Aloha JABSOM Administrators!

The September 2015 JABSOM Administrators’ Meeting (JAM) was cancelled. The next JAM is scheduled for Thursday, October 1, 2015 at 9:30 a.m. in the MEB Auditorium 315.

Dean Hedges is once again Honorary Chair of the upcoming 21st Annual Men’s March Against Violence scheduled for Thursday, October 8, 2015, 12:00 p.m. at the State Capitol Rotunda. JABSOM students, faculty, and staff plan to join the march to raise awareness about and to promote putting an end to domestic violence. The march is annually sponsored by the Catholic Charities of Hawai‘i, the City & County of Honolulu, the Domestic Violence Action Center, the Hawai‘i State Coalition Against Domestic Violence, Kapi‘olani Community College, PACT, and PHOCUSED. Your participation in the march is highly encouraged. Please see the attached flyer for more information.

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)
NEW TITLE IX

New Title IX Coordinator

The University of Hawai‘i at Manoa hired Dr. Dee Uwono as the dedicated Title IX Coordinator. Dr. Uwono will oversee the university’s response to all Title IX complaints, which includes resolving Title IX disputes, and providing training to prevent discrimination on the basis of sex. The University updated its sexual assault and harassment policy earlier this year. Dr. Uwono takes the place of Dr. Lori Ideta who has been appointed as Interim Vice Chancellor for Students. The Office of Title IX contact information is as follows:

OFFICE OF TITLE IX
Dee Uwono
Director and Title IX Coordinator
Hawai‘i Hall 124
2500 Campus Road
Honolulu, HI 96822
Telephone: (808) 956-2299
Email: t9uhm@hawaii.edu
Web: http://www.manoa.hawaii.edu/titleix/

Please see the updated Title IX flyer attached to this newsletter and on our website. Please print and post in your respective areas. Mahalo!

VACATION PAYOUT

UH 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.

At the request of the Department Chair, Department Chairs and Administrators may have access to view all employees’ leave records/vacation balances. Please contact your JABSOM Human Resources Specialist for assistance with enabling access.

EMERGENCY CONTACT

Emergency Contact Form

In these times of troubled weather, please make sure your Emergency Contact forms have been submitted to the JABSOM Human Resources Office. Please contact Kathy Matsumoto at morifuji@hawaii.edu with any questions.

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

TRAVEL

No-Cost Travel
With the implementation of UH eTravel electronic routing, the JABSOM No-Cost Travel Internal Procedures have been updated. UH eTravel No-Cost Travel documents will only route to Traveler, Supervisor, and the Department Chair (via ad hoc route). Therefore, an email to Coco Seymour will no longer be required. Please click here for more information.

RCUH No-Cost Travel internal procedures remain the same, i.e. email Coco Seymour to approve online Travel documents. Please ensure appropriate parties have approved the travel document before emailing Coco Seymour.

No Airfare Involving Personal Time for Out-of-State Travel on PCard
Due to recent scrutiny of the University's PCard Program, JABSOM shall not allow airfare involving personal time for out-of-state travel on PCards, even if the business + personal itinerary is less expensive than the business-only itinerary. In these situations, travelers may request purchase orders to be issued (if vendors accept) or request a travel advance to reimburse them for the airfare expense. Mahalo for your understanding and cooperation.

Business-Only Itinerary
As a friendly reminder, please ensure a business-only itinerary is provided for travel involving personal time. To ensure as accurate a comparison as possible, the business-only itinerary should be obtained at the same time as the business + personal itinerary. The business-only itinerary is used to 1) compare airfare cost, and 2) determine M&IE business days. Travel agencies such as City Travel, Panda Travel, etc., can assist with obtaining these business-only itineraries.

Travel for Non-Compensated Employees
As official Board of Regents appointed employees, non-compensated employees who are asked to travel on official UH/RCUH business may process their travel documents as employees through UH eTravel or RCUH Travel Systems. Due to potential complications with the RCUH Travel System, the UH eTravel System is strongly recommended for processing non-compensated employee travel.

