

Faculty Affairs Conference Call: 09-26-2013

1. Review of processes for redesign
 - a. Set of focus groups- combined for faculty affairs and for HR
 - b. To review processes and define best practice

2. Debrief September payroll
 - a. Incentives—completed to max of 75% pool
 - b. Merit increases for dean’s direct reports
 - c. Thanks to all who put in tremendous effort to make this happen
 - d. Ongoing opportunities for improvement
 - i. Submission by department payroll deadline: noon is a hard deadline
 - ii. Departmental approvals- need more than one person, need to be looking every day and on the day payroll runs, need to look all day long until 5 pm
 - e. Improvements
 - i. Bjfs more complete (C-number, account numbers, descriptions)
 - ii. Beware copy and paste
 - iii. Departments have been more responsive around payroll issues

3. Research
 - a. Meeting with faculty affairs, sponsored programs, Medreps, payroll office- enhance our coordination and communication
 - b. Barbara Cole to join us next time
 - c. Sponsored programs reported a 40% error rate in submissions, most common error related to account distributions
 - d. NIH rules on relationship between grants and salary:

NIH GRANTS Policy Statement (10/1/2011)

1.2 Definition of Terms

Institutional base salary:

The annual compensation paid by an organization for an employee's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. Base salary excludes any income that an individual may be permitted to earn outside of duties for the applicant/grantee organization. Base salary may not be increased as a result of replacing organizational salary funds with NIH grant funds. (See Cost Considerations—Allowability of Costs/Activities—Selected Items of Cost—Salaries and Wages.)

- e. Faculty with VA effort
 - i. Requires MOU that outlines both UM and VA hours
 - ii. UM base is the \$\$ amount that is applicable to grants

17.3 VA-University Affiliations

Investigators with joint appointments at a VAMC (VA hospital) and an affiliated university must have a valid MOU that specifies (at both the university and the VAMC) the title of the investigator's appointment, distribution of compensation, the responsibilities of the proposed investigator, and the percentage of effort available for research at each institution. The MOU must be signed by the appropriate officials of the grantee and the VAMC, and must be updated with each significant change of the investigator's responsibilities or distribution of effort and, without a significant change, not less than annually. The joint VA/university appointment of the investigator constitutes 100 percent of his or her total professional responsibilities. However, NIH will recognize such a joint appointment only when a university and an affiliated VA hospital are the parties involved.

A grant application from a university may request the university's share of an investigator's salary in proportion to the effort devoted to the research project. The institutional base salary as contained in the individual's university appointment determines the base for computing that request.

The signature of the AOR of the submitting university on an application to NIH that includes such an arrangement certifies that

- *the individual whose salary is included in the application serves under a joint appointment documented in a formal MOU between the university and the VA, and*
- *there is no possibility of dual compensation for the same work or of an actual or apparent conflict of interest.*

4. Administrative supplements
 - a. Template was circulated and posted
 - b. Still have departments sending requests with inadequate information
5. New Hires
 - a. I-9 must be done prior (more below)
 - b. Person must have I-9 completed and be fully on board prior to department's payroll deadline to get paid in that month. Otherwise, pay will begin following month with reconciliation of \$\$ from first month worked.
6. I-9—Federal Requirement
 - a. MUST be completed BEFORE start date
 - b. Part 2 is mandatory and must be done in person
 - c. Realize that credentialing is a separate process—some of the information is required twice. Specifically presentation of the proof of residency
7. Voluntary faculty appointments
 - a. New voluntary mailbox
 - i. non-paid voluntary
 - ii. affiliated faculty requests

- iii. reappointments
 - b. Paid—originals are needed because of direct deposit and W4 needed for payroll
 - c. Non-paid to paid (first time) need originals
8. Faculty Recruitment
- a. Ariba process will go live November 1
 - i. In our next call, we will give detailed instructions
 - b. RAC process
 - i. Keep eye out for e-mail that will include check-list for RAC
9. Volunteers now with HR
- a. Same volunteers mailbox
 - b. Contact Leishan Pall
10. Main APT meeting coming in October

Questions:

- RAC approval- discussed timeline; frustration was expressed at delays in posting following RAC approvals; timeline will be improved with implementation of ARIBA and with appropriate staffing of faculty affairs;
- Voluntary box—is this distinct from the volunteer box? Yes! Volunteer box is now operated by HR (same address); Voluntary faculty box will be for voluntary and affiliated faculty.
- Comment: Gloria Gari- confirmed that information provided on research processes was accurate; Gloria is available for questions as needed

Next call will be scheduled for about a month from now