

THE GENERAL LEDGER

Office of Finance
and Treasury

POLICY

Computers as direct cost

The cost of a computer may be directly charged to a federally sponsored research project only if certain criteria are met. These criteria are listed in a new section of the [Direct and Indirect Costs on Federally Funded Sponsored Projects and Programs Policy \(.pdf\)](#).

For this policy, the word “computer” means all information technology equipment, including high-end servers, desktops, laptops and mobile communication devices. A computer may be directly charged to a federally funded project if the computer is:

- essential to the project, and use is properly tracked, and
- specialized scientific equipment, or supports specialized equipment, and
- specifically identified with and used principally for the project, and
- used at least 95 percent for conducting the project (“principal use”).

Another update to the policy is a change from the original title, “Charging of Administrative or Clerical Salaries and General Expenses to Federal Sponsored Projects and Programs,” to the “Direct and Indirect Costs” policy title listed above.

If you have questions about the policy, please contact Rebecca Hunninghake at rhunning@princeton.edu or 258-3071; or Jeffrey Friedland at jfried@princeton.edu or 258-3090.

You can find more on direct and indirect costing, cost sharing and cost transfers on the [Sponsored Research Accounting webpage](#).

POINTS OF INFORMATION

Passwords and IT security

Password security is an essential component of keeping the University’s financial data secure. Please share the good practices below to raise awareness about passwords and information technology security:

- Set up unique logins and passwords for each user; do not share single access to University systems with other users.
- To make your password difficult to guess, use a minimum of eight characters and include alpha-numeric characters and symbols. Avoid using dictionary words, information about you that is publicly available or something obvious (e.g., abcd1234, mypassword).

DICTIONARY

cost analysis

cost a·nal·y·sis | kôst ə'naləsis |
noun

Breaking down the costs of a program to determine the reasonableness and allowability of a cost according to federal and private funding contracts, and then allocating each cost separately to University funds, federally sponsored funds or privately sponsored funds, either in a direct charge or an indirect charge calculated with a contractually agreed formula.



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*In the Nation's Service and
in the Service of All Nations*

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Continued on page 2

POINTS OF INFORMATION

Continued from page 1

- Change your password at least every three months; do not wait for a system prompt.
- Do not use your Princeton netID or password as your keys to access your personal Internet accounts (Gmail, Amazon, Facebook, etc.). This prevents the exposure of your Princeton credentials in the event the external site is compromised.
- Look for the lock image on your browser before entering a password or other personal information to confirm that your data is being transmitted in an encrypted form. Unencrypted data can easily be viewed in transit, especially when using wireless networks.
- Lock your computer whenever you leave your desk. On a PC, click the lock icon on your start bar or press Ctrl+Alt+Delete and select “lock this computer”; on a Mac, choose

“logout” under the Apple menu or press Shift+Command+Q. It takes only a moment for someone to sit down and access systems using your identity.

Please see the University’s [IT security homepage](#), and consider signing up your group or department for a [security awareness training session](#) by Anthony Scaturro, information security officer for the University. Contact him at scaturro@princeton.edu or 258-4611.

Key features of new website

The redesigned Office of Finance and Treasury website will go live at the end of February. It combines user-friendly functionality and content with a simple, modern design that is easy to navigate.

Continued on page 3

REMINDER

Do not use your Princeton ID or password as your keys to access your personal Internet accounts.

PEOPLE

Roberta Newmeyer



Photo by Brian Wilson

Position: Manager of costing policy and analysis for the budget office.

Newmeyer spent the last 10 years in the treasurer’s department at a financial software development company. She has prior experience with Federal Circular A-21 (Cost Principles for Educational Institutions) and calculating indirect costs and benefit rates. In this newly created position, she will oversee a range of cost analysis and cost compliance issues with emphasis on sponsored research-related activities. “I am excited to be in this role and working with great people,” Newmeyer said.

Work focus: Newmeyer looks forward to working with other departments to develop cost policies in compliance with federal regulations. Newmeyer explained, “One of my projects is a FY2010 cost analysis to compare to the FY2006 Facilities and Administrative (F&A) rate proposal, an enormous spreadsheet calculation based on complex regulations.” She also will prepare benefit rate proposals, review recharge center rates, and be the liaison to federal and internal auditors on costing rate calculations and sponsored research cost issues.

When not at work: “I love watching cooking shows — but I never cook!” Newmeyer said. She also enjoys spending time with her sister and her sister’s family, walking the D&R Canal towpaths and participating in her book discussion group. If anyone knows of a monthly lunch-hour book club, or would like to start one, please contact her at newmeyer@princeton.edu or 258-3964.

