Stony Brook University
Office of the Provost
Budget Manual
for
Fiscal Year 19/20

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I. The Provost’s Budget Team

The budget coordinator is your liaison with the Office of the Provost’s budget office. This individual is your first point of contact, and who you will work with for general questions regarding *journal transfers, allocation transfers, State Payroll Transfers (PDME’s), individual accounts, monthly financial reports, quarterly financial reports, development and shepherding of fee proposals, development of Income Fund Reimbursable (IFR) deficit reduction plans, Form II disbursements that are registered on our commitment file*. NOTE: expense transfers, allocation transfers and PDME transfers should be sent to provost_journaltransfers@stonybrook.edu with the Journal Transfer Support Schedule. More information on journal transfers and the transfer support schedule can be found in section VII and the appendices. Assignments on who to contact are as follows:

**Budget Coordinator (Maria Ficken)**

- Journal transfers (allocation, expense, PDME)
- Questions regarding individual accounts
- Questions regarding reports
- Development of Income Fund Reimbursable (IFR) deficit reduction plans
- Request Form II disbursements

In addition to the Budget Coordinator, you may contact the Budget Office Administrator, the Director for Resource Management, or the Sr. Assistant Provost for Budget, Finance & Operations for the following items:

**Budget Office Administrator (Darschay Harris)**

- Calendar requests for the Sr. Assistant Provost for Finance, Budget & Operations
- Calendar requests for the Director for Resource Management
- Account Request Forms for New Accounts or Changes
- System Access Requests for SUNY BI, Campus Budget Module and SBU Reporting
- Meeting & event preparation
- System training calendars
The Director for Resource Management (Diane Fischer)

- Central Provostial Accounts
- Registering New Financial Commitments
- Fee Proposal Approvals
- Tuition Revenue Sharing Calculations (SUTRA & Academic Year)
- Fiscal Year Close Out
- State & IDC Targets

Sr. Assistant Provost for Finance, Budget & Operations (Heather Montague)

- Approving New Financial Commitments
- Budget Approval on Hiring (Faculty and Staff)
- Budget Planning Process
- Quarterly Budget Manager Meetings
- Unit Budget Meetings
- Resource Reallocation
II. Fund Sources

a. State Operating

State funding sources include State Operating Fund, Income Fund Reimbursable (including dormitory income fund reimbursable, hospital income fund reimbursable, and state university tuition reimbursable accounts). State operating fund accounts cannot receive cash, only allocation, through the budget planning process (as planned in the campus budget module). State accounts are managed by the University Budget Office.

State operating accounts are funded from state tax dollars and campus revenues from tuition and certain other sources. Units receive a state operating allocation as part of their base budget. Changes to state allocation are commonly the result of internal financial plan implementation and salary increase funding.

SUNY submits their budget to NYS on October 1st and the University is notified of our allocation after that time.

Each unit is expected to align their costs to the appropriate sources and in particular, the use of state operating funds. As a university we must appropriately balance our use of state operating funds and therefore, we may need to initiate state operating fiscal fund swaps to balance the overall campus state operating fund balances.

b. Income Fund Reimbursable (IFR)

Income Fund Reimbursable (IFR) accounts are self-supporting accounts which track cash collections and the matching expenditures associated with the educational and related activities provided to students and other customers. An IFR account differs from a State Operating account in that it is supported by cash receipts. IFR accounts are the only accounts where you can deposit cash. Note: Revenue deposited into an IFR accounts takes two weeks to post into the SUNY BI system. IFR accounts are managed by the University Accounting Office.

The primary sources of revenue for IFR accounts include salary recovery (payment from Research Foundation grants for the salary and fringe benefits1 of individuals on the State payroll who work on sponsored programs); fees, fines, deposits and rentals (parking, photocopying, rental of campus facilities, library fines, etc.); grants and awards and continuing education programs. IFR accounts are charged an administrative fee of 15%2. You can request a fee waiver by writing a justification to the budget coordinator, who will need to seek approval from the Sr. Assistant Provost, University Controller and VP for Finance.

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2 Salary off-set accounts are not charged an administrative overhead fee.
Over the past several years, the Budget and Accounting Offices have advanced and documented a budget development process for Income Fund Reimbursable Accounts. This process assures a reasonable level of annual review of the past operating experience by account, and projects allocation requirements for the upcoming year. Any accounts with serious cash deficit balances will be structured to correct the negative cash conditions through the rate process, revenue and expenditure projections or allocation decisions within the following fiscal year. If a deficit is of a size that prohibits a solution through the traditional budgeting techniques, vice presidential area representatives must identify "other resources" that can be appropriately used to resolve the deficit. "Other resources" may include the VP area's state carry-forward surplus or if there is no carry-forward surplus or the surplus is insufficient, then the state allocation for the following fiscal year will be charged for the shortfall. Account deficits must be resolved within one year. The only exception to this policy concerns the management of service-related IFR accounts whose rates are reviewed every two years. If a deficit develops in such an account, the elimination of that deficit must be addressed as part of the next rate development exercise. The revised rates in those accounts should be established to eliminate the existing deficit and prevent the development of a new deficit. Please review the IFR Deficit Policy for more information.

There are four types of Income Fund Reimbursable accounts:

i. General Income Fund Reimbursable (IFR): Self-supporting groups of accounts that have activities essential to the campus’ mission and operations. These accounts have clear and defined income/expenditure relationships. A unique aspect of these accounts is their ability to carry forward cash balances from one fiscal year to another.

ii. SUTRA Income Fund Reimbursable (State University Tuition Reimbursable Account.) These accounts were established to provide the State University the ability to retain a limited amount of tuition revenue generated in excess of targeted levels and create entrepreneurial incentives for campuses to expand enrollment and programs. State University Tuition Reimbursable Accounts utilize income from self-supporting programs funded from tuition revenue related to overseas programs, contract courses, summer session & enrollment overflow. SUTRA accounts operate similar to Income Fund Reimbursable accounts.

iii. Dormitory Income Fund Reimbursable (DIFR): Dormitory Income Fund Reimbursable is a group of accounts that are self-supporting and used to administer room rental fees and charges. DIFR accounts operate similar to State Operating accounts.

iv. Hospital Income Fund Reimbursable (HIFR): Operating accounts used to support the costs associated with the University Hospital. This allocation is supported through patient care revenue.

c. Research Foundation (RF)

Research Foundation accounts record research, instruction and training activities conducted under the direction of university faculty and staff and funded by organizations both external and internal to the University. There are two distinct types of RF accounts: Sponsored accounts and Non-Sponsored accounts.
i. Sponsored Funds:

Accounts that are funded by sponsors external to the University (i.e. National Science Foundation, NASA, NYSERDA, etc.). These external awards are for programs of research, scholarly and creative activities, education and training, and public service.

- **Cost Sharing:** Faculty may cost share a portion of their effort if they are not 100% committed to teaching and other academic duties. In addition, third parties can provide cost sharing. The researchers should obtain a letter from the third party on letterhead from an authorized official that indicates that party will provide cost sharing in the amount that is required. The PI can also request cost sharing from the department, college, or Office of the Provost. In most cases, cost sharing requests will be considered by the Office of the Provost, if required by the sponsor.

- **Salary Offset & Effort Reporting:** Effective Spring 2018, faculty who receive awards will be required to sign off on their effort forms with Grants Management at the time of award. More information will be distributed by the Office of the Vice President for Research.

ii. Non-Sponsored Funds:

Non-sponsored funds are often accounts funded by organizational entities internal to the University.

Facilities and Administrative (F&A) costs or overhead costs, are real costs related to sponsored projects that are not easily attributable to individual projects. Examples include maintenance, security, heating, cooling, lighting, space, disposal of hazardous waste, secretarial support, and cost of compliance with government regulations.

The University recovers the total direct and indirect costs for each sponsored award unless specifically prohibited or limited by the funding agency. Because indirect costs cannot be specifically identified with a particular sponsored project or activity, they must be recovered from funding agencies through the application of the federally approved F&A cost rates. All proposals for external funding must include budget requests for F&A costs using the appropriate federal F&A cost rate.


