Insurance and Risk Management

**Highlights of Presentation:**

**Automobile Coverage:**
- All University own vehicles are automatically covered with liability insurance once titled, however they are not covered for collision or comprehensive insurance. You must request this through Risk Management.
- University employees, include part-time, temporary, and student employees, are covered when operating University owned vehicles.
- Full coverage extends when renting a vehicle for University business, but only secondary coverage when operating for personal use. It does not include collision or comprehensive on personal vehicles.

**Travel Coverage:**
- Mandatory for students, faculty, and staff when traveling international under auspices of UNC.
- Provides accident/sickness coverage, medical evacuation and repatriation of remains.
- Rates are usually $2/day for students and $4 per day faculty/staff.

**Employee Liability:**
- Provides up to $10 million of protection at no cost to the employee and the employee is defended by the Attorney General’s office.

**University Property Insurance:**
- All university owned buildings and contents must be insured by the NC Department of Insurance.
- Property insurance coverage extends to all university owned buildings and contents only and does not extend to employee, student, or visitor owned property.

**Insurance Coverage Types:** Please see the attachments section of the minutes for the various Insurance Coverage Types.

**Call for questions:** If you have any questions that you would like Campus Safety and Risk Management to answer about insurance, please send your questions to Matt Hughes at mghughes@unc.edu.
HR Announcements

2-Step Verification: On Oct. 5, the University began a phased implementation of 2-Step Verification, a process to secure and safeguard personal information and vital University data and credentials.

- The first 2-Step Verification use is for online W-2 access, for which employees began receiving notifications on Wednesday, Oct. 5. Faculty and staff (including student employees) are being contacted in groups by school/department. It will take a few weeks for every employee to be contacted, but after Oct. 5, every Carolina employee can access the new 2-Step Verification. Administrators are simply staggering the outreach effort so they can provide better support for the number of employees who they serve.

College of Arts and Sciences Food Drive:

- Began October 10th and ends October 21st at 5:00 p.m.
- Locations at Davie Hall (front lobby), Sitterson Hall (lower level), Europa (3rd Floor by elevators)
- Donations benefit the Food Bank of Central and Eastern North Carolina and UNC’s Carolina Cupboard

SHRA and EHRA Lump Sum Bonus: Eligible SHRA and EHRA employees who are employed on Sept. 1, 2016, will receive a one-time lump sum bonus amounting to one-half percent (0.5%) of their annual salary on that date.

- Schedule:
  - **SHRA** employees will receive this bonus in the Oct. 14 biweekly paycheck.
  - **EHRA** employees will receive this bonus in the Oct. 31 paycheck
- Permanent part-time employees will receive a prorated bonus amount based on the number of hours they work per week. Nine-month faculty will also receive the lump sum bonus.
- Employees who left the University before Sept. 1, or were hired effective Sept. 2 or later, are not eligible to receive this bonus. (Employees are eligible for these bonuses regardless of performance rating or disciplinary actions.)

EHRA and SHRA Merit Bonuses:

- SHRA bonuses will be paid in the Oct. 28 biweekly paycheck.
- Additional EHRA bonus information coming soon.
  - Payments will be made in November 30 paycheck.

State Health Plan’s Open Enrollment

- Began October 1st and ends October 31, 2016
- All employees will be placed into the Traditional 70/30 Plan and must take action to enroll in the 80/20 or CDHP plan.
- The Traditional 70/30 Plan for active members (not retirees) will include only a tobacco attestation premium credit activity which, if completed, will reduce the employee-only premium to zero.
- In addition to the tobacco attestation and health assessment premium credits, 80/20 and CDHP members may further reduce their monthly cost by designating a primary care provider (PCP).
Please go to https://connectcarolina.unc.edu to enroll

**2016 Holiday Calendar Reminder:**
- Mandated university closing the last week of December
- All employees will need to take a personal day on December 29th (vacation, sick, bonus)
- Negative balances can’t be carried over calendar years

**TIM Training:**
- Mandatory classroom TIM Admin Training - email was sent directly to Admin
- CBTs are mandatory for all employees and managers, with a certificate that can be printed at the end
- TIM Upgrade will be effective Monday, October 24th (middle of a pay period)
- All Historical Edits for the first week cannot be processed. Instead, you will have to process a Historical Correction in the new system

**Finance Announcements**

**Month-end close Deadline for Journal Entries** to central offices is 5pm Friday, October 28.

- Please ensure that you have submitted complex journal entries (gift to gift, other) to our office to allow time for approval by COB Thursday, October 27.

