Summary of Financial and Administrative Policies and Procedures

This document is under perpetual review. The items stand as firm until officially changed, however inquiries and suggestions re: completeness and clarity are always welcome. Please address such inquiries and suggestions to wrr9@pitt.edu.
Summary of Financial and Administrative Policies and Procedures

The Administrative Team

Mission: The mission of the administrative team is to facilitate financial and administrative processes as efficiently and effectively as possible with a high degree of fidelity to current University operating policies, procedures, strategic goals, initiatives, and priorities.

The Administrative Team is comprised of the following individuals:

**Director of Administration**
W. Randy Rice
The Director of Administration serves as the senior and lead business administrator of the School. His/her work is oriented toward the aggregate experience of the school and alignment of School with institutional goals and objectives. The Director is responsible for leadership and oversight of functions including budgeting, strategic planning, policies and procedures, facilities and infrastructure, human resources, payroll, and information management and security. The orientation of his/her work is generally to the long-term.

**Business Manager**
Bridget Ridge
The Business Manager serves as the lead financial and payroll manager of the school. This includes the School and associated program budgets and all tasks associated with payroll. The orientation of his/her work is to the intermediate term/transactions with particular emphasis on the current period and the current fiscal year.

**Research Manager**
Position Open
This position serves as the primary financial administrator of research and other externally funded projects. As Grants and External Funding Coordinator the incumbent will act as the primary liaison as it pertains to the financial management of research and externally funded projects. The orientation of his/her work is the intermediate term with emphasis on the current period and the current fiscal year (note that fiscal years vary with funding source).

**Assistant to the Dean and Manager of Personnel**
Rosie Rinella
Serves as Executive Assistant to the Dean and facilitates processes associated with the recruitment, hiring, and management of all faculty, staff (permanent and temporary), and students in the School of Social Work.

**Administrative Assistant**
Monica Ceraso
Serves as receptionist in the Office of the Dean and provides administrative support to specified faculty as specified in table [LINK].

**Administrative Assistant**
Shana Stein
Provide administrative support for Continuing Education Program including coordination of registrations, collecting and processing payments, preparing workshop materials, and coordinating certifications. Additionally supports the Director of Continuing Education and Director of Career Services & Alumni Affairs. Additionally serves as backup Receptionist and provides administrative support to faculty as specified in [LINK].
Student Services Specialist
Mary Pat Elhattab

The Student Services Specialist provides administrative support to both the BASW and PhD Program Directors as well as to a complement of adjunct faculty. Additionally supports the Office of Admissions and Student Services.

Administrative Assistant
Riley Riley

Provides administrative support to Field Office staff, students, field instructors, and faculty regarding field information. Additionally provides administrative support to a range of faculty as specified in table [LINK]

Emergencies

In the event of any perceived imminent threat to person or property, do not hesitate to contact Campus Police at 4-2121 (on-campus), 412-624-2121 (off campus) or call 911. Once you are safe please contact the Director of Administration at 412-624-6388.

Anyone experiencing a work-related injury or illness must:

- Immediately report the work-related injury/illness:
  - Call WorkPartners at 1-800-633-1197 (24 hours/day, 7 days/week)
  - AND Notify your supervisor

- Medical care must be provided by one of the designated health care panel providers for ninety (90) days from the date of first visit to a designated provider.

- If you require emergency medical care, you may seek treatment at the closest Emergency Department for your initial care but any additional medical treatment must be obtained by one of the designated health care panel providers.

The Workers’ Compensation Health Care Provider Panel has been revised for all campuses as of 8/1/17.

Supervisors please ensure that this updated panel and all required workplace postings are displayed in common areas of your campus.

IMPORTANT NOTE: The MyHealth@Work clinic is currently approved ONLY for treatment of work-related bloodborne pathogen and animal related exposures.

Accounts Overview

It is imperative that all faculty and staff have a basic working awareness of the account numbers associated with the accounts for which they are responsible and subcode usage associated with various categories of purchase. This is particularly true for faculty and staff managing sponsored projects/grants.

While potentially daunting on initial examination the number of accounts associated with any one faculty or staff member is small, and only 3 subcodes make up the vast majority of transactions. An ‘account owner’ list is available from the Director of Administration.

August 21, 2017
The School of Social Work supports over 200 unique accounts. This level of complexity requires a collaborative approach to financial and administrative management to assure accuracy and reliability in both current and projected operations.

Most faculty and staff will work with a very limited range of accounts. The University uses a standardized account format that make understanding and using accounts as simple as possible. The standard format is as follows:

<table>
<thead>
<tr>
<th>Format</th>
<th>Entity</th>
<th>Dept.</th>
<th>Subcode</th>
<th>Purpose</th>
<th>Project</th>
<th>Reference</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>02</td>
<td>26010</td>
<td>6300</td>
<td>12345</td>
<td>654321</td>
<td>081463</td>
<td>00000</td>
</tr>
</tbody>
</table>

Keys for understanding the account structure are as follows:

- **Entity**
  - Answers the question – who is paying for this?
  - Always required
    - 02 = The Provost and Dean via ‘hard funds’ awarded to the school annually
    - 04 = Donors and other funders providing funds to the school for a specific purpose
    - 05 = Sponsored research/other external funding

- **Department**
  - Answers the question, which department within the school
  - Always required
    - 26010 = Office of the Dean
    - 26200 = Academic Programs
    - 26201 = Undergraduate Programs
    - 26207 = Continuing Education
    - 26208 = PhD Programs
    - 26211 = Center on Race and Social Problems
    - 26213 = MSW Bradford
    - 26214 = MSW Johnstown
    - 26215 = Development and Alumni
    - 26216 = Student Services

- **Subcode**
  - Answers the question, what are we spending money on?
  - Always required
Common codes include

- 6000 = Office Supplies
- 6300 = Travel
- 7600 = Scholarships

There are hundreds more though only 20 codes account for 75% of all codes used.

- **Purpose**
  - **ONLY used for purpose designed by donor/other funder (04 accounts only)**

- **Project**
  - **ONLY used for projects funded through sponsored research/projects (05 accounts only)**

- **Reference**
  - **Optional**
  - **IMPORTANT: MUST BE USED FOR RDF EXPENDITURES**

- **Future**
  - **Always 00000**

A complete/current chart of accounts is available [LINK].
A complete/current list of all subcodes is available [LINK].

**Conference and Other Business-Related Travel**

*Please see related section re: Membership and Leadership on External Boards and Committees*

All conference and business-related travel at the University and in the School is facilitated via the PantherExpress Travel and Expense Management program and associated CONCUR system. Extensive and current information regarding the program and system, including training resources, frequently asked questions, system guides, and forms and policies are available at [http://pext.pitt.edu/](http://pext.pitt.edu/).

