



APRIL KEY DATES & DEADLINES

Date	Day	Time	Deadline Description
Mar 31	Mon		Check for unposted March journals to correct, approve, or delete.
Apr 1	Tue		BJE cutoff for March. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Apr 1	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Apr 2	Wed	6:00	Finance System campus close for March. Do not create, validate, approve, or post March journals after 6:00 pm—they do not post and are deleted (cutoff for fund 30, 31, 34 journals was 3/25).
Apr 3	Thu		March allocations run.
Apr 3	Thu	10:00a	Unposted March journals that are not copied and assigned a future date or saved in incomplete status are deleted.
Apr 3	Thu	5:00	Time collection for biweekly pay period ending March 29.
Apr 4	Fri		CIW is now updated with month-end closing entries; March statements are ready for review and reconciliation.
Apr 8	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Apr 15	Tue	FYE*	FY14 GF continuing budget change restriction begins (see page 2).
Apr 15	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Apr 17	Thu	5:00	Time collection for biweekly pay period ending April 12.
Apr 18	Fri	FYE*	Last day to submit requisitions for purchases that require formal solicitations (goods/services >\$500,000).
Apr 18	Fri	5:00	Time collection for monthly pay period ending April 30.
Apr 21	Mon	4:00	Allocation changes and creates due for April business. Send to Maggie Young , or call 492-6375.
Apr 22	Tue	Noon	HRMS inquiry only while HR Production down for payroll processing.
Apr 25	Fri	6:00	Creation, validation, and departmental approval of cost transfers and PETs for fund 30/31 projects and fund 34 gift journals for this month. No exceptions.
Apr 25	Fri	6:00	Gift expenditure cutoff for April 30 month-end CUF wire transfer.
Apr 29	Tue	5:00	Deadline for fully approved expense reports to upload this month.
Apr 30	Wed		Check for unposted April journals to correct, approve, or delete.
May 1	Thu		BJE cutoff for April. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
May 2	Fri	6:00	Finance System campus close for April. Do not create, validate, approve, or post April journals after 6:00 pm—they do not post and are deleted (cutoff for fund 30, 31, 34 journals was 4/25).
May 5	Mon	10:00a	Unposted April journals that are not copied and assigned a future date or saved in incomplete status are deleted.

Calendar Footnotes

- **Times are p.m.** unless otherwise noted. No time listed means not applicable or the sooner the better.
- **Observe payroll deadlines** so funding distribution corrections from payroll suspense and/or changes are in place before the next payroll run. Plan for HRMS downtimes to meet PET deadlines. [Employee Services](#) has the most detailed payroll calendar.
- **JE Tips:** 1) Don't mix fund 30/31 or 34 JEs with other funds or with each other in the same JE. This slows approval and delays non 30/31/34 lines from posting. 2) Contact [Patti Newton](#), 492-2620, for fund 30/31 PETs, [Jim Sheppard](#), 720-235-0572, for fund 30/31 cost transfer JEs and [Liz Spencer](#), 492-1071, for gift fund 34 JEs.
- **Routinely check for unposted journals** that need correction, validation, approval, or additional information for Jim or Liz.
- ***FYE** indicates a deadline in preparation for fiscal year-end.

GREAT MINDS SHARE IDEAS

You have until **April 30** to share your best practices with the CUSP recognition program.

[Click here to learn more](#)

Study hard what interests you the most in the most undisciplined, irreverent and original manner possible.

— Richard Feynman, physicist

PETs with tuition remission deserve extra scrutiny

Tuition remission – Overview

Tuition remission is a reduction in the *student's* cost of graduate tuition. All graduate students appointed to a qualifying job code receive tuition remission as part of the compensation for services rendered, provided they meet certain minimum requirements. The actual dollar amount of tuition remission is based upon the time percentage of the appointment. The departmental SpeedType that pays the student's salary pays the remission portion (instead of the student) and is prorated across all the student's eligible payroll FOPPS if there is more than one. Job codes that qualify for tuition remission are limited to these four:

- 1502 Graduate Assistant (GA)
- 1503 Graduate Part-Time Instructor (GPTI)
- 1505 Research Assistant (RA)
- 1506 Teaching Assistant (TA)

Graduate student appointments are entered into the student's record through the Integrated Student Information System (ISIS). The Provost's Office is responsible for tuition remission verification and expense allocation on a monthly basis throughout the semester during which this allocation appears as an encumbrance. After the final pay period of a semester, the Provost's Office processes the final allocation at which time the encumbrance is removed and the actual tuition expense posts.

