Aloha JABSOM Administrators!

2016 Fiscal Year End is quickly approaching. Get ready! Your kokua with meeting the specified fiscal year end deadlines for the Human Resources and Fiscal Offices is greatly appreciated.

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

JULY 1, 2016 ESF-1S

July 1, 2016 eSF-1s
The July 1, 2016 eSF-1s are due to the JABSOM Human Resources Office no later than **Monday, May 2, 2016**. Please ensure eSF-1s are fully approved at the department level and are pending HR’s approval by this date.

eSF-1s are required for all temporary positions (faculty, APT, GAs), regardless of funding and FTE. For permanent positions (faculty, APT, GAs), eSF-1s are only required if they are not fully funded on general funds or are currently on probationary status.

Please see the [2016 Fiscal Year-End Deadlines](#) for more information including other eSF-1 deadlines.

FY 2017 Salary + Fringe Accounts
The JABSOM Office of Risk and Clinical Affairs and the JABSOM Office of Fiscal and Administrative Affairs will be working to establish new FY 2017 Salary + Fringe accounts (4xxxxxx) in the next few months. In the event the new FY2017 account numbers are not available by the May 2, 2016 deadline, please process July 1, 2016 eSF-1s utilizing current FY2016 account numbers.

Mahalo for your cooperation.

OPEN ENROLLMENT

EUTF + PCP
EUTF + PCP Open Enrollment period is anticipated for April 2016. During this time, UH employees will have the opportunity to modify their health coverage and Premium Conversion Plan. Changes will be effective July 1, 2016 – June 30, 2017. More information will be announced as it becomes available.

Island Flex
The 2016 open enrollment period for the Island Flexible Spending Accounts Program is March 7, 2016 through April 29, 2016, for the plan year July 1, 2016 through June 30, 2017. As a reminder, employees must re-enroll each year to participate. Note: Must be an ERS member to be eligible. For questions, please contact Comprehensive Financial Planning, Inc. at 596-7006 or visit the website at [http://www.compfinplan.com/](http://www.compfinplan.com/). More information is available [here](#).

CONFLICT OF INTEREST

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, April 29, 2016**. 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 currently exist.

COLLECTIVE BARGAINING SALARY INCREASES

APT Increases + Bonuses
While awaiting official approval from the legislature, HGEA APT employees are slated to receive a 4% retroactive increase effective July 1, 2015. This retroactive increase payment is anticipated to hit accounts in July 2016. Legislature is slated to provide 85% funding for permanent APT employees only. Departments should plan accordingly for the difference and their temporary APT employees.

HR Updates & Reminders
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An additional 4% increase is slated to take effect July 1, 2016 along with a one-time, lump-sum tiered bonus depending on the APT employee’s FTE. The increase and bonus will be paid with Fiscal Year 2017 funds.

Faculty Increases
Effective July 1, 2016, UHPA Faculty employees will receive a 4% increase. More information is available here.

Vacation Pool
Effective July 1, 2016, all funds will be assessed a 1.8% vacation pool fringe charge to fund a system-wide pool for UH employee vacation payout costs. The vacation pool assessment for General and Non-Imposed Tuition Funds will be charged to Tuition Funds. All other fund types, e.g. Tuition, RTRF, Private, and Federal funds, will be charged respectively. Object code 2049 will be utilized to capture and identify these vacation pool costs. Terminating UH employees’ vacation payouts will be charged to the system-wide pool account, not the department’s budget.

APT Performance Expectations
APT Supervisors can now enter performance expectations for the next rating period (11/01/15 – 10/31/16) by accessing the on-line Performance Evaluation System. To facilitate the process of creating performance expectations for the new rating period, the system “carries over” expectations that were certified in the 2014 – 2015 rating period. Supervisors may follow one (1) of four (4) options:

1. Utilize the same expectations,
2. Use the previous expectations as guides to create new expectations and/or edit previous expectations,
3. Delete the previous expectations and create new expectations, or
4. Request subordinate(s) to initiate the creation of expectations.

Supervisor and subordinate should strive for agreement on expectations that are job related, measurable and verifiable, realistically attainable, and achievement within the subordinate’s control.

More information is available here.

Emergency Contact, Beneficiaries
Please make sure your Emergency Contact Forms and Beneficiary Forms are up to date with the JABSOM Human Resources Office. Please contact your respective Human Resources Specialist with any questions.
FISCAL YEAR-END

General Funds
JABSOM has been authorized to spend its General Funds until June 20, 2016 – the final pay date of Fiscal Year 2016. Therefore, departments do not need to submit eSF-1s to transfer employees from General Funds (1xxxxxx) to Non-Imposed Tuition Funds (2xxxxxx) as previously specified in the December 2015 Newsletter. Departments should budget as normal and plan to spend their General Funds by June 20, 2016. Questions may be directed to JABSOM Chief Financial Officer, Nancy Foster, or JABSOM Budget Officer, Michael Yoshinaga.

Q3 Grant Release
JABSOM will authorize Q3 Grant Release to qualifying departments who have a surplus of General Funds (1xxxxxx) in exchange for RTRF Funds (3xxxxxx). Questions and requests may be directed to JABSOM Budget Officer, Michael Yoshinaga.