All prospective requests (air travel, hotel reservations, conference registrations, etc.) and retrospective requests (allowable reimbursements) must be entered into CONCUR by the traveler or their respective delegate/administrative support professional. Given University standards, policies, and procedures relating to administrative ‘separation of duties’, The Director of Administration, Financial Manager, and/or Research Manager are not appropriate conduits through which system requests are made. Their roles are limited to the review and approval of submitted requests.
**Research Development Funds (RDF)**

Research Development Funds (RDF) are awarded to the school annually based on indirect cost recovery associated with externally sponsored research and projects. The baseline period for determination of total RDF funds awarded are based on indirect cost recovery in the previous fiscal year (July 1 – June 30). Typically the Office of the Dean is notified of the award during the fall term. Funds are awarded to three (3) recipients according to University policies and procedure 11-01-06. These recipients include:

- **The Dean**: These funds are awarded according to the discretion of the Dean based on the current research priorities and balance of resources available to the school.
- **The School**: This portion of the award is similarly awarded as above as the School of Social Work is non-departmentalized.
- **The Principle Investigator**: These funds are awarded directly to the Principle Investigator in amounts relative to the amount of indirect costs recovered through the projects for which they have leadership.

Funding requests for initiatives, projects, and/or activities should be addressed in writing to the Dean. At a minimum the funding request should include:

- Brief overview of the initiative, project, or activity
- Total funding requested
- Anticipated begin and end date
- Anticipated outcomes with emphasis on benefit to the research function(s) of the school.

*Note of historical significance:* There is a prevailing perception within the School that there an annual allocation of $1,000 is afforded to all faculty. Prior to FY2016 there was a one-time allocation of funds to spend-down an RDF balance that was at risk for being lost if it was not spent. This was a one-time event and was not intended to continue. There is no provision for a standing allocation of any pre-determined amount of funds for faculty or staff. Additional funds are available only through the following mechanisms:

- Direct request to and approval by the Dean
- Effort supported via sponsored projects
- Realization of individual RDF funds through indirect cost recovery

**Personnel**

*Note – The University is currently in the process of evaluating current systems relating to compensation. Commissioned collectively by the Chancellor, senior leadership, and the Office of Human Resources, the total rewards project includes comprehensive studies of the University’s benefits packages and offerings, the University’s compensation structure, and a comprehensive analysis of jobs at the University. As part of the project, both the benefits packages and the compensation structure will be assessed to determine the University’s position within the market as it pertains to benefits and compensation. This project is ongoing. Additional current information is available at [https://www.totalrewards.pitt.edu/](https://www.totalrewards.pitt.edu/)*

**Important – It is a subtle but critically important distinction that all hiring offers are made by the University. Negotiating parameters are developed collaboratively between the respective manager, the Office of the dean, and appropriate University representatives. Under no circumstances should a faculty or staff member represent firm conclusions with respect to hiring decisions. This is true for all paid positions within the School of Social Work regardless their funding source.**

August 21, 2017
There is an extensive array of personnel categories/classifications. Classification of individual personnel is a function performed by the University. The School provides input but the methods by which these classifications are made are strictly in the purview of the University of Pittsburgh Office of Human Resources. A complete overview of the staff classification system is available at http://www.hr.pitt.edu/compensation-classification

Broadly and practically, the School recognizes the following categories of employment:

- **Faculty – Tenure and Non-Tenure Stream**: All tenure and non-tenure-stream faculty appointments are initiated by the Dean and are not final until approved in writing by the Provost. For specific guidance see the current Faculty Handbook available at http://www.provost.pitt.edu/handbook/handbook.html.

- **Faculty-Adjunct**: Adjunct faculty appointments are initiated and coordinated by the respective academic program director subject to final approval by the Dean. An adjunct faculty appointment is not final until a written offer of appointment has been sent by the Dean has been signed and returned by the prospective adjunct faculty member. Adjunct appointments are made on a semester-by-semester basis.

- **Staff – Regular Part/Full-Time**: Requests for new and/or replacement of regular part/full-time staff should be addressed to sswapprovals@pitt.edu. The requestor should be prepared to discuss:
  - Specific job duties and relative effort
  - Required/preferred education, training, and experience
  - Funding source
  - Potential for interaction with persons less than 18 years of age who are not currently registered at the University.
  - Need for criminal background checks
  - Anticipated salary/wage (Note: ONLY the Office of Human Resources is authorized to negotiate a final salary/wage. Supervisors recruiting staff will be advised of a salary range but they must not make or allude to final salary/wage figures).

- **Staff – Temporary**: Temporary staff must be hired through All-Temps in Human Resources when possible; otherwise a “Professional Services Agreement” (PSA) is required (See ‘Professional Service Agreements). Temporary staff appointments are for a term not to exceed six (6) months.
  - All-Temp requests should be directed to the Director of Administration.
  - The request must include the following
    - Brief description of the work to be performed
    - Minimum and preferred qualifications
    - The requested hourly rate, if known
      - **NOTE**: There is a 20% charge in addition to the hourly rate, i.e.: the School will be charged $18.00/hr. for an All-Temps receiving $15/hr.
    - Anticipated/requested start date
Supplemental Payments

Supplemental pay may be requested for University staff both within and outside the School of Social Work. This is pay for over and above regular duties. Sometimes this is (incorrectly) referred to as ‘honoraria’. The following

- All requests for supplemental payment **must** be approved in advance. Specifically, “Prior approval and written justification is required for all staff supplemental payment requests.
- Justification must include the following information as specified in the Supplemental Payment Approval Request Form available at http://www.hr.pitt.edu/sites/default/files/SupplementalPay.pdf
  - rationale for requested payment
  - Detailed description of work involved
  - Explanation of the relationship between the additional work and the employee’s normal job responsibilities
  - Estimated time period during which work is to be performed.

- The process includes and is subject to approval by an HR Compensation Analyst in addition to approval by the Dean. The School does not have unilateral decision-making authority with respect to supplemental pay.
- The rate of pay must be approved before making any commitment to staff. This is similar to the principles used when employment offers are made. You may agree on the scope of work ahead of time but the final amount of payment is an authority reserved by the Office of Human Resources.
- These processes will take time and they cannot be approved retroactively even if there have been exceptions previously. Please plan and obtain approvals as far in advance of the anticipated event as possible - **at least 30 days is suggested.**

Student Employment

Student employment is an important opportunity for students to develop both hard and soft skills. Student workers should generally be held to the same standard as regular employees with respect to attendance and quality of performance of assigned duties.

