ORSP Newsletter

SAN FRANCISCO STATE UNIVERSITY

Upcoming Dates & Deadlines

DATES	SECTION	NOTES
July/Ongoing	Personnel	PIs inform ORSP personnel staff of changes in employment status of grant-funded employees, including time base changes and resignations
July 4, 2008	Personnel	Campus closed in observance of Independence Day
July 11, 2008	Personnel	Final deadline for faculty to submit requests for summer pay and reimbursed time (RRT) for June, July and August 2008
July 15, 2008	Personnel	Payday for Student Assistants and hourly staff (paychecks available after 1:00 p.m.)
July 15, 2008	Post Award	Final cost transfers, reimbursements and payments to vendors on projects which ended April 30, 2008*
July 15, 2008	Post Award	Deadline for submitting stipend request forms to ORSP for July stipends (to be issued to students on August 15th)
July 17, 2008	Post Award	Workshop: How to Access and Read Financial Reports. Thursday, July 17 at 11 a.m. Please RSVP by sending an email to Rebecca Parsonage at rfp@sfsu.edu
July 24, 2008	Personnel	Pay Vouchers due for Student Assistants
July 24, 2008	Personnel	Absence Reports due for salaried staff, hourly staff, and Research Fellows
July 30, 2008	Personnel	Payday for salaried staff and Research Fellows (paychecks available after 4:00 p.m.)
July 31, 2008	Personnel	Deadline for requesting LCD change requests (cost transfers) for payroll costs and/or RRT costs incurred from January 2008 through June 2008

*This applies only to funding agencies that allow the submission of final financial reports within 90 days from the end date of the project. For projects that require final financial reports within 30 days of the end date of the project, deadlines are shorter. Please contact your Grant Administrator for more information.

Important News and Notes

Workflow Issue in New Online System for Personnel Transactions

In April of this year, ORSP implemented a system called ETRAC (Employee Transaction Relay and Capture) that allows PIs to approve personnel transactions electronically. Due to a workflow security issue, PIs have been unable to approve summer salary transactions for themselves. This will be corrected as soon as possible. In the meantime, the ORSP personnel team will approve transactions on behalf of PIs to avoid any delay in processing pay. It always takes some time to work out the bugs in any new system, but we apologize for this "glitch" and will let you know as soon as the issue is resolved.

Most PIs have received their user ID and password, and have logged on to the system, but if you have not, please contact Kari Wong at 415-405-4242. If you are experiencing problems logging on to Peoplesoft, please call Kari Wong at 415-405-4242.

Payroll Cost Transfers

The deadline for submitting Labor cost Distribution (LCD) change requests for payroll and/or RRT costs incurred between January 1 and June 30, 2008 is July 31, 2008. Adherence to this deadline is critical if Time & Effort reports for the time period are to be generated in August 2008 in a timely manner.

This deadline applies to projects with end dates of June 30, 2008 or after. If your grant ended prior to June 30 all cost transfers should already have been requested and processed.

Faculty Summer Salary for 2008

- If you are planning on requesting summer pay from your grant, or planning to pay other faculty members, please submit your request on-line at http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html. Click on the Summer Salary Request link. This applies to faculty with Academic Year Appointments only.

- The dates for summer appointments (as determined by the SFSU Academic Calendar) are June 3, 2008 – August 22, 2008 (59 paid days total). The benefit rate for faculty summer appointments is 9.451% for faculty with full-time academic year appointments. For faculty with less than full-time academic year appointments, and who are enrolled in CALPERS, the benefit rate is 34.314%.

- To estimate your daily rate of pay for July and August 2008, please use the following calculation:

  - Annual Academic Year salary / 9 months (September – May) = Calendar Year Monthly Salary

  - Calendar Year Monthly Salary / 22 (number of working days in July and August) = Daily Rate for July & August 2008

- Upon receiving your on-line request, an E-TRAC appointment will be created and routed to Principal Investigators (PI) electronically for approval. PIs will receive an e-mail notification when E-TRACs are created by ORSP personnel staff. Once the Principal Investigator clicks the approval button, the E-TRAC will route to ORSP for final approval. The estimated cost of both salary and benefits will be available for review on the E-TRAC appointment in the ORSP Job Earnings Distribution section.

- PIs should submit requests for summer pay by the stated deadline for all current and pending awards, even if the Project ID Number has not yet been established. Please indicate in the comments section of the request form that a Project ID Number is pending. If you are expecting funding and the agency has made a firm commitment to fund the project, but a formal award letter has not yet been received, you should apply for a Fund Advance. The procedure for requesting a Fund Advance may be found on the ORSP website in the Policies and Procedures section: http//www.sfsu.edu/-orspwww/_policies/policieshome.html. Contact your Grant Administrator for questions about Fund Advances.

- If you are receiving Summer Pay from MORE THAN ONE GRANT, please submit all requests at one time on the online request form.

Campus Closure and Holiday Pay

- The Campus will be closed on July 4, 2008 in observance of Independence Day.

- For hourly and salaried staff, including Research Fellows, this day is a PAID holiday.

- Please remember that hourly staff, as well as salaried staff, are paid for all campus holidays on a pro-rated basis. Hourly employees will be credited for the appropriate number of paid hours on their timesheets by the Personnel Assistant in ORSP. The schedule to the right of this text shows the number of paid holiday hours that hourly staff will receive, based on total number of hours worked during the pay period. These holiday hours and related benefits are direct charges to the grant.

- Student Assistants, Casual Workers and Special Consultants do NOT receive holiday pay.

