



### PAF TEAM INFORMATION

Team phone 713/500-4940  
Team fax 713/500-4939

[paf@uth.tmc.edu](mailto:paf@uth.tmc.edu)

[PAF Team Website](#)

#### Team Members:

Barbara Bourne  
713/500-4936  
[Barbara.A.Bourne@uth.tmc.edu](mailto:Barbara.A.Bourne@uth.tmc.edu)

Victoria Briscoe  
713/500-4927  
[Victoria.S.Briscoe@uth.tmc.edu](mailto:Victoria.S.Briscoe@uth.tmc.edu)

Candice Faleski  
713/500-4933  
[Candice.Faleski@uth.tmc.edu](mailto:Candice.Faleski@uth.tmc.edu)

Laura Hamelin  
713/500-4935  
[Laura.Hamelin@uth.tmc.edu](mailto:Laura.Hamelin@uth.tmc.edu)

Paulette Hodge  
713/500-4928  
[Paulette.Hodge@uth.tmc.edu](mailto:Paulette.Hodge@uth.tmc.edu)

Mary Shepherd Hollander  
713/500-4931  
[Mary.Shepherd@uth.tmc.edu](mailto:Mary.Shepherd@uth.tmc.edu)

Karla Lewis  
713/500-4926  
[Karla.S.Lewis@uth.tmc.edu](mailto:Karla.S.Lewis@uth.tmc.edu)

Dimetra Lyons  
713/500-4934  
[Dimetra.Lyons@uth.tmc.edu](mailto:Dimetra.Lyons@uth.tmc.edu)

Ronnie Perez  
713/500-4937  
[Ronald.L.Perez@uth.tmc.edu](mailto:Ronald.L.Perez@uth.tmc.edu)

Santos Perez  
713/500-4932  
[Santos.Perez@uth.tmc.edu](mailto:Santos.Perez@uth.tmc.edu)

Annette Sagers  
713/500-4948  
[Annette.Sagers@uth.tmc.edu](mailto:Annette.Sagers@uth.tmc.edu)

#### Manager:

Barbara Becker  
713/500-4929  
[Barbara.Becker@uth.tmc.edu](mailto:Barbara.Becker@uth.tmc.edu)

*Compliance is everyone's responsibility.*

### FMS GO-LIVE

#### PAF'S ROLE

Our role in compliance activities will not change much from what it was when TUFIMS was the financial management system. We will still review expense transactions for allowability on sponsored projects. On most types of transactions, the review is an after-the-fact review that focuses on expense categories that have been identified as "higher" risk. This is the review framework that existed under TUFIMS.

We will also still review and update budget modification journals for sponsored projects. In TUFIMS, these types of budget mods that were entered by the departments were held in a suspense file until PAF reviewed and updated them. In FMS, these types of budget journals will still be entered by the departments. If the department tries to post the journal, they will receive an error message. PAF will run a query to capture unposted budget journals on project accounts. We will review the unposted budget journal, and if it passes allowability review, we will post it.

#### DEPARTMENTAL ROLE

The departments are still primarily responsible for compliance activities. This primary responsibility is linked to the day-to-day management of sponsored projects, as well as to the fact that departments typically are the originators of expenditure transactions.

#### REQUESTS TO CHANGE DEPARTMENT ID

In FMS, the Department ID (Dept ID) is integral to the functionality of FMS. It controls the authorization to enter or process transactions. It also is part of the coding process that ensures that data is posted to correct accounts. It significantly affects reporting processes. Therefore, it is not a simple matter to make changes to the Dept IDs.

At this time, PAF has been designated as the "manager" of the Dept ID Change process. We have drafted a procedure and instructions, and have submitted them for review. As soon as the process is approved, we will send it out to all FMS and HRMS users.

#### REVIEW AND APPROVAL (R&A) FORMS

Thanks to the Office of Sponsored Projects (OSP), the R&A form has been modified to add a field for the Dept ID. This will help to ensure that projects get set up with the correct Dept ID.

## PERSONNEL ACTIONS

The NIH salary cap limit for faculty is currently \$171,900. For all faculty members who contribute effort to and are funded by NIH awards, a formula must be used to determine the allowable funding distribution percentage that can be expensed in relation to the percentage of effort that the faculty member is contributing on the NIH project.

PAF developed a Salary Cap Worksheet (available on our website) that assists the departments in making the calculation to determine FTE% and Effort % for anyone who has a base salary exceeding the \$171,900 limit.

In order for SDR and PAF to review PAs when the salary cap is an issue, the department should complete the Salary Cap Worksheet and attach it to the PA request.

## GUARANTEEING PROJECTS

Because of the way that the Budget Checking process works in FMS, we need to make a change to the information required to "guarantee" a project. The guarantee process is used to ensure that expenditure transactions can continue to be processed for a project pending the receipt of a Notice of Grant Award or executed contract.

The FMS Budget Check process looks at the Budget End Date field on the UTH Grants panels. If the Budget End Date has passed, it will not allow the transaction to process. TUFIMS did not have this functionality.

Therefore, when a project is being put under "guarantee",

PAF will now need an end-date for that guarantee.

## SALARY EXPENSE POOLS IN FMS

In TUFIMS, salary expenses for sponsored project accounts were coded to the same expense object regardless of the classification of the employee (Faculty, A&P, or Classified). In FMS, those different employee classifications are budgeted and expensed to separate expense pools for sponsored project accounts ("Projects").

The budget and expense data that is being converted from TUFIMS will all be reflected in pool **61003 "Classified Salaries"**. The historical expense data (for expenses prior to 08/31/03) will remain in that pool. However, budget transactions will be necessary to re-allocate funding to the appropriate pools (**61001 for "Faculty Salaries", 61002 for "A&P Salaries", and 61004 for "Other Wages"**) once the payroll encumbrances for 09/01/03 PAs are fed from HRMS to FMS. The encumbrance job runs on 09/08/03, and the project budgets will be open for departments to begin entering the budget mods on 09/09/03.

Another change in UTHSC-H processes that will be necessary as a result of the separate salary budget pools in FMS is that application budgets for grants and contracts will need to group the salary expenses according to these pools. If there is no salary grouping in the application budget, PAF will budget the full salary amount in pool 61003. The departments can re-budget as necessary.

## PROVIDER CODES IN FMS = "CUSTOMERS"

In TUFIMS, we called them Provider codes. In FMS, they are called Customer IDs.

Each Customer ID can have multiple "Locations". The Locations represent different addresses that belong to each customer.

The Customer ID field is a required field for many FMS transactions, including Billing, Accounts Receivable, and Cash Receipts.

Adding new Customers or Locations for Customers in FMS is a shared responsibility between the PAF and FAST teams. Submit requests for new Customer IDs or Locations to either:

[paf@uth.tmc.edu](mailto:paf@uth.tmc.edu)

or

[fast@uthouston.edu](mailto:fast@uthouston.edu)

The following information is **required** in order to process the requests:

- Customer Name
- Address, City, State, Zip, Country

The following information is optional for processing Customer ID requests:

- Customer contact person
- Telephone number