**Commitment Accounting Lockout for M04:** The CA lockout for M04 will be from 12:30 pm – 3 pm, Wednesday, Oct. 26.

- As a reminder, during a “CA lockout,” no new ePARs can be originated or approved, and the link to the ePAR Home Page will be unavailable for both Finance and HR users.

**New College Report Available: Summary Report State, F&A, Trust – see handout:**

- This report summarizes the state, F&A, and trust budget, expenditures, encumbrances and projections to provide a budget balance available in a summary level by fund-source-department program (for all College departments). You can find this report by clicking on this link: http://go.unc.edu/college-sas or going to https://infoporte.unc.edu (Home>School Reports).

**Dean’s Office Commitment Report Update (see handout):**

- The Dean’s Office has transferred the FY17 commitments to the departments.
- Please refer to the handout for details and for information on the few outstanding items that will be completed by October 15th.

**Suspense Management Reports Webinar Recording Available:** A Suspense
Management Reports webinar was held Sept. 28 that demonstrated the importance of managing suspense particularly for Project Closeout, the Funding End Date Notification Report, the Suspense Analysis Report, and queries for managing open transactions for Project Closeout.

- Reminder: Per university policy all charges must be moved out of suspense within 90 days.

**Retro Retirement Adjustment Included in B06 and M03:** A one-time, employer-only retroactive retirement adjustment was included in the biweekly 06 and monthly 03 payroll cycle for any employee who had a retirement contribution in biweekly 26 or Summer Session 02.

- Note that the one-time charge was distributed according to an employee’s current funding sources.
- If an employee is no longer at the University and funding sources are inactive, the retroactive charge was sent to payroll suspense. If you have retro retirement charges in suspense please contact your Senior Budget Analyst with the chartfield string that should absorb the charge. Your Senior Budget Analyst will then process a deduction and taxes only PAAT action on your behalf.

**ARP Information (EHRA Faculty and Non-Faculty):**

- 1.5% across the board increase was applied to those eligible in August Paycheck
- The increases we distributed amongst current sources
- We will be leaving professorships as is unless we get guidance directing us otherwise
- Any that worked with SAD for an over 1.5% increase were applied in September paycheck
- The 1.5% increase allocations should be made in the coming weeks.
  - We are working with the budget office to get a report regarding
dunding sources for those not permanently on state funds to find gaps in funding and where fund swaps/PAATs will be needed.
  - We are waiting on final figures from the Budget Office and will be in touch as soon as we know anything.

**January-June 2016 PAAT actions:** PAATs for this timeframe are due in the OSR worklist by COB Monday, October 24, 2016 for the January 2016 - June 2016 effort reporting period of performance.

- Please submit your PAAT actions to the Dean’s Office by COB Thursday, October 20 to ensure approval prior to OSR’s deadline.
- Any PAATs received in the OSR worklist after the 10/24 deadline will be reviewed and approved based on the four allowable circumstances for PAATs to post to closed, certified pay periods.
- Delay in establishing a new Project ID due to the slow response of sponsor or delay caused by OSR.
• Movement of payroll transactions from one Project ID to another Project ID that belong to the same award. Transactions would usually be to move salary from one funding period to the next.
• The movement of payroll transactions off of a sponsored award to a non-sponsored chartfield.
• To “true up” a certified effort statement where the certified effort percentages are different from the computed effort percentages.

**Funding end date change affecting ePar forms:** Beginning 9/16/16, users that originate actions using the ePAR forms in ConnectCarolina noticed a change in the way that the Funding End Date field is populated on the chartfield string.

  o Prior to 9/16/16:
    ▪ if a chartfield string had a Project ID combined with a Fund Code beginning with ‘252’ for UNCCH the Funding End Date field on the ePAR was populated with the project’s end date.
    ▪ Cost share sources were not previously forced to have a Funding End Date.
  o Beginning 9/16/16:
    ▪ if a Project ID is present and the Funding End Date is blank, the Funding End Date on the ePAR will be populated with the project’s end date. Fund Code will no longer be considered when populating the Funding End Date.
    ▪ Funding End Date is a required field when a project ID is used.
    ▪ Once the Funding End Date is populated it can be changed, but it cannot exceed the project’s end date.

