



TO: Project Directors
FROM: Pearl Cheng, Office of Sponsored Programs
DATE: October 20, 2009
SUBJECT: Reference to Manage External Funds - Grants/Contracts

We have been sending the below references to you along with your grants/contract project financial reports on a monthly basis. I thought that if I sent it to you via e-mail this time, it would make it simple for you to save it on your desk top and then forward it to others who you think may find the information useful for grant management. I will also post the information on our web site at <http://www.csufasc.org>. We would like to encourage you to sign up for on-line access to your account financial information as we are shifting to a paperless process. You will also find sign up instructions on the website.

NEW

ASC Grant Employee Raises – It is the campus’s position that no ASC grant funded employees should receive routine raises: COLA’s (Cost of Living Adjustment) or merit increases while so many university employees are furloughed, not rehired or laid off.

In observance of the campus closure during the week of Thanksgiving (November 23-27), the ASC offices will also be closed. Only essential staff will be asked to work. To receive pay for Monday through Wednesday and Friday, you will be required to use your vacation time or CTO credit.

E-Verify new hire employees, a federal mandated requirement – On September 8, CSUF, ASC, an employer receiving federal funds, implemented the new requirement for E-Verifying all newly hired employees. Grants/Contracts funded positions must schedule, or have the new employee make an appointment for a New Hire Orientation PRIOR TO THE START of WORK along with the I-9 form and other required paperwork. At this orientation, the employee will receive information regarding ASC’s required policies/procedures, breaks/lunch period, paydays, time record keeping, safety procedures, required trainings, etc. New Hire Packets will no longer be provided to the department. There are two (2) standing schedules for orientations to be given at College Park, Suite 275: Wednesdays at 9:00 a.m. and Fridays at 1:30p.m. To schedule an employee for an orientation date or for large group orientations, you may call Gerry Russo at x4123 or HR at x4117. The orientation will take about two and a half (2.5) hours to complete. If you have additional questions regarding this requirement or other HR issues, you may contact Pat Simms at x4116 or HR x4117 or x4151.

Is the End Date of your project August '09, September '09, October'09, or November '09? Do you have advances or encumbrances that have not been cleared? If so, please contact your Sponsored Programs Coordinator so that we can assist you in clearing these items for a successful closure of your project with the awarding agency.

INFORMATION

Project Administration:

- 1. New Project Orientation** - All PI's and administrative staff are welcome to schedule an orientation with Sponsored Programs Coordinators. We will review the specifics of your project as well as the policies and procedures of the ASC. I encourage you to review your Notice of Award (NOA) upon receipt and contact your Coordinator with any questions or clarification needed regarding the allocation of funds to the various line items.

2. **On-Line Access** - ASC has updated the instructions to the on-line project director's report and posted the account request form on the ASC web site under Sponsored Programs-Account Access at: [http:// www.csufasc.com/spaccountaccess.aspx](http://www.csufasc.com/spaccountaccess.aspx) We encourage you to send your request to your project coordinator – Kathie Ip (Colleges – ECS, HHD, Education), Mary Thoen (Colleges – NSM, CB&E), and Tanya Thompson (Administrative units, Colleges of Arts, Communication and HSS), they will set up the on-line access for you to view your Sponsored Programs accounts at anytime.
3. **Effort Reporting** - Documentation of effort expended by all personnel involved in federally sponsored projects, must be on file and available for submission to the federal awarding agency upon request. ASC seeks to compile this data twice annually at minimum. Please review, revise, certify and return the Effort Report forms to Chris Murillo at CP-275 as soon as possible after receipt.
4. **Cost Match Report; Project Completion Notification** - Please submit supporting documentation of the required match to your SPO Coordinator quarterly. Failure to comply with these requirements may lead to major disallowances and fees to the ASC and the University, and may lead to Criminal and Civil Liability for individuals. Please contact your assigned Coordinator or me if you need any assistance to complete/certify these documents.
5. **Faculty Additional Pay** - All CSUF Faculty (Full-time and Part-time) must be compensated for their efforts on contracts and grants through the CSUF Payroll. Please complete the Faculty Special Consultant Pay Request Form which can be found on the CSUF Payroll web-page. For assistance in completing the form, please call Chris Murillo at extension 2535.
6. **Overload/Additional Pay Rate** - Federal regulations prohibit paying faculty in excess of their institutional daily rate for overload. When payment is requested for overload on a federal grant or federal pass through funds, please make sure you do not exceed your contracted salary daily rate.
7. **IDC/Overhead Rate** - *Please keep in mind, when discussing possible funding opportunities that the CSUF ASC has a Federally Approved Indirect Cost Rate effective 7/1/08 of 35.1% MTDC (total direct costs excluding equipment, subcontracts exceeding \$25,000.00 and funds allocated to students) for all on campus programs and 14.8% MTDC for off campus programs. These rates are effective 7/1/08 – 6/30/12. Please incorporate these rates into your proposal budgets for upcoming projects.*
8. **Monitoring Account Budget Balance** - To minimize the possibility of delays in processing your Check Requests and Requests for Purchase Orders, please review your monthly reports and/or check your account and object code balances via your online account access to ensure you have funds available in the required categories. You may contact your Sponsored Programs Coordinator via email to facilitate the necessary budget reallocations.
9. **SUBCONTRACT MONITORING** – All projects that have awarded subcontracts on their projects we are responsible for ensuring that the entities we subcontract with are providing the required services/products as indicated in your proposal to the sponsor. It is advisable that a "Scope of Work" be developed for all subcontractors that clearly define their deliverables and a timeline for completion. You should have a method in place for monitoring and ensuring that each of the deliverables is met within the timelines provided. If you detect a problem out of the norm, you should immediately contact the subcontractor, the Office of Grants and Contracts and ASC, spelling out the problems and a required date for correction. We then can work toward a solution and can provide any required notifications to the sponsor.
10. **Interim, quarterly and Final Technical/Program Reports** – Most funding agency requires technical/program reports, when you send your interim, quarterly and final reports to your sponsor, please make sure you forward a copy of either the report or the transmittal letter to your Coordinator. Annual and Final Progress report are required by Funding Agency. Past due reports may jeopardize future funding for you and the entire university. When you received a notice from the sponsor, please take immediate action.

