitor Appointments



■ Postdoctoral, Student & Research Visitors

New Documentation:

- Describes available Postdoctoral Fellow, Student, and Research Visitor appointments at Northwestern
- Coordinated by FASIS, Payroll, The Graduate School, Office of Postdoctoral Affairs, Office for Sponsored Research, Financial Operations, ASRSP, Effort Reporting
- Developed to fill the gap in guidance for these types of appointments
- Most information solidifies existing procedures or simplifies processes

■ Postdoctoral, Student & Research Visitors

Contains Information About:

- When to use each type of appointment
- Whether supplemental payment is allowed, and details about the supplemental appointment
- Whether additional compensation for other work is allowed
- Which job codes and expense accounts should be charged
- Whether the funds are chargeable to a sponsored award, generate an effort report, or are taxable

Postdoctoral, Student & Research Visitors

Disclaimer:

- Document is in a “final draft” stage; information should be considered final for most uses
- Departments that run into problems or have concerns should contact fasistraining@northwestern.edu
 - Missing appointment types or information
 - Other guidance that would be helpful to include
 - Situations encountered in your department that are not accounted for
- Feedback will be reviewed and incorporated as necessary
- Additional updates will be discussed at the October Town Hall

Postdoctoral, Student & Research Visitors

Summary of Major Changes:

- New “Supplemental” job code for each appointment that allows for an additional supplement
- Creation of new NON/SUP position category for all supplemental appointments

Fall 2015 Reminders & Deadlines



Fall 2015 Reminders and Deadlines

FY15 Key Dates:

- **Aug 28:** Final date for new hire faculty paperwork for NetID and Email distribution by 9/1
- **Sept 10:** Adjustment pay date; last GL for FY2015
- **Sept 14, 5pm:** Deadline for SES data entry for TGS graduate students to be paid on 9/30/15
- **Sept 15:** Position/Appt Form Deadline for Sept 30 Paydate
- **Sept 16:** Grad Student Interface
- **Sept 18:** Biweekly Split Pay Date – 10% to FY15, 90% to FY16

Fall 2015 Reminders and Deadlines

Other Reminders:

- All non-student temps must receive a background check, contact tcadmin@northwestern.edu at no charge
- ACA implication for temps-to-hire: try to make a decision by 60 days
- Position/Appointment Form processing in Payroll may take longer during September; completed transactions are sent to the FASIS listserv 2x/week
- Please send in Posn/Appt Forms as you complete them
- TGS Students processed on the SES Interface cannot complete their I-9 or Direct Deposit until *after* the interface (Sept 16)
- Employees who are reinstated after a vacation payout cannot

Fall 2015 Reminders and Deadlines

Other Reminders:

- Employees who are reinstated after a vacation payout cannot pay back the vacation
- Non-Resident Independent Contractor Payment Packets *do not* require a DCFS Form unless the non-resident is working directly with minors



■ Fall 2015 Reminders and Deadlines

Current FASIS Projects:

- FASIS 9.2 Upgrade – March 2016
- ACA Reporting – Outsourced to Equifax
- Additional Pay Online – Winter 2016
- Expiring Appt Extension Online – Winter 2016
- Salary/Budget Realignment – Spring



Questions?



■ ■ ■ Upcoming Events & Contact Information

Fall Town Hall:

- **October 7, 2:30-4:00:** Evanston, Ruan Conference Room
- **October 8, 2:30-4:00:** Chicago, Lurie Baldwin Auditorium

Town Hall Feedback, Appointment Document Comments:

- fasistraining@northwestern.edu

Weekly Open Labs:

- **Tuesdays, 2:30-4:30:** Chicago, Tarry 1-731
- **Wednesdays, 2:30-4:30:** Evanston, Crown G593