INFORMATIONAL SESSION

PRESENTED BY VICE PRESIDENT FOR RESEARCH, HUMAN RESOURCES, AND FINANCIAL SERVICES AND OPERATIONS.

August 18th, 2015
PURPOSE

To provide the departments valuable information from the Vice President for Research, Human Resources, and Financial Services & Operations.

To enhance participants University knowledge of various areas and services, and provide professional development to the campus community in support of Goal #1 of Michigan Tech’s strategic plan:

“An exceptional and diverse community of students, faculty, and staff.”
TODAY’S AGENDA

• Financial Services and Operations
• Human Resources
• Vice President for Research
FINANCIAL SERVICES & OPERATIONS

- Mary Yeo, Manager of Auxiliary Funds & Banking Operations
- Ray Lasanen, Manager of Purchasing
- Margo O’Brien, Director of Student Business Services
- Traci Bishop, Accountant
FINANCIAL SERVICES & OPERATIONS

• External financial and tax reporting in compliance with state and federal guidelines.
• Supports the procurement of goods and services.
• Prepares and processes payments to all university vendors.
• Provides financial reports to the campus community.
• Maintains, manages and records funds owed to the University.
• Receives and manages donations received from external donors.
• Manages the physical property for the University.
FISCAL RESPONSIBILITY

• Ensure that university funds are used to advance the mission of the university and the academic needs of the students.

• Ensure that all authorizations or expenditures comply with university expenditure policies as well as with any sponsoring agency or donor restrictions and applicable policies.

• Consider the appropriateness of the expenditure. Should the expense be paid from public funds?

• Fiscal controls must include a system of supervisor checks and balances at all levels of the organization for all expenditures.
CONSIDER PRIOR TO SPENDING:

- Is the expense within the start & end dates?
- Are the enough funds available?
- Is the expense allowable?

How do I pay for this and what form do I use?
- Check requests
- Petty cash
- Purchasing card
- Purchase orders
- Blanket orders
PURCHASING CONTACTS

Barb Hendrickson
7-2511
Bakoski@mtu.edu

Lisa Redding
7-2510
Imreddin@mtu.edu
REQUISITIONS

- Vendor - quote, proposal, contract, agreement, bid
- Deliver By – lead time for order
- Commodity Code with default account code - equipment, supplies, service
- Description – part #, model, & description. If service, provide brief description of service
- Index and organization - auxiliary, designated, general, plant and research
- Signature - <$5K financial manager, $5K+ department head, chair, director, dean or associate
ADDITIONAL INFO

- Change orders – use requisition form
- Purchase order acknowledgement – review
- Department PO copies - pink for your file; Purchase orders of $1,000 or more, ivory receiver copy
- PO’s less than $1,000 – no receiver copy
- Receiver must be signed and returned to Accounts Payable
- Returns – use packing slip
• Complete packing slip
• Copy goes to Barb and Tracy
• Vendor credit to correct index
• Expecting a credit from a vendor?
  • Notify AP to ensure you receive the credit
• **RMA number required**
ON-CAMPUS SERVICES

• **On Campus** – must be done on a PO
  • Individual – Complete Independent Contractor Questionnaire and submit it to Human Resources
  • HR determination: either independent contractor or employee
  • If employee, paid through Human Resources
  • If independent contractor, paid via PO
    • Independent Contractor Agreement
    • Purchase requisition
OFF-CAMPUS SERVICES

- **Off-Campus Services**
  - Purchase requisition
  - Purchasing credit card
PURCHASING CARD

Purchasing Card Agreement
(on Purchasing’s web site)

**Supervisor approval required
Banner Index must be provided as default – cannot be a sponsored index

Pick up card from Purchasing – 3rd Floor Lakeshore Center
• Credit Limit $4,999.99 (includes shipping)
• Supplies
• Travel – airfare, car rental, lodging, conference fees, gas for rental car
• No food, meals, entertainment
• No personal items
• No prohibited items
CARD HOLDER RESPONSIBILITIES

• Keep all receipts (3 years or 3 years plus 3 months for sponsored projects)
• Reconcile receipts to monthly statement
• Reallocate charges to the appropriate index and account code
• Include who/what/when/where on the Access Online System for travel expenses
• Supervisor, or designee, must sign monthly statement
  • Verifying purchases are valid and receipts are on file
ACCOUNTS PAYABLE CONTACTS

Tracy Wood
7-2371
tlwood@mtu.edu
- Purchase order invoices/receivers
- Check requests
- Foreign and domestic wire transfers

Doreen Swetich
7-2371
dlswetic@mtu.edu
- Blanket order invoices
- Check requests
- Billing external entities

Nancy Corrigan
7-2373
njcorrig@mtu.edu
- Travel advances/expense vouchers
- Petty cash replenishments
- Moving reimbursements

Lori Suino
7-2248
lasuino@mtu.edu
- Check Disbursements
- Image Now
- Fax Agent
BLANKET ORDER INVOICES

Invoices must include:

• Blanket order number
• Index & account code
• Authorized signature – this individual must be listed on the blanket order
• Amount to be paid if different than invoice
TIMING OF PAYMENTS

• Vendor invoices – paid by due date whenever possible
• Employee reimbursements – set up to pay
  7 - 10 days from date received in AP
• Checks cut on Wednesdays
• Direct deposit daily
• Uncashed checks to Mary Yeo
CHECK REQUESTS

• Honorariums, reimbursement of supplies, memberships, refunds, registration fees & non-employee local lodging

• Completing online form:
  ➢ Include ID# for students and employees
  ➢ Complete mailing address
  ➢ Attachments - upload or paper (include WC #)
  ➢ Account code
ACCOUNT CODES

• Discoverer report – FYGCHT051 Account Codes by Pool
  - By departments
  - All account codes
  - Payroll codes with fringe benefit rates

• Purchasing website – Inquiries search page
  - http://www.mtu.edu/fso/financial/information-systems/inquiries/
FREQUENTLY USED ACCOUNT CODES

- E009 Leases-office equipment
- E042 Computer equipment
- E052 Technical/scientific equipment
- E205 Miscellaneous services
- E224 Maintenance - lab equipment
- E235 Printing costs
- E253 Professional consultants
- E623 Computer hardware <$5K
- E624 Computer software/site license
- E645 Lab supplies
- E658 Minor equipment
- E671S Scientific supplies
- E676 Paper & envelopes
- E679 Office supplies
- E680 Publications or subscriptions
- E697 Rentals-short term
- E699 Other supplies
- E916 Fees and licenses
- E951 Departmental memberships
International payments - indicate wire transfer and provide necessary information
PETTY CASH