Tuition remission – Impact of payroll expense transfers (PETs)

When PETs are entered **during** a semester before the final tuition expense posts, the tuition remission encumbrance automatically follows the PET—no additional journal entry (JE) is required by the department. However, if a PET is processed **after** the tuition expense posts, the tuition expense **does not** automatically follow the PET. Therefore, the department must prepare a JE to move the tuition expense associated with that salary to the new SpeedType in proportion to the payroll expense.

Tuition remission – Sponsored projects need special attention

In the case of sponsored projects, failure to record the tuition expense JE causes problems with project reconciliations, financial reports, and close-out. To prevent this, SPA will need to approve the tuition JE before it can approve the PET. We recommend that you create the PET and JE at the same time while it's on your mind because if you just do the PET, it's easy to forget about the tuition remission that must be manually moved. Please include the following in the header description of the JE to transfer the tuition:

- Name of the student faculty
- Semester involved
- Journal ID number(s) of the related payroll transfer(s) and the date of the PET(s).

If you have questions or need assistance, please contact [Nasrin Khoshand](#), Sponsored Projects Accounting Compliance Manager, 492-7213. For more information, see the Graduate Student Appointment Manual and Tuition Remission Training on [The Graduate School website](#); for JE guidance, see [SPA JE Guidelines](#).

Prepare General Fund budgets for fiscal year-end 2014 and the new FY15

The FY14 General Fund continuing budget change cutoff for the campus is **April 15** per the usual Boulder campus business practice. After the cutoff, General Fund continuing budget may only be moved within the same General Budget Account and Campus Division. If you have a continuing budget change past the deadline, you can do a temporary budget change in FY14 and a continuing change effective dated July 1, 2014 (i.e., FY15). The FY15 budget ledgers are now open in the Finance System. If you have any questions regarding this cutoff, please contact the Budget Office at 492-8631.

Align salary budgets: We expect that there will be salary increases for all employee types in FY15. Therefore, for General Fund units in particular, it is strongly recommended that you align your salary budgets to the proper levels and budget pools (classified/exempt) because these budgets will become the basis for salary budget allocations in the new fiscal year. [Click here for more information](#) on managing salary and benefits budgets or call or email the Budget Office if you have questions or need assistance at 303-492-8631 or ucb.budget@colorado.edu.

Green shoots of fiscal year-end

Even though June 30 fiscal year-end is three months away, its early warning signs start this month. As noted above, **April 15** is the General Fund FY14 continuing budget change cutoff. In addition, large-dollar goods or services that use FY14 funds face April and May deadlines to ensure delivery by June 30, as follows.

Friday, April 18: Last day to submit requisitions for purchases that require **formal bids** (purchases of goods or services over \$500,000).

Friday, May 2: Last day to submit requisitions for purchases requiring **documented quotes**, which are:

- Purchases of goods or services \$5,000.01-\$500,000 using federal funds, or
- Purchases of goods \$10,001-\$500,000 using nonfederal funds, or
- Purchases of services \$25,001-\$500,000 using nonfederal funds.

Friday, May 23: Last day to submit any additional requisitions that will use FY14 funds.

Keep in mind:

- Goods and services must be **received** by June 30, 2014 in order to be expensed in FY14.
- Your requisition must be approved, and all necessary documentation must be provided to the PSC, by the above dates.
- Requisition comments must state that the procurement needs to be received by June 30, 2014.
- If you have questions, contact the appropriate [purchasing agent](#) for the specific commodity.

