

# Summer 2017

SPONSORED PROGRAMS ADMINISTRATION



## TIME ONLINE SYSTEM UPGRADE

Time Online, UEI's online time and attendance system, will undergo a system upgrade on Monday, July 24. The system will be down for approximately two hours during business hours. An announcement from UEI Information Technology with more details regarding timing and changes will be sent to system users.

## ANNUAL AUDITS RESUME IN AUGUST

Independent financial auditing firm K·Coe Isom will return on August 14 to resume work on both the annual UEI financial and the federal grants and contracts audits. Account analysts 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 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.

Audit fieldwork ends on August 25. If you would like more information or have any questions, please contact your account analyst.

## SPA STAFFING

SPA is currently recruiting for two Analyst positions. Connie Shamphan retired in February, and Billy Le recently announced that his last day with SPA will be July 31. Billy has worked in SPA for almost nine years where he began as an administrative assistant with the California Intern Network unit and was promoted to a Post-Award Analyst in December 2014. Please join us in wishing Billy success in his next endeavor in the Bay Area. Accounts administered by Billy will be reassigned temporarily to other Analysts until a permanent replacement is found. You will be notified of your new contact in SPA.

We appreciate your patience during the Analyst recruitment process. Thank you.