POINTS OF INFORMATION

Continued from page 2

The site has five main functional areas: how to, form library, policy library, our organization and Princeton financial overview. Users can browse various subject categories related to a specific activity, such as buying and paying, reimbursements, sponsored research, and travel. An enhanced search engine may be used to locate any term.

Users can access forms and policies either through central libraries or through links within relevant content. Other helpful features include a “what’s new” banner, a financial calendar, a list of account codes and a financial glossary.

As the launch date approaches, stay tuned for further communications from the Office of Finance and Treasury. We welcome all input as we move forward together, and we thank you in advance for your feedback and collaboration. Follow [this link](#) for a preview of the new site. Please contact Mark Dingfield for details at mdingfie@princeton.edu or 258-3873.

Social Security tax reduction

University faculty and staff will see their take-home pay rise during 2011 because the Tax Relief, Unemployment Insurance Reauthorization and the Job Creation acts include a 2 percent payroll tax reduction for employees, decreasing their Social Security tax withholding rate from 6.2 percent to 4.2 percent of wages paid.

Those who are subject to Social Security tax withholding now will be taxed only 4.2 percent of their taxable wages, up to a maximum wage limit of \$106,800. Medicare tax will continue to be withheld at a rate of 1.45 percent.

This reduced Social Security withholding will have no effect on your

future Social Security benefits.

The University payroll department will handle the Social Security rate changes; faculty, staff and student workers will not need to take any additional action.

Enhanced financial reports

Please note that the DataMall is no longer available as a source for financial reports. All reports now must be accessed through the [Information Warehouse](#).

Enhancements to the Information Warehouse reports include:

- Additional Accounts Payable, Departmental Charges, CIT Billing and B-to-B E-Commerce reports.
- Bank payment status of AP checks (paid, stopped, voided or outstanding). See report AP003.
- Departmental charges (DC) “Composite” report that displays all transactions for a given project/grant and fiscal year. See report DC400.
- Drill-down reports from the project/grant statement to DC, E-Commerce, Visa, AP, Purchase Order and PeopleSoft departmental encumbrances detail.

Training classes regularly are offered to users of the financial reports in the Information Warehouse. Please consider attending one or more of the following courses:

- **NEW:** “Review of Accounts Payable and Departmental Charges Reports in the Information Warehouse.” This class will review the new reports mentioned above, along with tips and tricks for searching.
- “Accessing Your Project Grant Statements, Tracking Expenses and Creating Eii’s.”
- “General Ledger Journal Browsers, Accounts Payable and Other.

NEW

Those who are subject to Social Security tax withholding now will be taxed only 4.2 percent of their taxable wages, up to a maximum wage limit of \$106,800.

Continued on page 4

POINTS OF INFORMATION

Continued from page 3

Financial Reports in the Information Warehouse.”

- “Budget Analysis — Learning to Sort, Filter, Subtotal and Create Pivot Tables With Our Financial Data.”

To browse available classes or to sign up, access the [Employee Learning Center](#), then select “OIT Technology Training” from the left menu and select “Information Warehouse” from the Filter menu item.

Supporting documentation, including quick reference guides and report descriptions, is online on the Office of Information Technology’s [Training and Documentation Services website](#).

Additional support, or answers to questions regarding reports in the Information Warehouse, is available from the OIT Help Desk at 258-HELP (option #3).

UPDATE

Construction of our new customer service center on the 7th floor of New South is nearly complete. Watch for more information.

UPDATE The basics: water & coffee

If departments elect to provide water and coffee services, we strongly suggest going through a University preferred supplier. Using these suppliers will improve service efficiency and limit delivery trucks on campus. Negotiated pricing is available for the following suppliers:

Coffee Services — Aramark Refreshment Services

Slim-line and full-size brewer systems; monthly lease rates range from \$26.99 to \$34.99, plus cost of the coffee and supplies.

Contact: Keith Reese at reese-keith@aramark.com or (732) 346-0500 ext. 107

Water — Watchung Spring Co.

Poland Spring brand water at \$2.15 per five-gallon bottled water, plus 20 cents per month cooler rental fee.

Contact: Kristin Rogers at krodgers@watchungspring.com or (732) 905-2800 ext. 184

In-Line Water Filtration Systems — Quench

Various systems are available, from table-top to floor units providing hot and cold filtered water; monthly rental rates from \$22 to \$32.

Contact: Lisa Leisinger (see below)

The University purchasing department contact for questions about water and coffee services is Lisa Leisinger, senior purchasing agent, who can be reached at lisari@princeton.edu or 258-1920. You also may see the [purchasing department water service webpage](#).