  *This change is being made to ensure that personnel effort is not being allocated to an expired project, whether as a direct charge or in the form of cost share.*

Whitney Baker made an announcement about providing training on Contracts and Grants within the College of Arts and Sciences. She will be sending an email out via the listserv next week with further instructions and information.
Risk Management Services

- Part of Campus Safety & Risk Management
- Staffed by:
  - Robin Bennington - Risk Manager
  - Janet Hoernke - Risk Manager

The University’s Automobile Insurance

- All University owned vehicles are automatically covered with liability insurance once titled - You do not have to request this
- University vehicles are not automatically covered for collision or comprehensive insurance - You must specifically request this through Risk Management Services (962.6681)
Who is Covered?

- Only University employees should operate University owned vehicles
- Must be in the scope of your University employment
- Part time, temporary and student employees are also covered (anyone receiving compensation)

Personal & Rental Vehicles

- Provides full coverage (liability, collision and comprehensive) when renting a vehicle for University business
- Provides only liability coverage on a secondary basis when operating your personal vehicle for University business
- Does not provide collision or comprehensive coverage for your personal vehicle

Study Abroad/Business Travel Coverage

- Mandatory for students &/or faculty and staff traveling internationally under the auspices of UNC
- Provides accident/sickness coverage, medical evacuation and repatriation of remains along with some political, security & natural disaster evacuation coverage
- Primary coverage with a $0 deductible and pre-existing conditions are covered. Their Global Health Team is available 24/7
- Rates: Less than $2 per day for students and $4 per day for faculty/staff
Protection Against Liability

The Defense of State Employees Act (N.C.G.S. §143-Article 31A) provides protection up to $1,000,000 for damages to others caused by the negligent acts of State employees acting in the scope of their employment.

The University also provides liability insurance coverage above the Defense of State Employees Act in order to provide additional liability protection to our employees.

Employee Liability Insurance

- Provides up to $10 million of protection
- An additional layer on top of the General Statutes
- Provided at no cost to the employee
- Employee is defended by the Attorney General’s office
- Certain acts are not covered (if you are requested to certificate liability coverage give me a call and I can assist.)

The University’s Property Insurance

- All University owned buildings and contents must be insured by the NC Department of Insurance (required by General Statute)
- Risk Management Services serves as the University’s point of contact for getting properties reported to and insured by the NC Department of Insurance
State Property Fire Insurance Fund

- Fire and Lightning
- Extended Coverage
- Broad Form
- “All Risk” Special Form
- “All Risk” Computer and Miscellaneous Equipment

The State of North Carolina provides the University with Fire and Lightning coverage at no charge to all Generally Funded Departments.

Property Insurance Restrictions

- Property insurance coverage extends to all university owned buildings and contents only.
- Property insurance coverage does not extend to employee, student or visitor owned property.
- Property insurance coverage does not extend away from campus unless your department notifies Risk Management Services at 919-962-9061 and reports the location and limits of coverage.
- $5,000 property insurance deductible.

Coverage for Property of Others

- Master Business Leased Equipment Policy
  - On loan or Leased Equipment - Postage Machines to MRI’s
  - Short or long term lease
  - Coverage must be required by contract
- Fine Arts Policy
  - Paintings or antiquities on loan to your department
  - Employee owned valuables on site
  - Coverage must be required by contract.

We offer additional policies just to name a few: Student Internship Liability, Camper Accident and Health, Master Music, Event Liability. Important to pay attention to those contracts and determine if we are binding the university to a promise that can be fulfilled by one of our available insurance products.
Thank You for your interest in UNC-Chapel Hill’s Insurance Coverage.

Questions?
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<th>Broad Form</th>
<th>Special Form</th>
<th>Computer and Misc. Equip.</th>
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As a recipient of federal and state research funding, the University is required to comply with a wide range of regulations and requirements from sponsoring agencies. The University takes these obligations very seriously and strives to maintain the highest level of compliance at all times. The University is also diligent in its efforts to maintain an infrastructure that facilitates research while being responsible stewards of research funding.

