Happy Holidays,
JABSOM Administrators!

The December 2015 and January 2016 JABSOM Administrators’ Meetings (JAM) are cancelled. The next JAM is tentatively scheduled for Thursday, February 4, 2016 at 9:30 a.m. in the MEB Auditorium 315.

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.

As another year comes to a close, the JABSOM Human Resources and Fiscal Teams would like to say “thank you” for your continued patience and patronage. We wish you and your families a very happy, safe, and fun holiday season! Enjoy!

Mahalo and Happy Holidays!

Coco Seymour
JABSOM Chief Administrative Officer (CAO)
**HR Updates & Reminders**

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

---

### W-2 DISTRIBUTION

**W-2 Distribution**

W-2s for UH employees will be distributed by the JABSOM Human Resources Office in January 2016. The official date and time will be announced. Please ensure employee address information is current. Any W-2s that are not picked up will be mailed to the employee at the current mailing address on file. Address updates should be reported to the JABSOM Human Resources Office as soon as possible to meet the UH Payroll Office’s December 16, 2015 deadline for address changes. More information is available [here](#).

RCUH encourages any of its employees who have not yet signed up to receive an electronic W-2 via the Employee Self-Service system to do so as this will ensure a safe, secure, and convenient delivery. More information on signing up to receive an electronic W-2 is available [here](#). RCUH employees who previously received an electronic W-2 do not need to sign up again.

RCUH requests its employees ensure their mailing addresses and other personal information is current. For those employees electing to receive a hard-copy W-2, RCUH will mail the W-2 to the current mailing address on file. Updates should be made via the Employee Self-Service system before January 11, 2016. More information is available [here](#).

---

### VACATION FORFEITURES

**Vacation Forfeitures**

As the calendar year comes to a close, both UH and RCUH employees are reminded to plan with supervisors to take any unused vacation before the end of the calendar year to avoid forfeitures. Employees may view their vacation balances as follows:

- **UH**: [UH Leave System](#)
- **RCUH**: [Employee Self-Service System](#)

UH employees may elect to donate any excess vacation to the UH System Vacation Pool. Please contact the JABSOM Human Resources Office for more information.
Fiscal Updates & Reminders

**FISCAL YEAR-END 2016 DEADLINES**

### General Funds
Per the UH Manoa Chancellor’s Office, General Funds (1xxxxxx) must be fully expended by paid date May 20, 2016. Therefore, all employees currently on General Funds must be transferred to Non-Imposed Tuition Funds (2xxxxxx) for the June 5, 2016 and June 20, 2016 paid dates. Please submit eSF-1s to transfer all employees paid on General Funds to Non-Imposed Tuition Funds (2xxxxxx) by **Friday, April 1, 2016** as follows:

- **5-day Lag Employees**
  - Eff. Date: 05/16/2016
- **20-day Lag Employees**
  - Eff. Date: 05/01/2016

For the July 5, 2016 paid date, which is the first paid date of Fiscal Year 2017, please submit eSF-1s to transfer back all employees on Non-Imposed Tuition Funds to General Funds by **Friday, April 1, 2016** as follows:

- **5-day Lag Employees**
  - Eff. Date: 06/16/2016
- **20-day Lag Employees**
  - Eff. Date: 06/01/2016

eSF-1s should be pending HR’s approval by **Friday, April 1, 2016**; therefore, please ensure all principal investigators and department chairs approve accordingly before this deadline. Please contact your respective Human Resources Specialist or Fiscal Administrator if assistance is needed.

### Purchasing & SuperQuote
The [UH Procurement Office Fiscal Year End 2016 Deadlines](https://www.procurement.hawaii.edu) for purchases utilizing Tuition (2xxxxxx) or RTRF (3xxxxxx) funds that exceed $25,000 were issued. To ensure sufficient processing time with the UH Procurement Office, please contact the Fiscal Office as soon as possible if your department plans to make such a purchase.

Purchases greater than $2,500 utilizing Tuition (2xxxxxx) or RTRF (3xxxxxx) funds require the use of SuperQuote, if not using some other source selection method, e.g. SPO Price List, Exempt, Sole Source, etc. As fiscal year end approaches, please plan to allow sufficient time for SuperQuote processing. Please contact the Fiscal Office for assistance with drafting and reviewing the SuperQuote to avoid complications with vendors.

### LPI FY15
Lead Principal Investigator (LPI) Fiscal Year 2015 funds will expire on June 30, 2016. Courtesy reminder emails with balances were sent to principal investigators last month. Please coordinate with your principal investigators to ensure all transactions are posted before the deadline to avoid forfeiture of funds.