• Memo from Department Chair or Director
  • Justifying the need for a petty cash fund
  • Include custodian’s name, ID#, index and signature of custodian
• Submit a check request payable to the petty cash custodian
• University does not reimburse sales tax
• List of prohibited items on website
• Used for Senior Design/Enterprise reimbursements
PETTY CASH (CONTINUED)

• Replenishment – done on a timely basis
  ➢ Fiscal year end
  ➢ New custodian
• Fax petty cash reimbursement request and receipts to 7-2119
• Memo - to increase or decrease the amount or to change the custodian
• Custodian is personally responsible for the fund (Funds must be kept in a locked box with limited access.)
• When employee leaves a department, the custodian must be changed.
BUSINESS MEALS REPORT

• Must include a valid business purpose
• No alcohol
• Payee – can reimburse an employee or pay the vendor directly. If paying the vendor, include the vendor in the Name field
• Include attendees and affiliations
• Preferred option – submit through Image Now
  • Include original receipts, if paper form is submitted

  **If related to travel, include with expense voucher**
BUSINESS MEALS

Sample Business Meals and Banquet Report
• Unallowable functions/events
  ➢ Holiday functions
  ➢ Admin/Prof and Bosses Day
  ➢ Service Recognition Events
  ➢ Appreciation dinners/luncheons
  ➢ Farewell parties
  ➢ Off campus retirement parties
ADVANCE OF FUNDS

- Cash advance
- Airline ticket through Superior Travel
  - Advance should be processed when ticket is booked
  - Don’t need to send itinerary
- Repay unspent funds – A113
- Include cash advance on expense voucher
- Encouraged to use P-card rather than personal credit card
TRAVEL VOUCHER

(CONTINUED)
INTERNATIONAL TRAVEL

• Prior to departure:
  • International travel request form
    • Approved by dean/department chair/director
    • Send to Office of Risk Management
  • General Fund – approval of Provost or Executive Director of Financial Services
  • Source of currency conversion
  • Receipts in foreign languages/currency
INTERNATIONAL TRAVEL REQUEST FORM
MOVING EXPENSES

• Regular, full time employees
• Maximum - up to one month’s salary
• Non-taxable if expenses meet IRS rules
• Taxable expenses – all house hunting and meals incurred during the move
• Reimbursement in calendar year of employment start date
• Temporary living expenses unallowable
• Funding source – General Fund or departmental funds
Information for Graduate Student Tuition Support

Presented by Financial Services and Operations

http://www.mtu.edu/gradschool

http://www.mtu.edu/gradschool/administration/academics/policies-procedures/tuition
Graduate Student Tuition Support
Credit caps for supported graduate students are set by each department once per year during summer session. The dollar amount for tuition caps includes the following: nine to twelve credits of tuition (depends on each department), tuition differential fee, and the maximum lab fee charged to graduate students by semester for the past year.
The Graduate Student Tuition Support form (TZAGRSP) in Banner was created to gather support information from departments. The department enters the data to create tuition support which will be reflected on the student’s billing statement.
The **TZAGRSP** form is available for data entry several weeks before the student bill is available to students in MyMichiganTech/Banweb.

An email is sent to gradsupport-l once the form is open. The information entered on this form creates a report in Accounts Receivable the following morning. Accounts Receivable enters the information into Banner to produce the correct credit to the student account and charges the support to the appropriate clearing account. This information updates the student account by a process which runs hourly.
Listed below are field descriptions for **TZAGRSP**.

1. **Term Code**: Enter term code (e.g., 201008, 201101, 201105).
2. **ID**: Enter graduate student’s M number. Student’s name will auto fill.
3. **Patent Form on File**: Auto fills.
4. **Major**: Auto fills.
5. **Degree**: Auto fills.
6. **Home Department**: This is entered by the department and is the academic home department of the student. There is a draw down menu with values you can retrieve by clicking on the arrow next to the box.
7. **Total MTU Support**: A department has a choice in how much tuition support a student will receive broken down into 25 percent increments. By clicking on one of these buttons you determine the percentage of support that a student will receive.
8. **Support Department**: Sometimes the department supporting the student is different from the academic home department. There is a draw down menu with values you can retrieve by clicking on the arrow next to the box. The Home Department will maintain the information for students supported by another department. Communication between the two departments is required. NOTE: Students need to remain in their home department due to differences in tuition caps.
9. **Direct External Fellowship**: Departments check this box if a graduate student is being supported by an external source and a Michigan Tech index is not being charged.

10. **Rate Code**: The Rate Code lists the student type (e.g., GRA, GTA).

11. **Index Number/Pct**: The Index Number/Pct lists the breakdown of support per index. The percentages have to add up to the Total MTU Support percent. If a student has 75 percent support they can have up to three different indexes entered with 25 percent each or all can go to one index by listing it at 75 percent. If one index is 50% and the other is 25% than the higher must be entered first. Pending (PENDNG) can be used when an index has not been set up yet.

12. **Last Update By**: Auto fills.

13. **Stipend Indexes**: The stipend index is entered by the department. This is for informational purposes only.

If you need to delete a record, click on “Record”, the “Remove” from the top menu at the top of the page. Then click on “save”.
Please be reminded that information entered on the TZAGRSP form does not automatically update the student bill. Changes or additions made in TZAGRSP by the departments generates a report that is sent to Accounts Receivable the following day. Accounts Receivable then enters the changes or additions into the graduate exemption screens. Then after the top of the next hour the changes/additions to support will apply to the students bill. Changes can be made to TZAGRSP until the form is locked out by Account Receivable, normally a few weeks into the semester.
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REGISTRATION vs ENROLLMENT

http://www.mtu.edu/gradschool/administration/academics/policies-procedures/registration/

Important Note: There is a difference between registration and enrollment. The process of signing up for courses is called registering. Students are charged tuition and fees when they register.

Students are enrolled after they pay the tuition and fees. It is each student's personal responsibility to properly register and enroll for courses.

Students enrollment must be confirmed by the due date. If they miss this deadline, a late enrollment fee will be assessed to their account. The student needs to click the button at the bottom of the student bill, when they do not owe any money in order to confirm enrollment. Their enrollment will be canceled if enrollment is not confirmed by Wednesday of the first week of classes. A late enrollment/registration fee is assessed for students who reschedule.
Students must complete their initial registration and enroll prior to the billing due date (posted on the Academic Calendar; typically the Wednesday before classes start). Students who fail to enroll prior to that date will be charged a $50 late enrollment fee. Students who fail to enroll by the close of business on the first Wednesday of each academic-year semester will have their schedules dropped and a $100 late registration/enrollment fee will be assessed upon enrollment. Students may make changes to their schedules without penalty up until the second Wednesday of each academic-year semester. Students should note that schedule changes may result in a refund or additional charges on their bill.

