

August 1, 2016

[University
of Puerto
Rico 1903]

Circular Letter No. OP-17-01

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University
of Puerto
Rico 1903]

VICE PRESIDENT OF RESEARCH AND INNOVATION, DEANS FOR ADMINISTRATION,
BUDGET DIRECTORS, FINANCE DIRECTORS, EXTERNAL FUNDS FISCAL
ADMINISTRATION OFFICES, ADMINISTRATORS, AND ADMINISTRATIVE
PERSONNEL OF EXTERNAL FUND PROJECTS

[Budget Office]

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Basilio Rivera Arroyo
Director

**ORACLE HRMS SYSTEM – 1) INSTRUCTIONS FOR USING UFIS ACCOUNTS
SEGMENTS: FUNDS, FUNCTION, PROJECT, AND FISCAL YEAR WHEN ENTERING
“IN KIND” TASKS; 2) INSTRUCTIONS FOR ENTERING THE INSTITUTIONAL
RESEARCH TASK IN REGULAR BUDGET FUND XX110**

1) “In kind” Task:

The new Human Resources System (ORACLE MRMS), through the Labor Distribution Module, is capable of “distributing” the salary of an employee based on the tasks he performs. When entering transactions of “in kind” contributions, the segments *Fund, Function, Project, and Fiscal Year* shall be used in the structure of the account assigned in order to identify this type of expenditure, through the “Schedule” process in the affected position. This capacity will allow to identify, in the time and effort report, the “in kind” task (research, training, etc.) performed by the faculty personnel participating in a project funded by external funds.

For example, a professor from the Department of Biology who has a five-percent task approved to work “in kind” in a research project, his salary would be divided in HRMS through the “Schedule” process, as follows:

XX110.001.000.5021.110.000000000000.15	44% (“default account”)
XX120.001.000.5021.220.301590160101.00	5% (“schedule”) (“in kind”)
XX231.001.000.5021.220.202020040011.00	25% (“schedule”) (federal fund)
XX231.001.000.5021.220.331590390101.00	26% (“schedule”) (federal fund)
Total	100%

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These instructions applicable “in kind” tasks repeal those included in Circular Letter OP-16-01 issued on February 25, 2016.

2) Institutional Research Tasks:

When approving institutional research tasks to professors to conduct institutional research— with regular budget funds, fund XX110— a “schedule” transaction will be entered in the HRMS using the same account XX110 from which the professor’s salary is paid and changing the task function to 220-individual research. An example of this type of transaction is shown below:

Regular budget:

XX110.021.000.5021.110.000000000000.17	9 credit hours	75%	\$46,953
XX120.021.000.5021.220.000000000000.17	3 credit hours	<u>25%</u>	<u>\$15,651</u>
Total		100%	\$62,604

Budget Offices will receive the “schedule” transaction through the official form (T002 or its equivalent) issued by the Office of Human Resources in each unit. It is important that the academic departments or the directors of research institutional projects (with regular budget funds) timely report to the Office of Human Resources the changes and distributions of the faculty personnel tasks.

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