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## Fiscal Year 2022 Annual Financial Report

We are pleased to present [Carnegie Mellon University's 2022 Annual Financial Report](#). This site contains financial highlights from Angela Blanton, vice president for finance and chief financial officer, and from Charles Kennedy, chief investment officer, along with the report of independent auditors and consolidated financial statements for fiscal year ended June 30, 2022.

The primary purpose of the report is to publish the university's Consolidated Statements of Financial Position as of June 30, 2022 and June 30, 2021 and the related Consolidated Statements of Activities and cash flows for the years then ended. This publication also showcases and celebrates how the university has fulfilled its education and research mission during the fiscal year. The online Annual Financial Report is shared with bondholders of the university's debt, rating agencies and the Board of Trustees. It is also available to the broader university community and any external party seeking information related to the university's audited financial statements.

## Winter Break Deadlines

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CMU campuses and programs will be closed for university holidays and winter break from Dec. 23, 2022 through Jan. 2, 2023. As such, please note the following Finance deadlines, which have been adjusted to ensure processing and/or payments can be completed by Dec. 22:

### Invoices

- Invoices and PayDocs (Vendor and Independent Contractor Invoices, Petty Cash Requests, Honorariums, Human Subjects, Request for Payment, Refunds, Donations, and Travel Advances): **Dec. 12**

### Redistributions

- Accounts Payable Redistributions: **Dec. 12**

### Approvals

- Purchasing Card Verifications/Approvals: **Final approvals by Dec. 22**
- Expense Report Submissions/Approvals: **Final approvals by Dec. 16 at 5 p.m. EST**
- Approved Non-Employee Expense Reports: **Dec. 12**
- Purchase Orders: **Dec. 12**

### Funding

- Internal Award Funding: **Dec. 16 at 5 p.m. EST**

### Cash Operations / Cash Deposits

Cash Operations will be open during regular business hours to accept monetary deposits. Please refer to the [Cash Operations website](#) for up-to-date information. The drop slot is available at all times for any non-cash deposits. Deposits received through Tuesday, Jan. 3, 2023, will be recorded in December business.

Please contact Feikee Summers, cash operations coordinator, at [fsummers@andrew.cmu.edu](mailto:fsummers@andrew.cmu.edu) or Judy Cvejkus, cash operations manager, at [jc00@andrew.cmu.edu](mailto:jc00@andrew.cmu.edu), if you have any questions or concerns.

### Financial Systems

All financial systems will be available for access over the winter break to enter and approve transactions.

### Payroll

Payroll deadlines for winter break can be found on [page three](#).

Thank you for your cooperation. For questions, please contact the appropriate Finance department or Finance Communications at [fin-comm@andrew.cmu.edu](mailto:fin-comm@andrew.cmu.edu).

## Sponsored Projects Accounting and Accounts Receivables Requests for Early Invoices

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Often in December, CMU's industry sponsors will request invoices to be submitted earlier than is required by the agreement, because they are working towards a Dec. 31 fiscal year-end. Depending on the type of agreement, Sponsored Projects Accounting (SPA) and Accounts Receivables (AR) can sometimes accommodate these requests. Requests for early invoices should be forwarded to Teresa Simpson, assistant director, Sponsored Projects Accounting Revenue/AR (412-268-4534 or [teresas@andrew.cmu.edu](mailto:teresas@andrew.cmu.edu)) or Beth Callaway, director, Sponsored Projects Accounting/Receivables (412-268-5838 or [callaway@andrew.cmu.edu](mailto:callaway@andrew.cmu.edu)) who will work directly with the sponsors.

For Education Project Agreements, please submit an [Invoice Requisition \[pdf\]](#) to [univar@andrew.cmu.edu](mailto:univar@andrew.cmu.edu) as soon as the agreement is executed to ensure SPA and AR meet the required deadlines.

## Payroll News

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### Off-Cycle Payments in November and December

Off-cycle payments will be processed on a limited basis between Nov. 19 and Dec. 22, due to the year-end condensed payment processing timelines. Please [review deadlines](#) to ensure employees are paid in their current pay cycle.