Students may drop courses with no grade reported through the end of the third week of each academic-year semester. From the beginning of the fourth week through the end of the eighth week of a semester, courses dropped will be indicated by a grade of W on the transcript. Courses cannot be dropped after the eighth week of a semester without the written permission of the dean of the Graduate School. Such permission is granted only in rare instances.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Available Dates</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Semester 2015</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration bill</td>
<td>April 10, 2015</td>
<td>May 6, 2015</td>
</tr>
<tr>
<td>Second bill</td>
<td>May 26, 2015</td>
<td>June 12, 2015</td>
</tr>
<tr>
<td><strong>Fall Semester 2015</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration bill</td>
<td>July 10, 2015</td>
<td>August 26, 2015</td>
</tr>
<tr>
<td>Second bill</td>
<td>September 15, 2015</td>
<td>October 2, 2015</td>
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<tr>
<td><strong>Spring Semester 2016</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration bill</td>
<td>December 2, 2015</td>
<td>January 6, 2016</td>
</tr>
<tr>
<td>Second bill</td>
<td>January 26, 2016</td>
<td>February 12, 2016</td>
</tr>
<tr>
<td><strong>Summer Semester 2016</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration bill</td>
<td>April 8, 2016</td>
<td>May 4, 2016</td>
</tr>
<tr>
<td>Second bill</td>
<td>May 24, 2016</td>
<td>June 10, 2016</td>
</tr>
</tbody>
</table>
A notice will be sent out to departments on the gradsupport-l emailing list ten to fourteen days prior to the closure of TZAGRSP. Once closed, Accounts Receivable reconciles the clearing accounts to the charges assessed per student, per department. These spreadsheets are sent to the departments for further review. Amounts charged to indexes can be adjusted, indexes added or PENDING changed to the appropriate index. The departments will forward their completed spreadsheets to Financial Services and Operations who will then coordinate the update process from the clearing account into the respective indexes that are charged for the graduate tuition support.

The fall graduate tuition support is normally charged to the individual indexes in October; the spring graduate support is normally charged in February; and the summer graduate support is normally charged in June. The account codes to use for graduate tuition support are E512 Tuition GA/GRA/GTA and E572 Fellowship - Tuition Remission.
<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Dept</th>
<th>Term</th>
<th>Detail</th>
<th>Total</th>
<th>Rate</th>
<th>Index</th>
<th>Percent</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX-XX-XXXX</td>
<td>Booker</td>
<td>Alexander</td>
<td>21002</td>
<td>201408</td>
<td>EG09</td>
<td>7384.5</td>
<td>GTA</td>
<td>A14110</td>
<td>100</td>
<td>$7,384.50</td>
</tr>
<tr>
<td>XXX-XX-XXXX</td>
<td>Ernst</td>
<td>Carey</td>
<td>21002</td>
<td>201408</td>
<td>EG09</td>
<td>3734.75</td>
<td>GTA</td>
<td>A14110</td>
<td>50</td>
<td>$3,734.75</td>
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<tr>
<td>XXX-XX-XXXX</td>
<td>Han</td>
<td>Jing</td>
<td>21002</td>
<td>201408</td>
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<td>A14110</td>
<td>50</td>
<td>$3,734.75</td>
</tr>
</tbody>
</table>

$14,854.00 Total
Policies and Procedures for Fellowships

http://www.mtu.edu/gradschool/administration/academics/policies-procedures/financial/fellowships/

The main difference between assistantships and fellowships is that fellowships do not require any specific service to the University.

Fellowships may be awarded by Michigan Tech (FELI) or outside funding agencies (FELE). Most fellowships have requirements that prohibit additional employment. Students are cautioned to carefully read the requirements for their fellowship before accepting outside employment, or they risk losing their fellowship. The Graduate School awards a limited number of fellowships through the Michigan Tech Fund. To be eligible for internal fellowships, the chair of the department, the graduate program director, or the student’s advisor must nominate the student during the yearly competitions. Students cannot apply for internal fellowship funds on their own.
All graduate student fellowship checks will be cut on the 24th of each month and mailed to the departments or directly deposited in the student’s account on the 25th. If the 24th falls on a weekend, the checks will be cut the preceding Friday. Checks cut on the 24th will be for the following month (e.g., checks cut on August 24 will be for September 1 through September 30). Each program needs to enter the student's information into Banner (FZAFELL) by the 11th of each month. Fall semester months are September, October, November, and December; spring semester months are January, February, March, and April; and summer session months are May, June, July, and August.

The University is required by federal law to withhold taxes on fellowship payments to some nonresident alien students depending on their visa status and tax treaties. The withholding requirements are determined by the University tax accountant.

Please note that the first check of the semester will not be distributed until the student confirms his/her enrollment for the semester.
CONTACT INFORMATION

GRADUATE SCHOOL: 487-2327
Heather Suokas – 487-3437
EMAIL – hlsuokas@mtu.edu

FINANCIAL SERVICES & OPERATIONS
ACCOUNTS RECEIVABLE – 487-2243
EMAIL – mtuar@@mtu.edu
Financial Services - Property Management
**What is Property?**

**Property** is defined as a tangible item that is owned by, or in the possession of, Michigan Technological University. This includes equipment, mineral collections, library books, timber, minor equipment, materials, and supplies.
Control and Responsibility

Michigan Technological University, not individual units, departments, or divisions, owns and controls all property purchased by, donated, or entrusted to the University.
Why Manage Property?

- Protect our Capital investment

- Comply with Government regulations regardless of funding source (federally approved property management system)
  Audited by the federal government each year.

- Continue to receive Federal funding for research.

We currently hold over $16.5 million of government-owned property.
Property Definitions

- **Equipment**: A tangible item functionally complete for its intended purpose.

- **Capital Equipment**: Equipment with an acquisition cost of at least $5,000 and owned by MTU. Capital equipment has a property tag and is recorded as a financial asset of the University.

- **Fabricated Equipment**: Equipment constructed by combining components or materials into one functional unit with a total cost of $5,000 or more.
How is Property Acquired?

- Purchase
- Loan
- Donation
- Fabrication
- Capital Lease
What is an Equipment Coordinator?

You may be assigned as a Department Equipment Coordinator to oversee and manage property and equipment in your area. Responsibility includes providing guidance to staff and faculty on general policy and procedures.
WHAT DOES AN EQUIPMENT COORDINATOR DO?
Tagging Equipment

You will receive the property tag from Financial Services, along with an instruction sheet and tagging form.

