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
lmreddin@mtu.edu

Linked

REQUISITIONS

- Vendor – quote, proposal, contract, agreement, bid
- Deliver By – lead time for order
- Commodity Code with default account code - equipment, supplies, service

Linked

- 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

RETURNS

- 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**

Linked

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

Linked

OFF-CAMPUS SERVICES

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

PURCHASING CARD

Clear Form

MichiganTech
Michigan Technological University

Purchasing Department
3rd Floor Lakeshore Center
1400 Townsend Drive
Houghton, MI 49931-1295
906/487-2510 - Fax 906/487-2521

New Purchasing Card Application/Agreement
or
Revision to Current Purchasing Card

Name of Cardholder:

Department:

BANNER Account Index: Ship-To Code:

Campus Phone Number: MTU ID** M

Email Address:

**Note: If you need to call Access Online (AOL) for assistance, you may be asked for your social security number. We do not provide your social security number to AOL. The number provided is your MTU ID (M) Number with the "M" replaced by the number 9.

Please grant access to the Access Online web site to reallocate charges on my card.

If granting another individual access to do reallocations, please initial here if you would like to request access for yourself. AOL access can be set up by the card holder, except in cases where another person has already been given access to the card. The website access will allow you to view current and past transactions, reallocate transactions, and view statements. The web url is https://www.access-online.com. Additional information is provided with your card.

Supervisor Approval

Signature:

Printed Name and Title:

Date:

My signature below attests that I have read and understood the Purchasing card procedures and that:

- I will retain *all* of the purchase receipts for the 3 to 7 year period.
- I will *not* purchase prohibited items.
- I will *not* exceed the per-item-limit of $4,999 including freight.
- I *do* know and will use my Department's proper shipping address.
- I will obtain my supervisors approval and signature on all statements.
- I understand reallocations are my responsibility, whether done by myself or my designee, and that travel transactions must be reallocated to include who/when/where/why in the transaction description.

Accounting Office Use Only:

I have received the card and the instructions in person.

Signature (cardholder) Date

Witness Date

Purchasing Card Agreement
(on Purchasing's web site)

Linked

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

Pick up card from Purchasing – 3rd Floor Lakeshore Center

PURCHASING CARD (CONTINUED)

- 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

Linked

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

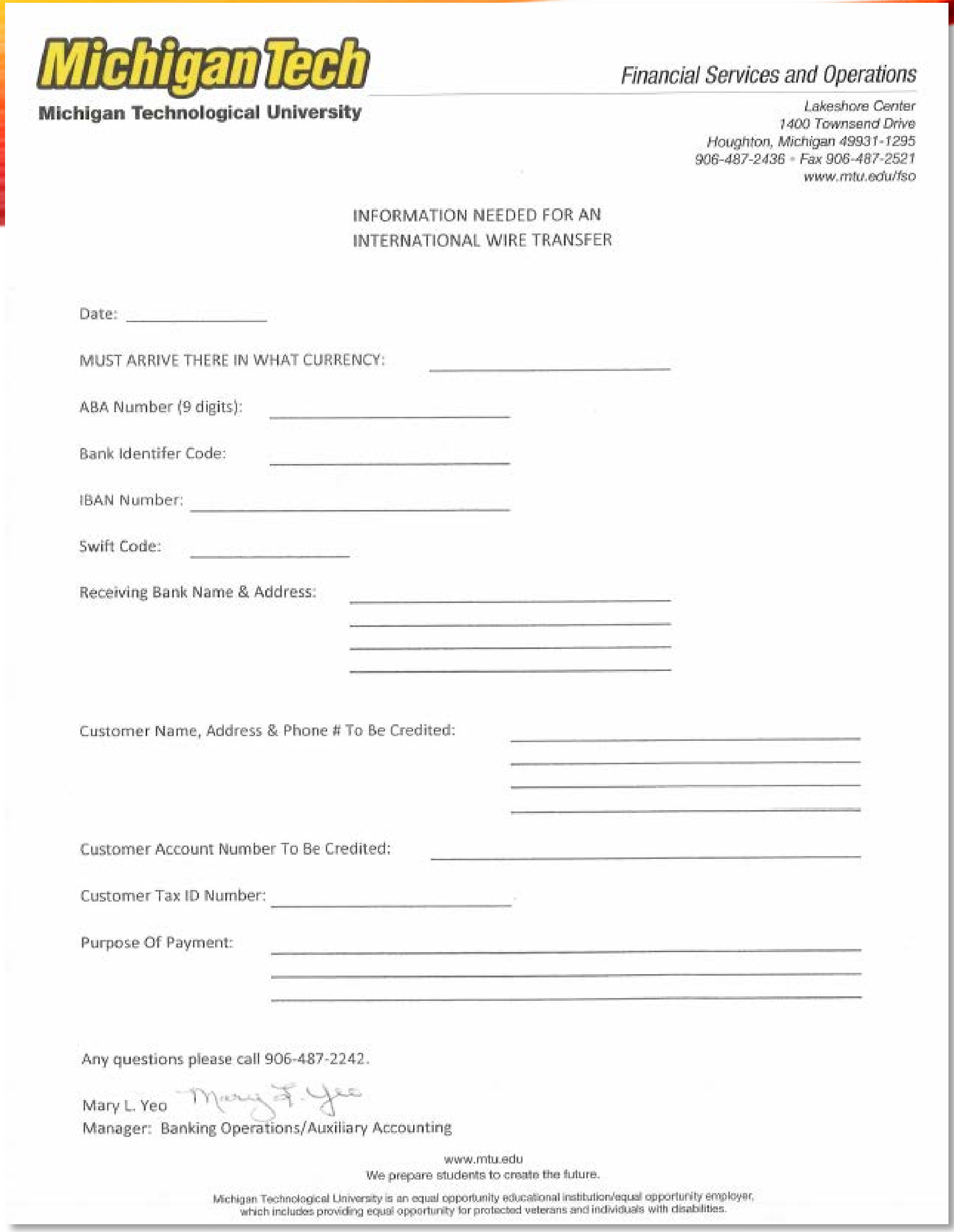
- Purchasing website – Inquiries search page

  -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

CHECK REQUESTS (CONTINUED)



Michigan Tech
Michigan Technological University

Financial Services and Operations
Lakeshore Center
1400 Townsend Drive
Houghton, Michigan 49931-1295
906-487-2436 • Fax 906-487-2521
www.mtu.edu/fso

INFORMATION NEEDED FOR AN
INTERNATIONAL WIRE TRANSFER

Date: ______________

MUST ARRIVE THERE IN WHAT CURRENCY: ______________

ABA Number (9 digits): ______________

Bank Identifer Code: ______________

IBAN Number: ______________

Swift Code: ______________

Receiving Bank Name & Address: ______________

Customer Name, Address & Phone # To Be Credited: ______________

Customer Account Number To Be Credited: ______________

Customer Tax ID Number: ______________

Purpose Of Payment: ______________

Any questions please call 906-487-2242.

Mary L. Yeo *Mary L. Yeo*
Manager: Banking Operations/Auxiliary Accounting

www.mtu.edu
We prepare students to create the future.

Michigan Technological University is an equal opportunity educational institution/equal opportunity employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.

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.

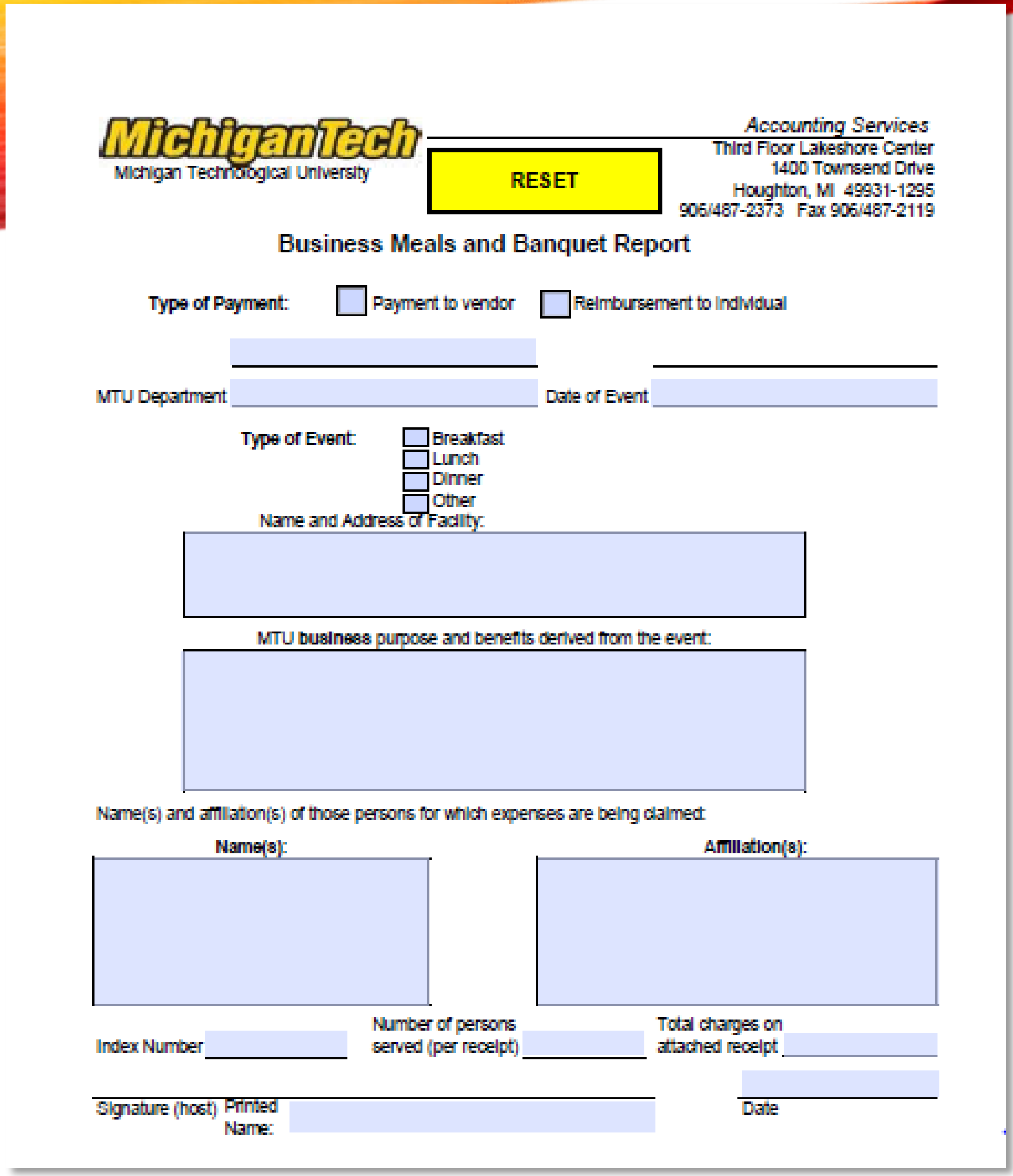
BUSINESS MEALS REPORT

- 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



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RESET

Accounting Services
Third Floor Lakeshore Center
1400 Townsend Drive
Houghton, MI 49931-1295
906/487-2373 Fax 906/487-2119

Business Meals and Banquet Report

Type of Payment: Payment to vendor Reimbursement to individual

MTU Department

Date of Event

Type of Event:
Breakfast
Lunch
Dinner
Other

Name and Address of Facility:

MTU **business** purpose and benefits derived from the event:

Name(s) and affiliation(s) of those persons for which expenses are being claimed:

Name(s):

Affiliation(s):

Index Number

Number of persons served (per receipt)

Total charges on attached receipt

Signature (host)

Printed Name:

Date

BUSINESS MEALS (CONTINUED)

- 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)

MichiganTech

Travel Expense Voucher

WE

Traveler's Name	Destination(s) Exchange Rate Used	
Employee ID (M Number)	Date of Departure	Time of Departure
	Date of Return	Time of Return
Department	Name(s) of others on trip	
Index		
Address to which check is to be sent	Purpose of trip & benefits derived to the University	List Procurement Card charges and Amounts

WEEK 1	SUN	MON	TUES	WEDS	THURS	FRI	SAT	TOTAL
Date >>								
City for lodging >>								
Daily meal per diem for city >>								
Breakfast								0.00
Lunch								0.00
Dinner								0.00
Lodging								0.00
Trans. Common Carrier								0.00
Taxis and Limousines								0.00
Banq/Meals - Attachment								0.00
Registration Fees								0.00
Tolls/Parking								0.00
Telephone								0.00
Car Rental/Gas								0.00
Tips								0.00
Other								0.00
(Explain on receipt or memo)								
EXPENSES >>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

PERSONAL CAR EXPENSES

Click here for distances from Houghton

From	To	Miles	Rate	Subtotal
			0.560	0.000
			0.560	0.000
			0.560	0.000
			0.560	0.000

Vicinity Mileage	Miles	Rate	Subtotal
		0.560	0.00
If greater than 100 miles, attach log		**Total**	0.00

CASH SUMMARY

Subtotal Expenses	$0.00
Personal Car Expenses	$0.00
Total expenses this trip	$0.00
Cash advances received	
Due traveler	$0.00
Due Michigan Tech (attach cash receipt)	$0.00

CERTIFICATION AND APPROVAL

I, the undersigned, hereby certify that the above listed expenses were actually incurred by me for University purposes as allowed by University policies and procedures. No reimbursement has been received or is anticipated from any third party and if received, will be immediately forwarded to the University. I UNDERSTAND THAT CERTAIN EXPENSES MAY BE TAXABLE AND THAT THE APPLICABLE FICA, FEDERAL, AND STATE TAXES WILL BE WITHHELD FROM A FUTURE PAYCHECK.

