

**CLAS Secretarial Training Seminar—November 13 & 14, 2003
Grant Fiscal Administration**

Grants Fiscal Staff

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Other Staff			
Keith Jackson	Kjackson@niu.edu	815-753-8416	NIU Controller
Lawrence Sallberg	Lsallber@niu.edu	815-753-6061	Director, Grants Fiscal Administration
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Webpage Address

<http://www.finfacil2.niu.edu/GrantsFiscal/>

Grant Financial Information

Grant Number Explanation

44-G1A62084: 44 = Grant 1A = Federal Research 62084 = speed type designator Cost Center = KK00000

- G1A = Federal Research (NSF, HHS, DEd)
- G1B = Federal Non-research (NSF, HHS, DEd)
- G2A = Federal Research (all other Federal)
- G2B = Federal Non-research (all other Federal)
- G3A = State Research
- G3B = State Non-research
- G5A = Private Research
- G5B = Private Non-research
- G6A = Private Research from Federal source
- G6B = Private Non-research from Federal source

Signature Requirements – Financial

- Most Grant related paperwork must be signed in GFA before going to the Accounting Office
 - Check Requests
 - Purchase Orders
 - Honorarium Forms
- Only signatures on Grant Signature Card are accepted on Check Requests and Purchase Orders.
- Project Directors (or designees per card) may sign Check Request reimbursements to themselves but must have a supervisor's signature on Travel Vouchers.
- Travel Vouchers must be signed by traveler AND the traveler's supervisor.

Miscellaneous Grant Information – Financial

- Monthly grant financial reports are available on the web through the GFA website.
- Project Directors are automatically given access to their own grant reports once we have their Novel ID.
- Support staff may also have access if Project Directors send written permission.
- Project Directors are given a budget with NIU account codes – please use these accounts when preparing Check Requests and Purchase Orders.

Grant Personnel (HR) Information

Grant Number Explanation – HR

HR Account Code: 44-G1A62084-644000 (fund, Grant number, "line item")

Signature Requirements – HR

- Faculty PAF and PRD
- Graduate Student PAF and PRD
- GFA signs after Dept and college and before HR

Miscellaneous Grant Information – HR

- ❑ Grant Additional Pay reason code for summer faculty = GNC
- ❑ Grant Additional Pay reason code during regular employment = E30
- ❑ Grant Additional pay forms must include some type of justification in the comment box.
- ❑ Comment line on grant related PAF's should include the following: **Grant Funding: Grant Number Gxxxxxxx.** (For example, Grant Funding: G2B66588)
- ❑ Grant Administrators approve personnel paperwork – we do not initiate it.

Steps that will help us – and you

- ❑ When you call our office with a grant question – please reference the grant by its “G” number – not by grant description or by Project Director.
- ❑ Other campus offices such as Campus mail, Document Services, Telecommunications and HSC Bookstore also need specific grant number information.
- ❑ GFA secretary logs all check requests, purchase orders, and travels vouchers in and out of the department, and hand delivers paperwork to accounting usually twice a day. If you have questions about missing or tardy paperwork – give us a call before you call accounting.
- ❑ Please do not use inactive grant numbers on any paperwork! Active grants are listed on the accounting webpage at <http://www.peoplesoft.niu.edu/Reports/Distrib/GenAccess/>
- ❑ When a new grant is established, the Project Director is sent a blue folder which contains information about the project and yellow forms to sign and return to the Office of Sponsored Projects. On top of the blue folder are forms that relate to the grant – please keep these. These forms will be stamped “For Your Files”.



Welcome to Grants Fiscal Administration!

Northern Illinois University is committed to supporting externally funded faculty research. As part of that support, the [Office of Sponsored Projects](#) (pre-award) and Grants Fiscal Administration (post-award) are designed to assist faculty with the process of applying for and administering externally funded grants.

Grants Fiscal Administration (GFA) is staffed with professional grant administrators who are familiar with agency regulations, NIU procedures, and the PeopleSoft Human Resources and General Ledger systems.

