

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.

Foreign Travel Management System (FTMS)

- 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>

Contact

Deb Kuidis	Industrial Security Officer; Facility Security Officer (FSO) Office: 505-277-2058 Fax: 505-277-0589
Krista Laybourne	Export Control Officer; Assistant FSO Office: 505-277-2968 Fax: 505-277-0589

The image features a background of a network diagram with black lines and nodes on a light gray background. A large, semi-transparent red rectangle is centered horizontally and vertically, covering most of the image. Two smaller, solid dark blue rectangles are positioned at the top and bottom center, partially overlapping the red rectangle and the network background. The text "THANK YOU" is centered within the red rectangle in a white, bold, sans-serif font.

THANK YOU

BATCH LABOR REDISTRIBUTIONS

RAN 6/11/19 ALANA WATTS



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**



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:

[Employee Dashboard](#)
[Benefits](#)

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

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

ENTER LOBOWEB – EMPLOYEE TAB

Time Sheet (Approvals and View Only)

Departmental Time Entry Approvals and View

Effort Certification & Labor Redistribution

New! Certify effort against sponsored projects or initiate/approve labor redistributions.

SELECT ATTRIBUTES

Effort Certification | Labor Redistribution

Person Search > Labor Redistribution Actions New Refresh

Approvals

Proxy or Superuser

Person Search

ID	
Pay ID	5R
From Pay Year	2018
To Pay Year	2018

Effort Certification | Labor Redistribution

Person Search > Labor Redistribution Actions New Refresh

Approvals

Proxy or Superuser

Person Search

From Pay Year	2018
To Pay Year	2018
From Pay Number	6
To Pay Number	12
Select Attribute	

OUTPUT WILL DISPLAY SELECTION

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

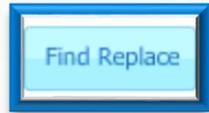
Advanced Search

Displaying 10 rows

Batch ID	Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition	Comments
	Watts	Alana	101088994	2018	SR	6	0	70, Complete	
	Watts	Alana	101088994	2018	SR	6	1	70, Complete	⚠
	Watts	Alana	101088994	2018	SR	7	0	70, Complete	
	Watts	Alana	101088994	2018	SR	7	1	70, Complete	⚠
	Watts	Alana	101088994	2018	SR	8	0	70, Complete	
	Watts	Alana	101088994	2018	SR	8	1	70, Complete	⚠
	Watts	Alana	101088994	2018	SR	9	0	70, Complete	
	Watts	Alana	101088994	2018	SR	10	0	70, Complete	
	Watts	Alana	101088994	2018	SR	11	0	70, Complete	
	Watts	Alana	101088994	2018	SR	12	0	70, Complete	

Watts	Alana	101088994	2018	SR	9	0	70, Complete
Watts	Alana	101088994	2018	SR	10	0	70, Complete
Watts	Alana	101088994	2018	SR	11	0	70, Complete
Watts	Alana	101088994	2018	SR	12	0	70, Complete

SELECT FIND AND REPLACE



Current Index

Future Index

Find and Replace

COA: Posting Date:

