The April 14th training was recorded and is available with captioning to anyone with a UVM netID and password here.

COVID-19 Impact Related:

1. Are we only inventorying space for FY21 or both FY20 and FY21 since we did not complete an inventory last year due to COVID-19?
   - The space inventory is only focusing on FY21. The FY20 space inventory was canceled due to COVID.

2. If the person worked 100% from home for the entire year, would we still code as office even though no one was in the site?
   - Yes, space types will not change unless there was a renovation to change the room from an office to a lab, for example. Code the space as if the pandemic did not occur. This is discussed in more detail starting at minute 56:00 of the training recording noted above.

3. What if there is a vacant office due to a person leaving before the start of FY21 and due to the hiring freeze there has been no replacement hired?
   - For space that is vacant for the entire fiscal year, the function should be coded “81-inactive” and the room type would remain as “office.” If the space is used for part of the year, assign the functions according to how the space was used when occupied.

4. What if you have a lab space assigned to a researcher, however no research occurred during the year due to COVID? Grant is not active and on-hold due to COVID.
   - Since this is a temporary situation as a result of the pandemic and organized research would be taking place in that space and is planned to resume as soon as it is feasible to do so, then continue to functionalize the space with the appropriate portion of Organized Research that would have occurred and list the most recently active chartstring for activity in that space. In most cases, research has resumed at some point during FY21 and the active chartstrings supporting the research for that space should be sited.

5. How should departments deal with occupying space they don’t normally occupy, but are using due to COVID and physical distancing?
   - In the FAMIS Space Survey, departments will only be able to view and update the spaces to which they are assigned. If space is was temporarily being occupied due to COVID and the space is intended to go back to the original use/user, you need not identify that space as part of your inventory.
   - If a department will be permanently assigned to space that it was not previously assigned to, please identify that to Michael.a.richards@Uvm.edu and he will adjust the space assignment.
   - If a department is requesting utilization/assignment of space that is outside of their college or administrative unit, please contact Joanna.birbeck@uvm.edu.
6. There are a number of conference rooms that have not been used due to COVID. Several have a block for educational purposes for medical students this semester. How do these get handled?
   - The room use should remain under room use code 350-conference room if the spaces are only temporarily allocated as instructional space due to COVID and are intended to go back to their original use as a general use conference room. Leave the space function use code as 56-Department Administration.
   - If the room use permanently changes to a seminar or classroom type space, room use code 114-deparment classroom would be appropriate.
   - If a room was used for only instruction, the room should be functionally classified as instruction.

System/Reporting Related:
1. Do you have to use Internet Explorer to access FAMIS Space Survey? Can you use another browser such as Edge, Safari, or Chrome?
   - You may use Internet Explorer, Chrome, or Safari. If you find you have issues with any of these browsers, please contact Michael Richards.

2. Can I still download Internet Explorer? I don’t think it’s on my machine.
   - Internet Explorer can be downloaded. Please contact the UVM Helpline at helpline@uvm.edu or 802-656-2604.

3. If we type our department info into FAMIS and click submit and it lists nothing, what is the next step?
   - Reach out to Michael Richards in Planning, Design & Construction for more assistance.

4. When will access be granted to new users?
   - For any new space survey users, their FAMIS access will be set-up after the training is complete. If you still cannot access the system, contact Michael Richards in Planning, Design & Construction for more assistance.

5. How can I access FAMIS and BI Publisher while working from home?
   - If you are working from home, you can only access FAMIS and BI Publisher through VPN or Remote Desktop. If you need assistance installing the Cisco AnyConnect VPN client, please see here. If you are still having trouble installing the client please contact the UVM Helpline at helpline@uvm.edu or 802-656-2604.

6. What if there is a split of departmental use from one half of the year to the second half?
   - Notify Michael Richards in Planning, Design and Construction Services; an allocation can be built in for said ranges on the back-end.