The Office of the Dean will support a compliment of student workers throughout the academic year based on need and effective utilization. Previous levels of student employment should not be regarded as an indicator of need in subsequent periods. Ineffective utilization of student labor may result in the reallocation of funding to other uses.

Additional student employment may be supported through other funding sources.

The completed form should be emailed to the Manager of Personnel. Incomplete forms will be returned to the requestor and no further action will be taken until a complete request is submitted.
Important: On August 15, 2017 the Office of Human Resources advised, “Students who start work without completing their onboarding are working illegally. It is the responsibility of the hiring department to verify that the student employee has completed the onboarding process prior to starting employment. You can verify that an employee has completed their onboarding by looking them up in Compliance Center to make sure their status is listed as “Hired.” If you need assistance in confirming onboarding status please contact Rosie Rinella in the Office of the Dean.

Basic Process for Student Recruitment and Hiring

- Requests for student employment should be initiated by completing the Student Hourly Request Form available at https://view.officeapps.live.com/op/view.aspx?src=http://www.socialwork.pitt.edu/sites/default/files/Word_Files/Hourlystudentrequestform_000.doc
- The Manager of Personnel will create the job posting in Pittsource for Managers
- The Manager of Personnel will create a guest username and password the requestor will use to access, review, and act on applications.
- IMPORTANT NOTE ON STUDENT WAGES:
  - The base rate for student wages in the School is $8.00/hr.
  - Pay rates above $8.00/hr. will be considered strictly on the basis of assigned duties.
  - Degree attainment is NOT an indicator of the respective rate of pay. The rate of pay will be determined strictly on the basis of assigned duties.
  - Duties with higher levels of skill or responsibility should be compensated at a higher rate than students performing basic office support tasks.
  - Under no circumstances will a student worker be paid more than $15.00 per hour.
- The job “must” be posted for at least three business days. The position will remain open until the requestor asks that the position be closed OR the position is filled.
- As applications are received the requestor is responsible for reviewing application materials and updating the posting to accurately reflect both their review and resulting conclusions.
- Upon selection of a candidate the requestor is responsible for marking the candidate as ‘recommended for hire’ and working with the Manager of Personnel to finalize the hiring proposal.
- The selected student will be notified of the terms of the offer and accept or reject the offer.
- Upon acceptance, the student will be prompted to submit additional information to create a payroll record.
- Student workers should be welcomed to the school with similar enthusiasm and purposefulness as regular employees. Suggestions for the first day include:
  - Brief tour of the school and introduction to key personnel
  - Overview of attendance requirements and guidelines for notification if they will be late or absent
  - Guidelines/standards for answering the phone and/or greeting the public, if applicable.

Student Worker Assignments – Office of the Dean

August 21, 2017
The following duties are generally oriented to student serving in the Office of the Dean. However, any student worker supported by hard-funds (i.e. not supported by a grant or sponsored project) may be called upon to perform these tasks.

Daily Amenities Log

- The following is specific to student workers assigned to the Office of the Dean.
- The first student worker arriving for the day will complete the daily amenities log.
- The completed log will be returned to the receptionist. If ordering is indicated the receptionist will place an order through Panther Express.
- The logs will be retained for at least two weeks.

Campus Deliveries

- Inter-departmental mail and other campus deliveries will be made by student workers at least once per day.
- Mail and other items for delivery/disposition should be placed in the Daily Delivery bin in the supply room in the Office of the Dean by 2:00 pm for same-day service.

Purchasing

There are two fundamental aspects to the purchasing process.

- Anticipation: This is the process of estimating a potential expenditure and considering it in the context of current and/or projected resources (funding, facilities, equipment, personnel, etc.), the strategic plan, specific program goals and objectives, and applicable policies and procedures.

- Execution: This is the process of preparing and submitting the information necessary to notify the supplier/provider, assure their timely payment, and retain the transaction documentation for reconciliation and archival.

Processes associated with purchase anticipation

- With exceedingly rare exception, all purchases must be approved in advance. There are three basic ways to accomplish this:
  - Development of a budget: Use the template available at [LINK] to develop a basic budget outline. Complete the template and submit via email addressed to sswapprovals@pitt.edu.
  - Individual request: Address an email outlining your request to sswapprovals@pitt.edu. The request should include the following information:
    - The amount of the request.
    - A brief rationale for the request with emphasis on the impact/outcome that will be achieved through the expenditure.
    - The anticipated vendor/payee.
    - The anticipated date of the expenditure.
If your expenditure has already been approved through development and subsequent approval of a budget it is not necessary to email sswapprovals.

- Sponsored Project Budget: This is an individualized process accomplished in collaboration with the Financial Administrator Rosie Christ.

- Upon receipt of a budget template and/or individual request the following actions will be taken:
  - A member of the Administrative Team will review the request. Consistent review considerations including but not necessarily limited to:
    - Are funds currently available for this purchase? If not, what is the potential for acquiring these resources within the indicated time-frame?
    - Is the request consistent with current policies and procedures?
    - Is there anyone else who might reasonably be requested to share in the total cost of the anticipated expenditure?
    - Is the purchase consistent with past-practice or is it something new/unprecedented?
  - The request will be forwarded to the Dean or his designee with a recommendation and a rationale.
  - A final decision will be sent to the original requestor via email.

- Approved requests will be executed as follows:
  - The individual submitting their request or their administrative support staff will prepare and submit a purchase request via the appropriate University system. A summary of purchase request mechanisms is available at [LINK].

Catering

**Panther Funds Card – Approved Alternative to Catering/Personal Reimbursement**

A Pre-paid PantherFunds Debit card is available, with prior approval, through the Office of the Dean. This is a University-approved and convenient alternative to formal catering requests and/or personal reimbursement. A range of popular community merchants participate in this program and will accept payment using PantherFunds. A current list of participating vendors is available at https://www.pc.pitt.edu/card/merchantlist.php.

Requests to use the card should be emailed to sswapprovals@pitt.edu at least one week in advance of the anticipated event. This lead-time assures the card is loaded with a sufficient balance for your event. The request should include:

- Date of event
- Brief description of event

August 21, 2017
- Estimated persons attending/participating
- Estimated total cost
- Funding Source
- Account number (if known)

Please note – even if the costs have been anticipated and are in a pre-approved budget it is important to email sswapprovals@pitt.edu in advance to assure the card is loaded with the required funds. If funds have not been pre-approved through an existing budget the order may not be placed until a reply to the original email request has been received.

On the date of your event contact the participating vendor and place your order. Return the receipt and a list of attendees to the Financial Manager in the Office of the Dean. It is not necessary to enter charges in Concur or through PRISM Internet Expenses.

