



**TO:** Project Directors  
**FROM:** Pearl Cheng, Office of Sponsored Programs  
**DATE:** November 10, 2010  
**SUBJECT: October Month End Report**

Enclosed for your review and files is the October, 2010 Month End Directors Report. Please review your report carefully to ensure that all charges are allocated appropriately. If you have any questions or concerns, please contact the Sponsored Programs Coordinator assigned to your college.

NEW INFORMATION

ASC follows campus holiday schedule/policy --- Offices will be closed: Friday (11/26/10, day after Thanksgiving) and Christmas and New Year holidays (12/24-12/31)). Anyone requires to work these days would accrue CTO (hours on the book).

Employees must use appropriate accrued leave on the book to receive pay. Recent new hires, did not accrue work holidays (Lincoln's B day, 2/12/10, Admission Day, 9/9/10, Columbus Day 10/12) may not have sufficient hours accrued on the book for pay for these days (12/27-12/30/10- 32 hours). Employee can use his/her accrued vacation hours for pay if there's sufficient vacation accrued hours on the book.

Check requests processed as "PICK UP" checks are not always picked up in a timely fashion. Due to the nature of "PICK UP" checks having a sense of urgency in most cases, if the "PICK UP" check(s) are not picked by the following Tuesday, they will be mailed to the vendor/payee indicated on the check request. ASC will not be calling on checks ready for pick up. If there has been no problem with a particular check, it will be ready for pick up at 3:00 on Wednesday or Friday depending on the day, it was turned in to ASC as stated at the top of our check request for. If you are expecting a pickup check, you can call the front desk at 4156 to confirm if it is ready for pick up.

INFORMATION

**2010 benefits schedules that would be charged to your project for employer share of the costs when it applies:**

EMPLOYER'S CONTRIBUTION		EMPLOYEE'S DEDUCTION	
(FICA) Social Security/Medicare		(FICA) Social Security/Medicare	
SOCIAL SECURITY	6.2% (Gross Salary) (MAX. Gross of \$102,000 -2009)	SOCIAL SECURITY	6.2% (Gross Salary) (MAX. Gross of \$102,000- 2009)
MEDICARE	1.45% (Gross Salary) NO CAP	MEDICARE	1.45% (Gross Salary) NO CAP
	7.65%		7.65%

SUI	1.50% (Gross Salary)	FIT	Federal Income Tax
Workers COMP	0.67%--3.29% (Gross Salary) {Based on Job Classification – Clerical Rate 0.6636 / Univ. Operation -2.8675%;Bio. Chem. & Physical - 2.8675%	SDI	State Disability Insurance
		SIT	State Income Tax
<b>TOTAL</b>	<b>9.82% - 22.39%</b>		

RETIREMENT	8% OR 4% (Gross Salary)      Mandatory {Employee's election of EITHER 8% OR 4%} {Effective after TWO (2) years of EMPLOYMENT}	RETIREMENT	5% OR 2% (Gross Salary) {Employee's election}
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HEALTH	\$970/MONTH (Employee + Family) \$770/MONTH (Employee + 1 Dependent) \$360/MONTH (Employee ONLY)		\$190-580.00/Month (Employee + FAMILY) \$40.00-320.00/Month (Employee + 1 Dep.) \$30.00-271.00/Month (Employee ONLY)
30 Hour Benefited	\$340.00 (Employee only) - Blue Cross HMO only (New rates effective 12/1/2010)	30 Hour Benefited	Employee Only= \$70.00. (New rates effective 12/1/2011)

DENTAL	\$75/MONTH (Employee + Family) \$50/MONTH (Employee + 1 Dependent) \$25/MONTH (Employee ONLY) {AFTER 6-months of Employment}	DENTAL	\$22/Month (Employee + FAMILY) \$12/Month (Employee + 1 Dependent) \$6/Month (Employee ONLY) {AFTER 6-months of Employment}
DENTAL 30 Hour Benefited	\$5.84-E, E+1 & E+ Family {AFTER 6-months of Employment-rate effective 12/01/10}	DENTAL 30 Hour Benefited	E-\$5.82, E+1-\$16.54 & E+Family-\$23.88 {AFTER 6-months of Employment-rate effe 12/12/1/10}