Each year, a percentage of indirect costs recovered from sponsored projects is distributed to academic units based upon the affiliation and relative contributions of key personnel to project objectives. At the discretion of the Provost, indirect cost (IDC) distribution may occur to other (non-academic) university entities. The current IDC distribution formula return is 4% to the Deans, 9% to the departments and 1% to humanities. Delivery of the IDC formula distribution for the prior year occurs in the fall (usually October).

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3 For more information about preparing a budget for a sponsored project, visit: [http://research.stonybrook.edu/budget-and-application-tools#budget-development-basics](http://research.stonybrook.edu/budget-and-application-tools#budget-development-basics).
d. Stony Brook Foundation (SBF)

SBF accounts are funded primarily from gifts, endowed funds, grants and fee revenues. Funds managed by Stony Brook Foundation (SBF) are to support and promote SBU activities and programs. **SBF does not accept state funds.**

Many of these accounts have restricted use, and must be used in conformity with the original intent of the agreement.

Learn more about SBF Funds here:  
III. Overview of the 19/20 Planning Process

a. Goals for the Budget Planning Process

The Office of the Provost is responsible for sustaining academic excellence and sound budgetary practices across our colleges, schools, research centers, and institutes. As we move toward the 19/20 budget cycle, we remain committed to key strategic goals, clearly articulated by University President Stanley and Provost Michael Bernstein: Enhancing Faculty Success, Enhancing Student Success, Enhancing Diversity and Inclusive Excellence, and Enhancing Institutional Effectiveness. To support these goals, we continue to implement an academic budget and planning process that is transparent, builds trust, and positions Stony Brook University for sustainable growth.

Strategic Financial Goal: Implement an academic budget and planning process that aligns with the University’s mission and budgeting process, provides transparency, builds trust, and positions the Stony Brook for sustainable growth.

We have several objectives that will help lead us to this goal, including:

Financial Objective 1: Allocate resources strategically.

Objective 1a. Understand our current financial condition, including out-year projections.

Objective 1b. Identify areas for improving institutional effectiveness.

- Academic cost modeling & data driven revenue projections.
- Understand capacity (i.e. workload analysis)

Objective 1c. Communicate our financial position to units in a transparent way.

Objective 1d. Identify mission-centric growth opportunities, establish buy-in, and allocate resources accordingly.

Financial Objective 2: Implement policies and procedures to support sustainable growth.

Objective 2a. Create a system of checks and balances.

- Decentralize budget transactions.
- Set unit expectations and provide appropriate resources, including accountability for managing within budget constraints.
- Implement a regular process for unit financial condition reporting (i.e. monthly, quarterly) and track variances.

Objective 2b. Implement a process for receiving, approving and recording financial commitments.

- Build in budget flexibility, so that both the provostial area and university can respond timely to opportunities and/or challenges.
Objective 2c. Identify and implement policies/procedures/budget models that support growth and sustainable activities.

In an effort to communicate regularly the following meeting and report structure has been set up:

**Monthly:** Unit Budget Managers will receive a copy of their operating report for review. Any variances that seem unusual, will be reported to the Director for Resource Management & Sr. Assistant Provost for further conversation with the unit.

**Quarterly Budget Officer Meetings:** These meetings will be run by the Sr. Assistant Provost. All unit budget managers are **required** to attend these meetings or send a representative. Important information about the planning process and University-wide initiatives will be shared. These meetings are scheduled well in advance.

**Unit Budget Meetings:** Deans/Directors and unit budget managers will meet three times per year (fall, mid-year, and spring) with the Provost and the Sr. Assistant Provost for Finance, Budget & Operations to discuss unit budget condition, challenges & opportunities, hiring, etc.

b. The Budget Planning Process

CBM is a planning tool that allows our units to plan for future fiscal years. Each fall, the tool is opened by the University Budget Office, and units are asked to plan for the next budget cycle. The Budget Office is responsible for distributing the [University Budget Calendar](http://www.stonybrook.edu/commcms/budgetoffice/process/dates.php), found here: [http://www.stonybrook.edu/commcms/budgetoffice/process/dates.php](http://www.stonybrook.edu/commcms/budgetoffice/process/dates.php). As a unit that reports to the Provostial Area, you should abide by the [Provost Budget Calendar](http://www.stonybrook.edu/commcms/budgetoffice/process/dates.php), below.

Large academic and administrative units should (if they have not already done so) develop their own, internal planning process that aligns with the requirements below, seeking the input of faculty, staff and students (as appropriate).
c. The 19/20 Provost Budget Calendar

10/1: Updated 19/20 Commit File sent to Units

10/15: 19/20 Commit file responses due from Units to Provost

10/30*: Rollovers identified

10/30*: 19/20 IDC revenue distributed to units

10/30*: Budget Office finalizes 19/20 CBM data load

11/8: CBM training – New users (mandatory)

11/13: 19/20 targets & final commit files will be sent to units during this week.

11/13: CBM training refresher session

11/20: 19/20 CBM opens

11/27: Quarterly Budget Manager Meeting (mandatory)

11/27: Centers & Institutes, Administrative Units begin 19/20 CBM meetings w/Provost’s Office

12/15*: 18/19 summer revenue distributed to units (Note: Trying to get info to units earlier in semester)

1/15*: 18/19 IFR Accrual Forms are due in CBM

1/18: CBM Closes (Everyone needs to be tied to targets)

1/21: Academic Units begin CBM meetings w/Provost’s Office

2/19: Quarterly Budget Manager Meeting (mandatory)

4/1*: 18/19 Winter revenue distributed to units

4/30: All 18/19 form II commitment requests must be received by the budget coordinator

5/1: 18/19 rollover requests from units due to the budget coordinator

5/21: Quarterly Budget Manager Meeting (mandatory)

7/1*: 18/19 IFR Accrual Forms are due in CBM

8/20: Quarterly Budget Manager Meeting (mandatory)

TBD: Graduate tuition revenue distribution to units (fall & spring)

*Dates may fluctuate.
d. Unit Budget Meetings with the Provost

Deans and Budget Managers will be asked to report to the Provost and the Sr. Assistant Provost on the financial health of the unit three times per year (fall, mid-year, and spring). Meetings will be scheduled for one hour and will follow the format below:

Fall Meeting Format (Challenges and Opportunities):

To plan for the next fiscal year (19/20), you will be asked to develop a presentation and short narrative to present to the Provost and the Senior Assistant Provost for Finance, Budget & Operations that addresses the (1) the current condition of the unit, (2) challenges and opportunities the unit faces, (3) a plan for addressing challenges, and (4) plan for responding to opportunities.

Please submit your narrative and your PowerPoint Presentation one week in advance of your presentation. Information can be sent to Darschay Harris in the Office of the Provost. Templates for the narrative and the power point presentation are provided below.

Narrative Template:

It is recommended that narratives not be longer than three, single-spaced pages of written text. The narrative should address the following:

- A report of your current condition, including a discussion of your 17/18 performance\(^1\). Please include unit data, such as FTE (faculty and staff), enrollment trends (or service trends), research productivity, and financial condition (including how you are managing to target, particularly to the PSR and OTPS savings plans and contractual salary increases).

- A report of challenges and opportunities. This should include a plan for how you will address challenges, and support needed to capitalize on opportunities. We understand that support may not always be financial, and welcome non-financial requests for support. In the case that there is a financial request, please submit a budget using the template found in the appendices.

  Note: Units are encouraged to note any cost share contributions to new initiatives. Because of the current financial challenges, it is highly likely that any financial support provided by central offices will be for one-time funds.

- Narratives should identify outcomes and/or goals if support is requested. Outcomes should be measurable and contribute to faculty success, student success, diversity and inclusion and operational efficiencies. Please be clear about which goals your proposal addresses.

