Research Administration Network Agenda

SUB Lobo A & B

June 11, 2019

9:00am to 10:00am

1. CGA Website updates and enhancements (Moe)

2. Year-end deadlines reminder (Teresa)

3. Warning on delinquent effort reports and disallowance of salary charges (Jeremy)

4. How to do Labor Redistributions in batches, if applicable (Alana)

5. Foreign Travel pre-approvals from DOE (Jeremy)

6. Reminders on Proposal Review Process (Jamey)

7. Open Forum – OSP & CGA
Department of Energy
FOREIGN TRAVEL REQUIREMENTS
Review of appropriate pre-approval requirements on ALL DOE-funded projects

RAN Meeting
6/11/2019
Department of Energy
Foreign Travel Guidelines

• Official foreign travel is defined as approved travel (whether wholly or partly on official business) from the United States (including Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States) to a foreign country and return or travel between foreign countries by persons, including foreign nationals, or persons whose salaries or travel expenses or both will ultimately be funded in whole or in part by DOE/NNSA from its appropriations. Official foreign travel may also include travel funded by non-DOE or non-NNSA sources for which the traveler represents the Department or NNSA or conducts business on behalf of the U.S. Government.

• https://www.energy.gov/management/office-management/employee-services/travel
Example from Sandia National Labs Master Agreement w/ UNM

- The SDR has been delegated the responsibility for obtaining any required approvals and authorizing in writing both foreign and domestic travel.

- **ALL foreign travel must have DOE approval through the DOE's Foreign Travel Management System (FTMS).** The Contractor is prohibited from traveling until the SDR has notified the Contractor in writing that DOE approval for foreign travel has been granted. The notification from the SDR will include the approved foreign destinations, time frames, and other applicable information; a copy will be sent to the SCR. After travel is completed, Contractor shall, if requested by the SDR, provide written post-travel trip report information regarding foreign contacts, destinations, and purpose.
The Foreign Travel Management System (FTMS) is a DOE-wide centralized system for recording, tracking, and securing approvals of all foreign travel conducted by DOE Federal employees and contractors. In order for DOE Federal employees and contractors to conduct international travel, the trip request must be entered and approved in FTMS. Prior to final approval within FTMS, country clearance must be obtained from the respective country(ies) to be visited. The system is located at: https://ftms.doe.gov/. FTMS should be available from most, if not all, DOE sites (you need to be attached to a DOE network to access it).

Processing Foreign Travel at DOE includes the following requirements:

1. Approved Travel Authorization in the electronic Travel System 2 (eTS2) (Federal employees only)
2. A completed trip request in FTMS
3. Country Clearance Approval
4. Valid Official or Diplomatic Passport
5. Appropriate and valid Visa(s)
6. Review of required immunizations
7. Letter of Invitation (LOI) - when required
UNM’s Industrial Security Department should know too!

- Remember to reach out to UNM’s Industrial Security Department **BEFORE** any UNM faculty or students travel abroad.

  - [https://isd.unm.edu/foreign-travel/foreign-travel.html](https://isd.unm.edu/foreign-travel/foreign-travel.html)

**Contact**

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<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Fax</th>
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<tbody>
<tr>
<td>Deb Kuidis</td>
<td>Industrial Security Officer; Facility Security Officer (FSO)</td>
<td>505-277-2058</td>
<td>505-277-0589</td>
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<tr>
<td>Krista Laybourne</td>
<td>Export Control Officer; Assistant FSO</td>
<td>505-277-2968</td>
<td>505-277-0589</td>
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THANK YOU
BATCH LABOR REDISTRIBUTIONS

• ADVANTAGES
  • CAN MOVE MULTIPLE PAY IDS AT ONE TIME
  • CREATES EFFICIENCY
  • EASE OF REVIEW

• LIMITATIONS
  • FROM ONE INDEX TO ANOTHER
  • MUST ADD COMMENT INDIVIDUALLY
ENTER LOBOWEB – EMPLOYEE TAB
SELECT ATTRIBUTES
## Person Search

**Search Descriptions:**
- ID = 101088994, Pay ID = SR, From Pay Year = 2018, To Pay Year = 2018, From Pay Number = 6, To Pay Number = 12

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NOTIFICATION OF CHANGES

- YOU HAVE AN OPPORTUNITY TO SAVE OR DELETE CHANGES
PAY PERIOD REVIEW AND COMMENTS

- On the right sidebar, you can select the drop down to see all the changed pay ID’s.
- Select each ID and add comment located on top toolbar.
BUSINESS PURPOSE IS IMPORTANT

- 2ND OPPORTUNITY TO ERASE OR SUBMIT
- BE SURE TO CLOSE YOUR SESSION ON THE TOP TOOLBAR
RESULTS WITH BATCH ID FOR APPROVAL

• EACH PAY ID IS IN DISPOSITION 48
• REVIEW THAT ALL COMMENTS ARE PRESENT
• YOU CAN GO BACK INTO EACH PAY ID AND ADD COMMENTS AFTER THE FACT
• OUR OFFICE WILL NOT APPROVE WITHOUT COMMENTS
ROUTING QUEUE AND APPROVAL

- Click on batch number then select batch
- Open on top toolbar
- All IDs can be reviewed by selecting the pay ID on the sidebar
- You can see at anytime who needs to approve