Signature of traveler   Date   Signature of Department Chair or higher   Date

Prepared by

Linked

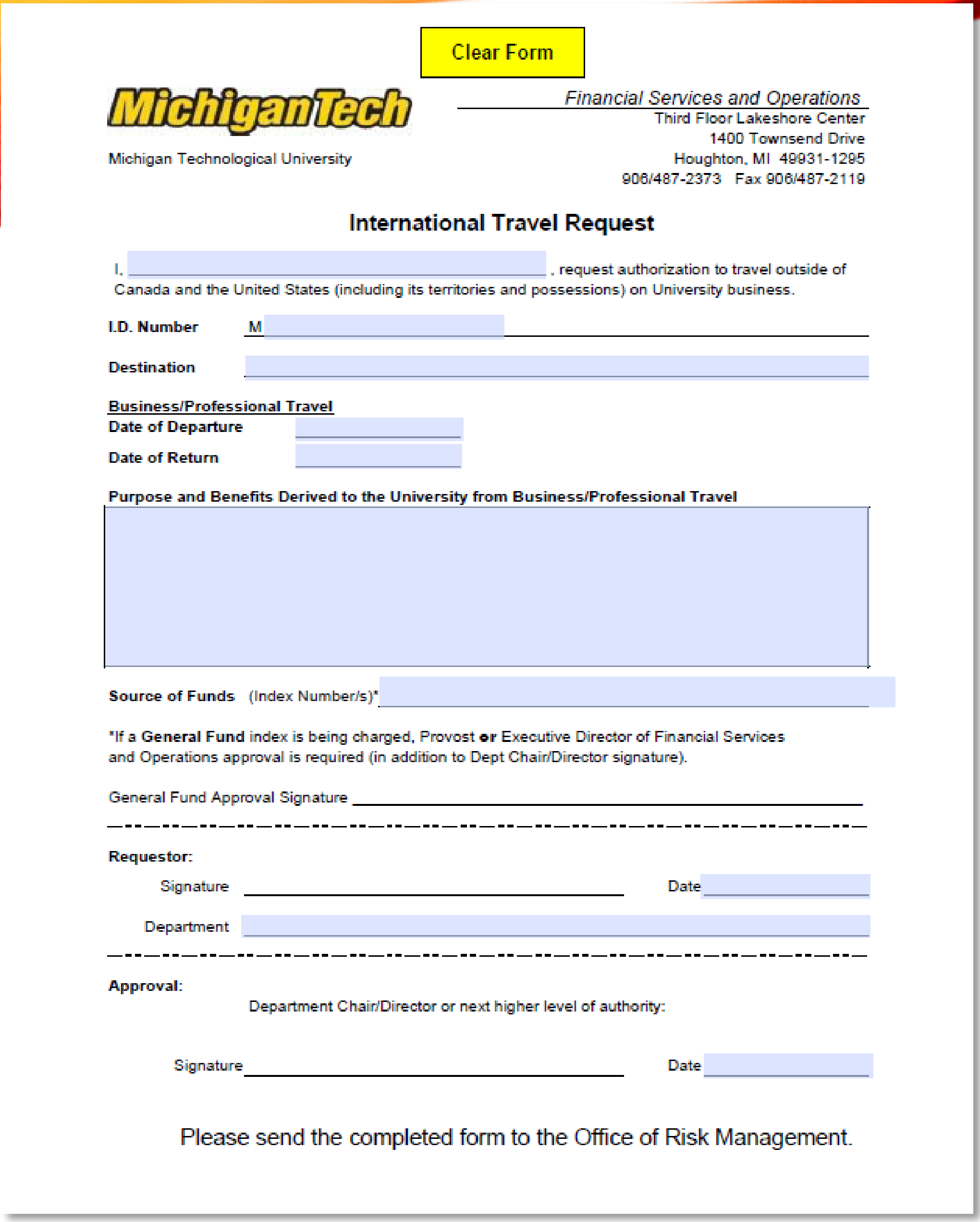
INTERNATIONAL TRAVEL

- 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



Clear Form

Michigan Tech

Michigan Technological University

Financial Services and Operations
Third Floor Lakeshore Center
1400 Townsend Drive
Houghton, MI 49931-1295
906/487-2373 Fax 906/487-2119

International Travel Request

I, ______________________, request authorization to travel outside of Canada and the United States (including its territories and possessions) on University business.

I.D. Number M

Destination

Business/Professional Travel

Date of Departure

Date of Return

Purpose and Benefits Derived to the University from Business/Professional Travel

Source of Funds (Index Number/s)*

*If a **General Fund** index is being charged, Provost **or** Executive Director of Financial Services and Operations approval is required (in addition to Dept Chair/Director signature).

General Fund Approval Signature ______________________

Requestor:

Signature ______________________ Date

Department

Approval:

Department Chair/Director or next higher level of authority:

Signature ______________________ Date

Please send the completed form to the Office of Risk Management.

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.

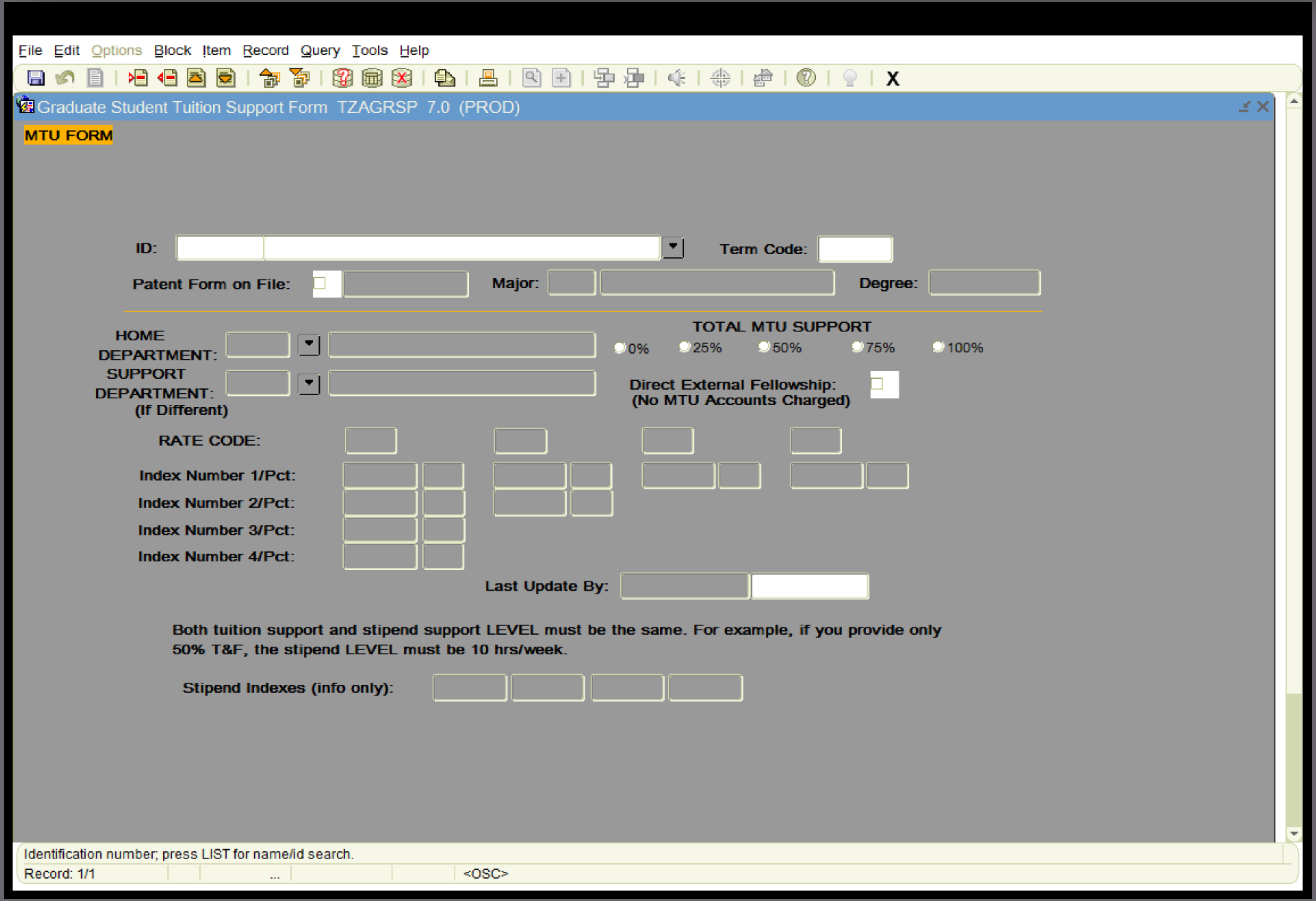
2014-15 Tuition Caps -- Academic Year and Summer

			Credit Cap	Final Tuition Cap Semester	Final Tuition Cap AY	Final Tuition Cap Summer 1 cr	Final Tuition Cap Summer 3 cr
14	Geological and Mining	Geological Engineering	9	**8,608.50**	17,217.00	1,340.50	2,981.50
15		Mining Engineering	9	**8,608.50**	17,217.00	1,340.50	2,981.50
16		Geology	9	**7,708.50**	15,417.00	890.50	2,531.50
17		Geophysics	9	**7,708.50**	15,417.00	890.50	2,531.50
18	Materials	Materials Science and Engrg	9	**8,918.50**	17,837.00	1,270.50	2,911.50
19	Mechanical	Engineering Mechanics (MS)	10	**9,605.00**	19,210.00	1,270.50	3,161.50
20		Mechanical Engineering (MS)	10	**9,605.00**	19,210.00	1,270.50	3,161.50
21		Mechanical Engrg-Engrg Mechanics (PhD)	9	**8,784.50**	17,569.00	1,270.50	3,161.50
22	**School of Business and Economics**						
23		Master of Business Administration	9	**7,469.50**	14,939.00	820.50	2,461.50
24		Accounting	9	**7,469.50**	14,939.00	820.50	2,461.50
25		Applied Natural Resource Economics	9	**7,469.50**	14,939.00	820.50	2,461.50
26	**School of Forest Resources and Environmental Science**						
27		Applied Ecology	9	**7,974.50**	15,949.00	920.50	2,561.50
28		For Molec Genetics and Biotechnology	9	**7,974.50**	15,949.00	920.50	2,561.50
29		Forest Ecology and Mgmt	9	**7,974.50**	15,949.00	920.50	2,561.50
30		Forest Science	9	**7,974.50**	15,949.00	920.50	2,561.50
31		Forestry	9	**7,974.50**	15,949.00	920.50	2,561.50
32		Geographic Information Science	9	**7,974.50**	15,949.00	920.50	2,561.50
33		Master of Forestry	9	**7,974.50**	15,949.00	920.50	2,561.50
34	**College of Sciences and Arts**						
35	Biological Sciences	Biological Sciences	9	**7,545.50**	15,091.00	820.50	2,461.50
36	Chemistry	Chemistry	9	**7,734.50**	15,469.00	820.50	2,461.50
37	Computer Science	Computer Science	9	**8,599.50**	17,199.00	1,395.50	3,036.50
38	Cognitive & Learning Sci	Applied Science Education ($534.50/cr)	9	**4,985.50**	9,971.00	627.50	1,696.50
39		Applied Cognitive Science & Human Factor	9	**7,559.50**	15,119.00	913.50	2,554.50
40	Kinesiology and Integrative Physiology	Kinesiology	9	**7,529.50**	15,059.00	820.50	2,461.50
41	Physics	Engineering Physics	9	**7,783.50**	15,567.00	820.50	2,461.50
42		Physics	9	**7,783.50**	15,567.00	820.50	2,461.50
43	Social Sciences	Environmental and Energy Policy	9	**7,459.50**	14,919.00	850.50	2,491.50
44		Industrial Archaeology	9	**7,459.50**	14,919.00	850.50	2,491.50
45		Industrial Heritage and Archeology	9	**7,459.50**	14,919.00	850.50	2,491.50
46	Math	Mathematical Sciences	9	**7,535.50**	15,071.00	820.50	2,461.50
47	Humanities	Rhetoric and Tech Communication	9	**7,449.50**	14,899.00	820.50	2,461.50
48	**School of Technology**	Integrated Geospatial Technology	9	**7,459.50**	14,919.00	1,180.50	2,821.50