Professional Services

With some regularity faculty and staff will seek to engage external vendors to provide various services. Typically these include proofreading and transcription, statistical analyses, program review and development, etc.

1. If the total value of the service is greater than $10,000 please contact the Director of Administration. Contracts of this value will take several weeks to process and require approvals beyond the authority of the School. No services may be provided unless/until an appropriately executed contract has been finalized. Any services provided prior to execution of a contract may not be compensated.

2.

3. If the total value of the service is greater than $10,000 please contact the Director of Administration. Contracts of this value will take several weeks to process and require approvals beyond the authority of the School. No services may be provided unless/until an appropriately executed contract has been finalized.

4. If the total value of services is less than $10,000:
      i. Rest assured this document appears more complex/substantial than it actually is. Required fields are highlighted.
   b. Forward the completed services agreement form to sswapprovals@pitt.edu. In addition to the completed form, please specify the source of funds by name and/or account number in the body of the email.
   c. The form will be reviewed by the Director of Administration, Financial Manager, and/or Research Manager for completeness, accuracy, and compliance. Additionally the funding source information and available funds will be confirmed. This process may take up to one week.

August 21, 2017
d. If the selected vendor is already in the system the appropriate administrative support professional will be notified to enter a Purchase Order for the total amount of the anticipated purchase. If the selected vendor is not already in the system they vendor will be contacted to provide additional information to establish them in the purchasing system. Initial notification should occur within 1-2 business days. No further action may be taken until the vendor has provided the necessary information to establish them in the purchasing system. Once established, the administrative support professional will e.

Travel/Other Business Expense Accounting and Reimbursement

EMPHASIS: Effective July 1, 2017 the School will strictly enforce the University requirement that all expenses must be submitted within 110 days. EXPENSES SUBMITTED PAST THE 110 DAY THRESHOLD WILL NOT BE PROCESSED AND WILL NOT BE REIMBURSED! (Actual University policy is 120 days – the 110 day limit within the School is to afford time for processing).

Information Technology

- Ownership and Responsibility

  o Hardware and software purchased using hard funds are the property of the University of Pittsburgh. Neither faculty nor staff have any claim to hardware, software, or any peripheral devices. They must be operated and maintained according to University of Pittsburgh Policies and Procedures and the School of Social Work Information Security Plan. And, upon separation from employment they must be returned to the School.

- Standard Configuration/Administrative Rights

  o Laptops and desktops are configured consistent with standards, practices, and conventions at the time of purchase/acquisition.
  o Administrative rights are NOT available by default/upon request. Administrative rights will be considered and “may” be afforded according to the following process:

    - The faculty or staff member should address an email to the IT Manager explaining the rationale/their need for administrative privileges. Generally such requests must demonstrate that administrative privileges are effectively required by a specific software package, hardware configuration, and/or work process.
    - The IT Manager will review the request and forward a recommendation to the Director of Administration.
    - The Director of Administration will notify the faculty/staff member of the final decision.

Speakers

August 21, 2017
This Speaker/Participation Agreement ("Agreement") is appropriate for use when the University has invited a party to participate in a particular engagement, project or activity and the University desires to capture that party’s participation in audio, video or other media format. The Speaker/Participation Agree is available at:

- The Speaker/Participation Form must be completed prior to the referenced event.
- The completed agreement should be forwarded to the Financial Manager in the Office of the Dean.
- Honoraria, reimbursements, and other payments may be withheld until a completed agreement is received.

GSA/TA/TF
When determined

Health coverage continues at no cost if appointed in both fall and spring. One term appointments will be responsible for monthly premium starting 6/1/xx or when

CONSULTANTS AND PROFESSIONAL SERVICE AGREEMENTS

Temporary staff must be hired through All Temps in Human Resources when possible; otherwise a “Professional Services Agreement” (PSA) will be issued. It should be noted that all individuals paid through a PSA will be required to provide insurance documentation. All PSA’s supported by a sponsored research project will be processed through the Office of Research.

A) To hire an individual for a temporary project or assignment through All Temps, please send a description of work, the individual’s name and contact information and rate of pay to Rosie Rinella at rinella@pitt.edu.

B) To develop a professional services agreement with an individual
   1. Complete the 20-Factor test: http://cfo.pitt.edu/pexpress/purchases/20factor/
   2. Prepare a scope of work, which includes deliverable and payment information.
   3. Submit the 20-factor test, scope of work, contractor’s name and contact information, to W. Randy Rice at wrr9@pitt.edu. It takes 5-10 business days to develop a fully executed agreement.

Faculty Consulting/Special Service: If you wish to provide compensation to a faculty member in another department, submit the faculty’s name, department, university location, and a summary of services provided (including dates, hours and rate) to W. Randy Rice at wrr9@pitt.edu. All payment requests need to be submitted by the first day of the month, the overload will be included in the faculty consultant’s monthly paycheck. **All faculty payments must be approved by the Dean or Department Chair for both the faculty requesting the pay, and the faculty member who is receiving the pay.**

Staff Overloads: All overloads provided to a University staff member needs to be approved by compensation in the human resources department BEFORE the service is provided. Please submit the staff person’s name, department, university location, and a summary of services provided (including dates, hours and rate).
Membership and Leadership on External Boards and Committees

The pervasiveness of faculty and staff service to community and professional organizations is a quality of which we should be proud. It distinguishes us from our peers and it affords us important opportunities to shape the evolution of our chosen field. There is a certain irony to the fact that our boundless enthusiasm is necessarily constrained by finite resources. The following guidance is designed to balance our decision-making and respective investments.

The School encourages participation, membership, and leadership on boards and committees and will support these activities when the mission, goals, and objectives of these organizations align with our own. When appointed or elected please email the Dean advising him of the following:

- Organization name
- Title of appointment
- Term of appointment
- Brief description of how the organization and your service aligns with the mission, goals, and objectives of the School.
- Anticipated time commitment
- Additional resources required, if any

With rare exception the School will be able to support most appointments in the following ways:

- Release from work time to attend regularly scheduled meetings and events.
- Acknowledgement/mention in regular publications and presentations of the School.
- Recognition in reports submitted to the Provost, the Chancellor, and other University constituencies.
- Meeting space and amenities as available.

Financial commitments will be considered on a case-by-case basis and are not guaranteed. Generally such support, if any, is determined/confirmed during the annual budgeting process in August. Previous financial support at any level is not an indicator or assurance of future funding. Selection to any board does not guarantee the school’s support to attend meetings. All requests for financial support associated with membership or leadership on any external board or committee must be submitted in writing and address the following:

- Amount and intended use of requested funds
- Affirmative attestation that the organization served does not provide financial support for members/officers serving the organization OR that all available funds have been/will be leveraged. As a general practice the school will be more inclined to match organization funds as opposed to providing sole support.

