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Area Accounting  |  Sponsored Projects Accounting  |  Central Operations
Cost Accounting  |  Technical Operations
### August 2016

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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| - Cutoff for July JEs that require secondary approval | - Finance System Campus Close for July 2016 – 6:00 pm  
Reminder: please do not create, validate, or approve July JEs and PETs after 6:00 pm | - July allocations run and Finance System closes  
- All unposted July Journals will be deleted starting at 10:00 am  
- Sales tax documentation for the previous month's sales tax is due from departments. To: Maggie.Young@Colorado.EDU | - CIW is now updated with month-end closing entries. July statements are ready for review and reconciliation | - |  

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<tr>
<td>- Check for unposted July Journals to correct, approve, or delete</td>
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### Instructions

Click here to access full descriptions and to add an event to your personal calendar.

### August - September 2016

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<th>29</th>
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<tbody>
<tr>
<td>- Deadline for fully approved expense reports</td>
<td>- Check for unposted Aug Journals to correct, approve, or delete</td>
<td>- Creation, validation, and dept approval of JEs for Fund 30/31 projects, and Fund 34 gift fund journals and all Cash Transfers due for Aug - 5:00 pm</td>
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</table>
| - Campus Closed - Labor Day | - 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 | - CIW is now updated with month-end closing entries. Aug statements are ready for review and reconciliation | - | - |

All dates are subject to change. CCO will notify you by email if close dates are modified. Thank you.
Tuition Remission

The tuition remission policy of the Graduate School at CU Boulder allows the university to attract the best quality of graduate students, whether they are residents of Colorado or not. Only four job codes are eligible for tuition remission, including graduate assistant (GA), graduate part-time instructor (GPTI), research assistant (RA), and teaching assistant (TA). These student faculty appointments are only available to full-time, regularly enrolled degree-seeking graduate students. Every graduate student on one of these appointments of 15% time or greater is offered tuition coverage as part of their compensation package. The amount of tuition credits that are covered depends on each student’s percentage of appointment. For example, if a student is working a 50% appointment, which is 20 hours a week, 9 or more credit hours are covered. If a student is working 10 hours a week, 5 hours of tuition are covered.

While all nonresident students will still be charged nonresident rates on their tuition bill, employers will be billed tuition remission expenses at the resident rate. The tuition differential of these nonresident students will be covered by the Office of the Provost. This allows departments to recruit students without worrying about whether their overall tuition costs will fluctuate due to their student appointees’ residency status. Taking out this budgetary concern allows departments to focus on recruiting the best possible candidates for their degree programs.

All students on appointment in either Fall or Spring semesters must work a minimum of 12 weeks during that semester to qualify for tuition remission. They must also demonstrate adequate academic progress towards their degrees. In order to keep students focused on their studies, they must work a minimum of 20 appointment hours per week.

All nonresident graduate students (including permanent residents) must obtain Colorado resident tuition classification prior to the start of their second year of employment as a graduate student. Failure to do so will result in ineligibility for tuition remission, starting with the following semester. International students are not required to obtain residency in order to remain eligible for tuition remission.

New students are encouraged to obtain Colorado residency as soon as possible so as to remain eligible for tuition remission under these guidelines. This time limit ensures that the most students possible can benefit from tuition remission, allowing us to carry on the process – to continue to bring the best possible graduate students to study at CU Boulder!

To review the policy, open the Graduate Student Appointment Manual: http://www.colorado.edu/GraduateSchool/funding/_docs/2016-2017/appointment_manual.pdf.

For more information contact Gretchen Sundance O’Connell at 303.492.6143.

July Month-End Campus Close Planned for August 9

The OUC’s current plan is to set the close dates for July (FY2017 Period 1) one week later than usual:

• Campus Close is scheduled for Tuesday, August 9
• System Close is scheduled for Wednesday, August 10

Please note that these dates are subject to change.
Fiscal Certification is Coming Soon - 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.

