

Financial Management Meeting Notes

February 8, 2011

Pyle Center, Room 313

9:30 am to 11:30 am

Al Benzschawel welcomed everyone and had a few opening remarks.

Mike Matschull spoke regarding MDS Self Service Funding Change Tool - Handout

Jan Richardson spoke regarding E-Reimbursement Updates -

Hua Ramer discussed PI Financials

- The tool is being rolled out to PI. The project team will send out a communication to all PIs soon. The URL of the tool is <https://pi.wisc.edu>. Only PIs and co PIs have access to the tool and they can only see their projects. If you need access to PI's projects, you'll need request PIs and ask them to authorize you within the tool.
- The tool only includes sponsored projects (funds 133, 135, 142, 144 and 233). These are all inception-to-date (ITD) funds. Different reporting formats are applied to fiscal year based funds and carry-over funds that will require some training to understand the budget balances. The team will address the issue in the next version of PI Financial Tool.
- A self-taught training video is being developed and will be posted in the tool.

DP & PIR Tools Update

- The team has finished development of all payment types, associated account codes, taxes and instructions. There will be two-phases: First phase of the tool will include all required rule updates, as well as funding edits. Phase 1 of the tool will be available to campus at the end of February or beginning of March.
- The second phase of the tool will include the features of linking to SFS vendor files, saving the old forms for future use and upload multiple forms/requests for awards and scholarship payments.
- The URL to the tool is https://admin.engr.wisc.edu/uw_pay_request/.
- We are continuing expand the use of AP imaging. We'd like to ask campus volunteers to test with us to send us DP and PIR documents electronically. We'll start with the PDF file format of DP and PIR documents.

HRS-SFS Updates

- **HRS Go-Live Schedule.** It is scheduled to go live on April 18. For detailed schedules, [please refer to document titled "Process Affected by HRS Deployment"](#).
- **Spring 2011 Fee Remission Changes.** See the attached document titled "[Changes to Spring 2011 Fee Remission Charges](#)". If you'll need to make adjustments to grants, please contact your RSP grant accountants.

- **For salary cost transfers of PAs and RAs** who have received fee remissions in the past, including spring 2011, these requests should be submitted to Account Services no later than March 18. After HRS goes live, we may not be able adjust fee remissions on transfers of old salary.
- **Salary Encumbrances.** HRS will generate salary encumbrance automatically, therefore the current WISDM salary encumbrance application will be turned off as of April 1. UWS will run a process in SFS after April 1 to zero out salary encumbrances. Starting in February, we'll run a monthly process to zero out the encumbrances on closed projects/grants. With the new HRS, there will be no adjustments to salary encumbrances on salary cost transfers.
- **Divisional Placeholder Funding List.** Placeholder funding is only used for split funded positions across multiple divisions, where funding information for the other division(s) is not available by the time of data entry, even though efforts have been made to obtain all funding information before the data entry into HRS system. Each division is assigned one placeholder funding. The list will be posted on the Accounting Services website. It is each funding division's responsibility to make correct changes to the funding before payroll is confirmed (i.e. posted).
- **April Student B Payroll.** After HRS goes live, student payroll and classified payroll will be combined to run on the same schedule. In order to synch the two payroll schedules into one, April B student will have one week only and will be processed one week earlier on the night of April 12, together with April A classified.

Don's Summary:

“Don asked everyone to cross the fingers on their right hand by the next meeting, March 8, and after that cross fingers on both hands in hopes that HRS goes on line successfully and in the timeline Hua discussed at the meeting. He summarized that the most important thing to do is make sure that all eReimbursement requests were out of approver and auditor queues by 4:30 on April 8 to avoid rework of the eReimbursement requests”.

~Next Meeting Date~

March 8, 2011

Welcome Center 21 N. Park Street