Cash Equivalents – Parking Stickers and Stamps

Parking stickers and stamps afford certain convenience to guests of the School. However, as they represent cash equivalents and a high-potential for abuse it is important to actively manage the inventory of these respective items.
Parking Stickers

Requests for parking stickers and should be emailed to sswapprovals@pitt.edu. Requests should be submitted at least one week in advance of the anticipated need for the parking stickers. The request should include:

- Current inventory on hand
- Total number of parking stickers requested
- Funding source and associated account number
- Purpose/Intended use
- Date by which stock should be depleted if fully utilized

The person to whom parking stickers are issued “must” maintain a current and accurate inventory of parking stickers on hand and the number and associated reason for parking stickers issued. Spot check inventories will be conducted. Any variance may result in the revocation of the privilege to issue stickers and – depending on severity – other corrective action.

Parking stickers may not be provided to faculty, staff, or students simply on the basis of their request.

Stamps

The School encourages the use of the regular mail procedure specified below. This process affords additional security and prevents misuse or abuse.

Administrative support professionals opting to use physical stamps are responsible for effectively and consistently managing their respective inventory of stamps, as follows:

- Requests for parking stickers and should be emailed to sswapprovals@pitt.edu. Requests should be submitted at least one week in advance of the anticipated need for the parking stickers. The request should include:
  
  - Current inventory on hand
  - Total number of parking stickers requested
  - Funding source and associated account number
  - Purpose/Intended use
  - Date by which stock should be depleted if fully utilized

- The person to whom stamps are issued “must” maintain a current and accurate inventory of stamps on hand and the number and associated reason for stamps issued. Spot check inventories will be conducted. Any variance may result in the revocation of the privilege to issue stickers and – depending on severity – other corrective action.

Stamps may not be provided to faculty, staff, or students simply on the basis of their request.

Regular Mail Procedure

- Effective March 15, 2017 paper forms will no longer be used.
- Access the electronic Mailing Requisition Form in the folder:
  
  - S:\_Finance Shared\Forms Bank\Mail Requisitions

August 21, 2017
• Select the appropriate form based on the appropriate program/office.
  o If ‘Other’ and account number is known, insert entity and department and proceed
  o If ‘Other and account number is not known contact Financial Manager
• Check pre-filled information to assure it is correct.
• Enter the date of the request
• Enter the No. of pieces corresponding to the appropriate form of mailing
• Select File | Save As . . .
• Select Folder
  o S:\_Finance Shared\Recon Pending
• IMPORTANT – Use the following file naming convention
  o Department Number yyyymmdd last name
  o Example 1: If John Doe were creating a mailing requisition in the Office of Admissions on March 14, 2017 the file name would be: 26216 20170314 Doe
  o Example 2: If Jane Smith were creating a mailing requisition in the Office of the Dean on March 14, 2017 the file name would be: 26200 20170314 Smith
• Print the completed/saved form
  o If less than 300 pieces, sign the form and proceed
  o If 300 pieces or more notify the Office of the Dean before proceeding
• Attach form to corresponding mail pieces
• Deposit in mailbox on ground floor
1. PURPOSE

WePay is a UPMC portal for participant payments as approved by IRB. Please note, any participant receiving more than $600 will receive a IRS Form 1099 for reportable income.

The purpose of this procedure is to ensure accurate and appropriate application of the university's WePay system.

2. PROCEDURE

This procedure involves the following individuals:

All Social Work personnel assigned a WePay administrator or study coordinator role.

The following steps should be taken to initiate/follow-through these guidelines:

To maintain compliance with the University of Pittsburgh’s WePay policy

1. Research participant payments are generated through WePay. Any requests for use of other payment mechanisms for research participants must be approved in writing by the Director of the University’s Institutional Review Board (IRB). A copy of the written approval of such IRB exemption shall be provided to General Accounting by the department or Principal Investigator (PI). In addition, exceptions to prohibited uses or uses of the Cash Card other than for research participant payments must be approved in writing by both the General Accounting and Payment Processing departments.

For exceptions to the WePay general policy, review and approval of the process must be granted by the Office of Finance to ensure proper WePay guidelines are followed. For these exceptions, the PI or his designee will obtain funds in a lump sum via a single load to the Cash Card. The PI or his designee will take the Cash Card to one of the two Citizens Bank branches in Oakland and withdraw funds to: a) pay subjects in the appropriate denominations or b) purchase approved goods. A separate record must be maintained in sufficient detail to account for all payments (e.g., receipt log initialed by card holder may be maintained.) A Cash Card should not be reloaded until the accounting for and reconciliation of all cash from the preceding load has taken place. These records will be prepared and protected in accordance with HIPAA regulations and maintained by the PI as necessary for audit purposes. Cash remaining after disbursement of each Cash Card load during the study will be deposited to the appropriate account.

2. Staff members must complete university WePay training to be assigned user name and password for access to system. Training and system access set-up are functions of the Office of Finance.

3. The SSW WePay administrator requests cards from a WePay Card Manager.

   • Brochures and card sleeves may be ordered by faxing an order form to University Marketing Communications.

4. The SSW WePay administrator keeps unloaded WePay cards in a secure, locked location. An up-to-date WePay report is attached to unloaded cards indicating cards owned by administrator and/or study coordinator.

5. To establish a new project, WePay study coordinators will:

   • Submit project and study set-up forms to administrator to create WePay account.
• Coordinators request cards from SSW administrator and log onto administrator’s computer to accept cards in person.

6. WePay Reconciling Process

A. Reconcile Input:

• The WePay administrator ensures the project and study set-up forms are in agreement with the budget and all required regulatory documentation or approvals are on file.

B. Accounting Reconciliation:

• Research project coordinators are responsible for printing a monthly We Pay transaction report for each project on a monthly basis and attaching de-identified receipts or documentation of the payments made for that month to the report.

• The PI or other appropriately responsible project administrator who is not involved in handling or loading of cards will compare the participant payments that were made to the participant schedule records to confirm that all participants paid were actually seen and had appropriate study information recorded. This individual will sign the transaction report as indication of their review and approval of the monthly transactions.

• The signed We Pay transaction report with supporting de-identified supporting documentation will be sent to the We Pay administrator within 7-10 days after the end of the month.

• Participant payments are reconciled against monthly accounting records from the University’s PRISM system by the administrator and confirmed that the WePay payments are consistent with the card load transactions.

