



Welcome to Focus on Finance!

February 15, 2018

Agenda

- **Spring Budget– Deborah Keeney**
- **University P-Card Program– Sharrion Smith**
- **Inventory Confirmations – Kathy Archie**
- **Web Time Entry Bi-Weekly Paid Employees – Judith Nance**
- **Audit Notes – Vicki Deaton**
- **Tips & Tricks – Payment to Individual or Contractor Form**
- **What's New? Who Knew? What's Due?**

Spring Budget



**Deborah Keeney, Associate Director Budget
Financial Planning**

Lambuth Campus

Budget Development in February and March



Spring Budget – Key Dates

- **Revenue Projections ~ Due Friday, March 16, 2018**
 - Email with instructions will be sent out Friday March 2, 2018
 - Instructions for preparing revenue budget revisions can be found on the Financial Planning website under the Frequent Asked Question tab
- **Capital/R&R/Facility Projects ~ Due Monday, April 2, 2018**
 - If a Summer project is planned, submit by Spring deadline
- **Expenditure & Position Paper Budget Revisions ~ Due Monday, April 2, 2018**
 - Email with instructions will be sent out Friday March 2, 2018
 - If a position needs to be transferred for Fall, submit the transfer BR before deadline
 - Remember: no base budget revisions will be entered between the deadline and the opening of FY19
- **BD4 Online Budget Revisions ~ Due Friday, April 6, 2018**
 - Remember to align department budgets for the remainder of FY18
 - No functional changes after deadline

What are Functional Totals?

Budget & Expenditure totals in a specific range of Program Codes

Why are Functional Totals Frozen in April?

- The final current year budget is submitted as part of the Spring Budget
 - Departments realign budgets and anticipate purchases
- E&G control totals are compared against final year-end amounts
- Functional Expenditure exceeding Estimated Budget – “Busting a Function”

Spring Budget – Benefit Fringe Rate

- **Benefits FY19 Proposed Fringe Rate (*Subject to Change*)**
 - 35.3% Salaried Employees
 - 52.4% Hourly Employees
 - 7.5% Temp Employees – No Insurance
 - 19.8% Temp Employees – With Insurance
 - 1.9% Student / GA
- **Benefits FY18 Fringe Rate**
 - 37.10% Salaried Employees
 - 61.01% Hourly Employees
 - 5.82% Temp Employees – No Insurance
 - 21.60% Temp Employees – With Insurance
 - 1.60% Student / GA

Financial Planning Office:

Email: budget@memphis.edu

Phone: 901.678.2117

Website: <http://www.memphis.edu/budget/>

The screenshot shows the University of Memphis website's Financial Planning page. At the top is a navigation bar with links: Lambuth Campus, myMemphis, Webmail, Faculty & Staff, Contact, Directories, and Search. Below this is a secondary navigation bar with links: Academics, Admissions, Athletics, Research, Support UofM, and Libraries. The main header area features the University of Memphis logo and the title "Financial Planning". A left sidebar contains four sections: "Presentations & Trainings" (Helpful guides from Financial Planning), "Finance Program Guide" (Your online resource for all things related to the Banner Finance system), "Forms" (All of B&F's forms in one place), and "Business & Finance" (The Division of Business & Finance at the U of M). The main content area includes a breadcrumb trail "Home > Financial Planning" and a large photograph of a university campus with a central fountain and walkways.

THE UNIVERSITY OF MEMPHIS

Lambuth Campus myMemphis Webmail Faculty & Staff Contact Directories Search

Academics Admissions Athletics Research Support UofM Libraries

RESOURCES FOR... >

Financial Planning

Presentations & Trainings
Helpful guides from Financial Planning

Finance Program Guide
Your online resource for all things related to the Banner Finance system

Forms
All of B&F's forms in one place

Business & Finance
The Division of Business & Finance at the U of M

Staff Directory University Budget Information FAQs Links

Home > Financial Planning

Questions



University Purchasing Card



Sharrion Smith - Procurement Specialist
Procurement & Contract Services

The Cardholder's Role

- The cardholder's responsibility is to use the card for small dollar purchases for University business.
- The cardholder will review all on-line transactions during the billing cycle; attach documentation (receipts); document the business purpose and select the (REV) box.

The Reviewer's Role

- Monitor the cardholder's transactions each month to ensure compliance with guidelines, policies and procedures.
- Verify all charges on the cardholder's account against supporting documentation.
- Reallocate charges, if needed to departmental FOAP/account codes.
- Check (App1)

The Administrator's Role

- The administrator is the final approver (App2). Should be in a position of authority to objectively question any and all cardholder purchases, and be actively involved in the business management aspect of the department.

Purchasing Card Reminders

- The purchasing card is for U of M business purposes only.
- The purchasing card is like your password, do not share.
- Use the Purchasing Card for small dollar purchases less than \$5,000.
- Registration fees are permitted; however, no additional events are allowed. e.g. Museum Tour, Dinner, etc.

P-Card – Don'ts

- No office supplies/equipment can be purchased from Office Depot. There is a state contract for office supplies/equipment with Staples.
- No purchases are allowed on the purchasing card with our contract vendors; e.g. Dell, Apple, etc. These purchases must be made through Tigerbuy, regardless of the dollar amount.
- No travel related expenses (food, lodging and transportation).
- No dues and membership fees.
- Food purchases are not allowed. Please read UM1311 Purchase of Meals for additional information.