The University is adapting to recent regulatory changes as well as changes to the business environment. There are important milestones occurring over the next months that will have significant impact on the way we manage our research funding.

**Project Closeout Initiative**

- OSR has assembled a special Closeout Team to reconcile and close ended Sponsored Projects in ConnectCarolina and will be prioritizing these tasks appropriately
- The Closeout Team will be reaching out to research administrators to review their portfolio of ended Sponsored Projects

**September 2016**

- New Requisitions and Purchase Orders will no longer be able to be created on Projects after the Project End Date
- Vouchers and Journal Entries will no longer be able to be posted to Projects after a Project has been marked ready for Reporting or Closed by OSR (typically 60 days for reporting status and 90 days for closed status after the Project End Date)

**October 2016**

- We will begin sending notifications 90, 45, and 7 Days prior to the Project End Date to research personnel identifying which tasks should be completed for a timely and successful closeout
  - This includes Projects with restricted budget periods that will be assigned a new Project Id for each budget period
- OSR will mark Projects ready for Reporting (typically 60 days after the Project End Date) or Closed (typically 90 days after the Project End Date) at which time combo codes will become inactivated
- The NOTR will be replaced by the Closeout Checklist (“CC”) in RAMSeS, which serves as the certification statement for the Project closeout
- OSR will prepare the final financial report (FFR) or final invoice based on charges posted in ConnectCarolina, only exceptional charges may be included on the Closeout Checklist (i.e. an outstanding subrecipient invoice)
- Any transactions included on the Closeout Checklist must be approved and posted within 90 days after the end of a project; if not then OSR will revise the FFR downward and/or process a refund to sponsor
In the event the Closeout Checklist is not submitted within 60 days after the end of the project, OSR will prepare the financial report or invoice based on information actual expenditures in ConnectCarolina.

- Certain grants and contracts will continue to require exceptional handling (i.e. Training Grants and select State of NC funded projects).
- Purchasing is planning to begin distributing an alert that includes AP Requisitions, Purchase Orders, and Vouchers that are in KK (Commitment Control) error for both sponsored and non-sponsored funding sources.

**November 2016**

- Funding end dates will be treated as hard end dates in the payroll distribution process, and payroll that is continually charged to an ended project will be sent to payroll suspense.
- Several reports will soon be available to proactively manage payroll suspense:
  - Funding End Date Notification report shows which current funding sources expire by a specific date.
  - Salary Funding Report shows the current and historical funding source information for an employee based on executed ePARS.
  - Suspense Analysis Report provides an aging analysis and cause of transactions currently posted to the department’s suspense account.
- More information on these and other reports is available at the new Commitment/Labor Accounting webpage.
- If you have questions about payroll suspense, please visit the payroll suspense policy and procedure page or contact us at CA_Payroll@unc.edu.

We understand that the changes described above may present some challenges for researchers and their units, but they are necessary for the University to comply with all applicable regulations. For more information on upcoming changes with sponsored projects, please refer to the presentation from the OSR Research Symposium, “Preparing for Project Closeout”. If you have questions concerning sponsored projects, please contact your OSR representative or Andy Johns.

Andy Johns
This message is being forwarded to all College of Arts and Sciences Managers

Please be aware of the new Project Closeout Module forthcoming October 3, 2016

As part of OSR’s ongoing effort to streamline processes, beginning on Monday October 3rd, a new Project Closeout module will be in place in RAMSeS (replacing the existing NOTR module). This update will take place on Sunday 10/2/16 beginning at 7pm, and RAMSeS is expected to be down for approximately two hours.