Accounts Payable/Reimbursement Claims

1. **Reimbursement to the University** for Grant related miscellaneous expenses (excluding release time and faculty additional pay):

A Purchase Order (P.O.) should be requested from ASC
ASC will provide a copy of the P.O. to the requestor
Requestor shall process a University Request for Invoice (form is available on campus web site) and attach a copy of ASC's P.O. This request needs to be sent to campus Accounting Office
PO will allow ASC to encumber the funds for payment
University will send an invoice to ASC for payment
Campus department account will be reimbursed and credited at the time of invoicing.

2. **Travel Authorization** - President Gordon's signature is required on a CSUF Travel Authorization regardless of funding sources if travel meets the following criteria:

If the registration fees exceed \$500

If more than 2 persons from the same campus are attending the same conference, convention or symposium

If the President is the responsible person for the department account on the Travel Authorization For international travel

3. **Travel Policy** – ASC follows CSUF/State Travel Policy, **UNLESS it** was determined by the funding agency which specified in the official award notice/contract. Please refer to campus travel web-site for details in reference to per-dim rates, lodging, transportation and other misc. travel related expenses. **Travel Mileage** - Effective January 1, 2009, the mileage reimbursement rate is **0.55/mile**, unless your contract or grant stipulates a lesser rate. **AND** to be eligible for mileage reimbursement you must have a copy of your valid Driver's License, Proof of Insurance and a Defensive Drivers Training Certificate on file at the CSUF ACS.
4. **Document for Conference/Workshop Expenses** - Effective May 15, 2006 the ASC is required to have on file as support documentation for expenditure reimbursements relating to attendance at a conference and/or workshop a copy of the meeting Program/Agenda.
5. **California Sale Tax** - Effective April 1, 2009, California sales and use tax has increased by 1%. This will take Orange County sales and use tax rate to 8.75%, please ensure that accurate tax is included when requesting payment for goods procured from vendors.
6. **Expenses After Project End Date** - Only expenditures relating to the close out of your project will be processed after the project end date. These include expenses relating to the completion of the final technical/progress report. Major expenditures for Equipment, Office Equipment inclusive of computers and printers as well as large quantities of office supplies should not be made within 90 days of the project end date. Expenditures for travel that begins after the end date of your project require prior Sponsor approval.
7. **Payment/Expenses Justifications** - Please be mindful when requesting a payment from your grant account, to note the rationale for the expenditure. This should include as many of the following as applicable:

a) Who b) What c) When d) Where e) Why

Please use your campus street address on all Purchase Order requests to ensure proper delivery of your order

- **Please be aware of the following employee related issues:**

1. **New-Hire** - You are required to submit (Personnel Transaction Report) PTR's for all New Hires, any changes to an existing employee's status, title, pay rate, total authorized amount to pay, changes in the budget period, personal data and termination. Please use the

“Remarks” section on the PTR to explain the changes being made. Also, if you are utilizing an employee on more than one project, you need a PTR for each account the employee is authorized to be paid from. If a project is extended, it is necessary to complete a PTR extending the budget period and perhaps the budget amount.