P- Card Compliance

- If the purchasing card is lost, stolen, or damaged, cardholder must notify Regions' Bank immediately at (888) 934-1087. Then, notify the Procurement Specialist as soon as possible.
- All documentation pertaining to purchasing card transactions shall be available for review and audit by Procurement and Contract Services, Internal Audit, State/Federal Audit and Legal Counsel.
- A cardholder who makes an unauthorized purchase or uses the purchasing card in an inappropriate manner will be subject to disciplinary action including possible termination of employment at the University and criminal prosecution.

Training Opportunities

- Regions P-Card Intersect Training
- Sign-up via Learning Curve -
<https://bf.memphis.edu/training/index.php>
- Administration Bldg. – Room 115
 - February 23rd
 - March 23rd
 - April 20th

Contact: Sharrion Smith

Email: sasmith5@memphis.edu

Phone: 901-678-3673

Website: <http://www.memphis.edu/procurement/purchasingcard/>

Procurement and Contract Services

[Staff Directory](#)

[Contract Services](#)

[Tigerbuy and Bids](#)

[Purchasing Card](#)

[Travel Services](#)

[Home](#) > [Procurement and Contract Services](#) > [Purchasing Card](#)

- [INTERSECT Cardholder User Guide \[PDF\]](#)
- [INTERSECT Department Admin User Guide \[PDF\]](#)
- [INTERSECT Login User Guide \[PDF\]](#)
- [INTERSECT Reviewer User Guide \[PDF\]](#)
- [P-Card Responsibilities and Upcoming Process Changes \[PDF\]](#)

Purchasing Card Program

Questions



Inventory Confirmations



**Kathy Archie, Manager - Financial Reporting
Accounting Office**

Fixed Asset Team



Kathy Archie, Manager
Darya Maksimova, Accountant III

wf-fixedasset-admins@memphis.edu

(901) 678-2271

Annual Inventory Confirmation

- Annual Inventory Confirmation is a required procedure.
UM 1772 Equipment Inventory Policy -
<http://umwa.memphis.edu/umpolicies/UM1772.htm>
- Once a year Accounting will send a Fixed Asset Inventory Listing by Organization to Financial Managers / Equipment Reps.
- It is essential that you maintain accurate and up-to-date records of your department's inventory.

Confirmed Fixed Assets

- “Capital Equipment” is a single item costing five thousand dollars (\$5,000) or more.
- “Sensitive Minor Equipment” is particularly vulnerable to theft and has a cost between \$1,500.00 and \$4,999.99. Examples of items that may be viewed as sensitive minor equipment include: boats, boat motors, boat trailers, canoes, cameras, computers, audio and video equipment, microscopes, oscilloscopes, vector scopes, and other scientific equipment.
- Equipment under \$1,500 is not included on Annual Inventory Confirmation report. A separate report including items under \$1,500 may be accessed from the ePrint Banner Finance Repository (updated monthly).

Annual Inventory Confirmation

1. Make a copy of the Confirmation.
2. Physically confirm the location of all assets.
3. If all information is correct, mark each item listed with a ✓, “ok” or your initials.
4. Update changes to asset description (make, model, serial, etc.) – Indicate in **RED** on the Inventory Report.
5. Update Location or Org; surplus or zero value through Workflow (indicate WF on confirmation).
6. Additions – Complete & attach the “Items in Department Not on Inventory” form only for items purchased in FY-18 that require tagging.
7. Asset information can be reviewed by using FFIMAST(decal # is required).
8. Off-Campus (112688 and 112687) – [Request for Off-Campus Use of Equipment Form](#)
9. Missing Items – [Report of Lost or Stolen Property Form](#)
10. Make a copy and return signed report to Accounting by **March 31, 2018**.

[illegible]

The list of location codes can be viewed at
<http://bf.memphis.edu/spectrum/eqreps.php>

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FOAPALS

- search by index
- [search by fund](#)
- search by organization
- search by program
- search by activity
- search by multiple fields
- search by orgn title
- search by index title


SIGNATURES

- signatures by org
- signatures by name
- approval queues by org
- approval queues by name

EQUIPMENT REPS

- assign equipment reps
- view equipment reps
- fixed asset workflow help

CODES

- account code list
- rule code list
-  [location code search](#)
- program code list
- data standards manual

Location Code Search

Enter all or part of the building name and click Search to generate a list of corresponding Location Code matches.

Search Location:

Search

FFIMAST – Asset Status

Use Banner INB FFIMAST screen to check asset status.

- Assets that were previously zero-valued, cannibalized, or disposed are indicated by “D” or “C” and are **NOT** included on the confirmations.

Oracle Fusion Middleware Forms Services: Open > FFIMAST

File Edit Options Block Item Record Query Tools Help

Fixed Asset Master Query FFIMAST 8.7.0.2 (PROD)

Asset Tag: 011327300

Master Information FFIMAST 8.7.0.2 (PROD)

Origination Tag:	011327300	Origination Tag Date:	30-SEP-2003
Permanent Tag:	011327300	Permanent Tag Date:	30-SEP-2003
Primary Tag:		Last Adjustment Date:	
Subordinate Type:		Origination Tag Cancel Date:	
Asset Description:	Apple Computer Emac		
Commodity:		System Status Code:	D

Zero Value vs. Cannibalization (description for workflow)

- A “zero value” item has no value due to extensive usage, age, outdated, broken, etc.
- A “cannibalized” item has been taken apart or broken down and its parts could be as spare parts for repair or construction of similar equipment.