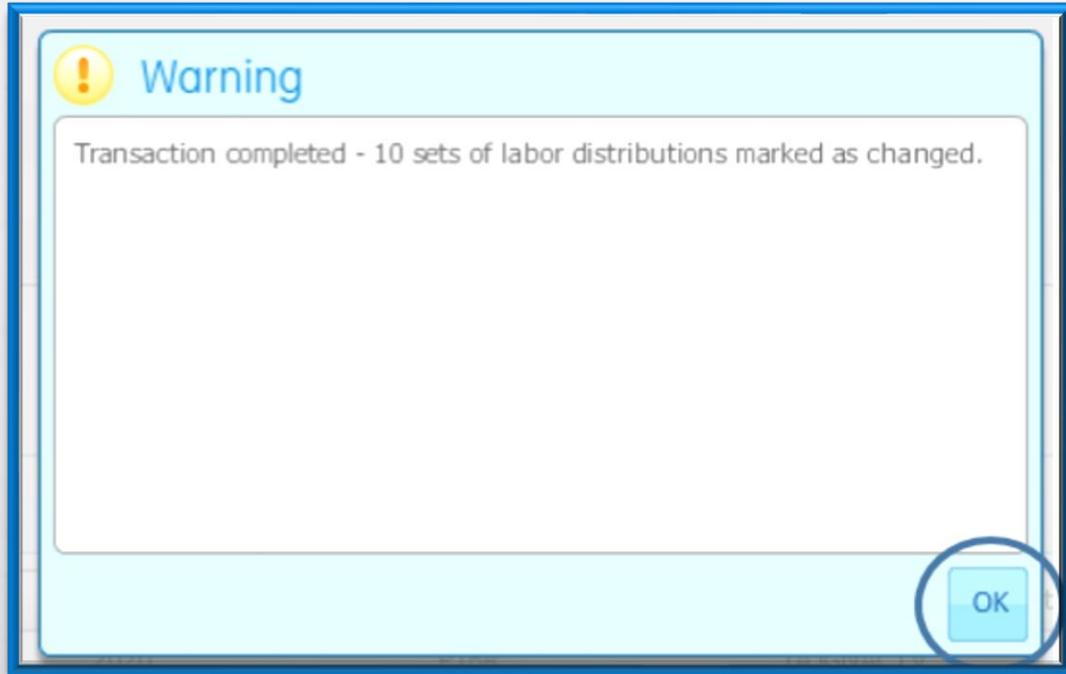
Find

Index	Fund	Orgn	Account	Program
<input type="text" value="112002"/>	<input type="text" value="2U0224"/>	<input type="text" value="112A"/>	<input type="text" value="2020"/>	<input type="text" value="P132"/>
Additional Components:				
(A) Activity	(L) Location	(P) Project	(C) Cost	
<input type="text" value="GNACTV"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

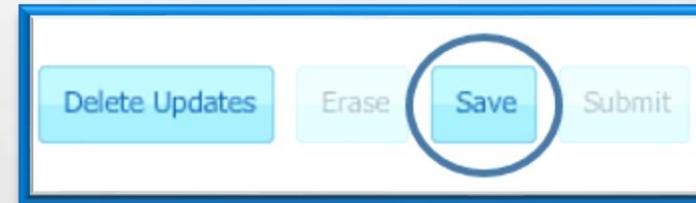
Replace With

Index	Fund	Orgn	Account	Program
<input type="text" value="433653"/>	<input type="text" value="2MN41"/>	<input type="text" value="433C48"/>	<input type="text" value="2020"/>	<input type="text" value="P16R"/>
Additional Components:				
(A) Activity	(L) Location	(P) Project	(C) Cost	
<input type="text" value="GNACTV"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

NOTIFICATION OF CHANGES



- **YOU HAVE AN OPPORTUNITY TO SAVE OR DELETE CHANGES**



PAY PERIOD REVIEW AND COMMENTS

▼ **Pay Periods & Earn Codes**

2018 5R 9, Sequence 2 ▼

P,S07457-01,Regular Shift 1
Effective 01-Jul-2018

P,S07457-01,Ann Leav Shift 1
Effective 01-Jul-2018

▼ **Pay Periods & Earn Codes**

2018 5R 9, Sequence 2 ▼

2018 5R 9, Sequence 2

2018 5R 10, Sequence 2

2018 5R 11, Sequence 2

2018 5R 12, Sequence 2

- **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**

More Actions ▼ ✕ Close

Add Comment

BUSINESS PURPOSE IS IMPORTANT

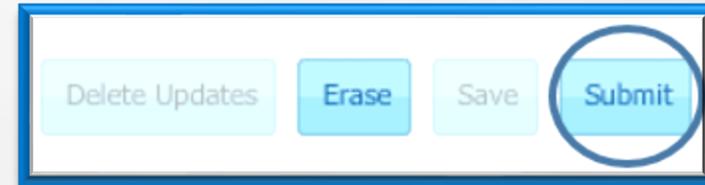
Add Comment

Comment * Be sure to add a robust Business Purpose here. State why the redistribution is needed, what the person is doing on the new index, and add the name of someone with signature authorization on the index. Typically the PI requesting the redistribution.

WE DO check for signature authority.

Cancel Save

- **2ND OPPORTUNITY TO ERASE OR SUBMIT**



- **BE SURE TO CLOSE YOUR SESSION ON THE TOP TOOLBAR**



RESULTS WITH BATCH ID FOR APPROVAL

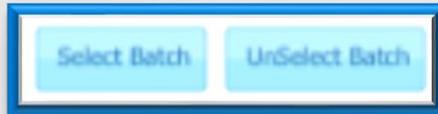
10542	Watts	Alana	101089564	2018	SR	9	2	48, Pre-Approve Update	
10542	Watts	Alana	101089564	2018	SR	10	2	48, Pre-Approve Update	
10542	Watts	Alana	101089564	2018	SR	11	2	48, Pre-Approve Update	
10542	Watts	Alana	101089564	2018	SR	12	2	48, Pre-Approve Update	

- **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**

Select	Batch ID	Last Name
<input type="checkbox"/>	10541	Watts
<input checked="" type="checkbox"/>	10542	Watts
<input checked="" type="checkbox"/>	10542	Watts
<input checked="" type="checkbox"/>	10542	Watts
<input type="checkbox"/>	10541	Watts
<input type="checkbox"/>	10541	Watts
<input checked="" type="checkbox"/>	10542	Watts
<input type="checkbox"/>	10541	Watts



- **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**

Redistribution Approvals Labor Redistribution Actions [New](#) [Refresh](#)

Alana Watts

Redistribution

Comments

[Routing Queue](#) >

Michael Schwantes
Group 90 day memo Dean's approval
Sequence 10.00 FYI
Pending | **E-mail**

Jessica Armijo
On the fly Member
Sequence 50.00 Approve
Pending | **E-mail**

Alana Watts
Fiscal Monitor, RAISE-EQuIP: Integrated Silicon Pho
Sequence 70.00 Approve
Pending | **E-mail**

