

Business Administrators Meeting (BAM)

Wednesday, April 24, 2024

9:05am Welcome

9:10am Financial Services Updates

- OCGA: F&A
- Accounting and Reporting: Year End Planning
- Accounts Payable: W9 & W8BEN
- Travel System: Beginning and Ending Dates
- Asset Management: Training and Scan system
- Reporting: FADS

10:10am Facilities Management Update

10:20am help.umbc.edu updates

Ken Schreihofner, Director Business Systems

Welcome

Kathy Dettloff,
Vice President Administration and Finance

F&A

**Office of Contract & Grant
Accounting**

Joanna Napoli, Director OCGA

**Amy Steinly-Marks, Assistant Director Cost
Accounting & Analysis**

What is F&A?

Facilities & Administrative costs AKA Indirect Costs

Direct costs (what we do at UMBC)

+ F&A (people, places, and things that make it happen)

Total Expenses

F&A includes YOU, buildings, utilities, library, central admin, etc

F&A Rates

FY2019 Organized Research On Campus rate

Calculated rate: 72%

Capped rate: 60.3% (A - Admin capped at 26%)

Received: 53 – 55%. Currently 55% (FY24 & 25)

F&A Proposal Basics

- Current F&A proposal base year: 2024
- Occurs ~every five years
- Due 12/31/2024
- Calculate
- Negotiate
- Administer

F&A Components

F = Facilities costs, A = Administrative costs

A = calculation is capped at 26%

F = no cap, based on utilization of space (Space Survey) used to conduct activities such as:

- Organized Research
- Other Sponsored Activities (ex: public service)
- Sponsored Instruction

Space Survey

- Facilities costs are calculated based on the Space Survey
 - A space survey is the process of assigning functional use categories, such as Instruction and Organized Research to each room used for research
 - Each room is functionalized according to the percentage of use by each occupant in the room

Space Survey Status

- Select Building and Business Managers are working on the Space Survey

- Departments impacted by space survey:

10463 CSEE

10200 Mech Eng

10496 IS

10145 CBEE

10679 CENTAUR

1043 Biology

10424 Chem

10599 Dean CNMS

10422 Marine Bio

10035 Physics

10090 Psychology

10333 Geography

10678 Ctr Real-time Distr Sens & Aut

Impact

- Building Managers may come to you and PIs with questions about occupants in rooms and/or funding sources assigned to the occupants
- Budget – the higher the F&A rate, the more we can recover from sponsored awards
 - F&A waivers should be rare

Contact Info

Amy Steinly-Marks,

Assistant Director of Cost Accounting & Analysis

asmarks@umbc.edu

410-455-2099

[F&A webpage](#)

Year End

John Alfano, Manager

Year End Planning and Reminders

June 30, 2024

A Fiscal Year End Memo and Calendar is
Being Updated

End of April

Expect It in Your Email/Financial Services
Website

alfanoj@umbc.edu

Year End Planning and Reminders

- Budget Amendment Adjustments for FY24 (by June 6)
 - Budget Office – Christopher Correnti ccorree70@umbc.edu
- Payroll Retros for FY24 – 2024-25 Payroll (by June 6)
 - The next payroll allowing retros 2024-02 (see Payroll Calendar)
- Travel Reimbursement for FY24 (by June 6)
 - Expenses received after the deadline will be recorded in next FY
- Payment Request for FY24 (by June 14)
 - approved by Department Approver COB
- Pcard Purchase for FY24 (by June 14)
 - Expenses received after the deadline will be recorded in next FY
- Pcard Reallocation (by June 27)

Year End Planning and Reminders

- RSTARS Interagency Payments for FY24 (by June 21)
 - approved by Department Approver COB
- Foundation Reimbursement Requests
 - Visit the USM Foundation website – last day for FY24 not set yet
- Restricted Journals for FY24 (by June 21)
 - approved by Department Approver COB
- Cash Receipts/Deposits for FY24 (by June 27)
 - Everything must be received by 12:00 Noon
- Unrestricted Journals for FY24 (by July 1)
 - Journal Date dictates the Fiscal Year – June 30 posts to FY24