C. Card Inventory Confirmation:

• WePay Administrator periodically verifies SSW unloaded card inventory to ensure proper handling of WePay cards.

D. The study records reconciliation and card inventory confirmation noted above should be performed as noted and a written confirmation maintained in the project’s permanent file that the reconciliation was performed, including date performed and signed by the individual conducting the reconciliation.

E. WePay projects are maintained by the administrator and updated/closed as necessary.

3. ADDITIONAL INFORMATION

WePay policy: [http://www.cfo.pitt.edu/policies/Policy05-11-01WePayStoredValueCard.html](http://www.cfo.pitt.edu/policies/Policy05-11-01WePayStoredValueCard.html)
I. SCOPE

Purpose

This policy is applicable to all research studies conducted by the University of Pittsburgh (University) where compensation payments or expense reimbursements are made to research participants. In addition, this policy explains the purpose and function of a centralized research participant payment system, known as WePay, which was developed jointly by the University and UPMC using a stored value card (Cash Card) as the method of payment. The Cash Cards are currently provided by and processed through RBS WorldPay (formerly RBS Lynk), which is a subsidiary of the Royal Bank of Scotland through its U.S. operating group, Citizens Financial. Should this vendor change, notice will be provided to appropriate individuals or groups.

Background

The WePay system was developed to achieve the following goals: effective oversight and management of the University’s financial assets; replacement of the manually intensive workflow with an internally-developed and customized software application; an aggregation system allowing the University to become compliant with IRS Form 1099 reporting; acknowledgement of and adherence to other regulatory requirements including HIPAA (control of protected healthcare information), Sarbanes-Oxley (financial monitoring and control) and USA Patriot Act (increased due diligence of bank accounts, foreign asset control and anti-money laundering); all while maintaining confidentiality of research participant data within a secure technology environment.

II. POLICY

Studies Which Qualify for WePay

Participant payments for all University-wide research studies will be executed via the WePay system (Please refer to Section IV. Cash Payments for additional information on individual participant payments less than $10.) Participant payments will be made via a Cash Card. All existing payment methods which are cash-based in nature, such as petty cash (both bank accounts or cash on hand), Payment Processing checks, travel
advances and store gift cards will no longer be acceptable payment methods for participants in research studies.

Any requests for use of other payment mechanisms for research participants must be approved in writing by the Director of the University’s Institutional Review Board (IRB). A copy of the written approval of such IRB exemption shall be provided to General Accounting by the department or Principal Investigator (PI).

In addition, exceptions to prohibited uses or uses of the Cash Card other than for research participant payments must be approved in writing by both the General Accounting and Payment Processing departments.

The WePay Cash Card may not be used for any purpose other than payments to research participants to compensate them for their time or reimbursements for expenses such as parking, transportation or meals. The WePay Cash Card may not be used for the following:

- Participant payments to Foreign National Individuals. These payments require special handling due to tax regulations, and need to be submitted on a disbursement request to payment processing along with a Foreign National Tax Information Form (available at http://www.bc.pitt.edu/payment/forms.html) and forwarded to the Foreign National Tax Processing Unit at 207P Craig Hall.

- Department purchase using WePay (or any other purchase mechanism) of other retailer gift cards for distribution to research participants.

- Department purchases of goods and services from external suppliers or internal service centers. These are subject to existing Purchasing policies such as 05-02-15, Required Use of Contracted Suppliers; 05-02-16, Competitive Bidding; 05-02-17, Directed or Sole Source Purchase Justification; 05-07-01, Travel and Business Expense.

- Employee payments including wage advances, supplemental payments, employee travel expenses, employee travel advances, or any other employee reimbursable expenses subject to IRS Accountable Plan rules and possible federal tax withholding requirements.

- Loans.

- Refunds.

- Cashing personal checks.
Existing Studies

All existing studies which meet the WePay criteria above will be migrated to the WePay system. The participants will be paid via WePay upon the next study visit. The participant will be given the Participant Payment Fact Sheet as referenced in Section VI. herein before his/her payment is made.

III. CASH CARD MANAGEMENT/CASH CARD SECURITY

Manager’s Responsibility

Managers are responsible to ensure that staff under their supervision complies with all WePay policies and procedures. Misuse of WePay Cash Cards or the WePay system may result in sanctions including the possibility of termination of employment.

Cash Card Security

University personnel are responsible for properly securing and handling all Cash Card inventory, therefore unloaded Cash Cards are to be secured like cash or blank checks. Cash Cards are the personal responsibility of the party to whom they are assigned within the WePay system. Cash Cards in transit between two parties are the responsibility of the sending party until receipt is acknowledged via the WePay system by the receiving party. Following are specific security rules:

- Cash Card owners are responsible for all Cash Cards identified as theirs in WePay.
- Cash Cards should be kept in a locked facility and treated like cash or blank checks.
- Do not accept ownership of Cash Cards within the WePay system until the actual Cash Cards are in your physical possession.
- Cash Card owners must ensure that the Cash Cards owned in the WePay system match the Cash Cards in their possession. Discrepancies must be resolved immediately.
- The actual Cash Cards should always be delivered and accepted in person. Interoffice mail should never be used to deliver Cash Cards. For offsite locations, a courier with tracking capabilities such as FedEx is acceptable.
- Cash Cards assigned to a new WePay user remain the responsibility of the sending party until the new owner accepts the Cash Cards in WePay. WePay will send an email notification to both users when Cash Cards are in transit for longer than 3, 5 and 7 business days, Finance/Audit is notified on the 7th day.
- If a Cash Card owned is lost, stolen, or damaged, it must be disabled within WePay.

August 21, 2017
Cash Cards disabled within the WePay system can never be activated/loaded.
- Older Cash Cards should be used first. Cash Cards expire after three years, and cannot be issued or reloaded in the six months before expiration.

Unusable Cash Card Disposition

All excess, expired or otherwise unusable Cash Cards will be returned to Payment Processing, a local Card Manager (CM), Administrator (ADM) or Business Office Manager (BOM) (as defined in IV.) for destruction as practical. The Cash Cards will be destroyed under dual control using a shredder that is capable of shredding these Cash Cards. Identifying information including Cash Card numbers, dates of destruction, and names of the persons who actually destroyed the Cash Cards will be recorded onto a Cash Card destruction certificate and confirmed by the individuals destroying the Cash Cards. This record must be kept for a minimum of 12 months by each user with a copy to Payment Processing and the Office of Finance. Cash Card remnants may be disposed of at the discretion of the individuals destroying the Cash Cards. A sample form (of destruction certificate) is included in the RBS WorldPay documentation referenced in Section VI. below (RBS Lynk Security Plan for MasterCard® Participant Incentive Payment Program.)

