ProS Region Weekly CAO Briefing

July 31, 2019

About this Briefing:

This briefing is designed to codify information that we believe will be most useful to our regional clients. This briefing will be provided to CAOs on a weekly basis as necessary. CAOs will share the information in this briefing more broadly within their school.
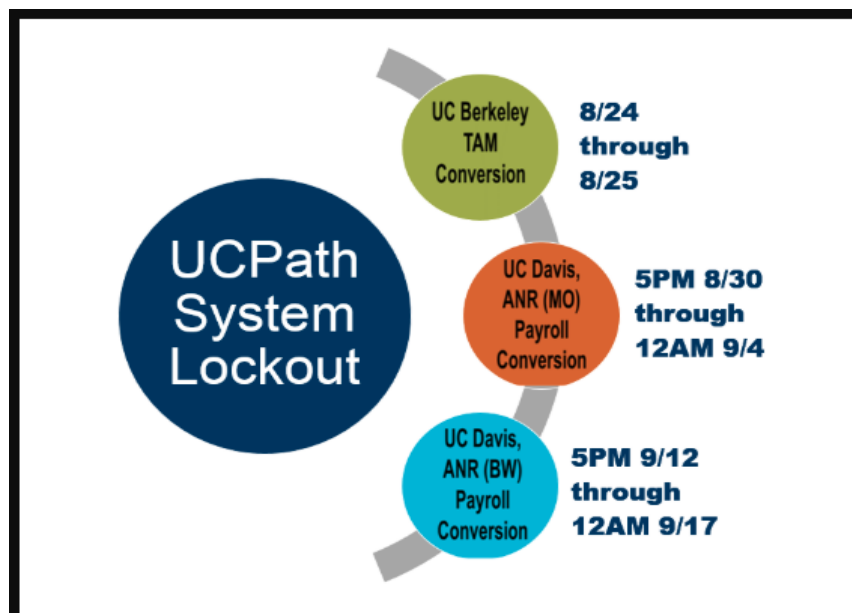
Additional information and periodic updates can also be found in the announcements section of the ProS website located at https://pros.berkeley.edu/home. The ProS website provides more detailed information on the services we provide, how to contact your RA, HR or purchasing staff for further assistance, service completion timelines and how to provide feedback on ProS services. Note that the ProS website is still under development and new features and information are added weekly.

Research Administration Update:

Post-Award: Please note that the RAs will need to process all PET requests for pay periods prior to 3/7/19 by **8/15/19**. This will allow them to be processed on the August ledger leaving September for BFS Payroll-in-Suspense clean-up only. Additional details from the Controller's Office regarding the final retirement of the PPS payroll system should be forthcoming.

Human Resources and Academic Personnel Update:

UCPath Lockout Dates: Please note the following lockout dates apply for UCPath. Service may also be delayed immediately before and after these dates.

UCPath System Lockout

UC Berkeley TAM Conversion — 8/24 through 8/25

UC Davis, ANR (MO) Payroll Conversion — 5PM 8/30 through 12AM 9/4

UC Davis, ANR (BW) Payroll Conversion — 5PM 9/12 through 12AM 9/17

Post Doc Anniversary Date Changes: Recently UCB lost an arbitration hearing related to Post Doc anniversary dates when they transfer from another UC campus. UCB's policy for Post Docs transferring from another UC campus was to reset the anniversary date to be equal to the date when the Post Doc started working for UCB, regardless of the anniversary date from the prior campus. This was found to be in violation of the PX contract. This means that ProS HR/APO will need to identify all ProS Post Doc employees who transferred from another campus to analyze the employee's record and correctly record the anniversary date. ProS HR will be reaching out to each school to make sure that we have captured all Post Doc transfers for the ProS region. APO has given us a deadline of **8/7/19** to get this information so that corrections can be made.

Purchasing and Reimbursements Update:

New Urgent Requisition Guidelines: Most ProS requisitions submitted in BearBuy are processed within 48-72 hours. Our service level agreement stipulates that requisitions will normally be processed within five (5) business days. Given the volume of requisitions we receive, and in an effort to ensure that all orders are processed equitably, please use the following guidance for "urgent" requisitions, qualified as *orders that without immediate processing would hinder essential functionality of the University and Campus, the department, and/or campus affiliates:*

1. Change the priority on the requisition to "urgent"
2. Include a brief comment about why the requisition is urgent

Urgent requests will generally be processed **within 48 business hours** (not including department org node approvals, or buyer intervention).