Coffee and the campus budget – final session April 24

Join Senior Vice Chancellor and Chief Financial Officer Kelly Fox or Senior Associate Vice Chancellor for Budget, Finance and Enrollment Services Steve McNally for an inside-the-campus view of how CU-Boulder is financed and the challenges and opportunities we face as an institution. There are just a few seats left for the final session: **Thursday, April 24, 10:00 – 11:00am**, C4C Flatirons Room. [Sign up here](#).

NSF monitoring visit April 7-11

Representatives from the National Science Foundation will be on campus to conduct a site visit April 7-11. If SPA contacts you about any of your projects, particularly NSF, please assist at your earliest convenience.

Property Disposal training – April 22

In module 2 of the Departmental Property Managers Certificate Training, learn how to properly dispose of your department's surplus property. Property Services will host the

TRAINING & EVENTS — Click on the **Info** links below for registration details.

Date/Time	Description	Info	Location
Thu, Apr 3 9:00-11:15	The Guide Training Fund and revenue accounting - Part I	Info	ARC, room 620 3100 Marine St., East Campus
Fri, Apr 4 11:30 -12:30	Coffee and the Campus Budget Inside view on challenges/opportunities	Info	ARC, room 346 3100 Marine St., East Campus
Tue, Apr 8 9:00-4:00	PeopleSoft Finance System Training Required to access the Finance System	Info	Marine St. Science Center, room W179 3215 Marine St., East Campus
Thu, Apr 10 times vary	Continuing Professional Education (CPE) Six courses	Info	Office of University Controller 1800 Grant St., Suite 500, Denver
Tue, Apr 15 times vary	Continuing Professional Education (CPE) Four courses	Info	Office of University Controller 1800 Grant St., Suite 500, Denver
Wed, Apr 16 9:00-Noon	m-Fin Financial Statements Training How to run and understand m-Fin reports	Info	Marine St. Science Center, room W179 3215 Marine St., East Campus
Thu, Apr 17 times vary	Continuing Professional Education (CPE) Four courses	Info	Office of University Controller 1800 Grant St., Suite 500, Denver
Tue, Apr 22 9:30-11:30	Property Disposal Training 2 nd session in Property Mgmt. Training	Info	Marine St. Science Center, room W179 3215 Marine St., East Campus
Tue, Apr 22 1:00-3:15	The Guide Training Fund and revenue accounting - Part II	Info	ARC, room 620 3100 Marine St., East Campus
Thu, Apr 24 9:00-11:15	The Guide Training Cash control and accounts receivable	Info	ARC, room 620 3100 Marine St., East Campus
Thu, Apr 24 10:00-11:00	Coffee and the Campus Budget Inside view on challenges/opportunities	Info	C4C, Flatirons Room 2249 Willard Loop Drive
Tue, Apr 29 9:00-10:45 11:00-12:00	The Guide Training Gift accounting – 1 st session of the day Sensitive Expenses & more – 2 nd session	Info	ARC, room 620 3100 Marine St., East Campus
Tue, Apr 29 9:00 start	Research Administrators Meeting Research faculty updates	Info	UMC, rooms 247 1669 Euclid Ave

training on **April 22, 9:30-11:30**, in the [Marine Street Science Center](#), 3215 Marine Street, in room W179 (east campus).

- Discover your options: trade-ins, donations, transfers, etc.
- Learn how to create disposal requests.
- Find out what happens to UCB surplus property once it's picked it up from your department.

Register by email to ABSTraining@colorado.edu. If you have questions about the training, please contact Jillliandra Michko, 492-6324 or Jack Brubaker, 492-7207 or visit the [ABS Property Management training page](#).

FY15 planning parameters

Information to help prepare for FY15 resource planning has been updated. The most current rate information, along with additional explanatory notes, is available [online](#). Please continue to view the [Planning, Budget and Analysis](#) website to obtain the most current planning parameters.

The Guide training is back!

