Agenda

- General Updates
- Budget Office Updates
- Business Services Updates
- Contracts & Grants Updates
- Business Partners Q&A
General Updates
Welcome

- Andrew Rattanavong, Business Services Approver

Farewell

- Celinda Holland - PCard Reconciler
- Rokeya Begum - Accounts Payable
Business Services Updates
Topics

- PO (not for Marketplace)
- IT Software Purchase Compliance
- MarketPlace First
- Travel Update
- Alcohol Policy
- Other Updates
Purchase Orders

- A purchase order is for non-Marketplace supply purchases greater than $5000 over the course of a fiscal year.
  - If there is a contract with the vendor, ensure you upload the contract into the Contract Review portal (https://procurement.ofa.ncsu.edu/our-services/contract-review-services/).
- Requisition requests should be submitted through ServiceNow using the Requisition request form.
- Confirming Orders for the same vendor run the risk of being rejected, due to the Purchaser not following appropriate processes.
IT Software Purchase Compliance

- Purchases of IT purchases (including software, Software as a Service (SaaS), cloud hosting services, products that process electronic payments, etc.) should be reviewed and approved by the Office of Information Technology.
  - Consider if HIPPA or PCI information will be stored.
- These purchases, even if greater than $5000, must be sent through this process.
  - Submitting a requisition through Procurement does not remove this step.
  - There is a pre-assessment form to determine if you Software purchase requires this step.  
    https://software.ncsu.edu/it-purchase-compliance/itpc-questionnaire/
Shop Marketplace First

- As of July 1, 2020, the Shop Marketplace First program is being updated where purchases for supplies cannot be processed if less than $1000.
  - Changing from the current minimum of $250.
  - Only exceptions to process supply invoices less than $1000
    - If vendor does not accept visa/mastercard (Procurement will contact vendor and confirm as they currently do).
    - If invoice is part of a larger amount
      - Ex. Purchasing $3,500 worth of mulch, and first invoice is for 1st delivery of mulch, which was $850.
Travel Update

- **Travel restrictions** - [https://controller.ofa.ncsu.edu/travel-restriction-guidance/](https://controller.ofa.ncsu.edu/travel-restriction-guidance/)

<table>
<thead>
<tr>
<th>Travel Restriction</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel to China or Taiwan</td>
<td>01/28/20</td>
</tr>
<tr>
<td>Travel to Japan, South Korea, Italy, or Iran</td>
<td>02/28/20</td>
</tr>
<tr>
<td>All other university-related international travel</td>
<td>03/11/20</td>
</tr>
<tr>
<td>All university-related travel outside the state of North Carolina</td>
<td>03/11/20</td>
</tr>
<tr>
<td>Within the state to gatherings of 100 or more people</td>
<td>03/11/20</td>
</tr>
</tbody>
</table>

- **Travel Appeal Form** - submitted to Chancellor’s Office
  - Approved Travel Appeal form must be uploaded to TA for approval.
Alcohol Policy

● The NCSU Alcohol policies to read and understand your obligation when considering offering alcohol at an event;
  ○ Alcohol regulation- https://policies.ncsu.edu/regulation/reg-04-20-01/
  ○ Alcohol policy- https://policies.ncsu.edu/policy/pol-04-20-02/

● The NCSU CALS Alcohol form-
  ○ Form must be submitted to the appropriate Dean or Vice Chancellor when an NC State unit wishes to serve alcoholic beverages at an event on-campus
  ○ Approval through signature of form must be done prior to the event.
Business Services Other Updates

● During Travel Restrictions and recommended Social Distancing steps see the below.
  ○ Deposits can be delivered to the drop box at Patterson Hall, Garden Level (G Level) outside Accounts Receivables Office
    ■ Checks should be accompanied by pink Deposit form providing instructions and contact for deposit request.
    ■ Cash should not be dropped into the A/R drop box. Please notify Missy Grissom and Tiffany Bryant if cash needs to be dropped off to coordinate drop off to person.
  ○ Accounts Payable- Forms requiring fax
    ■ Continue to fax to CBO as designated.
Topics

