

# FST ROUND TABLE

December 2, 2015

2:00pm to 3:30pm

Strathcona Anatomy & Dentistry Building,  
Faculty Council Room M/48



McGill

# Agenda

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1. Announcements, Updates & Reminders
2. Retro FOAPAL Changes
3. Compliance Results
4. PCard Transaction Approval Process
5. Minerva Training
6. Open Dialogue / Q & A / Closing Comments

# New FST Members & Staff Announcements

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- New FST Managers
  - Shumirai Wamambo (Engineering)
  - Leila Al-Bassit (Education)



# Update: US Grants/Contracts

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- US Grants/Contracts will be set up at Canadian equivalent rather than 1:1
- Applies to new funds and annual installments
  - The Bank of Canada exchange rate at the period start date will be used
- InfoEd will not be adjusted by OSR to reflect converted amounts
- Effective: November 2, 2015

# Update: NEW 2015 TAFAG

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- 2015 Tri-Agency Financial Administration Guide now available
- Effective November 1, 2015
- Please review Summary of Changes, which highlights the most significant updates.

# Update: NEW 2015 TAFAG

<b>Financial Administration</b>	
<b>Section and Sub-section</b>	<b>Nature of Changes</b>
<b>Responsibilities and Accountability</b>	
Financial Monitoring	Clarification was provided to this section with regards to expectations.
Open Access	This section was updated to reflect the new Tri-Agency Policy on Open Access.
<b>Annual Funding of Grants</b>	
Extension Period for Use of Funds Beyond a Grant Period	Table was updated.
<b>Use of Grant Funds</b>	
General Principles	Relocation of existing text from Services and Miscellaneous Expenses regarding adjunct professors.
Compensation-Related Expenses	Bullet point added relating to co-applicants and collaborators.
Non-Eligible Expenses	
<b>Administrative Matters</b>	
Residual Balances	Clarification was added to this section with regards to management of residual balances.
<b>Checklists</b>	
Checklist for Confirming Continuing Eligibility	New Ongoing Eligibility Form (personal data).
List of Eligible and Non-eligible Expenses for Stationery and Office Supplies	Clarification provided on stationery for use on data collection and others.



# Update: NEW 2015 TAFAG

## ■ Use of Grant Funds

### ■ General Principles

- *Adjunct professors whose primary place of employment is outside the university sector can only use their funds for direct support of students (salaries or stipends and student travel costs). All other costs must be covered through other sources of funding (**NSERC only**).*
- This caveat applies only when an adjunct professor holds an NSERC grant at McGill but has a primary employment in a non-academic sector, e.g. industry. If the adjunct professor holds a primary academic appointment at another university, then this caveat does not apply.

# Update: NEW 2015 TAFAG

## ■ Use of Grant Funds

### ■ Compensation-Related Expenses – Non-Eligible Expenses

- *Any form of compensation to co-applicants and collaborators of the grant regardless of their eligibility to apply for grants.*
- Things to be mindful regarding this new limitation:
  - Collaborators cannot be paid as consultants
  - Salary support can no longer be included in sub-grant budgets for US-based co-applicants/collaborators (most applicable to CIHR grants)
  - Caveat for CIHR grants only: Trainees and research associates may receive a salary and/or stipend even if they are listed as co-applicants



# Update: NEW 2015 TAFAG

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## ■ Checklists

- List of Eligible Expenses for Stationery and Office Supplies
  - *Stationery used for data collection, questionnaires, workshops and seminars*



# Tri-Agency – Use of Grant Funds

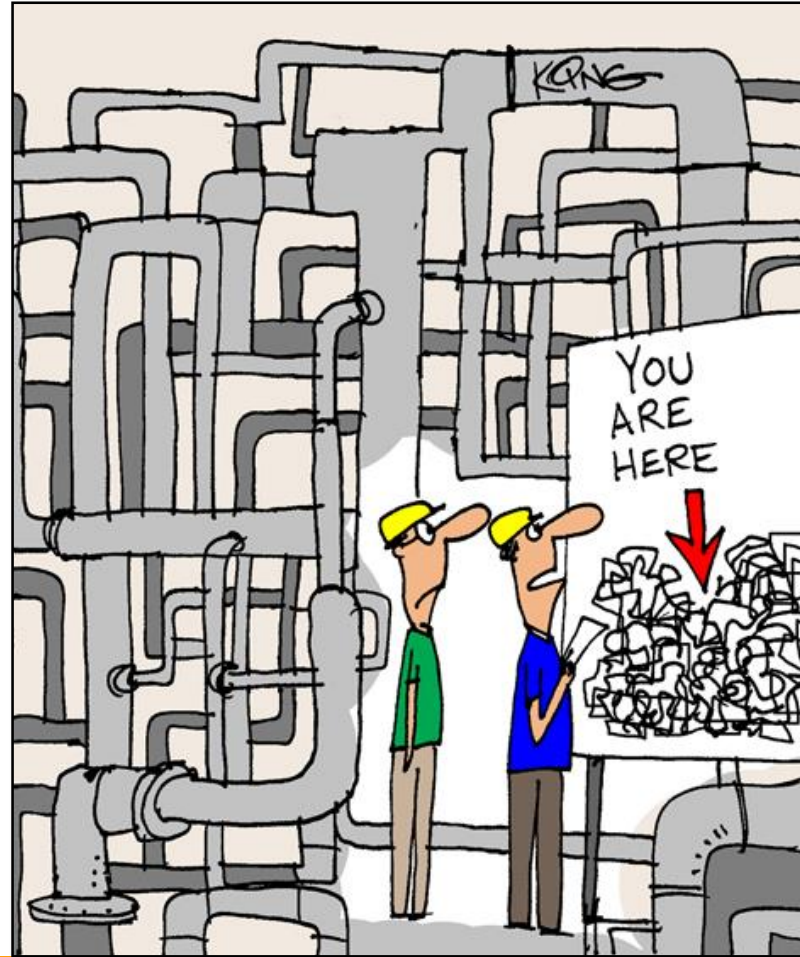
## Use judgment and must be within reason