Chart1 | Proposed tuition caps

Average: 2,670.97 Count: 330 Sum: 828,002.00

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

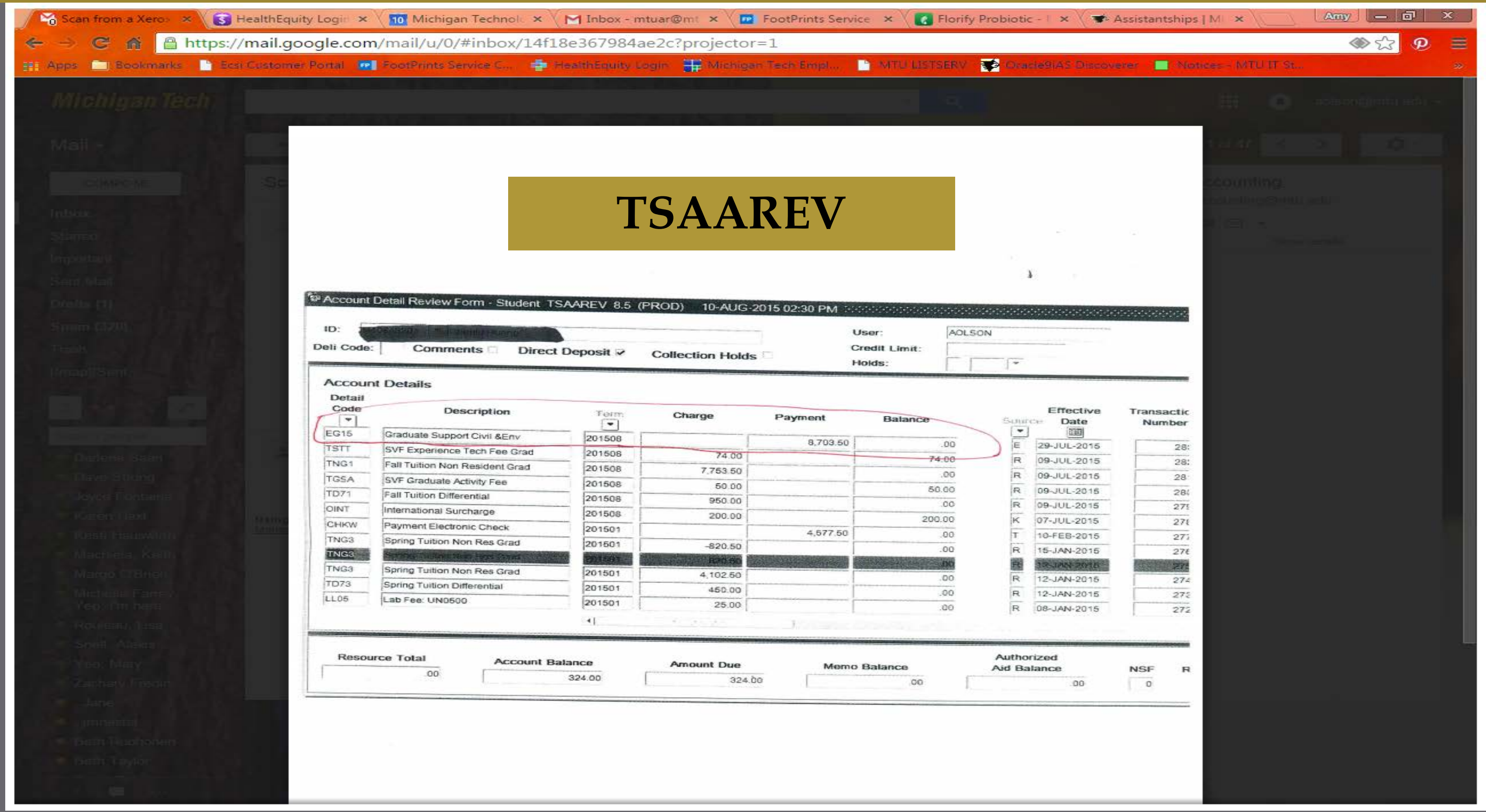
Listed below are field descriptions for **TZAGRSP**.

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.



TSAAREV

Account Detail Review Form - Student TSAAREV 8.5 (PROD) 10-AUG-2015 02:30 PM

ID: [redacted]

User: AOLSON

Deli Code: Comments Direct Deposit ✓ Collection Holds

Credit Limit:

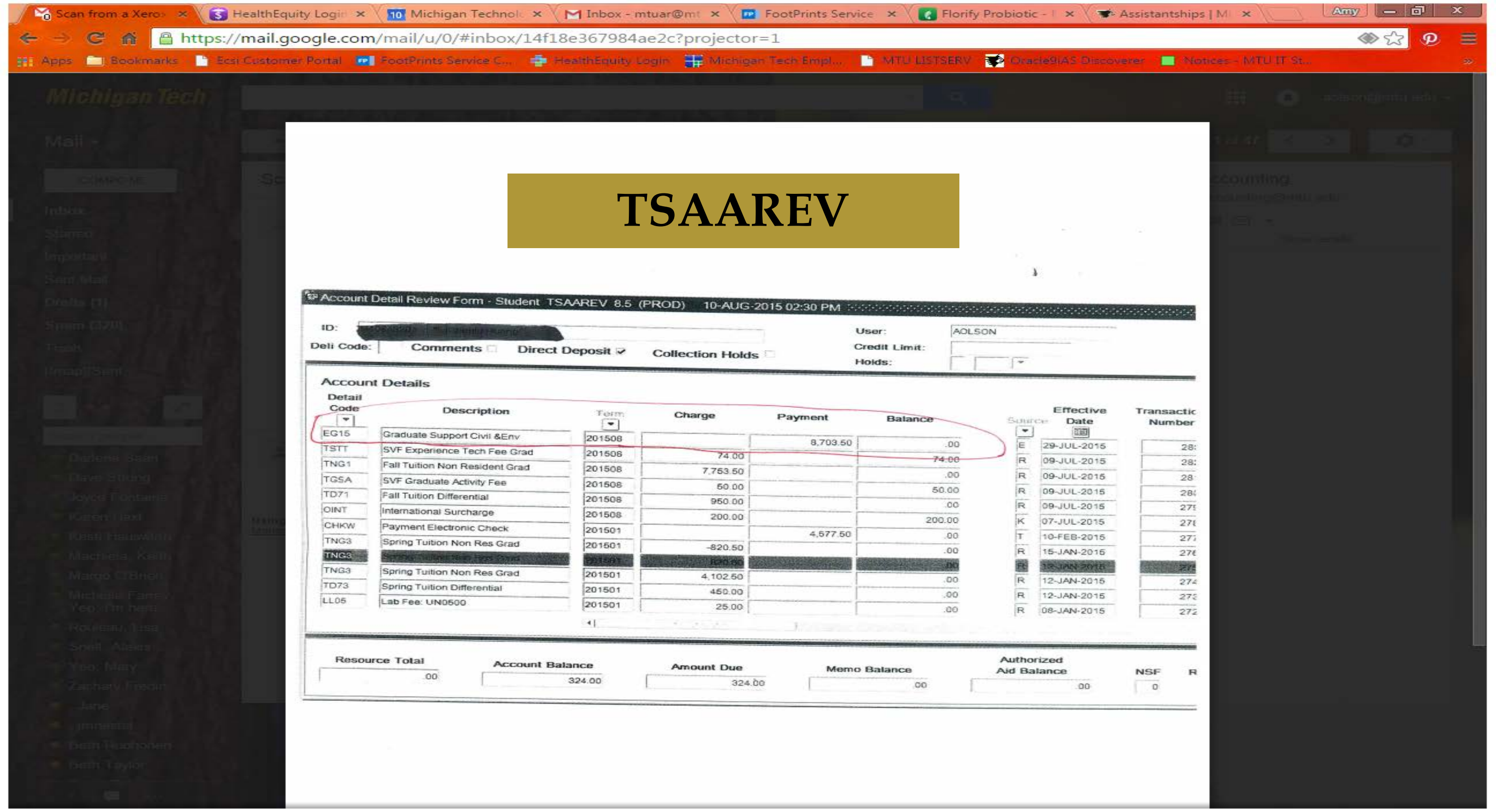
Holds:

Account Details

Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date	Transaction Number
EG15	Graduate Support Civil &Env	201508		8,703.50	.00	E	29-JUL-2015	28
TSTT	SVF Experience Tech Fee Grad	201508	74.00		74.00	R	09-JUL-2015	28
TNG1	Fall Tuition Non Resident Grad	201508	7,753.50		.00	R	09-JUL-2015	28
TGSA	SVF Graduate Activity Fee	201508	50.00		50.00	R	09-JUL-2015	28
TD71	Fall Tuition Differential	201508	950.00		.00	R	09-JUL-2015	27
OINT	International Surcharge	201508	200.00		200.00	K	07-JUL-2015	27
CHKW	Payment Electronic Check	201501		4,577.50	.00	T	10-FEB-2015	27
TNG3	Spring Tuition Non Res Grad	201501	-820.50		.00	R	15-JAN-2015	27
TNG3	[illegible]	[illegible]	820.50		.00	R	[illegible]	[illegible]
TNG3	Spring Tuition Non Res Grad	201501	4,102.50		.00	R	12-JAN-2015	27
TD73	Spring Tuition Differential	201501	450.00		.00	R	12-JAN-2015	27
LL05	Lab Fee: UN0500	201501	25.00		.00	R	08-JAN-2015	27

Resource Total	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF
.00	324.00	324.00	.00	.00	0

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.



TSAAREV

Account Detail Review Form - Student TSAAREV 8.5 (PROD) 10-AUG-2015 02:30 PM

ID: [redacted]
User: AOLSON
Deli Code: Comments Direct Deposit ✓ Collection Holds
Credit Limit:
Holds:

Account Details

Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date	Transaction Number
EG15	Graduate Support Civil &Env	201508		8,703.50	.00	E	29-JUL-2015	28
TSTT	SVF Experience Tech Fee Grad	201508	74.00		74.00	R	09-JUL-2015	28
TNG1	Fall Tuition Non Resident Grad	201508	7,753.50		.00	R	09-JUL-2015	28
TGSA	SVF Graduate Activity Fee	201508	50.00		50.00	R	09-JUL-2015	28
TD71	Fall Tuition Differential	201508	950.00		.00	R	09-JUL-2015	27
OINT	International Surcharge	201508	200.00		200.00	K	07-JUL-2015	27
CHKW	Payment Electronic Check	201501		4,577.50	.00	T	10-FEB-2015	27
TNG3	Spring Tuition Non Res Grad	201501	-820.50		.00	R	15-JAN-2015	27
TNG3	[illegible]	201501	[illegible]		.00	R	[illegible]	27
TNG3	Spring Tuition Non Res Grad	201501	4,102.50		.00	R	12-JAN-2015	27
TD73	Spring Tuition Differential	201501	450.00		.00	R	12-JAN-2015	27
LL05	Lab Fee: UN0500	201501	25.00		.00	R	08-JAN-2015	27

Resource Total	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	R
.00	324.00	324.00	.00	.00	0	

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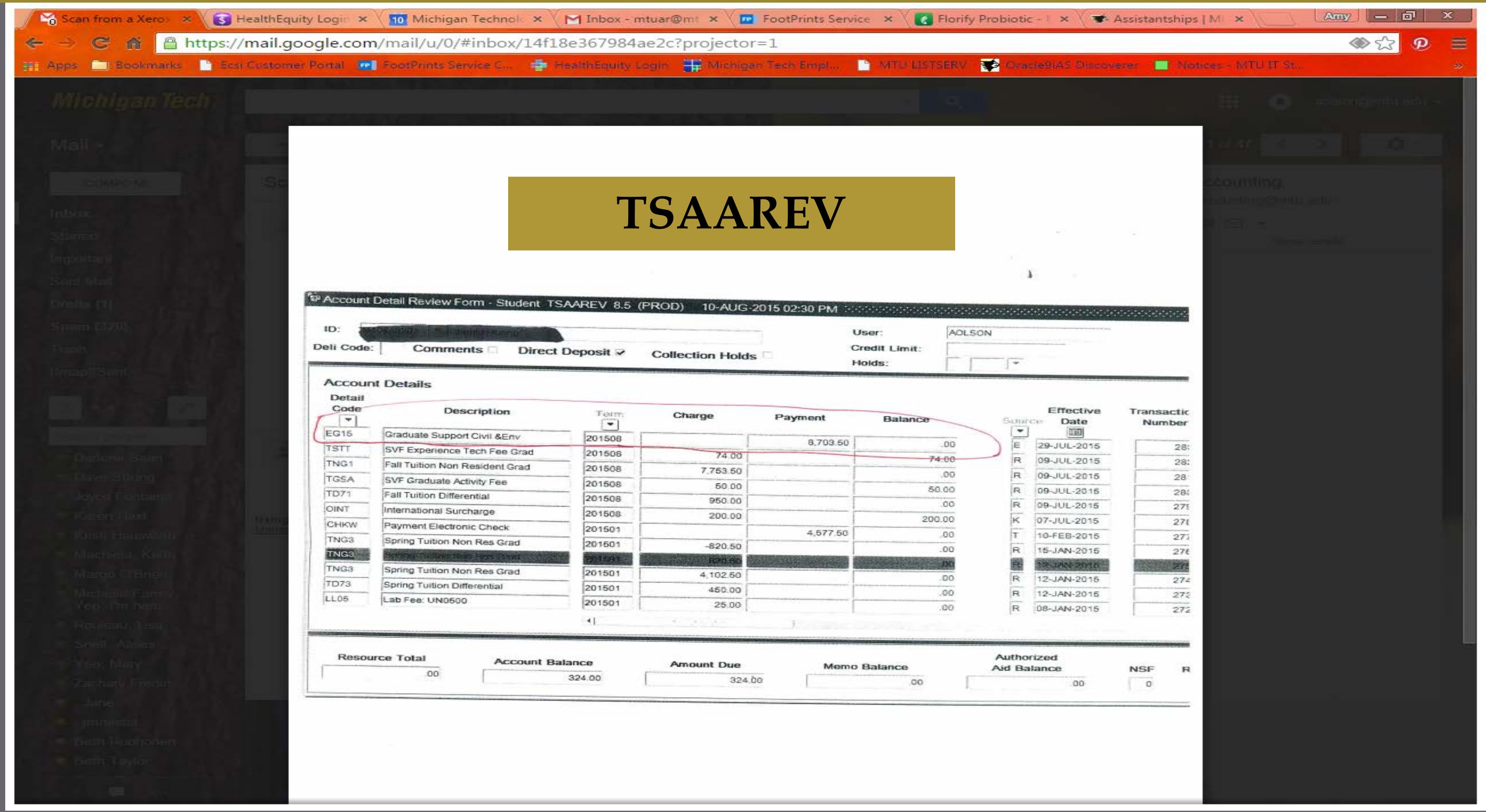

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Resource Total	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF
.00	324.00	324.00	.00	.00	0

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.