**Affix tag to item**

**Submit photos:**
- The entire Item
- The item with Tag # (to show where the tag is placed on the equipment)
- The item with Serial Number
Property Tags

Other types of property tags:

Government Tags

Research Tags

Departmental Tags

***To request additional tags, please contact Emily in Financial Services.***
The Tagging Form requests you to provide the following information about an item:

* Model & Serial Numbers
* Manufacturer
* Location

Send pictures and completed tagging form to Emily Walikainen in Financial Services.
Movement & Disposition

If equipment with a property tag is moved to another location, contact Financial Services with the following information:

- The name, description, and property tag number of equipment
- Original or current location
- New location
- Effective date

Disposal, regardless of method, please contact Property Office.
Audits

The property management system at Michigan Tech is routinely reviewed and audited to establish government certification and to assure conformity with laws, regulations, and contracts. Examples of organizations that perform property audits may include:

** Office of Naval Research (ONR)
** Defense Contract Audit Agency (DCAA)
** State and Federal Agencies
** Independent Auditors
** Michigan Tech’s Internal Audit
Thank You!
Financial Services – Tax
Tax Services

**IRS Tax Forms** – Responsible for preparation and timely submission of various IRS tax forms.

**Employee Benefits** – Review taxability of certain employee benefits.

**International Tax** – Provide guidance to international university community.
**IRS TAX FORMS**

<table>
<thead>
<tr>
<th>W-9</th>
<th>*8300</th>
</tr>
</thead>
<tbody>
<tr>
<td>1099-MISC</td>
<td>*1098-T</td>
</tr>
<tr>
<td>1042-S</td>
<td>*1098-C</td>
</tr>
<tr>
<td>990-T</td>
<td></td>
</tr>
</tbody>
</table>
FORMS W-9 & 8300

W-9: Request for University Tax ID Number
  *Requested most often

8300: Report to IRS any payments over $10,000
CALENDAR YEAR END TAX FORMS

1099-MISC – 400-500 annually
1098-T – 5,000-6,000 annually
1098-C – 5-10 annually
1042-S – 300-400 annually
FISCAL YEAR END TAX FORMS

990-T – Exempt Organization Business Income Tax Return

*Reporting university activity that generates income not related to the University’s exempt purpose.

Examples:

*Ski Hill

*Golf Course
Taxable Employee Benefits

- Moving Expenses
- Tuition Reduction Incentive Program (TRIP)
- Employee Education Benefit
Moving Expenses

Policy located on University Website:
http://www.admin.mtu.edu/admin/policy/bus_fin/2015.htm

- Typically broken up into (2) categories:
  - Househunting & Actual Move

- Financial Services determines what is taxable.
  - Payroll applies and calculates tax
Spouses and dependents of eligible employees who meet the program requirements are eligible for a 50% reduction in tuition for University degree programs.

Amount of Benefit for graduate courses is taxable.

Financial Services determines what is taxable
  • Payroll applies and calculates tax
Employee Education Benefit

Eligible employees who meet the program requirements may take classes at MTU and the tuition/lab fees will be waived.

Amount of Benefit that exceeds $5,250 (annually) is taxable.

Financial Services determines what is taxable

- Payroll applies and calculates tax
International Tax Issues

Form 8233s

Fellowships & Scholarships

GLACIER – Nonresident Tax Filing Software
Form 8233

Form to claim exemption of withholding on compensation for nonresidents.

Nonresident’s home country must have tax treaty with USA to claim exemption, and they must meet eligibility requirements of tax treaty.

Please note: Not all countries have tax treaties with the USA

Eligibility can be based on:

* Visa Type
* Length of Stay in USA
* Payment Amount
International Fellowships & Scholarships

May be taxable to nonresidents at 14% income tax rate if tax treaty does not apply.

*Fellowships reviewed monthly

*Scholarships reviewed at the start of each Semester

Reportable to nonresident on a 1042-S Tax Form
GLACIER TAX FILING SOFTWARE

Specific for nonresident alien **FEDERAL** filing only

**Does not prepare State returns**

MTU purchases software for students to use at no cost

MTU holds (2) workshops during tax season to demonstrate

GLACIER Software
The University is unable to provide Personal Tax Preparation Assistance
HUMAN RESOURCES
Heidi Reid, Employment Services Representative
HUMAN RESOURCES

- Staff Employment Services
- Benefit Services
- Academic Employment Services
- Payroll Services
- HR Information Systems
EMPLOYMENT SERVICES REPRESENTATIVES (ESR)

• Each department on campus has an Employment Services Representative who will work with the department for all hiring and employment needs.

• Representatives include:
  • Renee Hiller (President’s Office)
  • Catherine Burns (VP for Student Affairs & Advancement & VP for Administration)
  • Abbi Halkola (Provost and VP for Academic Affairs, VP for Government Relations, & VP for Research)
  • Renee Ozanich (All Faculty & Postdoctoral Research Fellows)
STAFF EMPLOYMENT SERVICES

What We Do

• Staff Hiring, Employee Status Changes, & Processing
  • Staff (Union & Non-Union)
  • Short-Term/Casual Employees

• Orientation, Probation, and Performance Management Process

• Classification (Exempt/Non-Exempt) and Compensation

• Independent Contractors
10 Steps of Hiring

**Staff Hiring Process**

The following steps are hiring guidelines provided by Human Resources (HR), Employment Services and the Office of Institutional Equity (OIE). Click on each step below for more information. Note: instructions on the new electronic processes in PeopleAdmin (PA) are noted below in each step with the following heading in red text, "PA Process."

**Staff Process Checklist**

01 Complete the Position Authorization Form
02 Develop the Job Description
03 Guidelines for the composition of the search committee
04 Advertising
05 Equal Employment Opportunity Self Disclosure Form For Staff
06 Review Applicant Materials
07 Interview Process
08 Reference checks
09 Candidate Selection
10 New Employee Completed Legal Paperwork
EMPLOYMENT FORMS

Most Commonly Used

• Employee Status Change Form - GOLD FORM
• Position Authorization Form – BLUE FORM
• Short Term/Casual/Seasonal Employment Authorization Form – GREEN FORM
• Employee Personnel Action Form (EPAF)
• Non-Union Bonus Request Form
• UAW Bonus Request Form
Employee Status Change Form (Gold)

- Complete top portion with basic department/ employee information
- Select the reasons for the status change. *
- Provide justification for the change.
- The start and end date, amount (if applicable), and the index/ acct code.
- Provide the information that is being changed.
- Two signatures are required
**POSITION AUTHORIZATION FORM (BLUE)**

- Complete top portion with basic department/employee information

- Two signatures are required

- Provide information on the position including full time/part time, hours working, 9/10/12 month employee, start and end dates, position title, index/acct code, salary range, etc.

