Aloha JABSOM Administrators!

Happy New Fiscal Year 2016!

The July 2015 JABSOM Administrators’ Meeting is 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)
HR Updates & Reminders

for the most up-to-date JABSOM HR news, visit our [website](#)

**eSF-1 Version 2.3**

Thank you for your continued feedback and support of the eSF-1 system. Version 2.3 was released on June 12, 2015 and includes the following major enhancements:

1. “Extension of Account/Position” option now available when modifying permanent positions, e.g. extending account end date. No longer need to select “Change in Funding.”

2. Expanded Search Functions: Added search operators, e.g. “=”, “<”, “>”, etc., when searching by Effective Date. Added search parameters “Request Number” and “Status.”

3. “Signed as PI” filter under “Awaiting my Approval” screen now working for those Principal Investigators (PIs) who wish to see what they have approved.

4. Export Request Listing to Excel available on “eSF-1 Requests” screen.

For more details, please login to the eSF-1 system and click on the Version Log button. Please continue to contact your Human Resources Specialist or Fiscal Administrator with any questions or concerns. Mahalo!

**UH VACATION PAYOUT**

**Vacation Payout**

Effective July 1, 2015, all terminating UH employees’ vacation payout shall be charged to institutional funds (General 1xxxxxx, Tuition 2xxxxxx, RTRF 3xxxxxx) via Form G-2, Application for Payment in Lieu of Vacation. Neither extramural funds (Private 4xxxxxx, Federal 6xxxxxx) nor the extramural vacation reserve pool account may be charged. Extramural accounts will no longer be assessed a vacation reserve fringe benefit. These procedures are subject to change.

**RCUH HR**

**Pay Awards / Adjustments**

The online Pay Award/Personnel Action Form (PA/PAF) is now available in the RCUH HR Administrative Management Portal (HRAMP) for all Principal Investigators (PI) who would like to provide either 1) a pay award lump sum or 2) a pay adjustment to base salary to those RCUH employees whose annual performance evaluations were submitted to RCUH HR by the June 12, 2015 deadline. Pay Awards/Adjustments will be effective July 1, 2015 and shall be approved by the PI and Fiscal Administrator (via an email link) no later than July 9, 2015 (no exceptions). A second opportunity to provide Pay Awards/Adjustments effective October 1, 2015 will be announced in September 2015. However, there will be no retroactive option to July 1, 2015. Click [here](#) for more information and instructions, including a memorandum from Dean Hedges further detailing JABSOM’s internal policy for the administering of these pay awards / adjustments.

**Vacation Policy Changes & Vacation Reserve**

RCUH updated its Vacation Policy 3.620 effective July 1, 2015. The major changes are highlighted below. More information is available in this [memorandum](#).

1. < 50% FTE: Employees who drop below 50% FTE shall keep and use vacation hours at their prevailing FTE. No vacation payout allowed. Vacation accruals shall cease once FTE drops below 50%.

For more details, please visit the [RCUH website](#).
2. RCUH Vacation Reserve: Extramural funds (Private 4xxxxxx, Federal 6xxxxxx) and RCUH Revolving funds (0001xxx, 0002xxx) shall be charged a vacation reserve fringe benefit of 1.393% (to be adjusted annually) to fund the vacation reserve. All termination vacation payouts will be charged to the reserve. Extramural and RCUH Revolving funds will no longer be charged (hours/dollars) when employees transfer between projects.

Electronic Personnel Action Form (ePAF)

RCUH will launch its new Electronic Personnel Action Form (ePAF) along with a new Human Resources Portal on Monday, July 20, 2015. The ePAF should replace all existing manual PAF actions that are currently processed. Training is scheduled for JABSOM on Monday, July 13, 2015, 2pm – 3pm, Room TBD. Click here to register.

for the most up-to-date JABSOM HR news, visit our website
Fiscal Updates & Reminders

FISCAL YEAR-END 2015

FY15 Accounts Payable
Please work with your Department Chairs, Principal Investigators, and Subrecipients to submit payments for goods/services that were received as of June 30, 2015 to your Fiscal Administrator by Friday, July 24, 2015. Payments not processed by this deadline may be recorded as an Accounts Payable liability for University Financial Statement purposes as follows:

- UH KFS: Payments > $10,000
- RCUH: Payments > $100,000

For UH KFS Disbursement Voucher (DV) payments, please enter the goods/services received date in the “Goods/Services Rec’d Date” field.