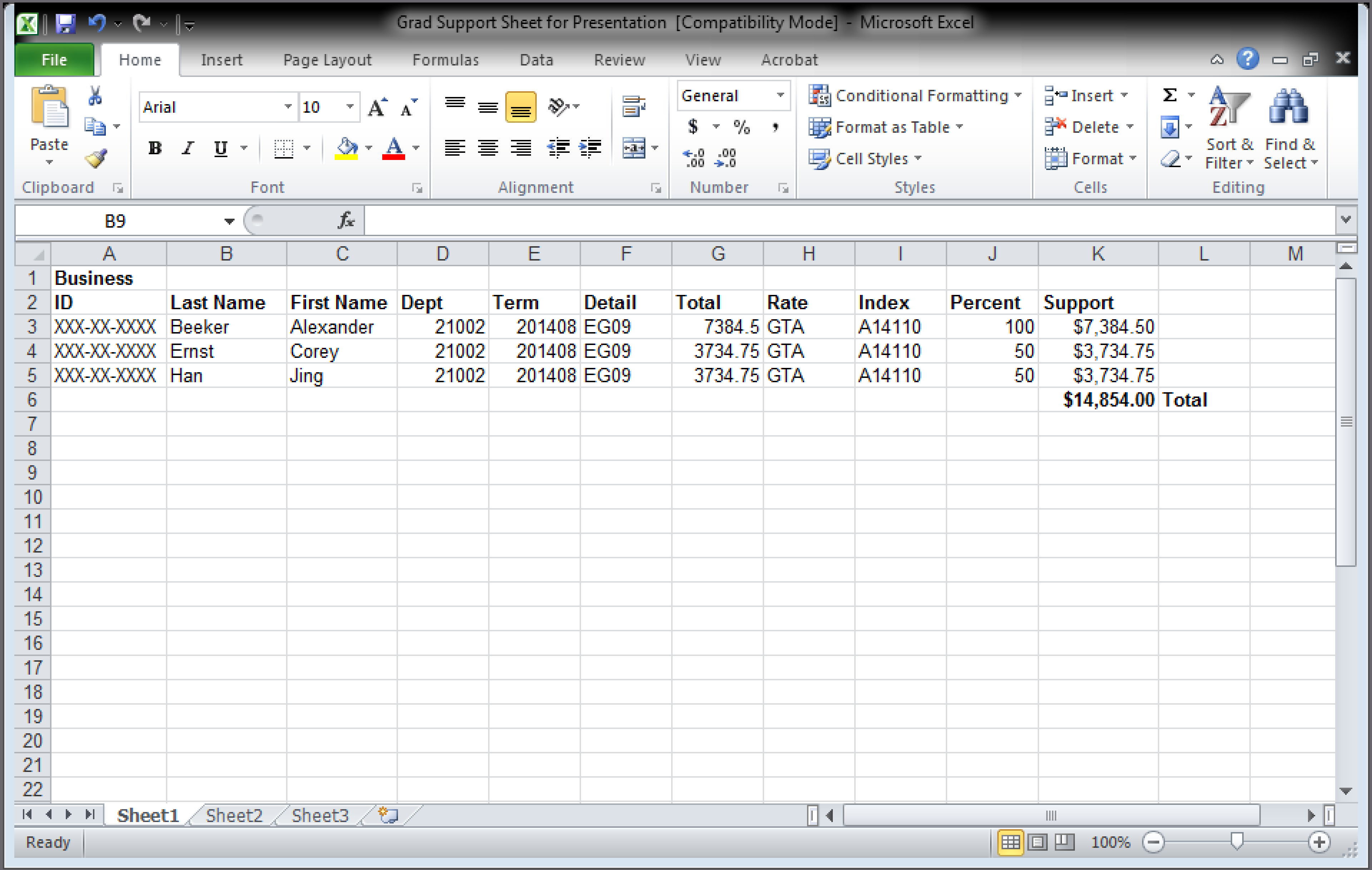
Students may drop courses with no grade reported through the end of the third week of each academic-year semester. From the beginning of the fourth week through the end of the eighth week of a semester, courses dropped will be indicated by a grade of W on the transcript. Courses cannot be dropped after 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 http://www.mtu.edu/student-billing/services/pay/

Student Billing Due Dates

Summer Semester 2015	Available Dates	Due Dates
Registration bill	April 10, 2015	May 6, 2015
Second bill	May 26, 2015	June 12, 2015
Fall Semester 2015	**Available Dates**	**Due Dates**
Registration bill	July 10, 2015	August 26, 2015
Second bill	September 15, 2015	October 2, 2015
Spring Semester 2016	**Available Dates**	**Due Dates**
Registration bill	December 2, 2015	January 6, 2016
Second bill	January 26, 2016	February 12, 2016
Summer Semester 2016	**Available Dates**	**Due Dates**
Registration bill	April 8, 2016	May 4, 2016
Second bill	May 24, 2016	June 10, 2016

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 **PENDNG** 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.



Grad Support Sheet for Presentation [Compatibility Mode] - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L
1	**Business**											
2	**ID**	**Last Name**	**First Name**	**Dept**	**Term**	**Detail**	**Total**	**Rate**	**Index**	**Percent**	**Support**	
3	XXX-XX-XXXX	Beeker	Alexander	21002	201408	EG09	7384.5	GTA	A14110	100	$7,384.50	
4	XXX-XX-XXXX	Ernst	Corey	21002	201408	EG09	3734.75	GTA	A14110	50	$3,734.75	
5	XXX-XX-XXXX	Han	Jing	21002	201408	EG09	3734.75	GTA	A14110	50	$3,734.75	
6											**$14,854.00**	**Total**

Sheet1 Sheet2 Sheet3

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

Michigan Tech
Create the Future

What is Property?

<u>Property</u> 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.

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Create the Future

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

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Property Tags

Other types of property tags:

Government Tags

Research Tags

Departmental Tags

******To request additional tags, please contact Emily in Financial Services.***

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Property Tags

The Tagging Form requests you to provide the following information about an item:

*Model & Serial Numbers
*Manufacturer
*Location

MTU Equipment Tagging Form

FYFOR004 31-OCT-2013

Department: 22200 Chemical Engineering

PTAG: 102300
T# T00148877

Equipment Coordinator:

David W. Caspary

Item(s):

Copier, Kyocera Mita KM5050 (P0078511) Book Amount: 10,300.00

Model Number: Serial Number:

Location - Building : Room Number:

Other Identifying Features:

Manufacturer:

Name (Print):______________________________

Signature: ______________________________ Date:____________________

Procedures:

* Affix the tag to a solid and clean surface where the tag can be easily read.

* Avoid placing the tag on a surface subject to heat, vibration, etc.

* Locate the tag in the upper left front (as user faces the item) of the most expensive part of the equipment.

* Take photos of item and return to Traci Bishop at trbishop@mtu.edu.
Separate photos to include:
- Entire Item
- Item with Tag #
- Item with Serial Number

* **Complete the above section and return this form to MTU Accounting Services - Property Office.**

Tagging Exceptions:

* Tag cannot be affixed because of the item's physical limitations or use
- The item is too small.
- There is no reasonable space on the item to accommodate a tag.
- The conditions of the item's use make it unreasonable to tag.

If the item has no serial number, and/or cannot be tagged, permanently mark the item with the MTU tag # using an indelible marker.

** Tag does not stick to item.

Accounting Services can provide extra adhesive to accommodate tags that don't stick.

Please address your questions and concerns to Accounting (7-2252).

As a recipient of Federal grants and contracts, MTU must maintain a federally approved property system for equipment owned by or in the possession of the University, regardless of funding source.

The federal government specifies screening, acquisition, tagging, use, maintenance, reporting, location and disposal requirements. Movement or changes in location of equipment must be reported to MTU Accounting.

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

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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

*W-9
*1099-MISC
*1042-S
*990-T
*8300
*1098-T
*1098-C

Internal Revenue Service
United States Department of the Treasury

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**

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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

TRIP Benefit

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 <u>graduate courses</u> is taxable.

Financial Services determines what is taxable

- **Payroll applies and calculates tax**

Employee Education Benefit

Eligible employees who the 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

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International Tax Issues

Form 8233s

Fellowships & Scholarships

GLACIER – Nonresident Tax Filing Software

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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

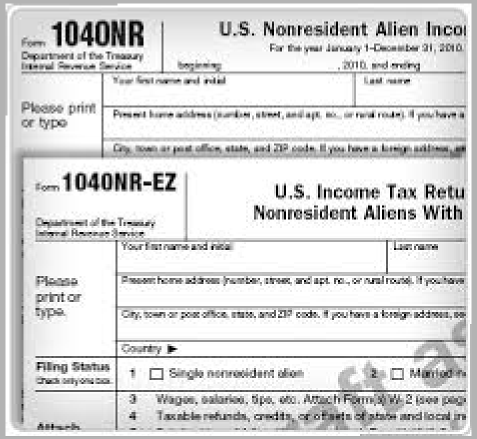
*Scholarships reviewed at the start of each Semester

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

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The University is unable to provide Personal Tax Preparation Assistance


Thank you!

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

INSTITUTIONAL EQUITY

Institutional Equity > Staff Hiring Process

WHERE TO GET HELP

NEED TO KNOW...

HIRING

Faculty Hiring Process

Staff Hiring Process

Hiring Forms -

National and Online Advertising

EEO Statement

SERVICES

POLICIES

RESOURCES

FREQUENTLY ASKED QUESTIONS

INSTITUTIONAL DIVERSITY

QUICK LINKS

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**

HOW TO

Write a Job Description

Advertise your Job

Create an Applicant Flow Log

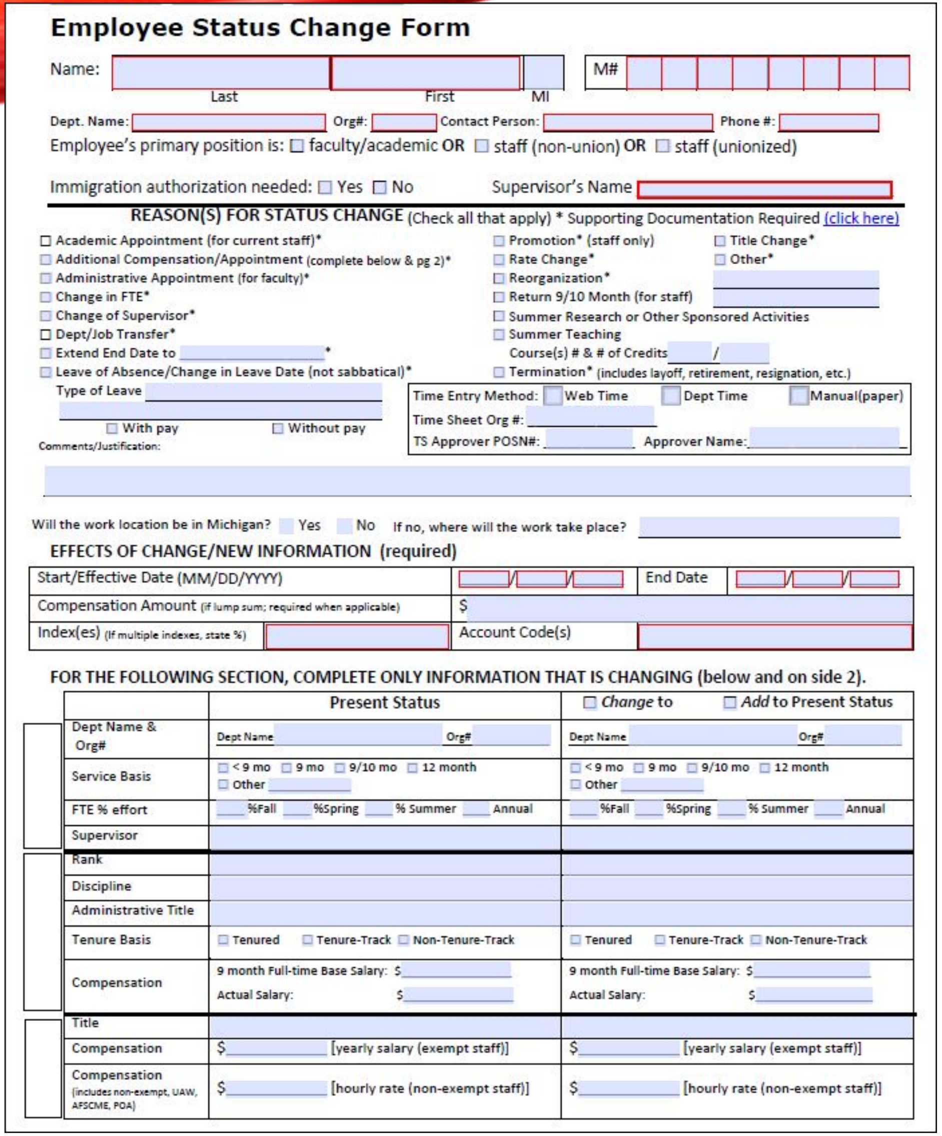
Complete a SHAR

Ask legal Interview Questions

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

Name: Last First MI M#

Dept. Name: Org#: Contact Person: Phone #:

Employee's primary position is: ☐ faculty/academic OR ☐ staff (non-union) OR ☐ staff (unionized)

Immigration authorization needed: ☐ Yes ☐ No Supervisor's Name

REASON(S) FOR STATUS CHANGE (Check all that apply) * Supporting Documentation Required (click here)

☐ Academic Appointment (for current staff)*
☐ Additional Compensation/Appointment (complete below & pg 2)*
☐ Administrative Appointment (for faculty)*
☐ Change in FTE*
☐ Change of Supervisor*
☐ Dept/Job Transfer*
☐ Extend End Date to *
☐ Leave of Absence/Change in Leave Date (not sabbatical)*
Type of Leave
☐ With pay ☐ Without pay
☐ Promotion* (staff only)
☐ Rate Change*
☐ Reorganization*
☐ Return 9/10 Month (for staff)
☐ Summer Research or Other Sponsored Activities
☐ Summer Teaching
Course(s) # & # of Credits /
☐ Termination* (includes layoff, retirement, resignation, etc.)
☐ Title Change*
☐ Other*

Time Entry Method: ☐ Web Time ☐ Dept Time ☐ Manual(paper)
Time Sheet Org #:
TS Approver POSN#: Approver Name:

Comments/Justification:

Will the work location be in Michigan? Yes No If no, where will the work take place?

