ERP System Key Member Roles
Definitions with Additional Details for Fiscal Compliance

Definitions:

- Project—Sponsored activities undertaken by the University are organized into projects that enable departments to track work activities from budget setup through completion of the activity. Sponsored projects have an award.

- Project Manager (PM) – an exempt professional employee assumes the overall fiscal compliance responsibilities for a project (i.e., effort reporting, capital asset certifications, financial certifications, etc.). The PM acts as an approver and is responsible for verifying the legitimacy, appropriateness, and necessity of financial transactions recorded against the project, timely reconciliation of the project, etc.

- Cost Center—Non-sponsored activities (operating) supported by all fund sources other than sponsored awards. Non-sponsored (operating) activities have a funding source.

- Cost Center Manager (CCM) – an exempt professional employee assumes the overall fiscal compliance responsibilities for a cost center (i.e., effort reporting, capital asset certifications, financial certifications, etc.). The CCM acts as an approver and is responsible for verifying the legitimacy, appropriateness, and necessity of financial transactions recorded against the cost center, timely reconciliation of the cost center, etc.

- Alternate Approver (AA) – an exempt professional employee, who during the Cost Center/Project Manager's absence (or by request), acts as the approver on behalf of the CCM/PM, verifying the legitimacy, appropriateness, and necessity of financial transactions recorded against the cost center/project.

- Reconciler (R) - is responsible for reviewing each financial transaction (budget, actual, encumbrance) posted against the cost center/project, ensuring its accuracy and validating that sufficient source documentation exists (paper form or electronic data residing in ERP system). The reconciler also reviews the non-standard transactions reflected on the Non-Workflow Custom Exception Approval screen. The transactions represent items which were not initially authorized (via workflow) by the CCM/PM or AA. Examples: postage charges, physical plant work orders, or other Inter-Departmental Transfers.

- Dean/Director (DD) – ensures that all cost center and project managers under their reporting umbrella fulfill their fiscal compliance responsibilities (i.e., effort reporting, capital asset certifications, financial certifications, etc.).

- Vice President (VP)—ensures that all dean/directors under their division fulfill their fiscal compliance oversight responsibilities (i.e., effort reporting, capital asset certifications, financial certifications, etc.).

- Cost Center Accountant (CCA) – is responsible to assist with the fiscal management of externally funded non-sponsored cost centers in the Restricted Fund group, including initiation of cost center set up and closeout, and assisting CCM with maintaining and reconciling funds, and ensuring expenditures are allowable and appropriate.

- Grants Central Office (GCO) - Responsible to assist with the fiscal management of externally funded sponsored projects, including project set up and closeout, and assisting PM with maintaining and reconciling funds, and ensuring expenditures are allowable and appropriate

NOTE: Person of Interest (POI) are non-employees; therefore, they are not allowed to be any type of Key Member.

Additional Details for Fiscal Compliance for Key Member Roles:

1. Cost Center and Project Managers bear all fiscal compliance responsibilities for cost centers and projects assigned to them.
    o Examples of these fiscal compliance responsibilities include:
        ▪ Responsible for identifying key member roles and maintaining those current in the system.
        ▪ Jaggaer, PAF, Travel, IT, HR, etc. document approvals – these should be approved within 3 business days to minimize delay with University operations and comply with university policies and procedures.
        ▪ Review and approval of Pro-card purchase reconciliations
        ▪ For Grants, process expenditure corrections, including PAF, within a month of the expenditure.
        ▪ For all activity coded as research, confirm that transactions meet THECB's definition of the Research function to ensure accurate financial reporting
        ▪ Review and approval of Statement of Account Reconciliations
        ▪ Time and Effort Reporting Certifications
        ▪ Capital Asset and Inventory/Equipment Certifications
        ▪ Semi-annual financial certifications. The active cost center or project manager is responsible to submit the semi-annual certifications for the entire period regardless of when the manager was assigned this role.

    o As a standard, to guide cost center and project managers to be fully compliant with all fiscal responsibilities, the Financial Services/Comptroller Office recommends that a manager assume fiscal responsibility for no more than 10 operational cost centers/projects (with a combination of medium to high transactional volume). A reasonable count over this recommendation would be acceptable for those managers whose major job duty is the fiscal compliance of these projects.
        ▪ Operational cost centers or projects are defined as being active at least 75% of the fiscal year, and contain labor or vendor expenditures.
        ▪ In instances of fiscal non-compliance, the Dean/Director assumes the authority to reassign the cost center or project manager, except for sponsored grants.

2. The Principal Investigator (PI) or Project Director named in any sponsored grant or contract must serve as Project Manager in the ERP system.

3. Jaggaer approval requests are routed concurrently to both the cost center or project manager and alternate approver (courtesy copy).
   o The alternate approver should not approve the request, unless directed by the cost center or project manager.
   o On the rare occasion that both the cost center or project manager and alternate approver are absent concurrently, temporary vacation rules may be applied to another exempt employee who can serve as the approver.