FFIMAST – Organization

- To determine which org the asset belongs to, use the Banner INB FFIMAST screen. Enter Decal and select next block 3 times.

Oracle Fusion Middleware Forms Services: Open > FFIMAST

File Edit Options Block Item Record Query Tools Help

Procurement Information FFIMAST 8.7.0.2 (PROD)

Origination Tag: T00012439 Permanent Tag: 011835200 Dell Optiplex 740 Desktop

Vendor Code:

Purchase Order: P0014490 Purchase Item:

Receiver: Receiver Date:

Invoice: I0144409 Invoice Date: Submission Number:

Invoice Item: Cancel Date:

Credit Memo: Installments: Recurring:

Other Source Data

Document: J0041934 Type: JV Sequence: 1 Document Tag Date:

Source Submission: 0

Transfer Data

Date:

COA: University of Memphis

Organization: 514000 Bursar

Location: 103732 Wilder Tower 115

Grant:

Custodian ID:

Equipment Manager:

Press NEXT BLOCK to navigate to the Funding Source Block.

Record: 1/1 | | | | <OSC>

The list of current equipment representatives can be viewed at <http://bf.memphis.edu/spectrum/eqreps.php>

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- search by index
- search by fund
- search by organization
- search by program
- search by activity
- search by multiple fields
- search by orgn title
- search by index title

SIGNATURES

- signatures by org
- signatures by name
- approval queues by org
- approval queues by name

EQUIPMENT REPS

- assign equipment reps
- view equipment reps
- fixed asset workflow help

Equipment Reps List by Organization

Expand All

Collapse All

Export to Excel

+ 10000

+ 20000

+ 30000

+ 40000

+ 50000

+ 60000

+ 70000

+ 80000

Narrow results displayed by entering any part of the organization code number, title, or equipment rep name below.

Search

Annual Inventory Confirmation – Sample

Option 1

Report ID: FYFR001
Report Run: 03/02/16

The University of Memphis Inventory Confirmation Report

Page 413

Decal	Description	Book Value	Net Value	Make	Model	Serial Number	Acq Date	Location	Locn
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Responsible Organization: 511000 Accounting Office

000079791	Mobile Shelf File Unit	13,200.00	0.00				06/23/86	Administration 275	100252
011258500	Laser Mate Pressure Seal	4,259.00		Moore	LM-5	FAH9595	06/06/03	Jones Hall 110	100476
011617700	DELL LATITUDE D820 LAPTOP COMPUTE	2,145.66		DELL	D820	56LCX91	11/29/06	Temporary Off Campus	112688
012316200	Dell Latitude E4310;Latitude E4310	1,849.08		Dell	Latitude E4310	6ZWQRM1	07/22/10	Administration 275	100252
012696600	Dell Latitude E6520;Latitude E6520	1,612.79		Dell	Latitude E6520	15974849629 / 7C70GV	07/31/12	Temporary Off Campus	112688
012836200	Dell Latitude E6520	1,630.30		Dell	Latitude E6520	J0B4LV1	07/31/12	Temporary Off Campus	112688

Option 2

Report ID: FYFR001
Report Run: 03/02/16

The University of Memphis Inventory Confirmation Report

Page 413

Decal	Description	Book Value	Net Value	Make	Model	Serial Number	Acq Date	Location	Locn
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Responsible Organization: 511000 Accounting Office

000079791	Mobile Shelf File Unit	13,200.00	0.00				06/23/86	Administration 275	100252
011258500	Laser Mate Pressure Seal	4,259.00		Moore	LM-5	FAH9595	06/06/03	Jones Hall 110	100476
011617700	DELL LATITUDE D820 LAPTOP COMPUTE	2,145.66		DELL	D820	56LCX91	11/29/06	Temporary Off Campus	112688
012316200	Dell Latitude E4310;Latitude E4310	1,849.08		Dell	Latitude E4310	6ZWQRM1	07/22/10	Administration 275	100252
012696600	Dell Latitude E6520;Latitude E6520	1,612.79		Dell	Latitude E6520	15974849629 / 7C70GV1	07/31/12	Temporary Off Campus	112688
012836200	Dell Latitude E6520	1,630.30		Dell	Latitude E6520	J0B4LV1	07/31/12	Temporary Off Campus	112688

- ① Correct s/n 56LCX91
- ② Correct s/n 6ZWQRM1
- ③ Correct s/n 7670GV1

Two types of Workflow

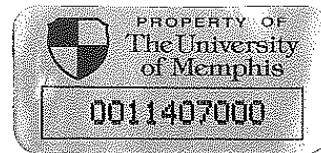
- **Equipment Location Change Workflow:**
 - Change location within an organization
- **Equipment Transfer Workflow:**
 - Transfer between organizations
 - Surplus
 - Zero value
 - Cannibalization

Fixed Asset PTAG_Code

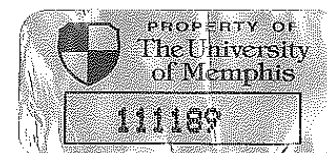
- PTAG_Code is an UOM Asset tag (also refers to a Permanent TAG, P-tag, Decal). This is a silver tag with UOM logo.
- A valid 9-digit decal number is needed. Three different kinds of decals have been used.



Standard decal.
Enter all 9 digits
in Workflow.