Tuition Funds
Permanent employees coming off extramural funds (4xxxxxx, 6xxxxxx) should be transferred to other extramural funds (if available) or to General Funds (1xxxxxx), not Non-Imposed Tuition Funds (2xxxxxx).
Temporary employees coming off extramural funds (4xxxxxx, 6xxxxxx) should be transferred to other extramural funds (if available) or to RTRF Funds (3xxxxxx), not Tuition Funds (2xxxxxx). Your kokua with this request will enable JABSOM to utilize a surplus of General Funds and minimize a deficit of Tuition Funds. Questions may be directed to JABSOM Chief Financial Officer, Nancy Foster, or JABSOM Budget Officer, Michael Yoshinaga.

No Retro-Actions
To ensure proper recording of expenses, retroactive eSF-1 requests for funding changes exceeding 3 months (90 calendar days) will not be permitted without adequate justification. Questions and requests may be directed to JABSOM Chief Administrative Officer, Coco Seymour.

FY15 LPI RTRF Funds
FY15 Lead Principal Investigator (LPI) RTRF Funds (3xxxxxx) will expire June 30, 2016. Please submit purchases/payments by Friday, May 27, 2016 to ensure transactions post timely.

Deadlines
As announced with the December 2015 Newsletter, the 2016 Fiscal Year-End Deadlines for the JABSOM Fiscal Office have been posted to the JABSOM 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 FY2017 funds or another account designated by the department.

CONTRACTS & GRANTS

Fringe Benefit Rate & Cost Sharing Fringe Benefit Rate
Effective March 2, 2016, the composite fringe benefit rate for faculty and staff increased from 40.98% to 48.99%.
Accordingly, effective March 1, 2016, the cost sharing fringe benefit rate for regular employees increased from 41% to 49%. Please use this revised cost sharing fringe benefit rate for grant proposals requiring mandatory cost sharing. More information is available here.
NIH Salary Cap
Effective January 10, 2016 the National Institutes of Health (NIH) Salary Cap increased from $183,300 to $185,100. Awards issued on or after January 10, 2016 will be subject to this new salary cap rate. Existing awards may continue to follow the old salary cap rate. The NIH Salary Cap is applicable to most awards issued by the Department of Health and Human Services (DHHS) agencies, including HRSA, CDC, etc. More information is available here.

Advance Account Request Form
The Office of Research Services (ORS) Request for Advance Account Approval Form and its accompanying instructions were revised as of January 2016. Please use this revised version for all future advance account requests. More information is available here.

RCUH Revolving Account FY17 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 27, 2016
The forms should be signed by the Principal Investigator and the Department Chair. The JABSOM Fiscal Office will obtain the Dean’s approval.

Space Utilization Survey
Mahalo for everyone’s help with this year’s Space Utilization Survey. The data collected will assist the Office of Research Services (ORS) with formulating an accurate Facilities & Administrative (F&A) Cost Proposal to be presented to the Department of Health and Human Services (DHHS) Division of Cost Allocation. The F&A rate, also known as the Indirect Cost (IDC) rate, determines the reimbursement amount the University may assess sponsors for administrative and facilities costs incurred to support grants and contracts. The University distributes a portion of this reimbursement in the form of RTRF Funds (3xxxxxx) to earning units. As an example, research awards conducted at Kaka`ako enjoy a 53% F&A/IDC rate in FY2016, i.e. for every $1.00 spent, the University earns $0.53. Mahalo for your continued research endeavors.

FTE Certifications
Annual FTE Certifications will be coming in August 2016. To ensure proper recordation and to reduce correcting entries, please process necessary eSF-1 actions to ensure salaries and fringe costs are charged to the appropriate extramural accounts, i.e. Private (4xxxxxx) and Federal (6xxxxxx) Funds. Questions may be directed to your respective Fiscal Administrator.

KFS
PCDO Approvals
Please ensure Purchasing Card Documents (PCDOs) are approved timely. Per the New Pcardholder training, PCDOs should be approved prior to the following months download to KFS. Outstanding PCDOs that are over 60 day old will create a hold for all JABSOM PCard requests, such as issuance of new pcards, temporary and permanent unblocks, and adjustments to pcard purchasing limits. Your kokua is greatly appreciated.

RCUH
Remittance Advice
Please ensure the remittance advice section is completed on all payment documents, including Purchase Order, Authorization for Payment, and Travel payments. Remittance advice for PO payments should include Invoice Number, Invoice Date, Customer Number and/or PO Number.
## 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>
</table>
| Various   | Various      | 7/1/2016 eSF-1s | To HR: 5/2/16 | | Required for:  
  - APT temporary positions  
  - APT permanent positions that are in probationary status  
  - Faculty temporary positions  
  - Faculty permanent positions that are in probationary status  
  - Permanent faculty positions funded non-appropriated funds with an NTE date of 06/30/16 |
| General   | 1xxxxxx      | eSF-1 (funding changes) | 4/1/2016 | 5/31/2016 | |
| Tuition, Special, RTRF | 2xxxxxx 2xxxxxx 3xxxxxx | eSF-1 (funding changes) | 4/29/2016 | 6/30/2016 | “FY 2016 PCard Document (PCDO) Reallocation Deadlines” are forthcoming |
| PCard     |              |          |                            |                            |          |
| All Other Purchases and Payments | 5/27/2016 | 6/30/2016 | | eTravel Advances are due 15 calendar days before departure date |
| Online Purchase and Payments | 6/10/2016 | 6/30/2016 | | Travel Advances are due 15 calendar days before departure date |

### 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.

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