

E-Accounts

University Budget Officers
Meeting

December 15, 2016



E-Accounts

WHAT is it?

- An account set up in advance of receiving a finalized sponsored project award notice and prior to the work commencing

Why is it needed?

- Allows PI's to begin scope of work
- Allows for proper distribution of salary for employees working on project
- Allows for processing of pro-card, PRDs and purchase orders
- Helps avoid journal vouchers and retro-active payroll adjustments once award is received
- With payroll confirmation quarterly, a project statement will not be generated for the PI if e-account not used but PI is actively working on it

E-Accounts – How to request

Five steps

- e-IAF (submitted at proposal) with pre-award costs checked
- Request for Revision/Action form
 - PI and Chair/Director must approve
- Statement of responsibility
 - Include a statement that the department accepts the responsibility for the all expenses posted to the e-account if the award is not received
- Budget
 - Include any dollar limit imposed by the department/center on the amount of budget allowed until the award is received
- Conflict of Interest
 - Complete COI disclosures and training for all personnel working on the project who are responsible for design, reporting or conduct of research

Alternatively an e-mail may be submitted to the RA with the above information and the approval of the PI and Chair/Director

E-Accounts

Exclusions from e-accounts:

- Industry sponsored clinical trials cannot be set up as e-accounts due to the requirement for an indemnity agreement

Important information:

- Know the correct functional area
- Know if it contains federal funds
- Have reasonable assurance of the start date of the award
- Know the correct department number

What is the down side?

- In the **extremely unlikely** event that the award is not received, the department must pay for the expenses incurred to date
- If the start date is not correct and the sponsor denies a request to cover pre-award costs, the department must pay for the expenses incurred prior to the start date
- If the important information items are incorrect, a new account set-up may be required

FES Default Cost Centers

- In series of cost centers 10137XXXXX
- No budgets assigned
- Functional area is instruction
- Must have zero balance at year-end

Once needed to allow as a place holder when FES was annualizing effort

- Each faculty member's cost distribution may fluctuate on a monthly basis in the FES system just as a staff member's distribution may be adjusted per pay period

Is the use of these cost centers still appropriate?

Earliest Retro Date



Faculty DOE separation from payroll cost distribution

Timeline:

- July 2015 – DOE percentages separated from the payroll cost distribution and removed the annualization of effort
 - Allowed for monthly variation in percentage allocated to each cost object in each month
 - Allowed for changes to payroll cost distribution without requirement of signature
 - Implemented multi-year encumbrance based upon PBC for better oversight of sponsored fund budgets
 - No paper forms submitted to SPA
 - No review of DOE in SPA
 - Increased window of time for processing cost distribution changes for faculty each month

Faculty DOE separate from payroll cost distribution

Timeline:

- January 2017 – Implement e-crt
- Spring 2017 – Payroll JV implementation
- January 2017 – W-2s submitted MLK weekend
 - Payroll will submit file to IRS earlier with hope to prevent fraudulent claims on our employees in future years
 - IRS will have complete information for our employees and would have ability to reject any fraudulent tax returns
- April 2017 – New web-based DOE form with no cost distribution component to be implemented by Faculty Advancement
- July 2017 – Payroll entry for faculty and staff to be handled through single process

ERD dates set for faculty and staff

2017

January

- Monthly Payroll area set to 07/01/16 on January 19th
- Bi-weekly Payroll area set to 06/16/16 on January 24th

March

- Bi-weekly Payroll area set to 12/25/16 on March 21st
- Monthly Payroll area set to 01/01/17 on March 28th

July

- Bi-weekly Payroll area set to 03/19/17 on July 25th
- Monthly Payroll area set to 03/01/17 on July 19th

Set quarterly thereafter