The Departmental Financial Management Guide, usually just called *The Guide*, was first published by ABS in March 2003 to provide a resource for managers and staff to understand their fiscal responsibilities and manage their business operations more effectively. To help you absorb this nutrient-dense material, ABS has scheduled April and May trainings built around key chapters of *The Guide*. This is your chance to get a richer understanding of the University's fiscal landscape directly from ABS and campus experts. April classes appear below and you can view the [complete schedule here](#). All classes will be held in [ARC 620, 3100 Marine Street, east campus](#). Sign up for any or all by email: ABSTraining@colorado.edu.

Fund Accounting and Revenue Accounting Part I What is fund accounting and how does it apply? What revenue code to use and why?	Thursday April 3,	9:00-11:15
Fund Accounting and Revenue Accounting Part II The heart and soul of higher education accounting needs two sessions to cover it all.	Tuesday April 22	1:00-3:15
Cash Control & Accounts Receivable Do you have petty cash or a change fund? Are you owed money for something you sold?	Thursday April 24	9:00-11:15
Gift Accounting Fund 34s are different animals and need special care and feeding. 1 st session of the day.	Tuesday April 29	9:00-10:45
Sensitive Expenses & Other Topics Bonus material from beyond <i>The Guide</i> . 2 nd session of the day.	Tuesday, April 29	11:00-Noon

innerview: KATHY LOUDERMILK

Kathy, what do you do in SPA and what do you find most enjoyable or rewarding?

I'm the Cost Share Accountant in SPA / Research Administration. The best part of my job is the opportunity to work with really terrific people while working a job that requires putting the pieces of the cost share puzzle together numerically. It also entails working with a variety of people from all different perspectives. Each day is a new adventure.

Is there a particular facet of cost sharing that seems to generate a disproportionate amount of misunderstanding for research administrators or PIs?

It's a challenge to manage the copious amount of rules and regulations that change just when you understand the old rules. This is compounded by the variability in compiling an advantageous cost share package when it is needed for the project yet in the best interest



of the University with different types of funding, different systems/mechanisms for tracking and for calculating different aspects of cost share. It can be very confusing.

SPA and OCG have a close working relationship under the Research Administration banner. What can you tell me about the paperless routing process improvement that was just launched?

Once we work out any kinks, and everyone is able to work with it to their own advantage for their job, my hope is that this step will enable us (OCG and SPA) to process the projects more efficiently and assist us in transitioning to InfoEd. I am excited that at some point the departments will have access to documents, enabling them to do their jobs without the present “blindness” of not having documentation at their fingertips.

What is one piece of advice or helpful hint that you would like to share with departments?

Use all the resources available. Take the SkillSoft training, attend the ABS training sessions, and attend the RAM meetings to exchange ideas and knowledge. This will make your job easier, and make you more effective in your job. Remember, there are no dumb questions—we are a University with research capabilities—our very world is questioning.

What do you enjoy doing outside of work?

Camping with friends and traveling to enjoy the natural wonders, gardening (I dream of a greenhouse to have fresh produce all year around), sewing, cooking for masses of friends and family, photography, free concerts, time to enjoy laughter with family and friends.

aboutkathy

Grew up where? Great Falls, Montana

Where do you live now? Arvada

Brothers or sisters? 3 incredible sisters

Kids? 3 sons, 1 daughter

Pets? Cohabiting with a focused, but well trained Siberian Husky

Recent reading? *7 habits, 2,000 Year Leap, Chasing Charlie, Super OMB*

Circular— I read several things at the same time

TV show(s) you like? I don't have control of the remote at my house

Morning or night person? The Gemini in me says both

Place you'd like to live? I would live in Colorado as a base home, but travel visiting family, friends, and places of beauty and history

Fantasy occupation? Storyteller for young people to inspire them to see the world having opportunities even in the challenges so they will work to apply their gifts to make a difference.

Some favorites:

- **Movie genre** I do dramas, comedies, light suspense, but tend toward kid movies—less stress, more laughter—especially while watching with kids

- **Place to shop** I power shop—do my research ahead, then get what I need. I like revenues, not so much expenditures.

- **Season** We live in Colorado because it has 4 distinct seasons, each with its wonders

- **Class** Math, geology, astronomy and law classes