Welcome!

Yoon Lee
Director, Extramural Fund Management
Agenda

• Welcome and Announcements – Yoon Lee

• EFM – Yoon Lee
  ▪ ERS Reports in RAPID Tool
  ▪ Fund Deletion Status
  ▪ PAMS Updates – Jennifer Iglesias
  ▪ FY 17-18 Fiscal Closing – Jen Ear

• RSAWA
  ▪ Radiation Safety Committees (RSC) – Dina Boktor

• OCGA
  ▪ e-Verify Requirements – Jim Fong
New Financial System

• For UCLA, By UCLA
  ▪ UCLA – Oracle – Huron

• Campus wide participation
  ▪ Business process (Functional areas)
  ▪ Information technology
  ▪ People and Culture (Campus community)

• 4/30/18: Core team kick off meeting

• May 2018 ~: Planning Phase
  ▪ Business process inventory
  ▪ Familiarization workshop
Today’s Topics

- ERS Reports in the RAPID tool
- Fund Deletion Status
- PAMS New Financial Deliverable Pages
- FY17-18 Fiscal Closing
ERS Reports in the RAPID tool

Yoon Lee
ERS Detail Report in the RAPID Tool

- February 2018: Announcement soliciting feedback on the usage of ERS Detail Reports in the RAPID tool (RAPID ERS reports) to campus.
  - Will the RAPID ERS reports be redundant?
    - Payroll details are available in the ERS and UCPath Distribution of Payroll Expense (DOPE) report
    - UCPath DOPE report provides more flexibility in searching and sorting payroll data (e.g. by individual) than PPS Payroll Distribution Report

- Per review of feedback, the RAPID ERS reports provide additional features not available in the current design of UCPath DOPE report.
  - Calculation of effort % in a calendar month for progress report
  - Review of effort % including adjustments prior to processing expense transfers
  - Projection of effort % including planned effort % in future

- April 2018: Announcement confirming that the RAPID ERS reports will be remediated to consume payroll data from UCPath.
Fund Deletion Status

Yoon Lee
Fund Deletion Status

- Complete all financial deliverables
  - All required Invoices and/or financial reports are submitted

- Clean the general ledger
  - Operating balance = $0

- Confirm all payments are collected
  - Accounts receivable = $0

- Confirm all obligations are paid
  - Accounts payable = $0

- Close the fund (Y/N)
  - Close the fund in the fund table in FS
  - Closed? “Y” + Re-appropriate? “N”

- Purge the fund
  - Closed funds can be purged after going through one fiscal closing cycle

From RAF on February 8, 2018
Fund Deletion Status

- **February 2018:**
  - Announced that EFM started purging funds that were closed in FY15-16 or prior: 3,600 + funds identified for purging

- **March 2018:**
  - 2,300+ funds successfully purged
  - 1,300+ funds were not purged

- **April 2018 ~:**
  - 1,300 + funds in process
  - Balance in Accounts Payable must be cleared
  - EFM working with General Accounting and Accounts Payable

- **Upon completion of purging funds closed in FY15-16, EFM will start purging funds closed during FY16-17**
PAMS Updates

Jennifer Iglesias
PAMS New Version

- Released Monday, 5/07/18!

- Enhancements to financial deliverables include:
  - Search for financial deliverables by using the PATS Institution Number or Fund Number
  - View financial deliverables for the project period of an award
  - Download completed financial deliverables
  - Email award specific department and EFM contacts
  - Access the award snapshot from the Deliverable List page
Live Demonstration
PAMS Training Resources

- Videos, FAQ’s:
  http://ora.research.ucla.edu/EFM/Pages/PAMS/TrainingMaterials.aspx

- For any questions, contact the PAMS Help Team:
  pamshelp@research.ucla.edu or x40008
FY17-18 Fiscal Closing

Jen Ear
Fiscal Year 17-18 Closing

- Fiscal Year Closing is Around the Corner!

- Corporate Financial Services (CFS) released the “FY17-18 Fiscal Closing Letter and Schedule” on April 12th, 2018.

- The letter and other fiscal closing instructions and details are available at:
Fiscal Year 17-18 Closing

May

- Review the fiscal closing letter and schedule to identify deadlines applicable to your area
- Conduct your monthly reconciliation and ledger review to:
  - Verify that expenses booked to the ledger have been recorded to the appropriate FAU
  - Process cost transfers for adjustments
  - Ensure invoices received from vendors and subcontractors are submitted to the Accounts Payable office
  - Contact vendors and subcontractors for invoices billing for goods and services rendered during FY17-18
Fiscal Year 17-18 Closing

- To minimize accrual of expenses follow up with vendors and subcontractors for invoices billing for goods and services rendered during FY17-18
- Conduct your monthly reconciliation and ledger review to ensure expenses are recorded to the appropriate FAU and financial adjustments have been posted.