EFFECTS OF CHANGE/NEW INFORMATION (required)

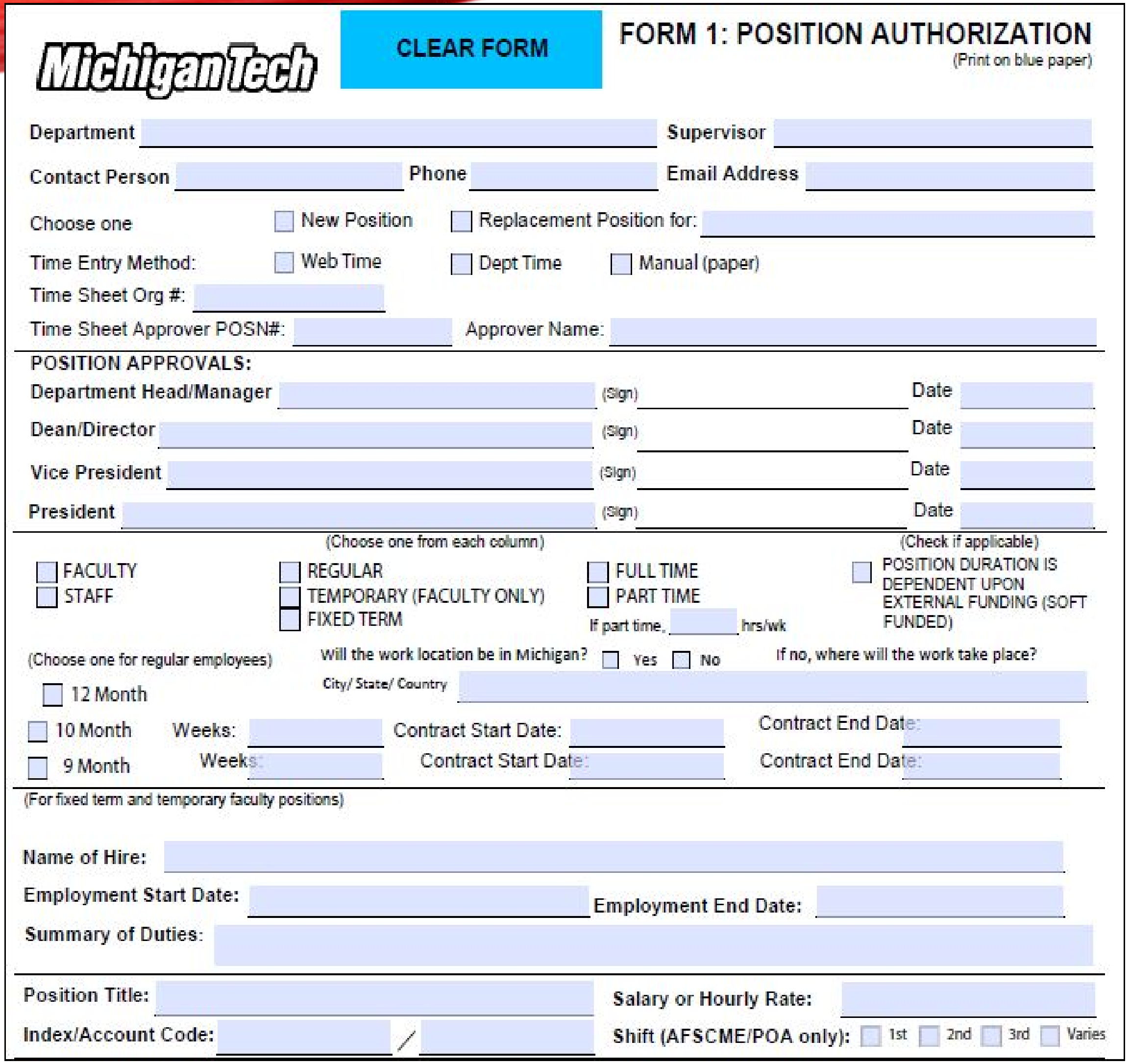
Start/Effective Date (MM/DD/YYYY)	/ /	End Date	/ /
Compensation Amount (if lump sum; required when applicable)	$		
Index(es) (If multiple indexes, state %)		Account Code(s)	

FOR THE FOLLOWING SECTION, COMPLETE ONLY INFORMATION THAT IS CHANGING (below and on side 2).

	Present Status	☐ Change to ☐ Add to Present Status
Dept Name & Org#	Dept Name Org#	Dept Name Org#
Service Basis	☐ <9 mo ☐ 9 mo ☐ 9/10 mo ☐ 12 month ☐ Other	☐ <9 mo ☐ 9 mo ☐ 9/10 mo ☐ 12 month ☐ Other
FTE % effort	%Fall %Spring % Summer Annual	%Fall %Spring % Summer Annual
Supervisor		
Rank		
Discipline		
Administrative Title		
Tenure Basis	☐ Tenured ☐ Tenure-Track ☐ Non-Tenure-Track	☐ Tenured ☐ Tenure-Track ☐ Non-Tenure-Track
Compensation	9 month Full-time Base Salary: $ Actual Salary: $	9 month Full-time Base Salary: $ Actual Salary: $
Title		
Compensation	$ [yearly salary (exempt staff)]	$ [yearly salary (exempt staff)]
Compensation (includes non-exempt, UAW, AFSCME, POA)	$ [hourly rate (non-exempt staff)]	$ [hourly rate (non-exempt staff)]

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



MichiganTech

CLEAR FORM

FORM 1: POSITION AUTHORIZATION
(Print on blue paper)

Department | Supervisor
Contact Person | Phone | Email Address
Choose one: New Position | Replacement Position for:
Time Entry Method: Web Time | Dept Time | Manual (paper)
Time Sheet Org #:
Time Sheet Approver POSN#: | Approver Name:

POSITION APPROVALS:
Department Head/Manager (Sign) Date
Dean/Director (Sign) Date
Vice President (Sign) Date
President (Sign) Date

(Choose one from each column)
FACULTY / STAFF
REGULAR / TEMPORARY (FACULTY ONLY) / FIXED TERM
FULL TIME / PART TIME
If part time, hrs/wk
(Check if applicable)
POSITION DURATION IS DEPENDENT UPON EXTERNAL FUNDING (SOFT FUNDED)

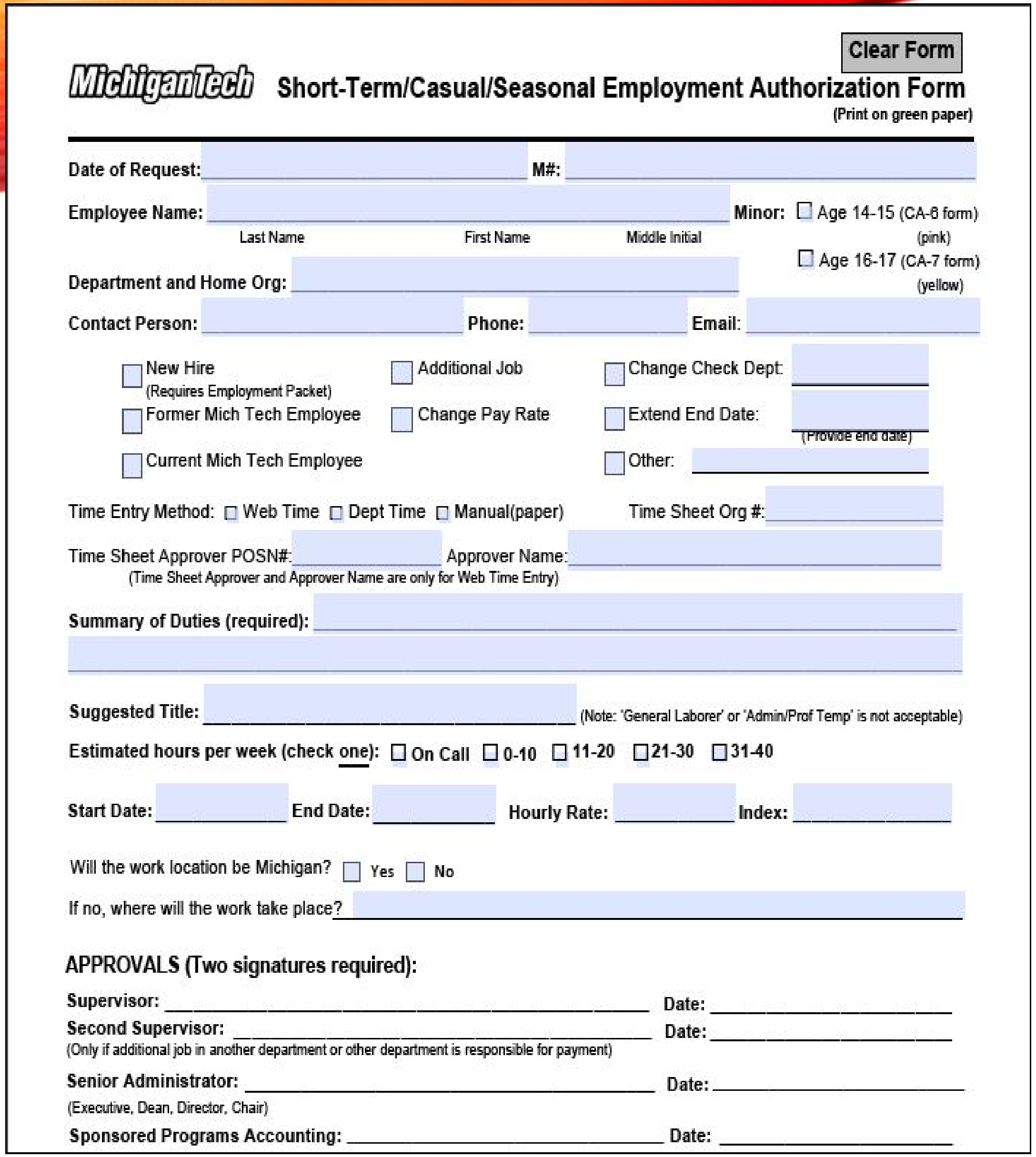
(Choose one for regular employees)
Will the work location be in Michigan? Yes No
If no, where will the work take place?
City/ State/ Country
12 Month
10 Month | Weeks: | Contract Start Date: | Contract End Date:
9 Month | Weeks: | Contract Start Date: | Contract End Date:
(For fixed term and temporary faculty positions)

Name of Hire:
Employment Start Date: | Employment End Date:
Summary of Duties:

Position Title: | Salary or Hourly Rate:
Index/Account Code: / | Shift (AFSCME/POA only): 1st 2nd 3rd Varies

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



Clear Form

MichiganTech Short-Term/Casual/Seasonal Employment Authorization Form

(Print on green paper)

Date of Request: M#:

Employee Name: Last Name First Name Middle Initial

Minor: ☐ Age 14-15 (CA-6 form) (pink) ☐ Age 16-17 (CA-7 form) (yellow)

Department and Home Org:

Contact Person: Phone: Email:

☐ New Hire (Requires Employment Packet) ☐ Additional Job ☐ Change Check Dept

☐ Former Mich Tech Employee ☐ Change Pay Rate ☐ Extend End Date: (Provide end date)

☐ Current Mich Tech Employee ☐ Other:

Time Entry Method: ☐ Web Time ☐ Dept Time ☐ Manual(paper) Time Sheet Org #:

Time Sheet Approver POSN#: Approver Name:

(Time Sheet Approver and Approver Name are only for Web Time Entry)

Summary of Duties (required):

Suggested Title: (Note: 'General Laborer' or 'Admin/Prof Temp' is not acceptable)

Estimated hours per week (check one): ☐ On Call ☐ 0-10 ☐ 11-20 ☐ 21-30 ☐ 31-40

Start Date: End Date: Hourly Rate: Index:

Will the work location be Michigan? ☐ Yes ☐ No

If no, where will the work take place?