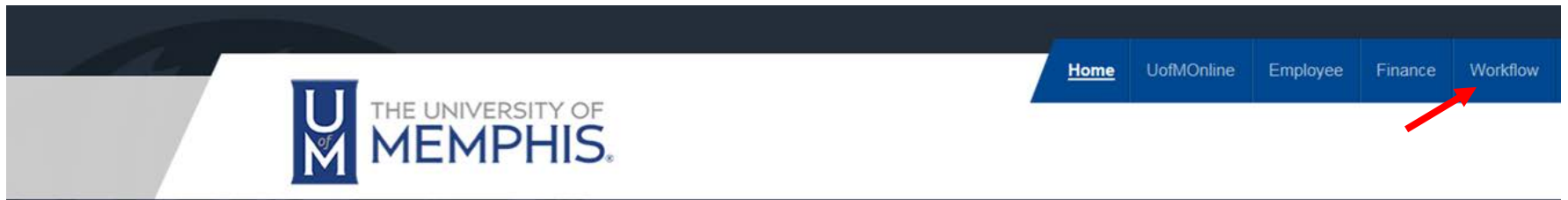
Drop the 1st zero
and enter the rest of
9 digits in Workflow.



Standard decal.
Enter all 9 digits
in Workflow.

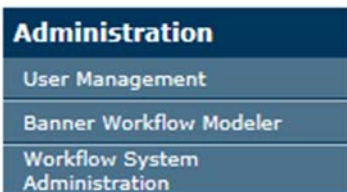
To initiate the workflow, the Equipment Representative:

1. Log into the My Memphis Portal at <http://my.memphis.edu>
2. Select the 'Workflow' tab



3. 'My Processes' and select the three dots

4. Select one of the two types of Equipment Workflow based on your need



 My Processes

UOM

UOM Equipment Location Change
UOM Equipment Transfer

Fixed Asset Workflow instructions can be viewed at
<http://bf.memphis.edu/spectrum/fahelp.php>

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search by index
search by fund
search by organization
search by program
search by activity
search by multiple fields
search by orgn title
search by index title

SIGNATURES

signatures by org
signatures by name
approval queues by org
approval queues by name

EQUIPMENT REPS

assign equipment reps
view equipment reps
fixed asset workflow help

Fixed Asset Workflow Help


PDF Documents:

- Designation of Equipment Representatives
- Changing Equipment Reps
- Location Change
- Transfer to Another Org
- Surplus
- Zero Value / Cannibalization
- Errors

ePrint Monthly Report – FYFR001 (Fixed Asset Inventory Listing)

















 **Banner ePrint** 

- Banner Development Repository
- Banner Foundation Repository
- **Banner Finance Repository**
- Banner Student Repository
- Banner Financial Aid Repository
- Banner HR Repository

 **Select Report from Repository Banner Finance** Banner Finance Repository
wjgoodwin

[About Banner ePrint](#) [FAQ](#) [My ePrint](#) [Change CAS Repository](#) [Help](#) [Logout](#)

Banner Finance

	Report	Description	Latest Date
 	FYFR001- Fixed Asset Inventory Listing	Fixed Asset Inventory Listing	Thu Feb 11, 2016 11:15am
 	FYGH002 - Schedule 2 - Current Funds Revenues	Schedule 2 - Current Funds Revenues	Fri Jul 10, 2015 12:30pm
 	FYGU001 - General Ledger Funds Summary	General Ledger Funds Summary	Mon Oct 12, 2015 10:00am
 	FYGU001 - Gen Ledger Funds Summary - CSV	General Ledger Funds Summary - CSV	Wed Mar 09, 2016 10:15am
 	FYGU002 - Operating Ledger Summary by Organization	Operating Ledger Summary by Organization	Sat Oct 10, 2015 07:00am
 	FYGU002 - Operating Ledger Summary by Organization-CSV	Operating Ledger Summary by Organization - CSV	Mon Feb 08, 2016 2:15pm
 	FYGU003 - General Ledger Accounts Summary by Fund	General Ledger Accounts Summary by Fund	Fri Sep 06, 2013 09:01am
 	FYGU004 - General Ledger Accounts Summary by Fund Type	General Ledger Accounts Summary by Fund Type	Thu Jul 30, 2015 11:00am

[Previous](#) FYFR001- Fixed Asset Inventory Listing [Next](#)

Financial Reporting Website – Fixed Assets

<http://www.memphis.edu/accounting/fixedassets.php>

Fixed Assets

Questions? wf-fixedasset-admins@memphis.edu

Obtaining a New Decal

- Complete the [Tagging Log Form](#)
- E-mail the Tagging Log Form to wf-fixedasset-admins@memphis.edu
- Financial Reporting will provide the UOM decal and enter the information into the Banner Fixed Asset System

Inventory Confirmations

- Monthly Eprint Report - FYFR001 (Fixed Asset Inventory Listing) [Visit [e-Print](#)]
- [Inventory Confirmation Instructions](#)
- [Items in Department Not on Inventory Form](#)

Fixed Asset Workflow

- [Fixed Asset Workflow](#)
- [Fixed Asset Workflow Instructions](#)

Forms

- [Report of Lost or Stolen Property](#)
- [Request for Off-Campus Use of Equipment Form](#)
- [Tagging Log Form](#)
- [List of Asset Types](#)
- [List of Account Codes](#)
- [Location Code Search](#)

Fixed Asset Workshops

Monday, March 12, 2018

1:00 p.m. – 2:00 p.m.