For RCUH payments, please enter the goods/received date in the “S/D” field.

For subrecipients, this letter template may be used to request invoices and/or estimates.

FY15 Annual Inventory Reports
FY15 Annual Inventory Reports will be issued in the next month. Your assistance with verifying the accuracy of the information provided on the reports is greatly appreciated. More information, including instructions and due dates, will be shared when available.

FISCAL YEAR 2016

UH KFS & RCUH
Both the UH KFS and RCUH systems will be down for the first few days in July due to fiscal year-end. The following are the tentative opening dates for FY16 processing:

- UH KFS: Tuesday, July 7, 2015
- RCUH: Monday, July 6, 2015

G & T Account Codes
Department General (1xxxxxx) and Tuition (2xxxxxx) account codes remain the same in FY16.

PCard: Usage & New Website
Effective July 1, 2015, PCard usage may resume as normal. Transactions for the billing period of June 15, 2015 – July 14, 2015 will be charged to FY16 funds.

The Office of Procurement and Real Property Management has launched a new PCard website for PCardholders and Administrators. Click here to login with your UH Username and Password. The updated website includes additional policies, e.g. after-the-fact purchases, as well as a new FAQ section.

eTravel: Electronic Routing
Upon submittal of eTravel Requests and Completions, please check the route log to ensure appropriate supervisor, department chair, and executive authority (Dean Hedges) are in queue.

If needed, please ad hoc approve the appropriate individual using their UH username. As a general reminder, Dean Hedges approves as the Executive Authority for all Out-of-State Travel Requests.
Fiscal Updates & Reminders

Grant-in-Aid Object Codes & DVs
Existing grant-in-aid (aka stipend) object codes have been consolidated. Only the following object codes shall be allowed on KFS Disbursement Vouchers (DV) effective July 1, 2015:

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6500</td>
<td>Scholarship/Fellowship</td>
</tr>
<tr>
<td>6503</td>
<td>Scholarship/Fellowship (Reportable)</td>
</tr>
<tr>
<td>6510</td>
<td>Tuition</td>
</tr>
<tr>
<td>6514</td>
<td>Tuition (Loan Repayment)</td>
</tr>
<tr>
<td>6540</td>
<td>Travel</td>
</tr>
<tr>
<td>6543</td>
<td>Travel (Reportable)</td>
</tr>
</tbody>
</table>

Additionally, the DISB-36 form is longer required. Instead, a new “Grant-in-Aid” tab will need to be completed on the DV. Click the ‘Training’ tab on this [website](#) for more information.

As a general reminder, all grant-in-aid payments shall be processed through the UH KFS DV system regardless of funding, including extramural accounts (Private 4xxxxxx, Federal 6xxxxxx).

SPACES & GRANTS

Space Survey
As part of its continued effort to ensure a maximum and accurate Facilities and Administrative (F&A) rate that it may assess for future extramural awards (Private 4xxxxxx, Federal 6xxxxxx), the University is preparing for another space survey. Representatives from the Fiscal Office will be contacting your department/program for assistance with determining how space is used, i.e. for administration, teaching, research, etc. Your assistance with verifying this information is greatly appreciated. More information, including training, instructions and due dates, will be shared when available.

F&A Rate on Federal Pass-Through Awards from State of Hawaii and Local City & County Government Sponsors
Understanding application of the full Federally negotiated F&A rates on Federal pass-through awards from state and local government represents a challenge, UH, as a subrecipient of these federal funds (6xxxxxx), will accept the following F&A rates based on modified total direct costs (MTDC):

<table>
<thead>
<tr>
<th>Year</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>13%</td>
</tr>
<tr>
<td>2017</td>
<td>16%</td>
</tr>
<tr>
<td>2018</td>
<td>19%</td>
</tr>
<tr>
<td>2019</td>
<td>22%</td>
</tr>
<tr>
<td>2020</td>
<td>25%</td>
</tr>
</tbody>
</table>

More information is available in this [memorandum](#) and on the [Office of Research Services website](#).

FY15 FTE Certifications
Annual FY15 FTE (Full Time Equivalency) certifications for employees paid on federal funds (6xxxxxx) will be forthcoming in the next few months. Please work with your Fiscal Administrator to ensure all salary transfers are posted by July 31, 2015. More information and instructions will be shared when available.

FY15 Cost Sharing Certifications
Annual FY15 Cost Sharing Certifications will be forthcoming in the next few months with a targeted deadline of September 30, 2015. More information and instructions will be shared when available.