- Hourly and salaried staff (exclusive of Student Assistants, Casual Workers and Special Consultants) who work on the day that the University observes as a holiday will receive holiday compensation in the form of compensatory time off, or cash payment. If PIs have employees who will be working on any of the paid holidays, please contact Victoria Narkewicz at 415-3381973 or at toria@sfsu.edu.

Hours on Pay Status During Pay Period (exclusive of holidays not actually worked)	Holiday Pay in Hours for Each Holiday
0-10.9	0
11-30.9	1
31-50.9	2
51-70.9	3
71-90.9	4
91-110.9	5
111-130.9	6
131-150.9	7
151 or over	8
NOTE: *NO* Holiday Pay for STUDENT ASSISTANTS or CASUAL WORKERS	

New Awards Received at SFSU

Awardee/Department	*Project Title*	Funder/Amount Awarded
Rosemarie Bowler/ Psychology	Assessment in Neurotoxicology	Department of Health and Human Services/ $15,250
Katharyn Boyer/ Romberg Tiburon Center	Oil Spill Damage to Eelgrass	Law Offices of Kesal, Young, & Logan/ $35,228
Joseph Chen/ Biology	SC2: Regulated Assembly of Sub-cellular Structures	National Institutes of Health/ $114,750
Diana Chu/ Biology	CAREER: Histone Variants in Sperm	National Science Foundation/ $654,980
Richard Dugdale/ Romberg Tiburon Center	Effect of Effluent on Phytopia	Sub-agreement with UC Davis/ $49,580
Shawn Ginwright/ Cesar Chavez Institute	African American Out – Migration	City and County of San Francisco/ $39,500
Gilbert Herdt/ Human Sexuality	National Sexuality Resource Center Core Grant	Ford Foundation/ $1,500,000
Gretchen LeBuhn/ Biology	Survey of Bats in Various Habitats of the Presidio	The Presidio Trust/ $7,660
Raphael Diaz/ César Chávez Institute	A Randomized Efficacy Trail of Hermanos de Luna y Sol	University of California, Office of the President/ $54,892

Summer Student Employment

June, July and August are months in which student workers may be required to contribute to retirement and Medicare under Internal Revenue Services (IRS) regulations. The IRS regulation impacts most student workers. Only students enrolled under a J1 or F1 Visa are excluded from retirement and Medicare deductions. All other students who work during the summer are required to contribute to retirement and Medicare unless they are enrolled in at least (3) units per month and do not work more than an average of 20 hours per week each month. If you have Student Assistants or Instructional Student Assistants **who do not take at least 3 units of summer classes per month OR who work more than an average of 20 hours per week during the Summer period, please contact Jenny Chau in ORSP as soon as possible at 415-338-1862 or at** jchau@sfsu.edu. ORSP will need to set-up a "Bridge" appointment in the Human Resources system for these student assistants. If you have any questions about personnel policies or procedures, please contact Victoria Narkewicz at 415-338-1973 or at toria@sfsu.edu .

Post Award FAQ

Q: What happens if I overspend my project or there is a deficit due to deliverables (i.e. final progress reports, analysis, etc.) either not being completed or not approved by the agency?

A: The Principal Investigator is responsible for ensuring that the project does not incur a deficit. When there is a deficit accumulated at the end of a project as a result of system deficiencies or administrative error, ORSP will recommend that the deficit be covered centrally. When the deficit is caused by the PI, due to either overspending or because required project deliverables were not completed or approved by the agency, it is the responsibility of the College to cover the deficit. In the latter case, ORSP and Fiscal Affairs notify the PI and the College Dean, or appropriate administrator, to ensure that any deficit is covered via a journal entry transfer. Please note that deficits in ORSP projects cannot be covered with funds from another ORSP project; deficits in ORSP projects can only be covered using discretionary funding sources.

The text of the complete deficit policy can be found on the Policies and Procedures page of ORSP's website at: http://www.sfsu.edu/~orspwww/_policies/_docs/Deficit_Policy_and_Procedure.pdf

Important Reminders from the Personnel Team

Uncollected or Undeliverable Paychecks:

Please remind your staff and student assistants to pick up all payroll checks and direct deposit slips from the ORSP Office (ADM 471) within 5 days of the disbursement date (pay day). All payroll disbursement dates are announced in the monthly ORSP newsletter under Upcoming Dates & Deadlines on the first page.

If paychecks are not picked up within 5 days, ORSP personnel must return them to the Disbursement Office.

If you, or one of your staff, would like ORSP to mail your paycheck or direct deposit slip to your home address, please complete the Mailing Authorization Form, sign, and return to the form to ORSP, ADM 471. The form is available on the ORSP website: http://www.sfsu.edu/~orspwww/_personnel/personnelhome.html.

Requesting Time Base Changes for Staff:

Please contact the ORSP Personnel Office immediately if you are planning on making a time base change for grant related staff. ORSP Personnel is required to notify employees in writing at least 30 days prior to the effective change. This includes request for increasing or decreasing time bases for staff.

Employee Terminations and Resignations:

Please contact an ORSP Personnel Specialist regarding all employee separations. This includes resignations, and separations before, or at the end of, the employee's stated appointment period. ORSP Personnel staff depend on PIs to provide them with timely information about employee separations. This information will allow the University to comply with federal and state labor law governing final pay checks and benefits information (COBRA).

Absence Reports

PIs: Please make sure that all employees (salaried and hourly staff) turn in monthly Absence Reports in a timely manner, and that sick and vacation leave is accurately reported.