Year End Planning and Reminders

- Contact Financial Accounting and Reporting w/ Questions
 - Bryan Casey, Controller, bcasey3@umbc.edu
 - Gayle Chapman, Assistant Controller, chapman@umbc.edu
 - John Alfano, Manager, alfanoj@umbc.edu
- Journal Entry Training Every Month
 - May 11, 10:00am (next virtual class)
- Training for Year End Assistance – send a Request
- Look for More Reminders on the YearEnd Memo – End of April

W-9 & W-8BEN

Linda Rothfus, Manager Business Services

Gloria Honeycutt, Assistant Manager Business
Services

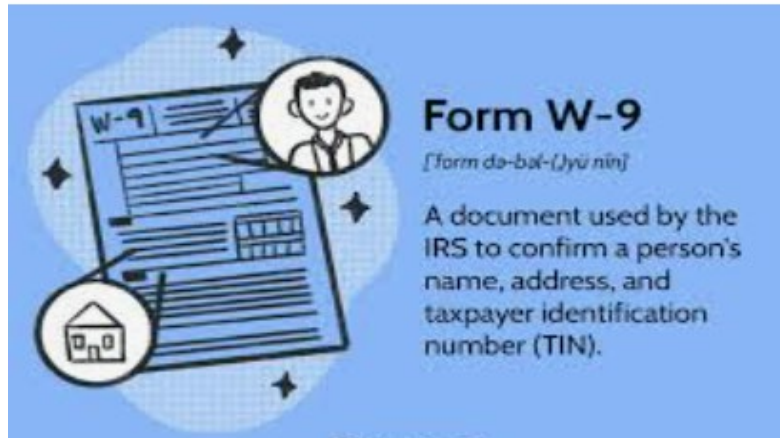
W-9 and W-8BEN

Brought to you by Financial Services
where everyone counts 😊



What is a W-9 form?

- It is a form that verifies the name, address, and tax identification number of an individual who has a SSN or a domestic business.



W-9 Specifics

- VERY IMPORTANT!!!** Some businesses use a corporate address on their W-9 but they should also include the remit address.

Corporate address or supplier remit address or both

Form W-9
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.
 Individual/sole proprietor
 C corporation
 S corporation
 Partnership
 Trust/estate
 LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)
 Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.
 Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "PP" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).
 Exempt payee code (if any) _____
 Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
 (Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

8 Social security number
 - - - - -
 or
 9 Employer identification number
 - - - - -

Note: If the account is in more than one name, see the instructions for line 1. See also What Name and Number To Give the Requester for guidelines on whose number to enter.

Possible location for supplier remit address

What is a W-8BEN?

- W-8 is a generic term that actually refers to 5 different forms within the W-8 "family" of forms.
- Individuals/Businesses with international addresses that are receiving income from the U.S. sources are required to use the W-8BEN.
- International suppliers use the W-8BEN instead of the W-9.



Importance of W-8 form

- If NRA's do not have a valid W-8, the payer may be subject to 30% tax.
- If NRA's do have a valid W-8 and visa, they are exempt from this withholding.

So getting the W-8 is very important for the
Payee.

Helpful hints to remember with W-9 and W-8BEN

- Supplier should use their legal, given name, not preferred or nickname
- Supplier should preferably type W-9 and W-8BEN forms... Please! LEGIBILITY is key 😊
- Forms MUST BE signed and dated.
- REMEMBER!!! All parts of the address are important. If applicable, the address must include apt #, floor #, Suite# etc.
Imagine if you were the mail carrier 😊



Why is a W-9 or a W-8BEN so important to Business Services and **YOU!**

- Ensures that the supplier will receive payment to the correct address
- Tax reporting purposes
- Confirms payment to the correct supplier