- Travel costs to research conference in Montreal
  - Outside of normal commute between home and office and within reason
- Meals for conference in Montreal
  - Meal per diem or meal receipts can only be claimed for **overnight** trips
  - For networking purposes
- Charges for social activities
  - For networking purposes




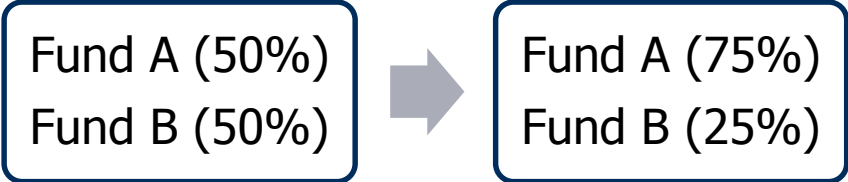
Still not sure? Provide all relevant information and forward to: [rfmsexpense-eligibility.finserv@mcgill.ca](mailto:rfmsexpense-eligibility.finserv@mcgill.ca)

# Retro FOAPAL Changes



McGill

# Retro FOAPAL Changes

- For payments already issued
- Transferring payroll charges from one fund to another (may involve more than one fund)
  - E.g. 
- Redistribution (%) amongst the funds
  - E.g. 
- The individual's pay is not affected as the fund redistribution is processed "behind the scenes"

# Reasons for Retro FOAPAL Changes

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- To clear an over-expenditure
- To clear a balance
- Payroll was charged to the incorrect fund
- Payroll is ineligible on the fund



# Pay Period vs. Pay Date



- **Pay event:** a pay number that denotes the particular pay period and pay date for a given year for a specified pay frequency.
- **Pay period:** the number of days for which the employee has worked (i.e. rendered service to McGill University) and gets paid. The bi-weekly pay frequency has a pay period which consists of 10 working days and the employee gets paid every two weeks.
- **Pay date:** the day on which the employee receives compensation for the work or service rendered.



# Pay period vs. pay date B0-schedule

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Pay event: 2015-B0-24

Pay period: 15-Nov-2015  
to 28-Nov-2015

Pay date: 27-Nov-2015



**Bi-Weekly Salaried** – Paid every other Friday  
Academics, Management, Executives and Excluded



# Pay period vs. pay date B2-schedule

NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Pay event: 2015-B2-24

Pay period: 08-Nov-2015  
to 21-Nov-2015

Pay date: 3-Dec-2015



**Bi-Weekly Hourly** – Paid every other Thursday  
Casual groups, including salaried casuals (academic, non-academic)  
Collective groups (MUNACA, AMURE, AMUSE, AGSEM)

# Bi-Weekly Pay Schedule

<http://www.mcgill.ca/hr/employee-services/getting-paid>

## Bi-Weekly Salaried Jobs Pay Schedule

This bi-weekly pay schedule should be used when processing payments to Academic, Management, Executive and Excluded staff only.

**\*\* When long weekends and Summer Friday's are in effect, the transmission and deadline receipt dates have to be advanced by a corresponding number of days.**