2. **Full-Time, Full Benefited Position** - Do you have a staff position to fill on your Sponsored Programs project? Is this a benefited position? You should contact our Human Resources Department, Pat Simms, Ext. 4116 or email psimms@fullerton.edu to schedule a brief meeting with her. Pat will assist you in developing a proper job description for your position, which will properly classify the status and salary range as well as post the position to ensure compliance with Federal Law. Please schedule your meeting with Pat prior to recruiting for the position.
3. **Employee ID** - Effective 1/1/2007, ASC started utilizing the Campus Wide ID Number (CWID) as the employee identification number instead of the Social Security Number. Please contact HR for additional information.
4. **Ca. Minimum Wages** - Effective 1/1/2008, the California minimum wage increased to \$8.00 per hour. Please keep this in mind when preparing your proposal budgets.
5. **Employee Effort Reporting** - The ASC Bi-Weekly Time Sheet has been revised to capture certification of effort for each employee working on a federal project. The Certification must be completed.
6. **Bi-Weekly Payroll** - The CSUF ASC has a bi-weekly pay period and a bi-weekly payroll. By law, employees working for the CSUF ASC must be paid within seven (7) calendar days following the close of the pay period. Therefore, if you have employees working on the CSUF ASC payroll, timesheets should be submitted every two weeks. Payroll schedules are available at the CSUF ASC.
7. **Budget Periods** – Is required filed on the PTR form, payroll cannot process time sheets submitted for employees, who have worked beyond the budget period indicated on the PTR, who have exceeded the total amount authorized to pay or who are requesting payment on an account that we have no PTR.
8. **Personnel for Continuing Grant** - In an effort to ease this administrative burden somewhat, we in Sponsored Programs will implement changes to our processing procedures for extensions and multi-year-annually funded projects, by automatically preparing the PTR's for employees currently on the project. However, if additional funds are required in order to pay the employee, you will have to notify us of the amount you want added to their total amount to pay budget.
9. **Over-time Pay** - According to the California Wage Orders, non-exempt employees who work for CSUF ASC must record all hours worked. (For **all employees**.) All hours worked over eight (8) hours in a day or forty (40) hours in a week, **must** be paid as overtime (1 ½).
10. **Vacation and sick leave** on the books should be used up prior to the end of grant funding period or there may be additional costs to the project for vacation and CTO (compensatory time off) hours that have been accrued.
11. **Rest Periods** - All ASC employees MUST receive a Rest Break of at least 10 minutes **with** pay for every 4 hours worked and a Meal Period of at least 30 minutes **without** pay if they work more than 5 hours, except that when a work period of not more than six (6) hours will complete the day's work, the meal period may be waived by mutual consent of the **Department** and the **employee**. This consent must be in **writing** and should be sent to payroll with the time sheet. These are to be uninterrupted breaks and all managers and supervisors should ensure that these breaks are being taken.

12. **Workers Compensation** - Employees who suffer work related injuries **MUST** contact ASC Human Resources immediately. The injury must be reported to the Workers' Compensation Administrator within three (3) working days. Please call Extension 4116 or 4117 for assistance and instructions.

13. **The California Whistleblower Hotline** - The opportunity to report improper activities of state agencies or employees. The ASC subscribes to the procedures put in place by the University. Should you have information to share please contact the Whistleblower Hotline at 1-800-952-5665, mail information to Investigations; Bureau of State Audits; 555 Capitol Mall, Suite 300; Sacramento, CA 95814. You may also contact the State Attorney General's confidential hotline at: 1-800-952-5225 or Jackie McClain, CSU Vice Chancellor of Human Resources or John Beisner, University Director of Risk Management.

14. **2009 Benefits Schedules** that would be charged to your project for the employer share of the costs when it applies:

EMPLOYER'S CONTRIBUTION		EMPLOYEE'S DEDUCTION	
(FICA) Social Security/Medicare SOCIAL SECURITY	6.2% (Gross Salary) (MAX. Gross of \$102,000 -2009)	(FICA) Social Security/Medicare SOCIAL SECURITY	6.2% (Gross Salary) (MAX. Gross of \$102,000- 2009)
MEDICARE	1.45% (Gross Salary) NO CAP	MEDICARE	1.45% (Gross Salary) NO CAP
	7.65%		7.65%
SUI	1.50% (Gross Salary)	FIT	Federal Income Tax
Workers COMP	1.34%--13.60% {Based on Job Classification}	SDI	State Disability Insurance
		SIT	State Income Tax
TOTAL	10.13% - 22.39%		
RETIREMENT	8% OR 4% (Gross Salary) Mandatory {Employee's election of EITHER 8% OR 4%} {Effective after TWO (2) years of EMPLOYMENT}	RETIREMENT	5% OR 2% (Gross Salary) {Employee's election}
HEALTH	\$890/MONTH (Employee + Family) \$700/MONTH (Employee + 1 Dependent)		\$216-1070.00/Month (Employee + FAMILY) \$60.00-553.00/Month (Employee + 1 Dep.) \$30.00-237.00/Month (Employee ONLY)
30 Hour Benefited	\$360/MONTH (Employee ONLY) \$297.00 (Employee only) - Blue Cross HMO only (New rates effective 12/01/09)	30 Hour Benefited	Employee Only= \$55.00. (New rates effective 12/01/09)
DENTAL	\$75/MONTH (Employee + Family) \$50/MONTH (Employee + 1 Dependent) \$25/MONTH (Employee ONLY) {AFTER 6-months of Employment}	DENTAL	\$22/Month (Employee + FAMILY) \$12/Month (Employee + 1 Dependent) \$6/Month (Employee ONLY) {AFTER 6-months of Employment}
DENTAL 30	\$5.45-E, E+1 & E+ Family	DENTAL 30	E-\$5.44, E+1-\$15.45 &