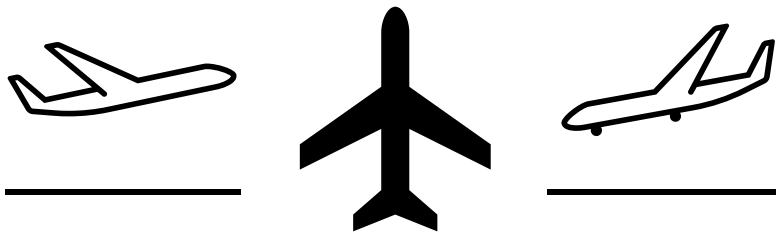


Travel System

Adam Drutz-Hannahs, Travel Specialist

Travel System

The importance of including the
START and END times



Why it is so important

- By providing start and end times, we ensure that our reimbursement requests align with the UMBC travel policy, minimizing the risk of discrepancies or potential audits.
- Accurate time records contribute to a smoother and more efficient approval process for travel reimbursements.
- The duration of travel, as indicated by start and end times, directly impacts the calculation of per diem entitlements.

Defining START and END

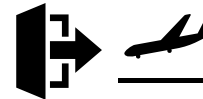
START

The time a traveler departs their home or office at the beginning of their trip



END

The time a traveler arrives at home or office at the conclusion of their trip



How is Per Diem Calculated?

Overnight trips

Departure
(START)

Departure	Breakfast	Lunch	Dinner
6 AM or Earlier	✓	✓	✓
6:01 AM - 1:00 PM	✗	✓	✓
1:01 PM - 7:00 PM	✗	✗	✓
After 7:00 PM	✗	✗	✗

Arrival
(END)

Arrival	Breakfast	Lunch	Dinner
6 AM or Earlier	✓	✗	✗
6:01 AM - 1:00 PM	✓	✗	✗
1:01 PM - 7:00 PM	✓	✓	✗
After 7:00 PM	✓	✓	✓

How is Per Diem Calculated?

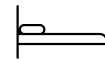
Partial Day (Day trips)



START in
the
morning



END in
the
evening



Less than 10 Hours	No Per Diem
10 hours or more	Breakfast and Lunch
12 hours +	Breakfast, lunch and Dinner

or

Less than 10 Hours	No Per Diem
10 hours or more	Lunch and Dinner
12 hours +	Breakfast, lunch and Dinner

Entering the data into the travel system

- Details
- Expenses
- Itinerary/Mileage**
- Documents
- Communications

START

Action	Start Date	Start Time	End Date	End Time	From	To	Type
Move ^h Move Ins ^h Ins	07/14/2024	07 00 AM	07/14/2024	12 00 AM	Home	BWI	Auto
Move ^h Move Ins ^h Ins	07/14/2024	12 00 AM	07/14/2024	12 00 AM	BWI	MCO	Air
Move ^h Move Ins ^h Ins	07/20/2024	12 00 AM	07/20/2024	12 00 AM	MCO	BWI	Air
Move ^h Move Ins ^h Ins	07/20/2024	12 00 AM	07/20/2024	05 00 PM	BWI	HOME	Auto

END Time

Business Services Travel Desk

Contact info

Travel Specialist: Adam Drutz-Hannahs

Phone: (410) 455-2316

Email: TravelServicesAP@umbc.edu



Inventory Updates

Albert Smith, Manager

Plant Accounting Inventory Control

Scan and Validate

- New procedure for completing physical inventories for equipment.
- Scanners will be used to physically identify and confirm the location of equipment.
- When the inventory is completed, the results are downloaded to an excel file listing all missing equipment for a department.

FY2024 Capital Equipment Inventory

- The FY2024 Capital Equipment Inventory is in process.
- As of today, 81% of the inventory has been completed.
- The anticipated completion date is June 30, 2024.

FY2023 Sensitive Equipment Inventory

- The FY2023 Sensitive Equipment Inventory is 94% completed.
- We are sending a survey to the property custodians to identify all strengths and weaknesses in the sensitive inventory procedures.

