



WAYNE STATE

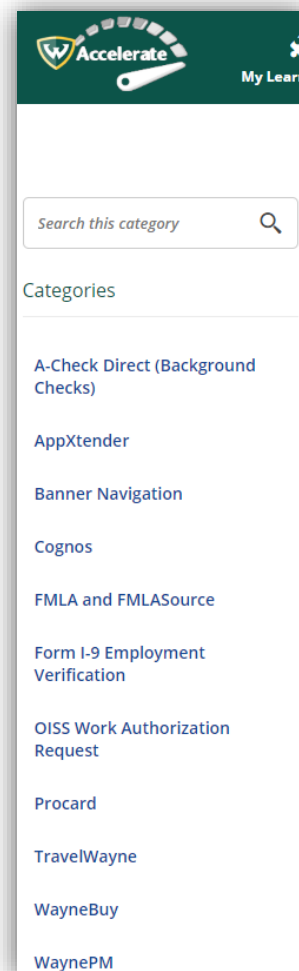
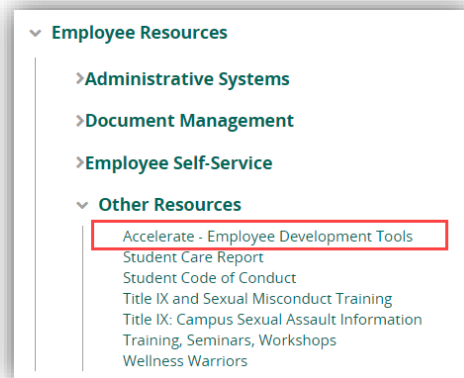
College of Liberal Arts and Sciences

Welcome to the College!

Wayne State has many training modules in its Accelerate suite. Accelerate is accessed via the University's main portal, Academica, in the Employee Resources – Other Resources section. Within Accelerate choose “WSU Systems.”

Below are some of the WSU systems you are expected to use in your position. Please utilize Accelerate for the available training modules related to these systems. You may also find training materials on the websites of the central departments' that oversee these systems.

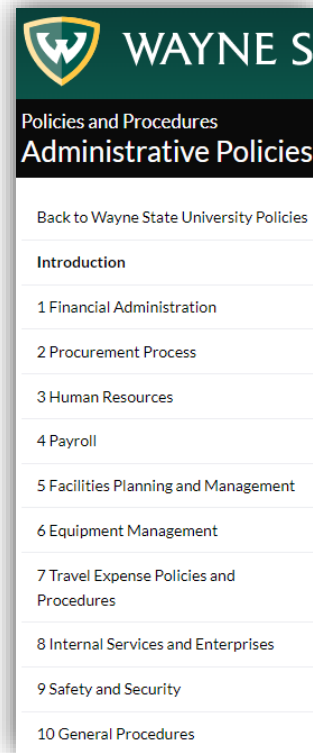
- Banner 9 (central database for administration)
- WayneBuy (procurement system)
- Electronic Personnel Action Forms (EPAF - HR Administration)
- Procurement Card (procard or p-card)
- TravelWayne (travel reimbursement)
- Student Award Authorization (SAA or Workflow – tuition payment)
- Cognos (business analytics / data reporting)
- Effort Certification (post-award grant administration)
- WaynePM (employee annual review)
- Cayuse (pre-award grant administration)
- Researcher's Dashboard (grant administration)
- iLab (internal research services billing)
- Work Authorization Request (employment eligibility verification)
- Employee Timesheets (Web Time Entry)



It is also important for you to be familiar with the University's Administrative Policies and Procedures Manual (APPM). Understanding the policies related to your position will help you execute your job duties efficiently and effectively.

The manual is found at: <https://policies.wayne.edu/appm>
Read through the sections that apply to your position duties:

1. Financial Administration
2. Procurement Process
3. Human Resources
4. Payroll
5. Facilities Planning and Management
6. Equipment Management
7. Travel Expense Policies and Procedures
8. Internal Services and Enterprises
9. Safety and Security
10. General Procedures

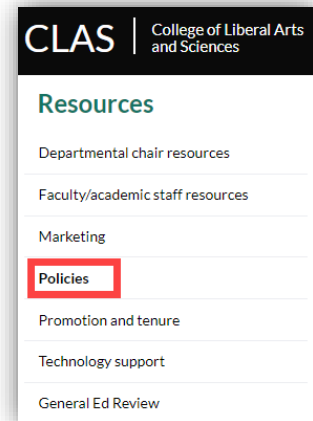


The College of Liberal Arts & Sciences also has a set of policies and procedures.

