

February 27, 2007

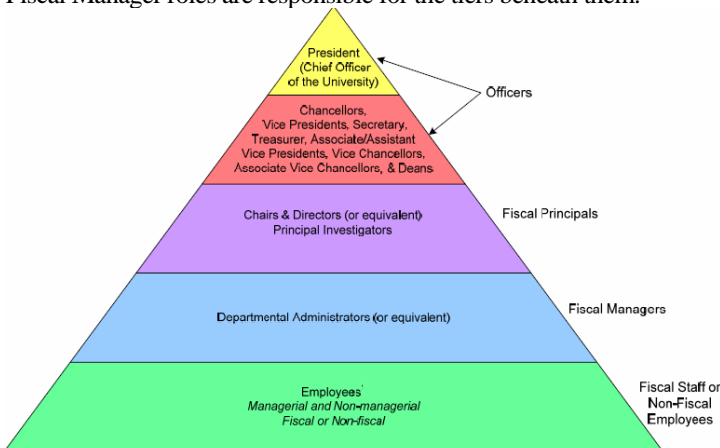
Regroup and Reiterate

This issue of Connections focuses on revisiting two important topics: (1) Fiscal Roles, which lie at the heart of the University's fiduciary responsibility and fiscal management processes, and (2) the ePER email process, which is generating lots of questions.

FISCAL ROLES

What are they? Who has them?

According to the University's Administrative Policy Statement on [Fiscal Roles and Responsibilities](#), the University must "...fulfill its overall mission ethically and in compliance with applicable policies, laws, regulations, rules, and contracts, grants, and donor restrictions." Accordingly, CU has established a framework of fiscal roles for employees. The roles, and type of employees typically associated with them, are shown below. Individuals in the Officer tiers are accountable for the fiscal management of organizational units in the tiers beneath them. Likewise, individuals in Fiscal Principal and Fiscal Manager roles are responsible for the tiers beneath them.



Your fiscal role often determines your training requirements, report bursting, and email correspondence. For example, gift fund training is required for all individuals with fiscal roles on Fund 34 SpeedTypes. Similarly, the Reporting System delivers reports to your portal based on your fiscal roles.

To see who holds fiscal roles on your area's FOPPS and SpeedTypes, log in to the Finance System and navigate to General Ledger→ChartFields→SpeedTypes. Enter your search parameters and click SEARCH. The *Org/Program/Project Attributes* page identifies Org Officer, Principal, and Manager fiscal roles, as well as Program/Project Principal and Manager roles. The *Additional SpeedType Attributes* page shows individuals with Fiscal Staff roles. If one of your job duties is assigning fiscal roles, be sure to notify the people you place in these roles so they can successfully carry out their respective responsibilities.

CELL PHONE PPS COMING SOON

The PSC Procedural Statement (PPS), Personal Technology and Telecommunications, which was developed in response to last year's state audit, will be introduced in the next *PSC COMMUNICATOR* newsletter. Beginning **March 1st** find the latest information about this PPS at <https://www.cu.edu/controller/personaltech.html>.

CONNECTIONS NEWSLETTER

Published by: Financial Compliance Services, Office of University Controller
 1380 Lawrence Street, 8th Floor Campus Box 124 P.O. Box 173364
 Denver, Colorado 80217-3364
Catherine.Marquis@cusys.edu

ePER EMAILS

Sorting through your inbox

One of the features of the new ePER procedures is automatic email notification delivered by the Finance System. If your salary is covered at least in part by a federally sponsored project – or if you are the Org Fiscal Manager for such a project – you will soon become familiar with email messages like the following:

TYPE OF EMAIL NOTICE:	YOU'LL RECEIVE THIS EMAIL IF...	SO NOW YOU NEED TO...
<u>Initial ePER Notice</u> <i>Sent after the end of each academic term</i>	at least part of your salary was charged to a sponsored project in that term	certify the ePER (i.e., certify your effort on the project during that term)
<u>Reminder Notice</u> <i>Sent 30, 45, and 60 days after the initial ePER notice</i>	you have not yet certified your ePER	certify the ePER within the required 60-day time frame
<u>Past Due Notice</u> <i>Sent every 10 days once the ePER becomes past due</i>	you did not certify your ePER within the required 60 days	certify the ePER as soon as possible
<u>PET Notice</u> <i>Sent when project effort certified is less than salary charged – this automatically generates a PET (Payroll Expense Transfer)</i>	you are the Org Fiscal Manager of the project in question	ensure that the PET is approved by the organizational unit's payroll liaison
<u>PET Reminder Notice</u> <i>Sent every 10 days after initial PET notice, until PET is approved or canceled</i>	your modified ePER certification generated a PET and that PET has not been approved	ensure that the PET is approved by the payroll liaison – note your ePER is not certified until the PET is approved
<u>PET Completion Notice</u> <i>Sent when the PET is approved.</i>	your ePER-generated PET has been approved	do nothing...this is just to inform you that ePER is now certified
<u>PET Cancellation Notice</u> <i>Sent when an ePER-generated PET is cancelled – which means that the ePER must now be recertified</i>	you certified the original ePER, you cancelled the PET, and you are the Org Fiscal Manager of the project in question	recertify the ePER
<u>ePER Recertification Notice</u> <i>Sent when a PET changed your payroll distribution so that is inconsistent with your previously certified ePER</i>	your previously certified ePER has been undone by a new PET that changed your payroll distribution	recertify the ePER
<u>ePER Recertification Past Due Notice</u> <i>Sent every 10 days until ePER is recertified</i>	you did not recertify your ePER within the required 30 days	recertify the ePER

For full text of these emails, see:

<https://www.cusys.edu/controller/epers.html>.