\(^1\) If there is a carry forward deficit in any of the unit’s fund sources (State, IDC, SBF) the unit should provide a plan as part of the fall budget meeting to resolve the deficit. If a unit is unable to address the deficit in the current fiscal year, a central loan can be discussed, with agreed upon re-payment terms.
Power Point Presentation Template:

It is recommended that your PowerPoint be no longer than four slides in length. The presentation should address the following:

- Your unit’s current condition, including how your unit ended FY 17/18
- Challenges, and how you will address them
- Opportunities and how you will capitalize on them, listing the total dollar amount requested and the amount contributed by your unit (recommended)
- **Measurable** outcomes

Mid-Year Condition Format:

The mid-year condition report is a way for units to update the Provost’s Office on any changes (anticipated or unanticipated) in the financial health of the unit. You will be expected to report on progress in meeting your financial targets. A template will be provided, including a spending plan for the remainder of the fiscal year.

Spring 3 Format (20/21):

Units will discuss hiring requests for the next fiscal year with the Provost. One week in advance of your meeting, units must submit a hiring plan for review. All plans must follow the **template provided** in the appendices.

You will receive formal approval from the Provost’s Office on searches once your meeting takes place. **All commitments from the Provost require a signed RSR form.** Draft acknowledgement letters, along with completed RSR forms, must be submitted to the Provost’s Office for review and written approval before they are sent to the prospective faculty member. All draft acknowledgement letters must follow the format approved by the Human Resource Services, see appendices.

Staff hires submitted for approval must be identified in your unit’s Campus Budget Module (completed each fall). If the position was not identified in the CBM, you will be required to identify the funding source when you send the request to the Provost’s Office. Requests must have the Dean/Director’s approval and unit budget approval, when they arrive for review.

*(Note: Salary adjustments should have an effective date of January 1st or July 1st.)*

Postdoctoral associates should either be appointed to a research grant or to a startup account, with an account number identified in TMS. Lastly, any on-base increase for faculty positions needs written justification and Provost Office approval. Your written justification must include how you will fund this increase. Draft acknowledgement letters (with RSRs), staff hiring requests, and on-base increase requests should be sent electronically to the Provost’s Office.

e. State Budget Targets

Your unit is provided a state and IDC (RF) target by the Office of the Provost. This is your operating budget for the next fiscal year. When you enter data into the CBM, you are expected to stay within the allocation you’ve been provided. In some cases, you may offset some of your planned expenses to other funding sources (i.e. SBF, IDC or IFR). You should **only offset expenses to a Stony Brook Foundation (SBF) or Income Fund Reimbursable (IFR) account that has the resources available** to cover your expenses. Beginning with the 2017 opening of CBM, units will no longer post their own “negatives” or “planned
revenue.” More information will be provided at the training sessions. **You must tie to your target and will be expected to manage within the constraints of your fiscal year budget.** Monthly reporting and regular meetings, will ensure units are meeting expectations.

Each unit is expected to do their own budget planning in the CBM. Academic and Administrative units will do their own data entry, and once you have completed the process, you should advise the Budget Coordinator so that a CBM review meeting can be set up with representatives from the Office of the Provost. Centers and Institutes (including the Staller Center) will receive data entry support. You will be contacted early in the process to complete the planning process.

f. Form I and Form II Commitments

When the Provost’s Office sends your target, you will also be provided a list of commitments we have registered to your unit. This is from our master commitment file, and it will be the basis for the next fiscal year’s Form I and Form II funding. It is your responsibility to review this and advise the Budget Coordinator (written documentation of commitment must be provided) if there is a commitment you feel is missing. **Any commitments not registered on the master commitment file will not be honored.**

Form I commitments are built into your state target, above.

Form II commitments are delivered post-CBM, and only upon request to the budget coordinator. All Form II commitment requests for the current fiscal year must be requested by April 30.

Once the Campus Budget Module is closed, the Budget Office and the Office of the Provost will conduct an audit to verify information (including revenue projections, cross-VP commitments, presidential commitments and salary offset). Unit budget managers may be contacted to provide further clarification.

Once the audits are complete, the file is sent by the University to SUNY, and in the fall (October), your allocations are added to SUNY Business Intelligence based on what was budgeted in CBM. You should monitor activities in SUNY BI throughout the year, making sure transactions are correct.
g. Contractual Salary Increases
All units will be expected to plan for contractual salary increases at 3% per year, for all bargaining units. Contractual salary increases may be compounded, depending on the results of negotiations. Units should plan for this.

h. Budgeting Negatives
Units will not be allowed to input negatives in CBM until each unit meets with the Provost’s Office Budget team to discuss the anticipated negatives during CBM review meetings. For these meetings you should come prepared to discuss all negatives with appropriate justification. Negatives with identified recovery funds can be entered into the transfer panels in CBM. Reach out to the Budget Coordinator for guidance on using the transfer panels.

TO BE PROVIDED IN THE FUTURE: GL CLASSIFICATIONS & GUIDANCE

i. Enrollment Planning
UNDER DEVELOPMENT

j. Space and Capital Needs
UNDER DEVELOPMENT

k. Research and Productivity

IV. Managing Your Budget

a. Reporting
Reports will automatically be sent to Deans/Directors and budget managers, monthly. As Unit Budget Managers, you should make sure you’re looking at unit reports regularly, above and beyond those sent to you, including:

Stony Brook University Reporting: An all-funds view for both HR and Finance activities. 

**Note:** IFR funds are not cash. Use SUNY BI for IFR cash balances.

**Account Expenditure Summary (AES) Reports:** Monthly expense reports, monthly cash collections

**RF Report Center:** Monitor research accounts

**SUNY Business Intelligence:** Day-to-day, account level reports, IFR cash balances

*If you need access to any of these systems, or to a particular account, please reach out to Darschay Harris. University [budget policies](#) should also be reviewed and understood by all budget managers, including the IFR deficit policy.*

Training on these systems are available through a variety of resources on campus. Contact Darschay Harris in the Office of the Provost if you’d like more information on training sessions.
b. Systems

The following is a list of various financial reporting systems, manuals, and training resources available to Stony Brook University employees. Links are provided to log-on pages and available training/help information.

PeopleSoft

PeopleSoft Financials:

Oracle financial suite is primarily used by the University’s accounting department, Stony Brook Foundation and Faculty Student Association for local financial transactions.

Link to PeopleSoft Financials:

www.StonyBrook.edu/p$admin

Oracle online help guide to PeopleSoft Financials and Supply Chain Management 9.2 Guide:

http://docs.oracle.com/cd/E74568_01/fscm92pbr7/eng/fscm/index.html?focusnode=home

Access is requested through department managers and granted through data custodian(s). PeopleSoft Financials data custodian is Michael Danielson (Michael.Danielson@stonybrook.edu).

Further information regarding access can be found on the DoIT website:

https://it.stonybrook.edu/services/peoplesoft

PeopleSoft Campus Solutions (CS):

Oracle software suite used for student and higher education administration including admissions, scheduling, financial aid, student financials and records & registration.

Link to PeopleSoft Campus Solutions:

www.stonybrook.edu/csprod

Oracle online help guide to PeopleSoft Campus Solutions 9.0:

http://docs.oracle.com/cd/E56917_01/cs9pbr4/eng/index.html

The following is a list of data custodians for Campus Solutions for each particular area:

- Student - Catalog and Scheduling: Michael Mooney
- Student Employment in SOLAR: Request Form
- Student - Financial Aid: Adelaide Kuzmack
- Student - Financials: Jeffrey Mackey, Thomas Farsbaugh
- Student - Graduate Admissions: Melissa Jordan
- Student - HSC Admissions: Richard MacDonald
- Student - Records and Registration: Michael Mooney
- Student - SPD Admissions: Melissa Jordan
- Student - Transfer: Arlene Feldman
- Student - UG Admissions: David Taiclet
Further information regarding access can be found on the DoIT website:

https://it.stonybrook.edu/services/peoplesoft

**PeopleSoft Human Capital Management (HCM):**

Oracle software suite used by the University for human resource administration, including the Campus Budget Module and IFR Accruals.

