Aloha JABSOM Administrators!

Happy New Year and Happy Chinese New Year!

The February and March 2015 JABSOM Administrators’ Meetings are cancelled.

However, in our effort to keep you continually apprised on current information, the JABSOM Office of Fiscal & Administrative Affairs presents this JABSOM Administrators’ Newsletter where you can find the latest Human Resources and Fiscal Administration updates and reminders.

As always, please do not hesitate to contact your Human Resources Specialist or Fiscal Administrator if you have any questions or concerns. Contact information is available on the JABSOM Office of Human Resources and the JABSOM Office of Fiscal & Administrative Affairs websites.

Mahalo!

Coco Seymour
JABSOM Chief Administrative Officer (CAO)
eSF-1 Version 2.0 + Testing
The JABSOM Dean's Office will be launching Version 2.0 of the eSF-1 system in March 2015. Key enhancements of Version 2.0 include funding account code and appointment period changes. Stay tuned for the official announcement.

July 1, 2015 eSF-1 Renewals
With the launch of Version 2.0 of the eSF-1 system, all July 1, 2015 renewal SF-15s will be electronic. The July 1, 2015 eSF-15s are due to the JABSOM Human Resources Office no later than Friday, May 1, 2015. eSF-15s are required for all temporary positions (faculty, APT, GAs), regardless of funding and FTE. For permanent positions (faculty, APT, GAs), eSF-15s are only required if they are not fully funded on general funds or are currently on probationary status.

COI Forms
Annual Conflict of Interest (COI) disclosures will be coming up in the next few months. More information, including the COI form, will be announced as it becomes available. The COI Forms are due to the JABSOM Human Resources Office by Friday, May 8, 2015. The COI form must be completed by all JABSOM employees (UH, RCUH, post-docs, casuals, student employees, etc...) within your respective departments. The form should cover activities that exist or existed as of April 16, 2014.

Non-comp Benefits
Whether it’s supervising medical student rotations, providing guidance to residents in the clinical setting, performing important scientific research in our labs or teaching in our classrooms, non-compensated faculty contribute greatly to the Mission of JABSOM. Once appointed, non-compensated faculty are eligible to receive a UH username and email account, UH ID card, and access to JABSOM's library resources.

EUTF + PCP
EUTF + PCP Open Enrollment period is anticipated for April 2015. During this time, UH employees will have the opportunity to modify their health coverage and Premium Conversion Plan. Changes will be effective July 1, 2015 – June 30, 2016. More information will be announced as it becomes available.

Department Re-Assignments
With the departure of HR Specialist Shelby Caple, the following departments should contact their new designated HR Specialists:

- Adele Fujita: CMB, OB/GYN
- Kathy Matsumoto: GERIATRICS, TROP MED
- Jeff Long: CAM, SURGERY

All other department assignments remain the same.
Fiscal Updates & Reminders

**FISCAL YEAR-END**

**Budgets: G + T**
In contrast to prior years, departments must reflect positive balances in both General (G) and Tuition (T) funds by the end of FY15. A department may not show a positive balance in G with a negative balance in T, even though the net balance between the two funds may be positive. General reminders:
1) Only permanent positions may be funded with G or NTFSF funds.
2) NTFSF funds are derived from departments’ Tuition (T) (2xxxxxx) fund budget.
3) G and NTFSF funds do not incur fringe charges.
Departments should contact JABSOM Budget Officer Michael Yoshinaga (msy3@hawaii.edu) with any budget questions.

**Deadlines & Post Dates**
2015 Fiscal Year-End Deadlines for the JABSOM Fiscal Office have been posted to the Calendars section of the OFAA website. Important: Transactions must be fully approved and posted in KFS in order to meet various system post date deadlines. Transactions that are not fully approved in KFS by the various system post date deadlines will be charged to either FY16 funds or another account designated by the department.

**No Retro-Actions**
To ensure proper recordation of expenses, retroactive SF-1 requests for funding changes exceeding 3 months (90 calendar days) will not be permitted without adequate justification and CAO’s approval.

**CONTACTS & GRANTS**

**OMB Uniform Guidance**
The Office of Management and Budget (OMB) Uniform Guidance (UG) replaces previous OMB Circulars such as A-21, A-110, A-133. The OMB UG directly affects administration of federal awards received on or after December 26, 2014. Refer to the OMB Uniform Guidance section of the OFAA website for more information.

**RCUH Tax Clearance**
Currently, for multi-year subawards and vendor agreements, RCUH requires a vendor’s tax clearance upon approval of the first PO over $25,000 and upon final payment of the last PO. Effective March 31, 2015, these tax clearance requirements will also apply to all “in-between” POs for such multi-year subawards and agreements, e.g. Year 2 of 5, Year 3 of 5, etc. Please alert your affected subrecepients and vendors to ensure they are compliant on an annual basis. Refer to the Hawai’i Compliance Express section of the OFAA website for more information.

**RCUH Revolving Account FY16 Renewals**
The Revolving Account Service Order Request form and the Revolving Fund Certification form for RCUH Revolving Accounts (0001xxx, 0002xxx) are due to the JABSOM Fiscal Office by Friday, May 29, 2015. The forms should be signed by the Principal Investigator and the Department Chair. The JABSOM Fiscal Office will obtain the Dean’s approval.
## FY 2015 UH & RCUH Fiscal Year End Deadlines (Subject to Change)

### Important Notes:

- **Due Date:** Fully completed documents are due to the Fiscal Office by these dates.

- **System Post Date Deadline** for General, Tuition, and RTRF funds: Transactions must be fully approved in KFS by these deadlines in order for expenses to be charged to FY15 funds. Transactions not fully approved in KFS by these deadlines will be charged to FY16 funds.

- **PCards:** May be used during the period 06/15/2015 – 06/30/2015, but transactions will be charged to FY16 funds.

### Table:

<table>
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<tr>
<th>Fund Type</th>
<th>Account Code</th>
<th>Doc Type</th>
<th>Due Date to Fiscal Office*</th>
<th>System Post Date Deadline**</th>
<th>Comments</th>
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<td>1xxxxxx</td>
<td>SF-1 (funding changes)</td>
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<td>5/31/2015</td>
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<td>Tuition / RTRF</td>
<td>2xxxxxx / 3xxxxxx</td>
<td>SF-1 (funding changes)</td>
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<td>6/30/2015</td>
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<td></td>
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<td>PCard</td>
<td>6/12/2015</td>
<td>6/30/2015</td>
<td>05/15/2015 - 06/14/2015 is the last billing period that can be charged before System Post Date Deadline</td>
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<td>All Other Purchases and Payments</td>
<td>5/29/2015</td>
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<td>eTravel Advances are due 15 calendar days before departure date</td>
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