UC Senate Chamber Room 261

Tuesday, March 27, 2018

10:30 a.m. – 11:30 a.m.

HR Training Room 178

Questions



Web Time Entry Bi-Weekly Paid Employees



**Judith Nance, Assistant Director
Payroll Office**

Web Time Entry

- **Web Time Entry (WTE) enables employees to report their time worked and leave used via the MyMemphis Portal.**
(MyMemphis - Employee – Time Leave Reporting)
- **User Roles:**
 - **Originator** – The creator of the time sheet, employee.
 - **Acknowledger** – Typically mid-level supervisor or timekeeper who would acknowledge the accuracy.
 - **Approver** – Approves the time sheet, usually the financial manager.
 - **Proxy** – A designee of the financial manager authorized to approve time and leave.
 - **Superuser** – Has the ability to submit, modify, return and/or approve time and leave.

Common Earnings Codes

<i>Earn. Code</i>	<i>Earn Description</i>	<i>Classification</i>
•009	Regular Bi-Weekly Pay	Hours Worked
•014	Graduate Assistant – Doctoral	Hours Worked
•015	Graduate Assistant – Master’s	Hours Worked
•019	Hourly Temporary Employees	Hours Worked
•025	Work-Study Students	Hours Worked
•026	Regular Student Worker	Hours Worked
•032	Overtime 1.0 (Straight OT)	Straight OT
•035	Overtime 1.5 (Premium OT)	Premium OT
•150	Holiday	Hours Worked
•152	Inclement Weather	Leave
•165	Bereavement	Leave
•170	Annual Leave	Leave
•180	Sick Leave	Leave
•310	Jury Duty	Leave
•315	Voting Leave	Leave
•420	Leave without Pay	LWOP

Bi-Weekly Employees Work Week and Overtime

- A standard University work week is 37.5 hours.
- Overtime is calculated weekly on a Saturday through Friday basis.
- On a weekly basis an employee qualifies for:
 - Straight overtime when total hours exceed 37.5.
 - Premium overtime when hours worked exceed 40.

Reporting Partial Hours

- 1 - 6 minutes = .1 hour
- 7 - 12 minutes = .2 hour
- 13 - 18 minutes = .3 hour
- 19 - 24 minutes = .4 hour
- 25 - 30 minutes = .5 hour
- 31 - 36 minutes = .6 hour
- 37 - 42 minutes = .7 hour
- 43 - 48 minutes = .8 hour
- 49 - 54 minutes = .9 hour
- 55 - 60 minutes = 1.0 hour

Regular Time Sheet No Leave or OT.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 03, 2018	Sunday Feb 04, 2018	Monday Feb 05, 2018	Tuesday Feb 06, 2018	Wednesday Feb 07, 2018	Thursday Feb 08, 2018	Friday Feb 09, 2018
Regular Bi-Weekly Pay	1		0	37.5	Enter Hours	Enter Hours	7.5	7.5	7.5	7.5	7.5
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Interim Assignment - Hourly	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.0	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.5	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave - LWOP	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			37.5		0	0	7.5	7.5	7.5	7.5	7.5
Total Units:				0	0	0	0	0	0	0	0

- Daily hours worked are recorded in Regular Bi-Weekly Pay until hours equal 37.5.

Time Sheet – Overtime No Leave

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 03, 2018	Sunday Feb 04, 2018	Monday Feb 05, 2018	Tuesday Feb 06, 2018	Wednesday Feb 07, 2018	Thursday Feb 08, 2018	Friday Feb 09, 2018
Regular Bi-Weekly Pay	1		0	37.5	Enter Hours	Enter Hours	10	10	10	7.5	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Interim Assignment - Hourly	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.0	1		0	2.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	2.5	Enter Hours
Overtime 1.5	1		0	10	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	10
Annual Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave - LWOP	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			50		0	0	10	10	10	10	10
Total Units:				0	0	0	0	0	0	0	0

- Daily hours worked are recorded in Regular Bi-Weekly Pay until hours equal 37.5.
- After 37.5, hours worked up to 2.5 hours are recorded in Overtime 1.0.
- Hours worked in excess of 40 hours are recorded in Overtime 1.5.

Time Sheet - Leave and Overtime

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 03, 2018	Sunday Feb 04, 2018	Monday Feb 05, 2018	Tuesday Feb 06, 2018	Wednesday Feb 07, 2018	Thursday Feb 08, 2018	Friday Feb 09, 2018
Regular Bi-Weekly Pay	1	0	30		Enter Hours	Enter Hours	10	Enter Hours	10	10	0
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Interim Assignment - Hourly	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.0	1	0	10		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	10
Overtime 1.5	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave - LWOP	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			47.5		0	0	10	7.5	10	10	10
Total Units:				0	0	0	0	0	0	0	0

- Hours worked are recorded in Regular Bi-Weekly Pay until hours equal 37.5, less leave taken. ($37.5 - 7.5 = 30$)
 - 7.5 hours Annual Leave. (Employee leave does not count as hours worked, e.g. annual, sick, jury duty, inclement weather.)
- After 37.5 total hours, any additional hours worked are recorded in Overtime 1.0 up to 40 hours worked.