VISION 40Hour	\$400/PERSON/24-MONTH (see VISION Schedule) {AFTER 12-months of EMPLOYMENT}	VISION 30 Hour	Discount with Medical Plan
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LIFE Insurance Full-Time Staff	Monthly Gross Earnings X 12/1000 X 0.201 (six months' salary)	LIFE Insurance	None
*MANAGERS-	Up to \$100,000 Coverage paid by Employer		
*DIRECTOR-	Up to \$150,000 Coverage paid by Employer		
LIFE Insurance (30 hours)	\$1.50 per month (\$10,000.00 coverage value)		**Any premiums for OVER \$50,000 coverage reported as INCO 2

Long-Term Disability (40 Hours)	(.359% X Monthly Salary)/2 = .179% (50%) Effective 07/01/10 (1/2 of Premium)	Long-Term Disability (40 Hours)	(.359% X Monthly Salary)/2 = .179% (50%) Effective 7/01/10 (1/2 of Premium)
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Vacation	Stops after 240 hours
Non-Exempt	1-60mo=6.67hr/mo; 61-120mo=10hr/mo;121-180mo=11.33/mo; 181-240=12.67 hr./mo;241 -up=13.33hr./mo.
Exempt Employee & Grades 9-11 Management (30 hours employee)	1-60mo=8hr/mo; 61-120mo=10.67hr/mo;121-180mo=12 hr/mo; 181-up=13.33 hr/mo 1 month and up = 13.33 hr/mo 1-60 moths = 5.0hr/mo; 61 and up months = 7.5/hr. mo

Faculty Release Time Benefits @ 47.912%, FY 10/11  
Holidays- follows university schedule  
Minimum Wage effective 1/1/2008 @\$8.00/hr.

Effective first payroll in June 2010, ASC will only mail checks to employees with worksites off campus, and who do not come to campus at any time during the pay periods. On the Friday pay day, employees may pick-up department checks after 12:00 noon. Checks will be available at CP 275 from 8:00 a.m. to 5:00 p.m., Monday through Friday. Departments and employees are encouraged to pick up their checks each pay day.

**Student International travels require the followings:**

- 1) **Statement of Certification for Student Travel (Presidents directive) only.**  
<http://finance.fullerton.edu/Controller/AccountsPayable/Forms/StatementOfCertificationForStudentTravel.pdf>
- 2) **Foreign travel Liability insurance see University link**  
<https://riskmanagement.fullerton.edu/RFTLI/>
- 3) **Waiver/Release of Liability (attached)**
- 4) **Proof of domestic health insurance policy (Kaiser, Anthem Blue Shield, Aetna etc)**
- 5)

**Document 1 is needed to be present before payment is issued.**

**Document 2 needs to be submitted electronically to the University Risk management.**

**Documents 3 and 4 need to be submitted to ASC risk Manager, Bill Herbert.**

**Processing check request for international travel:**

**Before ASC process any payment for international travel, ASC needs; 1) Statement of Certification for Student Travel. 2) travel authorization form. President Gordon's approval is required prior to making travel plan. 3) Contact ASC Risk Manager Bill Herbert or your project Coordinator for international travel insurance 4) Bill Herbert has to sign the check request to verify that ASC has obtained international travel insurance coverage.**

**Independent Contractor/Consultant agreements need to be submitted to ASC for approval prior to any service commitments. ASC shall review/approve each agreement and a Purchase Order is prepared to encumber the funds for future payments. A copy of PO and agreement will be returned to the requestor. Consultant/Independent Contractor shall submit invoice to PI for approval on the services performed. Upon PI's approval and signature on the invoice, referencing PO number, submit it to ASC for payment.**

**Quick reminder, international students with a F-1 OPT Visa status may only be hired and work in staff or faculty positions. They may not work in Graduate Assistant, Teaching Associate, Student Assistant, or other non-staff/faculty positions per U.S. Department of Homeland Security restrictions.**

**Due to the 2008 Chancellor's compliance audit we are required to report all stipends for the CSUF student to the University's financial Aid. One of the primary requirement they need is the campus wide ID, all stipend payment requires student CWID #. Procedures and new forms to process stipends can be access: [www.csufasc.org](http://www.csufasc.org)**