Appointment Form Pay Period Start date	Appointment Form Pay Period End date	POPS payment adjustments Pay Period Start date	POPS payment adjustments Pay Period End date	Recommended POPS/Web Transmission date for Misc. & Ovt. Adjustments **	Deadline for receipt of reviewed and approved POPS payment adjustments **	Pay date Friday	Bi-Weekly Pay Event No	Comment
28-Jun-2015	11-Jul-2015	14-Jun-2015	27-Jun-2015	30-Jun-2015	2-Jul-2015	July-10-15	B0-14	
12-Jul-2015	25-Jul-2015	28-Jun-2015	11-Jul-2015	14-Jul-2015	16-Jul-2015	July-24-15	B0-15	
26-Jul-2015	8-Aug-2015	12-Jul-2015	25-Jul-2015	28-Jul-2015	30-Jul-2015	August-07-15	B0-16	
9-Aug-2015	22-Aug-2015	26-Jul-2015	8-Aug-2015	11-Aug-2015	13-Aug-2015	August-21-15	B0-17	
23-Aug-2015	5-Sep-2015	9-Aug-2015	22-Aug-2015	25-Aug-2015	27-Aug-2015	September-04-15	B0-18	
6-Sep-2015	19-Sep-2015	23-Aug-2015	5-Sep-2015	8-Sep-2015	10-Sep-2015	September-18-15	B0-19	
20-Sep-2015	3-Oct-2015	6-Sep-2015	19-Sep-2015	22-Sep-2015	24-Sep-2015	October-02-15	B0-20	
4-Oct-2015	17-Oct-2015	20-Sep-2015	3-Oct-2015	5-Oct-2015	7-Oct-2015	October-16-15	B0-21	Note: transmission deadline is advanced due to Thanksgiving
18-Oct-2015	31-Oct-2015	4-Oct-2015	17-Oct-2015	20-Oct-2015	22-Oct-2015	October-30-15	B0-22	
1-Nov-2015	14-Nov-2015	18-Oct-2015	31-Oct-2015	3-Nov-2015	5-Nov-2015	November-13-15	B0-23	
15-Nov-2015	28-Nov-2015	1-Nov-2015	14-Nov-2015	17-Nov-2015	19-Nov-2015	November-27-15	B0-24	
29-Nov-2015	12-Dec-2015	15-Nov-2015	28-Nov-2015	1-Dec-2015	3-Dec-2015	December-11-15	B0-25	
13-Dec-2015	26-Dec-2015	29-Nov-2015	12-Dec-2015	14-Dec-2015	16-Dec-2015	December-24-15	B0-26	Deadline advanced due to holidays

## Bi-Weekly Hourly and Casual Pay Schedule

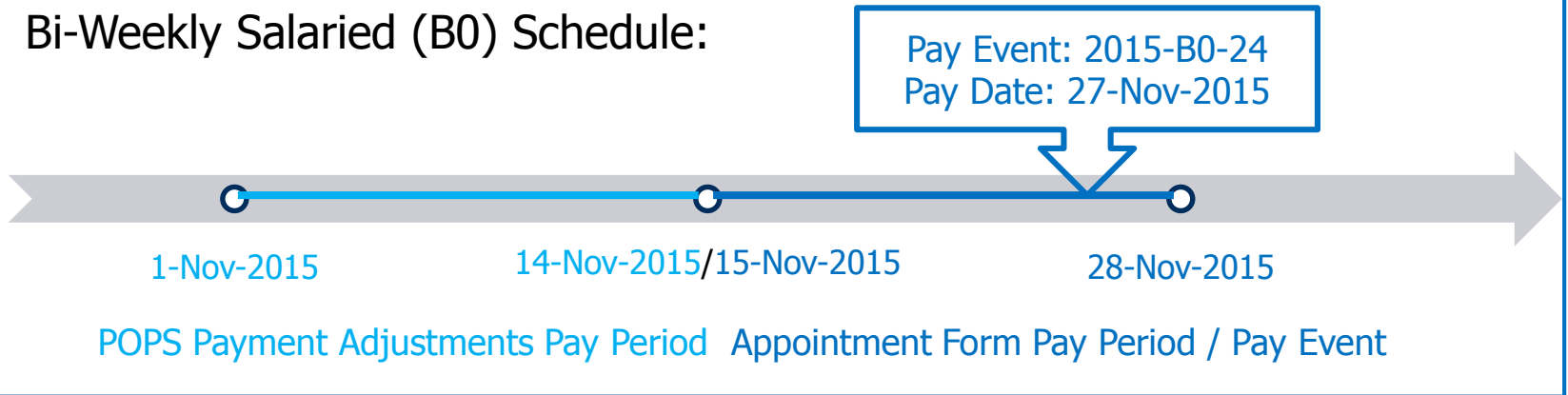
This schedule should be used when processing payments for the following groups: AMUSE, AMURE, AGSEM, MUNACA, and all other casual groups including Salaried Casuals. Please refer to this schedule when processing Minerva appointment forms and POPS payments for the above mentioned groups.