E-Cycle Event

- The next E-Cycle event will be held during the week of May 20, 2024. The exact date and location will be announced when we get a confirmation from the recycler.
- Only electronic items will be accepted. No refrigerators or portable air conditioners.
- A Property Disposition form must be submitted by Wednesday, May 15, 2024 to Inventory Control via DocuSign for all equipment that has a property tag affixed.

Inventory Training

- Inventory training is available for all UMBC employees on the 2nd Wednesday of each month. Register by searching Asset Management Training/ Inventory Control at <https://my3.my.umbc.edu/groups/training>
- If the 2nd Wednesday is not convenient, we offer individual training.
- To schedule individual training, please contact Britany Davis at ext. 51716 or bdavis12@umbc.edu

Property Custodian Group

- All Property Custodians are notified of any policy and procedure changes via email to our Property Custodian Group.
- If you would like to be included in this group, please contact Tina Carter-Brown at ext. 58078 or tcbrown@umbc.edu

FADS Update

Jared Fincke, Assistant Director
Financial Reporting

Facilities Management Update

John Zahor, Assistant Vice President

Facilities Management

Business Administrators Meeting

Spring 2024 Construction Update



Elevator Projects

Recent Successes

Math Psychology North / Library service

Fine Arts / Sondheim / RAC / Administration Bldg

Current Construction

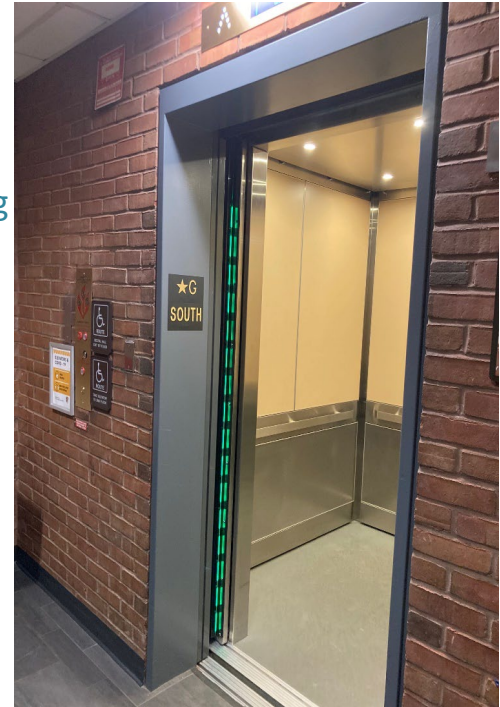
Math Psychology South

University Center / Biological Sciences

Upcoming Project

Meyerhoff Chemistry / Engineering

University Center service



Roof Replacements

Recent Successes

AOK Library and Gallery (2024)

Biological Sciences Building

Upcoming Project

TRC roof replacement (fall 2024)

Meyerhoff Chemistry Building



Campus Lighting Upgrades

In Construction

Phase 1 (Hilltop Circle East)

Upcoming Project

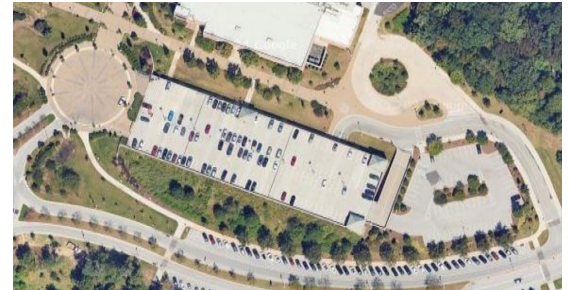
Phase 2: phased replacement of remaining pedestrian and vehicular lighting throughout campus