**Please access new form for independent/consultant agreement, new form requires services provider for certification by signing the agreement that neither it nor its principles are**

**presently debarred, suspended for debarment, declared ineligible or voluntarily excluded from participation agreement transaction by any federal department or agency.**

**E-Verify new hire documents – Project must schedule, or have the employee schedule, a New Hire Orientation PRIOR TO THE START WORK to complete the I-9 form and other required paperwork. At this orientation, the employee will receive information regarding ASC's required policies/procedures, breaks/lunch period, paydays, keeping time records, safety, required trainings, etc. New Hire Packets will no longer be provided to department. There are two (2) standing schedules for orientations to be given at College Park, suite 275: Wednesdays at 9:00 a.m. and Fridays at 1:30p.m. to schedule an employee for an orientation date or for large group orientations, you may call Bertha Leon at 4123 or HR at 4117. The orientation will take about two and one half (2 ½) hours to complete. If you have additional questions regarding this requirement or other HR issues, you may contact Meg Keehan, H.R. Director at 4116 or Sr. HR Manger, Rosario Borrromeo at extension 4119; For questions regarding pay, deduction time sheets, hours worked and pay checks, call Cindy Fields at 4120 or Payroll at 8461**

**ASC has updated the instructions to the on-line project director's report and posted the account request form on the ASC web site under Sponsored Programs-Account Access at: <http://www.csufasc.com/spaccountaccess.aspx> We encourage you to send your request to your project coordinator – Kathie Ip (Colleges – ECS, HHD, Education), Mary Thoen (Colleges – NSM, CB&E), and Tanya Thompson (Administrative units, Colleges of Arts, Communication and HSS), they will set up the on-line access for you to view your Sponsored Programs accounts at anytime.**

**Vacation and sick leave** on the books should be used up prior to the end of grant funding period or there may be additional costs to the project for vacation and CTO (compensatory time off) hours have been accrued.

**Reimbursement** to the University for Grant related miscellaneous expenses (excluding release time and faculty additional pay):

A Purchase Order (P.O.) should be requested from ASC  
ASC will provide a copy of the P.O. to the requestor  
Requestor shall process a University Request for Invoice (form is available on campus web site) and attach a copy of ASC's P.O. This request needs to send to campus Accounting Office  
PO will allow ASC to encumber the fund for payment  
University will send an invoice to ASC for payment  
Campus department account will be reimbursed/credited at the time of invoicing

**Annual and Final Progress report are required by National Science Foundation.** Past due reports may jeopardize future funding for you and entire university. When you received a notice from NSF, please take immediate action.

**Travel Authorization** --- President Gordon's signature is required on a CSUF Travel Authorization regardless of funding sources if travel meets the following criteria:

- All international travel
- If the registration fees exceed \$500
- If more than 2 persons from the same campus are attending the same conference, convention or symposium
- If the President is the responsible person for the department account

**California Sale Tax** --- Effective April 1, 2009, California sales and use tax has increased by 1%. This will take Orange County sales and use tax rate to 8.75%, please ensure that accurately tax is included when request for payment for goods procured from vendors.

In order to comply with Federal and Chancellor's audit requirements, ASC needs your immediately attention and response to the following requested documents that we sent to you:

**Effort Reporting;** Cost Match Report; Project Completion Notification. Please note that failure to comply with these requirements may lead to major disallowances and fees to the ASC and the University, and may lead to Criminal and Civil Liability for individuals. Please contact your assigned Coordinator or me if you need any assistance to complete/certify these documents.

- Documentation of effort expended by all personnel involved in federally sponsored projects, must be on file and available for submission to the federal awarding agency upon request. ASC seeks to compile this data on a semester basis. Please review, revise, certify and return the Effort Report forms to Cris Murillo at CP-275 as soon as possible after receipt.

A new standard mileage rate effective January 1, 2009 – you may be reimbursed your travelers 55 cents per mile for business miles driven using a personal automobile. This rate was decreased from the July 2008 rate of 58.5 centers per mile. This change is in compliance with campus travel policy and has reflected in the ASC Travel Authorization and Expenses Form (ASC web).

- Effective July 1, 2008 our Federally Approved Negotiated F&A Rate (IDC) on new awards will be:
  - On Campus 35.1% MTDC
  - Off Campus 14.8% MTDC

Continuing awards with the 39.5% On Campus Rate or 22% Off Campus Rate will continue with the rate in effect at the time of the award.