Following is a brief overview of the RAMSeS Project Closeout process:

- 90 days prior to the Project ID end date, the award department for the Prime PS Project IDs will be notified of the upcoming project closeout.
- To help facilitate the project closeout process, the 90-day notification will include a checklist of various actions to be performed prior to the end date.
- It is the responsibility of the Prime PS Project ID department to ensure timely closeout of all associated sub-PS Project IDs, including those where the administering department is different from the prime’s. Also, it is important that subrecipients are actively engaged during the project closeout timeline to ensure invoices are submitted and processed in a timely manner.
- One project “Closeout Checklist” Submission record will be generated in conjunction with the 90-day notification, and will be accessible by the prime department’s Closeout Submitters (formerly NOTR Submitters) via the Closeout Submissions inbox on the RAMSeS Award dashboard. (Submissions will no longer be required for each individual PS Project ID).
- Submission of the project “Closeout Checklist” is required no later than 60 days after the end date, and certifies that all expenditures have been posted to ConnectCarolina for the prime PS Project ID, and all subs, and that all other obligations have been met.
- The project Closeout Checklist submission record must be submitted via RAMSeS even if your PS Project ID won’t be closing out at this time. (If no
project closeout is needed, follow instructions on the Closeout Checklist submission record indicating the reason.)

If you have questions or concerns about the new RAMSeS closeout process, please contact OSR at resadminosr@unc.edu or Andy Johns (Andy_Johns@unc.edu / 919-962-8253). For technical questions or assistance, please contact the ORIS Help Desk (919-843-2594).

Best,

Ellen
Ellen Quinn
Product Support Manager
Office of Research Information Systems
(919) 962-5074

ORIS Help Desk
(919) 843-2594

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From: Hughes, Matt  
Sent: Wednesday, October 5, 2016 8:12 AM  
To: CAS_as Mgrs  
Cc: CAS_as DDD; Flowers, Sabrina Dawn; Baker, Whitney Hiliard  
Subject: Dean's Office Commitment Transfers for FY17  
Attachments: Dean's Office Allocation Status w tables FY17.pdf

This message is being sent to all Managers in the College of Arts and Sciences with an informational copy to all Deans, Directors, and Department Heads.

Thanks to everyone for your patience, the Dean’s Office has transferred the FY17 commitments to the departments. Please refer to the attached for details and for information on the few outstanding items that will be completed by October 15th.

Please follow the steps below to pull a report of commitments that we have transferred, including your departmental chartfield string where funds were deposited:

1. Click on the link: https://asr.oasis.unc.edu/
2. Click “Sign On”
3. Login with your ONYEN
4. Under Financial Reports choose “Commitment Transfers”
5. Choose Fiscal Year 16/17, choose your Department then click “View Report”
6. This page shows the Commitment Transfers for the Fiscal Year 16/17. It is divided by Commitment number and shows the chartfield strings used for the transfer and the amount transferred.

After running your commitment report, if you have any questions or concerns please contact Sabrina Flowers for Natural Sciences and Undergraduate Education and Whitney Baker for Social Sciences, Global Programs, and Fine Arts and Humanities.

Thank you for your patience!

Laura Yurco, MBA  
Assistant Dean for Finance  
College of Arts & Sciences-Dean’s Office  
100 Europa Drive, Suite 320K, CB#3060  
Chapel Hill, NC 27517  
Office Phone (919) 962-9275  
Cell Phone (919) 523-3645  
Fax (919) 843-3531  
laura_yurco@unc.edu

Matt Hughes ’12 | Administrative Assistant
# Dean's Office Allocation Status

- **Complete transfers:**

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</tr>
<tr>
<td>Professorship Research Allocations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UXXXX, CXXX, or 7XXXX</td>
<td>UXXXX, CXXX, or 7XXXX</td>
<td>500100</td>
<td>C3XXX</td>
<td>0000243730</td>
<td></td>
</tr>
<tr>
<td>Professorship Research Carryover/Deficit Allocations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trust Committee Carryover</td>
<td>UXXXX, CXXX, 7XXXX, or 5XXXX</td>
<td>500100</td>
<td>Varies</td>
<td>0000250183</td>
<td></td>
</tr>
<tr>
<td>Trust Committee Allocations</td>
<td>UXXXX, CXXX, 7XXXX, or 5XXXX</td>
<td>500100</td>
<td>Varies</td>
<td>0000251372</td>
<td></td>
</tr>
<tr>
<td>Trust Committee Carryover/Deficit Allocations</td>
<td>UXXXX, CXXX, 7XXXX, or 5XXXX</td>
<td>500100</td>
<td>Varies</td>
<td>0000250183</td>
<td></td>
</tr>
<tr>
<td>Type of Transfer</td>
<td>Source</td>
<td>Account</td>
<td>Program</td>
<td>Budget Journal #</td>
<td>Budget Transfer #</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------</td>
<td>-----------------</td>
<td>---------</td>
<td>------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Promotion Salary Increase</td>
<td>12001</td>
<td>513100, 511100</td>
<td>10000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Budget Reallocation</td>
<td>12001</td>
<td>513100</td>
<td>C1302, C1303</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To see commitment details navigate to Arts and Sciences Reporting:
https://asr.oasis.unc.edu