The process generally begins on July 1. However, this year the Fiscal Certification process has been delayed. Officers and those who need to certify should expect an email from the OUC in the next week, with instructions on how and when to complete the process. Emails will be sent only to those individuals who need to set dates and/or to certify.

Anyone who has held a position of significant fiscal responsibility (e.g., department chair, faculty director, etc.) during FY2016 is required to complete the mandatory Fiscal Assessment. PIs who have a combined project or program budget and/or expenses totaling $2M or more will also be required to complete the Fiscal Assessment. This applies even if the chair/director is also a PI whose combined program or project budget or expenses did not meet the $2 million criteria. The collective responses to the Fiscal Assessment help inform the next level of this process, the Fiscal Certification. All CU employees are welcome to complete a voluntary Fiscal Assessment.

Anyone listed as an Officer of the University during fiscal year 2016 is required to complete the 2016 Fiscal Certification in which they review and attest to a series of statements pertaining to university fiscal procedures. Anyone listed as an Officer of the University during fiscal year 2016 is required to complete the 2016 Fiscal Certification in which they review and attest to a series of statements pertaining to university fiscal procedures.

The OUC advises Officers of the University of the final due date for all Fiscal Certifications, and asks the Officers to set the due dates for those individuals whose assessment information will “roll-up” to the Officers. More details are available at: https://www.colorado.edu/controller/resources/cu-fiscal-certification. If you have questions, please contact Mirinda K. Scott in CCO at 303.492.5967 for assistance.

PSC Supplier Showcase September 8 at the Coors Event Center

The PSC presents the annual Supplier Showcase in the Coors Event Center, Upper Gym, 10:00 am – 1:00 pm Thursday, September 8. The popular event is a great way to learn about suppliers and their products and services. Exhibits will feature supplier booths, displays, free samples, and door prizes.

New Exhibitors & Catering Samples!

Many new companies will exhibit along with perennial Showcase favorites. Detailed information, the exhibitor list, and online registration for CU faculty/staff is available at: https://www.colorado.edu/controller/res/cu-supplier-showcase. PSC staff will be available to answer your questions: be sure to stop by for a visit! Representatives from the Controller’s Office, Ethics, the Help Desk, Policy, Risk Management, and the Environmental Center will also be on hand to discuss issues and topics.

Make plans to attend and register now! We hope to ‘CU’ there!

Questions? Contact: Supplier.Showcase@CU.EDU

CRA Study Group and Lecture Series Kick-off in August

Fall 2016 Study Group Details
Location: Tuesdays, 7:30-9:00 am (UMC Room 245) & Thursdays, 12:00-1:00 pm (UMC 382-383)
Note: Location Change for Tuesday, August 30, is UMC Rooms 415-417

Fall 2016 Guest Lecture Series
Concurrent with the CRA Study Group, we will have 12 Guest Lectures that will be held on Thursdays (UMC 382-383) from 11-Noon beginning July 28, 2016. Guest Lectures are open to everyone and CRA Study Group participants are encouraged to attend if they are able. Individuals interested in attending guest lectures will need to register on the CCC website.

PSC No Agenda Forum
UMC, Room 235
August 4, 2016
9:00 - 11:00 am
Bring your procurement-related questions to this roundtable discussion. Topics will include:
• Procurement Systems
• Strategic Procurement
• Purchasing Services
• Contracts
• Small Business
• Travel
• Commercial Card
• Payable Services
Register Now!

OUC Offers New Video: Looking Up CU SpeedTypes

The OUC has a new video to make SpeedType inquiries easier. Check it out at: https://www.colorado.edu/controller/looking-up-cu-speedtypes.

PeopleSoft Finance System Training Will Resume in October

PeopleSoft Finance System Training will resume in October. Please contact your Area Accountant if you need assistance in the meantime. Thank you.
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Boulder, CO 80309-0579

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