These are found at: <https://clas.wayne.edu/resources/faculty/policies>

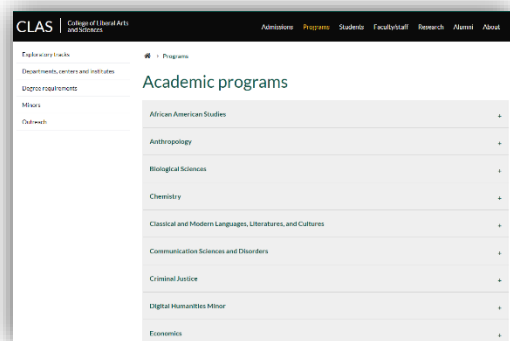
For your position, begin with sections:

- Budget, finance, and purchasing
- Personnel and payroll
- Travel



Your new department should also have resources and files to become familiar with. You should inquire with the Chair about things such as:

- Part-Time Faculty pools and ranks
- Division Directors (e.g. Graduate Officer)
- Calendar of Events: student recruitment, seminars, faculty merit salary, promotion & tenure



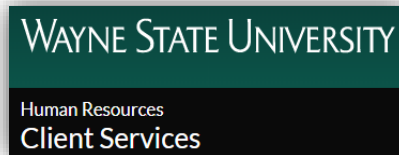
You should become familiar with your new department's website: <https://clas.wayne.edu/programs>

If you will be the person updating your department's website then contact Mel Mills, CLAS Web Content Administrator, for access and instructions mel.mills@wayne.edu

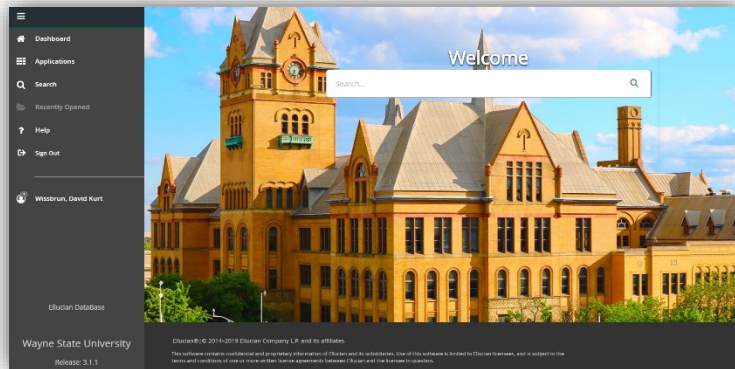
The Human Resources office that services our College is “HR Region A.” For an introduction to HR policies, procedures, and training you should contact:

Margaret Scanio, HR Consultant margaret.scanio@wayne.edu and

Deborah McCreless, HR Coordinator aa3591@wayne.edu



Banner is the University’s primary administrative database. Cognos is the business intelligence system that draws data from Banner and creates reports. Both are accessed from WSU’s Academica portal.



Some common Banner screens that you will utilize include:

FINANCE

Screen Name	Information Available
FGIBDST	Used to view information for a specific account Index. Budget Load, Expenses Posted, Encumbrances, and Balances.
FGITRND	This screen is easily accessed from the FGIBDST screen and provides additional transaction details.
FGAENCB	Used to manually encumber funds. Most common use is for encumbering an IRB document.
FGAJVCD	Used to manually liquidate an encumbrance. Most commonly used to liquidate an IRB or Purchase Order.
FRIGITD	Used to view information for a specific grant award. Budget Load, Expenses Posted, Encumbrances, and Balances.
FTMINDD	Shows the distribution of Indirect Cost Revenue for a specific grant award.

HUMAN RESOURCES

Screen Name	Information Available
NBAJOBS	Information about an employee’s job. Includes: salary, position number, suffix, FTE, timesheet code, labor distribution.
PPAIDEN	Employee personal information. Includes: name, dob, citizenship, address, emergency contact.
NBAPOSN	Position information, including position classification, e-class, title.
NBAPBUD	Position budget information, including salary budget and labor distribution budget.
POIIDEN	Employee look up screen: search for employee name, banner ID, and access ID.
GOAINTL	For non-citizen employees, including visa information.
PHILIST	List of payroll checks issued to an employee
PHICHEK	Payroll check detail, including direct deposit information, earnings, deductions, and issue date.

Some common Cognos reports that you will utilize include:

FINANCE

Report Name	Information Available
FMS001A	Chart of Index. This report shows what indexes exist in your department.
FMS001	Account Code & Title Listing. This report shows the definitions of each account code.
FMS005	Detail Transaction Activity. This report shows detailed information about transactions charged to a specific index/fund.
FMS008A	Commitments by Fund/Orgn/Acct. This report shows all open commitments on an index (remaining encumbrances).
FPO034A	Open PO W/Remaining balance by Index. This report shows open purchase orders on an index.
FMS007D1	IDC Allocation Cumulative. This report shows the sources of revenue in an Indirect Cost index.
FMS.LBR005A	Cumulative Labor Distribution. This report shows salary charges to an index/fund by employee in each pay period.
FMS.LBR002A	Cumulative Labor Distribution. Shows a summary of salary charges to an index/fund by employee & account code.

HUMAN RESOURCES

Report Name	Information Available
HR013A	Employee and Faculty Information. This report shows employee information such as name, salary, and contract dates.
HR002A	Visa Expiring. This reports shows expiration dates of visas for non-citizen employees.
HR012A	Contract End Date. This report shows expiration dates of contracts for employees.