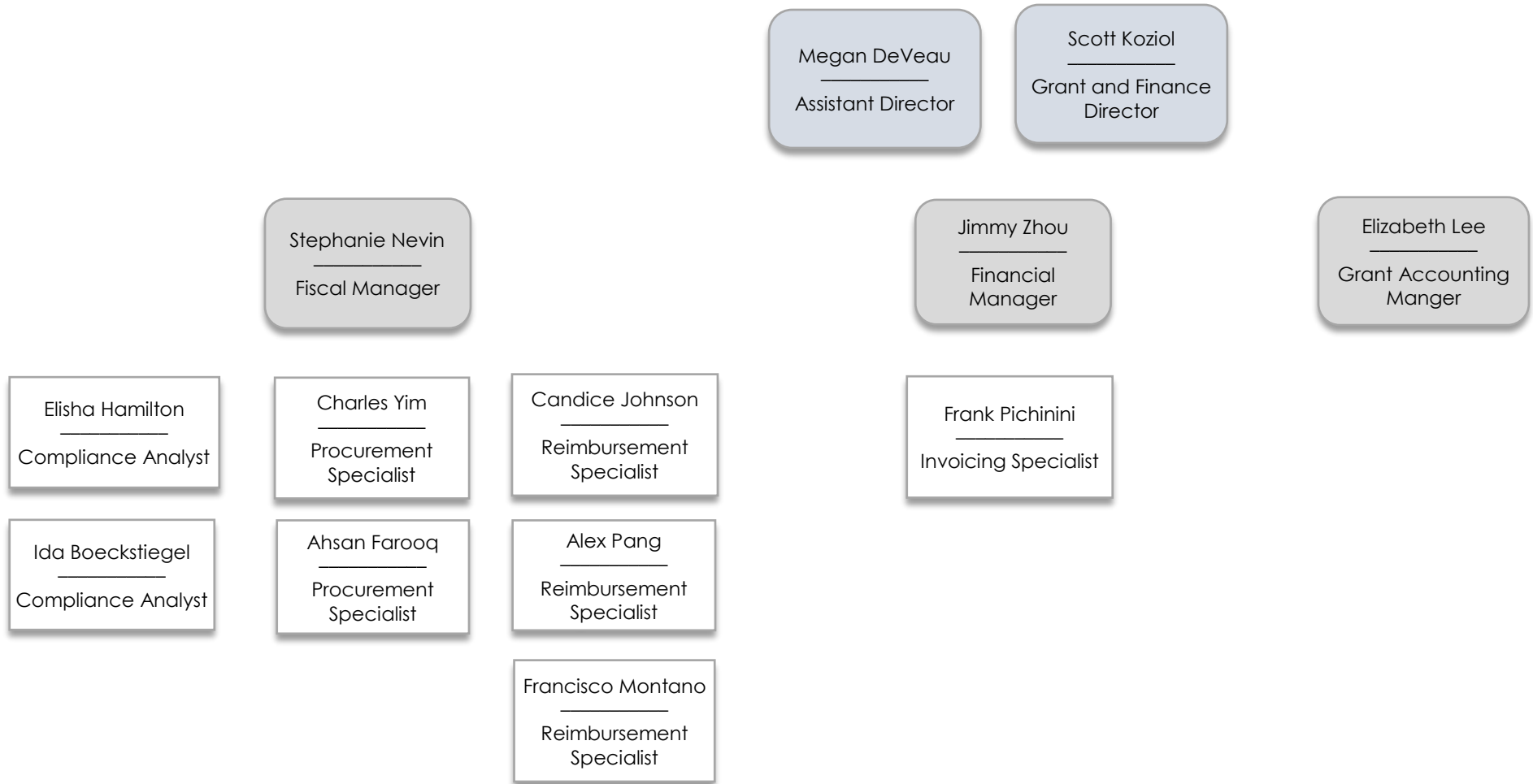


ENGINEERING SHARED ENVIRONMENT ORGANIZATIONAL CHART



ENGINEERING SHARED ENVIRONMENT RESPONSIBILITIES

Fiscal Team

- **Procurement (Handled by the Procurement Specialists)**
 - Purchase Request Form
 - For general purchases either via procard or Workday
 - Purchase Order - Change or Close
 - To cancel a PO
 - To make changes to a PO
 - To close a PO
 - General Finance Help Request Form
 - To pay supplier invoices when a PO has not been created
 - To request a contract review
 - General help questions related to purchases
 - Credit Card Services Form
 - Requesting new procards
 - Requesting limit increases on procards

