

## **E-Verify**

The University of Idaho is required by executive order to participate in E-Verify. The University began participation in E-Verify on January 28, 2008. All **new** employees since then have been authorized to work through E-Verify. On December 29<sup>th</sup> the UI received its first contract containing the E-Verify clause, requiring that we E-Verify every **current** employee. With two exceptions; employees hired before Nov. 7<sup>th</sup> 1986 who do not have an I-9 on file, and employees previously e-verified. It is in the best interest of the University to E-verify the entire campus except those exempt by the previous exceptions. HR is making this process as convenient as possible by visiting different areas on campus. If you would like to schedule HR to come to your area please contact Lauri Koster. HR will work with off-campus sites individually. If there are any questions about E-verify or an employee's I-9 status please contact Lauri Koster 5-3880.

## **GASB- 51**

This statement requires that intangible assets not specifically excluded by its scope provisions be classified as capital assets. Examples of intangible assets include; easements, water rights, patents, trademarks, and **computer software**. The requirements of this statement are effective for financial statements for FY10. In order to stay compliant with this statement Asset Accounting is asking that a questionnaire be filled out for computer software currently used that was purchased for more than \$5000. This questionnaire can be found on [Asset Accounting's website](#). Please direct any further questions to Gary Fuller at 885-2824.

## **Budget & Furlough Update**

The governor's recommendation for the second holdback is about 1.8 million dollars. However, this recommendation was made while the legislature was in session, and he cannot make this decision independently. We are estimating that this will not be the final number for the second holdback. Furloughs have been discussed as a solution to counteract this holdback. A final decision regarding furloughs has not been made, but currently the model for the furloughs is the amount of time furloughed is directly proportioned to your pay. Those who make \$20,000 or less will be furloughed 4 hours with a 1 hour increase for every \$2500 you make above that. This plan would generate around 1.25 million which would not even cover the expected holdback of 1.8 million. This will be looked at as a team effort, and every board appointed UI employee will participate in the furloughs in some way. There is discussion to load furlough hours into the payroll system that would allow you to take one hour at a time. There will be more discussion before the final decision is made and that decision will be directly affected by the amount of the second holdback.

## Expensing ARRA

The university has 4 million dollars of stimulus money that needs to be spent. Approximately \$530,000 of this money will be applied to the Center for Advanced Energy Studies and the rest will be spent through payroll. All employees that are paid 100% from general education funds will be paid off of a new fund U11011 for at least pay period 5, possibly more to spend down this money. This will not create any savings because the stimulus money was part of our appropriation. **Cost transfers cannot happen during this process because they will cause reporting issues.** If someone needs to be cost transferred they need to be cost transferred prior to pay period 5.

## Approval Queues

As an information item it was mentioned that approval queues will be simplified in the near future. A second Business Analyst is being hired to remedy this ongoing issue. A solution for this issue will be brought to the group soon. If you have any comments or suggestions on this issue please direct them to [Jana Stotler](#), 885-6530.

## Update on student fee process

A memo went out Jan 22<sup>nd</sup> giving a short amount of time to get in student activity fee submittals. All activities that currently receive student fees should provide a brief summary or description of the uses of those revenues regardless of whether an increase is being requested for FY2011. All proposals and materials are due January 29<sup>th</sup>. For areas that are requesting a fee increase presentations are scheduled for Feb 2<sup>nd</sup> at 4 pm in the commons crest room. Changes to student activity fees will be completed and published on or before February 22<sup>nd</sup>. For a copy of the memo please contact [Trina Mahoney](#), 208-885-4387.

## Kibbie Dome Bonds

As a note, we will be going to the board in February to ask for authorization to float \$23 million dollars in bonds for the Kibbie dome, and to refinance 62 million dollars worth of bonds previously floated. In alignment with this plan there will be a \$40 increase to the student facility fee per semester.

## Update to the W-2's

W-2's are out on VandalWeb, and they will be distributed within the next couple of days.

## **Internet Access**

To pay faculty and staff for internet access at their home is against our policy. Linda Keeney will be monitoring this in the future to ensure that this policy is being followed. If you think your area is an exception, please contact [Jana Stotler](#), 885-6530.

## **Benefit Plan 2011**

We are looking to simplify this plan in 2011. The current plan is very difficult to manage, and creates problems for payroll due to inconsistencies. The benefits advisory group is working with our consultants to give us the benefits we need and want without the complications of the current plan. It will be streamlined in the future.

## **Web Time Entry**

Issues and suggestions were discussed by the group. Issues included; the need for policy specific training, reduction in the volume of emails, more precise and improved wording, and other minor issues. All issues will be brought to the HR reengineering group and these issues should be resolved shortly.