7. When I attempt to input the percentage in 'room use' or 'employee' tabs, it will not let me edit the box. What is the best troubleshooting?
   - Try highlighting the text right to left and then type over. If it still doesn’t work, notify Michael Richards for assistance.
   - Please note to round to whole numbers when entering percentages and room use should always equal 100%
8. Is it possible to program FAMIS to pick up function code 291 that is inconsistent with the FAMIS space function code in real time?
   - There is the Space Functional Use Exception Report from BI Publisher that will show you if you have entered an account with 291, but have not coded any of the space with the new space function code of 11.
   - There is no real time alert in FAMIS and you do need to wait until the data is imported the following day to run the BI Publisher report.
   - We will note the request for real time exception notification as we evaluate a new Integrated Work Management System. However, that it is not something that can be built into FAMIS at this time.

**Functional Use of Space & Occupants Related:**

1. Our front desk has an office number (i.e. it’s identified as a unique space in our inventory), do I need to list the student employees we have working at the front desk?
   - Yes, list these funded student employees.

2. Do former employees who left in FY21 need to be counted?
   - Yes. Account for the time the person would have been in the space for FY21 as if the pandemic did not occur and how the person would have functionally used the space for the duration of their employment during FY21. If a new employee was hired who would have also used that space if the pandemic hadn’t occurred then list both employees and prorate the function use between the two.

3. Can you talk about the difference between Department Research vs. Organized Research? Some of our chart strings are 311,312,351,361, so I think that means we are mostly organized research?
   - Department research is not sponsor funded research and will have a chartstring function code of 291 (space function code 11). If you refer back to the Function Usage Definitions you’ll see that chartstring function codes 311 and 312 are Organized Research (space function code 22), chartstring function code 351 is Experiment States Research (space function code 28) and chartstring function code 361 is Extension Research (space function code 38).

4. What if you have a vacant office because you have an unfilled position?
   - Has it been vacant the entire fiscal year, or just a part of the fiscal year? The answer will be conditional on that.
   - If the space was used for part of the year look at how the space was or would have been used (if COVID was not a factor) by that occupant and functionalize it for the duration of the fiscal year that it was used, which is consistent with how we would treat this situation in any given year.
   - If the space was vacant for the entire fiscal year because the person left in FY20 and a replacement was unable to be hired in FY21, then list that space as function “81-inactive” and on the “Employee tab” remove all personnel from the space.
   - Room use should remain as office.
5. What about front desk students who are on work study?
   - Please list those students on the Employee Tab; they will be in the drop down list in FAMIS.

6. How should a student lounge, such as an identity center, be classified for room use?
   - For a room described as a “lounge” and intended to be accessible by anyone passing through the space or building, room use code 650-Lounge would be appropriate. Please check the room use code manual if you still have questions or contact Michael Richards.

7. If I have a conference room that is used for part instructional (thesis defense) and part conference room (for general purposes), does the instructional piece of this factor into funding or is instructional viewed the same financially?
   - Break down the functional use; thesis defense would be space function use code 10-Instruction and general conference room use would be space function use code 56-Department Administration.

8. Does instructional use (non-grant funded) of a room generate federal funding for UVM or is it only grant funded instruction?
   - Institutional instruction will be a chartstring function code 201. Only sponsored instruction could be federally funded and would have a function code of 211, 212 and 213 and set up by Sponsored Project Administration (SPA) under a sponsored project in PeopleSoft. Sponsored instruction could be federal or non-federally funded.

9. Normally our front office/reception area would be staffed by a combination of students and a temporary employee. We could not hire those individuals this year, and our full-time staff have rotated through our reception area. But those individuals also have their own individual offices which are separately listed as 100%. In this type of situation, do you want us to also list the amount of time each employee was in that central office reception space? Or do we just leave the employee listing blank?
   - If the room was “staffed” by the personnel that rotated through the office and who were handling work that would have normally been handled by the students and temporary employees, please list the employees who have actually used it this fiscal year. Individuals are often listed in many spaces so they would be listed in their normal office space, but also the front office in this case. The functional use remain the same.
   - If the staff that rotated through the “front office” were simply 6-foot distancing due to a shared office situation in their assigned primary office space, then they should code the front office as 81-inactive and inventory their primary offices as if they were occupied as they normally would have been (without COVID impact).

