

CFAES HRA with Fiscal Component Procedure

Effective date: April 1, 2017

Goals:

- Ensure accuracy of fiscal coding when HRAs are entered, minimizing after-the-fact corrections.
- Support collaboration of fiscal and HR personnel in each department or unit.

Purpose:

- All HRAs that have a fiscal component will have a designated fiscal person involved as an approver in the workflow process.

Procedure:

- A designated fiscal person will initiate all DRDs or DBTs. This person is also the de facto approver, as these types of HRAs are automatically approved upon initiation.
- For all Termination HRAs, HRA initiators will continue to complete the payout Excel spreadsheet and attach it to the HRA. The HRA initiator or HRP who attaches the spreadsheet will send a notification to the fiscal officer for their department. The fiscal officer will open the attached spreadsheet, review the chartfield and indicate their approval of the chartfield on the spreadsheet in the comment box of the HRA. The HRA will be processed by the Service Center.
- For other types of HRAs with a financial component (eg, Hire, Create New, Fill Existing, Change Rate of Pay, etc.) the HRA final approver will ad hoc the designated fiscal person(s) for the funding org(s).
- The HRA Initiator or the HR Generalist will attach to the HRA any supporting documentation for the funding, such as an MOU or explanatory emails.
- The designated fiscal person(s) will add comments to confirm chartfield is correct or if incorrect will note the appropriate chartfield and approve if appropriate.
- The designated fiscal person for each org will be listed in the delegation of authority process, including acceptance by the CFAES Human Resources Director and the Finance Director. Fiscally adept grant managers may be delegated this authority. A list of the designated fiscal persons will be maintained by the Finance Director's team and supplied on a regular basis to the HR Service Center team.
- Other HRA system initiators should not initiate DRDs or DBTs, even if their system access allows this.
- The HR Service Center will monitor DRDs and DBTs for compliance and will only process ones that are initiated in accordance with this policy.