Link to PeopleSoft HCM:

www.stonybrook.edu/hcmprod

DoIT guide to PeopleSoft HCM:

https://it.stonybrook.edu/help/kb/peoplesoft-help-human-resources

The following is a list of data custodians for PeopleSoft HCM:

- **Accounting - IFR Accruals**
  - Sara Lehmann, Robert Carter

- **Budget**
  - Diane Thide, Elizenda Mondesir, Kristin Cappellini, Cathy Ribando

- **Campus ID Card/Add Non-Employees**
  - Jeffrey Mackey

The following link is a PeopleSoft Training guide provided by the Department of Information Technology which provides a guide to getting started and areas of specific training.

https://it.stonybrook.edu/help/kb/peoplesoft-training

**Campus Budget Module (CBM)**

The Campus Budget Module, or CBM is a custom budget module developed within PeopleSoft HCM that allows users for West and East campuses to prepare and input budget information. Please reference the data custodian list above for PeopleSoft HCM/ Budget. Below is a link to the Budget Office website which provides additional information and resources to CBM, including a manual.

http://www.stonybrook.edu/budgetoffice/campmod/campmod.htm
Training on CBM is offered once a year. For West Campus, HSC and School of Medicine it is offered in the Fall (end of October/early November) and for Hospital employees it is offered in January. The Budget Department offers a training class directed at new users, as well as a separate “refresher” course for existing CBM users.

**SBU Reporting**

**SBU Reporting for Finance and SBF**

Local university financial reporting tool that provides financial data and reports in an all-funds manner. For SBU Reporting for Finance, access should be requested by your VP Coordinator. For SBU Reporting for SBF access, it is granted through SBF account report recipient access or account manager access which is managed through ERAS. Users should contact Michael Danielson in the accounting department (Michael.danielson@stonybrook.edu) if he or she meets the criteria and does not have access.

Main DoIT Page for SBU Reporting:

https://it.stonybrook.edu/services/sbu-reporting

Training is offered bi-yearly (Fall and Spring). Information on when sessions are available and how to sign-up are provided a month prior in the Campus Announcements newsletter.

SBU Reporting is offered for additional areas of the university including admissions, and student records & enrollment. Below is a list of the data custodians for each respective area of SBU Reporting. More information can be found on the above link “DoIT page for SBU Reporting”.

<table>
<thead>
<tr>
<th>Area of Responsibility (Data Custodian)</th>
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</thead>
<tbody>
<tr>
<td>Undergraduate Admissions - Dave Taiclet</td>
<td></td>
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<tr>
<td>Graduate Admissions - Melissa Jordan</td>
<td></td>
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<tr>
<td>HSC Admissions - Richard MacDonald</td>
<td></td>
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<tr>
<td>Student Records/Enrollment - Michael Mooney</td>
<td></td>
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<tr>
<td>Finance - Sara Lehmann, Mike Danielson</td>
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SUNY Business Intelligence

SUNY Business Intelligence (BI) is the financial application system managed by SUNY Central that has replaced the SUNY SMRT system and some functionality of SUNY Legacy. This application provides financial reports and information for State/IFR accounts.

Below is the link to the SUNY BI website:

www.suny.edu/analytics

Employees should request access or a change of access through their VP Coordinator.

Below is a link to the Budget Office website which provides additional information on SUNY BI including request forms, training documents and procedures.

http://www.stonybrook.edu/commcms/budgetoffice/managing/sunybi

*Note: there is a time difference between SUNY BI and SBUR (SBUR data is on a three-day lag).

ERAS

ERAS (Electronic Record of Authorized Signatures) online system is an electronic signatory system where users can assign and update delegates. The ERAS is also a depository for certain financial reports including the AES reports, Cash Collection Analysis and SBF financial reports.

More information on ERAS including frequently asked questions can be found through this link:

http://www.stonybrook.edu/eras/

Research Foundation Report Center

Users who manage Research Foundation accounts can run various reports and analyses on their projects and awards through the Research Foundation Report Center which is managed by the Research Foundation of SUNY.

The following is a link to the RF Report Center Log-On page. Within the link on the left hand side is “User Help.” This link provides a list of training guides and quick tips, as well as instructional videos.


IFR Accounting

Accounting Services provides a comprehensive webpage for users who manage IFRs. It is strongly recommended that IFR managers read through the Income Fund Reimbursable Accounts Manual (https://www.asa.stonybrook.edu/asa/asaforms/ACTD0001/$FILE/ACTD0001.pdf). This document is a guide to employees who manage IFRs to ensure compliance with University and NY State policies regarding IFR accounts.

The following is a link to the IFR Accounting page http://www.stonybrook.edu/accounting/ifr/. This page provides many resources, forms and guidelines for IFRs such as:

   Revenue Contracts
   Revenue Transfer Request Form
   IFR Accrual Documentation and Training Video
IFR Cash Handling Procedure

The Bursar Department provides a cash handling procedure manual for employees who manage IFR accounts and collect cash receipts. Employees who are new to handling IFRs with cash receipts are required to meet with the Bursar's Office for initial training on cash handling. For a copy of the cash handling procedure manual, please contact the Bursar's Office.

Additional IFR Training

The Accounting department also offers bi-annual training on managing IFRs and understanding AES reports. This training is offered in the Spring and Fall. Additional information and registration information can be found on the Campus Announcements newsletter approximately one month prior to the training date.

WolfMart

WolfMart is Stony Brook University’s online requisition system for product and service purchasing. Users are able to review and compare product details and prices among suppliers prior to processing an order. Below is a link to the SBU WolfMart page with log-in link to WolfMart, as well as the training page.

SBU WolfMart Page:
https://wolfmart.stonybrook.edu/

Training Page:
https://wolfmart.stonybrook.edu/training#online

Tableau

Tableau is a business intelligence and analytical software used by Stony Brook University for data analysis and ad hoc reporting from the university data warehouse. The data warehouse pulls in information for finance, student finance, student accounts, and HR. The following is a link to the SBU Tableau server:
https://tableau.stonybrook.edu

c. Lapsing Funds

Units should be mindful of cut-off dates during Lapsing Period. The lapsing period runs from July through August. Deadlines vary by fund type, communication about these deadlines will be distributed once the information is available. Use the lapsing period to validate transactions in all accounts and request any necessary corrections or adjustments in a timely manner. The lapsing calendar can be found here:
d. Rollovers & Deficits

Carry forward is an account's unspent total cash/budget from the previous year carried forward to the current year.

If there is a carry forward deficit in any of the unit’s fund sources (State, IDC, SBF) the unit will provide a plan as part of the fall budget meeting to resolve the deficit. If a unit is unable to address the deficit in the current fiscal year, we can have a discussion about a central loan with agreed upon re-payment terms.

e. Revenue Sharing

i. Graduate Tuition Revenue Sharing

In order to continue to incentivize academic units, the campus is standardizing the various existing revenue sharing plans. All graduate tuition (including School of Medicine and Dental Medicine) above the amounts generated in FY 16/17 will now be shared at 65% of the current tuition instead of 70% of the baseline (08/09) rates. Since the tuition differential from the old rates to current rates were already distributed as SUNY 2020 funding, we cannot re-calibrate history. Instead, the existing (16/17) tuition sharing funding levels will be frozen at the VP levels, and any incremental graduate or Southampton enrollment above the 16/17 baseline will be shared at 65% of current tuition.

Graduate Tuition Revenue (65%) gets split as follows: 7% to Provost and 7% to Deans. Deans are responsible for distributing among the respective departments.

<table>
<thead>
<tr>
<th>REPORT DISTRIBUTIONS TO PROVOST</th>
<th>65% BASELINE DIFFERENCE IS DISTRIBUTED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate Program Degree Level</strong></td>
<td><strong>Provost</strong></td>
</tr>
<tr>
<td>1. Doctoral</td>
<td>65%</td>
</tr>
<tr>
<td>2. Masters &amp; Certificates</td>
<td>7%</td>
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<tr>
<td>3. Masters Teaching</td>
<td>7%</td>
</tr>
<tr>
<td><strong>EXCEPTIONS</strong></td>
<td><strong>Provost</strong></td>
</tr>
<tr>
<td>1. Four PhD Programs that distribute like a Masters: Applied Math &amp; Statistics (AMSPH), Science Education (CSMPH), Marine and Atmospheric Science (MASPH), Technology, Policy and Innovation (ESTPH)</td>
<td>7%</td>
</tr>
<tr>
<td>2. Combined Undergraduate/Graduate Degree Programs are included in the report, but have zero distribution BSHS/MSOT Health Science (HAABS), BSHS/MSOT Health Science (HAQBS)</td>
<td>0</td>
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</tbody>
</table>

Prepared by Enterprise Data & Analytics.