- **Travel and Expense Reimbursements (Handled by the Reimbursement Specialists)**
 - Non-Employee Payment Request Form
 - Reimbursement requests for non-UW employees
 - Non-Travel Reimbursement Request Form
 - Non-travel expense reimbursements for UW employees
 - Travel Spend Authorization & Reimbursement Request Form
 - Travel-related expense reimbursements for UW employees
 - General Finance Help Request Form
 - General help questions related to travel and non-travel expense reimbursements

- **Compliance (Handled by the Compliance Analysts)**
 - Travel expense reimbursement compliance
 - Expense reimbursement compliance
 - Non-UW employee reimbursement compliance
 - Procurement compliance
 - General help questions related to compliance

Financial Team

- **Fund Transfers (Handled by the Finance Manager and Grant and Finance Director)**
 - There is a Funding Transfer Request Form, but instead, please email Scott Koziol with fund transfer requests – skoziol@uw.edu
 - Funding transfers to include charging other UW entities for services you may have provided
 - Moving funds from the central receiving account to specific worktags

- **Accounting Journal Entries: Post-Workday Non-Payroll Expense Transfers (Handled by the Finance Manager)**
 - Procurement Accounting/Worktag Adjustment Request Form -OR-
 - Changing work tags on transactions within the same funding
 - UW Academy Accounting Journal Entry Request Form
 - Transfer of expenses from one work tag to another (changing funding)
- **Accounting Journal Entries: Pre-Workday Payroll and Non-Payroll Expense Transfers (Handled by the Finance Manager)**
 - UW Academy Accounting Journal Entry Request Form
 - Transfer of expenses from one work tag to another (changing funding)
- **Customer Setup and Invoicing: Accounts Receivable (Handled by the Invoicing Specialist)**
 - General Finance Help Request Form
 - To identify that you have an invoice that needs to be created
 - Email Frank Pichanini, Jimmy Zhou, and Megan DeVeau to set up recurring customer invoices for payment
- **Request New/Modify Worktags (Handled by the Grant and Finance Director)**
 - General Finance Help Request Form
- **General Help (Handled by the Finance Manager)**
 - General Finance Help Request Form
 - Help with any finance-related activities

Research Accounting Team

- **Review Effort Reporting (Handled by the Research Accounting Manager)**
 - General Finance Help Request Form
 - Review Effort Reporting for timeliness/compliance
 - General questions
- **Subawards and Invoicing (Handled by the Research Accounting Manager)**
 - General Finance Help Request Form
 - Help with invoicing, receiving, and PO questions
 - BPO/Subaward close-out questions
 - ospsubs@uw.edu
 - Changing subaward PO's
 - Purchase Order - Change or Close
 - To cancel a subaward PO
 - To make close a subaward PO
- **Award Close Out (Handled by the Research Accounting Manager)**
 - General Finance Help Request Form

- Reviewing award for final requirements
- General Help (Handled by the Research Accounting Manager)
 - General Finance Help Request Form
 - General help with UW Connect
 - General help with Workday

Channels of Communication from the Engineering Shared Environment (ESE)

Meetings

- Monday and Wednesday noon drop-in office hours (Through December 2023)
 - Time for individual WD process questions
- Monthly fiscal meeting beginning November 2023
 - WD announcements
 - Central office announcements
 - ESE updates
 - Compliance feedback and discussion
 - General questions
- Time on the agenda during monthly administrator meetings
 - ESE process updates and feedback announcements

Email

- CCoreCoEfisc@uw.edu
 - Ad hoc in the moment and urgent announcements
 - Pass along central and WD information
 - Notification of upcoming meetings held by the ESE
- Admins_plus@engr.washington.edu
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 - Pass along central and WD information
 - Notification of upcoming meetings held by the ESE