Grant Reports

Monthly on-line grant reports

Web distribution [procedural memo](#)

GFA Services

GFA Staff

GFA Services

Project Director Responsibilities

Policies

Grants Fiscal and University Policy links including:

- Foreign National Information Form and W-7
- Independent Contractor's Certified Work Statement
- Intellectual property patents
- NIU Business Procedure Manual
- NIU travel regulations
- Office of Research compliance
- Payments to a foreign visitor
- PeopleSoft HR forms matrix
- PeopleSoft journal helper
- Tuition and fee payment for graduate students

Hints, Tips and Rules

Accounting check requests, travel vouchers, and Procurement purchase orders

From the Hallway

Frequently Asked Questions

[GFA Services](#) | [Policies](#) | [Hints, Tips & Rules](#) | [From the Hallway](#) | [NIU Home](#)
[Grant Reports](#) | [Accounting Home](#) | [Accounting Forms](#) | [Accounting Tax Forms](#) | [HR Forms](#) | [HR Employee Lookup](#) | [OSP Home](#)

HR COORDINATOR STRUCTURE FOR CIVIL SERVICE EMPLOYMENT

As part of our continuing focus to provide excellent customer service, Human Resource Services has implemented changes within Operating Staff Services. Operating Staff Services staff will now be able to provide comprehensive employment, testing, classification and employee relations needs for civil service positions. By developing an organizational structure that has assigned a HR Coordinator to each university division, our customers now have one point of contact for all their civil service employment and employee relations needs. Each HR Coordinator will provide information, counsel and advice to the areas they serve and will be able to offer assistance to management and employees with respect to employment, testing and register referral, position classification and employee relations.

HR COORDINATOR DIVISION ASSIGNMENTS

❖ Division of Academic & Student Affairs	Barbara Jones	753-0462
❖ Division of Finance & Facilities and ITS	Eugene Massey	753-6029
❖ Division of Admin & University Outreach And Division of Development & University Relations	Rose Miller	753-6033

HR Coordinators will offer assistance and guidance in the following areas:

Employment:

- ✓ Assist departments, employees and applicants with the Civil Service employment process
- ✓ Provide advice and support on recruitment issues for Civil Service positions
- ✓ Provide guidance to departments on interviewing applicants for Civil Service positions
- ✓ Advise employees regarding career opportunities
- ✓ Assess applicants' and employees' qualifications to take Civil Service examinations

Classification:

- ✓ Assist supervisors, and employees with the development and revision of position descriptions for Civil Service positions
- ✓ Conduct desk audits for Civil Service positions for determination of appropriate classification
- ✓ Assist in the development of new Civil Service classification specifications and examinations

Employee Relations:

- ✓ Advise administrators, supervisors and employees regarding SUCSS and University policies and procedures related to the disciplinary process for Civil Service employees
- ✓ Conduct interviews with supervisors and/or employees
- ✓ Conduct disciplinary hearings

If you have any questions about the HR Coordinator structure, roles, or responsibilities, please feel free to contact Jodi Tyrrell, Manager of Operating Staff Services at 753-0094.

