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Area Accounting | Sponsored Projects Accounting | Central Operations
Cost Accounting | Technical Operations
**JULY - AUGUST 2015**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>July 31</td>
</tr>
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</table>

**3**  
- **Finance System campus close for July 2015 – 6:00 PM**  
  Reminder: please do not create, validate, or approve July JEs and PETs after 6:00 PM  
- Gift Expenditure cutoff to make the Aug 7 CUF wire transfer

**4**  
- July allocations run and Finance System closes - do not create, validate or approve July journals today  
- All unposted July Journals will be deleted starting at 10:00 AM - copy them into the next period by then

**5**  
- CIW is now updated with month-end closing entries. July statements are ready for review and reconciliation today  
- Time collection for biweekly pay period ending Aug 1 - 5:00 PM

**6**  
- Allocation changes and creates due for Aug business. Email: Maggie.Young@Colorado.EDU  
- HRMS available for review or inquiry only

**7**  
- Sales tax documentation for the previous month’s sales tax is due from departments. Send to: Maggie.Young@Colorado.EDU

**10**  
- Gift Expenditure cut-off to make the Aug 14 CUF wire transfer

**11**  
- Time collection for monthly payroll - 5:00 PM

**12**  
- Time collection for biweekly pay period ending Aug 15 - 5:00 PM

**13**  
- Gift Expenditure cutoff to make the Aug 21 CUF wire transfer

**14**  
- Allocation changes and creates due for Aug business. Email: Maggie.Young@Colorado.EDU

**17**  
- Gift Expenditure cut-off to make the Aug 28 end-of-month CUF wire transfer

**18**  
- Creation, validation and dept approval of Aug cost transfers, JEs and PETs for Fund 30/31 projects and Fund 34 gift fund journals due  
- Deadline for fully approved expense reports

**19**  
- Finance System campus close for Aug 2015 - 6:00 PM  
  Reminder: please do not create, validate or approve Aug JEs and PETs after 6:00 PM

**20**  
- Aug allocations run and Finance System closes, do not create, validate or approve any Aug journals today  
- All unposted Aug Journals will be deleted starting at 10:00 AM

**21**  
- CIW is now updated with month-end closing entries. Aug statements ready

**24**  
- Check for unposted July Journals to correct, approve or delete

**25**  
- Check for unposted July Journals to correct, approve or delete

**26**  
- Finance System campus close for Aug 2015 - 6:00 PM  
  Reminder: please do not create, validate, or approve Aug JEs and PETs after 6:00 PM

**27**  
- Aug allocations run and Finance System closes, do not create, validate or approve any Aug journals today  
- All unposted Aug Journals will be deleted starting at 10:00 AM

**28**  
- CIW is now updated with month-end closing entries. Aug statements ready

**AUGUST - SEPTEMBER 2015**

<table>
<thead>
<tr>
<th>Aug 31</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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**INSTRUCTIONS**  
Click here to access full descriptions and to add an event to your personal calendar.
DocuSign for Electronic Signatures

Many processes on campus require that university employees spend a great deal of time printing, scanning, emailing, faxing and, more often than not, walking documents back and forth to individuals all over campus and beyond. In an effort to streamline such processes, a revised Administrative Policy Statement (APS) on Electronic Signatures and Transactions was approved in July of last year:


This policy establishes a preference for using electronic methods for official university business transactions and parameters for the use and maintenance of electronic records. This policy applies to all members of the University of Colorado community (such as employees, affiliate staff, associates, and students) and governs all uses of electronic signatures and electronic records used to conduct official University business.

In support of this policy change, the University of Colorado Boulder launched a new tool, DocuSign, in January of this year. DocuSign enables university employees to easily sign documents electronically and route documents for electronic signature. Of note, 18,500 documents have been sent using DocuSign since January of this year!

For many departments on campus the introduction of DocuSign has already:

• Supported sustainability efforts by reducing the amount of paper used on campus.

The introduction of DocuSign, and its rapid adoption across campus, has been so successful that the solution won the 2015 CUSP Award for having a significant and positive impact on job performance.

DocuSign is provided as a common-good service to the campus, which means there is no direct cost to the individual or department. If you would like to learn more about DocuSign and how it can help improve workflow in your area, please visit:

http://www.colorado.edu/its/services/business-services/docusign

The Campus Controller's Office has adopted DocuSign for most documents and we highly recommend it to other departments.