Click: Commitment Transfers
Choose: Fiscal Year: 2016/2017
Click: View Report

On Budget Journal/Budget Transfer refer to reference field for CMT#

On Reference 1 in InfoPorte Transactions shows the CMT# and TransID shows the Budget Journal/Transfer #

- UNCCH  TRST_EX_BD  29200  C5055  500100  C1306  
- UNCCCH  TRST_EX_BD  29200  C5055  500100  C1306  

Leadership Allocations | C0XXX | 500100 | C1306 | 0000249372 |
Split trust Funds       | CXXXX, 7XXXX | 500100 | 10000 | 0000237869/ 0000242443 |
Trust Commitment Carryover | UXXXX, CXXXX, 7XXXX, or 5XXXX | 500100 | Varies | 0000250183 |
Leadership Carryover    | C0XXX | 500100 | C1306 | 0000250183 |
From: Yurco, Laura  
Sent: Friday, September 30, 2016 5:58 PM  
To: CAS_as_Mgrs <cas-as-mgrs@unc.edu>  
Cc: CAS_as_DDD <cas-as-ddd@unc.edu>  
Subject: New College Report Available

This message is being sent to all Deans, Directors, Department Heads and Managers

I'm very excited to announce the release of a newly created College Report called CAS – Summary Report State, F&A, Trust. This report summarizes the state, F&A, and trust budget, expenditures, encumbrances and projections to provide a budget balance available in a summary level by fund-source-department program (for all College departments). You can find this report by clicking on this link: http://go.unc.edu/college-sas or going to https://infoporte.unc.edu >Home>School Reports

All filters have been preselected so you will not need to choose any filters unless you want to narrow your results. This summarized view shows one line per chartfield string for all fund types except grants. Anything with a negative balance will be highlighted in red. Additional details are available on the glossary tab of the report. Please see example below.

<table>
<thead>
<tr>
<th>Department</th>
<th>Chartfield</th>
<th>Source and Program Description</th>
<th>Budget Amount</th>
<th>Expense Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archaeology</td>
<td>292xxx-C0174-315400-0000</td>
<td>Hanes - Willis Arts - DO Allocation</td>
<td>$500.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Archaeology</td>
<td>292xxx-C0374-315400-10000</td>
<td>Weirrner Archaeology - General Operating Expense</td>
<td>$20,049.57</td>
<td>$9,806.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$20,549.57</td>
<td>$9,806.00</td>
</tr>
</tbody>
</table>

For questions about this report please contact your Budget Analyst for your division.  
Fine Arts and Humanities Division-Whitney Baker, whbaker@email.unc.edu 919-843-5789  
Natural Sciences Division- Sabrina Flowers, sabrina_flowers@unc.edu 919-962-6731  
Social Sciences and Global Programs-Whitney Baker, whbaker@email.unc.edu 919-843-5789  
Undergraduate Education Division- Sabrina Flowers, sabrina_flowers@unc.edu 919-962-6731

For any access issues please contact Jocelyn Brooks  jocelyn_brooks@unc.edu  
For feedback on this report please contact Betsy Faulkner  betsy@unc.edu

Thanks,  
Laura

Laura Yurco, MBA
Instructional Workload System Reference Sheet

Purpose: Why fill out the report?

The Instructional Workload system contains important information regarding your instructional budget:
- Serves as a record of teaching responsibilities for faculty and instructors on state funds
- Shows the sources & uses of instructional funding
- Provides the course data for each instructor and faculty member
- The Dean’s Office uses this information when performing an instructional budget review (every 5 years or when you request additional instructional funding).

The goal of the instructional workload is to report savings—the difference between what was allocated & what was used.

Log in here: http://collegeintranet.web.unc.edu/resources/cas-reporting-systems/

The FY you are working on will automatically be selected, but you can use the dropdown in the upper left to review previous years’ reports.

