

WVU Division of Finance Newsflash

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Important Year End Date Announced

Procurement, Contracting and Payment Services

Rachel VanScoy Hays, CPCP, CPPB, MPA, Associate Director of Payment Services

Important year end date announced! The last day for departments to submit requisitions greater than \$25,000 to PCPS for the formal bid process is May 7, 2015. This should ensure that a purchase order will be issued and goods/services received prior to June 30, 2015. This includes all of the specifications required in order to complete the formal bid process.

Also, there will be a few changes in the MAP line items/ expenditure types for the new fiscal year, so please hold any requisitions for New Year purchases until June 15, 2015 to ensure that you will be using the correct line item/ expenditure type. These line item/expenditure type changes will be discussed at the upcoming Users Group Meetings on May 19th and May 20th.

If you need any assistance or have any questions, please contact us at pcps@mail.wvu.edu.

Upcoming User's Group Meetings

Procurement, Contracting and Payment Services

Rachel VanScoy Hays, CPCP, CPPB, MPA, Associate Director of Payment Services

Session 1:

- Tuesday, May 19th 9:00 a.m. to 11:00 a.m. in the Rhododendron room, at the Mountainlair

Session 2:

- Wednesday, May 20th 1:30 p.m. to 3:30 p.m. in the Fukushima auditorium, Health Science Center

Vendor's Invoice Forms

Procurement, Contracting and Payment Services

Rachel VanScoy Hays, CPCP, CPPB, MPA, Associate Director of Payment Services

We have noticed that many employee reimbursements are being submitted to our office on the old Employee Reimbursement form. Please make sure to use the new Payment Services Request form for all employee reimbursements. The form can be found at: <http://financediv.wvu.edu/home/pcps/payment-services>. The second tab within the spreadsheet offers detailed instructions on how to complete the form.

In addition, we are also noticing many invoices being submitted using the old "Vendor's Invoice" form. The Payment Services Request form must be used for instances in which the vendor cannot provide an invoice.

Also, please make sure that the business office signs off on all payment request forms.

If you have any questions, please feel free to contact us at pcps@mail.wvu.edu.

Fringe Benefit Rates for Fiscal Year 2016

Financial Services

Lisa Lively, Director

West Virginia University and West Virginia University Research Corporation (the University) has settled new fringe benefits rates with our cognizant agency, the U.S. Department of Health and Human Services (DHHS). These rates are for use from July 1, 2015 – June 30, 2016 for all proposals and active sponsored agreements. The rates and a description of the line items for which they apply are as follows:

The following fringe benefit rates are effective July 1, 2015 through June 30, 2016:

Type of Rate	Fringe Benefit Rate
Benefits Eligible Rate	24.5%
Non-Benefits Eligible Rate	7.0%
Student Rate (for non-Graduate Assistants)	1.8 %
Graduate Assistant Rate	10.5%

DHHS and the University calculate institutional fringe benefits rates based on total salaries and wages, total fringe benefit costs, and any over / (under) recovery from prior

periods. The expenditures that comprise this calculation are based on all University accounts including sponsored agreements. Because the over / (under) recovery is calculated annually, the fringe rates are negotiated annually to ensure that the rates reflect the actual costs as accurately as possible. When the University has an under-recovery, fringe rates will increase. Likewise, when an over-recovery is calculated, fringe rates will decrease.

If you have any questions regarding these rates, please contact Jaime Bunner (Jaime.Bunner@mail.wvu.edu) in the Cost Accounting Unit of Financial Services.

Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

*Financial Services
Lisa Lively, Director*

Effective December 26, 2014, the Office of Management and Budget collapsed 8 circulars into one document commonly referred to as Uniform Guidance. This guidance is applicable to new funding that is awarded on or after the December 26, 2014 effective date. Uniform Guidance replaces the three circulars that WVU historically followed for grants management:

- Circular A-21 to determine what could be charged to sponsored awards as direct and indirect costs
- Circular A-110 to determine how to charge sponsored agreements i.e. purchasing systems, cost share, asset/inventory management, time, etc.
- Circular A-133 to determine how to audit compliance with Circulars A-21 and A-110

Under Uniform Guidance the university community is undergoing the biggest regulatory change in the last 50 years of research administration. WVU has addressed this situation by creating a committee comprised of central administrative (research and accounting) and academic unit representatives.

To date we have either updated or written and published the following policies which are located at the following website <http://adminfin.wvu.edu/policies/finance>:

- WVU-FS-23 Sponsored Agreement Closeouts
- WVU-FS-39 Cost Sharing/Matching of Sponsored Projects
- WVU-FS-40 Charging Costs of Computing Devices
- WVU-FS-44 Administrative and Clerical Salaries

We have also updated the policy/procedure for Sub-Recipient Award Management which will be published in the near future.

To keep the university community informed of our actions the task force is going to start hosting open forums once a quarter. The open forum will be duplicated at two

separate locations (downtown and Health Sciences Center), at two separate dates and times. The first open forum will be held at 1:30 p.m. on May 20 at the Okey Patteson Auditorium (Health Sciences Center) and 10:00 a.m. on May 21 at 325 Brooks Hall (Downtown). Topics that will be covered include:

- Basic Overview of Research Administration at WVU
 - Who does what?
 - What chart of account structure should be used?
 - What type of award is it? Grant? Contract? Cooperative Agreement?
 - When do I initiate?
 - Why are dates important?
 - How do I get started?
- Allowable/Unallowable Costs -
 - Computing Devices
 - Administrative and Clerical Salaries
 - Cell Phone Allowances
 - Participant Support Costs
- Cost Share
- Subcontract versus Contracts
- Student Stipends (Where should this be processed? STAR? Payroll?)

