CHSS Info Session

FALL 2017

September 19, 2017
Agenda

10:30 am – 10:35 am  Introductions
10:35 am – 10:50 am  Guest Speaker - Samara Carter
10:50 am - noon     Finance Team Presentation and Q & A
noon - 1:00 pm      Lunch
Budget & HR News

- CHSS ended FY17 with a POSITIVE balance using the new budget model
- Dean Boehm-Davis leaving October, awaiting word regarding interim
- Enrollment - Resources
- Term faculty minimum salaries, higher sick leave accruals
- Important to update eWork, ask chair to provide details

FY18 Budget

- Summer & Fall enrollment higher than last year, CHSS holding faculty positions vacant
- Targeted spending for new and growing programs
## Fall Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
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<tbody>
<tr>
<td>JUL</td>
<td>FY18 Budget Transfers done end of July including revenue carryover</td>
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<tr>
<td>AUG</td>
<td>Formal performance evaluation meetings (Aug – Oct)</td>
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<td>SEP</td>
<td>Last day to add classes (Sept 5)</td>
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<td>Last day to enroll in Student Health Insurance (Sept 15)</td>
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<td>First pay check for GAs &amp; Adjuncts (Sept 15)</td>
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<td>GL funds transferred from PT to GA accounts within departments</td>
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<td>Last day to drop classes with a 33% tuition penalty (Sept 19)</td>
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<td>Final drop deadline for classes (student will incur 67% tuition penalty (Sept 29)</td>
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<td>Fall Part-Time budget analysis and adjustments completed (end of Sept)</td>
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<td>OCT</td>
<td>Fall tuition waivers reconciled (Mid- Oct)</td>
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<td>Department/Program budget meetings (Oct/Nov)</td>
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<td>NOV</td>
<td>BTS opens for Spring 2018 GA, PT and GL assignments</td>
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<td>DEC</td>
<td>Spring Health Insurance eligible students identified in BTS and coded in Banner (only for newly admitted students)</td>
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<td>Term Faculty Non-reappointment Notification Letters (Dec 15)</td>
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Updates & Reminders

• Federal Work Study Budget – FY18

• Payment Request Form - updated reimbursement policy
  – PRF can no longer be used for Faculty to be reimbursed for most items.
  – Conference registration and airfare should be processed via TRS (not Payment Request Forms).
  – Other items should be paid for by dept PCard.
Subsidized Graduate Health Insurance (SGHI)

- Communicate any changes in students eligibility ASAP by e-mail.

- Students who lose eligibility prior to 9/30, tuition rates revert to out-of-state (if applicable) and the subsidy canceled.

- Students who lose eligibility after 9/30, retain in-state tuition rates (if applicable) and the subsidy coverage for the remainder of the fall coverage period (1/4/18).

- Mid-semester eligibility notices will be sent out and will outline impact to health insurance and tuition rates if leaving an assistantships.

- Stay tuned for changes to SGHI for FY19.
Upload – Updates/Reminders

- Spelling of name must match in Banner and BTS to successfully upload. When updating names please go to the SPAIDEN record and look at the PERSON screen so you can see how to enter.

- When possible, import names directly from BANNER to BTS.

- Great job once again on another successful upload.
Great resource for GA questions. Can be located on the Provost website or the link below.

Dean’s Start-up Policy

• Funds are supplemental to department resources. Meant to provide funding for new faculty’s transition to the university.

• New Fiscal Services policies for faculty reimbursement will apply to any D&E purchases.

• Purchases made with the department Pcard and through eVA would be charged to the department Org. and then a JV submitted to CHSS Finance for approval and processing.

• Travel costs would be handled through the TRS system, just as they are now.
EZ-EPAF

- When submitting EzEPAF’s, please remember to check the Pooled Positions screen in Patriot Web to verify the appropriate position category is set up on that fund or Org.

- New Policy for Misc. Pay for Adjunct positions: allowed as long as adjunct holds an active adjunct position during that pay period.
New Travel approval process

• All travel authorizations and reimbursement forms will be completed electronically through the TRS system.

• International Travel: International Travel does not need to go through the Dean’s office for approval with the exception of Department Chairs.

• Group Travel of three or more employees: Group Travel form no longer required. Approval does not need to go through the Dean’s office.
Sponsored Research

Salary Changes

- Reminder - verify salaries before submitting FCFs!
  - 12 Month – effective 7/10/17
  - 9 Month – effective 8/25/17

OSP updates

- OSP Research Admin Certificate Training
  - Current cycle thru Spring 2018
  - New Research Integrity program coming Spring 2018
- OSP MicroStrategy Labor Reports
Sponsored Research

CHSS Research Policies Online
https://chss.gmu.edu/research/sponsored-research-policies

Research Policies

2nd Course Buyout 15%

College of Humanities and Social Sciences Sponsored Research Policies

Academic Year and Summer Effort on Grants

CHSS Salary Cap Administration Policy

Office of Sponsored Programs
Sponsored Research

BTS Funding Change Forms Update

• The new BTS Funding Change feature will be fully added to production on **September 20**
• The old Grants Funding Change Form will no longer be active
• Limited access to the new system for now
• NLT Spring 2018 ALL FCFs must be submitted through BTS Funding Change (no emailed forms)
Reconcile, Reconcile, Reconcile!

- CHSS Compliance Status: 30% not in compliance with new policy timeline
- Grants – MONTHLY reconciliations highly encouraged
- The reconciliation report summary page should be signed and dated by the PI and the reconciler
- File Naming Convention
  - FUND#_PI Name_Period Reconciled
  - Example: 202222 Cohen Jan-Feb 2017
- Reconcile grants through closeout (not just through project end date)!
Sponsored Research

NSF and RCR Training

• All undergraduate, graduate students and postdoctoral researchers who are supported by a NSF award must complete the RCR training

• RCR training is available online through CITI at the University of Miami

• NSF does not indicate frequency of the training, however students should be trained at each career stage (undergraduate, graduate, post-doc) regardless of their time spent at Mason
Human Resources

eWork

• New advertising format requirement (3 sections):
  - Responsibilities
  - Required Qualifications
  - Preferred Qualifications

• Ensure that applicants are transitioned and recorded throughout the workflow process in eWork.

• If a verbal offer is made and turned down, record that in eWork.
Human Resources

Faculty Study Leave

• Applications for Tenure Track Faculty Study Leave, AY 18/19, due to CHSS Finance & HR by November 10.

• Applications for Provost Awarded Study Leave for Tenured Faculty, AY 18/19, must be submitted by email to the college (at chss@gmu.edu) by October 2.

https://chss.gmu.edu/study-leave-for-tenured-instructional-faculty
Human Resources

Updates/Reminders

• Notification to term faculty of non-reappointment:
  - December 15 in reappointment contract years
  - February 15 in first year of initial contract.

• Performance Evaluations:
  - Classified staff and administrative faculty evaluations due to HR October 24.
  - Faculty evaluations due to Dean’s Office by October 2.
Human Resources

Updates/Reminders (cont.)

• Now is a good time to update 9-month faculty sick leave balances (effective August 25 – add 30 days).

• Faculty minimum salaries have been increased effective July 10 - https://provost.gmu.edu/wp-content/uploads/Faculty-Minimums-Effective-7.10.2017-7.pdf

• Mason Temporary Staffing Service - http://hr.gmu.edu/employment/index.php?t=5&topic=temps
Thank you for coming!

Please remember to turn in your evaluation.