Aloha JABSOM Administrators!

In consideration of the upcoming fiscal year end deadlines, we cancelled the May and June 2014 JABSOM Administrators’ Meetings.

However, in our effort to keep you continually apprised of 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 JABSOM Office of Fiscal & Administrative Affairs websites.

Mahalo!

Coco Seymour
JABSOM Chief Administrative Officer
Title IX: OCR Site Visit to JABSOM

As part of its Title IX Compliance Review of the University of Hawai‘i, the U.S. Department of Education Office for Civil Rights (OCR) held focus groups at Manoa on April 28 – 30, 2014. The John A. Burns School of Medicine held their focus group for their students, faculty, and staff on April 28, 2014. The OCR commended UH for setting a national standard for site visits with regards to posters, announcements, and positive attendance of all UH leaders, faculty, staff, and students.

In a recent Star Advertiser article, Chancellor Tom Apple refuted a recent report that UH is one of 55 educational institutions under an investigation for Title IX sexual abuse. Currently, UH is under a voluntary investigation of its procedures as part of a compliance audit that was not triggered by a complaint or a specific incident. Chancellor Apple was further quoted as saying, “We anticipate a forward-thinking negotiated resolution with the OCR that will enhance the safety of our UH Manoa Campus.” For more information on this article, click here.

TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972
PUBLIC LAW 92-318

WEBSITES

US Department of Education | Office for Civil Rights Website

UH Executive Policy E1.203 | Policy on Sexual Harassment and Related Conduct

UH Executive Policy E1.204 | Sexual Assault Policy and Procedural Guidelines

UH Manoa Chancellor Title IX Website

UH Manoa Office of the Gender Equity Specialist Website

UH JABSOM Title IX Website

UH JABSOM Office of Human Resources Website

UH JABSOM Office of Fiscal & Administrative Affairs Website

COORDINATORS

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Representative Patsy Mink
Title IX Co-Author, for whom the law was renamed as the Patsy Mink Equal Opportunity in Education Act in 2002
HR Updates & Reminders

CONFLICT OF INTEREST

COI Forms
Annual Conflict of Interest (COI) Forms are due to the JABSOM Human Resources Office by Friday, May 9, 2014. 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, 2013.

SF-1

SF-1 Renewals
July 1, 2014 SF-1s are due to the JABSOM Human Resources Office no later than Friday, May 16, 2014. SF-1s are required for all temporary positions (faculty, APT, GAs), regardless of funding and FTE. For permanent positions (faculty, APT, GAs), SF-1s are only required if they are not fully funded on general funds or are currently on probationary status.
Fiscal Updates & Reminders

TRAVEL

Lodging Quotes
Effective immediately, the following outlines the required number of lodging quotes needed depending on the hotel.

• Conference Hotel: No quotes
• Non-Conference Hotel exceeding FAR: One additional quote

Car Rental
Mid-size or larger vehicles may be rented in consideration of the traveler’s height and/or the duration of the commute. Supervisor shall provide their authorization in the comments section of the travel document.

Travel Guide & Checklist
The UH Disbursing Office has published a Travel Guide for Reimbursement and a Travel Reimbursement Checklist to assist travelers and administrators. Refer to the Travel Section on the OFAA website for additional JABSOM guidelines/procedures.

CONTRACTS & GRANTS

Response to FY2013 A-133 Audit re: UH’s Unrecorded Liabilities for Contracts & Grants Awards
In order for UH to prepare accurate financial statements and meet established deadlines, several changes are being instituted by the Office of Research Services (ORS) effective immediately. Refer to the Year-End Accounts Payable Reporting for Contracts & Grants Awards section of the OFAA website for instructions.

RCUH REVOLVING ACCOUNTS

FY15 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 30, 2014. The forms should be signed by the Principal Investigator and the Department Chair. The JABSOM Fiscal Office will obtain the Dean’s approval.

RELOCATION

Relocation Reimbursement Checklist
This Relocation Reimbursement Checklist may be used to assist UH/RCUH employees and administrators with relocation reimbursement procedures. Refer to the Relocation Reimbursements section of the OFAA website for more information.

PCARD

PCard Usage
The UH Financial Management Office has authorized PCard use during the period of June 15, 2014 – June 30, 2014. However, any goods/services that are received by June 30, 2014, but do not show on PVSNET as of June 30, 2014 shall be reported to the JABSOM Fiscal Office.

HAWAI’I COMPLIANCE EXPRESS

Letter to Vendor
Trying to purchase from or pay a vendor who isn’t registered or compliant on Hawai’i Compliance Express? Not sure what to tell the vendor? This letter will provide the vendor with an overview of HCE and instructions on how to register and obtain compliance. Refer to the Hawai’i Compliance Express section of the OFAA website for more information.

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