Administrative Training: Core Content
Johns Hopkins University

Panel Members

Mike Alexander, University Administration
Kathy Brophy, Public Health
Debbie Coppock, Medicine
Nancy Kerner, Arts & Sciences
Michelle Linehan, Medicine
Peggy MacKenzie, Arts & Sciences
Isabel Miles, Engineering
Julia Nardi, Homewood Student Affairs
Rose Rataczak, Homewood Student Affairs
Kai Sauer, University Administration
Tim Schieicher, Medicine
Sharlene Torbit, Professional Studies in Business and Education
Alison Wampler, Engineering
Kathy Whitt, SPSBE
Barbara Warren, University Administration
Tracy Zeauskas, Peabody

Facilitator: Penny Jung, DACUM Resource Center

Date/Location: Johns Hopkins University,
October 6, 1999
Introduction:

This is one in a series of activities that are steps in strengthening the Administrative Training Program. The panel participants for this activity were invited to represent the nine functional analysis panels, the training department and the Work-Group. They were asked to identify the content that would be included in an orientation/overview module of instruction targeted for all new employees with administrative financial responsibilities. Their task was to identify the information on the Functional Analysis charts that everyone needed to know and/or do regardless of their specific budget responsibilities. The group considered only the content that was essential to know and not that which would be nice to know. This report identifies the core content and student outcomes from each functional area. They are as follows:

Payroll

Core Content:

_ Two Payroll Cycles: semi-monthly & weekly
_ Basic JHU Personnel and Payroll Policies & Procedures (Resources)
_ Basic Employment Laws
_ Broad Classifications of Employees (including definitions)
_ Payroll is Governed by Federal Regulations and Agreements
_ Personal Changes- Who to Contact?
_ Ethical Issues for Payroll

Outcomes:

Upon completion of this course the student will be able to:

- Identify the two payroll cycles
- Locate JHU websites and find policies and procedures for Human Resources and Payroll.
- Locate electronic time and attendance system (E210) on the web and explain how and when it is used.
- Describe the difference between exempt and non-exempt employees
Identify the three principle classifications of employees (faculty, staff, student)
Explain the necessity for confidentiality of payroll
Identify contacts/offices for payroll issues. (Dept. Administrator, Divisional Business Office, Divisional H.R. Office, Central Payroll Office)
Identify three forms typically required by federal and state laws related to payroll. (I-9, W-4, MW 507)

Budget/Account Management

Core Content:
- Basic Accounting Principles
- Account Structure
- Administrative Structure (organizational)
- CUFS AND University Financial Systems
- Knowledge of JHU Resources (departments and reports)
- JHU Policies and Procedures
- Records Management

Outcomes:
Upon completion of this course the student will be able to:
- Describe the JHU Organizational Structure
- Identify the components of the University's account code
- Define sponsored and non-sponsored accounts
- Identify the account life cycle
  1. Define the need
  2. Establish the account
  3. Budget
  4. Monitor monthly activity
  5. Close-out
- Locate the internal audits document
- Identify the JHU office(s) responsible for record retention
- Locate appropriate resources for University business operations
- Identify University financial systems available on-line and explain their general purpose.
Purchasing/Accounts Payable

Core Content:

- Knowledge of the Many Types of Purchasing/Reimbursements at JHU and Contacts/Resources
- Tax Exempt
- Authorization Process (regulations allowable)
- The 8 Ways to Purchase (internal and external)
- Central Contacts
- Petty Cash: It may exist (cash and/or checking)

Outcomes:

Upon completion of this course the student will be able to:

- Identify the methods to procure goods and services from internal and external vendors.
- Identify the central contacts/locations and know the information/services available.
- Explain JHU non-profit status and the impact it has on purchases/reimbursements.
- Describe the levels of authorization required to procure goods and services for both sponsored and non-sponsored funds
- Locate web sites as a source of information and support.

Cash Management

Core Content:

- Cash Deposits:
  1. All checks payable to JHU
  2. Various types of revenue (sponsored payments, gifts, tuition, credit cards, electronic payments)
  3. Each has (type of revenue) Specific Procedures for handling
  4. Who has authority to handle/or responsibility for cash receipts in your area (i.e. supervisor)
  5. All payments/receipts are to be handled promptly. Don't hold on to it!!
  6. Always get/give receipt for cash
7. There are established internal controls

Outcomes:

Upon completion of this course the student will be able to:

- Communicate that all payments are to be made payable to JHU
- Identify the various methods of receiving revenue
- Describe how to handle revenue when received

Grants

Core Content

- Sponsored funding (grants/contracts) supports JHU to a large extent and there are rules and responsibilities that come with this funding.
- JHU receives Federal and non-federal funding to support the University's mission (i.e. patient care, teaching...)
- JHU receives the most funding from the Federal Government than any other institution.
- Each sponsor has rules and regulations regarding grants/contracts management
- Three phases to grants management
  1. Proposal (i.e. request for funding)
  2. Awards (i.e. funding received from agency)
  3. Terminated (i.e. reporting/account close-out requirements)

Outcomes:

Upon completion of this course the student will be able to:

- Describe the three phases of grant management

Suggestions:

The participants offered the following suggestions to be considered for additional training:
The group recommended the following content for an introduction to payroll for all supervisors:

- Basic understanding of payroll/employment for international visitors
- Basic understanding of wages vs. fellowship
- Basic knowledge of the JHU employment/appointment process
- Financial impact of payroll- timing issues
- Personnel changes- who to contact? When?

The Grants Management group recommended the development of a condensed version of Grants Management. This overview targets those who need to know more than the very basic content identified in this product but less than the content that will be designed for staff directly responsible for managing grants.