**\*\* When long weekends and/or Summer Friday's are in effect, the transmission and deadline receipt dates have to be advanced by a corresponding number of days.**

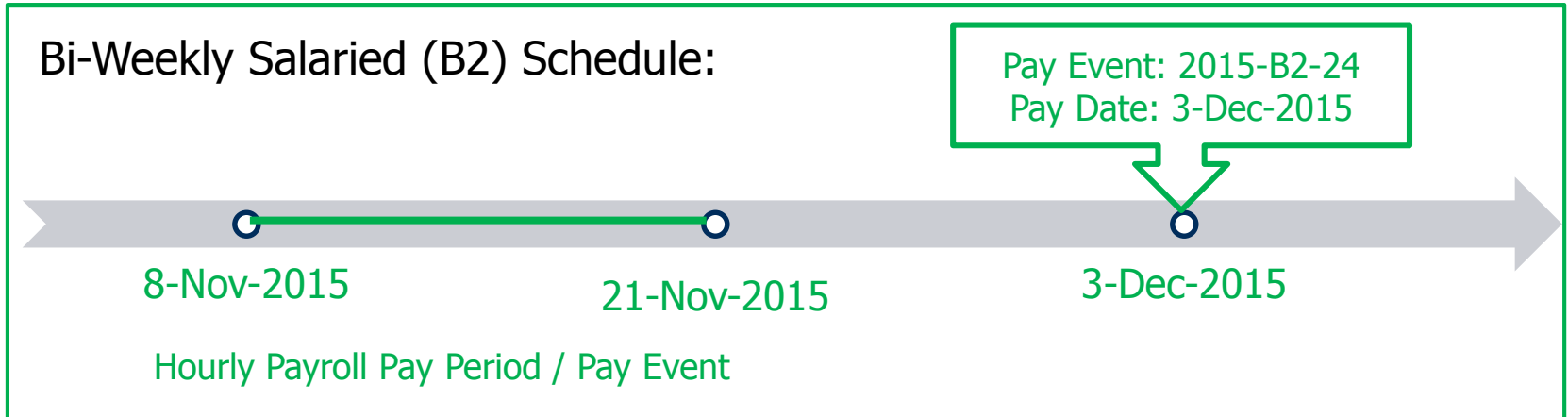
Hourly Payroll Pay Period Start date (Sunday)	Hourly Payroll Pay Period End date (Saturday)	Recommended POPS/Web Transmission date (Mon. / Tue) **	Absolute deadline for POPS transmission receipt	POPS Pay date Thursday	Bi-Weekly Pay Event No	Comment
21-Jun-2015	4-Jul-2015	July-06-15	July-07-15	July-16-15	B2-14	
5-Jul-2015	18-Jul-2015	July-20-15	July-21-15	July-30-15	B2-15	
19-Jul-2015	1-Aug-2015	August-03-15	August-04-15	August-13-15	B2-16	
2-Aug-2015	15-Aug-2015	August-17-15	August-18-15	August-27-15	B2-17	
16-Aug-2015	29-Aug-2015	August-31-15	September-01-15	September-10-15	B2-18	
30-Aug-2015	12-Sep-2015	September-14-15	September-15-15	September-24-15	B2-19	
13-Sep-2015	26-Sep-2015	September-28-15	September-29-15	October-08-15	B2-20	
27-Sep-2015	10-Oct-2015	October-09-15	October-13-15	October-22-15	B2-21	Note: transmission deadline is advanced due to Thanksgiving
11-Oct-2015	24-Oct-2015	October-26-15	October-27-15	November-05-15	B2-22	
25-Oct-2015	7-Nov-2015	November-09-15	November-10-15	November-19-15	B2-23	
8-Nov-2015	21-Nov-2015	November-23-15	November-24-15	December-03-15	B2-24	
22-Nov-2015	5-Dec-2015	December-07-15	December-08-15	December-17-15	B2-25	
6-Dec-2015	19-Dec-2015	December-16-15	December-17-15	December-31-15	B2-26	Deadline advanced due to holidays