Third-Party Purchase Orders for Non-Employees
Third-Party Purchase Orders may be issued for Non-Employee travel expenses with the exception of car rental expenses, which, for liability concerns related to car rental agreements, shall be reimbursed to the non-employee. Please ensure a WH-1 and other appropriate documentation is on file for all non-employee payments.

eTravel: Submit Original Receipts
As a friendly reminder, after attaching scanned copies of receipts and routing the online travel document for electronic approvals, please submit travel documents and original receipts to your Fiscal Administrator for processing. The Fiscal Office is designated as the official custodian of original documents. Mahalo!
Fiscal Updates & Reminders

**DISBURSEMENT VOUCHERS**

**Look-Up of Employees vs Non-Employees (Vendors)**

As a friendly reminder, please use the first and last name fields when searching for a UH Employees as follows:

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Field Name</th>
<th>Field Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>yment Reason Code</td>
<td>G - Supplies-3000-3478</td>
<td></td>
</tr>
<tr>
<td>Tax Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person First Name</td>
<td>Employee First Name*</td>
<td></td>
</tr>
<tr>
<td>Person Last Name</td>
<td>Employee Last Name*</td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please use the vendor name field with * when searching for Non-Employees (Vendor Records including RCUH employees) as follows:

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Field Name</th>
<th>Field Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>yment Reason Code</td>
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<td></td>
</tr>
<tr>
<td>Tax Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Person First Name</td>
<td>Non-Employee Name*</td>
<td></td>
</tr>
<tr>
<td>Person Last Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor Name</td>
<td></td>
<td>Vendor Name</td>
</tr>
</tbody>
</table>

**INVENTORY**

**FY15 Annual Inventory Reports**

FY15 Annual Inventory Reports are due Friday, October 2, 2015, C.O.B. Friendly reminders: 1) Custodians (Asset Representatives / PIs) may not sign the reports. Please have another appropriate person certify the report in blue ink; 2) Please annotate D (for Disposal) or T (for Transfer) next to the appropriate item(s) and attach completed Disposal and/or Transfer Forms.

**CONTRACTS & GRANTS**

**FY15 FTE Certifications**

Annual FY15 FTE (Full Time Equivalency) certifications for employees paid on federal funds (6xxxxxx) are currently available in the KFS system. Please work with your Principal Investigators for their review and approval of these certifications to allow sufficient time for Fiscal Administrators to review and finalize these certifications by the September 30, 2015 deadline.

**FY15 Cost Sharing Certifications**

Annual FY15 Cost Sharing Certifications are currently available in the Cost Sharing System by clicking here. Please work with your Principal Investigators for their review and approval by the September 30, 2015 deadline.
Join us for the
21st Annual Men’s March Against Violence

Theme: Walk the Talk
Thursday, October 8, 2015

12:00 noon - March
(Starts at the State Capitol Rotunda)

12:20 p.m. - Rally
(Skygate Park)

Presenting Organizations:
Catholic Charities Hawai‘i
City & County of Honolulu
Domestic Violence Action Center
Hawaii State Coalition Against Domestic Violence
Kapiolani Community College
PACT
PHOCUSED

For more information, please call
527-4810
or visit www.Facebook.com/MensMarchAgainstViolenceHawaii
or visit our event page on EventBrite.com
Title IX Coordinators

The Title IX Coordinator for each campus has the responsibility of coordinating the University’s response efforts at the campus level.

Mānoa

Dee Uwono
Title IX Coordinator
Office
Hawaii Hall 124
University of Hawai‘i at Manoa
2600 Campus Road
Honolulu, HI 96822
Phone
(808) 956-2299
Email
t9uhm@hawaii.edu

Mie Watanabe
Deputy Title IX Coordinator for Employees
Office
Administrative Services Building 1-102
EEO/AA Office
University of Hawai‘i
2442 Campus Road
Honolulu, HI 96822
Phone
(808) 956-7077 (voice/text)
Email
eeo@hawaii.edu

Lori Ideta
Deputy Title IX Coordinator for Students
Office
Queen Lili‘uokalani Center for Student Services 409
Office of the Vice Chancellor for Students
University of Hawai‘i at Manoa
2600 Campus Road
Honolulu, HI 96822
Phone
(808) 956-3290 (voice/text)
Email
ideta@hawaii.edu