OCG Welcomes New Deputy Director, Pam Tazik, Aug 6

Pam Tazik will officially begin her duties as Deputy Director for the Office of Contracts and Grants (OCG) on August 6. “Pam brings more than 20 years’ experience in research administration including most recently serving as the Manager of Operations and Finance for CU-Boulder’s Department of Molecular, Cellular and Developmental Biology (MCDB).

Pam’s experience includes serving as Director of Sponsored Programs at the University of Mississippi Medical Center, where she supervised a central office staff, Research Administrative Manager at the University of Colorado School of Medicine, and Research Administrator for the University of Illinois Beckman Institute for Advanced Science and Technology. She started her career as an Associate Research Biologist seeing sponsored research through the eyes of a researcher.

“We are so excited for Pam to join our team,” shared Denitta Ward, Assistant Vice Chancellor for Research and Director, OCG. “She brings great perspective of being a Principal Investigator, has a first-hand understanding of the critically important work of department administrators at CU-Boulder, and understands the role of the central office.”

Pam also has a deep and abiding commitment to staff development and training as well as the profession of research administration. She has served both on the Board, and as Chair, of the Research Administrators Certification Council. Pam is a Certified Research Administrator and Certified Pre-Award Research Administrator.

Pam will directly oversee OCG’s teams responsible for Proposal Development, Grant, Contract and Subcontract award management. OCG invites you to meet Pam at an informal meet-and-greet on August 27 from Noon-1 PM in UMC 245.

FY 2016 Fringe Benefits - Just in Time!

The FY 2016 fringe benefit rates have been approved by the Department of Health and Human Services (DHHS). The table below shows the rates for FY 2016. The signed rate agreement will be posted on our website along with the updated rates at http://www.colorado.edu/controller/about-us/cost-accounting. The new rates are being entered into the PeopleSoft Finance System Allocations Module, so that they will be correctly applied during July month-end close.

Please contact Tzuyea Yu at Tz.Yu@Colorado.EDU or 303.735.6587 if you have any questions.

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Rate</th>
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<tbody>
<tr>
<td>Regular Faculty</td>
<td>30.0%</td>
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<tr>
<td>FT Professional/Classified</td>
<td>37.3%</td>
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<tr>
<td>PT Professional/Classified</td>
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<tr>
<td>Temp</td>
<td>13.2%</td>
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<tr>
<td>Student Faculty</td>
<td>1.1%</td>
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<tr>
<td>Hourly</td>
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<tr>
<td>LASP Leave Rate</td>
<td>23.3%</td>
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DAICR Allocation Posted in July

Departmental Administration Indirect Cost Recovery (DAICR) is a program in which the campus returns a portion of the F&A revenue related to department administration to the research departments or units. Thank you to all of the units that reviewed and provided feedback on the initial reports that were distributed in June. The information was used in the calculation of the DAICR Budget Journal Entry, which is posted to the July statements. Final reports summarizing each unit’s budget allocation entry will be distributed in August.

If you have any questions, please contact Tzuyea Yu at Tz.Yu@Colorado.EDU or 303.735.6587.
**Fiscal Certification in Progress**

Do you need to complete it?

The annual Fiscal Certification process, which runs from July 1 through September 30, is designed to certify the accuracy of CU’s financial statements and the effectiveness of our internal controls. It is a key component in the university’s annual audit process and is required as part of CU’s financial certification to the State.

**How does the process work?**

Designated employees with high levels of fiscal responsibility, including faculty, staff and Principal Investigators (PIs) having combined program or project budget or expenses at or in excess of $2 million, are required to complete the mandatory fiscal assessment. The collective responses to the fiscal assessment help inform the next level of this process, the fiscal certification. Additionally, Officers of the University, including Chancellors, Vice-Chancellors, Associate Vice Chancellors, Deans and Provosts, are asked to review and attest to a series of statements pertaining to University fiscal procedures.

**Who has to certify?**

Anyone listed as an Officer of the University during fiscal year 2015 is required to complete the 2015 Fiscal Certification. Similarly, anyone who has held a position of significant fiscal responsibility (e.g., department chair, faculty director, etc.) during FY 2015 (July 1 – June 30) is required to complete the 2015 Fiscal Certification. This applies even if the chair/director is also a PI whose program or project budget or expenses did not meet the $2 million criteria.

