FAU Management is the series of tasks and activities which modifies the FAUs to which expenses will be distributed. The process begins with the identification of the need for a change and ends with the confirmation of completion.

**AS-IS PAIN POINTS**
- Informal approval process results in lack of audit trail
- Significant rework and incorrect FAU changes due to lack of front end validations
- Risk of non-compliance with UC policies due to incorrect funding changes

**IMPROVEMENTS**
- System workflow based on Approval process
- Validation of FAU elements FAU combo edit check
- Timely posting to ledger (nightly)

**BENEFITS**
- Greatly simplifies FAU process
- Lessens rework via robust business rules
- Reports available in 24 hours
- Provides audit trail & reduces non-compliance risk

**ROLES FOR FAU MANAGEMENT**
- **TRANSACTOR** (REQUIRED) - Initiates a FAU change request and identifies funding source. Also prepares request and attaches necessary documentation.
- **APPROVER** (REQUIRED) - Approves the FAU change. Could be Financial Manager or Transactor’s Supervisor but cannot be the transactor who submitted the request.
- **SSC FULFILER** (CONDITIONAL) - Reviews documentation and completes necessary calculations. Processes complex requests in UCPath.
- **SSC AWE APPROVER** (REQUIRED) - Based on fund source submitted, ServiceLink applies business rules to ensure compliance with campus guidance. ServiceLink records an audit trail.
- **INQUIRER** (OPTIONAL) - Can review requests within FAU tool. Could be CFO, Department Chair, or Department Staff.

**FAU MANAGEMENT MAP**

*The Fulfiller is the ServiceLink Tool Auto upload*

**SIMPLE**
- Simple FAU changes are uploaded directly from ServiceLink; usually uploads the same day if daily deadline is met.

**COMPLEX**
- Complex FAU changes involving faculty charged to a fund with a salary cap or faculty from the School of Medicine (SOM) will be forwarded to a Shared Services Center (SSC) for review and manual entry into ServiceLink. Usually entered within 3 business days.

**LEGEND**
- SSC: Shared Services Center
- System Actions
- People Actions

**DID YOU KNOW?**
- Payroll expense allocations are the biggest financial risk to the university.

**THE PROCESS IS SUCCESSFUL IF...**
- No FAU corrections due to data entry error.
- All payroll expenses are applied to FAU requested.