



It's pay day!

Happy Holidays!

There are many things that happen this time of year. Some of us have been looking forward to snow. Some of us have been looking forward to time with family and friends. Some of us are taking trips to wonderful places. Whatever your plans, we hope you have a fun and safe holiday season.

This issue will address a couple of pay related items. We all enjoy the comradery here at the Jackson School however, we are here to work and be paid for our efforts. Being paid for our work is important for many reasons.

As you may know, the University has to properly pay, record and report salary and wages for its employees. Making sure we do our part helps insure that the payments are correct, on time and charged to the correct budget.

Whether your adding cost share to a grant proposal or submitting your Faculty Effort Certification, timing and teamwork help the complicated process of getting paid go smoothly.

We hope you like this third installment. Remember to let us know what you think!

COST SHARE AND FEC

Cost Share: occurs when the University (or a third party) commits to cover part of the expense of a sponsored project. This can be salary or non-salary items. Let's say you're devoting 100% of your time this year to a research project funded by a grant – but the sponsor is only paying for 50% of your salary. If the University is paying the rest of your salary, that expense could potentially be committed as cost share.

Sometimes sponsors or funders insist that you include cost share in your grant application; they like to see that the University (or an outside organization) is invested – literally - in your project before they will fund it.

Faculty and FEC: What is an FEC report and what does it have to do with Cost Share – or my grant? FEC stands for Faculty Effort Certification and is a report to be submitted twice each year to the UW.

If a Faculty member is being paid via a grant, they will need to certify that they worked the required amount of time (and effort) on that project that was promised. If a Faculty is working on a sponsored project and their time and effort is committed as cost share, they'll also need to certify that, yes, they made good on that commitment. They should track average hours spent on a sponsored project - each week - for reporting purposes.

The deadlines for certifying effort are strict: make sure you don't miss them!



WHO DO I CONTACT?

Have a question and wonder who you should contact? That's Ok, here is a list of who works with what topic:

Dvorah – Approvals, budgets and all things in charge. dvorah@uw.edu

Sarah – Grants Manager. guthu@uw.edu

Kaitlyn – Payroll, receivables. xql@uw.edu

Jim – Reimbursements, invoices, CTA, ProCard. jamesa25@uw.edu

Diane – Travel. dscillo@uw.edu [her schedule is posted in 400]

WHAT FORM DO I USE?

There are times when we need to request a temp hourly worker or times when we need to request time off for ourselves. Here are some brief descriptions about some of our forms:

JSIS-83: is used for requesting a Temporary hourly worker.

JSIS-84: is used to request Undergrad student employment.

JSIS-85: is used to request Graduate/Professional student employment.

JSIS-86: is used for Hourly Time Sheets – NOT for work-study.

JSIS-999: is used for Staff Leave Request like reporting sick days, personal time off and leave time off.

Friendly reminder - we invite you to bring any of your fiscal questions to our weekly fiscal meetings which are held Wednesdays 11:00-12:00 in room 403.



Happy Endings

Here is our fun question of the day:

Question: What does December have that other months don't?

Answer: The letter "D"

Resume Humor:

My first job was in an Orange Juice factory, but I got canned – couldn't concentrate. Next I worked in a Muffler factory but that was too exhausting. I studied to become a Doctor but didn't have any patience.

Hope you enjoy!

From all us of us here at the Jackson School Business Office; Have a wonderful day!
Dvorah, Sarah, Kaitlyn, Jim, Diane

Finally, have a topic or question you'd like us to include in an upcoming newsletter? Please send it to Jim at jamesa25@uw.edu