# Illustration: Time Line

## Bi-Weekly Salaried (B0) Schedule:



## Bi-Weekly Salaried (B2) Schedule:

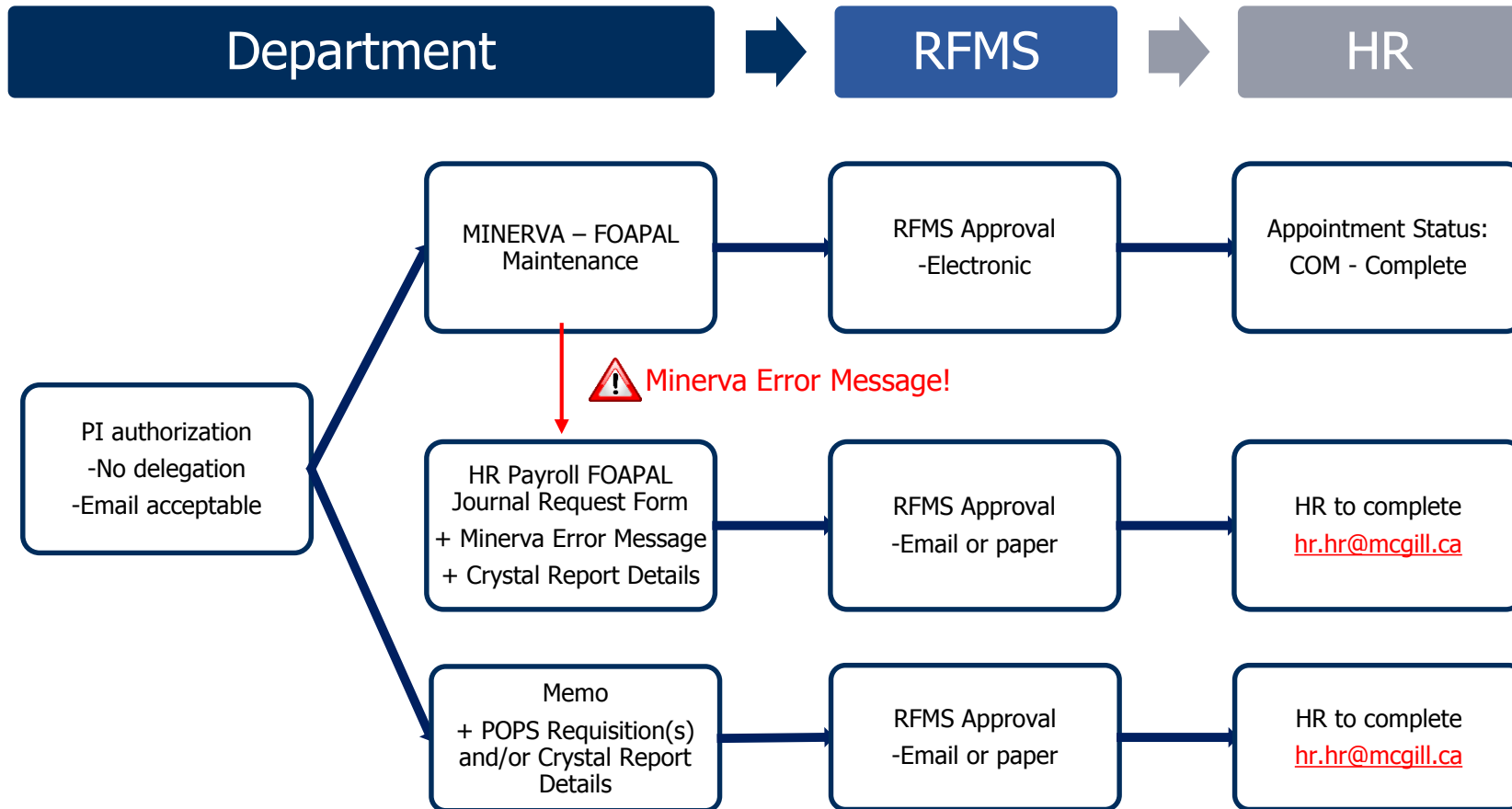


# Remember to...




- Verify that the payroll falls within the grant award period
- Make sure there is sufficient funds on the grant to absorb the payroll expense
- Ensure that the payroll is an eligible expense on the grant
- Obtain the appropriate approvals – PI and RFMS
- Retain supporting documents in a local central repository – PI approval

# Retro FOAPAL Change Approval Process



# Minerva Error Message

 *Payroll FOAPAL cannot be retrieved: Regular Earning code not found in table PHREARN for Year #### Pay Number ##. FOAPAL information not found for this Position.*

- Make a copy of the error page and attach it to the journal request. Include a note why you are processing the paper form.



## HR Payroll FOAPAL Journal Request Form

*For payments already issued. To be used in conjunction with FOAPAL maintenance in the Minerva Web Appointment process. Cannot be used to change the salary.*

### Position and incumbent

First Name:

Last name:

McGill ID:

Org #:

Posn / suffix:

Title:

Annual salary:

Assign salary:

### Journal dates (for this form only)

From date (dd-mmm-yy)?

To date (dd-mmm-yy)?

### Current position FOAPALs

Fund	Org	Account	Program	Activity	Location	%*	\$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### New position FOAPAL(s) to be used:

Fund	Org	Account	Program	Activity	Location	%*	\$
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Percentages must add up to 100%

### Submitter

Name:  McGill ID:

Title:  Date:

### Approvals

Please forward to your Dean or equivalent for signature, then on to Budget / Special funds, who will then forward it to Elaine Rowley in HR Payroll.