### Year-End Payroll Activities

#### *W-4 Tax Elections Review by Friday, Dec. 9*

CMU employees should review their tax elections in Workday to ensure the proper withholding is applied to their paychecks. Current tax withholding elections are displayed on pay slips. Reference the [Electronic Tax Forms Quick Guide \[pdf\]](#) for information on updating your 2022 tax elections in Workday. All tax changes must be completed in Workday by Friday, Dec. 9.

If you are currently claiming exempt from federal withholding on your W-4, you must submit a new W-4 between Jan. 1 – Feb. 15, 2023. Failure to submit a new W-4 will cause you to lose your exempt status.

#### *Employee Information Review by Monday, Dec. 19*

HR Services is beginning a year-end review of employee information and requests that all CMU employees validate the following personal information in Workday as soon as possible, but no later than Monday, Dec. 19:

- **Legal Name:** Reference the [Change Legal Name Quick Guide \[pdf\]](#) for detailed instructions on changing your legal name in Workday.
- **Primary Address:** Reference the [Change Contact Information Quick Guide \[pdf\]](#) for detailed instructions on changing your home contact information in Workday.
- **Social Security Number (SSN):** Reference the [Change my Government ID's System Guide \[pdf\]](#) for detailed instructions on updating your SSN in Workday.

### Effort Certifications for Summer 2022

Effort certifications for summer 2022 will be generated in Oracle on Monday, Dec. 12, 2022 and are due by Thursday, Dec. 22, 2022 to ensure completion prior to the winter break. In preparation, please review the Oracle supervisor assigned to your department's employees and make any necessary updates in Workday. Otherwise, please submit requests to reassign effort certification workflow items to the appropriate Oracle supervisors to the Human Resources Services at [hr-help@andrew.cmu.edu](mailto:hr-help@andrew.cmu.edu).

Remember to use Financial Data Warehouse (FDW) query **Employee Oracle Supervisor Lookup, which can be found under College & Departments > Labor Distribution > Effort Report Monitoring**. This report identifies employees who are eligible for effort certifications.

For additional information, please review:

- [LD Certification System Overview \[pdf\]](#)
- [CMU Effort Reporting Guidelines \[pdf\]](#)

Please contact the Human Resources Services for questions at [hr-help@andrew.cmu.edu](mailto:hr-help@andrew.cmu.edu) or 412-268-4600.

## Supplier Gift Reminder

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With the end of the calendar year and the holiday season, Procurement Services is sending a friendly reminder of the university's policy regarding supplier gratuities and gifts. While gifts and entertainment can be used to build goodwill between the university and our business partners, some gifts and entertainment can conflict with the university's values of integrity and social responsibility.

Key points to note include:

- **Gifts of money or cash equivalent cannot be accepted at any time** from any supplier or potential supplier.
- Any unsolicited gift of any value accompanied with a request by the supplier for preferential treatment must be returned immediately along with notification to Procurement Services.
- Individuals may accept unsolicited nominal gifts, meals, entertainment or other normal social amenities having a value **no greater than \$75 per occurrence**, provided the supplier is not participating in a competitive bid or is not in negotiations with the university for a contract award.

For more information, reference the university's [Purchasing Policy section on Purchasing Ethical Standards](#), which includes part D – Supplier Gratuities and Gifts. Buyers may also reference the university's [Anti-Kickback Clause](#) and [Buyer Code of Ethics](#), which addresses that individuals may not personally gain/benefit from their role as a buyer.

If any doubt exists, please engage with your immediate supervisor, [Procurement Services](#) or the [Office of General Counsel](#).

Procurement Services wishes you the best for a safe and memorable holiday season!

## Research Administration Information Sharing and Education (R.A.I.S.E.) Training Sessions

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The R.A.I.S.E. program offers stand-alone training sessions that are open to any interested Carnegie Mellon employee. Session topics vary and are intended to provide information on current 'hot topics' with federal sponsors, specific agency requirements, institutional processes or organizational best practices. Sessions are led by experienced professionals internal to Carnegie Mellon, unless otherwise noted.

