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Oracle Maintenance Dates

- Jan. 12, 2023, from 7 - 9 p.m. EST
- Jan. 21, 2023, from 9 a.m. - 1 p.m. EST

**THE FINANCE DIVISION
SENDS YOU THE VERY
BEST WISHES FOR A**

Joyful Holiday

AND HAPPY NEW YEAR!

Strategic Initiatives Updates

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 sharing their documentation of the proposed CoA redesign along with a roadmap for implementing other recommendations to improve existing processes. The project team will evaluate the documentation and recommendations and work with key stakeholders to develop project plans as needed. The university plans 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, in current and future fiscal years.

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 or 412-268-4064.

Financial Data Warehouse (FDW) Modernization Project

The [FDW Modernization Project](#) includes the implementation of a modern data storage solution that will provide a more robust and supported environment for the new FDW, as well as the implementation of new reporting and analytics tools for users. The new FDW is expected to accomplish the same goals as the existing system but in a more efficient way and with minimum operational changes or disruption. Additionally, this enterprise data storage solution can be leveraged for the university's future data analytics needs. It is important to note that the implementation of PowerBI will provide an additional tool for users to leverage, but is not intended to replace other data tools (e.g. Tableau, Excel4apps) already in use at the university.

The project remains on schedule. Key items to note include:

- 'Lift and shift' of data from the current financial data warehouse to the new Snowflake back end storage for the new data warehouse is about 85% complete.
- Security around the data in the new data warehouse is in the process of being rebuilt
- Unit and system testing is being conducted by the project team
- Phase one of user acceptance testing (UAT) is underway with internal team members. Phase two of UAT with a subset of UAC volunteers is tentatively slated to begin in January 2023 or upon completion of 'lift and shift', unit and system testing and the security rebuild.
- PowerBI front end interface architecture prototype has been developed and socialized
- Automated report prototyping is in progress to pull current key data warehouse reports into PowerBI
- In total almost 900 most used queries have been collected from UAC members across all domains
- PowerBI user training is tentatively slated to begin in February 2023 or upon completion of 'lift and shift', security rebuild, unit and system testing, and UAT

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Strategic Initiatives Updates Continued

Financial Data Warehouse (FDW) Modernization Project Continued

The UAC met on Nov. 15 and the Steering Committee met on Dec. 7. The key topics for those meetings included updates on the overall project status, overview of UAT framework and phases, and introduction of PowerBI terminology, front-end design prototype and high-level demonstration. The UAC will meet again on Dec. 14 and Jan. 18, 2023. The next Steering Committee meeting will be held on Jan. 11, 2023.

Current FDW users are encouraged to connect with the Steering Committee and/or UAC members from their area to obtain information or provide feedback on the project. A [list of Steering Committee and UAC members](#) is available on the project web page. The next Steering Committee meeting will be held on Oct. 25 and the next UAC meeting is scheduled for Nov. 15.

Regular updates will be also provided to users and key stakeholders through targeted emails, stakeholder meetings, the Finance Bulletin, and the [project webpage](#) throughout the project.

Questions can be directed to fdw-project@andrew.cmu.edu.

Future of Financial Planning at CMU

Carnegie Mellon University is embarking on The Future of Financial Planning (FFP) at CMU, a multi-phase budget and financial planning system implementation project that will improve annual budgeting, forward looking forecasts, performance drivers and analysis, and reporting capabilities at the university.

Project Objectives, Deliverables and Outcomes

New and improved process optimization will integrate with a new system to finally move us away from disparate shadow systems under highly manual processes and will provide an opportunity to improve collaboration and communication between the central Finance Division and campus units throughout the budget and financial planning process. Additionally, the future processes and system will provide scenario analysis capabilities with more effective and accurate long-term and unit-level planning, budgeting and forecasting. This system will also facilitate the creation of consistent university-wide and unit-level financial reports to promote more informed leadership decision-making.

Expected project outcomes include:

- Streamlined processes, improved annual budgeting, and forward-looking forecasts, performance drivers, analysis and reporting
- Improved functionality for users to more easily enter financial data into the system, creating efficiencies and more meaningful reporting
- Ability to conduct more advanced analysis to enable real-time decision making related to the university's long-term planning, budgeting and forecasting

Timeline

Phase one is currently underway and includes issuing a request for proposal (RFP) to identify a consulting firm. The scope of work in the RFP includes evaluating existing budget and financial planning processes, developing recommendations for streamlining these processes, identifying future budget and financial planning system needs, and developing recommendations for an implementation strategy. The implementation strategy will include ranked business requirements, a phased implementation approach that takes risks (e.g., resource constraints, competing university priorities) into account, and a focus on change management to ensure a successful transition.

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Strategic Initiatives Updates Continued

Future of Financial Planning at CMU Continued

Phase One Deliverables

Phase One Deliverables	Key Dates
Planning	August – September 2022 (Complete)
RFP Development and Distribution	October 2022 (Complete)
Consultant Engagement	November and December 2022
Consultant Selection	January 2023
Phase One Kickoff	February 2023
Phase One Completion	June 2023 (estimated)

Visit the [Future of Financial Planning at CMU project page](#) for more information. For questions about this project, contact Brent Carothers, associate vice president, Budget and Financial Planning, at brentcarothers@cmu.edu or 412-268-4513.

Finance Division Services in December and January

Business Systems Help Desk

The Business Systems Help Desk will close at 2 p.m. on Thursday, Dec. 22. Normal operating hours will resume at 8:30 a.m. on Tuesday, Jan. 3, 2023. For emergencies during these times, contact Jeff White at jeffwhite@cmu.edu.