APPROVALS (Two signatures required):

Supervisor: Date:

Second Supervisor: Date:

(Only if additional job in another department or other department is responsible for payment)

Senior Administrator: Date:

(Executive, Dean, Director, Chair)

Sponsored Programs Accounting: Date:

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

EPAF RESOURCES

EPAF Resources

What is an EPAF?

An EPAF, Electronic Personnel Action Form, is the new way to process employee status changes. Instead of using a paper form to hire, end job or make changes to an employee, we are deploying an electronic system that is faster, more secure, and provides real time status updates.

EPAF HANDBOOKS

- Student Originators
- Employee Originators
- Approvers

EPAF Process Guidelines:

- EPAFs need to be fully approved by everyone in the routing queue by Noon on Payday Friday.
- EPAFs that are late and are for the current pay period will be returned for correction, voided by the originator, and a new EPAF will be created using a personnel date. This creates more work for everyone, so please make sure EPAFs are created and approved on time.

Below are the current actions you can perform utilizing EPAF, by employee type.

Students
All actions for student employees are done through EPAF processing (new student hires, rehires, and changes to existing jobs).

Paper processing (student employment requisition forms, ie pink forms) are no longer accepted.

Employees

- Change Employee Job Index - Change the Index from which the employee is paid.
- Change Employee Time Entry Information - Change the way an employee's time is submitted to payroll and/or change an employee's time sheet approver.
- End Employee Job - End the employee job due to resignations, retirement, or for ending a temporary job early.

Student EPAF Originators

Employee EPAF Originators

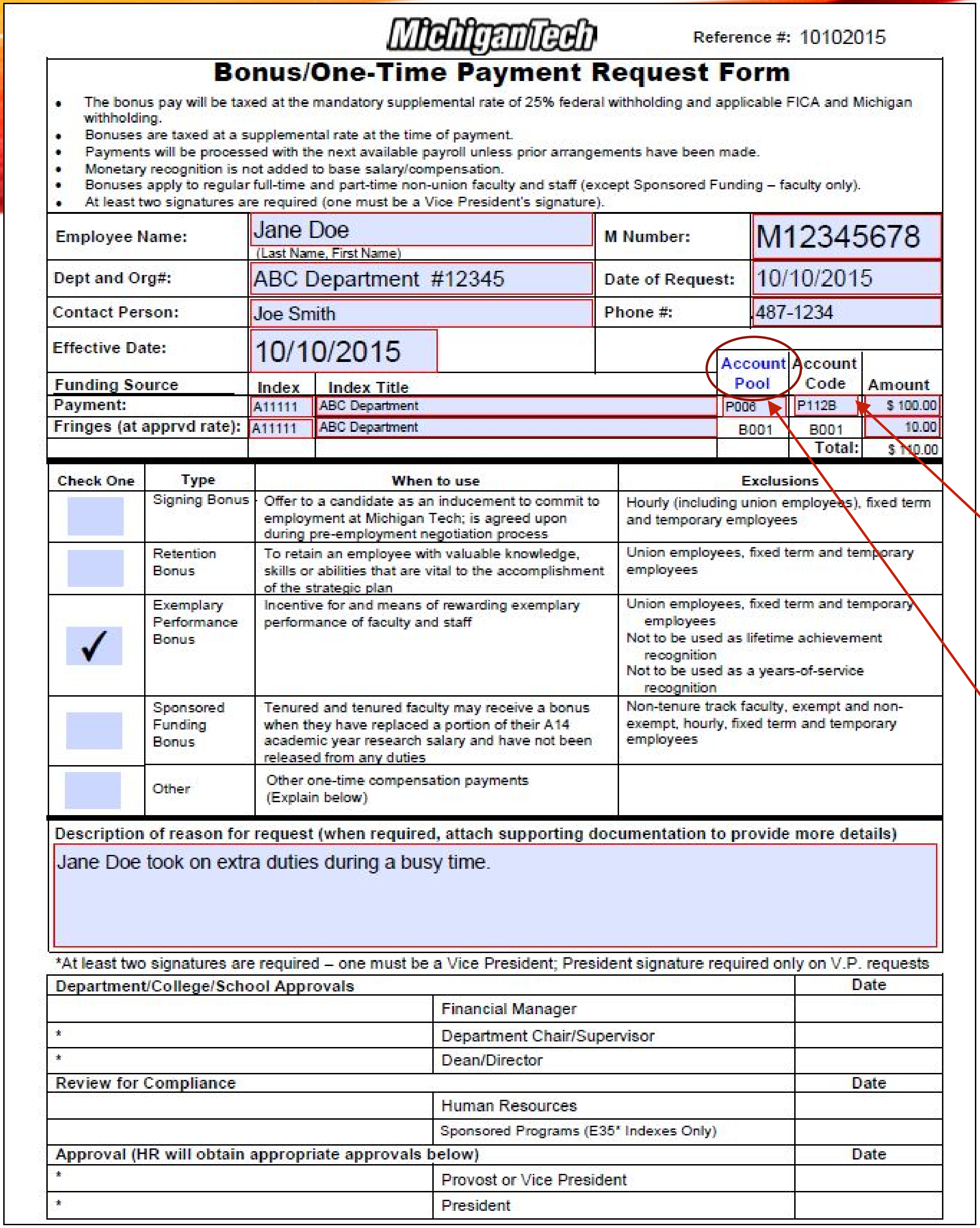
Approvers and FYIs

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)

Bonus Processing



MichiganTech Reference #: 10102015

Bonus/One-Time Payment Request Form

- The bonus pay will be taxed at the mandatory supplemental rate of 25% federal withholding and applicable FICA and Michigan withholding.
- Bonuses are taxed at a supplemental rate at the time of payment.
- Payments will be processed with the next available payroll unless prior arrangements have been made.
- Monetary recognition is not added to base salary/compensation.
- Bonuses apply to regular full-time and part-time non-union faculty and staff (except Sponsored Funding – faculty only).
- At least two signatures are required (one must be a Vice President's signature).

Employee Name:	Jane Doe (Last Name, First Name)	M Number:	M12345678
Dept and Org#:	ABC Department #12345	Date of Request:	10/10/2015
Contact Person:	Joe Smith	Phone #:	487-1234
Effective Date:	10/10/2015		

Funding Source	Index	Index Title	Account Pool	Account Code	Amount
Payment:	A11111	ABC Department	P006	P112B	$ 100.00
Fringes (at apprvd rate):	A11111	ABC Department	B001	B001	10.00
				Total:	$ 110.00

Check One	Type	When to use	Exclusions
	Signing Bonus	Offer to a candidate as an inducement to commit to employment at Michigan Tech; is agreed upon during pre-employment negotiation process	Hourly (including union employees), fixed term and temporary employees
	Retention Bonus	To retain an employee with valuable knowledge, skills or abilities that are vital to the accomplishment of the strategic plan	Union employees, fixed term and temporary employees
✓	Exemplary Performance Bonus	Incentive for and means of rewarding exemplary performance of faculty and staff	Union employees, fixed term and temporary employees Not to be used as lifetime achievement recognition Not to be used as a years-of-service recognition
	Sponsored Funding Bonus	Tenured and tenured faculty may receive a bonus when they have replaced a portion of their A14 academic year research salary and have not been released from any duties	Non-tenure track faculty, exempt and non-exempt, hourly, fixed term and temporary employees
	Other	Other one-time compensation payments (Explain below)	

Description of reason for request (when required, attach supporting documentation to provide more details)

Jane Doe took on extra duties during a busy time.

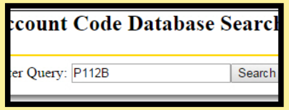
*At least two signatures are required – one must be a Vice President; President signature required only on V.P. requests

Department/College/School Approvals		Date
	Financial Manager	
*	Department Chair/Supervisor	
*	Dean/Director	
Review for Compliance		Date
	Human Resources	
	Sponsored Programs (E35* Indexes Only)	
Approval (HR will obtain appropriate approvals below)		Date
*	Provost or Vice President	
*	President	

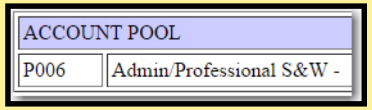
Please ensure the following information is complete:
- Last, First Name
- M #
- Department, phone #, and Nominator
- Date of request and effective date.
- Index, account code, and pool.
- Justification for bonus
- Amount of Bonus
- 2 Signatures

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.

MichiganTech

Request for Transfer

To: Financial Services and Operations

FOR BUDGET USE ONLY
One-Time-Only Allocations
BD04
Interfund Transfer
FT01

FROM: Joe Smith (Name) PHONE: ABC Department #12345 Department (Date)

REDUCE BUDGET (Rule Class BD04 entries, only)

Account Number			AMOUNT OF CHANGE
Index 6 digit	Index Title	Account Code 4-5 digit	
A11111	ABC Department	P006	100.00
A11111	ABC Department	B001	10.00

INCREASE BUDGET (Rule Class BD04 entries, only)

Account Number			AMOUNT OF CHANGE
Index 6 digit	Index Title	Account Code 4-5 digit	
payroll index	Main Department	same as	100.00
payroll index	Main Department	B001	10.00
	NOTE: No E indexes, except E35**		

INTERFUND TRANSFER (Transfers between different funds)

		T190 (out)	

INTERFUND TRANSFER (Transfers between different funds)

		T140 (in)	

TOTAL 110.00

TOTAL $ 110.00

Financial Services Total

Reason for Change:

Bonus / One-Time Payment Request Form Reference Number:

Human Resources Representative Date
Required for all transfers

Budget Office Date
Required for all transfers

CC list:

Please copy all departments, schools, and/or colleges involved.

Budget Transfer version 6-25-15

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 Shor term/Seasonal/ Temporary employees are subject to a basic background check.
- All background checks must be complete prior to starting in the new position

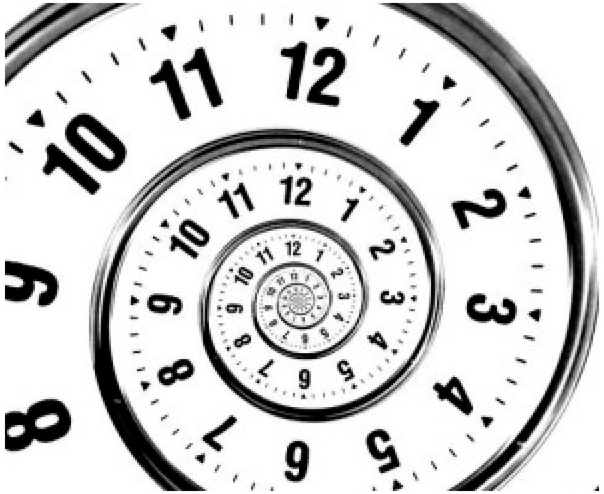
HUSKIES NEW EMPLOYEE ORIENTATION

- 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

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 actual 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 ½-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

PAYROLL CALENDAR

February 1 Pay Period Begins	**February 2** Employee Time Entry Due by ***Noon*** (WTE) Time Approval Deadline by ***5:00PM***	**February 3**	**February 4**	**February 5**	**February 6** EPAF/Status Change Forms Due by ***Noon*** Payday Leave Balance Report	**February 7**
February 8	**February 9**	**February 10**	**February 11** Off-Cycle Check Requests Due by ***Noon***	**February 12**	**February 13**	**February 14**
February 15 Pay Period Begins	**February 16** Employee Time Entry Due by ***Noon*** (WTE) Time Approval Deadline by ***5:00PM***	**February 17**	**February 18**	**February 19**	**February 20** EPAF/Status Change Forms Due by ***Noon*** Payday Leave Balance Report	**February 21**
February 22	**February 23**	**February 24**	**February 25** Off-Cycle Check Requests Due by ***Noon***	**February 26**	**February 27**	**February 28**