Time Sheet – Leave, Holiday Pay & Overtime

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 03, 2018	Sunday Feb 04, 2018	Monday Feb 05, 2018	Tuesday Feb 06, 2018	Wednesday Feb 07, 2018	Thursday Feb 08, 2018	Friday Feb 09, 2018
Regular Bi-Weekly Pay	1	0	22.5		Enter Hours	Enter Hours	12	Enter Hours	Enter Hours	10.5	Enter Hours
Holiday Pay	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours
Interim Assignment - Hourly	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.0	1	0	10		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	1.5	8.5
Overtime 1.5	1	0	1.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	1.5
Annual Leave	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave - LWOP	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			49		0	0	12	7.5	7.5	12	10
Total Units:				0	0	0	0	0	0	0	0

- Hours worked are recorded in Regular Bi-Weekly Pay until hours equal 37.5, less leave taken. ($37.5 - 15 = 22.5$)
 - 7.5 hours Annual Leave. (Employee leave does not count as hours worked, e.g. annual, sick, jury duty, inclement weather.)
 - 7.5 hours Holiday is included in hours worked when computing overtime.
- After 37.5 total hours, any additional hours worked are recorded in Overtime 1.0 up to 40 hours worked. ($40 \text{ hours} - \text{Regular Hours} - \text{Holiday Pay} = \text{Overtime 1.0}$ *** $40 - 22.5 - 7.5 = 10.0$)
- Hours worked in excess of 40 hours are recorded in Overtime 1.5.

Time Sheet - Holiday Pay, Worked Holiday & Overtime

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 03, 2018	Sunday Feb 04, 2018	Monday Feb 05, 2018	Tuesday Feb 06, 2018	Wednesday Feb 07, 2018	Thursday Feb 08, 2018	Friday Feb 09, 2018
Regular Bi-Weekly Pay	1	0	30		Enter Hours	Enter Hours	5	10	10.3	4.7	Enter Hours
Holiday Pay	1	0	7.5		Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Interim Assignment - Hourly	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.0	1	0	2.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	2.5	Enter Hours
Overtime 1.5	1	0	7.8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	.3	7.5
Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave - LWOP	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			47.8		0	0	12.5	10	10.3	7.5	7.5
Total Units:				0	0	0	0	0	0	0	0

- Worked 5 hours on the Holiday – Record 7.5 Holiday Pay and 5 hours Regular Bi-Weekly Pay. **NOTE:** Holiday Pay hours are included in hours worked for calculation of overtime.
- Daily hours worked are recorded in Regular Bi-Weekly Pay until hours equal 30. (37.5 – 7.5 Holiday = 30 Hours Worked)
- After 37.5 (including Holiday Pay), hours worked up to 2.5 hours are recorded in Overtime 1.0.
- Hours worked in excess of 40 hours are recorded in Overtime 1.5.

Payroll Office:

Email: payroll@memphis.edu

Phone: (901) 678-3841

Website: <http://www.memphis.edu/payroll/>

[Staff Directory](#)

[Payroll Schedules](#)

[Miscellaneous Info](#)

[Accounting](#)

[Home](#) Payroll



FOCUS ON FINANCE

Focus on Finance is a monthly communication & networking resource for those within the University community who provide financial services in their respective areas.

Questions



Audit Notes



Vicki Deaton, Chief Audit Executive

Sponsored Agreement Compliance

- One of our areas of audit is Sponsored Agreements.
- **Sponsored Agreement Definition:** An agreement funded by federal or nonfederal agencies, such as **grants, contracts and cooperative agreements** for research, training, instruction and public service activities. Sponsored Agreements are administered by the Office of Sponsored Programs, University of Memphis Foundation, University of Memphis Research Foundation, and Grants & Contracts Accounting. Sponsored agreements are assigned to restricted funds.

Audit Objectives

- 1. To determine that Sponsored Agreement charges comply with policy guidelines contained in UM1719 Charges to Sponsored Agreements, and UM1720 Cost Transfers.**
- 2. To ensure cost sharing provided by the University on the Sponsored Agreement is in compliance with Policy UM1723 Sponsored Agreement Cost Sharing.**

- 3. To ensure that Sponsored Agreement project investigators (PIs) are in compliance with the financial disclosure requirements outlined in UM1798 Disclosure of Financial Interests Related to Sponsored Research.**
- 4. To ensure that Effort Certifications completed for the Sponsored Agreement are accurate, reasonably reflect the actual level of effort expended on a sponsored project, and comply with sponsor requirements, per Policy UM 1676 Certification of Effort.**

- 5. To ensure that subrecipient monitoring is in compliance with procedures in Policy UM1721 Subagreements Issued to a Third Party (if the Sponsored Agreement includes subrecipients).**

What is a Subrecipient?

- **Sponsored awards made to the University are generally conducted within the physical boundaries of the University. Sometimes, work is parceled out to one or more institutions or third parties who are made responsible for a portion of a project awarded to the University.**
- **These third party organizations are referred to as subrecipients. The University's relationship with the subrecipient is documented in a subagreement.**

Monitoring Subrecipients

- The responsibility for monitoring subrecipients is shared between the PI, Research and Sponsored Programs, and Grants and Contracts Accounting, but the PI is vital to identifying and managing subrecipients.
- The PI has primary responsibility for maintaining and reviewing programmatic, fiscal, administrative and regulatory compliance, which should occur monthly.