- Closeout Changes
- Encumbrances
- 90 Day Reallocations
- NSF Standard Forms
- Summer Salary Training
- RED Update
Closeout Changes

- Effective March 1st
- Addresses delinquent closeout forms
- **Five business days prior to the Agency’s Due Date**
- Either use numbers in closeout or run WRS as of end date.
- **Any costs not in closeout Dept/PI responsibility**
How to Remove Encumbrances

• Step 1: Verify the purchase order has been paid.
  https://procurement.ofa.ncsu.edu/after-you-buy/

• Step 2: If there is an amount remaining, send an email to help@ncsu.edu:
  – Project ID
  – The amount remaining
  – The Purchase Order number
90 Day Salary Reallocations

• Renamed “Out of Compliance Justification Form”
• REG 10.05.08 “Payroll Redistributions”:
  – Why the adjustment is necessary,
  – The impact of the adjustment on the employee’s effort certification, and
  – Why the adjustment was not prepared within the ninety (90)-day period allowed.
• March Newsletter has PI responsibilities and links to websites
SciENcv - ORCID ID - Citation Index

Effective June 1, 2020 NSF will only accept PDFs for biographical sketches and current & pending that are generated through use of an NSF-approved format.

- SciENcv will generate both forms in the approved format
- Any key person on an NSF proposal needs to start the multi-step process as soon as possible.
- Process starts with an ORCID ID
- See past three Newsletters for details and contacts
Summer Salary Training

REPORTER Course: RES-SUMMER-SALARY20 – Due May 16th

• This training is required annually for each of these groups.
  – Administrators/approvers: Complete before summer salary actions are initiated.
  – Faculty: Complete before summer salary payments are received.

• After completion of this training you will be able to:
  – Comply with summer salary regulations and policies
  – Recognize changes to the summer salary policy
  – Describe the payment authorization process
  – Receive, process, or approve summer salary

• Notify Holly Lipkovich if meet above criteria and did not get below email
Hello Holly Lipkovich,

The following information is about training you are required to complete by 16-May-2020.

You have been assigned the following requirement:
- Required Online Summer Salary Training 2020

You are required to complete training for the following reason:

This course is required for faculty members receiving summer salary and administrators who process and/or approve summer salary.

This training is required annually for each of these groups:
- Administrators/approvers: This training must be completed before summer salary actions are initiated.
- Faculty: This training must be completed before summer salary payments are received. Note: if you don’t complete this training, your summer salary will be delayed.

Click [this link](https://go.ncsu.edu/reporter) to access the Required Summer Salary course.

You have been registered for the following as a part of this assignment:
- Details about your registration(s) are included below:
  - Required Online Summer Salary Training 2020

This is an online course. To access the online content for this class, login at [https://go.ncsu.edu/reporter](https://go.ncsu.edu/reporter). You will see the class under your Upcoming Courses section and can click the ‘Access Online Content’ button to open the online course.

Click [this link](https://go.ncsu.edu/reporter) to access the Required Summer Salary course.

This course is required for faculty members receiving summer salary and administrators who process and/or approve summer salary.

This training is required annually for each of these groups.
FY20 Year-End Planning

- New Faculty Start-up - Where do they stand? There is no flexibility at College level to provide carryover!
- Any large purchases? - University deadline for PO’s is the end of this month!
- Departmental funds...what adjustments need to be made?
- Discretionary funds...are you maximizing carryover ability?
  Does your Department have a plan for F&A?
- How can we help?
- The University has requested a bi-weekly update from all units on losses related to COVID-19 beginning this Friday (March 20th). They are asking for both estimated AND actual losses related to foregone revenue and increased expenses.

- The Budget Office will be sending out a template to all Business Partners today to help gather that data, and due to the quick response time needed ask that all possible information be provided back by Thursday, March 19th.

- Please use these templates to keep a running total for your organization as we will be asking for this information from you every two weeks.
GSSP Update

“The Graduate School can no longer make GSSP-related tuition adjustments onto GSSP allocated funds as a result of salary redistributions.”

- Savita Sharma

“If you have a situation where this is going to impact you please let us know so we can work together to find a solution”

- Sean Munday