Items to Review in the Instructional Workload System
Each instructor should have an appropriate number of courses and/or non-course work for their FTE. Please pay particular attention to anything that is above or below standard workload expectations, and add a note, if needed, to explain deviations.

The components of teaching workload that are captured in the Instructional Workload System are listed below:
- Known Course Workload and Unit-added course workload include courses from ConnectCarolina and added by the manager associated with that instructor’s normal teaching workload.
- Non-Course Workload includes information that impacts teaching workload, such as administrative appointments, research leaves, course release, etc.
- Unassigned Courses include Independent Studies, Theses, Dissertations, and Cross-Listed Sections

Where to Find Workload Information
To get an overview of individuals paid from state fund, look at these reports (under Reports dropdown):
- Perm/EPA Detail shows info on all faculty paid from your main state account.
- Instr Detail shows info on all employees paid from your instructional budget.

Once you’ve examined the overview, you can edit individual records by going to the Savings drop down and pulling up the EPA detail or instructional detail. Note you’ll have to edit each record individually.

Steps to successfully complete your instructional workload report

Please check the following to ensure that you have completed all of the steps necessary for your report:

1. **PERM/EPA workload** – does FTE = the number of courses taught? If not then add a buyout/leave or comment
   a. Please check to ensure fixed term faculty and tenure track faculty’s workload meets your department’s standard in the assigned course section plus any admin appointment and savings. If it does not (i.e.: the number is lower or higher) ensure that the classes are assigned correctly. If they are assigned correctly please include a comment explaining why. General workload guidelines are as follows:
      i. Fixed Term (3-3)
      ii. Tenure-Track (2-2, 1-2, or 1-1)
   b. Special Topics: If your faculty are teaching any “Special Topics” classes please indicate the name of the class in the subject matter box and for plan to make permanent choose ‘yes’ or ‘no’
2. **Instr Spending workload** – make sure that they taught the correct # of courses for the stipend paid and their FTE is correct (1.0 FTE = full course load). (Please refer to 3a for additional workload details).

3. **Chair workload** – Stipends for chair, associate chairs, DGS, and other administrative appointments can be found here & should be assigned appropriately. No names appear given that these roles change frequently.

4. **Course Duplicates Report** – This report lists who taught each course; add a comment on the faculty/instructor page to explain any exceptions from the rules below:
   a. Only one primary instructor per section
   b. TAs & IAs should have 50-60 students per section; add comment on the page for the instructor of record
   c. Recitations should only occur for courses with larger enrollments

5. **Carryover = Remainder** – Check that both amounts are equal on the “Save & Spend” report. The Carryover & Remainder should be equal, as they are here:

<table>
<thead>
<tr>
<th>Position allocation</th>
<th>$44,620.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above and Chair Bonus</td>
<td>$75,776.00</td>
</tr>
<tr>
<td>Arts and Sciences funding</td>
<td>$117,395.00</td>
</tr>
<tr>
<td>Total Funding</td>
<td>$337,791.00</td>
</tr>
<tr>
<td>Spending</td>
<td>$317,000.00</td>
</tr>
<tr>
<td>REMAINDER</td>
<td>$20,791.00</td>
</tr>
<tr>
<td>Carryover transferred from end of 2012</td>
<td>$175,260.00</td>
</tr>
</tbody>
</table>

**Save and Spend**

A. **Unit Funding: Sources of your instructional budget in addition to permanent allocation**

In InfoPorte you can check the STATE_EX_BD transactions on program C1302 from the fiscal year to find any additions/reductions in your budget:
- Dean’s Office funding automatically loads into the system. These transfers come from our commitments records
- You must enter funding from/to other departments, including budget cuts and bonus lump sum budget

B. **Savings and Expenses: Chair, Perm EPA, and Instructional sections**

The chart below explains what you need to enter for each employee type:

<table>
<thead>
<tr>
<th>Action</th>
<th>Chairs</th>
<th>Perm/EPA Savings</th>
<th>Instructional Spending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review position details</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Check course workload**</td>
<td>X</td>
<td>X</td>
<td>(course wkl = FTE = amount paid)</td>
</tr>
<tr>
<td>Add comments when not teaching full course load</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Enter buyouts/leaves</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Enter savings from admin appointment vacancies</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Un-assign courses not contributing to workload (example: Doctoral Thesis, recitations, dissertations)</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Add courses not on the list*</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

*Please send a Remedy ticket if the courses are missing; OASIS can research the issue and potentially add courses on the back-end.