COMMUNICATING WITH HUMAN RESOURCES

- Do <u>not</u> 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

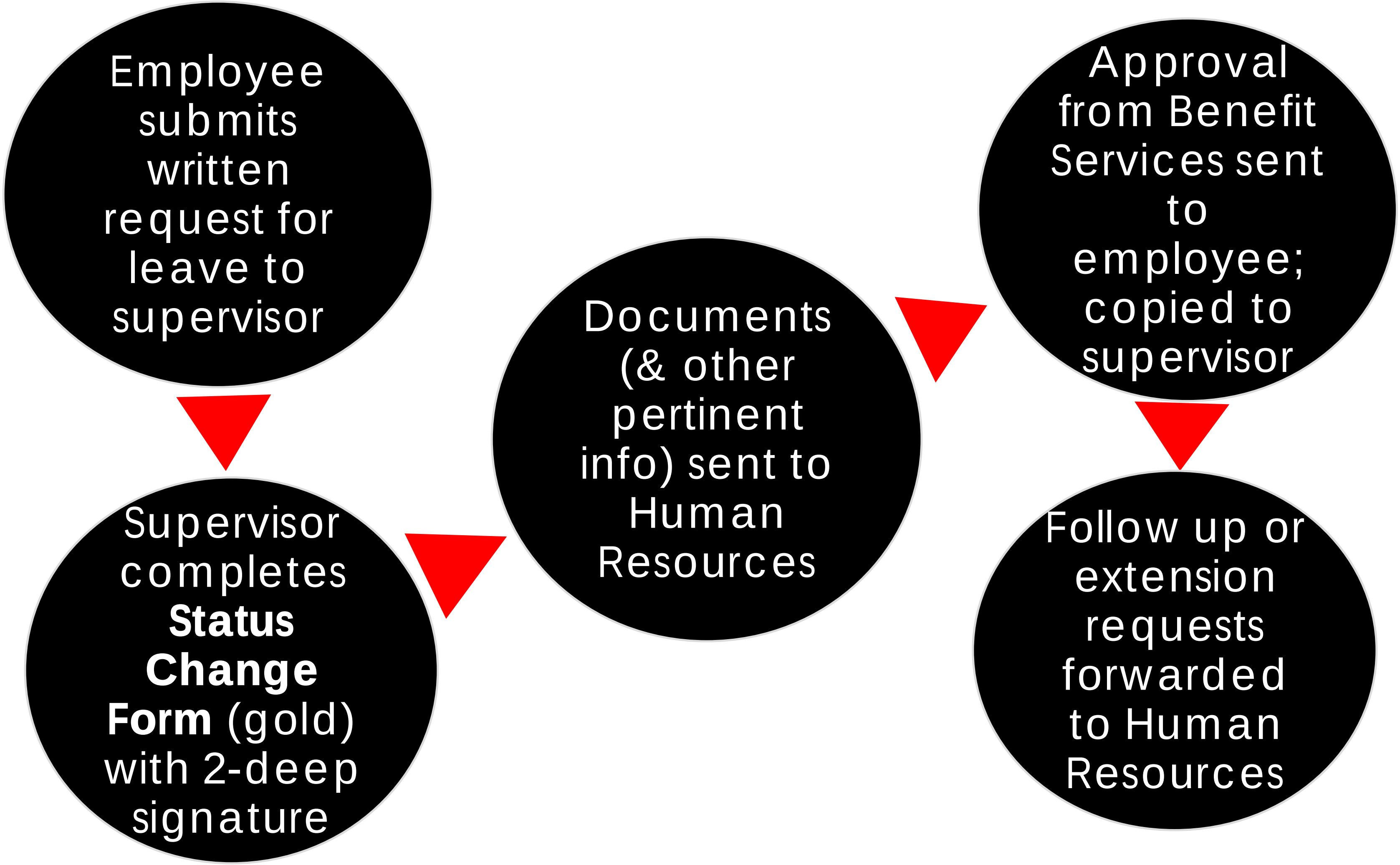
TYPES OF LEAVES

- 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



HUMAN RESOURCES INFORMATION SYSTEMS

Patty Kyllonen, 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
Compliance, Integrity & Safety
Sponsored Programs Office
Sponsored Programs Accounting
Sponsored Operations 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

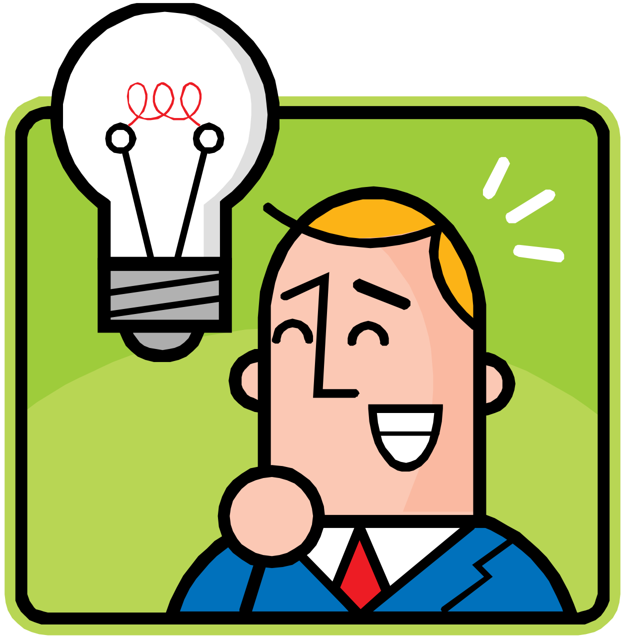
Mike Morley, Manager, Tech Marketing, Innovation & Industry Engagement

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

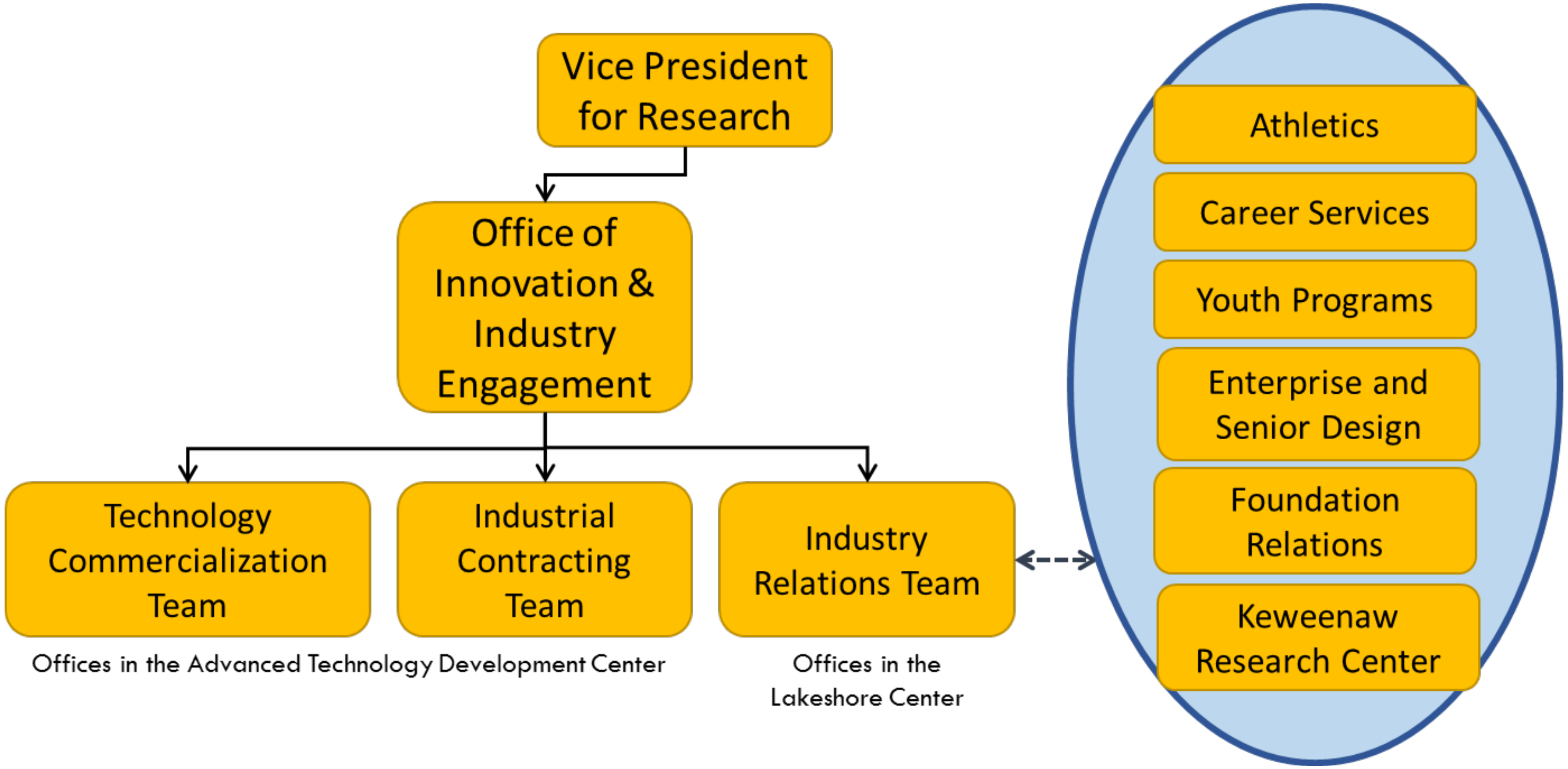
- Mutual Benefit
  - Not philanthropic – competitive advantage
  - Investment in something tangible – talent, research, technology
  - Industry partner – Solve a real problem
  - University – Resources

INDUSTRY RELATIONS TEAM OVERVIEW

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

- Building Relationships
  - Broad Impacts
  - Visits
  - Communication

- Brent Burns, Director
  - bburns@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

INDUSTRY RELATIONS TEAM OVERVIEW

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

FOUNDATION RELATIONS

- 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

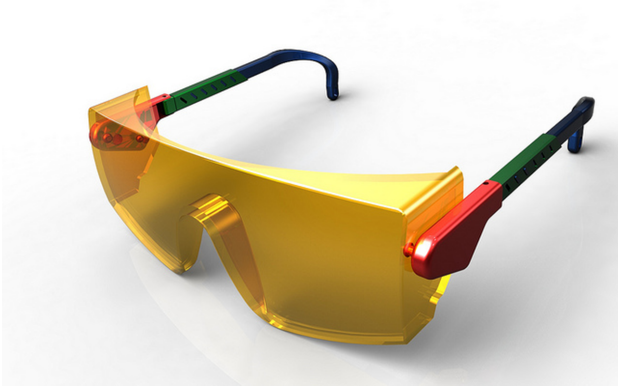
- Visits with faculty at the candidate stage to discuss research at Michigan Tech
- One-on-one assistance with development of research strategy plan
- Assistance with finding funding. Information available online on Research Office's training website.
- Proposal development assistance, samples, critical 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
gllemay@mtu.edu

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

Richelle Schwaller
Business Systems Analyst
richelle@mtu.edu

INSTITUTIONAL SYSTEMS DEVELOPMENT & ANALYSIS

ASPIRE Accounting for Space, People, Indexes, Research, and Equipment

MFHENDRI - **Administrator**

Basic Menu | ASPIRE Main Menu | Employee Directory | **employee quick search:** | GOOGLE

Compendium | PDF Building Maps | more ASPIRE Resources | **(including training)**

DEANS and CHAIRS - DASHBOARD

on ___ Jan_26_2015 ___ Spring 2015 Term ___ for

Glenn Mroz ___ President

Viewing... All Organizations (**)

Room Utilization

Space		People FERPA		Research Definitions	
All Rooms Overview	6,105	Directory of People	1,881	Headcount Graphs	
Reseach Labs/Serv		Masters Grad Progress	813	Investigators	
Class Labs		PhDs Grad Progress	545	Sponsors	
Open Labs		All Graduate Students	1,384	ICR Rates	
Vacant Offices		Graduate Accepts	394	Projections	$46,859,602
Multiple Offices		Undergrad Students	5,252	Centers and Institutes	$39,102,945
Indexes-No Room		Undergrad Accepts	3,792	Faculty Open Rsch	
People-No Room		Undergrad Deposits	759	Fac w/o Funded Rsch	

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 (SPO) INNOVATION & INDUSTRY ENGAGEMENT (IIE) SPONSORED PROGRAMS ACCOUNTING (SPA)

Lisa Jukkala, Assistant Director Sponsored Programs Office

Marilyn Haapapuro, Associate Director Innovation & Industry Engagement

Tammy LaBissoniere, Associate Director Sponsored Programs Accounting

Julie Seppala
Executive Director
jhseppal@mtu.edu

Federal, Federal Pass Thru, State of MI, State of MI Pass Thru & Other sponsors

Lisa Jukkala
Assistant Director
lajukkal@mtu.edu

Carol Wiitanen
Grants Analyst
cawiitan@mtu.edu

Kim Codere
Manager, Grants & Contracts
kmcodere@mtu.edu

Jennifer Bukovich
Assistant Grants Analyst
jlbukovi@mtu.edu

Leah Engler
Assistant Grants Analyst
lhengler@mtu.edu

Darlene Saari
Office Assistant
dfsaari@mtu.edu

Mary Beth Hodges
Office Assistant
mhodges@mtu.edu

Erika Erkkila
Office Assistant
emerkkil@mtu.edu

Shannon Kokkonen
Office Assistant
smkokko@mtu.edu

Sponsored Programs Office
487-2225 or 487-2226

Innovation & Industry Engagement (IIE)
487-2228

Jim Baker
Executive Director
jrbaker@mtu.edu

Industrial Contracts, Federal Pass-Through Industry, and Foreign, Other Sponsors

Marilyn Haapapuro
Associate Director
mkhaapap@mtu.edu

Tom Holzberger
Contracts Analyst
taholzbe@mtu.edu

Carol Frendewey
Assistant Contracts Analyst
cbfrende@mtu.edu

Margaret Dunstan
Office Assistant
mdunstan@mtu.edu

Student Design Contracts

Diane Garrow
Manager, Academic Agreements, Student Design Contracts, & Unrestricted Sponsored Programs
dfgarrow@mtu.edu

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/

MichiganTech **Transmittal Sheet** RESET

Updated: May 22, 2015

OFFICE USE ONLY
Michigan Tech Proposal # ____________________
Date submitted ____________________

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)

	Project Director/PI & Co-PI(s)	Title	Phone	Email	Department
PI					
Co-PI					
Co-PI					