Graduate Tuition Sharing Report
https://bi.campus.stonybrook.edu/finance/vpreporting/Academic%20Reports

PURPOSE: This report describes how a portion of graduate tuition revenues are allocated to VP areas, deans and departments.

ii. Undergraduate Tuition Revenue Sharing:

No undergraduate tuition sharing programs will be implemented until further notice.
iii. Summer/Winter Tuition Revenue Sharing (SUTRA)

UNDER DEVELOPMENT

iv. Indirect Cost Share & Formula Return
Currently, the Provost returns IDC generated over the baseline year of 2009-10 in excess of formula returns to Deans (4%), and Chairs (9%). This funding is returned to decanal units in the fall (typically October).

Current IDC rates can be found at Stony Brook Research.

v. TORG
UNDER DEVELOPMENT
f. Equivalent Expense Transfers

Equivalent Expense Transfers are discouraged and are being reviewed and approved on a case-by-case basis (i.e. gift agreements with donors with prior approval from executive leadership). Beginning with FY 17/18, if salary and fringe benefits are being recovered by a grant, the appointment should be made directly to the grant account.

g. Fees

UNDER DEVELOPMENT

V. Personnel

Please note that effective March 1st, 2018 President Stanley announced that the University will place an indefinite hold on hiring and expenditure restrictions. Click the link to read the 2018 Budget Message from President Stanley. The announcement also has a Frequently Asked Questions. Click the following links to access the Travel pre-approval and Position/Compensation Request forms, located on the Budget tab of Provost’s office website.

a. Faculty

i. Hiring

Integrating the hiring process into the budget cycle is critical to managing our resources. By implementing the quarterly reporting process (outlined above), RSR’s will be completed as part of our Quarter 3 discussions, and well in advance of your conversation with the prospective faculty member. Draft offer letters will now be known as acknowledgement letters. Acknowledgement letters, along with completed RSR forms, must be submitted to the Provost’s Office for review and written approval before they are sent to the prospective faculty member. All draft acknowledgement letters must follow the format approved by the Human Resource Services. See attachments.

ii. Acknowledgement/Offer Letters

Acknowledgment Letter (Informal departmental offer) - Departments must submit to appropriate Dean for review and approval, all "draft" copies of proposed acknowledgement letters with completed RSR forms. Upon approval, draft acknowledgement letters and RSR’s must be submitted by Dean to VP Coordinator’s (VPC) in the Provost Office to submit for Senior Assistant Provost for Finance, Budget and Operations review and written approval before acknowledgement letters are sent to the prospective faculty member. All draft acknowledgement letters must follow the format approved by Human Resource Services. See attachments in Section VIII.

Formal Offer Letter - Once Acknowledgment letter is accepted by the proposed candidate, the chair must notify the Dean's office who will submit candidate’s request to hire paperwork for review by AA/EEO Committee and the Office of Institutional Diversity and Equity (OIDE). Upon AA/EEO and OIDE review and approval, the Dean’s office must endorse and submit recommendation to hire paperwork for Office of the Provost/President review. Upon approval, a formal offer letter will be sent to the prospective faculty member by the Office of the Provost.
iii. On-Base Increases, Temporary Increases & Course Load Releases
On-base and temporary increases (ex. also receives temp service, administrative stipend, course overload), as well as course-load releases for faculty must be approved by the Dean/Budget area and supporting documentation (ex. PeopleSoft form with VP Coordinator/Budget approvals, chair/administrative appointment letter, justification of increase) mailed to VP Coordinators in the Provost Office to submit for Senior Assistant Provost for Finance, Budget and Operations review and approval. Upon approval, VPC's process to Human Resource Services. Units must identify how they will fund the increase.

iv. Partner Accommodations
UNDER DEVELOPMENT

v. Start Up Support
UNDER DEVELOPMENT

vi. Salary Support
Units are expected to fund all new hire salaries (faculty and staff) under their current allocation. If provostial support is requested and granted (during Q3 budget meetings), the funding will be recurring fiscal for three years, at which time the unit is expected to pick up the salary cost with no increase in base allocation.

vii. Workload
UNDER DEVELOPMENT

viii. Retention Offers & Base Increases
UNDER DEVELOPMENT
b. Staff
   i. Hiring
   Staff hires submitted for approval must be identified in your unit’s Campus Budget Module (completed each Fall). If the position was not identified in the CBM, you will be required to identify the funding source. Postdoctoral associates should either be appointed to a research grant or to a startup account, with an account number identified in TMS.

   Each unit’s budget officer must sign off on staff requests, along with the director for HR. Requests will be sent for review and approval to the provostial area.

   The Provost Office budget staff should be involved in the search process for unit budget managers.

   ii. Offer Letters
   Offer Letters are created within TMS and then emailed to the candidate with the appropriate appointment forms to fill out and return to the Department. The Dean’s office then forwards all documentation to the Provost office for processing. Once all signatures are obtained, paperwork gets sent to HRS.

   iii. Reappointments
   Reappointments route from the Department to the appropriate Dean’s office (Centers come directly to the Provost Office) and should include a PeopleSoft change form, performance program and performance evaluation. Dean’s office then sends to Provost office for appropriate review and signatures and then they are routed down to HRS.

   iv. On-Base Increases
   Any on-base increase needs Provost Office approval. You must include how you will fund this increase. All permanent increases are submitted and approved through TMS. PeopleSoft change form is needed with all the Dean’s office signatures. Once received at Provost office, it is signed and sent to HRS. Once HRS received all paperwork and approves, the department is notified to send the increase memo, via TMS, to the employee.

   v. Extra Service Requests & Temporary Service Requests
   Extra Service should be submitted at minimum of one month prior to dates of service to allow for routing of approval and signatures. All non-teaching professionals need to attach a position description or performance program to their request. Any request, other than teaching a course, will also need to attach HRS questions/answers to all requests. Once all is gathered, departments will send to their Dean's office for signatures, regardless of they are paying for the services or not. Once Dean approves, requested is routed to the Provost office for further approvals and signatures. Once approved by Senior Assistant Provost for Finance, Budget and Operations, it is sent down to HRS for final approval.

   All requests for Temporary Service should be approved by the Dean/Director of the area and emailed to VP Coordinators in the Provost Office (Janice Barone & Faith Mirabile). Once approved by Senior Assistant Provost for Finance, Budget and Operations, it is emailed to Class & Comp (Jeanmarie Ricciardi) for further review. Please see appendices I & J for detailed instructions and information needed for requests. Once approved by HRS, a PeopleSoft form with the Class & Comp approval/review email should be sent to the Provost Office for approvals and then forwarded to HRS for final approval.
c. Earnings Distribution Changes

   Units are responsible for submitting Earnings Distribution changes to Human Resource Services per the new procedure as follows:

**Individual Employee**

Send an email to: HRS State Appointments
Cc your VP Coordinator Janice Barone
The subject of the email must be: EARNINGS DISTRIBUTION CHANGE

**Multiple Employees**

When updating multiple earnings distribution changes, please send information on an EXCEL spreadsheet to HRS State Appointments and cc VP Coordinator. The spreadsheet should include the following information for each employee: The e-mail must include: Effective date, Employee name, Employee ID#, Account(s) and percentage for each account.