	<i>Names (print)</i>	<i>Signatures</i>	<i>Date</i>
Dean:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Finance:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Payroll:	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Banner Form PYAPOPS

Oracle Fusion Middleware Forms Services: Open > PYAPOPS

File Edit Options Block Item Record Query Tools Help

McGill University- POPS Collector Table Review form PYAPOPS [1.24] (Banner)

Status  McGill ID   SIN

Chart  Fund  Orgn  Acct  Prog  Actv  Locn  Proj  Req Org  Pay date  Pay Freq

Req No  Payment Ref No  From  To  Work Cat  Payment Type  Form Id

Hours  Rate  Gross  Vac%  Position  Suffix

Ovt reason  Ovt Factor  CPM  Repl ID  Mat/Sick Lve Fund Req  Credits

Single Payment  EI Factor  EI Deemed Hrs  Gov Prog Code  Gov Prog ID

Comment

Union  Job title

Form Srce  Transmit Date  Rrpl. Req Ind

Created by

Transmitted by

Deleted by

WS Date  WS Status  Hrs Applied

Copied to banner  Job Checked in Banner

Checked Banner ID  Special Pymt Appv Date

PHAMTIM shift  Pay event 2015 B2 24 CPM week

Earn Code  Fin manager id  Finance Approval

Approval comment

Valid FOAPAL  Ben Date  Empl Pidm

Pay Event to Journalize



# Payroll Details by McGill ID



- Displays all Payroll related transaction details for a single employee for a specified fiscal year and a range of fiscal periods
- Data is grouped by Account code
- <http://www.mcgill.ca/financialservices/reporting/payroll>
- Report → Select Expert → Record
  - Filter by: Fund, Account Code, Position, Suffix, etc.

# Payroll Details by McGill ID



crystal reports



**McGill**  
UNIVERSITY

University Fiscal Year: 15  
Payroll details for the period between: 01 and 12  
McGill ID : [REDACTED]

## McGill ID Payroll Details (Balance Forwards excluded)

*Other FOAPAL codes Posted*

Account	Account Title	Doc Code	Amount	Fund	Orgn	Prog	Activity	Location
ID	Last Name	First Name						
[REDACTED]			11 24-Mar-2015	2015 B2 3	F0101648	-84.64	235544	00156 2000 000000 000000
[REDACTED]			11 24-Mar-2015	2015 B2 3	F0101648	-2,116.00	235544	00156 2000 000000 000000
[REDACTED]			10 26-Feb-2015	2015 B2 4	F0101021	84.64	235544	00156 2000 000000 000000
[REDACTED]			10 26-Feb-2015	2015 B2 4	F0101021	76.18	235544	00156 2000 000000 000000
[REDACTED]			10 26-Feb-2015	2015 B2 4	F0101021	2,116.00	235544	00156 2000 000000 000000
[REDACTED]			11 24-Mar-2015	2015 B2 4	F0101649	-2,116.00	235544	00156 2000 000000 000000
[REDACTED]			11 24-Mar-2015	2015 B2 4	F0101649	-84.64	235544	00156 2000 000000 000000
[REDACTED]			11 24-Mar-2015	2015 B2 4	F0101649	-76.18	235544	00156 2000 000000 000000
[REDACTED]			11 12-Mar-2015	2015 B2 5	F0101287	84.64	235544	00156 2000 000000 000000
[REDACTED]			11 12-Mar-2015	2015 B2 5	F0101287	2,116.00	235544	00156 2000 000000 000000
[REDACTED]			11 12-Mar-2015	2015 B2 5	F0101287	76.18	235544	00156 2000 000000 000000
[REDACTED]			11 24-Mar-2015	2015 B2 5	F0101650	-2,116.00	235544	00156 2000 000000 000000
[REDACTED]			11 24-Mar-2015	2015 B2 5	F0101650	-84.64	235544	00156 2000 000000 000000
[REDACTED]			11 24-Mar-2015	2015 B2 5	F0101650	-76.18	235544	00156 2000 000000 000000
[REDACTED]			11 26-Mar-2015	2015 B2 6	F0101588	76.18	235544	00156 2000 000000 000000
[REDACTED]			11 26-Mar-2015	2015 B2 6	F0101588	2,116.00	235544	00156 2000 000000 000000
[REDACTED]			11 26-Mar-2015	2015 B2 6	F0101588	84.64	235544	00156 2000 000000 000000
[REDACTED]			12 09-Apr-2015	2015 B2 7	F0102047	2,116.00	235544	00156 2000 000000 000000
[REDACTED]			12 09-Apr-2015	2015 B2 7	F0102047	76.18	235544	00156 2000 000000 000000
[REDACTED]			12 09-Apr-2015	2015 B2 7	F0102047	84.64	235544	00156 2000 000000 000000
[REDACTED]			12 23-Apr-2015	2015 B2 8	F0102315	423.20	235544	00156 2000 000000 000000
[REDACTED]			12 23-Apr-2015	2015 B2 8	F0102315	16.93	235544	00156 2000 000000 000000
[REDACTED]			12 23-Apr-2015	2015 B2 8	F0102315	15.24	235544	00156 2000 000000 000000

5,009.01

**Grand Total:**

**5,009.01**

# Multi Period Payroll Details



- Displays all payroll transaction details in a fund for a range of fiscal year(s) and fiscal periods
- Data is grouped by Account code
- <http://www.mcgill.ca/financialservices/reporting/payroll>
- Report → Select Expert → Record
  - Filter by: ID, Account Code, Position, Suffix