**See estimated workload on detail reports to ensure correct courses are assigned and unassigned.
C. Reports: Review your changes and prepare to submit the report

Please review these reports at a minimum:

- **Course Duplicates** – check for multiple instructors on the same course (& un-assign), comments needed for small enrollments with recitations
- **Save & Spend** – does the remainder = the carryover amount on this report? If not then you have left out Unit Funding or Faculty buyouts/leaves
- **No Course Work** – add a comment on the faculty/instructors page with the reason they did not teach
- **Teacher of record** - Ensure rank is correct and inactive employees are appointed correctly

When you have finished checking your data, then hit submit! Don’t forget to have the chair sign-off on this report after you submit!

**Deadlines:**

- Department Manager Submission: Friday, October 21, 2016
- Chair Signoff (Department submission must be completed first): Friday, November 4th

**Contacts for Help**

Fine Arts and Humanities Division-Whitney Baker, whbaker@email.unc.edu 919-843-5789
Social Sciences Division-Kristen Beattie, kbeatti@email.unc.edu 919-962-6221
Natural Sciences Division- Sabrina Flowers, sabrina_flowers@email.unc.edu 919-962-6731
Items to review if your 'Save & Spend' Report does NOT balance

Compare your overall totals of Budget and Expenditures to Pinpoint where issue resides:
Navigate to InfoPorte>Home>School Reports>State Funds Carryover with Projections

Choose:
Budget Period: 2016 (uncheck projections)
Department: Choose department if multiple exist for your unit
Account Rollup: Choose all except Fringe Benefits

The total of all Budget (excluding fringe) on C1302 or C1303 plus any remaining funds on your main state source should match "Total Available Allocation" on Save & Spend Report

The total of all Expenses (excluding fringe) on C1302 or C1303 should match "Spending" on Save & Spend Report

Saving and Spend Report for Fall 2015 to Spring 2016

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Allocation</td>
<td>$70,082.00</td>
</tr>
<tr>
<td>Faculty and Chair Savings</td>
<td>$32,756.00</td>
</tr>
<tr>
<td>Arts and Sciences Funding</td>
<td>$261,865.00</td>
</tr>
<tr>
<td>Unit Funding</td>
<td>$2,268.00</td>
</tr>
<tr>
<td>Total Available Allocation</td>
<td>$366,974.06</td>
</tr>
<tr>
<td>Spending</td>
<td>$211,659.00</td>
</tr>
<tr>
<td>Remainder</td>
<td>$155,012.00</td>
</tr>
<tr>
<td>Carryover transferred to/from program C1302 in 2017</td>
<td>$155,012.00</td>
</tr>
</tbody>
</table>
If your total available allocation does not match budget in InfoPorte you can check the STATE_EX_BD transactions on program C1302 or C1303 from fiscal year 2016 to find any additions/reductions in your budget

- Dean's Office funding automatically loads into the system. These transfers come from our commitments records
- You must enter funding from/to other departments, including budget cuts

Navigate to InfoPorte>Finance>Transactions
Select

<table>
<thead>
<tr>
<th>Ledger</th>
<th>STAT_EX_BD</th>
<th>Dept ID</th>
<th>Enter Dept #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year:</td>
<td>2016</td>
<td>Source</td>
<td>12001</td>
</tr>
<tr>
<td>Budget Pd:</td>
<td>2016</td>
<td>Program</td>
<td>C1302 or C1303</td>
</tr>
<tr>
<td>Acct Pd:</td>
<td>(show all)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The reference 1 field will help you identify reason for funding:

- If prefix COMM it's a Dean's Office commitment (this should have been loaded into the Administrative Funding Section)
- If prefix IBCO it's the Instructional Budget Carryover (this should have been loaded into the Administrative Funding Section)
- If prefix IBREALLOC this is part of the permanent budget and has already been loaded into the system

The Trans ID field will identify the budget transfer number:

- The first 10 digits identify the budget transfer number that can be searched for in ConnectCarolina