---

**SBU Change Form (Earnings Distribution ONLY)**

<table>
<thead>
<tr>
<th>Effective Date:</th>
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</table>

Employee’s Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>SBU ID #</th>
<th>Account Code 1</th>
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<th>Account Code 2</th>
<th>%</th>
<th>Account Code 3</th>
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Note that the distribution changes may take a couple payroll periods to take effect and any payroll payments made in error may require a PDME transfer. Correction requests through PDMEs may only be requested within the same fiscal year in which the payroll payment occurs.
VI. Helpful Links

Course Fee Request Deadlines

State Transfer Templates

Expenditure Accounting

Fringe Benefit Rates

Research Policies

Facilities & Administrative Cost Policy

IP and Patent Policy
VII. Journal Transfers

a. Expense Transfers
   - Use object code list in the template to match object codes to where expense exists in SUNY BI
   - Do NOT cross object codes (unless correcting an erroneous post)
   - Any expense being moved should exist
   - Use 8-digit account numbers
   - Purpose explanation should be no longer than 26 characters (this will show in SUNY BI and can help identify what the transfer was for at a later date)
   - All expense transfers must be submitted using the new template provided by Accounting
   - Ensure cross VP journal transfers have the authorization of all VP areas involved

b. Allocation Transfers
   - Use object code list in the template to match object codes to where expense exists in SUNY BI
   - Allocation must exist: allocation can only be moved from where it is posted
   - Use 8-digit account numbers
   - Purpose explanation should be no longer than 26 characters (this will show in SUNY BI and can help identify what the transfer was for at a later date)
   - Cross VP transfers and negative allocations require the approval of the Budget Office
   - Allocation can only be moved within accounts in the same fund (i.e. State to State, IFR to IFR)
   - All allocation transfers must be submitted using the template provided by accounting
   - Maximum of 8 lines per allocation request, use additional sheets in the template if necessary

c. Payroll Transfers (PDMEs)
   - Payroll expenses that have already been incurred
   - All PDME transfers must be requested using the template provided by accounting
   - Each PDME can have a maximum of 10 pay periods per transfer
   - Include the Line number of the employee and percent or total amount of the payroll to be moved

d. Journal Transfer Support Schedule

   This schedule is required for:
   - Transfer requests in excess of $10,000
   - Transactions where a deficit will be created in an IFR account
   - All Equivalent Expense transfer requests regardless of the amount

All templates can be downloaded directly from the Accounting Services website.
VIII. Appendices

A: STRATEGIC GOALS

Enhancing Faculty Success

- Growing the externally-funded research portfolio, including non-federal funding and meaningful engagement with technology transfer, intellectual property development, and enterprise creation
- Building the scholarly, scientific, and artistic standing and visibility of the faculty
- Differentiating key academic strengths that clearly distinguish the University -- focusing on multi-disciplinary and inter-disciplinary opportunities that leverage those strengths
- Utilizing the location of the University as an intrinsic asset to guide faculty recruitment and scholarly and artistic excellence
- Increasing the number of faculty nationally recognized in the American Academy, the National Academies, and related organizations that recognize extraordinary merit
- Insuring the success of the faculty in instructional pursuits, program-building efforts, and mentoring activities
- Facilitating faculty accomplishment and recognition in service to their units, the University, their professional societies and organizations, and wider community partnerships

Enhancing Student Success

- Achieving undergraduate retention and graduation rates comparable to those of the best public universities in the AAU
- Building student learning outcomes consistent with the best accreditation standards and with continuing instructional innovation in all disciplines
- Maintaining instructional programs of the highest quality, offering the most highly regarded public education in the Northeast
- Linking academic advising and career planning in a robust fashion and maintaining their ties to student needs, aspirations, and goals
- Recruiting and supporting outstanding graduate and professional students in rigorous programs that enhance research, scholarship, and art-making across the University
- Exploring the development of rewarding and significant "alternative career paths" for masters and doctoral students
- Sustaining leadership in the development of innovative instructional practices
- Offering a robust array of opportunities for engaged learning and for direct student experience with research, scholarship, or art-making
- Insuring the systematic integration of superior educational activities with best practices in student life and student wellness programming
- Linking student outcomes and experience to the mission and goals of alumni affairs and institutional advancement
Enhancing Diversity and Inclusive Excellence

- Insuring the accessibility and affordability of all instructional programs
- Pursuing the principled recruitment of faculty, students, and staff from under-represented groups
- Cultivating research, learning, and service environments that demonstrate a genuine commitment to inclusivity and academic freedom
- Maintaining the meritocratic commitments of our University to the public it serves

Enhancing Institutional Effectiveness

- Managing resources, consistent with specific budgetary targets, in the most efficient and effective manner
- Securing cost-efficiencies consistent with educational, artistic, scholarly, and scientific excellence
- Cultivating innovation and entrepreneurship, consistent with the University's mission, to increase revenues in support of institutional needs and objectives
- Maintaining and strengthening the practices and traditions of shared governance that are the hallmark of institutional excellence
- Pursuing sustainable and reliable practices with respect to facilities management while minimizing any adverse environmental impacts of our operations
- Modeling best practices across administrative units and being an exemplar for other SUNY campuses and for other higher education institutions
- Developing robust and consistent leadership succession plans across the academic units
### B: STRATEGIC INITIATIVES TEMPLATE

#### Excel file is available at: [Strategic Initiatives Template](#)

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Excel file is available at: Request for Authorization to Recruit
Remember to keep descriptions under 26 characters.

<table>
<thead>
<tr>
<th>Date</th>
<th>Account Description</th>
<th>Amount</th>
<th>Debit/ Credit</th>
<th>Account Name</th>
<th>Notes</th>
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<td>Travel Expense</td>
<td>$500</td>
<td>Debit</td>
<td>Travel</td>
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<td>2/1/2018</td>
<td>Lunch</td>
<td>$20</td>
<td>Credit</td>
<td>Food</td>
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<td>3/1/2018</td>
<td>Car Rental</td>
<td>$100</td>
<td>Debit</td>
<td>Car Rental</td>
<td></td>
</tr>
</tbody>
</table>

**Please submit transfers as attachment in Excel.**

STATE EXPENSE JOURNAL TRANSFER

Published: October 1, 2018
Journal/Expense Transfer Request Support Schedules

Please provide the data elements on the following Journal/Expense Transfer Request Support Schedule. The schedule is a useful tool in ensuring expense transfers are being processed in accordance with the Campus Budget Module (CBM) or based on the original expense details. We encourage all areas to minimize the need for expense transfers by, where possible, initiating the expense on the applicable account.

Requirements applicable to:

- All transfers are submitted on a Journal Transfer Template.
- All transfers must include a Journal/Expense Transfer Request Support Schedule.
- Utilize the object code list located on the Accounting website and on the Journal Transfer Template.
- Do not cross object codes – the same object code must be used for the debit and credit accounts.
- The expense being moved must exist on the account. Detailed transaction support is required.
- Charge appropriate expenses to accounts i.e. Student Fees, Service Centers, Special Appropriations are authorized to certain expenses.
- The Journal Transfer Template and Journal/Expense Transfer Request Back-Up Template is used for appropriated (State, IR, SURRA, MRR, DFR) expense transfers only.
- Be cognizant of lapsing deadlines when processing expense transfers.
- Equivalent Expense Transfers: We are required to match the budget in CBM to the transfer. Transfers between accounts must be made consistent with how they were budgeted in the Campus Budget Module (CBM) at the object code level.
- All negative budgeted amounts must be identified with each transaction; please provide the GL Class from the Campus Budget Module (CBM).
- All negative budgeted amounts must include the corresponding N value.

We cannot cross object codes at the budget / journal expense level. This requires the transactions to properly match if the transaction was budgeted in PSR – the expenditure transaction must move PSR, TS to move TS and OTPS to move OTPS

2) Please provide the accrued cash balance in the boxes below for all accounts affected that are in a cash or uncommitted cash deficit before and/or after the requested journal transfer is processed. Please include the breakout and back-up of current assets and liabilities included in the accrued cash balance for each account. Attach additional sheets if necessary.

*Embedded Excel Sheets below: Double click to enter data.