IV. SPECIFIC ACTIVITIES

Roles and Responsibilities

Users of the WePay system are assigned a specific “user role.” Each role is entitled to perform specific functions in the system. A WePay user may be assigned to only one of the six available roles, either administrative or payment-issuing, and may perform the tasks associated only to that role. Further, each role is responsible for monitoring and reconciling the activities of their projects or studies to appropriate accounting records. The terms “project” and “study” are defined in more detail below in Section IV.

Acceptance into WePay: Written documentation confirming authorization to add a WePay user will be approved by the appropriate University authority (e.g., responsibility center head or designate) and for WePay Administrators, further approval by General Accounting before entry into the WePay system. The WePay User Guide (Chapter 6) as referenced in Section VI. herein describes the process for Acceptance in the “Users” section and appropriate forms are provided in its appendix. The Office of Finance will manage the overall process of User access to the WePay database.

Termination from WePay: When a WePay user is terminated from the University, their
access to WePay will be immediately revoked by the appropriate University authority (e.g., responsibility center head or designate) and confirmed in writing. The WePay User Guide (Chapter 6) describes the process for Termination in the “Users” section and appropriate forms are provided in its appendix.

Following are general descriptions of the primary duties of each role.

- Administrative Roles:
  Finance/Auditor role – designed to oversee and monitor the system, is only able to access reports within the system, and view transactions in order to verify their appropriateness. This role is generally not available to the departments.

  Card Manager (CM)
  Primary CM – serves as the primary depository of Cash Cards on behalf of both the University and UPMC. Serves as the first tier of the Cash Card distribution network; is responsible for ordering Cash Cards from the current vendor, Oberthur Card Services, through RBS WorldPay; and distributing the Cash Cards to (or reclaiming cards from) Local CMs, ADMs, or BOMs.
  Local CM – serves as the second tier of the Cash Card distribution network. The Local CMs will physically pick up and electronically accept Cash Cards from Primary CM. Local CMs will be created as appropriate in order to effectively distribute Cash Cards within a particular school, department or geographic campus location.

  Administrator (ADM) – a required role responsible for establishing or updating project and study permissions, linking or unlinking Study Coordinator (SC) and Study Aide (SA) to studies, distributing Cash Cards to other users, resolving participant name/SSN conflicts and reconciliation of WePay activity to the University monthly level reports all as described more fully in the WePay User Guide. This role cannot create a subject nor can it load or activate a Cash Card.

  Business Office Manager (BOM) – designed to accommodate the complexity of larger departments, this role is not required and has all of the same functionalities as the ADM except for creating projects.

- Payment-issuing roles:
  Study Coordinator (SC) – a required role responsible for linking subjects to studies then making payments using Cash Cards in accordance with permissions established by
the ADM. This role cannot create a project or study nor change any of its permissions. Study Aide (SA) – designed to accommodate the complexity of larger departments, this role is not required and has all of the same functionalities as the SC, except for adding study access.

- Payment Processing functions:
Payment Processing is not a user role within the WePay system. However, it plays an important function as the primary CM and in the administration and review of electronic files as received from the WePay servers. Payment Processing is responsible for such duties as managing and monitoring Cash Card inventories, electronic file management, operational monitoring of Cash Card usage, recording Cash Card usage in the University’s ledgers and associated tax reporting and withholding, participating in system refinements and enhancements, and assisting in WePay system audits. Specific tasks for which Payment Processing is responsible are articulated in procedures such as the WePay Imports User Guide as referenced in Section VI. herein.

Audit Activity
Cash Card activity and inventory will be audited (1) regularly by ADMs and BOMs via direct access to WePay reports available to them electronically and (2) on a periodic basis by both the University’s Internal Audit and Payment Processing offices via direct access to the universe of WePay reports. Both physical and electronic audits will be conducted by the groups mentioned in (1) and (2) above. These audits will monitor and evaluate various aspects of the WePay system such as proper accounting and controls, regulatory and internal compliance, operational efficiency, data and physical security, and system processing controls.

Cash Card Services
Research participants owning a Cash Card should contact RBS WorldPay via a toll-free number (1-800-591-1110) and via the Internet at www.cashlynkmc.com, for problems with a Cash Card after it has been issued. University personnel are not expected to provide primary customer service support to cardholders once the Cash Card has been issued.

Project Definition
A project is defined as the broadest scope of work available about the research awarded
as indicated by:
- Agency Notice of Grant Award or Cooperative Agreement
- Foundation Award Letter
- Industry Contract
- Internal Institutional Award Letter

Projects have at least one study. There are no limits to the number of studies under one project.

Projects must have a single source of funding. Additional sources of funding or change in grant number (e.g., 1R01XXXX-XX), contract number (e.g., N00-XXX-XXX), or document number require the establishment of a new project.

Project addendums and supplements to a project that do not change the contract number do not require a new project.

All projects should have at least two WePay Administrators (ADM) assigned for each project.

Study Definition
Studies describe a specific scope of work within a defined project. Each scope of work under a defined project should be defined as an individual study, as typically indicated by, for example:
- Changes in payment schedule, or
- Requirement of a new IRB approval

Each study must have assigned at least one WePay Study Coordinator (SC) in order to pay study participants. All ADMs assigned to the corresponding project will also by default be assigned to all studies under that project.

Cash Payments
The minimum Cash Card load amount permitted by MasterCard and the WePay system is $10.00. Participant payments which are nominal in nature (defined as less than $10.00 in a single payment), such as “man on the street” interviews, will not be required to include individual payment information by subject. Prior to implementing this type of payment, review and approval of the process must be granted by the Office of Finance to ensure proper WePay guidelines are followed. For these studies, the PI or his designate will obtain funds in a lump sum via a single load to the Cash Card. The PI or his designate will take the Cash Card to one of the two Citizens Bank branches in Oakland and withdraw

August 21, 2017
funds to pay subjects in the appropriate denominations. A separate record must be maintained in sufficient detail to account for all payments (e.g., a subject receipt log initialed by recipient can be maintained.) A Cash Card should not be reloaded until the accounting for and reconciliation of all cash from the preceding load has taken place. These records will be prepared and protected in accordance with HIPAA regulations and maintained by the PI as necessary for audit purposes. Cash remaining after disbursement of each Cash Card load during the study will be deposited to the appropriate study account. Studies in which research aims or study methods of the project require anonymous data collection are exempt from the collection of personal data. For these exceptions, the PI will produce the protocol which evidences the anonymous requirements and formal written approval will be obtained from the Director of the IRB for any exceptions, prior to any cash payments being made.