- Include a current job description
### SHORT-TERM/CASUAL/SEASON EMPLOYMENT AUTHORIZATION FORM (GREEN)

- **Complete top portion with basic department/employee information**
- **What type of employee are you hiring**
- **Title and summary of duties**
- **Number of hours working in a week**
- **The start and end date, hourly rate, and the index/acct code.**
- **Two signatures are required**
EPAFs are used to:

- Hire/rehire student employees
- Change an index for staff or student
- Termination a student job early
- Change time entry information
- End an employee job
  (not used for transferring out of a department)
Please ensure the following information is complete:

- Last, First Name
- M #
- Department, phone #, and Nominator
- Date of request and effective date.
- Index, account code, and pool.
- Justification for bonus
- Amount of Bonus
- 2 Signatures

There is a two step process to get the ACCOUNT POOL.

- Add Account Code
- Click on Highlighted “Account Pool”
- Enter Acct Code to determine the POOL code.

- The pool code is located on the left.

- Add ACCT POOL to box.
- Write in the index, title, and P code in box provided.
- TRANSFER FORM is only used when the bonus is coming from a different index than the employee’s payroll index.
- (Look up index in PEIESUM)

ALL Soft Funded indexes can not be transferred out or into. NO TRANSFER FORM NEEDED.
Request for Transfer

To: Financial Services and Operations

FROM: Joe Smith

PHONE: 

Department: ADC Department #12345

ACCOUNT NUMBER INDEX ACCOUNT CODE AMOUNT OF CHANGE

<table>
<thead>
<tr>
<th>E. digit</th>
<th>Index Title</th>
<th>Account Code</th>
<th>Amount Code</th>
<th>AMOUNT OF CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1111</td>
<td>ABC Department</td>
<td>P000</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>A1111</td>
<td>ABC Department</td>
<td>B001</td>
<td></td>
<td>15.00</td>
</tr>
</tbody>
</table>

REDUCE BUDGET (Rule Class BD04 entries, only)

INCREASE BUDGET (Rule Class BD04 entries, only)

<table>
<thead>
<tr>
<th>E. digit</th>
<th>Index Title</th>
<th>Amount Code</th>
<th>AMOUNT OF CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Payroll Index</td>
<td>Main Department</td>
<td>same as</td>
</tr>
</tbody>
</table>

INTERFUND TRANSFER (Transfers between different funds)

INTERFUND TRANSFER (Transfers between different funds)

<table>
<thead>
<tr>
<th>T400 (out)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>T400 (in)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Reason for Change:

Bonus / One-Time Payment Request Form Reference Number:

Human Resources Representative

Required for all transfers

Budget Office

Required for all transfers

CC list

Please copy all departments, schools, and/or colleges involved.
WHY TWO-DEEP SIGNATURES?

• Authorized signatures provide internal control

• Duties are divided / segregated among different people to reduce risk of error or inappropriate actions

• Helps to detect & prevent fraud while protecting resources

• Ensures compliance with University policies, laws, and regulations.
BACKGROUND CHECKS

• All new or transferred employees are subject to a full background check including degree verification.

• All Short term/Seasonal/ Temporary employees are subject to a basic background check.

• All background checks must be complete prior to starting in the new position.
HUSKIES NEW EMPLOYEE ORIENTATION

• New employees will complete Employee Orientation in Human Resources on or before their first day of work.

• New Employee Orientation Includes:
  • Completing new hire paperwork
  • Benefits Packages overview to assist in making benefit selections.
  • Individual benefits orientations are still needed.
  • Vision 2035
  • Wellness
  • Safety on Campus
  • Safety Training
  • Delivering important information such as their Michigan Tech M# and user ID

• Departments are encouraged to provide departmental orientation to successfully on-board new employees.
  • Orientation Checklist
PROBATION

• Probation Timelines
  • Exempt/Non-Exempt (Non-Union) - 270 Days (9 months)
  • AFSCME - 120 Days (4 months)
  • POA - 270 Days (9 months)
  • UAW - 90 Days (3 months)

• Probation Process
  • Submit (3) progress reports to Human Resources
  • Prevent completion by default
  • The Supervisor is responsible to complete 3 process reports and submit them to HR prior to off-probation date.

• **For specific questions, please contact your Employment Services Representative at 487-2280.**
INDEPENDENT CONTRACTORS

• An individual or sole proprietor who is contracted to perform work for the university utilizing their own methods.
  • The independent contractor is normally engaged in an established business, trade or profession, and does not already have an employment relationship with Michigan Tech.

• For questions contact:
  Amy Mensch
  Executive Assistant
  Human Resources
  ajmensch@mtu.edu
  487-2800
UNIVERSITY AND DEPARTMENTAL TRAINING

University required training (all employees)
- Employee Safety Overview
- Anti-harassment/Discrimination/Retaliation
- Data Security

Job/Department Specific Training
- Conflict of Interest
- Human Subject
- Animal Research
- Biosafety Training
- Bloodborne Pathogen
- Other

Other training
- Supervisor Training (3 part series)
- Staff Search Committee Certification
LABOR RELATIONS OVERVIEW

• **AFSCME** (American Federation of State, County, and Municipal Employees)

• **POA** (Police Officers Association)

• **UAW** (United Auto Workers)

• Grievance Process

• For union resources, please visit: [www.mtu.edu/hr/current/union](http://www.mtu.edu/hr/current/union)
EMPLOYEE COMPLAINT PROCESS

• Complaint process for non-union staff positions
  • Purpose of Policy
  • Who It Applies To

• Six Steps
  1. Employee works with Supervisor: If unable to resolve, then…
  2. Employee works with Next Highest in Chain of Command: If unable to resolve, then…
  3. Employee contacts Executive Team Member.
  4. Executive Team Member consults with Director of Human Resources and possibly appoints review committee.
  5. If applicable, committee reviews and recommends action.
  6. Executive Team Member reviews recommendation and issues a decision.

