



Process Inventory

The following inventory includes all departmental HR, finance and research administration processes. This inventory is a starting point for discussion of processes that may move into a SSC.

Financial Process

Travel and Expense (Booking travel and/or supporting staff and faculty to receive reimbursement)

- Authorization
- Book travel (flight, hotel, car, etc.)
- Submit reimbursement from Endowment accounts
- Submit reimbursement from KUCR accounts
- Submit reimbursement from state accounts
- Moving/relocation expense processing
- Student travel
- Cash Advance requests (travel)

Candidate support, honoraria and reimbursement (Arranging payment and/or hospitality arrangements for guest faculty, staff or student prospects to visit campus)

- Book travel (flight, hotel, car, etc.)
- Pre-pay travel
- Submit reimbursement from Endowment accounts
- Submit reimbursement from KUCR accounts
- Submit reimbursement from state accounts
- Contractual service forms for international/non-US citizens speaking on campus: GLACIER system

Procure to Pay (The process that begins with placing an order through receipt of the goods and payment, from Endowment, KUCR and/or state funds)

- Shop/determine Research supplies to purchase (may involve extensive research)
- Determine funding source or allocation
- Create purchase requisition and assign funding
- Approve purchase requisition
- Create purchase order/change orders
- Monthly items/bills (payment to outside vendors)
- Purchase via KUPPS
- Purchase via P-card
- Purchase with petty cash
- Items ordered without purchase order/purchase requisitions (non-KUPPS items)—direct invoice/non-PO invoice (will move to check request in KUPPS)
- Process credit memos
- Process prior-approval purchases



UNIVERSITY OF KANSAS
Changing for Excellence

Process Inventory

- Special purchasing requests, single source and equipment bids (create RFP, evaluate responses)
- Surplus purchases
- Obtain vendor quotes
- Open (request) and maintain vendor accounts
- Prepare SOVs (interdepartmental payments)
- Prepare FOMs (FS payments)/set up automatic billing
- Process invoice
- Match PO and invoice
- Match exception resolution
- Receive goods
- Return unwanted goods for credit or replacement
- Prepare paperwork for journal vouchers
- Request new shoppers/requestors be added to the KUPPS system
- Transaction inquiry and reporting

Billing and Receiving (The process that begins with billing for revenue, including fee for service agreements, conference registration fees, event sponsorships, etc.)

- Create internal invoices
- Create external invoices
- Contractual services payments and contract forms
- Prepare SOVs (interdepartmental payments)
- Prepare FOMs (FS payments)
- Enter receipt of funds
- Reconcile deposits and review for errors
- Reconcile accounts

Financial Reports/Budget Support (Supporting chairs and directors with information about fund balances and program budgets—this does not include the strategic financial support provided by the Budgeteers to the schools and units)

- Provide revenue analysis
- Determine costs for project work
- Provide reports on funds left to spend (Endowment, KUCR, state funds)
- Develop program budgets
- Develop monthly forecast
- Develop annual forecast
- Prepare fund transfer justifications
- Reconcile actuals to projections
- Prepare paperwork for journal vouchers
- Retroactive funding adjustments



UNIVERSITY OF KANSAS
Changing for Excellence

Process Inventory

- Budget transfers

Tuition and Sponsorship Support (The process that matches student award recipients with appropriate funds and ensures funds are credited)

- Process tuition and sponsorship assignments
- Complete in-state rate forms
- Process stipends
- Communicate with Bursar
- Communication with Financial Aid and Scholarship Office
- Monthly reconciliation

Payroll (The process related to payroll changes and tax forms, including support for international hires)

- Process payroll
- Funding changes for payroll (including annual grant updates)
- Process off-cycle payment requests
- Tax form processing (GLACIER)

Move/Add/Change Activities (HR/fiscal)

- Arranging movers
- Moving data service and phone service
- Procuring furniture
- Basic fit out (paint)
- Obtaining keys
- Updating Jayspace
- Working with the person moving
- Confidential shredding
- Moving IT equipment
- Signage changing



UNIVERSITY OF KANSAS
Changing for Excellence

Process Inventory

Human Resources in the Departments

Recruiting and Onboarding (will be conducted by SSC)

Time & Leave Management (This will be changing, many of these processes will be completed by the employee)

Departmental Resource

- Tracking funding sources and payroll on a project basis
- Providing information on salaries for grant budgets
- Responding to questions about paychecks (especially related to 9-month appointments)

Communication with Central HR around Appointment & Position Maintenance and Employee Separation (Ongoing HR support)

Performance Management (The support processes, such as collection of forms, may be a fit for the SSC; however, a new performance management system is being considered—the extent to which the new system is automated will drive the role of the SSC)



Process Inventory

Grants Administration: Academic SSCs

Post Award (Activities which support post-award activities; some are included elsewhere as they encompass a non-research activities—e.g., recruitment, purchasing)

- Award modifications and closeouts (initiation in SSC; KUCR submits, approves, and executes)
 - Closeout: collection of equipment/property reports, patent reports, etc.)
 - Preparation of No-cost Extension Requests
 - Preparation of Budget revisions requiring agency approval or made under expanded authority
 - Provisional Request (before notice of award and for noncompeting continuations)
- Cost transfers (Four types: budget category reclass; RFAs; fed to fed; fed to non-fed. SSC initiation and KUCR approves/executes)
 - Process of initiating and submitting Cost Transfers
 - Education component of when cost transfers are appropriate
- Award monitoring (coordinated by SSC, reviewed by KUCR)
 - Budget balance monitoring
 - Generation of monthly financial reports for PIs
 - Progress Report Due Notifications
 - Effort Reporting (distribution and collection)
 - PI transfer notifications to/from university
- Cost share (coordinate with payroll PITC; includes hard-dollar match)
 - Cost Share Collection, payroll
 - Cost Share Collection, non-payroll
 - Cost Share monitoring (is satisfactory progress being
- Allowability and invoice processing
- Sponsorship processing (with the Finance Process PITC)

Grants Administration: Research SSCs

Pre Award (Activities which support grant-seeking activities)

- Identification of funding opportunities
- Proposal preparation
- Proposal review
- Proposal submission
- Budget preparation and review



UNIVERSITY OF KANSAS
Changing for Excellence

Process Inventory

- Account setup

Post Award (Activities which support post-award activities; some are included elsewhere as they encompass a non-research activities—e.g., recruitment, purchasing)

- Sponsorship processing
- Correction of budget and accounting errors
- Subcontractor invoice processing
- Cost share collection and monitoring
- Allowability review of purchases
- Effort reporting collection
- Award renewal and/or extensions for non-competing awards