

Budget and Finance Information for R&O Directors

R&O support team and roles

CDes

CDes Certified approver

Effort Coordinators

Sponsored Projects Administration (SPA) – Grants Administrators

Sponsored Financial Reporting (SFR) – Accountants, varies

External Sales

How money comes to the University

Pre-award vs. post-award

Proposals

When to contact us

Timeline

Compliance issues – start date, who is doing the work?

Project management

PI administrative responsibilities

Re-budgeting

Contact information

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Sponsored projects

	Pre-award	Post- award
Center for Changing Landscapes	Missy	Jill
Ctr. for Sustainable Building Research	Missy	Missy
Design Thinking	Missy	Missy
Design In Health	Missy	Jill
Goldstein Museum	Jill	Wanda
Metropolitan Design Center	Missy	Wanda
Public Interest Design	Missy	Missy
Design, Housing, & Apparel	Jill	Wanda/Julie
Landscape Architecture	Jill	Jill/Amanda
School of Architecture	Jill	Jill/Martha

External Sales: Jill Bezecny

Human Resources

CSBR, Design Thinking, PID – Missy Collins

Departments – Department Administrator

Everyone else – CDes HR, Jan Batt or Carrie Vigen

HR Information for R&O Directors

Advance Notification and Consultation Requested

- We request advance notification and discussion of HR activities, particularly relative to recruiting and hiring. Carrie and Jan can provide significant assistance in terms of strategizing and best practices.

Recruiting and Hiring

Hiring:

- All but student and temp/casual positions must be posted a minimum of one week.
- Before beginning the posting process, work with your respective accountant to ensure adequate funds are available. Carrie or I will also be working with them to determine if sufficient funds are available. CDes policy is that funds must be either in the door or a NOGA on hand. In most instances, CS/represented labor positions will need to be temporary and P&A positions will need a partial year appointment if sufficient funds are not available for a full-year appointment.
- Carrie or Jan will work with you on the position description for the job requisition.
- Do not have employees begin working in advance of the start date.

Temp/Casual Appointments: Temp/casual appointments may not be utilized for academic work.

Mandatory Background Checks:

- All new non-student hires require a successful background check which must be completed before the employment start date.

Federally Required I-9 Certification:

- Allow adequate time to complete the I-9 documentation (within 3 days of the start date) for all new employees and those needing recertification.

Visiting Scholars

- Need to provide HR with advance notification so space and access to libraries, e-mail, etc. can be arranged before the visiting scholar arrives. HR will prepare the Without Salary letter.
- Work with Kathy Witherow regarding space needs.
- For international scholars, ISSS requires receipt of all completed documents a minimum of two-months before the planned start date. International scholars are required to also provide documentation of a specific level of funding.

Leaves

Formal Leaves:

- Work with Carrie regarding any formal leaves; i.e., FMLA, medical, personal, etc., or extenuating circumstances.

Vacation Reporting:

- Please ensure your staff submit their vacation reports to you for signature – and forward those in a timely manner to Carrie for entry into PeopleSoft.
 - Vacation reporting will be moving to an online system in February 2015 as part of the PeopleSoft upgrade.

Performance Reviews

- New form is being implemented for CS and P&A non-instructional staff in FY15.
- Performance reviews need to be completed within designated timeframes.

Beginning with merit for FY16, employees who do not complete their portion of the review will be ineligible for a merit increase; merit for supervisors who do not complete their portion of the performance reviews will be negatively impacted.

- Deadlines are in early March of each year.

Non-Renewal Periods for P&A Staff:

Policies:

- Non-renewal notices are required for P&A staff and need to be honored. Jan Batt tracks these and will work with R&O Directors regarding issuance.

- Non-renewal notices must be issued before partial year appointments can be given to current staff.

- All R&O P&A staff with 12-month notices of non-renewal will receive a non-renewal notice in their annual appointment letter.

Length of Notice: Notice periods are based on length of university service in a P&A position; i.e., one-month in the first year; three-months in the 2nd-5th year; etc.

Research Job Family Study

Study Start Date: Expect letter from VP for HR to research job family staff in early November.

Process: Please work with your P&A staff to update existing position descriptions and review the PD's, in terms of examples, etc. The position description forms will come to me for college-level review and I will forward them to OHR Compensation. I am happy to review draft position descriptions in advance of the deadline.

Timeframe to submit Position Descriptions: One month from receipt of directions.

Implementation Date: Roll-out of new job classifications will be approximately 2 months after the PD deadline.

Promotion: Not definite yet, but I expect that the research professional's promotion process will remain the CDes process currently in place.