**TABLE FOR COMPUTING PERCENTAGE OF TIME
FOR 37.5 HOUR WORK WEEK
7/91**

	1 DAY	1 WEEK	4 WEEKS	6 MONTHS	1 YEAR	
1%	4.5 MIN	22.50 MIN	1 HOUR & 30 MIN	1 DAY, 2 HOURS & 30 MIN	2 DAYS & 5 HOURS	1%
2%	9 MIN	45 MIN	3 HOURS	2 DAYS & 5 HOURS	5 DAYS, 1 HOUR & 30 MIN	2%
2.5%	11.25 MIN	56.25 MIN	3 HOURS & 45 MIN	3 DAYS	6 DAYS	2.5%
3%	13.50 MIN	1 HOUR & 7.5 MIN	4 HOURS & 30 MIN	3 DAYS, 3 HOURS & 15 MIN	7 DAYS, 6 HOURS & 30 MIN	3%
5%	22.50 MIN	1 HOUR & 52.5 MIN	1 DAY	6 DAYS	12 DAYS	5%
10%	45 MIN	3 HOURS & 45 MIN	2 DAYS	12 DAYS	24 DAYS	10%
12.5%	56.25 MIN	4 HOURS & 41.5 MIN	2 DAYS, 3 HOURS & 45 MIN	15 DAYS, 1 HOUR & 52.5 MIN	32 DAYS, 3 HOURS & 45 MIN	12.5%
20%	1 HOUR & 30 MIN	1 DAY	4 DAYS	24 DAYS	48 DAYS	20%
25%	1 HOUR & 52.5 MIN	1 DAY 1 HOUR & 52.5 MIN	5 DAYS	32 DAYS	60 DAYS	25%
50%	3 HOURS & 45 MIN	2 DAYS, 3 HOURS & 45 MIN	10 DAYS	60 DAYS	120 DAYS	50%

HINTS FOR PREPARING YOUR JOB DESCRIPTION

- (1) Read through the last job description of your position. (Ask your supervisor for a copy if you don't have one.)
- (2) Cross out anything that you no longer do, and make revisions of things that you still do, but which have changed in some manner.
- (3) Make a list of the new things you do now but are not on the last job description.
- (4) Make a rough draft combining the results of steps two and three.
- (5) Organize your rough draft into sections of similar or related activities, such as budget responsibilities, supervising other people, and so forth, rather than having related duties spread throughout your description. It will be helpful if you use category headings, describing these sections. Avoid impressive-sounding but vague headings such as "Administrative", "Managerial", etc.
- (6) Read through your draft, and edit out "buzz words" such as "difficult", "complex", "technical", etc. Instead, make sure that you have described each activity clearly so that adjectives are unnecessary. Job analysts evaluate tasks, not adjectives. Never use "including but not limited to..."--it means your description is incomplete, and it will be returned to you.
- (7) If you supervise other people, make sure that you clearly identify them -- don't just say "clerical staff", "office secretaries", etc. And, make sure that their job descriptions clearly reflect that they report to you.
- (8) Make a reasonable estimation of the proportion of time you spend in each major activity--use the percentage chart on the reverse side of this page. Don't do it hastily; check your totals.
- (9) Read through your draft and see if you feel satisfied that anyone substituting for your position would at least know what they should do, if not how to do it. Double check against your notes from steps two and three to make sure you didn't omit anything.
- (10) Review University Procedures Manual, section 7-5, for instructions on format, signatures, etc. to prepare your final draft.

WRITING A JOB DESCRIPTION

A job description is an outline prepared in the employing unit that identifies and describes the essential duties and responsibilities currently being performed by one employee. The description is to be written by the employee performing the work; in the instance of a vacant or new position, the description will be prepared by the immediate supervisor.

Descriptions of temporary assignments should not be included within the body of permanent assignments. There should be one job description per employee, plus descriptions for vacancies. In the event of permanent changes in job content of an occupied position, the new configuration of duties/responsibilities/activities must have been performed as described for at least 30 days by the current employee before submitting a revised job description.

The most recent job description should be reviewed with the employee on an annual basis by the supervisor. The results of that review should be reported to the Human Resource Services Office, even if no changes have occurred, by using a Position Review Certification form. (Notifications of reviews that are due are sent out on a quarterly basis by the Human Resource Services.) Additionally, a new description should be prepared and forwarded to the Human Resources Office whenever permanent changes in assigned duties and responsibilities of the position have been implemented and in place for at least 30 days.

An effective job description provides the reader with:

- A. **JOB SUMMARY/ESSENTIAL FUNCTIONS OF A POSITION.** An overview of the essential goals, activities, and/or services the employee carries out, written without using comparative adjectives regarding difficulty, complexity, etc., and focusing on purpose, rather than means of achievement.
- B. **THE ORGANIZATIONAL RELATIONSHIP.** Who assigns, reviews and approves work carried out by the employee, and whose work is assigned, reviewed and approved by the employee? (organizational charts are not required, but may be included as an aid in conveying the organizational context of the position.)

