Provost Business Office November 2012 Newsletter

Function Codes

Make sure that you code all expenses with the proper function code. This is very important for University reporting purposes. 0=Instruction, 1=Research, 2=Public Service, 3=Academic Support, 4=Student Support Services, 7=Scholarship/Fellowship/Aid.

Faculty Leaves

All faculty Leaves of Absence must be reviewed and approved through John Bryan's office. Details on Faculty Leaves of Absence can be found in the AAUP contract.

Correcting Hourly Time Entries

When "derive clocks" are on the "Hourly Time Exceptions Report" (ZHPT_HRLY_EXC_RPT) they need to be corrected. The clocks can't be corrected by just typing over the exiting clocks in the cell and saving. A new entry, or line, should be created with the correct clocks. The old entry should be deleted by removing the (from clock, to clock, and total hours) from those cells. This report should be ran back to the **07/22/2012**"the go live date." However the report can only be ran two weeks at a time.

UC Flex Annual System Moratorium

Please use the information below to plan for any UCFlex (and PCR) processing you need to complete:

- December 3rd – Moratorium on initiating and creating PCRs until Dec. 10th
- December 6th – Approvers must clear all PCRs from the system by 5 pm
- December 6th – Requisitions to Purchasing by 5 pm
- December 7th to 10th – UC Flex unavailable from noon Friday until 8 am Monday
- December 10th – Production Go-Live
- December 13th – UC Flex Training suspended until Jan. 3 to upgrade Training

Endowments

From Gary Hunt our Treasurer. The endowment income is estimated to be $4.03 (for spendable payout per share for FY14). This is up from $4.00 in FY13. This is an increase of 0.0075. For budgeting your All Funds it is acceptable to budget the same income for FY14 that you had for FY13. The Endowment Report (ZENDW_18) in R/3 will not have the FY14 data until January.

UCIT Bundled Rate

The UCIT Bundled Rate Headcount report ran on November 1, 2012, and staff is in the midst of migrating and matching headcounts to appropriate budget strings. To ensure accuracy in matching the correct and current budget strings, we will be delaying the November billing until December. Therefore, November and December billing for the bundled rate will occur in December. Thank you for your cooperation and understanding. If you have any questions, please feel free to contact Melissa Berling at 556-5786 or via email at Melissa.Berling@uc.edu.

Next BA meeting

The next BA meeting will be on **Tuesday November 27th, 2012 at 8:30am** in **407 Teacher's College**.

Next Board of Trustees Meeting

The next Board of Trustees Meeting will be on **Tuesday December 11th, 2012 at 8:30am** at the Russell C. Meyers Alumni Center.