Paying Subrecipients

- **Subrecipients are required to submit an invoice to the PI. The PI will ensure that invoices are submitted in accordance with subagreement requirements.**
- **The PI must determine that the work is completed and that charges are allowable, allocable to the project, and reasonable. The PI's signature acknowledges that work and milestones performed by the subrecipient are acceptable, and deliverables such as reports, data analyses, or required publications have been received.**

- **Technical progress reviews by the PI are documented by the PI's signature on each invoice.**
- **According to Business and Finance, the current practice for paying subrecipients is through TigerBuy. POs should be created and subrecipient invoices should be receipted and paid through TigerBuy.**

Auditing Subrecipient Payments

- 1. Select a sponsored agreement that includes subrecipients for audit.**
- 2. Review transactional data for payments made to the subrecipient(s) for a specified period.**
- 3. Verify that the subrecipient payments were processed in TigerBuy for the audit period.**
- 4. View copies of the subrecipient invoices for the audit period and verify the PI's signature authorizing the invoices.**

Audit Issues Identified

While auditing grants in various departments during FY2017, we found:

- 1. TigerBuy was not always used in recording the purchase order and making subrecipient payments.**
- 2. The Pls signature was not documented on some subrecipient invoices, so there was no evidence of PI review and approval of the invoice or technical progress review of the subrecipient.**

Audit Action Plan Developed

Departmental management agreed to complete the following steps to address these audit issues:

- ✓ All subrecipient awards will be encumbered in TigerBuy and all subrecipient invoice payments will be paid through Tigerbuy.
- ✓ All Principal Investigators will signify a technical progress review and that all charges are allowable, allocable, and reasonable by signing each subrecipient invoice.

Questions



Tips & Tricks

Payment to Individual or Contractor Form



Terrice Watson, Asst. Controller
Accounting Office

Independent Contractor

- **Independent Contractor**

- Contracts of \$5,000 or more require the approval of the Director of Procurement and Contract Services. (**Single or Aggregate total in a Calendar Year.**)
 - ☐ **Required Documents:**
 1. Tigerbuy PO
 2. Contract/Agreement Routing Form
 3. Agreement for Personal, Professional & Consulting Service
- Contracts less than \$5,000 can be completed with the Request for Payment to Individual or Contractor form. (All construction and renovations agreements require approval through Procurement & Contracts Services.)
- **Former Employees:** Individual's separation date must be 6 months prior to date of independent contractor services. (Banner INB – PEAEMPL)

Vendor Information – US Citizen/Business

- **Individuals**
 - Completed W-9 Form
 - Copy of State Issued ID or Driver's License
- **Businesses**
 - Completed W-9 Form
- Please provide vendor's information to Accounting Office as soon as possible. This will expedite processing upon receipt of payment request.

Vendor Information – Non-US Citizen/Business

- **Individuals**

- W-8BEN – Certificate of Foreign Status of Beneficial Owner for US Tax Withholding and Reporting
- Copy of visa (not visa application)
- Copy of Passport (photo page, as well as any/all US entry and exit stamps)
- List of all previous visits (entry/exit dates), immigration status/Visa type, and primary purpose of visit on a separate sheet of paper. Each visit should be listed.

- **Businesses**

- Completed W-8BEN-E: Certificate of Foreign Status of Beneficial Owner for United States Withholdings and Reporting (Entities)
- Provide vendor's information along with the payment request to Accounting Office as soon as possible. This will ensure that payment is ready when services are rendered. Please allow at least 15 business days for Non-US Citizen/Business review.

Request for Payment to Individual or Contractor

[General Online Help](#)



INSTRUCTIONS : Give two copies to Contractor. Contractor must sign and return one copy.
Complete all sections of Part I. Send original to the Accounting Office

This authorization may be used in lieu of a written contract if, and only if, the total compensation to the individual or contractor is less than \$5,000.00. Payments to the same individual or contractor for \$5,000.00 or more during a calendar year (whether fragmented or paid in a lump sum) require an obligated contract established through the Procurement and Contract Services. This form is sent to the Accounting Office any time a payment is requested to be made to an individual regardless of the amount. A form must be completed for each individual to be paid. The form is prepared by the requesting department and is used to secure approval of the authorization and to process the payment. Payments cannot be made to any University or State employee (which includes full or part-time faculty, staff) under this procedure.

I. GENERAL INFORMATION

(This information is necessary to complete IRS Form 1099-MISC)

1. Name of Payee:
2. (a) U.S. Social Security Number: OR (b) Federal Tax ID Number:
3. Local Address:
Address City ST Zip+4
4. Permanent Address:
Address City ST Zip+4
5. Telephone Number: 6. Fax Number:
7. E-mail Address:
8. Is payee a U of M student? Yes ☐ No ☐
9. U.S. Citizen? YES ☐ If not, state country of citizenship
(If payee is not a U.S. citizen, withholding may be required. Please complete IRS Form 8233 if individual is not claiming residence in U.S. or IRS Form W-9 if individual is claiming residence in U.S.)
10. Total Amount \$ 11. Index Number/Acct Code -
12. Purchase Order *(If none, Section II below must be completed.)*
13. Are services being performed? Yes ☐ No ☐ *(If "Yes," complete Section A. If "No," complete Section B.)*

SECTION A : Describe the services being performed

Date Rendered	Units of Service (Hours/Days)	Brief Description of Services Provided (Be Specific)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Department Head/Higher Authority

This is to certify that the payee identified above was authorized to perform services in accordance with U of M Operating Procedure Number 2D:03:07B and services were rendered in accordance with a contract dated or the Section II, "Authorization to Contractor" and payment for services should now be made.