If there are supervisory responsibilities, those who are supervised must be identified by name and/or title. Describe the extent of supervisory responsibility with respect to: assignment of work to others, methods used in reviewing the work, and the effects of their work. Student employees should be so identified.

(The job descriptions of all claimed Civil Service subordinates must also reflect the same reporting relationship and may need to be updated concurrently.)

- C. **WORK ACTIVITIES.** Identify the main duties and responsibilities of the position. Describe each activity separately, in a concise, factual statement which includes the activity being accomplished and the objective of the activity. Avoid subjective statements such as "highly complex", "extremely difficult", etc. - let the work description speak for itself. **Do not** include prospective work assignments that are contingent upon additional staffing, new equipment, etc. or activities that are performed on a temporary basis due to the absence of another employee or in response to a temporary problem or project. Do not use quotations from Civil Service classification specifications, or copy from other Civil Service position descriptions.

Indicate in the left margin the approximate percentage of time spent performing each of the activities listed in the position description. (There is no need to account for precisely 100% of the total time, or to include incidental, non-recurring duties.) A work sheet used in converting percentages of days, weeks, etc., is available from the Operating Staff Services Office on request.

- D. **WORK RESPONSIBILITIES.** How much freedom in determining priorities, work methods, etc., is given the employee in carrying out the job? Are there detailed instructions, guidelines, State or Federal Regulations, etc., that the employee can refer to or must comply with? Are other employees available to answer questions and provide guidance? What "quality controls" exist to monitor the employee's completed work? How does the supervisor know whether or not the work is of a satisfactory level?
- E. **INTER-RELATIONSHIPS.** Which people and/or events provide the "job inputs" that require or initiate work activities of the employee in this job? Who are the people who are dependent on the "job outputs" from this position? How are their activities affected by the quality and timeliness of work from the employee in this position? What would be the effect of late or inaccurate work and what corrective actions would be necessary?

The following signatures must appear at the conclusion of the job description:

- 0 The EMPLOYEE who performs the work as reported in the description and whose signature attests to their understanding of and agreement with its accuracy.
- 0 The individual SUPERVISOR who assigns, reviews and approves the work as reported in the description and whose signature attests that it is current and accurate.
- 0 The HEAD OF THE DEPARTMENT who endorses the delegation of work as described.
- 0 The DEAN, if the position is located in a teaching college, who endorses the delegation of work as described.
- 0 The VICE PRESIDENT/PROVOST/PRESIDENT, who endorses the delegation of work as described. *

11)

*These signatures acknowledge an awareness of the employee's assigned responsibilities and duties. They do not constitute agreement with any opinion regarding the correct classification of the position description nor does endorsement constitute a change in classification. The party whose endorsement are required are entitled to a period of not more than fifteen working days in which to review the description before forwarding the description.

Each level of management has the prerogative of directing that the employee cease performing certain activities reported in the job description; however, it is not permissible to merely direct the removal of the activity from the description while allowing or expecting that it continue to be done by the employee.

Job descriptions may not incorporate job titles which are different from the official Civil Service title approved for the position at the time the description is prepared. (It is not necessary to include a job title at all.)

Job descriptions should not include work schedules or conditions of employment.

Job descriptions may not include statements of "minimum qualifications". Such requirements regarding education, work experience and/or specific job skills are established at the state level by the Merit Board and cannot be revised at the campus level.

Position descriptions which include either a job title other than the correct, official Civil Service title or statements concerning minimum qualifications will be returned to the originating unit without evaluation, as will descriptions which are copies of descriptions of other positions.

The original copy of the position description with all appropriate endorsements should be sent to the Human Resources Office.

The Human Resource Services Office retains copies of all Civil Service job descriptions, which are assumed to be correct until superseded by a new description. These descriptions may be used in the development of new employment examinations, and may also be made available to state and federal agencies responsible for adjudicating claims involving disability, Americans with Disabilities, Equal Pay/EEO complaints, etc.