



November 2, 2017

UPCOMING NEW CLASS & REMINDER OF ORA QUARTERLY MEETING



Workday: Processing Manual Journals for Sponsored Salaries

With the launching of Workday Finance on September 1st, salary cost transfers require manual journals in Workday for any payroll completed prior to 9/1/2017. This includes Pay Period 8/10 through 8/23, or prior pay periods.

Training is now available on how to process manual journals for sponsored salaries. Below are the dates/times Registration is available through [ULearn](#).

Medical

November 9 – 9 a.m. – noon, Calder Library, Room 3003
November 20 – 1 p.m. – 4 p.m., Calder Library, Room 3003

Coral Gables

November 10 – 9 a.m. – noon, GOT 639
November 17 – 9 a.m. – noon GOT 639

During the session participants will:

- Summarize what comprises effort on a sponsored account
- Gain an understanding of when and how to do a manual journal
- Describe the requirements needed by ORA for a manual salary journal

Later Pay Periods should be processed via Payroll Accounting Adjustments. See pay schedules below:

[2017 Biweekly-Paid Staff and Students](#)

[2017 Monthly Paid Faculty and Staff](#)

For further guidance or more information, please review the [Managing Salary](#) page within the [ORA website](#).

ORA Quarterly Meeting

Join us for the Office of Research Administration (ORA) Quarterly Meeting scheduled at the Miller School of Medicine and the Coral Gables campuses. The Quarterly Meeting was designed to provide updates to the University research community on policy, procedural and process changes related to sponsored programs activities. It is a good opportunity to exchange best practices, identify potential process improvements and discuss departmental issues with experts and other departments. Registration is available through [ULearn](#).

During the upcoming Quarterly Meeting we will discuss the following:

- ECRT Project Confirmation Update – Presented by Huron
- ORA Workday Grants Update – Changes and updates since go-live
- Grants.gov Workspace Update – Update on Grants.gov Workspace

Medical

November 13, 2017 – 9:00 a.m. – noon
ABLEH/Bascom Palmer, Jose Berrocal Auditorium

Coral Gables

November 15, 2017 – 12:30 p.m. – 3:30 p.m.
Shalala Center, Senate Room

CONTACT US If you have any questions please contact strategicinitiatives@miami.edu or visit our [website](#) to obtain additional information. Website: www.ora.miami.edu