# Multi Period Payroll Details



**McGill**  
UNIVERSITY

University Fiscal Year: 15  
 Payroll details for the period between: 1506 and 1512  
 Fund Code: 235544  
 Fund Title: BCIT/Nserc 2.1

**Multi Period Payroll  
 Details (NHIDIST)**  
 (Balance Forwards excluded)

*Other FOAPAL codes Posted*

<u>Account</u>	<u>Last Name</u>	<u>First Name</u>	<u>Period</u>	<u>Tran Date</u>	<u>Pay Year</u>	<u>Pay Code</u>	<u>Pay No.</u>	<u>Doc#</u>	<u>Amount</u>	<u>Orgn</u>	<u>Prog</u>	<u>Activity</u>	<u>Location</u>	
600164	Non Tenure Non Teaching Other Pmt													
			07	11/20/2014	2014	B2	23	F0097613	84.64	00156	2000	000000	000000	
			07	11/20/2014	2014	B2	23	F0097613	76.18	00156	2000	000000	000000	
			11	03/24/2015	2014	B2	23	F0101628	-2,116.00	00156	2000	000000	000000	
			11	03/24/2015	2014	B2	23	F0101628	-84.64	00156	2000	000000	000000	
			11	03/24/2015	2014	B2	24	F0101629	-84.64	00156	2000	000000	000000	
			11	03/24/2015	2014	B2	24	F0101629	-2,116.00	00156	2000	000000	000000	
			11	03/24/2015	2014	B2	24	F0101629	-76.18	00156	2000	000000	000000	
			08	12/04/2014	2014	B2	24	F0097924	2,116.00	00156	2000	000000	000000	
			08	12/04/2014	2014	B2	24	F0097924	76.18	00156	2000	000000	000000	
			08	12/04/2014	2014	B2	24	F0097924	84.64	00156	2000	000000	000000	
			11	03/24/2015	2014	B2	25	F0101630	-84.64	00156	2000	000000	000000	
			08	12/18/2014	2014	B2	25	F0099079	84.64	00156	2000	000000	000000	
			11	03/24/2015	2014	B2	25	F0101630	-76.18	00156	2000	000000	000000	
			08	12/18/2014	2014	B2	25	F0099079	76.18	00156	2000	000000	000000	
			08	12/18/2014	2014	B2	25	F0099079	2,116.00	00156	2000	000000	000000	
			11	03/24/2015	2014	B2	25	F0101630	-2,116.00	00156	2000	000000	000000	
			08	12/31/2014	2014	B2	26	F0099267	76.18	00156	2000	000000	000000	
			08	12/31/2014	2014	B2	26	F0099267	84.64	00156	2000	000000	000000	
			11	03/24/2015	2014	B2	26	F0101631	-76.18	00156	2000	000000	000000	
			11	03/24/2015	2014	B2	26	F0101631	-84.64	00156	2000	000000	000000	
			08	12/31/2014	2014	B2	26	F0099267	2,116.00	00156	2000	000000	000000	
			11	03/24/2015	2014	B2	26	F0101631	-2,116.00	00156	2000	000000	000000	
			<b>Sub- Total</b>							<b>5,009.01</b>				
			<b>Grand Total</b>							<b>5,641.35</b>				

# Other Considerations

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- The Crystal reports run on transactions dates and not pay periods, therefore you may need to play around with the dates to for the desired pay periods to show up on the report.
- If the transaction date does not correspond to the pay date of the schedule, the original pay was paid out manually or there was a manual adjustment.
- Although the gross amount is the amount indicated on MINERVA or journal request form to be transferred, the corresponding benefits will also be transferred.
- Run report to include details until today's date in order to verify that the person's payroll has not already been transferred out.

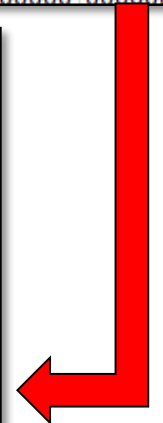
# Other Considerations

- Use PivotTables to summarize the large sample of data:

ID	Last	First	Period	Date	Year	Freq	Pay	Doc	Amount	F	O	P	A	L
			06	28-Oct-2014	2014	B2	21	F00971	2.92	235544	00156	2000	000000	000000
			06	28-Oct-2014	2014	B2	21	F00971	81.12	235544	00156	2000	000000	000000
			06	28-Oct-2014	2014	B2	21	F00971	3.25	235544	00156	2000	000000	000000
			11	24-Mar-2015	2014	B2	21	F01016	-2.92	235544	00156	2000	000000	000000
			11	24-Mar-2015	2014	B2	21	F01016	-81.12	235544	00156	2000	000000	000000
			11	24-Mar-2015	2014	B2	21	F01016	-3.25	235544	00156	2000	000000	000000
			07	06-Nov-2014	2014	B2	22	F00972	4.12	235544	00156	2000	000000	000000

1. Export data from Crystal report to Excel
2. Give each column a heading
3. *Insert* → *PivotTable*
4. Specify the range to analyze
5. Choose where you want the PivotTable report to be placed
6. In the *PivotTable Fields List* panel, drag the fields from *Choose fields to add to report area* to the *Drag fields to area below area*.