V. CONTACT SECTION
Payment Processing 412-624-4004
- Primary CM
- Electronic File Management
- Operational Monitoring of Cash Card Activity
Office of Finance 412-624-6620
- General WePay Information
- System Access Set-up
General Accounting 412-624-6290
UPMC
- Help Desk 412-647-HELP
- Clinical Trials Office 412-647-4421
RBS WorldPay – Cash Card processor
- Interactive Voice Response 1-800-591-1110
- Web Site www.cashlynkmc.com

VI. REFERENCES
University of Pittsburgh policy 10-02-08, Use and Management of Social Security Numbers and University Primary ID (“UPI”) Numbers located at http://www.bc.pitt.edu/policies/policy/10/10-02-08.html

August 21, 2017
As a result of a joint review conducted by the Internal Audit staffs of UPMC and University of Pittsburgh, recommendations were made to enhance WePay system controls. Some of the recommendations have already been implemented by the UPMC WePay IT support group, without the need for any WePay User involvement or communication with you, the WePay User community. There are, however, several recommendations that will affect the WePay User community.

Attached are pdf files of a number of procedures, most already in use by the WePay User community, now formalized as recommended by the audit review. All are only one or two pages in length for easy reference and all will be added to the WePay website and the WePay User Guide, both now being updated. These guidelines are designed to supplement University Policy 05-11-01 – Financial Affairs, WePay Stored Value Card.

Please specifically note the newest addition, the Project-Study Monitoring and Reconciliation process, which is an important new control feature that will involve periodic reviews of certain aspect of WePay input or output by an appropriately responsible departmental or project administrator (e.g., Department Fiscal Administrator, Grants Manager, or Principal Investigator), who of course may also have a WePay role. None of the reviews required by this new procedures will involve significant expenditures of time but will greatly enhance system controls and processes.
Project & Study Monitoring and Oversight

In order to appropriately manage payments made through the WePay system and to maintain proper oversight and control of those payments, it is necessary to periodically reconcile several aspects of the WePay output against the underlying documentation for those payments. Proper monitoring and reconciliation is necessary to detect and resolve discrepancies in a timely manner, and provide the necessary transparency through the system’s operational processes to reduce further the risk of loss.

An appropriately responsible departmental or project administrator (e.g., Department Fiscal Administrator, Grants Manager, or Principal Investigator) must reconcile WePay information for the first three items, as outlined more specifically below. This individual must not be involved with issuing payments directly to participants. Each of the verifications noted below should be performed as noted and a written confirmation maintained in the project’s permanent file that the reconciliation was performed, including date performed and signed by the individual conducting the reconciliation.

1. Reconcile Input. Project and study information entered into the WePay system must be reconciled with information i) as approved in the IRB application or ii) verified against department-approved project information for any non-research payments that may be permitted in WePay. This verification should be performed immediately after project and study information is input to WePay.

WePay report RP-7 and RP-15, Project Structural Detail and Study Structural Detail respectively, are the WePay reports reflecting the information input to WePay.

2. Accounting Reconciliation. Participant payments through WePay must be reconciled against monthly accounting records from the University’s PRISM system or the UPMC PeopleSoft system, whichever is applicable. This verification should be performed monthly and confirm that the WePay information is consistent with the appropriate accounting record.

WePay report RP-10 and RP-17, Project Financial Activity Detail and Study Financial Activity Detail respectively, are the WePay reports that show the appropriate level of detail regarding payments made through WePay. Further, the Departmental GL Report also provides a complete record of payments through WePay. All can be run for a specific time period.

3. Study Records Reconciliation. Compare WePay participant payments made to the study participant schedule records to confirm that all participants paid were actually seen and had appropriate study information recorded. Perform this verification monthly and confirm that the WePay activity and appropriate study records are consistent.

4. Card Inventory Confirmation. All WePay Card Managers and Administrators must confirm periodically that their physical WePay card inventories match WePay records. In addition, any other WePay User holding a substantial number of cards should regularly perform a similar confirmation. This verification should be performed at least quarterly and confirm that the physical count is consistent with the WePay record.
Monthly Level Report Run Processes

Archive and Statement Run Process

- In the secure shared folder S:\_Finance New\LEVELS named yyyy mm where yyyy is the current year and mm is the current month. (Example, March 2017 would be name 2017 03)
- Access COGNOS via my.pitt.edu
- Select the ‘Public Folders’ tab
- Select the ‘School of Social Work’ Folder
- Select the ‘SocialWork-Bsn Adm Subfolder
- Click to view and then download and save each report in the subfolder
- Exclude the words, ‘Report view of’ when saving each file.
- Select the ‘SocialWork-Bsn Adm-PR’ subfolder and repeat process above for each file.
- Print the FGAR321P Report for distribution to appropriate account managers
  - Print single-sided to assure reports can be separated for distribution to individual account managers without additional copying.
- Print the RPAR001 Report for distribution to individual PIs/account managers
  - Print single-sided to assure reports can be separated for distribution to individual account managers without additional copying.

Reconciliation and Summary Reports Process

- Via COGNOS, run and download the report _Monthly SSW Recon Report – GL Detail – 4 Year Trend
- Run following data routines to assure data is usable and consistent
  - Insert column “MONO” to assure months are sequential
    - =IF(MONTH(B2)>6,ABS(MONTH(B2)-6),MONTH(B2)+6
    - Copy and paste results as text
  - Insert Column “SUBCODE_DESCRIPTION”
    - Use VLOOKUP to pull back Subcode and Subcode Descriptions based on subcode using the file
      - S:\_Finance New\SSW Master Docs\SSW MASTER SUBCODES
  - Insert column ‘GL TRIM’ to assure GL Line Description not longer than 50 characters
    - =TRIM(LEFT(L2,30))
    - Copy and paste as text
  - Save file in folder S:\_Finance New\Recon named “RECON yyyy mm” where yyyy is the current year and mm is the current month. (Example, March 2017 would be named “RECON 2017 03”)
- Via COGNOS, run and download the report “_Monthly SSW Recon Report – Labor Distribution – 4 Year Trend”
  - Insert column “MONO” to assure months are sequential
    - =IF(MONTH(B2)>6,ABS(MONTH(B2)-6),MONTH(B2)+6
    - Copy and paste results as text
  - Insert Column “SUBCODE_DESCRIPTION”
    - Use VLOOKUP to pull back Subcode and Subcode Descriptions based on subcode using the file
      - S:\_Finance New\SSW Master Docs\SSW MASTER SUBCODES
  - Insert column “NET” to calculate regular pay + adjustment (if any)
    - =L2+M2
    - Copy and paste results as text