F: JOURNAL EXPENSE SUPPORT SCHEDULE (Contact the Budget Coordinator for Excel Copy)
TENURE TRACK Acknowledgement Letter
Assistant Professor/Associate Professor/Professor

Date

Dear [Name],

I am very pleased to inform you that I am recommending that you be appointed to a full time faculty position in the Department of [Department] at Stony Brook University. Appointments to such positions are subject to the Policies of the State University of New York (SUNY) Board of Trustees and will require the approval of the Provost, the President and the Office of Institutional Diversity and Equity. Appointments are also contingent upon the outcome of the pre-employment background check and dependent upon maintaining the appropriate immigration status throughout your employment. There is no offer until these approvals and clearances are obtained. If approved, you will receive an offer from the Provost and Senior Vice President for Academic Affairs.

I will recommend the following terms and conditions of your appointment:

1. If approved, your appointment is anticipated to commence [September 1, 20XX (Fall), January 1, 20XX (Spring)]. Classes will begin on [date] but please be advised there may be departmental faculty obligations that occur during the week before classes begin at which your attendance may be required. An academic obligation includes teaching, research, University service and other duties and responsibilities as identified by the Chair of your department.

2. Title [Assistant Professor 10, Assistant Professor 12, Associate Professor 10, Associate Professor 12, Professor 10, Professor 12]

3. Rank: Academic Rank (Tenure Track)

4. Type of Appointment: Tenure

5. Duration of Appointment: This [one year, two year, or three year] term proposed appointment would be effective [date] and continue until [date].

6. Salary: Academic Year Salary (10 month) of $[amount], Annual Year Salary (12 month) of $[amount].

7. Location Stipend: In addition to the basic annual salary, full-time employees will receive a location stipend. Currently the location stipend is $[amount] per year.

8. [Optional Paragraph] You may be eligible to receive up to three months of summer salary for [reason].

9. Benefits: As an employee of the State University of New York, you would be eligible to enroll in a benefits plan which includes health, dental, and vision insurance, and to participate in a retirement plan. A full explanation of State benefits is available at the following website: [www.sunyc.edu/hr/benefits state]

Sincerely,

[Name]
Chair

[Name]
Dean

Department of [Department]
College of [College]

TENURE TRACK Acknowledgement Letter
Assistant Professor/Associate Professor/Professor
H: ACKNOWLEDGEMENT LETTER

Acknowledgement Letter
Associate Professor/Professor

Date

Name
Address

Dear [Name]:

I am very pleased to inform you that I am recommending that you be appointed to a full time faculty position in the Department of [Department] at Stony Brook University. Appointments to such positions are subject to the Policies of the State University of New York (SUNY) Board of Trustees and will require the approval of the Provost, the President, and the Office of Institutional Diversity and Equity. Appointments are also contingent upon the outcome of the pre-employment background check and dependant upon maintaining the appropriate immigration status throughout your employment. There is no offer until these approvals and clearances are obtained. If approved, you will receive an offer from the Provost and Senior Vice President for Academic Affairs.

I will recommend the following terms and conditions of your appointment:

If approved, your appointment is anticipated to commence [September 1, 20xx (Fall), January 1, 20xx (Spring)]. Classes will begin on [date], but please be advised there may be Departmental faculty obligations that occur during the week before classes begin at which your attendance may be required. An academic obligation includes teaching, research, University service and other duties and responsibilities as identified by the Chair of your department.

Title: Associate Professor 10 Associate Professor 12 Professor 8 Professor 12

Rank: Academic Rank (Tenure Track)

Salary: Academic Year Salary (10 month) of $90,000 Annual Year Salary (12 month) of $100,000

Tenure: With your acceptance of these conditions, and receipt of approvals, we propose to initiate an expedited tenure review. Appointment to such positions requires the approval of the Dean of the College of [College], the Provost, President, and the Chancellor of the State University of New York, and is subject to the Policies of the Board of Trustees which can be viewed at erry.edu/Board_of_Trustees/PDF/Policies.pdf.

In the event that this expedited review is not completed by the employment date, your appointed initial appointment as [Associate Professor Professor] would be a "term appointment" from [date] through [date not to exceed 2 years]. Upon successful completion of the tenure review process and final approval by the necessary parties, your appointment would become a tenured appointment in the Department of [Department].

Location Stipend: In addition to the basic annual salary, full-time employees will receive a location stipend. Currently, the location stipend is $3,025 per year.

Benefits: As an employee of the State University of New York, you would be eligible to enroll in benefits such as health, dental, and vision insurance, and to participate in a retirement plan. A full explanation of State benefits is available at the following website: www.strybrook.edu/hr/benefits/state.

(Optional Paragraph)
State employees may be reimbursed for the actual moving costs of household goods, personal effects and transportation costs. No reimbursement shall be provided for household goods personal effects in excess of $1,000 pounds. For additional detailed information regarding relocation expense please visit: www.strybrook.edu/hr/procurement-employee/it

(Optional Paragraph)
We understand the importance of your research efforts. To help provide a seamless transition we propose a startup package of $10,000, to be expended within [specified time period] of your arrival. The permissible uses are detailed below:

1.
2.
3.

(Optional Paragraph)
The Department will provide you with appropriately furnished office space with internet access and phone. You will be provided with laboratory space proportional to your research program and subject to space limitations in our building. Office space will be provided for your students and postdocs, as needed. Such space at Stony Brook will be allocated by the Chair and will be returned to the department if the space is not used for an active research program.

We are hopeful these terms will be approved soon and that an offer letter will be issued shortly.

Sincerely,

[Signature] Chair

[Signature] Dean

Department of ________ College of ________

Acknowledgement Letter
Associate Professor/Professor

Published: October 1, 2018
I: EXTRA SERVICE REQUESTS QUESTIONS

**EXTRA SERVICE REQUESTS C&G ANALYSIS QUESTIONS**

**This does not include Extra Service requests for teaching credit-bearing courses.**

1) Do you happen to know if these duties happened already? It seems that this was submitted for review after the duties were scheduled to begin and/or after the duties were completed.

2) Can you explain to me how the amount being requested was decided?
   
   a) What factor was used in determining the amount to pay for the duties being requested?
   
   b) How much are you looking to pay hourly?

3) Can you please elaborate on the duties?

4) Can you please explain how you feel these Extra Service duties differ from his/her current responsibilities?

5) What are the incumbent’s normal business hours?
   
   a) When will these duties be performed in relation to the normal business hours?
   
   b) What days/what exact times?

6) Would you be able to also tell me how/why this individual was chosen to perform these duties?

7) Who did these duties before?

8) Is this a position currently being recruited for?

9) What qualifications and/or level of degree[s]/certifications are required to perform these duties?
Temporary Increase Request

**Definition:** When an employee has temporarily assumed significant additional responsibilities not resulting from an increase in volume and not outside the scope of what we would expect from his/her position, a temporary salary increase may be granted. The temporary duties must be of a classification equal to or greater than the employees’ current classification.

**Department Instructions:** Email your memo of justification to your VPC for their support being sure to include the following points:

1. Name of incumbent to receive the temporary increase.
2. Incumbent who did these duties previously.
3. How much you are temporarily requesting Annualized@1.0FTE?
4. Beginning and End dates of the temporary increase. **Note:** Generally should not exceed 6 months. If an extension beyond six months is needed, an extension request to your VPC can be made at that time.
5. List the temporary duties being taken on.
6. When will these temporary duties be performed? [i.e. during the work day or after the work day] *See Note "C" below
7. Most recent Organizational Chart
8. % of time that will be dedicated to these temporary duties in relation to the current, primary duties
9. Why incumbent was selected to perform these duties.

**VPC Instructions:** Forward to C&C for approval, confirming VP is in support and agrees with the request/extension request.

**Processing:** Once C&C completes the review, we will notify the VPC of the approval/denial status. If it is approved, please be prepared to submit both the on and off forms simultaneously along with a copy of C&C’s approval email to the appropriate department.

**Please note – As a guideline,**

A. If the temporary duties being requested result in an increase in work volume, but not in an increase in the complexity of fulfilling the responsibilities of the position, no salary increase will be granted.

