October 5, 2007

Welcome to CU Tutorial Now Online

Welcome to CU acquaints new employees with the University. **Did you know:**

- The mission for each campus of the University is mandated by the Constitution of Colorado.
- The Constitution charges the Board of Regents with the general supervision of the University and the exclusive control and direction of all university funds and appropriations (unless otherwise provided by law).
- Every employee of the University plays a critical role with respect to the stewardship of university funds and other resources.

Welcome to CU also covers:

- Governance
- Propriety of Expenses
- CU Acronyms
- Policies
- Procurement
- Communication
- Financial Mgmt.
- Human Resources
- Training & Resources

You're invited to check out Welcome to CU and see how the groundwork is being laid for new employees to enjoy rewarding careers at CU.

Honoraria vs. Payments for Services

Recent changes in Payment Voucher procedures highlight the distinctions between the payment of an honorarium and a payment for services to an independent contractor. The circumstances and documentation related to these payments are quite different. Remember that an honorarium is a token payment or reward, made for a service (e.g., a guest lecture) where no expectation exists for payment.

There are some dollar thresholds to keep in mind. Honoraria up to $75 can be paid to non-employees using a PV with no additional documentation outside the required fields (including business purpose) on the PV form.

Honoraria over $75 and up to $4,500 can be paid to non-employees using a PV, supported by the Honorarium (HNR) form. Honoraria over $2,000 require approval of the appropriate officer, as shown by the officer's signature on the HNR form. Honoraria paid to university employees are allowable only for incidental additional services beyond the scope of the employee's approved job description and workload agreement. These must be processed in HRMS in accordance with University compensation policies. Similar approval and maximum dollar thresholds apply.

Honoraria are far less common than payments to individuals for services. The latter payment – in any dollar amount – requires Scope of Work (SOW) review. The individual has an expectation of payment, and the organizational unit has a plan to commit funds to this purpose.

Honoraria APS to be Revised

The Administrative Policy Statement (APS) Honoraria provides guidance for awarding and processing honoraria to ensure compliance with IRS regulations and other applicable policies, procedures, rules, and regulations. Review the current and draft APS sites for details.

Draft International Travel APS Available

The Administrative Policy Statement (APS) International Travel sets forth the requirements for authorization of university business travel to international locations. The draft APS removes current references to meal receipt requirements and the International Meal Diary (MD) form. With recent changes in State Fiscal Rule, meal receipts (and approved alternative documentation, such as the MD form) are no longer required to claim Meal Per Diem amounts for eligible meals.

The new draft APS is available for comment through October 17.

Expenditure Control

On October 8, Funds 10 and 34 will join the Expenditure Control ranks already populated by Funds 26, 72, 78, and 80. In preparation for the big day:

Go into the Finance System and check out the Available Resource Basis (ARB) and Expenditure Control Rule (ECR) using SpeedType Inquiry:

- An ARB of BL means the expense budget determines the amount available to spend
- An ARB of NA means your ability to spend is controlled by Net Assets
- An ECR of PA shows that your resources are controlled at the Program level, meaning that the available balance in your FOPPS "stands alone" and will be used to support only the activities of your SpeedType
- An ECR of DAB or DAN tells you that the available resources from your SpeedType are pooled with those from other SpeedTypes at the org level. In other words, if one of the SpeedTypes in your pool overspends, then your resources can be used to cover the deficit.

Check the available balance of your SpeedTypes using the Simple SpeedType Query (SSQ) found on the MYTOOLS tab of the myCU portal. Favorable balances are noted in black while deficit balances are in red and accompanied by a Stop Sign. If your SpeedType is in deficit, you must take appropriate action to eliminate the deficit before spending.

Once in the SSQ, clicking on the SpeedType link provides information about the Expenditure Control attributes and also displays a revenue and expense summary style of report. As illustrated by the screen shot below, the ARB (labeled Budget Type) and the ECR (labeled Ruleset) are shown for SpeedTypes in funds subject to Expenditure Control.

SpeedType:
Description: Print Friendly Version
Available Balance $285,774.03   Fund: 10   Org: 50026
Data As Of: Yesterday
Dollar figures do not include transactions in process.   Program: 10007
Fiscal Year: 2008 (July 1, 2007 to Oct 04, 2007)   Project ID: Subclass Code:
Budget Type: BL   Ruleset: DAB

Check out the Using the Simple SpeedType Query Step-by-Step Guide for additional information on this useful report.

Keep a copy of the Resource Check Matrix handy. Should you receive an email regarding a failed transaction, the matrix explains when resource check runs, when and to whom notification about failed transactions is sent, and how often and for how long a transaction is re-checked.

HRMS and the Finance System work together. Funding distributions made in HRMS feed to the Finance System on Saturday evening. So, if you change funding distribution for an employee in HRMS on Wednesday, you will not see this adjustment in the Finance System until Sunday. For additional information about this initiative, see the Expenditure Control web page.

> **UMS will conduct a disaster recovery exercise Saturday, October 6 from 8:00 am to noon.**
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> Many systems will be down including the Finance System, the Reporting System, the CIW, and myCU portal.

Italicized terms are defined in the Administrative Policy Statement Dictionary.
Underlined terms are found in the Finance and Procurement Procedure Dictionary.