To begin the process, visit myCUinfo portal. Under the CU Resources criteria.

Fiscal Certification. This applies even if the chair/director is also a PI whose program or project budget or expenses did not meet the $2 million criteria.

**Expanded Training**

**Coming with Addition of Tolise Miles in OCG**

Tolise Miles, CRA, joined the Office of Contracts and Grants (OCG) staff in July as a Training Development Specialist. This new position in OCG will greatly expand research administration training programs for the CU-Boulder campus.

“We have big plans for training and outreach as part of our strategic priorities, and Tolise’s extensive experience across all areas of research administration and as a trainer is a tremendous addition to our staff,” shared Denita Ward, Assistant Vice Chancellor for Research and Director, OCG.

Tolise relocated from Baltimore, Maryland to CU-Boulder with over 20 years of research administration experience, including 11 years as a department administrator, spanning The Johns Hopkins University, Georgetown University, Georgetown University Medical Center and Children’s National Health System. Her experience includes proposal review, grant and contract administration, sponsored accounting, and departmental financial administration.

Tolise is a Certified Research Administrator who is passionate about creating ongoing learning opportunities in the field of Research Administration. Tolise has taught courses at Georgetown and Johns Hopkins University, she is a member of the NCURA Travelling Faculty and NCUA Global Travelling Faculty, and has taught dozens of workshops at SRA and NCURA.

Tolise’s first initiative will be to co-facilitate CU-Boulder’s Study Group for the Certified Research Administrators (CRA) exam. OCG invites you to meet Tolise at an informal meet-and-greet on August 27 from Noon-1 PM in UMC 245.

**Elevate FIN Upgrade**

The Elevate FIN 9.2 Upgrade Project Team is working diligently toward production and is pleased to share several updates with you regarding the status of the overall project:

- The current project status is green; although the scope status has been pulled back to yellow. This is precautionary and acknowledges the implementation challenges for the new Grants/Post-Award module.
- The team is currently in Round 2 of user testing. This means data conversion and review is continuing and will remain an iterative process through September to ensure accuracy. Testers, please be sure to check the testing scenarios workbook often for status updates.
- To view the full July 2015 Elevate FIN Upgrade Update, click here.

**User Acceptance Testing (UAT)**

is scheduled for September and October. Training will begin in September. Visit our website for a complete schedule.

**PSLite to m-Fin Crosswalk**

The PSLite to m-Fin Crosswalk documentation is available at: [https://www.colorado.edu/controller/reporting-system](https://www.colorado.edu/controller/reporting-system)

Contact Laura Snyder if you are interested in attending a Crosswalk session to learn details regarding the m-FIN platform, gain tips and tricks, or understand the Crosswalk in more detail as we prepare for the upgrade.

If you haven’t checked out m-FIN lately, the Crosswalk sessions are a great way to catch up on the latest improvements to the system!

Click here to view the PSLite to m-FIN Crosswalk Training Schedule.

In addition, the m-FIN reporting team will host monthly drop-in sessions. During these sessions, you may ask questions, voice concerns, and share your ideas one of the Crosswalk training session.

Click here for Drop in Dates.

**Supplier Showcase - Sept 3 at Coors Event Center**

The PSC will present the annual Supplier Showcase in the Coors Event Center, Upper Gym, 10:00 AM – 1:00 PM, Thursday, Sept 3. The popular event is a great way to learn about suppliers and their products and services. Exhibits will feature vendor booths, displays, free samples and door prizes.

New Exhibitors & Catering Samples! Many new companies will exhibit along with perennial Showcase favorites. Detailed information, exhibitor list and online registration for CU faculty/staff is available at: [www.colorado.edu/psc](http://www.colorado.edu/psc).

PSC staff will be available to answer your questions, Drop by to talk Travel or mention Marketplace! Representatives from the Controller’s Office, Ethics, Elevate Program, Help Desk, Policy, Risk Management and Environmental Center will also be on hand to discuss issues and topics.

Make plans to attend and register now! We want to ‘CU’ there! Questions? Contact: Supplier.Showcase@CU.EDU

**PeopleSoft Finance System Training August 11**

Join us for PeopleSoft Finance System Training. This course covers basic information on fund accounting, budget theory and how to access and use the system. This includes navigation, Chartfields, reporting and journal entries (JEs).

