

# November/December 2017

## SPONSORED PROGRAMS ADMINISTRATION



### 2017 TIME WORKED AND W-2s

All time worked on UEI accounts through December 15, 2017 should be submitted **no later than Monday, December 18**. Submission of 2017 hours by this due date provides a proper accounting of funds on your UEI account and employee income reporting. Payday will be Friday, December 22.

All time worked through December 31 should be submitted on January 2, 2018. Payday will be on January 8.

W-2s for 2017 will be available online or mailed by the end of January. Mailing addresses can be updated using Employee Online at [eol.uei.csus.edu](http://eol.uei.csus.edu).

### REPORTS & DELIVERABLES

UEI provides tracking of grant/contract reports and other deliverables through OneSolution. This system assists Principal Investigators (PI) by providing email notices of upcoming due dates. Notices are sent twice every month typically around the 7<sup>th</sup> and 21<sup>st</sup>. The system also notifies PIs of past due reports and will include the Department Chair and Dean on seriously past due reports and deliverables. The reports and deliverables are entered into our system based on what is written in the grant or contract. Following is the schedule for those emails and the recipients.

- Reports due within the next 30 days – PI
- Reports 1 to 30 days after due date – PI
- Reports 31-60 days after due date – PI and Department Chair

Reports more than 60 days past due are reviewed by the SPA Director and evaluated in consultation with the Dean as late reports or deliverables can hold up invoice submittals and payments and may impact the ability for the PI, college or University to obtain a grant or contract from that funder.

Please keep your Account Analyst updated on your report and deliverable submissions, especially if you get an extension from the funder in writing so that we may update our records accordingly.

### UEI HOLIDAY SCHEDULE – OFFICE CLOSURE

UEI will be closed from Monday, December 25 through Monday, January 1. UEI offices will reopen at 8:00 a.m. on Tuesday, January 2, 2018.

*Happy Holidays from Sponsored Programs Administration!*