Admin Garage Structural Repairs

Upcoming Project

Repairs of garage concrete structure



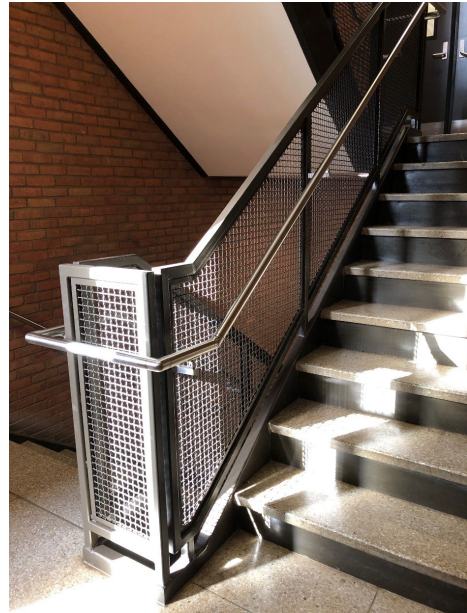
Life Safety

Recent Successes

Handrail replacements in 3 academic buildings

Current Construction

Improvements to Police Station
dispatch center Campus Fire Alarm
upgrades in Biological Sciences, UC,
and the Central Plant



Central Plant

Current Construction

Replacement of roof and stairs

Upcoming Project

Replacement of Boiler 3

Replacement of HTHW primary pumps
to address pressure and flow issues



Sherman Hall Renovation

Current Construction

Relocations of units affected by Phase 1
Construction Demolition and systemic
renovation of West Wing
Planned completion: late Spring 2025

Upcoming Project

Relocations of units affected by Phase 2
Construction Demolition and systemic
renovation of East Wing
Planned completion: September 2026



900 Walker

Recent Successes

Lower Level renovation for COEIT and INDS units (2023)

Temp. facilities for Emergency Health Services (2023)

Parking Services offices (spring 2024)

Upcoming Project

COEIT Maker Lab

Cyber Range



AOK Library and Gallery

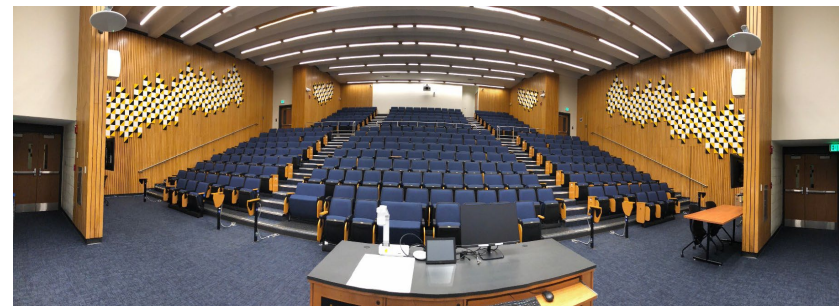
Recent Successes

- Student Maker Space (Innovation Lab)
- Academic Success Center Expansion
- New skylights and lighting

Upcoming Projects

- 7th Floor Renovation to accommodate leadership suite
- Library improvements focusing on student experience





Lecture Halls

Recent Successes

Renovation of Administration Bldg 010
(2021)

Renovation of Meyerhoff 030 (2023)

Upcoming Projects

Renovation of Lecture Hall 1

Renovation of Sherman Hall 003

Renovation of Engineering 027



Accessibility

Recent Successes

New accessible entrance, parking, and restrooms to improve accessibility to the middle level of the TRC

Current Construction

Meyerhoff Chemistry Teaching Labs
Phase 1

Biological Sciences Restroom
accessibility

Future Planning or Programming

Upgrades to Library restrooms,
counters, and service points



Campus Sustainability

Recent Successes

Compost program improvements

Upcoming Project

Campus-wide fleet EV charging network

Future Planning or Programming

Solar Power Generation Study

Incorporation of new Building Performance Standards

Incorporate Climate Solutions Now Act



Sustainability Engagement

Recent Successes

- Tree planting and invasive species reduction program
- Earth Day Fair and events
- Academic engagement



Upcoming Project

- Eco-Ambassador programming

Exterior Work

Recent Successes

New walkway along Shelbourne Road
(2023)

