FREQUENTLY ASKED QUESTIONS

General:

Q. Why am I completing this survey?

A. The WebSpace survey is completed in order to maximize the university's Facilities & Administrative (F&A) Cost Reimbursement and to comply with Federal regulations. 2 CFR §200 Appendix III section B.2 states, in part, "Depreciation, interest, operations and maintenance of facilities on buildings used for more than one function, must be allocated to the individual functions performed in each building on the basis of usable square feet of space, excluding common areas such as hallways, stairwells and restrooms." These must be identified in specific percentage terms and represent the entire fiscal year. Predominant use cannot be used.

Q. What is Inventory?

A. Inventory is the first step of completing the space survey process. The department coordinator (DC) will review each room assigned to their department and make any necessary changes to the characteristics of the room. This includes editing the d-level and/or room type, assigning occupants, designating shared rooms, and reviewing assignable square feet (ASF). The department coordinator can also request for rooms to be added that are not already on the Inventory list. All rooms must be inventoried.

Q. What is Survey?

A. Survey is the second step of the space survey process. It is the process of assigning institutional space into functional categories as defined in 2 CFR § 200, Appendix III section A, based on usage of the space during the course of a fiscal year. Only certain research-intensive room types such as research labs and supporting service rooms will be surveyed; this process will reduce the amount of effort required for many departments. For a list of room types that must be surveyed, refer to Handout #2. After the Inventory step is completed, the department coordinator will select appropriate functional percentages to represent use of the room for the fiscal year. For rooms with occupants, payroll accounts for each occupant will be presented. In addition, certain room functions require an account be added to the room to support the activity for that room. Refer to Handout #2 to see which functions require supporting accounting information.

Q: What time period should be reflected in the data for the space survey?

A: The purpose of the space survey is to capture the functional classification of a room based on the activities conducted in that room during the entire current fiscal year. It is NOT a snapshot of how the space is used at a single point in time when the survey takes place.

Inventory:

Q: Before I begin the Inventory process, how do I know which rooms are assigned to me?

A: On the WebSpace home page, choose the "Reporting" menu item. In the Inventory section, choose the report called, "Rooms that have not been inventoried." This report will show you every room assigned to your d-level(s) that have not been inventoried yet.

Q: I don't see a room that I know should be on my list. What do I do?

A: Contact the Inventory Manager for your campus. See contact information at the end of this handout.

Q: I see a room on my list that no longer exists. What do I do?

A: Contact the Inventory Manager for your campus. See contact information at the end of this handout.

Q: What do I do about rooms on my list that don't belong to me?

A: If you know to whom the room belongs (which department) and you have the assignments option, reassign it to the appropriate department. If you don't know whose room it is, reassign it to your respective University's "reassign" department d-level option (UAAREASSGN, UAFREASSGN, UASREASSGN, and SWREASSGN). The Inventory Manager will need to reassign the room.

Q: What information do I need to add a room?

A: In order to add a room, you will need all of the following information: D-level Department code, Building, Room Number, Room Type, Assignable Square Footage and Notes (the reason for adding the room). Because you do not have the capability to add the room yourself, this information will need to be communicated to your Inventory Manager.

Q: Can I edit the attributes of a room?

A: Yes, you can change the department d-level or room type. Please note that you **cannot** change the building number, room number or ASF. To change the building number, room number or ASF, please contact your Inventory Manager.

Q: How do I change the department number (d-level) for a room?

A: There are two ways to change the department d-level given to a specific room. The **first** is through room assignments where (if you have the assignments option) you click on the "Assignment" option in the left side menu and follow the steps outlined there. The **second** way to change a room's department d-level is to click on Edit column in the Inventory list and indicate that the room belongs to another department.

Q: I have a conference room that several different departments use over the course of the fiscal year. How do I inventory this space?

A: To the best of your ability, assess the *predominant* departments that use the space in a given year, but also consider the functions benefited. For example, if many different administrative-type departments use the space, it may not be necessary to share the room for several different d-levels if all the functions in those d-levels are similar. However, if administrative departments, research departments and academic departments consistently use the conference room, you can share the room among three different d-levels so that the main functions benefited are represented. Contact Statewide Office of Cost Analysis if you need assistance.

Q: My department has an office that is used as a library/research/study area, how do I inventory this?

A: Library space refers to the area used in the operation and administration of the main libraries and its branches. Main libraries include the UAA Consortium Library, UAF Elmer E. Rasmuson Library (including the Biosciences Library) and the UAS William Egan Library. Departmental libraries maintained with your own funds should be assigned to d-levels with expenses that relate to 'Department Administration' and not 'Library'. If you have a computer room/student lab where research is done online, please allocate a corresponding percentage of that room to a d-level with either Departmental or Organized research expenses.

