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Oracle/RF Business System Upgrade

PIAI, Quick View & Discoverer Move to New RF Report Center

The Research Foundation (RF) Business System Upgrade includes transitioning the PIAI, Quick View, and Discoverer applications into RF Report Center Dashboards that are set to go-live on Monday, December 2, 2013. The RF Report Center leverages the latest in dashboard, alerting, analytics, and reporting technology to make it easy for users to perform financial analysis, monitor financial health, and track compliance in one location.

The upgrade will require the RF Business System to shutdown after the close of business on Friday November 22, 2013, and remain down until Monday, December 2, 2013. During this shutdown period, Sponsored Projects Services (SPS) will not be able to process RF transactions. SPS, Human Resources, and Procurement Services have established transaction submission deadlines to ensure that RF transactions are processed prior to the shutdown.

PIAI, Quick View, and Discoverer users will be able to logon to these systems to view data as of November 22. This inquiry access will be available until November 28, when the systems will be disabled. On December 2, system users will have access to the dashboards in the new RF Report Center. Refer to the chart below for the new dashboard name related to the application you currently use. RF Report Center access and training information will be emailed to system users.

Previous System Name	New Report Center Dashboard Name
PIAI (PI Award Interface)	RF Activity Interface Dashboard
Quick View	Dashboard - Principal Investigator
Discoverer	Reporting Dashboards

Sponsored Projects Services

In order for Sponsored Projects Services (SPS) to meet your business needs prior to the shutdown, all RF transactions must be received in SPS by close of business on Friday, November 15. Transactions include, but are not limited to: requests for independent contractor payments, human subject payments, IFR, fellowship appointments, petty cash reimbursements, interdepartmental invoices, and stipends.

Please give special attention to awards terminating between November 22 and November 30. Final transactions, including purchase orders, reimbursements, and payroll payments and adjustments should be received in SPS by November 15 to ensure that transactions are posted to your account prior to termination.

SPS understands that the shutdown will be an inconvenience to our customers and will work very hard to process all requests, so we ask that all transaction requests be submitted as early as possible. Remember, SPS will not have use of the RF Business System during the shutdown period.

Human Resources

Financial Services

Tel: 645-2660
Beth Corry

Human Resource Operations

Tel: 645-7777
Susan A. Krzystofiak

Policy and Internal Control

Tel: 645-2505
Pamela D. Lojacono

Procurement Services

Accounts Payable
Purchasing
Travel Services
Tel: 645-2676
Daniel T. Vivian

Campus Services

Business Reporting & Systems
Tel: 645-7474
Thomas E. Okon

Campus Mail Services
Tel: 645-2743
Ronald M. Phillips

Print Services
Tel: 829-2074
Ronald M. Phillips

Payroll Forms Due Date/Check Distribution Date Change

Due dates for the receipt of payroll forms have been changed to accommodate the RF Business System shutdown period from November 23 to December 1.

Pay Period	Payroll Forms Due in HR	Pay Date
BIWEEKLY		
11/16/13 - 11/29/13	Wednesday 11/13/13	11/29/13
11/30/13 - 12/13/13	Wednesday 11/27/13	12/13/13
HOURLY		
11/02/13 - 11/15/13	Tuesday 11/19/13 (at noon)	11/29/13
11/16/13 - 11/29/13	Tuesday 12/03/13 (at noon)	12/13/13

Please notify RF Human Resources (HR) immediately of any termination that may not be received in the HR office before the due dates above. Every effort will be made to ensure that the individual is not overpaid.

Because of the Thanksgiving holiday, RF payroll checks will be delivered to the campus on Wednesday, November 27. However, they will not be negotiable until Friday, November 29. Employees with direct deposit will receive the funds in their account on Friday, November 29.

Questions regarding the biweekly payroll may be directed to Aleathea Rodriguez at 645-4479. Hourly payroll questions should be directed to Denise Katus at 645-4453.

Procurement Services

The RF Business System shutdown period, November 23 to December 1, will have a temporary impact on Procurement Services' ability to fully service the university. While contingent procedures will minimize the impact of the shutdown, departments are encouraged to:

- Obtain and utilize an [RF Procurement Card](#); application deadline is November 6.
- Establish blanket orders.
- Select eProcurement suppliers, (i.e., VWR and Fisher Scientific) as the eProcurement system will be available.

The following due dates have been established to process transactions prior to the shutdown period:

Transaction	Due Date
Travel Vouchers	11/13/13
eReqs requiring processing prior to shutdown	
Establish blanket order	11/15/13
Invoices and receiving copies	11/18/13

Every effort will be made to complete eReqs received by November 15. Please plan departmental purchasing needs and submit all RF eReqs as early as possible.

Please note: eReq will be available during normal business hours during the shutdown period; however completion of RF purchase orders and payments will not be processed.