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
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 involves
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
• 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
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)
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
• 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