Examples of "urgent" requests (not all inclusive):
- End of fiscal year request submitted within published due dates
- Most laboratory supplies and equipment
- Requests with fixed due dates or extenuating circumstances that need immediate processing
- Vendor won't ship or place order without payment received within a specific time frame

Requests not typically considered "urgent"

- Reimbursements
- After the Fact requests
- Office supplies

Participant Support-Stipend versus Stipend: The term "Participant Support-Stipend" is sometimes misconstrued as a general stipend. However, Participant Support-Stipend is a very specific term with unique rules and requirements. Guidance from the Controller's Office is provided below:

Who is a Participant?

A participant is an individual who is ***receiving*** a service or training opportunity from a workshop, conference, seminar, symposium or other short-term instructional or information sharing activity funded by a sponsored award. A participant may be a UC Berkeley student/scholar, a student/scholar from another institution, a private sector company representative, a K-12 teacher, or a state or local government agency personnel. A participant may not be a UC Berkeley employee. Employees from other UC campuses are eligible if they do not have a role in organizing the event or forwarding the project's aims.

A participant may be a U.S. citizen, permanent resident, or foreign national. The participant must have a Social Security Number or an Individual Taxpayer Identification Number (ITIN).

A participant is not:

- An employee of UC Berkeley
- A student or project staff member receiving compensation directly or indirectly from the grant
- A research subject receiving incentive payments
- A recipient of any compensation from any other federal government source while participating in the project (applies only to federal grants)

A participant does not perform work or services for the project or program other than for their own benefit. The participant is not required to deliver anything or provide any service to the university in return for these support costs.

What are Participant Support Costs?

Participant support costs are direct costs for items such as participant allowance, supplies, per diem, travel expenses, and/or registration fees paid to or on behalf of a participant in connection with a meeting, workshop, conference, symposium or training project conducted under the award. Amounts must be reasonable, based on the type and duration of the activity, and outlined in the program solicitation.

Participant support costs may include the following expenses:

- UC Berkeley tuition and registration fees if required to participate in the project
- Event registration fees
- Stipend (predetermined amount regardless of actual costs) for housing and subsistence allowance
- Travel costs when the sole purpose of the trip is to participate in the project activity
- Event support costs for lodging and food expenses paid directly to the event facility, only if the payment is made on behalf of, or reimbursed directly to, the participant
- Meals and incidentals when on travel status
- Training materials
- Lab supplies

All costs that are reimbursed or paid on behalf of the participant must be incurred within the project period and be specifically allowed by the sponsoring agency. Participant support costs are budgeted in a separate line and must be accounted for separately. Funds provided for participant support costs that are not spent cannot be re-budgeted for use in other categories except with the prior written approval of the sponsor. In most cases, unspent participant support funds must be returned to the sponsor.

The following expenses, except when specifically allowed by the award, **should not** be processed as participant support costs:

- Travel for project PI or staff
- Multi-purpose travel (i.e., to perform research in addition to attending a project related meeting)
- Travel for a consultant who is providing service to the university
- Event support cost (i.e., facility rentals, media equipment rentals, food/refreshments)
- Entertainment/food for non-participants
- Honoraria paid to a guest speaker or lecturer
- Incentive payment to encourage an individual to participate as a research subject
- Subaward to a provider for multiple training events (i.e., an ongoing contract with specific terms and conditions)
- Payments to a participant's employer to reimburse for the costs related to sending the employee to the project event
- Expenses related to meetings of an administrative nature

Stipend: A stipend is a predetermined amount paid to the participant to help offset housing and/or subsistence expenses.

Stipend payments to *non-resident aliens* are subject to withholding unless the individual is eligible to claim a tax treaty exemption. If the funding of the contract/grant is from a foreign source, recipients are not subject to withholding. Administrators of foreign sourced awards should communicate with the Accounts Payable Office prior to submitting payment transactions for special instructions.

Stipends to non-students are processed using a BearBuy Payment Request Form. If paying multiple or recurring payments to a single participant, a Payment Request Form is required for each payment.

Stipends to students are processed through the SIS Campus Solutions Award Entry system.

If departments would like to provide a stipend (outside of the participant support categorization), please use the **Payment Request Form** in BearBuy, select "other payment to individual" as the activity type, write "stipend" in the internal note, and use Account Code 56721. For service stipends, use the **Service Order Request Form** in BearBuy, and use Account Code 56729. Please make sure that it is submitted prior to the service occurring. If payment of the stipend is requested after the service is provided, then an **After the Fact Form** in BearBuy will need to be used. Please provide appropriate documentation with the applicable form.

Resources:

For more information about the policy, please visit the Controller's website by clicking <u>here</u>.

Payment Request Form uses and more information, click <u>here</u>.

Common goods and service orders, with associated procedures, click <u>here</u>.

What form should I use? Click <u>here</u>.