



May 29, 2013

ADMINISTRATIVE PROCEDURES MEMORANDUM 13-10

To: University Administrators and Chancellors

From: Yaa-Yin Fong *Y Fong*
Director, Office of Research Services

Subject: Revisions to APMs: A8.911 - Procedures for Fringe Benefits Included in Proposal Budgets; A8.950 - Vacation Credit Fund Transfers for Extramurally Funded Employees

Transmitted herewith are revised Administrative Procedures A8.911 & A8.950. In addition to changing references from Fiscal Officer (FO) to Fiscal Administrator (FA) and from Contracts and Grants Management Office (CGMO) to Office of Research Services (ORS), other revisions were made, which are summarized below.

A8.911

- Deleted Attachment A and replaced with reference to ORS web site location for composite fringe rate table and summary of fringe benefits.

A8.950

- Deleted 4.b(1) - (3) and Attachment A. This change enables to focus procedure on handling transfers of accumulated vacation credits rather than repeating existing vacation use policies.
- Replaced references to FMIS accounts with KFS account SW 6650497.
- Removed requirement to transfer fringe benefits along with accumulated vacation.
- Added references to ORS web site location for vacation fringe rate and to cost transfer procedures.

Any questions regarding these procedures should be directed to ORS at (808) 956-7800.