10. Is it important to list graduate students in the inventory?
    - Yes, enter all graduate students into the Occupants tab in FAMIS if they are using your space, or would have used your space in a typical non-COVID year.
    - Include graduate students from other colleges working in your space, too.
11. Do we allocate spaces based on a person’s salary distribution?
   • Not necessarily. Space should be functionalized based on how the occupant(s) use each space. Their salary distribution breakdown would contain all their activities, not necessary just their activities for the room you are inventorying.
   • Have a conversation with the occupants about how they are using each space to be accurate and to ensure the space is properly inventoried and functionalized.
   • A person often occupies multiple spaces during the fiscal year and they should be listed in each space and the functional use of each space should only reflect what occurs in that space, which may not include all activities on their distribution form in each of the spaces they occupy.

12. How do we inventory an office when a faculty member goes on sabbatical for the year? What about a single semester sabbatical?
   • If the faculty member is on sabbatical for the full fiscal year and DID NOT intend to use that office space at all (not vacant due to COVID) then their space should be coded as 81-inactive. If the faculty member is on sabbatical for the full fiscal year and intended to use their office during the sabbatical, but did not due to COVID, please inventory the space as they would have intended to use it.
   • For a single semester sabbatical, inventory the space as it was used, or would have been used in a non-COVID year, for the portion of the time it was used. You do not need to list any portion of the year as inactive, just inventory how it was used, when it was used.

Movable Equipment Related:
1. Does the equipment have to be greater than $5,000 to be able to enter it?
   • Yes, over $5000.
2. If there is equipment that is less, do we have to enter it?
   • No, only that valued over $5000.
3. We have to run the Moveable Equipment by Dept w/Comments report after we have finish with FAMIS, so it shows 21 in column L, right?
   • Correct. Run report first, then perform physical inventory to verify locations, then update in FAMIS. After 1-2 business days, run report again and the new comment will include the recent date and time stamp as well as your user ID.
4. Moveable Equipment by Department with Comments report returned no details.
   • If you are new to your department and did not get access to the report when you started your job, please submit a request through PeopleSoft Access Request in PeopleSoft login page. It is the bottom left option on the page.
   • If you are not sure if you have access to the report or not, please contact Reiko Choiniere (Reiko.Choiniere@uvm.edu).
General Questions:

1. How are units supposed to handle coding of spaces that are occupied by IT employees who are now centralized?
   - ETS has advised that departments should “keep” the spaces where staff that are now under ETS sit. ETS may (after July 1) be consolidating staff in new locations, so the space they vacate would remain within the unit/college. Therefore, please continue to inventory that space as your department space.

2. What are the next steps after you have updated FAMIS for your department’s assigned spaces?
   - Run the Department Inventory Progress Report in BI Publisher to ensure that you have updated all rooms to the correct fiscal year, indicating that your inventory of that room has been completed.
   - Run the Department Room Summary Report in BI Publisher to ensure that all your room updates are complete and accurate.
   - Once you have completed the QA steps noted above, you need to send the following items to costacct@uvm.edu
     - Certification form signed by the responsible official for your department or unit.
     - Space Functional Use Exceptions Report from BI Publisher (with no exceptions)
     - Your department’s completed movable equipment Excel spreadsheet file with comments.
     - Please see slide 35 of the PowerPoint presentation for some additional QA steps that should be done before the responsible official for your department or unit certifies the space inventory.

3. What is the best way to run the effort certification reports for a department to obtain a listing of chartstrings funding the department’s personnel?
   - You can review year-to-date funding by person in the Effort Reporting System for your assigned departments, but to print them all by department it is likely easiest to use the old paper forms that still exist in PeopleSoft-HR. Log into PeopleSoft-HR and go to the NavBar>UVM Reports>Commitment Account>Effort Certification Form and then select a run control, or you may need to set up a new one if you don’t have any HR run controls set up. You can either run this by EmplID or DeptID, but not both. Please keep in mind this only contains what has been paid fiscal year to date. It will not account for any additional pays for June 2021 summer effort for 9 month faculty who will work on sponsored projects outside of their academic year contract and must be accounted for manually.