This month’s class will be hosted on August 11 from 9:00 AM – 4:00 PM. Classes are held on the East Campus - Marine Street Science Center (MSSC), located at 3125 Marine Street, Room W179.

To register, please email: Controller.Training@Colorado.EDU

**CU@Lunch**

Meet-and-Greet with Pam Tazik and Tolise Miles

Aug 27, 12 - 1 PM
Location: UMC 245
Campus Controller’s Office
Sponsored Projects Accounting’s (SPA’s) Electronic Personnel Effort Reporting System (ePERs) Team

ePERs are managed by the Sponsored Projects Accounting (SPA) Compliance unit. This team is responsible to help mitigate the risk of audit findings by minimizing the occurrence of audit red flags. The Effort Reporting Accountant manages ePERs on a daily, weekly, monthly and semester basis. Changes to an original ePER could pose an audit risk. When an ePER certification is modified from the original, the system will create a Payroll Expense Transfer automatically. These are also considered a risk and need to be monitored weekly. It is the responsibility of the Effort Reporting Accountant to manage ePERs once they exceed 120 days past due. Notices are sent to departments to communicate any changes and past due ePERs. CCO then works with departments to ensure compliance.

ePERs is the method and system CU uses to certify to granting agencies that the required effort has been met and that the employee salaries charged to the federal award have been certified according to Uniform Guidance. Effort reporting is vital because salary expenses can be the major source of direct charges to federal funds on a contract or grant. If improperly managed or reported, they can jeopardize future federal research funding. CU-Boulder uses a web-based reporting system to track faculty, staff and PI effort expended on research activities.

Effort reports are generated each semester based upon payroll distribution entered into the HRMS system by department payroll personnel. Cost sharing effort commitments are entered into the Finance System by Sponsored Projects Accounting. An electronic effort report is created for anyone who receives salary from a sponsored project and/or has committed cost sharing.

Effort reporting is a requirement for recipients of federal awards as a means of attesting to the appropriateness of salaries and wages charged to a contract or grant. Sponsoring agencies require reasonable assurance that labor costs charged to a sponsored project reflect the actual effort expended on the project. There is also a requirement that any cost sharing effort on a sponsored project is accurately recorded. Effort is the amount of time spent by an employee on a particular project during a certain period of time, expressed as a percentage of the total time worked by the employee during the same period. Salary and wages distribution is the apportionment of an employee’s salary and wages to more than one sponsored agreement or other FOPP. The salary and wage distribution must reflect how the employee actually spent his/her time and effort as reflected and certified on the ePER.

CU-Boulder’s ePERs team is available to answer all of your ePERs questions. Visit our website for details, useful tools and contact information: http://www.colorado.edu/controller/about-us/sponsored-projects-accounting/compliance/epers

Interview: Melissa Keller

Melissa Keller is the Property Accounting Technician III, managing new acquisitions and fabrications for the Campus Controller’s Office. Get to know her a little better in our brief interview below.

Q: Please tell us about your prior experience and why you joined the CCO team?

I have been working at CU for 18 ½ years. I was previously employed in Ecology and Evolutionary Biology before coming to CCO. I had been doing the same type of accounting work all these years and decided that I wanted to change things up and learn something new.

Q. What best practices would you share with the departments?

My advice would be follow up on things. Even if you don’t know the answer, try to find someone who does. I know it is hard to get to the small things that other departments need done but it is important for them to get done so they can do their job. Everyone needs to work together.

Q. On a personal note, what do you enjoy doing outside of CCO?

I like to be outdoors, gardening and playing in the mountains - doing your typical Colorado activities (camping, kayaking, off-roading and so on). I also like to spend time with my friends and family.

CU-Boulder’s ePERs team is available to answer all of your ePERs questions. Visit our website for details, useful tools and contact information: http://www.colorado.edu/controller/about-us/sponsored-projects-accounting/compliance/epers

Anela and Akua

POSITION UPDATES

<table>
<thead>
<tr>
<th>Name</th>
<th>New Title/Position</th>
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<tbody>
<tr>
<td>Andy Settle</td>
<td>Technical Operations and Area Accounting Tech III</td>
</tr>
</tbody>
</table>
Campus Controller’s Office
3100 Marine Street, 4th Floor, 579 UCB
Boulder, CO 80309-0579

phone  303.492.3166
email  accounting@colorado.edu
web  http://www.colorado.edu/controller