Sum of Amo			F	
Year	Freq	Pay	235544	Grand Total
2014	B2	21	0	0
		22	0.00	0.00
		23	0.00	0.00
		24	0.00	0.00
		25	(0.00)	(0.00)
		26	0.00	0.00
2015	B2	1	-	-
		2	-	-
		3	0.00	0.00
		4	0.00	0.00
		5	(0.00)	(0.00)
		6	2,276.82	2,276.82
		7	2,276.82	2,276.82
		8	455.37	455.37
Grand Total			5,009.01	5,009.01





## In a nutshell...



- Make sure the expense falls within the grant period
- Verify fund availability and expense eligibility
- Obtain PI approval and retain backup in case of future audit
- Process through Minerva/HR retro FOAPAL journal request form/Memo and attach any required backup
- Obtain RFMS approval for research grants
- Allow time for HR to process (for journal requests)
- Note down the Minerva Appointment or keep a copy of the journal request for follow-up





# Tri-Agency Audit Simulation

- Although the overall result shows a favorable performance of 19%, one of the major findings from the 2010 visit remains: **MISSING PI APPROVAL.**
- The lack of PI approval was noted in:
  - Appointment Forms
  - Journals
  - Feeds/IDCs

## Overall University Totals

AGENCY	% Non-Compliant
NSERC	26%
SSHRC	14%
CRC	10%
CIHR	22%
NCE	4%
<b>TOTAL</b>	<b>19%</b>







# Compliance Results FY16 (Q1)

Overall University Totals (Includes Other Research)		
PROGRAM	FY16 (Q1)	FY15 (Q4)
Expense Reports	20%	19%
POPS	13%	19%

- The FY16 (Q1) results were issued to the FFOs in Nov 2015 through face-to-face meetings
- They will be communicated to the TRIG Steer Co. this week
- There is a slight increase in the overall university results for Expense Reports compared to FY15 (Q4)
- The POPS non-compliance rate improved from FY15 (Q4)



# Compliance Results FY16 (Q1)

University Totals – TRI-AGENCY		
PROGRAM	FY16 (Q1)	FY15 (Q4)
Expense Reports	<b>21%</b>	<b>22%</b>
POPS	<b>11%</b>	<b>16%</b>

- The University results have improved for both Expense Reports & POPS for Tri-Agency specific claims.

*Thank you!*

*Thank you for your continued support in improving the University's compliance performance!*

# Upcoming FST Meetings



- Upcoming FST meetings
  - Faculty of...
- Next Meeting in 2016!

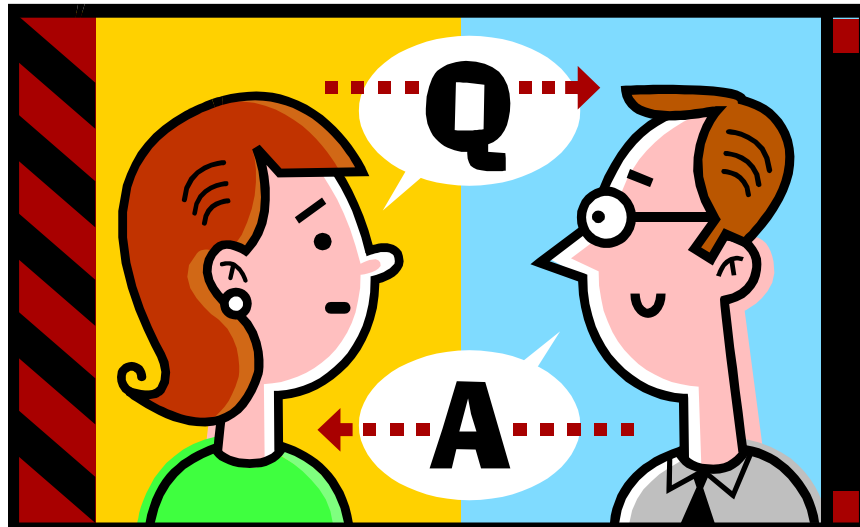
Date	Time	Location	Room
February 3, 2016	2:00pm – 3:30pm	Strathcona Anatomy & Dentistry	M/48

- The FST meeting schedule for 2016 is posted on the RAN website  
<https://www.mcgill.ca/research/ran/members/financial-services-teams-fst>

# And the next Faculty is.....



# OPEN DIALOGUE





HAPPY  
*Holidays*