



Council of the University of Idaho Business Officers
Summary Notes
September 8, 2016

Market Based Compensation Presentation – Wesley Matthews

Human Resources Executive Director Wesley Matthews presented on the implementation of the Market Based Compensation Plan that the UI will be transitioning to. More information can be found on the Compensation Task Force Website including videos from the sessions. The link is as follows: <https://www.uidaho.edu/human-resources/employees/compensation/task-force>. Questions and concerns can be directed to UI's Human Resources team at hr@uidaho.edu and 208-885-3638 or the Compensation Task Force at comptaskforce@uidaho.edu.

Waiver of Insurance Requirements – Nancy Spink

How to request waiver of insurance requirements

The Idaho Industrial Commission audits every contract made by the University of Idaho. For each contract, we need to make sure we have requested a Certificate of Insurance from the independent contractors with whom we do business, and document why the university did or did not collect a Certificate of Insurance from the independent contractors. The University never "waives" insurance for an independent contractor; the University only waives the "evidence" of insurance. Each independent contractor makes their own determination about what insurance is, or is not, appropriate for their own business. University of Idaho Risk grants a waiver of the insurance requirements based on an assessment of the risk to the University of Idaho from the scope of work of the independent contractors.

Camp Accident Insurance – Our insurer, American Income Life, is changing procedures. Initially, UI Risk is doing most of the change "behind the scenes" but please watch for instructions as you sign up. Great news: you can enroll multiple camps (up to 10) at a time, and pay for up to 10 at a time.

Workers Compensation – Remember that we are a self-insured employer. A strong Workers Compensation program is a great retention program for employees. Returning employees to work in "light duty" positions, whether or not for their original departments as a temporary measure, is very important. If you know of available light duty positions, please notify Abigail Dallas or Nancy Spink.

Questions about these or other risk topics? Contact Nancy Spink at risk@uidaho.edu

Process Changes for Claim Voucher and Travel Approvals – Linda Keeney

(Process flow chart attached) The Controller's Office is planning a modification to the approvals process in Banner. Claim vouchers, P-card transactions and travel claims are currently subject to two approval processes – the initial approvals in Travel Web or VandalWeb and again in Banner. We plan to eliminate the Banner approval queues, effective January 2017. This will improve the speed and efficiency of payment for these claims and reduce errors that occur when end users make changes to the documents in Banner. Administrators in units will need to ensure that the proper approvers are listed on the initial claim. FinAccess can assist Units with reporting on claim and claim voucher approvals so that Administrators can follow-up with end users to ensure compliance with Unit/Department policies. Any concerns about this



modification to Banner approvals can be addressed with Linda Campos or Linda Keeney directly via phone or email.

Budget Office Announcements/Updates

Cheyenne Smith-Sarkkinen as the new Operating Budget Officer.

Trina Mahoney, Budget Director, confirmed that the Budget Office would be collecting approximately 2% of units' U1 and U2 FY2016 ending balances as part of the University Budget and Finance Committee's funding process.

Other Items and Announcements

Items from the agenda that were not covered during this meeting will be covered in next month's CUIBO meeting.