

CUIBO Minutes for November 12th, 2009

Budget Presentation

Trina Mahoney gave a presentation to the group on the UI Budget Status as of November 2009. This presentation was presented by Provost Baker to deans and department heads prior to the meeting. The presentation outlined carry forward trends in general education funds and local service/centrally allocated budgets, details of the FY09 State holdback, details of the FY2010 6% State holdback, FY2011 budget challenges, and potential solutions (revenue enhancements and cost reductions). If you would like a copy of the presentation, please e-mail your request to tmahoney@uidaho.edu.

Holdbacks and Reallocations

Reallocation templates have been received by almost everyone and should be booked by the end of November. For the State Holdback the money must come from General Education funds and the money can come from carry forwards. A fund has been set up that will collect all of the money received from departments. The collection of this money was a one-time cut, but it is fully expected that the cut will be permanent.

Web Time Entry Update

Web Time Entry begins on Monday, November 16, 2009. All time cards must be entered into Banner by 5pm on Friday, November 13, 2009. A lot of people attended the Web Time Entry training. If you have not attended the training, a webinar can be found online at <http://www.baas.uidaho.edu/default.aspx?pid=116326>.

The Luminis portal, or MyUIDaho, will also be up and running on Monday. Components of Vandalweb are built into the portal and eventually Vandalweb will go away. Students who are work study employees will need to get sponsored employee e-mail accounts in order to access the portal and use web time entry. See the ITS Help Desk (885-HELP) for assistance in creating sponsored e-mail accounts.

If an employee receives a cell phone stipend, the information for reimbursement does not get entered on the time card, but is placed on an EPAF.

Unit pay will be scaled back a lot. Send all V numbers of employees who are currently paid by unit pay to April Preston. She will evaluate if paying each employee by unit pay is ok under labor laws and will authorize for an EPAF to be put on the system.

Cretia Bunney will be in AD217 from 9:00am to noon on Friday, November 20, 2009 and Monday, November 23, 2009 to assist individuals who have tried putting an EPAF on, but still need assistance.

AD217 will be open on Monday, November 23, 2009 from 2:00pm- 3:00pm for assistance with Web Time Entry.

Open Enrollment

Open Enrollment is from November 10, 2009 to November 30, 2009. Packets for open enrollment were sent out on November 9, 2009. The AvantServe benefits site crashed on the first day of enrollment. It should be working again. If you have trouble logging on, e-mail the UI Benefits staff. There is no plan to extend the open enrollment window, but if issues continue, extending the enrollment window will be considered.

Procedures for JV transfers

Many transfer requests have been going to General Accounting and General Accounting feel that the fiscal leaders are unaware of many of the requests, as the transfer requests being made are often transfers that are not allowed. General Accounting has requested to send all transfers that are not requested by fiscal leaders back to the fiscal leaders for approval before performing the transfer. This will be done with the hopes that, eventually, all transfer requests will come to General Accounting through the fiscal leaders only. It was decided that the Fiscal Leaders will each send out an e-mail to departments explaining that all transfer requests should be sent to the Fiscal Leaders for approval first. This new process will be announced at the next FIG meeting.

Using the PO process for maintenance and licensing agreements

Chris Johnson will be giving a presentation on this topic at the next FIG meeting.

Using the PO system for service agreements (work in progress)

The university wants to move in the direction of using the PO system for service agreements. It is a work in progress at the moment. The major issue that has been brought to everyone's attention is that when people create service agreements, they often write the amount for more than is in their budget. If you write a PO for more than what you have in your budget, you will have an encumbrance that will cause a negative amount remaining in that budget.

Other discussion

Keith Ickes will be starting work at the university on Monday, November 16, 2009. His office will be in AD 111. He will attend the next CUIBO meeting and will be advertising for a new Director of Budget soon.

There was a discussion on submitting reimbursement for promotional meals on travel claims. You should be able to submit for reimbursement for promotional meals on a travel claim, but you need to notify all of the people who attended the meal not to claim per diem on their travel claims. It is best to notify everyone as soon as possible, because Travel will return the claim if per diem is claimed and promotional meal reimbursement is claimed. It was suggested that a person mention on the travel claim document that the other members of the dinner party were notified not to submit for per diem. This part of the travel

reimbursement process will hopefully be added to the APM. Ron Town will follow up with the travel office to clarify these policies.

Several people are getting complaints about not putting text on journal documents. The Bookstore and Printing and Design do not put text or comments on the journal documents, so at the present, each department must go into the document and enter text after the purchase. Ron Town and general accounting will do some research on this and report back at the next meeting.