

May 2019

SPONSORED PROGRAMS ADMINISTRATION



SUMMER FACULTY AGREEMENTS & PRIOR HOURS DUE

If you are faculty and will have summer 2019 additional employment (“overload”) salary on a grant or contract and have not yet submitted a faculty agreement, please contact your SPA [account administrator](#) today to begin routing one for approval.

Also, if you have not submitted additional employment (“overload”) hours already worked on a sponsored project, please immediately contact your administrator for instructions on how to submit. **California Labor Law dictates that you be paid timely for any work performed; and you are responsible for informing UEI of hours worked** in accordance with UEI’s [payroll calendar](#). In addition, timely reporting will ensure your expenditures are current to allow for proper financial reporting on your sponsored projects.

INTERIM AUDIT FIELDWORK BEGAN THIS WEEK

Independent financial auditing firm K-Coe Isom began work on both the annual UEI financial and the federal grants and contracts audits on May 28. Interim fieldwork is scheduled to end May 31. For grants or contracts selected for review by the auditors, account administrators may ask the PI/PD to provide documentation or information related to project activities not on file with SPA. Examples include but are not limited to:

- Participant information (i.e. stipend applications and support documentation for meeting criteria) Auditors can review participant files at the program’s office or files can be delivered to SPA and will be secured.
- Subrecipient monitoring documentation such as meeting agendas/minutes or progress reports.
- Copies of program reports submitted to granting agency and/or support documentation for data or assertions made in reports.
- Auditors may also request a meeting with the PI/PD to review participant requirements or program reports.

The audit will resume August 13 with fieldwork ending on August 23. If you would like more information or have any questions, please contact your account administrator.

OFFICE HOURS AND UPCOMING CLOSURES

University Enterprises follows campus hours and effective May 28 through August 16 we will be open Monday through Friday, 7:30 a.m. to 4:00 p.m. Our offices will be closed the following days:

- Wednesday June 12th – UEI staff event
- Thursday, July 4th – Fourth of July