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadlines</th>
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<tbody>
<tr>
<td>June 25, 2018 at 10:00am</td>
<td>Department deadline to submit vendor and subcontractor invoices to Accounts Payable for FY17-18</td>
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<tr>
<td>June 28, 2018 at 8:00pm</td>
<td>Department deadline to submit payroll cost transfers requiring EFM approval</td>
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Fiscal Year 17-18 Closing

**July**

<table>
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<tr>
<td>July 9, 2018</td>
<td>Deadline for all expenditures pertaining to fiscal year 2017-18 to be recorded in the general ledger</td>
</tr>
<tr>
<td>July 10, 2018 at 10:00am</td>
<td>Department deadline to submit Accrual and Deferral forms with support to EFM. Forms can be located at <a href="http://ga.accounting.ucla.edu/fcr/">http://ga.accounting.ucla.edu/fcr/</a></td>
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<td>Department deadline to submit non-payroll cost transfers requiring EFM approval for the June 2018 Prelim Ledger</td>
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<tr>
<td>July 18, 2018 at 8:00pm</td>
<td>Central office deadline to post online financial journals for the June 2018 Prelim Ledger</td>
</tr>
<tr>
<td>July 19, 2018</td>
<td>June Prelim Ledger is available</td>
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## Fiscal Year 17-18 Closing

### August

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<tr>
<td>August 6, 2018</td>
<td>Approximate release date for June Final ledger.</td>
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Fiscal Year 17-18 Closing

- **Summary of Key Department Deadlines**

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Contact information

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Oversight of Radioactive Machines and Materials

- Clinical
- Academic
- Research
EH&S Radiation Safety Program

- Technical Review
- Estimated Annual Dose Assessment

Working Relationships Needed Within UCLA During Review

RSC Administrative Office
- Intake
- Pre-Review
- Manage Technical and Committee Review
- Correspondence
- Post Review

Institutional Review Board (IRB)
- Approval
- Modifications
- Informed Consent Language

EH&S Radiation Safety Program
- Technical Review
- Estimated Annual Dose Assessment

UCLA Health EH&S
- Post Approval Correspondence

UCLA Department of Radiological Sciences
- Technical Review
- Procedure Ordering
Working Relationships Needed Outside of UCLA During Review

RSC Administrative Office

RDRC FDA

California Department of Public Health

Joint Commission

Nuclear Regulatory Committee
SafetyNet Coming 2018

- Integration with IRB
- Automation of workflow
- Calculation for Technical Review
Jim Fong, Assistant Director, Contracts Team
Office of Contract and Grant Administration
RAF - May 10, 2018
FYI

- FY 18-19 TIF Rates
  - $43.02/month effective July 1, 2018
- CIRM Salary Cap
  - Increased to $266,000/year effective July 1, 2018
- NIH NOT-OD-18-172
  - Clarification of NIH’s Policy Regarding a Change in PI’s Status
E-Verify Requirements

Jim Fong, Assistant Director, Contracts Team
Office of Contract and Grant Administration
RAF - May 10, 2018
What is E-Verify?

- E-Verify is an internet-based system to electronically confirm the employment eligibility of their employees to work in the United States.

- E-Verify is managed by United States Citizenship and Immigration Service (USCIS) and:
  - U.S. Department of Homeland Security (DHS)
  - Social Security Administration (SSA)
Who does E-Verify affect?

Qualifying new and existing UC employees

BUT ONLY IF ….

- Hired after November 6, 1986
- Directly performing work on a FAR-based contract or subcontract that includes the E-Verify clause
Why November 6, 1986?

- On this date, President Reagan signed into law the Immigration Reform and Control Act (IRCA)
  - Among other things, requires all U.S. employers to examine documentation for each newly hired employee to determine their work eligibility through the Employment Eligibility Verification Form (Form I-9)
  - E-Verify does **NOT** replace the Form I-9
What is a FAR-based Contract?

- Federal Acquisition Regulation (FAR)
  - Used when the U.S. Government seeks to acquire goods and services
  - Are NOT grants or cooperative agreements
  - FAR clauses follow a set numbering system format: XX . XXX - XX
E-Verify Clause
E-Verify Clause
E-Verify Clause

52

222
E-Verify Clause
E-Verify Clause

52.222-54

Employment Eligibility Verification

• Since September 8, 2009, all federal contractors and subcontractors are required to use the E-Verify system when included in a FAR-based contract
• Only employees directly assigned to the contract require verification
When to E-Verify?

- E-Verify new hires who will be charged to the FAR-based contract before or within three (3) business days of their hire date
- E-Verify current employees who will be charged to the FAR-based contract before or within thirty (30) days they charge their time
When to E-Verify?

• Departments need to work with their Human Resources personnel to use E-Verify and enter the verification date in EDB

• E-Verify requires additional documentation than required by the Form I-9.
  - Social Security Number
  - Photo ID
Why should you care?

• Salary costs incurred prior to the date of verification will be **unallowable**!
• Salary costs incurred after the timeline requirements will be **unallowable**!
• On a monthly basis, EFM generates a compliance report on funds subject to E-Verify to look for these unallowable payroll costs
What ORA is doing to help

- OCGA Award Intake Team will review incoming contracts for the E-Verify clause
- ORDM sends an email to the PI and Department with a subject line of “TAKE ACTION NOW!” which explains the E-Verify requirements
- Award Notification will indicate if E-Verify applies to the Contract
Parting Advice

• If transferring funds to another Department, please alert them to any E-Verify requirements
  ▪ Notices only go out to the lead PI and administering unit