### Fiscal Year-End 2016 Deadlines
All Fiscal Year-End 2016 Deadlines are attached to this newsletter and uploaded to the JABSOM OFAA website. Deadlines are subject to change.

### KFS
The KFS Vendor Look-Up screen has been modified to show the full address without having to open each individual vendor record. This should make it easier for users to select the appropriate vendor record. Additional information is available [here](https).

### Vendors
The KFS Vendor Look-Up screen has been modified to show the full address without having to open each individual vendor record. This should make it easier for users to select the appropriate vendor record. Additional information is available [here](https).
Fiscal Updates & Reminders

KFS

Notes & Attachments
PCDO
To ensure sensitive information contained in attachments, e.g. First Hawaiian Bank Statements, are kept confidential, effective November 1, 2015, PCDO attachments are now only viewable by individuals (and any delegates or ad hoc recipients) who may be in the route log.

All Other eDocs
Effective November 1, 2015, users may delete attachments on eDocs that are in one of the following statuses: Initiated, Saved, Cancelled, or Disapproved. A KFS Trouble Ticket to delete an attachment only needs to be submitted for eDocs that are not in the aforementioned statuses.

More information on these updates is available here.

RCUH

New Financial Portal
Effective November 23, 2015, RCUH launched its new Financial Portal. User guides and training videos on the new system are available here. RCUH noted a few issues with the system (as documented here) and is working to resolve them.

Current Individual Users
Current individual users should have received an email from RCUH with a new username (Format: First Name_Last Name) and a temporary password. If an email was not received, please complete a Financial Portal Access Form and email to Janice Sato at jsato@rcuh.com.

Group Users
Please note Group User logins are disabled in the new Financial Portal System. Any individuals in these groups will need to request for an individual login to access the new system. Please complete a Financial Portal Access Form and email to Janice Sato at jsato@rcuh.com.

More information on these changes is available here.

INVENTORY

FY15 Annual Inventory Reports
Mahalo for everyone’s help with completing this year’s physical annual inventory. In an effort to keep inventory records updated throughout the year, please continue to notify the Fiscal Office of any changes related to inventory, especially during lab or office relocations. Disposal and Transfer forms are available on the JABSOM OFAA website. Please also contact the Fiscal Office for assistance with trading-in equipment with a vendor.

CONTRACTS & GRANTS

myGRANT 6.0
Effective November 2, 2015, the Office of Research Services launched myGRANT 6.0. The new interface hopes to improve user functionality. More information on the refreshed system along with user guides, FAQ, workshops, and training is available here.
# JABSOM FISCAL/HUMAN RESOURCES OFFICES

## FY 2016 UH & RCUH FISCAL YEAR END DEADLINES (SUBJECT TO CHANGE)

<table>
<thead>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td>Various</td>
<td>7/1/2016 eSF-1s</td>
<td>To HR: 5/2/16</td>
<td></td>
<td>Required for:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• APT temporary positions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• APT permanent positions that are in probationary status</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Faculty temporary positions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Faculty permanent positions that are in probationary status</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Permanent faculty positions funded non-appropriated funds with an NTE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>date of 06/30/16</td>
</tr>
<tr>
<td>General</td>
<td>1xxxxxx</td>
<td>eSF-1 (funding changes)</td>
<td>4/1/2016</td>
<td>5/31/2016</td>
<td></td>
</tr>
<tr>
<td>Tuition, Special, RTRF</td>
<td>2xxxxxx 2xxxxxx 3xxxxxx</td>
<td>eSF-1 (funding changes)</td>
<td>4/29/2016</td>
<td>6/30/2016</td>
<td>“FY 2016 PCard Document (PCDO) Reallocation Deadlines” are forthcoming</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PCard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>All Other Purchases and Payments</td>
<td>5/27/2016</td>
<td>6/30/2016</td>
<td>eTravel Advances are due 15 calendar days before departure date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online Purchase and Payments</td>
<td>6/10/2016</td>
<td>6/30/2016</td>
<td>Travel Advances are due 15 calendar days before departure date</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTES:**

- *Due Date to Fiscal Office: Completed documents are due to Fiscal Office.
- **System Post Date Deadline for General, Tuition, Special, and RTRF Funds: Transactions must be fully approved in KFS by these deadlines for expenses to be charged to FY16 funds. Transactions not fully approved in KFS will be charged to FY17 funds.

Questions? Contact your Fiscal Administrator.

Last Updated: 2015.11.23, 2015.12.06, 2015.12.15
Filepath: OFAA > Year End > FY16