B. To avoid creating salary inequities with others, consideration is given to the salaries of others in similar positions and the complexity of the additional duties.

C. If the work is being done outside of the workday, please contact your VPC prior to submitting to ensure the request is processed correctly (i.e. O/T, Extra Service, Temporary Increase).
AAU – Association of American Universities. Founded in 1900, the Association of American Universities comprises 62 distinguished institutions in the United States and Canada that continually advance society through education, research, and discovery.

Accruals – Revenues or expenditures that have been recognized for that fiscal year but not received or disbursed until a subsequent fiscal year.

AES – Accounts Expenditure Summary. These monthly expense and cash collection reports are available in the ERAS (Electronic Record of Authorized Signatures) system. Instructions on viewing reports online are available at http://www.stonybrook.edu/eras/aes-reports-instructions.shtml

All Funds Budget: The total program budget including the core operating budget, sponsored program activity, self-supported programs, auxiliary service corporations, foundations, and any other spending related to the campus such as temporary sources of support.

Allocation – The distribution of appropriated funds to campuses and departments for expenditure control.

Appropriation – The amount of spending legally authorized by the General Assembly. The authority to spend revenue (State General Fund or campus generated revenue) up to the amount indicated and for the purpose stated.

CBM – Campus Budget Module. The Campus Budget Module, or CBM, is a custom budget module developed within PeopleSoft HCM (Human Capital Management) that allows users for West and East campuses to prepare and input budget information. http://www.stonybrook.edu/budgetoffice/campmod/campmod.htm

CS – Campus Solutions. Oracle software suite used for student and higher education administration including admissions, scheduling, financial aid, student financials and records & registration. www.stonybrook.edu/csprod

CSI – Contractual Salary Increases

DIFR – Dormitory Income Fund Reimbursable. This is a group of accounts that are self-supporting and used to administer room rental fees and charges.

Encumbrance – The commitment of all or part of an appropriation. Encumbrances represent valid obligations related to unfilled purchase orders or unfulfilled contracts. Outstanding encumbrances are recognized as budgetary expenditures in the individual department’s budget documents and their individual annual financial reports.

ERAS or E-RAS – Electronic Record of Authorized Signatures. This online system is used to identify individuals with authorization to encumber or commit account funds. Monthly expense and cash collection reports are available in this system. Instructions and links to forms are available via the ERAS FAQ at http://www.stonybrook.edu/eras/frequently-asked-questions.shtml

F&A – Facilities and Administration costs. These are the real costs related to sponsored projects that include maintenance, security, heating, cooling, lighting, space, disposal of hazardous waste, secretarial support, and cost of compliance with government regulations.

FY – Fiscal Year. The calendar on which the state operates for financial purposes. The University’s fiscal year begins on July 1 and ends on June 30.

Form I – The formal budget submission by each campus. The master commitment file is used to build the Form I. This is the form that is used to develop the funding allocation target in CBM
Form II – Following CBM, this is the form that is used to request additional funding commitments.

FTE – is a unit that indicates the workload of an employee or student in a way that makes workloads or class loads comparable. An FTE of 1.0 is equivalent to a full-time worker or student, while an FTE of 0.5 signals half of a full work or school load.

GHI/ICTE – Global Health Institute/Institute for the Conservation of Tropical Environments.

GL Classification – General Ledger. A general ledger is the master set of accounts that summarize all transactions occurring within an entity. The GL Classification and Codes help to organize and identify accounts and transactions.

HCM – Human Capital Management. Oracle software suite used by the University for human resource administration including the campus budget module and IFR Accruals. [www.stonybrook.edu/hcmprod](http://www.stonybrook.edu/hcmprod)

HIFR – Hospitable Fund Reimbursable. Operating accounts used to support the costs associated with the University Hospital. This allocation is supported through patient care revenue.

HSC – Health Science Center.

IACS – Institute for Advanced Computational Science.

IDC – Indirect Cost (also known as Facilities and Administration costs/F&A). See Research Foundation for information on IDC.

Lapsed Funds: Uncommitted funds that remain in an appropriation account at the close of a fiscal year. They are returned to the fund from which they were originally appropriated or allocated.

Lapsing Funds – A department or organization with a lapsing budget must return any unspent budget funds to the authority that issued them at the end of the budget period. The lapsing calendar can be found here: [http://www.stonybrook.edu/budgetoffice/managing/lapsingfunds.php](http://www.stonybrook.edu/budgetoffice/managing/lapsingfunds.php).

Object Class: A grouping of similar expenditure items that form the basis of appropriations and records of expenditure. Examples include “travel”, “contractual services”, and “supplies and materials”.

Office of the State Comptroller (OSC): The State Comptroller is New York State’s chief fiscal officer. The Comptroller is charged with auditing government operations and operating the Statewide Retirement Systems. OSC monitors, reports on, and coaches other public entities, and works to ensure that governments at all levels are discharging their responsibilities in an efficient, effective, and timely manner.

OTPS – Other Than Personal Services. This budgetary category refers to active resources that are allocated for non-salary expenditures. This would include supplies, travel, contractual service, library acquisitions, and equipment.

PDME – This is a form used to request State Payroll Expense Transfers. The form is available online at [https://www.stonybrook.edu/accounting/state-transfer-templates.shtml](https://www.stonybrook.edu/accounting/state-transfer-templates.shtml)

PSR – Personnel Salary Regular. This budgetary category refers to resources that are allocated for appointments with a continuing duration.

PST – Personnel Salary Temporary. This budgetary category refers to resources that are allocated for appointments with a short-term duration.
RF – Research Foundation. The Research Foundation for The State University of New York (RF) is the largest comprehensive university-connected research foundation in the country. The RF is a private non-profit education corporation that is tax-exempt under Internal Revenue Code (IRC) Section 501(c) (3). Research Foundation accounts record research, instruction and training activities conducted under the direction of University faculty and staff and funded by organizations both external and internal to the University. They are made up of both Sponsored and Non-Sponsored funding.

RSR – Research Support Request. A form used to request support from the Vice President for Research for Cost Sharing or other research related projects. Information available at https://research.stonybrook.edu/forms/research-support-request-0

SBF – Stony Brook Foundation. The Stony Brook Foundation is a private 501(c) (3) nonprofit organization. It exists to advance the goals and strategic plan of Stony Brook University by raising and managing private funds on the University’s behalf.

SBU Reporting – Stony Brook University Reporting. This is a local university financial reporting tool that provides financial data and reports in an all-funds manner. For SBU Reporting for Finance, access should be requested by your VP Coordinator. https://it.stonybrook.edu/services/sbu-reporting

SPD – School of Professional Development.

SUNY BI – SUNY Business Intelligence (BI). This is the financial application system managed by SUNY Central that has replaced the SUNY SMRT system and some functionality of SUNY Legacy. This application provides financial reports and information for State/IFR accounts. www.suny.edu/analytics

SUTRA – State University Tuition Reimbursable Account. These accounts were established to provide the State University the ability to retain a limited amount of tuition revenue generated in excess of targeted levels and create entrepreneurial incentives for campuses to expand enrollment and programs. State University Tuition Reimbursable Accounts utilize income from self-supporting programs funded from tuition revenue related to overseas programs, contract courses, summer session & enrollment overflow. SUTRA accounts operate similar to Income Fund Reimbursable accounts.

TMS – Talent Management System. The Talent Management System is used for hiring and performance management at Stony Brook University, Stony Brook Medicine, and Long Island State Veterans Home. One system for the entire recruiting and onboarding lifecycle, with approvals processed electronically. https://it.stonybrook.edu/services/taleo

ToRG – Tuition on Research Grant Policy. All proposals for sponsored research, teaching/training, or public service projects that include salary support for graduate students must also include a request for graduate student tuition remission. Tuition at the current NYS rate for six (6) credits per semester (Fall and Spring only), per graduate student, is to be included in the proposal budget as a direct cost line item. Tuition remission costs are excluded from fringe benefits or indirect cost assessment.

TS – Temporary Service. This budgetary category refers to resources that are allocated for appointments with a short-term duration.