For policy information please visit www.admin.mtu.edu/admin/policy/pers/6013.htm.
BREAK
PAYROLL SERVICES

Lorraine Thoune, Payroll Supervisor
Roxanne Barrette, Payroll Associate
Wayne Gaddis, Administrative Aide
Joel Liimatainen, Staff Assistant
Sue McDaniel, Staff Assistant
PAYROLL SERVICES

- Payroll Tax
- Voluntary/Involuntary Deductions
- Student Employment
- Insurance Premiums
- Direct Deposits
- Issuing W-2 Forms

- Labor Reallocations
- Leave Adjustments
- Bi-Weekly Process
- Off-Cycle
- W-2
TAX WITHHOLDINGS

• Income tax are withheld from employees' wages and paid directly to the government by Payroll
  • Federal
  • States
    • In most situations withholding is by the state the employee is actually working.
    • Currently employees in 13 States
    • I-9 Consortium
    • Worker’s Compensation
LEAVE REPORTING / EXCEPTION TIME

• Leave Reporting
  • Does not allow negative balances
  • Will take from other leave balances if available

• Banner
  Sick > Personal > Vacation > Doc Pay
  Personal > Vacation > Doc Pay
  Vacation > Personal > Doc Pay
TIME REPORTING

**Non-Exempt Employees**  
(compensated on hourly basis)

- Report hours worked on the actual day the work occurred
- Time off is reported in 15 minute increments

**Exempt Employees**  
(compensated on salary basis)

- Report exception time only
- Time off should be reported in $\frac{1}{2}$-day increments only (usually 4 hrs based on 8-hr day)
- Should report 0, 4, or 8 hours of time off
TIME REPORTING

• Web Time Entry:
  • Time entered by employee through ESS (Employee Self Service) on BANWEB.
  • Supervisor will approve the employee’s time.
  • Submitted electronically to payroll.
  • Multiple approvers per department; approvers will be reviewing all of the employees that they supervise.
  • Proxy

• Departmental responsibility includes maintaining effective systems of monitoring to ensure the accuracy of its payroll

• Payroll Services Standard Practice Guide:
  • This guide standardizes the payroll procedures and internal controls that should be applied by departments for paying all employees. Compensation represents the largest expense of the University.
OFF-CYCLE PAYROLL CHECK REQUESTS

• Off-Cycle Check Payroll Authorization Form
  • Requires signature of financial manager or department manager prior to submission to payroll
  • $15 fee

• Direct deposits/checks will be issued on Friday of off-payroll weeks

• All requests must be submitted by noon on Wednesday of off-payroll weeks
<table>
<thead>
<tr>
<th>February 1</th>
<th>February 2</th>
<th>February 3</th>
<th>February 4</th>
<th>February 5</th>
<th>February 6</th>
<th>February 7</th>
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</thead>
<tbody>
<tr>
<td>Pay Period Begins</td>
<td>Employee Time Entry Due by Noon (WTE)</td>
<td>Time Approval Deadline by 5:00PM</td>
<td></td>
<td></td>
<td>EPAF/Status Change Forms Due by Noon</td>
<td>Payday Leave Balance Report</td>
</tr>
<tr>
<td>February 8</td>
<td>February 9</td>
<td>February 10</td>
<td>February 11</td>
<td>February 12</td>
<td>February 13</td>
<td>February 14</td>
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<tr>
<td></td>
<td></td>
<td>Off-Cycle Check Requests Due by Noon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 15</td>
<td>February 16</td>
<td>February 17</td>
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<td>February 19</td>
<td>February 20</td>
<td>February 21</td>
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<tr>
<td>Pay Period Begins</td>
<td>Employee Time Entry Due by Noon (WTE)</td>
<td>Time Approval Deadline by 5:00PM</td>
<td></td>
<td></td>
<td>EPAF/Status Change Forms Due by Noon</td>
<td>Payday Leave Balance Report</td>
</tr>
<tr>
<td>February 22</td>
<td>February 23</td>
<td>February 24</td>
<td>February 25</td>
<td>February 26</td>
<td>February 27</td>
<td>February 28</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Off-Cycle Check Requests Due by Noon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
COMMUNICATING WITH HUMAN RESOURCES

• Do **not** email identifying information, such as, Social Security cards, bank information, medical information, etc.

Communicate:
  Via Campus Mail (Please notify HR)
  Via Fax
  Via ESS (Employee Self Service)
BENEFIT SERVICES

Ginger Sleeman, Manager of Benefits
Tammie Frankie, Coordinator of Benefits
Nancy Bykkonen, Administrative Aide
Loreen Hardyniec, Office Assistant
BENEFIT SERVICES

• Medical Plans, Retirement, Life and Disability
• Wellness Programs
• Benefit Orientation, Benefit Exit Meeting
• Affordable Care Act

Leaves of Absence
Workers’ Compensation
Time Off Policies
Student Health Insurance
Employee Assistance Program
WORKERS’ COMPENSATION

All injuries or incidents occurring at work need to be reported.

Supervisor Responsibilities:
• Record incident information on the Incident and Injury Report Form

Benefit Services Responsibilities:
• File a claim with the state
• Work with the employee to obtain necessary medical information
• Notify employee of FMLA
• Obtain return to work authorizations
• Communicate with employee and supervisor
TYPES OF LEAVES

• Paid Leaves
  • Vacation (http://www.mtu.edu/hr/current/benefits/docs/vacation-accrual.pdf)
  • Sick Leave
  • Maternity Leave
  • Short Term Disability
  • Sabbatical Leave

• Unpaid Leaves
  • Some Medical Leaves
  • Personal Leave
  • Professional Development Leave
  • Entrepreneurial Leave
  • Military Leave

http://www.mtu.edu/hr/current/benefits/docs/leave-timeoff-policy.pdf
LEAVE OF ABSENCE PROCESS

Employee submits written request for leave to supervisor

Supervisor completes Status Change Form (gold) with 2-deep signature

Documents (& other pertinent info) sent to Human Resources

Approval from Benefit Services sent to employee; copied to supervisor

Follow up or extension requests forwarded to Human Resources
HUMAN RESOURCES INFORMATION SYSTEMS

Patty Kylonen, Director, HR Information Systems
Tim Scullion, Business Analyst
Alex Saari, Data Analyst
ABOUT HRIS

• Support for Banner and Banner related applications and other online processes

• Electronic Personnel Actions Forms (EPAF); Banweb (Employee Self Service), People Admin, Benefit Open Enrollment, etc.

• Data Requests (files, reports, mass emails, etc.)

• Access to Banner and Banner related applications

• Assistance with employee ISO userid and passwords
VICE PRESIDENT FOR RESEARCH:

FOR SUPPORT PERSONNEL
VPR

Research Development

Innovation & Industry Engagement

Sponsored Operations Office

Compliance, Integrity & Safety

Sponsored Programs Accounting

Sponsored Programs Office
So what does the VPR Office do?

