

# **Research Administration Network Agenda**

## **SUB Lobo A&B**

**March 13th, 2018**

**9:00am to 10:00am**

1. Pre-Award Items

- Communication on Subawards (High-risk)-Rebecca Valdez

2. Post Award items

- Purchasing Questions-Peggy Sedillo
- Chrome River Reminder-What not to submit for reimbursement-Alana Watts
- Effort Reporting-New MyReport available for pre-reviewers-Jeremy Hamlin
- Reminder-April meeting will be an Open House

3. Question and Answer Session

## Pcard Prohibited Uses: <http://pcard.unm.edu/policies-and-procedures/approved--prohibited-uses>

The PCard may not be used for the following items and services unless a PCard **special exception request form** is submitted and approved **prior to the purchase**.

<a href="http://pcard.unm.edu/pcard-special-exception-web-form">http://pcard.unm.edu/pcard-special-exception-web-form</a>	Unrestricted and Restricted	Pre-Approval Restricted	by Pcard Dept ONLY
Advertisements		X	
Agreements/Contracts			X
Alcoholic Beverages	X		
Ammunition/Weapons	Never Allowed	Never Allowed	Never Allowed
Animals		X	
Articles/Text "Right to Use"			X
Audio/Video Conferencing Services		X	X
Awards & Prizes	X		
Background Checks			X
Catering Agreements/Contracts			X
Cloud/Data Storage			X
Computers or Servers not purchased through LoboMart			X
Construction Projects, including mounted furniture or paint for office maintenance			X
Copier/Fax/Printer/Scanner			X
Food/Catering/Refreshments, including paper goods		X	
Foreign Entities (See Details on Pcard Website)			X
Gifts	X		
Images "Right to Use"			X
Incentives for Study Participants	X		
Insurance			X
Key Duplicating			X
Maintenance Contracts			X
Music "Right to Use"			X
New Employee Moving Expenses	X		
Participant Incentives	X		
Payments to Foreign Entities (See Details on Pcard Website)			X
Photos "Right to Use"			X
Postage Stamps	X		
Prescription Drugs/Controlled Substances/Over-the-Counter Medicine	X		
Promotional Items	X		
Rent/Rentals (Facility and all Misc Rentals) Must be reviewed by a Contract Specialist in Purchasing		X	
Services		X	
Services listed in Prohibited Services List			X
Software/Software Upgrades: Vendor is Foreign Entity, Exceeds \$2,500, Available from IT			X
Telephones/Telecommunications services - Including cell phones, cell phone service and pre paid phone cards.	X		
Third party Checkouts: Google Checkout, PayPal Square Inc,Intuit			X
Transcription Services		X	X
Tuition, including UNM tuition	X		
Uniforms/Clothing/Shoes	X		
Vehicle Repair			X
Water Filtration System (See Details Below)			X
Webhosting		X	X



# Effort Certification

FNRECDS – NOW AVAILABLE IN MYREPORTS



# FNRECDS – Effort certification detail and summary report

- ▶ Detail report is a reconciliation tool between salary records and effort certification percentages displayed in LoboWeb (by pay period and total)
- ▶ Summary report is equivalent to paper copy of effort report that is similar to Eprint reports FRROEC01 and FRROEC02
  - ▶ Must run by name or Banner ID
  - ▶ Can have multiple selections in one search



## LoboWeb (Employees)

LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.

ENTER LOBOWEB

### Quick links:

[Leave Balances](#)  
[Pay Information](#)  
[Benefits](#)

[Finance](#)  
[Bursar Account](#)  
[Retirement Manager](#)

*LoboWeb is unavailable Saturday 7:00 am - 8:30 am. See the "Banner Announcements" widget for other planned*