Cash Operations/Cash Deposits

Cash Operations will be closed for winter break beginning Friday, Dec. 23. Normal operating hours will resume at 9 a.m. on Tuesday, Jan. 3, 2023. 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.

PCard and Travel Card Help Desk

The PCard and Travel Card Help Desk will close at 2 p.m. on Thursday, Dec. 22. Normal operating hours will resume at 8:30 a.m. on Tuesday, Jan. 3, 2023. For emergencies during these times, contact PNC Commercial Card Services at 1-800-685-4039 who can assist with card issues, such as declined transaction resolution, card security blocks, limit inquiries, etc. When calling PNC for these services, 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 to obtain your code prior to contacting PNC.

Card limits cannot be adjusted during the PCard and Travel Card Help Desk closure. The deadline to request a card limit change for 2022 is 12 p.m. EST on Thursday, Dec. 22. Card limit changes will resume on Jan. 3, 2023.

University Contracts Office News

The deadline to submit contracts requiring completion before winter break was Nov. 16. The University Contracts Office (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. The UCO wishes everyone a happy and healthy holiday season!

Tax Documents to Be Mailed by Jan. 31, 2023

Form W-2

W-2 Tax Forms for 2022 will be mailed to all employees who were paid wages in 2022 by Jan. 31, 2023. The Form W-2 will be sent to the primary address that an employee has recorded in Workday and will be available for [download in Workday \[pdf\]](#).

In preparation for the upcoming tax season, employees and student workers are encouraged to confirm the following in Workday:

- Primary address information: As stated above, CMU will send your W-2 to the primary home address you have recorded in Workday. For instructions on viewing and updating home contact information, refer to [Section I of the Update Contact Information System Guide \[pdf\]](#).
- Social Security Number (SSN): All employees and student workers must have a valid and correct SSN recorded in Workday. For instructions on entering your SSN information into Workday, please reference the [Change My Government ID's System Guide \[pdf\]](#).

Form 1095-C

Forms 1095-C for 2022 will also be mailed out by Jan. 31, 2023. Form 1095-C contains information about your healthcare coverage and your dependents' healthcare coverage, if applicable. This form is considered your proof of insurance for the IRS. Carnegie Mellon University issues a Form 1095-C to any employee with U.S. taxable income who was enrolled in healthcare coverage or considered a full-time employee, as defined by the Affordable Care Act, at any time during 2022. To request a copy, contact HR Services at 412-268-4600 or hr-help@andrew.cmu.edu.

W-4 Tax Elections Review

Please review your tax elections to ensure that the proper withholdings are being applied to your pay. Your current tax withholding elections are displayed on your pay slip. Refer to the [Electronic Tax Forms \(W4 and Multi-State\) System Guide \[pdf\]](#) for instructions on how to update your tax elections. Any requests for corrections must be received by Dec. 16.

Employees Claiming Exempt Status on Form W-4

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.

Effort Certifications for Summer 2022

Effort certifications for summer 2022 will be generated in Oracle on Monday, Dec. 12 and are due by Thursday, Dec. 22 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.

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 or 412-268-4600.

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 for online course materials.

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

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 to register. Detailed information will be shared with registered attendees regarding Zoom web conferencing in lieu of in-person sessions.

Course Name	Date	Time
FIN – Purchasing Card (PCard) Training	Jan. 5, 2023	1:30 – 4 p.m.
FIN – Travel Card Training	Jan. 10, 2023	1:30 - 3:30 p.m.
FIN – Financial Data Warehouse 101	Jan. 12, 2023	1:30 - 4 p.m.
FIN – Oracle GL Journal Entry	Jan. 19, 2023	1:30 - 4:30 p.m.
FIN – Oracle Purchase Order Training	Jan. 24, 2023	1 - 4:30 p.m.
FIN – Payroll Distribution Adjustment Training	Jan. 31, 2023	1:30 – 3:30 p.m.

Year-End Gifts

Donors often make contributions to the university by Dec. 31 to have the gift recognized within the calendar year. At times, the donors interact directly with campus unit personnel. Here are a few reminders for year-end gifts:

- The Advancement website has a giving page that details all of the options for contributing to the university. Visit give.cmu.edu for credit card gifts or visit the [Ways to Make Your Gift page](#) for other payment options.
- If the donor is contributing by check, please direct them to use the lockbox address: Carnegie Mellon University P.O. Box 371525, Pittsburgh, PA 15251-7525.

During winter break, Gift Administration staff will monitor their phone lines and emails and will be available for assistance. For questions or assistance, contact gift-administration@andrew.cmu.edu or 412-268-2582.

Finance Forms Updates

- [Accounts Payable Employee Expense Direct Deposit Form \[docx\]](#): Submission info added on Nov. 17
- [Accounts Payable Supplier Electronic Funds Transfer Form \[docx\]](#): Submission info added on Nov. 17
- [Administrative Fee Divisional Cost Sharing Form \[pdf\]](#): Submission email updated and fiscal year drop-down updated on Nov. 17
- [Administrative Fee Exception Request \[pdf\]](#): Submission email updated on Nov. 17
- [Agency Funding Sources Request Form \[pdf\]](#): Submission email updated on Nov. 17

Employee Updates

- [Maggie Grzandziel](#) has been promoted to senior administrative assistant as of Dec. 5.
- [Aubrie Haselhoff](#) joined the Administrative Support Team as executive assistant on Dec. 5.
- [Joe Rankin](#) joined Budget and Financial Planning as senior financial analyst on Dec. 5.
- [Autumn Slobe](#) has been promoted to manager, sponsored research accounting, as of Dec. 1.
- Michael Elmer is no longer with the university as of Nov. 18. Contact [Jennifer Bonfili](#) for more information.