Important Dates to Remember

*Financial Services
Lisa Lively, Director*

Summer 2015 Important Dates	
Sunday, April 19	Summer 2015 assessment for pre-registered students
Monday, May 18	First Day of Summer Term
Wednesday, May 20	Students registered for courses that start on May 18 will be removed for non-payment (100%)
Friday, May 22	1st Summer Reinstatement Deadline
Wednesday, June 10	Students registered for courses that start on May 18 will be removed for non-payment (100%)
Friday, June 12	2nd Summer Reinstatement Deadline
Wednesday, July 1	Students registered for courses that start on May 18 will be removed for non-payment (100%)
Friday, July 3	WVU HOLIDAY
Monday, July 6	3rd Summer Reinstatement Deadline
Wednesday, July 22	Students registered for courses that start on May 18 will be removed for non-payment (100%)
Friday, July 24	4th Summer Reinstatement Deadline

Fall 2015 Important Dates	
Monday, June 8th	Student Health Insurance Waiver Site Available
Thursday, July 2nd	Late Fees assessed on all balances due by July 01
Sunday, July 5th	Fall 2015 Charges Assessed
Monday, July 6th	Fall 2015 Bill Available on STAR
Sunday, August 2nd	Late Fees assessed on all balances due by August 01
Monday, August 3rd	Insurance Opt-Out Deadline
Friday, August 7th	60% Payment Deadline
Monday, August 10th	Courses Deleted from Schedule for Non-Payment of at least 60%
Monday, August 17th	First Day of Classes
Friday, August 21st	Last Day to Add/Drop
Monday, August 24th	Courses Deleted from Schedule for Non-Payment of at least 60% (2nd time process is run)
Friday, August 28th	Reinstatement Deadline
Monday, September 2nd	Late Fees assessed on all balances due by September 01
Friday, September 25th	Remaining Balance Due (60/40 Plan)

Emily Wells of Tax Services, wins Statewide Collegiate Business Plan Competition

Tax Services

Melissa Henard Hunt, Assistant Director



WVU Students Sweep Statewide Collegiate Business Plan Competition for Second Year. Tax Services own, Emily Wells - student intern, is one of the winners. The West Virginia Statewide Collegiate Business Plan Competition allows students from around the state to pitch a business idea and receive the education, skills, contacts and motivation necessary to start a viable start-up company in the state.

Emily, as a senior Agribusiness Management major, won the competition in the Lifestyle & Innovation category for her business plan to start a soil sampling business named Precision Agriculture Sampling Services (PASS). PASS will accurately test soil to help farmers with the best management practices for their land, while increasing soil and environmental health.

Way to go Emily, we are proud of you!

Big Twelve Risk Managers gather at Kansas State

Risk Management

Mike Gansor, CPCU, ARM, AAI, AU, AFSB, LUTCF

[Photo courtesy of the K-State Division of Communications and Marketing] The Big Twelve Conference business and enrollment services departments have been meeting at member institutions for many years, going back to the "Big Eight Conference". The latest meeting was expanded to include risk managers from the Big Twelve schools. Risk managers in attendance included Susie Johnson of Iowa State University, Steve Bryant of Texas Tech University, Michael Rosenberg of University of Kansas, Paul Fox from Texas Christian University, Mike Bale from Oklahoma State University, Mike Gansor of West Virginia University, and Steve LeFever with internal audit at Kansas State University. The meeting was held at the beautiful Alumni Center on the Kansas State campus from Sunday, October 26, 2014, through Tuesday morning, October 28, 2014. It was very beneficial for the risk managers in attendance to meet as a small group to discuss the risk management challenges common to our campuses



during our breakout sessions. Among the topics discussed were cyber risk, unmanned aerial vehicles, faculty and staff travel overseas, RMIS providers and services, student health insurance, lab safety, and sexual harassment.

On Tuesday morning, the risk managers were invited to join the CFO group to discuss their individual school and to

describe one risk management success story on their campus. This was a rare opportunity for risk managers to have an audience with this high-level group of administrators. All the groups in attendance came together for a social gathering on Sunday evening at the Kansas State football complex and at an historical museum on Monday evening. Those in attendance gathered for a photograph on Tuesday morning.

Division of Finance Mission Statement

The Division of Finance supports the University's mission through its stewardship responsibilities. These responsibilities are performed by a dedicated group of professionals who are distributed across the following areas:

- Senior Associate Vice President of Finance, Treasurer of the West Virginia University Research Corporation: Daniel A. Durbin
- Assistant Vice President of Finance, Assistant Treasurer, WVU Research Corporation: Anjali B. Halabe
- Assistant Vice President, Procurement, Contracting, and Payment Services (PCPS): David Beaver
- Business Office/Administration and Finance: Tom Shamberger, Chief Business Officer
- Financial Services: Lisa Lively, Director
- Payroll and Employee Processing Services: Linda Strawser, Director
- Institutional Accounting, Reporting, and Analysis (IARA): Kathy Day, Associate Director
- Insurance and Risk Management: Michael J. Gansor, Risk Manager
- Tax Services: Melissa Henard, Assistant Director

We welcome any feedback, comments, or suggestions regarding the content for our newsletters via e-mail at karen.brock@mail.wvu.edu.