### Funded Educational Project Agreement Review/Summary of Non-Sponsored Invoicing on Nov. 17 from 9:30 - 11 a.m.

This session will ensure you are taking the proper steps to invoice/receive funds and recognize revenue for educational project agreements with funding. We will also review other non-sponsored accounts receivables processes.

For more information, visit the [Research Administration training webpage](#) or visit [FocusU](#) to register. For questions, contact Teri McCort, manager, Sponsored Projects Accounting and Compliance, at [teriz@andrew.cmu.edu](mailto:teriz@andrew.cmu.edu).

## Conflict of Interest Disclosure and AntiKickback Agreement Form

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Procurement Services distributed the annual [Conflict of Interest Disclosure and AntiKickback Agreement Form](#) to all individuals with purchasing authority (card holders and those with Oracle Purchase Order access) via email on Monday, Oct. 24. This action is required per the university Purchasing Policy under Purchasing Ethical Standards. Buyers are encouraged to review the university [Purchasing Policy](#) and complete the form in a timely manner. For questions, contact Procurement Services at [procurement-inbox@andrew.cmu.edu](mailto:procurement-inbox@andrew.cmu.edu). Thank you in advance for your support.

## Strategic Initiatives Updates

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### Chart of Accounts Redesign Project

Carnegie Mellon University, in partnership with Huron Consulting Group (Huron), is undergoing a Chart of Accounts (CoA) redesign project to optimize the university's financial data and reporting. The CoA provides a way to store, categorize, structure and segregate transactional and statistical data for management and financial reporting. The objective of the CoA redesign project is to enhance the university's CoA so that it can best meet the varied reporting and fiscal management needs at all levels of the university for the foreseeable future.

Huron is working to finalize their documentation of the proposed CoA redesign, along with other recommendations, to improve existing processes. The university will work to incorporate these projects and assess impacts on other key strategic initiatives, including the Financial Data Warehouse (FDW) Modernization project and the implementation of a budget system.

Visit the [Chart of Accounts Redesign project page](#) for more information. For questions about this project, contact Elizabeth Kaciubij, senior director, Accounting and Financial Reporting, at [ekaciubi@andrew.cmu.edu](mailto:ekaciubi@andrew.cmu.edu) or 412-268-4064.

### Finance Division Andy Award Nominees and Winners

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The Andy Awards, named for Andrew Carnegie and Andrew Mellon, are a tribute to the spirit of teamwork and dedication embodied by the staff at Carnegie Mellon University. Individual staff members and teams of colleagues whose work has had a significant impact on the university are recognized for their outstanding performance and commitment to excellence through the Andy Awards program.

The 2022 Andy Awards ceremony was on Nov. 11, and the CMU Cloud Lab Team received the 2022 Teamwork and Collaboration - Special Project Team Andy Award. Congratulations to the [entire project team](#), including the following Finance Division staff members:

- **Anne Marie Bosnyak**, Senior Director, Sponsored Projects and Cost Analysis
- **Tim Butala**, Executive Director, Procurement Services
- **Brent Carothers**, Associate Vice President, Budget and Financial Planning
- **Shawn Facchiano**, Senior Sourcing Specialist - Category Manager, Procurement Services
- **Bill Stewart**, Senior Cost Accountant

In addition, congratulations to Shawn Facchiano for his nomination in the Commitment to Excellence (Rookie) category.

### Angela Blanton Wins Pittsburgh Business Times 2022 C-Suite Award

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We are pleased to announce that Angela Blanton, vice president for finance and chief financial officer, has won a 2022 C-Suite Award from the Pittsburgh Business Times (PBT). Angela along with 24 other executives from some of the region's largest companies and non-profit organizations have been named as honorees. The C-Suite Awards recognize the Pittsburgh region's most effective business leaders. [Read Angela's PBT profile and Q&A feature](#). To see a full listing of this year's winners, visit the [Pittsburgh Business Times](#).