Q: How do I inventory classroom labs?

A: Class labs are generally assigned to d-levels with non-sponsored instruction expenses; however, if research is being performed, allocating a portion of the room to a d-level with either Departmental or Organized Research expenses is expected. It may be appropriate to change the room type to a research lab room type if the lab is used for research. In general, classroom labs serve direct functions such as Instruction, Organized Research or Other Sponsored Activities, as opposed to indirect or support functions like department administration.

Q: I am completing inventory for an office. I am required to add an occupant but I can't find the name in the list in WebSpace. What do I do?

A: The default listing in WebSpace will show all occupants who are paid from the d-level you assigned to the room. If, when reviewing the occupant listing, you discover that you assigned the incorrect d-level to the room, you can go back to correct it. However, if you know the d-level you assigned to the room is correct, and you still cannot find the individual's name, try this: delete the default d-level in the "Select Department" field and perform another search by the occupant's name, title or UA ID number. WebSpace allows searches by typing a portion of the name you are searching for; exact spellings are not required. If the occupant is paid from more than one d-level, ensure that the d-level assigned to the room is one of the occupant's d-levels. The only reason a potential occupant name will not show up in any WebSpace list is if the person was newly hired to the University after February 2017. Please contact Statewide Office of Cost Analysis for assistance locating occupant names.

Q: I am completing inventory for a faculty office. The faculty member works on several different projects and is paid from several different accounts. How do I inventory the room?

A: Generally, faculty offices should be assigned to d-levels with instruction, organized research, and/or other sponsored activity type expenses as most of their activity is direct rather than administrative in nature. Remember, the d-level(s) assigned to the room in WebSpace should be the same d-level(s) used to record the salary and wages of the occupant(s) in Banner. Only use d-levels that reflect the occupant's activity in that specific room.

Q: I have a secretary/reception room to inventory. What d-level(s) do I assign to the room?

A: Generally, secretary/reception rooms should be assigned to d-levels with academic support, instruction support, public service support and/or research support type expenses. Secretary/reception rooms in academic or research departments should not have d-levels assigned that contain General and Administrative type expenses. Remember, the d-level(s) assigned to the room in WebSpace should be the same d-level(s) used to record the salary and wages of the occupant(s) in Banner.

Q: I have several classroom service rooms that support the main classroom. How do I know which d-level to assign to the room?

A: Generally, support rooms such as office service and classroom service (i.e. service room types) should be assigned to d-levels consistent with the primary room.

Q: What room types are not included in the inventory or survey?

A: Any room type that starts with a zero (010-090), as these room types are considered non-assignable space.

Survey:

Q: I inventoried several offices and classrooms in the Inventory stage. Why are they not appearing in the Survey menu?

A: Only certain research-intensive room types are required to have survey completed. Refer to Handout #2 to see which room types require survey.

Q: How do I survey a room that is shared with another department?

A: Shared rooms with another department (i.e. two or more d-levels assigned to one room) are divided into separate entries in WebSpace. You will only see the portion of the room that belongs to your department (not the total square footage of the room). You need to functionalize 100% of the space listed for that room according to how your department uses it.

Q: There are several occupants in this room, how do I determine the functional usage percentage?

A: It is best to look at the frequency and intensity of each individual's presence in the room over the course of the entire fiscal year to determine what percentages should be assigned.

Q: I need to add an account that is not listed in the account search, what should I do?

A: The chart of accounts in WebSpace includes data from Banner Finance as of February 2017. If the account you need is not listed, please contact Statewide Office of Cost Analysis for assistance. Contact information is located at the end of this document.

Q: How do I account for rooms with Graduate Students?

A: Graduate students commonly share the lab space where Organized Research is performed. In this case, it is necessary to look at where they are paid. If they are funded from Organized Research accounts, their space should be classified as such. If they are paid from Sponsored training grants, the space should be coded as Instruction. If they are paid with institutional funds from a non-organized research unit, the usage is considered Departmental Research which falls into the Instruction function. For more information please visit the links below:

Program Code Definitions:
http://alaska.edu/controller/acct-admin-manual/account-codes/ProgCodeDef.pdf

Program Code Training Videos:
http://www.alaska.edu/controller/acct-admin-manual/program-code-training/

Q: I have Lab Service rooms that are used by the whole department, how should these be coded?