## Whats New in HR



## UNM Business Applica...

### Transaction and Real-time Query Systems

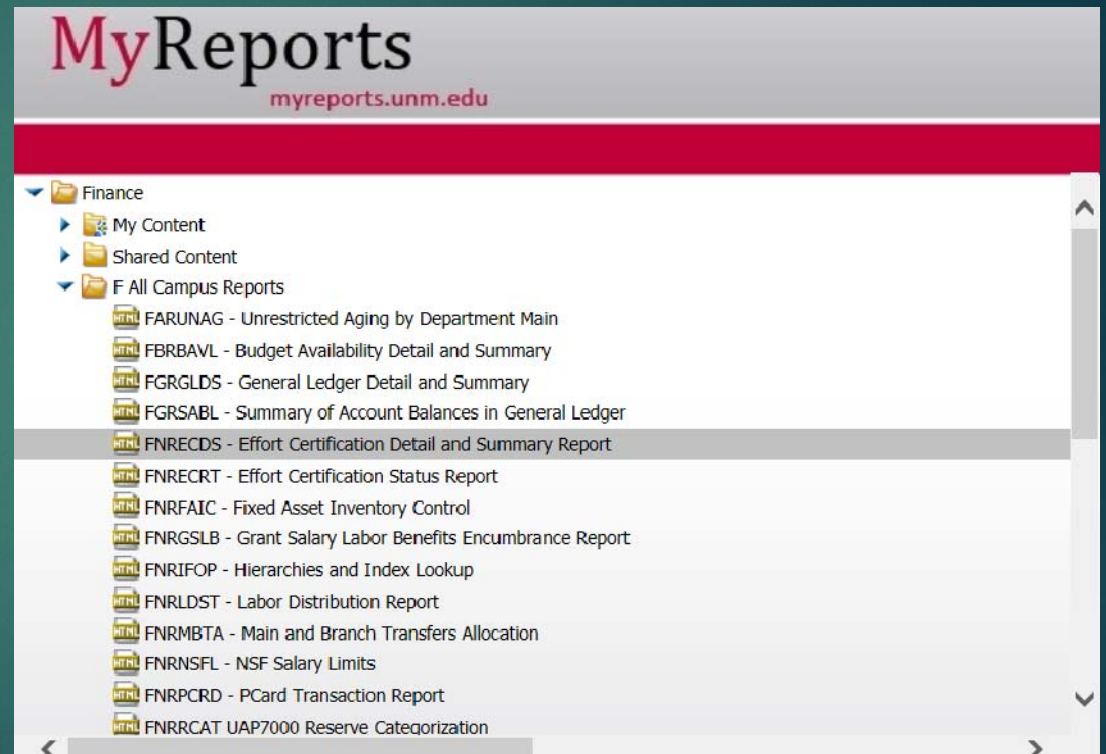
- [Internet Native Banner](#)
- [LoboWeb](#)
- [LoboAchieve](#)
- [LoboMart](#)
- [LoboTime](#)
- [UNMJobs](#)
- [Workflow](#)
- [AppReview GradApp](#)
- [Grad Studies App](#)

### Reporting

- [E-Print](#)
- [Enterprise Metrics Reporting \(EMR\)](#)
- [HR Reports](#)
- [MyReports](#)

# Where can I find this report?

- ▶ All Campus Reports
  - ▶ FNRECDS





## FNRECDs - Effort Certification Detail and Summary Report

Enter all or part of a Banner ID or Name

\*10001

10001

Report type

- Detail
- Detail with Account
- Summary

Reporting Period

- ☒ Period 01
- ☐ Period 02

Calendar Year

2018

- Search by Banner ID or Name
- Report Type
  - Detail
  - Detail with Account
  - Summary
- Report Period
  - Period 01 = Jan. – June
  - Period 02 = July – Dec.
- Select Calendar Year







The University of New Mexico  
Contract and Grant Accounting Effort Certification  
Reporting Period: January - June 2017

Grant Code - Index Code - Index Title - Account Code	Current Earnings	Current Adjustment	Period Earnings	Percent of Effort
Name: [REDACTED] Banner ID: [REDACTED]				
2RJJ3 - 057087 - 2JJ30-Leveraging Public Health Inst - 2000	11,413.04	2,295.28	13,708.32	39.17%
2U55 - 057001 - R W Johnson Endowed Spending - 2000	4,869.55	-4,869.55	.00	.00%
3RT87 - 52301T - 3RT87-ACCESS - 2000	1,217.39	2,574.27	3,791.66	10.83%
3RZ32 - 16006J - 3Z320-Advancing CBPR Practice Throu - 2000	6,086.97	-6,086.97	.00	.00%
3RZ32 - 304062 - 3Z320-Advancing CBPR Practice Thro - 2000	11,413.03	6,086.97	17,500.00	50.00%
<b>Total for: [REDACTED]</b>	<b>34,999.98</b>	<b>.00</b>	<b>34,999.98</b>	<b>100.00%</b>

Salary and Wage charges for the above Index Code(s) have been reviewed and are reasonable representatives of effort applied and charged to this project.

\_\_\_\_\_  
Signature of Investigator, Director or Department Chairperson, Date

To be in compliance with the Federal Government Regulations under OMB 2CFR200 Uniform Guidance, the signed form must be available for inspection by Federal Auditors.  
Return completed form to Main Campus Contract and Grant Accounting, UNM Business Center, MSC01 1245 or HSC Contract and Grant Accounting, MSC09 5225.

# Other Effort Certification Reminders



- ▶ 201702 Effort Period rolled out February 26<sup>th</sup>.
  - ▶ Pre-reviews are due 30 days after this.
- ▶ PI's will receive one email on March 28<sup>th</sup> listing all of the employees that are ready for certification
  - ▶ Please have them start early if pre-reviews are completed prior to March 28<sup>th</sup>!
- ▶ Effort Certifications are due by April 27<sup>th</sup>
- ▶ If PI does not have access to the 'Effort Certification and Labor Redistribution' link in LoboWeb, they need the BAR role
  - ▶ Must complete EOD 931 in Learning Central
  - ▶ Request BAR role: "Department Effort Certification Reviewer"

Questions?