- If your program/project requires Cost Share/Match, please submit supporting documentation of the required match to your SPO Coordinator quarterly.
- All PI's and administrative staff are welcome to schedule an orientation with Sponsored Programs Staff. We will review the specifics of your project as well as the policies and procedures of the ASC. I encourage you to review your Notice of Award (NOA) upon receipt and contact your Coordinator with any questions or clarification needed regarding the allocation of funds to the various line items.
- As a reminder, only expenditures relating to the close out of your project will be processed after the project end date. These include expenses relating to the completion of the final technical/progress report. Major expenditures for Equipment, Office Equipment inclusive of computers and printers as well as large quantities of office supplies should not be made within 90 days of the project end date. Expenditures for travel that begins after the end date of your project require prior Sponsor approval.
- Please be aware of the following employee related issues:
  1. All ASC employees MUST receive a Rest Break of at least 10 mins. for every 4 hours worked and a Meal Break of at least 30 mins. if they work more than 5 hours. These are to be uninterrupted breaks and all managers and supervisors should ensure that these breaks are being taken.

2. Employees hired through and paid by the ASC MUST be paid Over-time for all hours worked in excess of 8 hours per day AND 40 hours per week.
  3. Employees who suffer work related injuries MUST contact ASC Human Resources immediately. Please call Extension 4116 or 4117 for assistance and instructions.
- As a reminder, all CSUF Faculty (Full-time and Part-time) must be compensated for their efforts on contracts and grants through the CSUF Payroll. Please complete the Faculty Special Consultant Pay Request Form which can be found on the CSUF Payroll web-page. For assistance in completing the form, please call Cris Murillo at extension 2535.
  - Please be mindful when requesting a payment from your grant account, to note the rationale for the expenditure. This should include as many of the following as applicable:
    - a) Who
    - b) What
    - c) When
    - d) Where
    - e) Why
  - Effective 1/1/2008, the California minimum wage increases to \$8.00 per hour. Please keep this in mind when preparing your proposal budgets.
  - Effective 1/1/2007, the ASC will utilize the Campus Wide ID Number (CWID) as the employee identification number instead of the Social Security Number. Please contact HR for additional information.
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  - The ASC Bi-Weekly Time Sheet has been revised to capture certification of effort for each employee working on a federal project.
  - Federal regulations prohibit paying faculty in excess of their institutional daily rate for overload. When payment is requested for overload on a federal grant or federal pass through funds, please make sure you do not exceed your contracted salary daily rate.
  - The California Whistleblower Hotline gives you the opportunity to report improper activities of state agencies or employees. The ASC subscribes to the procedures put in place by the University. Should you have information to share please contact the Whistleblower Hotline at 1-800-952-5665, mail information to Investigations; Bureau of State Audits; 555 Capitol Mall, Suite 300; Sacramento, CA 95814. You may also contact the State Attorney General's confidential hotline at: 1-800-952-5225 or Jackie McClain, CSU Vice Chancellor of Human Resources or John Beisner, University Director of Risk Management.
  - Effective May 15, 2006 the ASC is required to have on file as support documentation for expenditure reimbursements relating to attendance at a conference and/or workshop a copy of the meeting Program/Agenda.
  - **Is the End Date of your project June, 2010, September 2010 and September, 2010?** Do you have advances or encumbrances that have not been cleared? If so, please contact your Sponsored Programs Coordinator so that we can assist you in clearing these items for a successful closure of your project with the awarding agency.
  - Please use your campus street address on all Purchase Order requests to ensure proper delivery of your order.
  - Effective January 1, 2009, the mileage reimbursement rate is **0.55/mile** UNLESS your contract or grant stipulates a lesser rate. **AND** to be eligible for mileage reimbursement you must have a

copy of your valid Drivers License, Proof of Insurance and a Defensive Drivers Training Certificate on file at the CSUF ACS.

- You are required to submit PTR's for all New Hires, any changes to an existing employee's status, title, rate, total authorized amount to pay, changes in the budget period, personal data and termination. Please use the "Remarks" section on the PTR to explain the changes being made. Also, if you are utilizing an employee on more than one project, you need a PTR for each account the employee is authorized to be paid from. If a project is extended, it is necessary to complete a PTR extending the budget period and perhaps the budget amount.