Hour		Hour	E+Family-\$22.31 {AFTER 6-months of Employment-rate effective 12/01/09}
Benefited	{AFTER 6-months of Employment-rate effective 12/01/09}	Benefited	
VISION 40Hour	\$400/PERSON/24-MONTH (see VISION Schedule) {AFTER 12-months of EMPLOYMENT}	VISION 30 Hour	Discount with Medical Plan
LIFE Insurance Full-Time Staff	Monthly Gross Earnings X 12/1000 X 0.201 (six months' salary) Up to \$100,000 Coverage paid by Employer Up to \$150,000 Coverage paid by Employer	LIFE Insurance	None
*MANAGERS- *DIRECTOR-LIFE Insurance (30 hours)	\$1.50 per month (\$10,000.00 coverage value)		<i>**Any premiums for OVER \$50,000 coverage reported as INCOME on W-2</i>
Long-Term Disability (40 Hours)	(.359% X Monthly Salary)/2 = .179% (50%) Employer pays 50% and Employee pays 50%	Long-Term Disability (40 Hours)	(.359% X Monthly Salary)/2 = .179% (50%) Employer pays 50% and Employee pays 50%
Vacation Non-Exempt Exempt Employee & Grades 9-11 Management (30 hours employee)	Stops after 240 hours 1-60mo=6.67hr/mo; 61-120mo=10hr/mo;121-180mo=11.33/mo; 181-240=12.67 hr./mo;241 - up=13.33hr./mo. 1-60mo=8hr/mo; 61-120mo=10.67hr/mo;121-180mo=12 hr/mo; 181-up=13.33 hr/mo 1 month and up = 13.33 hr/mo 1-60 moths = 5.0hr/mo; 61 and up months = 7.5/hr. mo		

Faculty Release Time Benefits @ 42.857% for FY 09/10

Holidays- follows university schedule

Minimum Wages \$8.00/hr. effective 1/1/2008

SPONSORED PROGRAMS STAFF DIRECTORY

Tanya Thompson	Assistant Director, coordinates (Administrative Units, Colleges of Arts, Comm. and HSS)	Ext. 4113
Mary Thoen	Coordinator (CB&E & NSM)	Ext. 4110
Kathie Ip	Coordinator (ECS, HHD & Education)	Ext. 4114
Chi Nguyen	Accountant (financial reports, IDC calculation/ reallocation, financial adjustments, audits, GL maintenance, accruals, account close out)	Ext. 4111
Cris Murillo	Special Programs Coordinator (summary awards, faculty overload, release time, cost match and effort reporting, NSM program administrative support)	Ext. 2535

Le Lam	Accounts Payable (PO, Check Request, Encumbrances Advances)	Ext. 4112
Smruti Shah	Accounts Receivable (Letter of Credit, Invoices, deposits, AR aging, payment application, adjustments)	Ext. 4148
Stephanie Faalave	Student Assistant	Ext. 4150
Pearl Cheng	Director	Ext. 4103

ASC Human Resources & Payroll Staff

Griselda Caro	Human Resources Assistant HR related issues, including benefits, new hires, leave and etc.	EXT. 4117
Maritza Rodriguez	Human Resources Payroll Support New hire paperwork, E-Verify process and employee information	EXT. 4151
Jennifer Ip	Human Resources Support	EXT. 4119
Gerard Russo	Human Resources Specialist Recruitment & Training	EXT. 4123
Cindy Fields	Payroll Specialist Pay related issues including questions regarding pay, deductions hours works and taxes	EXT. 4120
Lida Schankova	Senior Payroll Clerk Time sheets, work hours and old pay checks	EXT. 8461
Lusia Komala	Payroll Supervisor Payroll and HR reports and filings	EXT. 4119
Pat Simms	Human Resources Manager HR and Payroll related issues	EXT. 4116