A: Associate the service room with the primary room that it "services" by utilizing the "Service" menu option in WebSpace. Refer to Handout #1 for more information.

Q: Can I code a room as 100% Organized Research?

A: Yes, as long as you can support it. Federal negotiators pay special attention to rooms coded as 100% Organized Research (OR). A 'yes' response to any of the following questions indicates that the room **should not** be coded as 100% OR.

- Are there any students who use the room?
- Are there any non-research lab tests performed in the room (e.g. for a hospital)?
- Do any visiting professors use the room?
- Does the PI assigned to the room meet with students?
- Are any of the accounts supporting the room's usage coded as Sponsored Instruction?

Q: I have space that is currently under renovation or vacant, how is this handled?

A: In order to classify a room as under renovation or vacant, this would have to be true for the entire 12 months of the current FY being surveyed. If the space is occupied for any portion of the fiscal year, the room should be assigned to a D-level based on the activities that took place during that time. Please note that it is very uncommon for a room to be vacant or inactive for an entire fiscal year.

Q: Some of my rooms were occupied by another department for a portion of the fiscal year, how do I know what functions were performed during that time?

A: If the 'ownership' of a room is transferred during the fiscal year (and is not likely to be reversed), functionalize the room according to how it is being used by the current department. If the previous owner is merely lending out the room to your department, contact Statewide Office of Cost Analysis to have the room reassigned.

Q: My room does not have an occupant, and I coded a portion of the room as Organized Research, Other Sponsored Activity, Poker Flat, HAARP or Ship. Why do I have to add accounting information to this room?

A: Accounts are required for these room functions in order to support the choice for functionalizing the room in that way. Federal negotiators pay special attention to these particular research-intensive functions and will scrutinize them more closely than other non-research intensive functions, such as Academic Support or General Administration. Adding the appropriate accounting information provides additional assurance that the functional use assigned to the room is correct.

Q: Can I add more than one account to a room? Can I add an account to more than one room?

A: Yes, on both counts. Each room should list all of the accounts that support it and accounts should be added to all of the surveyable rooms that they support.

Q: I keep hearing the phrase, "space vs. base comparison." What does this mean?

A: Federal guidelines require that the coding of the space must be consistent with the coding of the expenses that support the activities occurring in the space. If a room is functionalized as 70% Organized Research and 30% Instruction, then the salary dollars supporting those activities should be relatively close to the 70/30 split (i.e. within approximately 10%). Variances over 10% will be reviewed and questioned in greater detail.

Q: I have lots of recharge space. How do I code these rooms?

A: In the Inventory stage, any Recharge space should have had the room type changed to RCHG and be assigned to a d-level with recharge expenses. In the Survey stage, these rooms should be classified as Recharge Activity. All elements (d-level, room type and function) should match.

Q: My research computer lab is used in a wide variety of ways. Why can't I just functionalize the room as General Administration?

A: The General and Administrative functional use classification is for campus-wide administration only (i.e. Statewide Systems is an example.) Academic or research units cannot use it. Deans' offices cannot use it. There is no "catch all" function to classify spaces that are not easily classified. There is no miscellaneous category; units must allocate space to one or more functions. Also, Other Institutional Activities or Vacant/Common are not to be used as a "catch all" function. Additionally, research-intensive room types such as a research computer lab should only rarely have administrative-type functions occurring in the room.

Reporting:

- To access reports, choose the "Reporting" menu option from the WebSpace home page. The Reporting feature has many different types of reports for Inventory, Survey and Administrative. Most reports are easily exported to Excel. Consult your Departmental Coordinator (DC) Manual for discussion and descriptions of each report.

Q. How can I quickly find the inventory status for each department?

A. In the Inventory section of Reports, choose the Inventory Completion Percentage by Department report. It provides complete information about all departments, rooms to inventory, rooms with inventory completed, completion percentage and department name.

Q. How do I know which rooms have been edited?

A. In the Reporting section, in the Inventory section, review the Edited Rooms report to view changes made to various attributes (they will be displayed in bold).

Q. How do I know which rooms have been added?

A. In the Reporting section, in the Inventory section, review the Added Rooms Report to see which rooms have been added and review the reasons for adding them.

Q. How can I quickly find the survey status for each department?

A. In the Survey section of Reports, choose the Survey Completion Percentage by Department report. It provides complete information about all departments, rooms to survey, rooms with survey completed, completion percentage and department name.

Q. How can I find the results of a particular room's survey?

A: In the Survey section of Reports, there are many different reports available, including Survey Result Summary and Completed Survey Report.

Contact Information:

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