Payroll cannot process time sheets submitted for employees, who have worked beyond the budget period indicated on the PTR, who have exceeded the total amount authorized to pay or who are requesting payment on an account that we have no PTR on.

In an effort to ease this administrative burden somewhat, we in Sponsored Programs will implement changes to our processing procedures for extensions and multi-year-annually funded projects, by automatically preparing the PTR's for employees currently on the project. However, if additional funds are required in order to pay the employee, you will have to notify us of the amount you want added to their total amount to pay budget.

- ***Please keep in mind, when discussing possible funding opportunities that the CSUF ASC has a Federally Approved Indirect Cost Rate effective 7/1/08 of 35.1% MTDC (total direct costs excluding equipment, subcontracts exceeding \$25,000.00 and funds allocated to students) for all on campus programs and 14.8% MTDC for off campus programs. These rates are effective 7/1/08 – 6/30/12. Please incorporate these rates into your proposal budgets for upcoming projects.***
- **SUBCONTRACT MONITORING – All projects that have awarded subcontracts on their projects** we are responsible for ensuring that the entities we subcontract with are providing the required services/products as indicated in your proposal to the sponsor. It is advisable that a "Scope of Work" be developed for all subcontractors that clearly define their deliverables and a timeline for completion. You should have a method in place for monitoring and ensuring that each of the deliverables is met within the timelines provided. If you detect a problem out of the norm, you should immediately contact the subcontractor, the Office of Grants and Contracts and us, spelling out the problems and a required date for correction. We then can work toward a solution and can provide any required notifications to the sponsor.
- Do you have a staff position to fill on your Sponsored Programs project? Is this a benefited position? You should contact our Human Resources Department, Meg Keehan, Ext. 4116 or email [mkeehan@fullerton.edu](mailto:mkeehan@fullerton.edu) to schedule a brief meeting with her. Meg will assist you in developing a proper job description for your position which will properly classify the status and salary range as well as post the position to ensure compliance with Federal Law. Please schedule your meeting with Meg prior to recruiting for the position.
- The CSUF ASC has a bi-weekly pay period and a bi-weekly payroll. By law, employees working for the CSUF ASC must be paid within seven (7) calendar days following the close of the pay period. Therefore, if you have employees working on the CSUF ASC payroll, timesheets should be submitted every two weeks. Payroll schedules are available at the CSUF ASC.
- According to the California Wage Orders, non-exempt employees who work for the CSUF ASC must record all hours worked for **all employers**. All hours worked over eight (8) hours in a day or forty (40) hours in a week, **must** be paid as overtime (1 ½).
- To minimize the possibility of delays in processing your Check Requests, PICR's and Requests for Purchase Orders, please review your monthly reports and/or check your account and object

code balances via your online account access to ensure you have funds available in the required categories. You may contact your Sponsored Programs Coordinator via email to facilitate the necessary budget reallocations.

- When you send your interim, quarterly and final reports to your sponsor, please make sure you forward a copy of either the report or the transmittal letter to your Coordinator.

### **SPONSORED PROGRAMS STAFF DIRECTORY**

Tanya Thompson	Assistant Director/Coordinator - (Administrative Units, Colleges of Arts, Comm. and HSS)	Ext. 4113
Mary Thoen	Coordinator (CB&E & NSM)	Ext. 4110
Kathie Ip	Coordinator (ECS, HHD & Education)	Ext. 4114
Chi Nguyen	Accountant (financial reports, IDC calculation/ reallocation, financial adjustments, audits, GL maintenance, accruals, account close out)	Ext. 4111
Cris Murillo	Special Programs Coordinator (summary awards, faculty overload, release time, cost match and effort reporting, NSM program administrative support)	Ext. 2535
Le Lam	Accounts Payable (PO, Check Request, Encumbrances Advances)	Ext. 4112
Smruti Shah	Accounts Receivable (Letter of Credit, Invoices, deposits, AR aging, payment application, adjustments)	Ext. 4148
Stephanie Faalave	Student Assistant	Ext. 4150
Pearl Cheng	Director	Ext. 4103