Dept Head/Higher Authority Signature

Date

Department Name:

2. (Complete only if check is requested in advance of services.)

I hereby request the check to be prepared in advance to give to the contractor upon completion of services. I certify that the check will not be released until services have been completed in accordance with the above-identified contract of Section II on the reverse hereof. (Attach statement explaining the reason the check is needed in advance.)

Dept Head/Higher Authority Signature

Date

SECTION B : Describe the purpose of the payment

This is to certify that the payee identified above was authorized to receive payment.

Dept Head/Higher Authority Signature

Date

Department Name:



II. AUTHORIZATION TO CONTRACTOR

(This authorization may be used in lieu of a written contract, if and only if, the total compensation to the individual or contractor during a calendar year is less than \$5,000.)

1. This is to authorize (Contractor's Name) to perform the following services:
(Enter detailed description, including type, scope, duration, form, quality, place, size, time, purpose, and identification of concerned University department.)
2. Contractor shall be compensated (Rate of Compensation: hourly, daily, etc.) for services rendered. Payment will be made only after services have been performed. In no event shall the liability of the University under this authorization exceed \$.
3. The Contractor within the past six months has not been and during the term of this Authorization will not become an employee of the State of Tennessee which includes full or part-time faculty, staff, student employees or graduate assistants. The Contractor shall not directly or indirectly pay any of the compensation to any officer or employee of the University or the State of Tennessee.
4. No person on the grounds of disability, race, color, religion, sex, veteran status, creed, age, or national origin will be excluded from participation in, or be denied benefits of, or be otherwise subject to discrimination in the performance of this Authorization, or in the employment practices of the Contractor.
5. The Contractor, being an independent Contractor and not an employee of the University, agrees to protect and hold harmless the University from any and all liability not specifically provided for in this Authorization.
6. The term of this Authorization is from to .
7. This Authorization may be terminated by either party by giving written notice to the other, at least days before the effective date of termination. In that event, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.

Requester/Initiator Signature _____ Date _____

Dept Head/Higher Authority Signature _____ Date _____

8. I agree and accept the terms of this contract and any attached addendum. (Required if fee over \$100.00)

Contractor Signature _____ Date _____

CONTRACTOR INFORMATION FOR NON-U.S. CITIZENS:

For non-US citizens, this section must be completed in its entirety.

Country of citizenship

Passport number

Exp. Date

Type of Visa

Dates at U of M: From

to

Any prior visits to the U.S.? Yes ☐ No ☐

If Yes, please list entry & exit dates, immigration status/Visa type, and primary purpose on separate sheet. Each visit should be listed.

Is the activity to receive the honorarium to last more than nine (9) days? Yes ☐ No ☐

Have you received honorariums from more than five (5) organizations in the last six (6) months? Yes ☐ No ☐

U.S. Social Security #

or Federal Tax ID #

Permanent Address:

Non-U.S. citizens may be subject to 30% withholding.

Request for Payment to Individual or Contractor

- Online - <http://www.memphis.edu/bf/forms/finance.php>
- Vendor should complete the following sections:
 - Section I – General Information (excluding 10 - 13)
 - Section II – Authorization to Contractor – sign and date on number 8
 - Final Section – Non-US Contractor's Information (Completed in its entirety)
- Business Officer should complete the following sections:
 - Section I – General Information Number 10 - 13
 - Section A – Complete for Services
 - Section B – Complete for an Honorarium, Student Contest Award Payment or Goods
 - Section II – Authorization to Contractor – Number 1 - 7

QUESTIONS?



accounting@memphis.edu

901-678-3831

Who Knew? / What's New? / What's Due?



Who Knew?

<i>Workshops</i>	<i>Date</i>
Travel Workshop (SSB - Travel Purchase Orders) Admin Bldg. - Room 178	Wednesday, February 28, 2018 2:00 - 3:30 PM
Fixed Asset Inventory (Finance Workshop) UC Senate Chamber - Room 261	Monday, March 12, 2018 10:30 - 11:30 AM
Fixed Asset Inventory (Finance Workshop) Admin Bldg. - Room 178	Tuesday, March 27, 2018 10:30 - 11:30 AM
Budget Basics Admin Bldg. - Room 178	Tuesday, April 03, 2018 9:30 - 11:00 AM
Accounting Basics Admin Bldg. - Room 178	Thursday, April 05, 2018 1:30 - 3:00 PM

What's New?

- **Fuelman FleetCard Program**
 - Effective March 1, 2018 will include a \$3 convenience fee for use at Chevron/Texaco, Sinclair, Loves and Arco.
 - In order to save money and time, Fuelman has added additional locations nationwide that do not incur a convenience fee, including Speedway, Circle K, Pilot, Murphy USA.
 - Please use online site locator <http://sitelocator.fleetcor.com/> or download Apple or Android mobile app.

What's Due?

<i>Activity</i>	<i>Deadline</i>
Revenue Projections	Friday, March 16, 2018
Capital/R&R/Facility Projects	Monday, April 02, 2018
Expenditure & Position Paper Budget Revisions	Monday, April 02, 2018
BD4 Online Budget Revisions	Friday, April 06, 2018

Next Focus on Finance

March 15, 2018

1:30-3:00 PM

UC Memphis Room 340

- **Comments or suggestions?**

Email: bffin@memphis.edu

- **Focus on Finance website:**

<http://memphis.edu/focusonfinance>