• Identify / Research Prospects
• Research Development
• Internal and External Funding Opportunities
• Submit Proposals
• Secure Awards
• Budgeting, Accounting and Reporting
• Intellectual Property, Commercialization and Industrial Partnerships
• Ethics, Compliance, Safety and National Security
• Foundation Relations
INNOVATION & INDUSTRY ENGAGEMENT (IIE)

Jim Baker, Executive Director Innovation & Industry Engagement
Mike Morley, Manager, Tech Marketing, Innovation & Industry Engagement

For specific questions, please contact Jim Baker at 487-2228 or jrbaker@mtu.edu.
http://www.mtu.edu/research/administration/iie/
INNOVATION & INDUSTRY ENGAGEMENT

Areas of Responsibility

• Intellectual Property Management

• Invention / Technology Commercialization / Start-up Business Development

• Industrial Partnership Development, Agreements, and Administration

• “Other Agreements” – Confidentiality, Material Transfer, Academic Exchange, Student Projects, etc.
TECHNOLOGY COMMERCIALIZATION FUNDAMENTALS

• Primary Contact
  • Mike Morley (mcmorley@mtu.edu or 7-3485)

• Faculty Fellow for Technology Commercialization
  • Yoke Khin Yap (ykyap@mtu.edu or 7-2900)
TECHNOLOGY COMMERCIALIZATION FUNDAMENTALS

• Commercialization is a process that is complementary to conventional academic research objectives and practices
  • Commercialization requires effort beyond discovery which creates opportunities for funding including support of graduate student, post-doc, and faculty effort which result in publications and other academic researcher performance metrics.

• Michigan Tech employs a stage-gate process for assessment and commercialization planning that systematically follows the path from discovery to commercial implementation. Process document and flow chart available and being posted online.
EXTERNAL AGREEMENT FUNDAMENTALS

• Agreements need to be reviewed and signed by authorized University representative
  • Robin Kolehmainen (rakolehm@mtu.edu 487-1927 primary contact)
  • Individuals who sign agreements on their own behalf are individually liable for consequences of the obligations they accept without University approval.

• Contract negotiation principles:
  • Respect reasonable proprietary interests of sponsors and collaborators.
  • Protect rights for publication, following reasonable review and approval processes.
  • Protect rights for continued research within the field.
  • Comply with University, State and Federal policies and legal requirements.
INDUSTRY RELATIONS (IR)

Brent Burns, Director of Industry Relations
WORKING WITH INDUSTRY SPONSORS

• Industry Relations Team (IRT)
  • Attend advisory board meetings – determine department needs and opportunities
  • Understand business cycle and funding streams
  • Build deeper relationships
  • Facilitate connections
  • Market alignment – don’t undersell, target the market

• Mutual Benefit
  • Not philanthropic – competitive advantage
  • Investment in something tangible – talent, research, technology
  • Industry partner – Solve a real problem
  • University – Resources
INDUSTRY RELATIONS TEAM OVERVIEW

• Frame the Engagement: Recruit, Research, License, and Learn

• Building Relationships
  • Broad Impacts
  • Visits
  • Communication

• Brent Burns, Director
  • bbums@mtu.edu
  • 487-3674
MECHANISMS OF CORPORATE/INDUSTRY SUPPORT

1. Gifts
   • Processed through Michigan Tech Fund
   • No contractually binding deliverables

   • **Sponsored research contract / award**
     • Requires internal transmittal form and budget
     • Contract is negotiated to identify deliverables, etc.

   • **Funded student project**
     • Examples include Senior Capstone or Enterprise
     • Require internal transmittal form, budget and proposal

   • **Gifts-in-kind**
     • Include donation of equipment or goods
     • All gifts must be processed by the University to be valued and inventoried
What might your supporting role be?

- Broad corporate engagement relationship building - call our office for assistance - campus visits / tours / interdisciplinary research

- Advisory Board Meetings - who is attending, new members on boards, other details as needed

- Please call / email our office with any company / industry questions
RESEARCH DEVELOPMENT (RD)
RESEARCH INTEGRITY, COMPLIANCE & SAFETY (CIS)
SPONSORED OPERATIONS OFFICE (SOO)
INSTITUTIONAL SYSTEMS DEVELOPMENT & ANALYSIS (ISDA)
RESEARCH DEVELOPMENT

Provides assistance for:

• Goal: Enhance Michigan Tech’s competitiveness for external research funding
• Navigating the internal submission process
• Refining project ideas
• Planning / development of strategy for external funding
• Funding searches, tools, networking opportunities
• Assisting faculty, staff, and graduate students with proposal development, including graduate fellowship proposals
• Providing internal proposal review, editing and samples
Efforts related to foundation relations at Michigan Tech are coordinated by the office of Research Development.

Goal: Manage relationships for coordinated and unified university image.

To achieve this, we treat most foundations like limited submission proposal opportunities.

Notification form to initiate an opportunity: visit VPR Forms page under “Supplementary Forms”.
SUPPORT FOR EARLY-CAREER FACULTY

- Visits with faculty at the candidate stage to discuss research at Michigan Tech
- One-on-one assistance with development of research strategy plan
- Assistance with finding funding. Information available online on Research Office’s training website.
- Proposal development assistance, samples, critical feedback
- Annual early-career research development workshop
COMPLIANCE, INTEGRITY, AND SAFETY

• Responsible Conduct of Research (RCR)
  • Mandated with the America Competes Act
  • Broadened to provide learning opportunities for responsible, ethical, and effective scholarship University wide
  • All graduate students must complete basic & advance RCR to graduate
  • Post Docs take one of the offered courses or participate as facilitator or speaker
• Centrally Michigan Tech offers UN0500-Effective Scholarship
• Other approved courses offered by other departments

For specific questions, please contact Joanne Polzien
SAFETY

• Promote positive safety culture which will have a profound effect
• Promote familiarity with safe work practices
• Notice common safety hazards and comment on them
• Ask employee’s to contact Department Safety Liaison or Occupational Safety for any conflict resolution regarding safety issues
COMPLIANCE, INTEGRITY & SAFETY

• Conflicts of Interest
• Responsible Conduct of Research & Research Misconduct
• Institutional Animal Care & Use Committee (IACUC)
• Institutional Biosafety Committee & Materials Safety
• Institutional Review Board
• Occupational Safety & Health
NATIONAL SECURITY
SPONSORED OPERATIONS OFFICE

• Research Data
• Accounting for Space, People, Indexes, Research, and Equipment (ASPIRE) Forecasting

Gina LeMay
Director
glemay@mtu.edu

Jacob Manchester
Business Information & Systems Analyst
jmanches@mtu.edu

Richelle Schwaller
Business Systems Analyst
richelle@mtu.edu
INSTITUTIONAL SYSTEMS DEVELOPMENT & ANALYSIS

For specific questions, please contact Mike Hendricks at 487-2155 or mfhendri@mtu.edu.
FISCAL RESPONSIBILITIES – SPONSORED PROJECTS

**Department Chair or Dean**
- Approve cost-share
- Responsible for cost-share shortfalls, both cash and third party in-kind
- Oversee the project administration by principal investigator
- Participate in resolution when technical reports are incomplete or deliverables are unacceptable to sponsor
- Responsible for costs incurred in excess of the award amount and for disallowed unauthorized expenditures
- Approve substantial modifications or re-budgeting
- Participate in the collection and funding of outstanding receivables from research sponsors
- Assist in the collection of Project Payroll Certification Document
FISCAL RESPONSIBILITIES – SPONSORED PROJECTS

Principal Investigator Responsibilities

- Proposal development and initial budget development
- Agreement with all terms and conditions, with emphasis on performance criteria, technical reports, deliverables, and termination conditions
- Ensure appropriateness and reasonableness of expenditures and determine if allowable
- Review and approve project payroll certifications
- Prepare technical reports and provide other deliverables
Sponsored Programs Office
487-2225 or 487-2226
What do the SPO and IIE Offices do?

