

## Facilities and Campus Services – Trades

### FY27 Trades Labor Billing Contingency Process

#### Purpose and Scope

**Purpose:** Establish a standardized approach for billing Trades labor in FY27 if the BTC contract is not ratified before the start of the fiscal year.

**Scope:** Applies to all Trades labor billed through Maximo, including campus units, CPM, internal FCS units, SUNY/SUCF projects, grants, contracts, and insurance-related work.

#### Process Overview

If the BTC contract is *not* ratified by July 1, FY27, Trades labor will be billed the FY26 approved rates with a nominal increase beginning July 1. Billing will continue monthly without interruption.

Upon contract ratification and approval of the updated FY27 rate, the new rate will be loaded into Maximo and applied prospectively at the start of a billing period. Prior billing will not be adjusted. Any resulting deficit will be recorded and recovered over three years in accordance with policy.

#### Guiding Principles

- Trades labor billing is a cost-recovery activity governed by Policy 3.10, University Budget Office oversight, and applicable committees.
- Back billing is not viable due to Maximo system, SUNY/SUCF, project, grant, and contractual constraints.
- Labor rates in Maximo are effective upon load date and cannot be applied retroactively.
- Rate changes will align with the start of a Maximo billing period and be treated similarly to fiscal-year transitions.

#### Methodology

1. Initial Billing: Bill nominal increase on FY26 Trades labor rates starting July 1, FY27.
2. Rate Approval and Implementation: Calculate and approve the FY27 rate upon BTC contract ratification and load the rate at the start of a billing period.
3. Prospective Billing: Apply the FY27 rate going forward; no rebilling of prior labor.
4. Deficit Management: Record any shortfall in the Trades operating account and recover it over three fiscal years per policy.

#### Roles and Responsibilities

- FCS Finance – Rate modeling, billing oversight, deficit tracking and recovery.
- Trades Operating Unit – Operational input and coordination.

- University Budget Office & Committees – Policy alignment and financial oversight.
- Maximo Data & Analytics – Rate configuration and system support.
- Facilities Senior Leadership – Final approval and governance.

### **Communication Plan**

Owner: AVP of Facilities Management, in coordination with FCS senior leadership and Finance.

Distribution: College Officer Group (COG), Senior Finance Group (SFG), Financial Officers, Senior Leadership.

Publication: FCS website and Maximo website.

Content Focus: Use of FY26 approved rates with a nominal increase; anticipated mid-year rate change; guidance for budgeting assumptions.

### **Controls and Compliance**

Deficits recorded in the Trades operating account and managed by FCS Finance. Rate changes implemented only at the start of a Maximo billing period. Financial impacts reviewed by FCS Finance and the University Budget Office.

### **Summary Process Decision**

Approved Approach: Bill Trades labor at the FY26 approved rates with a nominal increase starting July 1, do not rebill, implement a mid-year FY27 rate increase prospectively once approved, and recover any resulting deficit over three years per policy.