BUDGET ESTIMATE			
PI Name:	Request	Cost	Total
Proposal #:	Amount	Share	Request
Sponsor Name:	Year 1	Year 1	Amount
Title:			
Start Date:			
End Date:			
Personnel			
Faculty summer (20%)	-	-	-
Faculty academic (37.5%)			-
Faculty summer (20%)			-
Faculty academic (37.5%)			-
Graduate Student(s)(9.4%) M.S GRA			-
Graduate Student(s)(9.4%) Ph.D. GRA			-
Other (37.5%)			-
Other (37.5%)			-
Other (37.5%)			-
Temporary (12.5%)			-
Hourly Graduate Student(s)(0%)			-
Undergraduate Student(s)(0%)			-
Subtotal-Personnel	**-**	**-**	-
Fringe Benefits			
Temporary (12.5%)	-	-	-
Faculty Academic and Other (37.5%)	-	-	-
Faculty Summer (20%)	-	-	-
Graduate Students (9.4%)	-	-	-
Subtotal-Fringe Benefits	**-**	**-**	-
Total Personnel and Fringe Benefits	**-**	**-**	**-**
Equipment (items with value ≥ $5,000 & life span > 1 year)	-	-	-
Fabricated/Manufactured Equipment (constructed unit with value ≥ $5,000 and life span > 1 year)	-	-	-
Domestic Travel	-		-
International Travel	-	-	-

MichiganTech

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 : 08/31/16

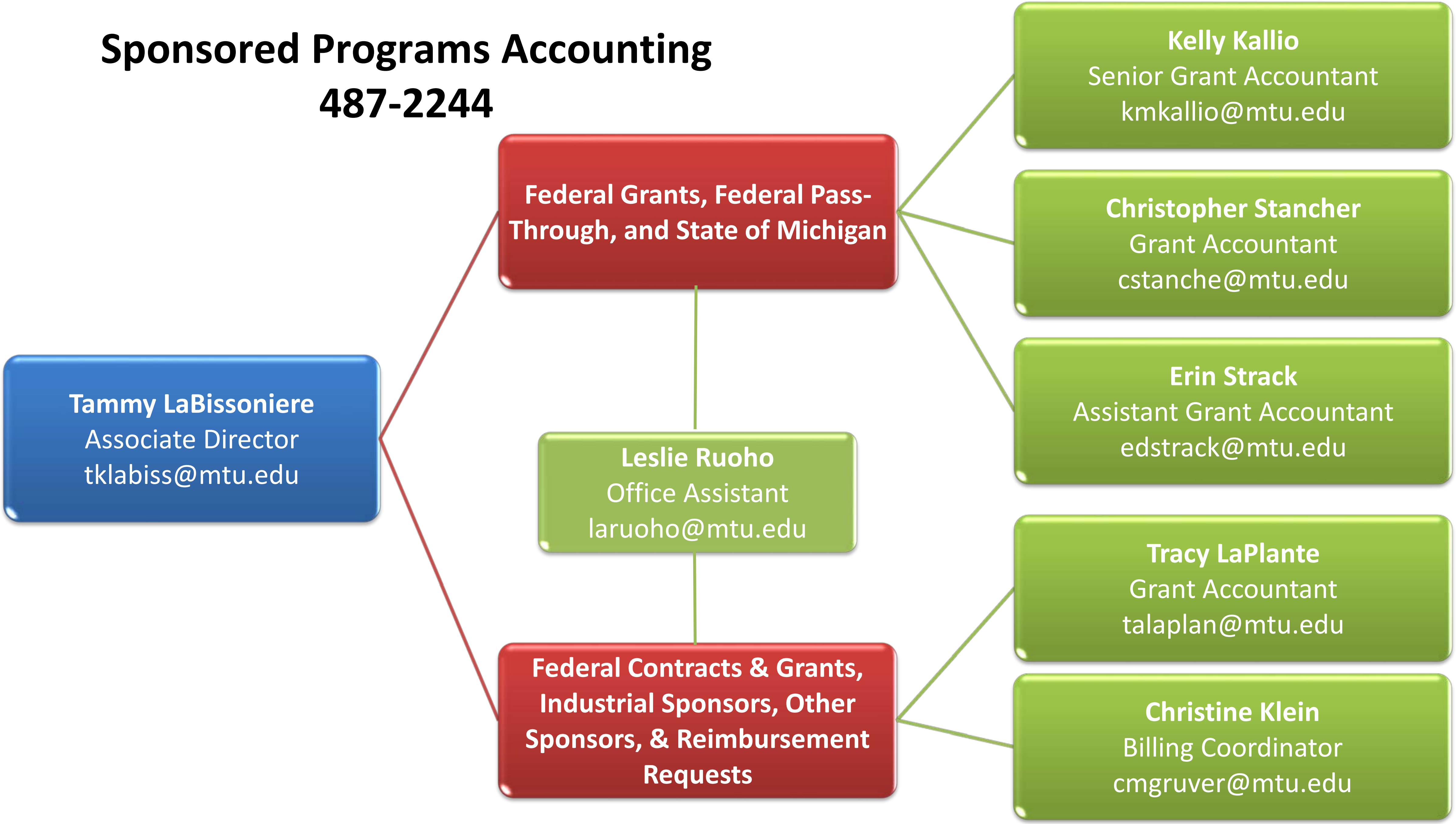
Is Direct Dollar Cost Share Required by the Sponsor?: ☑ No ☐ Yes

Does this Project Contain External Cost Share?: ☑ No ☐ Yes

DIRECT DOLLAR COST SHARE

Dept Code	Commitment Type	Category	Personnel Name	Index	Amount	Authorized Signature(s)	Date
					$0.00		
**If the department does not fulfill the requirements of the graduate school, the department is responsible for necessary funding to meet the obligatory match.				Total Year 1:	$0.00		
Dept Code	Commitment Type	Category	Personnel Name	Index	Amount	Authorized Signature(s)	Date
					$0.00		
**If the department does not fulfill the requirements of the graduate school, the department is responsible for necessary funding to meet the obligatory match.				Total Year 2:	$0.00		
Dept Code	Commitment Type	Category	Personnel Name	Index	Amount	Authorized Signature(s)	Date
					$0.00		
**If the department does not fulfill the requirements of the graduate school, the department is responsible for necessary funding to meet the obligatory match.				Total Year 3:	$0.00		
				Grand Total:	$0.00		

Sponsored Programs Accounting
487-2244



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

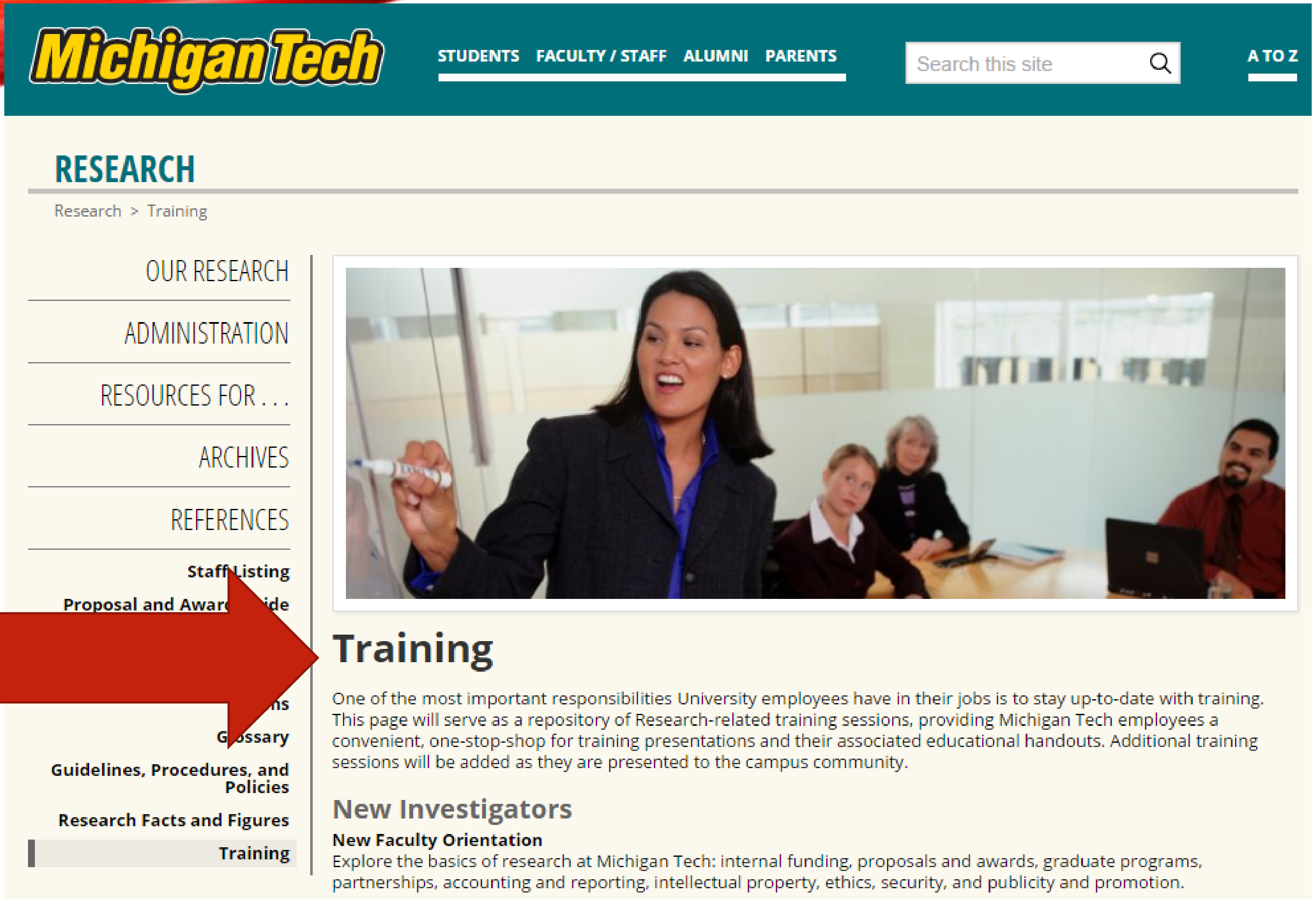
http://www.mtu.edu/research/administration/sponsored-programs/office/proposal-preparation/develop-budget/direct-cost/allowable-costs/

- 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



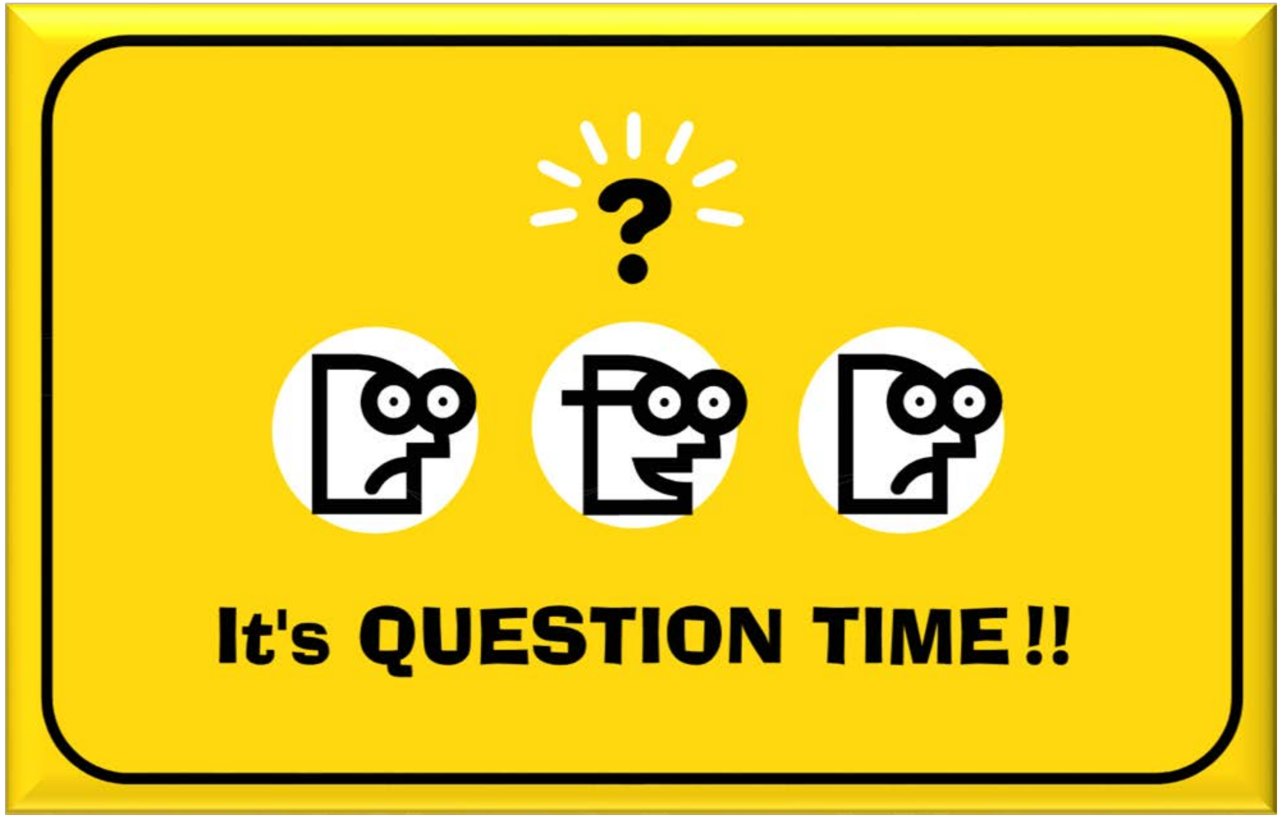
Resources for:

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

www.mtu.edu/research/references/training

UPCOMING VPR INITIATIVES

- Electronic Signature for Cost Sharing Forms
- Standard report for College/School/Department Cost Sharing Commitments


?
It's QUESTION TIME!!