- Develop, review and approve budgets for sponsored projects
- Review proposals for compliance with internal and external guidelines
- Assist faculty in coordinating proposal submissions
- Authorize proposal submissions on behalf of the University
- Review and negotiate grant and contract terms and conditions for compliance with University policies
What do the Sponsored Programs and IIE Offices do? (Continued)

• Recommend acceptance of awards on behalf of the University

• Negotiate, authorize, review and process contract / grant modifications

• Maintain proposal and award database

• File intellectual property and sub-award interim and close-out documents
What might your supporting role be in proposal processing?

- Assist with budget preparation
- Assist with completion of various forms
- Assist in directing Principal Investigators to appropriate SPO/IIE point of contacts
- Obtaining any required signatures
- Delivering paperwork
- Assisting with clarification on paperwork
- Assist with general research questions
What documents should you be familiar with?

Check out the VPR forms page at:

www.mtu.edu/research/references/forms/
## I. PROJECT INFORMATION

**Title**  

Project Start Date ___________ (mm/dd/yyyy)  
End Date ___________ (mm/dd/yyyy)  

Are you responding to a Request for Proposal (RFP) or solicitation?  
☐ No  ☐ Yes (If yes, attach copy and/or list website below)  

Website address  

Does the sponsor or solicitation limit the number of proposals submitted per institution?  
☐ No  ☐ Yes (See [Michigan Tech guidelines](#))  

<table>
<thead>
<tr>
<th>PI/Co-PI</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI</td>
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<tr>
<td>Co-PI</td>
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<td>Personnel</td>
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<tr>
<td>Faculty academic</td>
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<td>Graduate Students</td>
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Subtotal Personnel

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<th>Fringe Benefits</th>
<th>Request</th>
<th>Cost</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>Share</td>
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</tr>
<tr>
<td>Temporary</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Faculty Academic and Other</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Faculty Summer</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Graduate Students</td>
<td>-</td>
<td>-</td>
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</tbody>
</table>

Subtotal Fringe Benefits

<table>
<thead>
<tr>
<th>Total Personnel and Fringe Benefits</th>
<th>Request</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>Share</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment (Items with value ≥ $5,000 &amp; life span &gt; 1 year)</th>
<th>Request</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>Share</td>
<td></td>
</tr>
<tr>
<td>Fabricated/Manufactured Equipment (constructed unit with value ≥ $5,000 and life span &gt; 1 year)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Domestic Travel</th>
<th>Request</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>Share</td>
<td></td>
</tr>
<tr>
<td>International Travel</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
# Sponsored Programs Cost Share / Matching Support Authorization Form

**PI:** Joseph Smith  
**Dept:** Materials Science and Engineering  
**Proposal#:**

**Project Title:** This is the title of your proposal.  
**Project Start Date:** 09/01/13  
**Project End Date:** 09/30/16

**Is Direct Dollar Cost Share Required by the Sponsor?:**  
- [ ] Yes  
- [x] No

**Does this Project Contain External Cost Share?:**  
- [ ] Yes  
- [x] No

## Direct Dollar Cost Share

<table>
<thead>
<tr>
<th>Dept Code</th>
<th>Commitment Type</th>
<th>Category</th>
<th>Personnel Name</th>
<th>Index</th>
<th>Amount</th>
<th>Authorized Signature(s)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Year 1:** $20.00

<table>
<thead>
<tr>
<th>Dept Code</th>
<th>Commitment Type</th>
<th>Category</th>
<th>Personnel Name</th>
<th>Index</th>
<th>Amount</th>
<th>Authorized Signature(s)</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$20.00</td>
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<td></td>
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</tbody>
</table>

**Total Year 2:** $20.00

<table>
<thead>
<tr>
<th>Dept Code</th>
<th>Commitment Type</th>
<th>Category</th>
<th>Personnel Name</th>
<th>Index</th>
<th>Amount</th>
<th>Authorized Signature(s)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Year 3:** $20.00

**Grand Total:** $60.00
WHAT DOES SPONSORED PROGRAMS ACCOUNTING DO?

Sponsored Programs Accounting (SPA)

- Establish budget and index number in the accounting system
- Review and monitor project expenditures and reallocations, in accordance with University Policies and Procedures, Federal Regulations, and project specific terms & conditions.
- Prepare and submit sponsor’s financial reports and invoices
- Collect sponsor’s outstanding receivables due to Michigan Tech
- Assist principal investigators in the financial close-out of sponsored projects
- Generate, distribute and collect Project Payroll Certifications documents (PPCDs)
- Prepare and submit appropriate financial close-out documents
- Coordinate audits conducted by external and internal auditors
YOUR POTENTIAL ROLE IN POST AWARD

• Assist Principal Investigators in monitoring account statements
• Manage Cost Share in Sponsored Indexes and General Fund Indexes
• Awareness of Federal Regulations for allowable and unallowable expenditures
  
  http://www.mtu.edu/research/administration/sponsored-programs/office/proposal-preparation/develop-budget/direct-cost/allowable-costs/

• Expenditure Processing including Purchasing card
• Assist in financial close-out of sponsored projects
• Liaison for distributing, collecting, and returning department Project Payroll Certification Documents (PPCDs)
HELPFUL HINTS FOR PURCHASING CARD EXPENDITURE PROCESSING

Time constraints for processing the monthly purchasing card charges related to sponsored program indexes results in challenges for the card holders, departments and Sponsored Programs Accounting (SPA).

• Description requirements needed in the Access Online credit card system
• Incorrect Banner Account Code
• Allowable and unallowable expenditures on sponsored projects and IRAD indexes
• Vendors that require additional information
• Expenditures that raise a red flag
• Cost Share indexes typically are salary & wages only
• Prohibited items on the purchasing card
VISIT THE VPR TRAINING WEBPAGE!

www.mtu.edu/research/references/training

Resources for:

✓ Reading Account Statements
✓ Project Payroll Certification Process
✓ Finding Funding
✓ Confidentiality
✓ Cost Share
✓ ...and more!
UPCOMING VPR INITIATIVES

• Electronic Signature for Cost Sharing Forms

• Standard report for College/School/Department Cost Sharing Commitments
It's QUESTION TIME!!