Please note that CMU students, faculty and staff members have [full access to the Pittsburgh Business Times](#), the number one source of Pittsburgh business news and events, to include all digital content across 18 different industries, access to the Weekly Edition, Book of Lists, the Search Archives and much more.

Please join us in congratulating Angela on this award!

## Updated Self-Service Procedures for University Cardholders

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University cardholders are reminded of the following updated procedures and guidance to report unauthorized transactions, remove PNC bank security holds, and quickly access information on card accounts.

### Unauthorized Transaction Procedure

If an unauthorized/fraudulent transaction is discovered on a university purchasing card, contact PNC at 1-888-561-1874 and report the transaction(s). PNC will review recent transactions on your card and make sure there are no other unauthorized transactions, close the current card, and issue you a new card. Cardholders must complete this step before submitting a [Billing Inquiry Form \[pdf\]](#) to PNC as noted below.

If the transaction in question is deemed unauthorized, cardholders must submit a completed [Billing Inquiry Form \[pdf\]](#) to PNC at [billinginquiries@pnc.com](mailto:billinginquiries@pnc.com) and **copy [pcrdhelp@andrew.cmu.edu](mailto:pcrdhelp@andrew.cmu.edu) on the email**. The cardholder should sign the form unless a delegate manages the card, in which case they should contact Procurement Services at [pcrdhelp@andrew.cmu.edu](mailto:pcrdhelp@andrew.cmu.edu) to complete the Program Administrator field.

PNC will provide a resolution within 90 days or request more information if needed.

### Security Hold Procedure

PNC occasionally places cards on a temporary security hold when a transaction is deemed suspicious. To remove the security hold, contact PNC at 1-888-561-1874, and PNC will review recent transactions with you and remove the block once the purchases are confirmed to be legitimate.

### PNC Customer Service 24-7 Support

Cardholders can call PNC at 1-800-685-4039 for 24-hour support to review card information, such as

- Card Status
- Card Limits
- Account Balances
- Reasons for Declined Transactions
- Review Recent Transactions
- Request a new PIN number for Point-of-Sale Purchases

When calling PNC for the services above, you will need your card authorization code, which was selected by the applicant when the card was first requested. If you do not know your code, please contact Procurement Services at [pcrdhelp@andrew.cmu.edu](mailto:pcrdhelp@andrew.cmu.edu) to obtain your code prior to contacting PNC.

For questions, contact the PCard and Travel Card Help Desk at [pcrdhelp@andrew.cmu.edu](mailto:pcrdhelp@andrew.cmu.edu).

## University Contracts Office News

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The deadline to submit contracts requiring completion before winter break is Nov. 16. The UCO will make an effort to accommodate requests submitted after this date, however completion before the end of the calendar year cannot be guaranteed.

The UCO will be closed during winter break and their email inbox will not be monitored.

For questions, contact the UCO at [university-contracts@andrew.cmu.edu](mailto:university-contracts@andrew.cmu.edu).

## Training News

**Training is required to obtain access to university financial systems and to become an authorized university cardholder. To determine what training is needed, view the [Training Matrix \[pdf\]](#) for a full list of required Oracle training or visit the [Finance Training page](#) for training plans and resources.**

### E-Learning

E-Learning courses are hosted by the Carnegie Mellon Open Learning Initiative (OLI) or FocusU. To access OLI courses, you must first create an account with OLI and register for the course(s) of your choice. For first time OLI course users, read the [OLI Login Instructions \[pdf\]](#). Returning OLI course users can proceed directly to the [OLI courses homepage](#).

To access FocusU courses, faculty and staff can log in with their Andrew ID and password. Students and contingent workers should contact [fin-train@andrew.cmu.edu](mailto:fin-train@andrew.cmu.edu) for online course materials.