Current Construction

Water infiltration projects

Upcoming Project

UC Plaza

Main Entrance Landscape Upgrades



Campus Utility Upgrades

Recent Successes

New feeder for BGE from east side of campus, providing redundant electrical power to campus (2023)

Replaced electrical distribution feeders and building transformers (2021)

Utility tunnel repairs (2021)

Central Utility Plant Generator 3 replacement



Food Service

Recent Successes

Dining improvements in The Commons

Upcoming Projects

Renovation of Administration Building

Café

Improvements to Dining Hall restrooms



Tenant Improvements

Upcoming Project

RAC Suite 201 conversion
for Univ MD Orthopaedics



Residential Life

Recent Successes

Harbor Hall Courtyard renovation

Upcoming Project

Patapsco Hall dorm room upgrades
and new accessible restroom



Athletics

Recent Successes

UMBC Stadium Fan Amenities Building
(2021)

Upcoming Projects

- Replacement of UMBC Stadium turf field
- RAC Natatorium repairs and improvements
- RAC arena bleacher replacement
- AHU replacement over 3 court gym



Bwtech South Campus

Upcoming Projects

Renovation of dining facility (café) and dining area

Renovate the lobby and provide new furniture

Restroom renovations

Boiler and AHU replacement



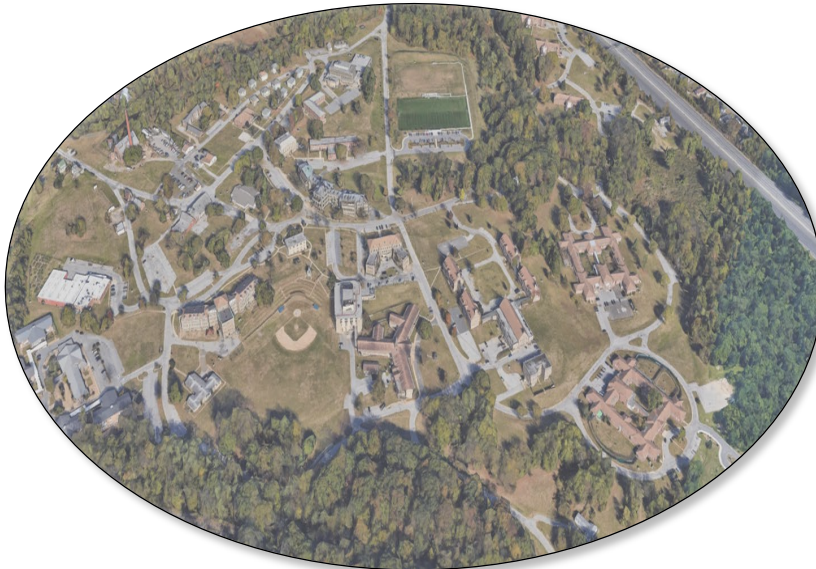
Spring Grove Campus

Current Construction

Roadway and bridge repairs

Stormwater management and stream bank restoration

Hazardous materials investigation and remediation



Facility Programs

Upcoming Projects

Sondheim Hall Renovation

New Student Services Building

Library Renovation



Campus Facilities Master Plan

Upcoming Projects

Begin FMP Update in late 2024



Facility Studies

Upcoming Projects

TRC water piping replacement

High Temp Hot Water system upgrades

Emergency power system upgrades

Arc Flash protection upgrades

Physics Building Engineering Study

Biological Sciences Building Condition Assessment



Misc. Facilities Renewals

Current or Upcoming Projects

- New style of Building Directories
- Biological Sciences Bldg AHU's replacements
- Biological Sciences Bldg HEX
- HTHW system repairs
- Data Center cooling improvements
- Replacement of switchgear



Facilities Management website

<https://fm.umbc.edu>

Join the Facilities Management Group

<https://my3.my.umbc.edu/groups/fm>



help.umbc.edu Update

Ken Schreihofner, Director
Business Systems

