

ESSENTIAL NEWS FOR RF EMPLOYEES / RESEARCHERS



October 2016

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Welcome back! As the 2016-17 academic year begins, we would like to draw your attention to the following items:

- **New websites for [Research and Economic Development](#) and [Sponsored Program Operations](#)** are now up and running. Please visit these sites and provide us with your comments. We will be continuing to update the sites in an effort to make them useful and user friendly. Your feedback will help us achieve that goal.
- The **RF's new Email Alert System** is up and running. As a Principal Investigator on a Research Foundation award, you can expect to receive monthly emails regarding required sponsored reporting and information about critical actions.
- Implementation of the new **RF e-Time Reporting System** is complete. E-Time Reporting allows employees to enter their time and attendance online and electronically routes the report to their supervisor for approval. E-Time reporting will increase efficiency and reduce risk by automating workflows and eliminating the need to re-key data.
- **[NYS minimum wage](#) will increase to \$9.70 per hour effective 12/30/2016.**

New IRB Compliance System Coming your Way!

In May we told you about the new Pre-Award and Compliance Systems (PACS) that will integrate six aspects of grants management – IRB, IACUC, Conflict of Interest, Grants (proposal preparation), Agreements and Safety – into a single system referred to as Click followed by the module name. The Click IRB module is the first component to be activated at Buffalo State. The IRB module provides a streamlined way for researchers to create and submit protocols for studies involving human subjects. It provides support for initial submissions, modifications, reportable new information, and continuing reviews.

Beginning in October 2016, researchers and administrators will be able to access the Click IRB module to submit their protocols. Researchers should refer to the Research Compliance section of the [Sponsored Programs website](#) and choose Human Participants, then, Click IRB module. The user-friendly SmartForms will guide you through the submission process. Researchers may need additional forms that can be accessed on the Sponsored Programs website and within the Click IRB Library.

Click Training for Researchers and Administrators

Although Click is intuitive and easy to use, the Sponsored Programs will provide training and support for researchers and administrators as each module comes online.

The initial Click IRB training sessions will start in October 2016. Participants will learn how to create a study protocol and submit it for IRB review and approval. They will also receive an overview of the IRB workflow. The training schedule will be made available soon.

Essential News for RF Employees and Researchers cont'd

New Per Diem Rate for Travel

The FY 2017 per diem reimbursement rates are now available at <http://www.gsa.gov/perdiem>. The rates are effective October 1, 2016.

The 2017 standard lodging reimbursement for CONUS (continental United States) destinations will change to \$91 per day. The meals and incidental expense tiers remain unchanged for FY 2017 and range from \$51-74. To see the full listing of FY 2017 rates on the GSA website, select 2017 from the dropdown box above the map of the United States. On October 1, 2016, the default setting in the dropdown box will change to FY 2017.

Minimum Wage Requirements on Federally Funded Contracts

Executive Order 13658 regarding the Federal Contractors Minimum Wage applies to new federal contracts and replacements of existing federal contracts issued on or after January 1, 2015.

Effective January 1, 2016 employees paid from federally funded contracts or subcontracts are to earn a minimum hourly wage rate of \$10.15. **Beginning January 1, 2017, the Executive Order 13658 minimum wage rate is increased to \$10.20 per hour.** The hourly wage rate applies to RF employees, including those in student titles and non-exempt positions that are paid from a federal or federal flow through contract or subcontract funding source. The wage should be utilized when preparing any federal contract proposal. For more information see the [Fact Sheet on the Final Rule](#).

New FLSA Exempt Employee Classification Rules

The Department of Labor has approved changes to the [Fair Labor Standards Act \(FLSA\)](#) which will be implemented December 1, 2016. Many of the Research Foundation's employees as well as our grant-funded projects will be impacted by these new regulations, which increase the minimum annual pre-tax salary for exempt employees from \$23,660 (\$455 per week) to \$47,476 (\$913 per week). This includes employees in a part-time position with job responsibilities that previously qualified them as an exempt employee as **the new regulations do not allow us to prorate the \$913 per week minimum salary to a full-time equivalent.**

To comply with the new regulations, the RF must:

- Convert employees that no longer qualify as exempt, to non-exempt positions.
- These employees must be paid for actual hours worked and will complete a bi-weekly timesheet to record their hours for payroll purposes. Hours worked over 40 in a workweek are paid at 1½ times their regular hourly salary rate.
- Ensure non-exempt employees take required meal periods.
- Ensure the weekly salary of exempt employees is a minimum of \$913 per week.

Graduate students are not subject to the salary minimum and will not be impacted by this change in the regulations. The regulations also exempt individuals who are classified as teachers or educators.

Sponsored Programs Human Resource representatives will be contacting affected employees and their supervisors regarding these changes.

Please contact Sponsored Program Operations with any questions regarding the items above.

If you have suggestions for future articles contact [Mary Kren](#).

Thank you, [Donna Scuto](#).