Course Name	Hosted By	Course Key
<a href="#">Introduction to PCI DSS @ Carnegie Mellon</a>	OLI	PCIDSS22
<a href="#">Introduction to Purchasing</a>	FocusU	n/a
<a href="#">CMU Finance Fundamentals</a>	OLI	cmufinfun
<a href="#">Oracle 101</a>	OLI	oracle101a
<a href="#">Oracle Internet Expenses - Procurement Card Application</a>	OLI	pcard
<a href="#">Oracle Internet Expenses - Expense Reporting Application</a>	OLI	ieexpenserpt
<a href="#">Purchasing Card (PCard) Training</a>	OLI	cmupcard
<a href="#">Purchasing Card Refresher Training</a>	OLI	pc-refresh
<a href="#">Travel Card Training</a>	OLI	travelcard

### Instructor-Led Training (Currently via Zoom)

Instructor-led training provides specific financial systems, policy and procedure information necessary to obtain access to the Oracle financial systems, the Financial Data Warehouse and for becoming an authorized university buyer using a Purchasing Card, Travel Card or Purchase Order. Some training classes have required prerequisites, so review the course descriptions for prerequisite information.

Faculty and staff can register for the instructor-led training classes via [FocusU](#). Students and contingent workers should contact [fin-train@andrew.cmu.edu](mailto:fin-train@andrew.cmu.edu) to register. Detailed information will be shared with registered attendees regarding Zoom web conferencing in lieu of in-person sessions.

Course Name	Date	Time
<a href="#">FIN – Financial Data Warehouse 101</a>	Dec. 6	1:30 - 4 p.m.
<a href="#">FIN – Oracle GL Journal Entry</a>	Dec. 8	1:30 - 4:30 p.m.
<a href="#">FIN – Oracle Purchase Order Training</a>	Dec. 14	1 - 4:30 p.m.
<a href="#">FIN – Payroll Distribution Adjustment Training</a>	Dec. 20	1:30 – 3:30 p.m.
<a href="#">FIN – Purchasing Card (PCard) Training</a>	Jan. 5, 2023	1:30 – 4 p.m.
<a href="#">FIN – Travel Card Training</a>	Jan. 10, 2023	1:30 - 3:30 p.m.

## Finance Forms Updates

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### Buyer Actions Matrix

Updated on Oct. 21 with the updated Annual Conflict of Interest Disclosure and Anti-Kickback Agreement link.

### Purchasing Checklist and Bid Summary Form

The following updates were made as of Oct. 17:

- Additional section to identify which year of a contract the purchase is for, when required.
  - » Note: If the purchase order is submitted for a multi-year contract, and is in year two or greater of that contract, sections B through E are not required to be completed again, as they should have been completed on the checklist for year one of that contract.
- Small and disadvantaged business classifications were included in Section B. Competitive Quotations and Proposals. Those classifications were removed from section G, to avoid duplication.
- Conditional formatting was applied to highlight required fields in red.
- Multiple currencies were added for transactions not in USD.

## Supplier Directory Updates

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- Iron Mountain: Updated supplier contact as of Nov. 4
- UPS: Updated account representative as of Oct. 28

## Employee Updates

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- Colby Kite joined Accounts Payable as an accounts payable representative as of Nov. 14.
- Zach Jarvis joined Financial Reporting as an accountant as of Oct. 10.
- Teri McCort transferred to Cost Analysis as assistant director, cost analysis, as of Nov. 1.
- Elaine Solomon joined Accounts Payable as an accounts payable representative as of Oct. 31.
- Mythri Sundar joined Payroll Services as an associate global payroll specialist as of Nov. 7.

## Oracle Financials Maintenance Dates

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- Dec. 8 from 7 - 9 p.m. EST
- Dec. 17 from 9 a.m. - 3 p.m. EST

## ALG Meeting Topics - Nov. 17

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- Office of Human Resources Updates
  - » Salary Transparency and Background Check Changes
  - » Employee Referral Program Update
  - » CMULead
  - » Flexible Work Arrangements
- Financial Data Warehouse Project Update

### Contact

To contact a Finance Division staff member, view the [Finance Division directory](#). For questions about the Finance Bulletin, contact Finance Communications at [fin-comm@andrew.cmu.edu](mailto:fin-comm@andrew.cmu.edu).