



Council of the University of Idaho Business Officers

Summary Notes
October 13, 2016

I-9 Compliance – Jim Craig

Please see the attached Supplemental Information regarding the I-9 process. If you have additional questions please contact Jim Craig at jimcraig@uidaho.edu and or hr@uidaho.edu.

Encumbrance Liquidation/Changes in Approvals for CVs and Travel Web – Linda Keeney

Encumbrance Liquidations will be managed centrally as of November 1, 2016. Liquidation requests can be sent to Linda Keeney at lkeeney@uidaho.edu. Changes are being made to the process for the Claim Vouchers and Travel Web. The changes are being driven by findings from Internal Audit and to be in compliance with IRS standards. Claims that are started in Vandal Web (Claim Vouchers or Travel) will only have approvals in Vandal Web. There will be no additional approvals required within Banner for Claim vouchers and travel vouchers.

New Purchasing Card Training – Linda Keeney and Linda Campos

Due to the findings during the internal audit it was determined that new and mandatory training would be put in place for all Purchasing Card Holders and Record Keepers. The training and additional information will be release via an email to UI staff and faculty. No new cards will be given without taking the training prior. Card Holders and Record Keepers must take the training to keep their cards. There will be a time that this training must be completed. If the training is not completed in the allotted time the card limit will be reduced and then revoked.

Purchasing SWAG & UI-branded Items – Sue Smalley

Please see attached Supplemental Information. If you have further questions please contact Sue Smalley at sasmalley@uidaho.edu or 208-885- 4007.

Review of Contorller's Office Projects and Priorities – Linda Campos

Chart of Accounts Reimplementation Project: A two year process to restructure the chart of accounts. Input will be sought from the fiscal officers during the design phase. This reimplementation will improve efficiency, reporting and standardization within the departments. This will impact Funds, Orgs and Accounts and will move UI to a more funds-based structure. The timeline for this project is going live July 1, 2018 with the design phase being completed in the spring of 2017.

Policy Clarification and APM Updates: In the process of updating the Administrative Procedures Manual to provide better guidance to departments. If you have suggestions or for more information, please contact the Controller's office.

Process Improvements: Improving business processes so that we are in compliance with the UI's APMs and to remove barriers to efficiency. For example, eliminating duplicate approvals for claim vouchers and travel claims



Budget Office Announcements/Updates

Trina Mahoney: Budget Office will be fully staffed as of October 24, 2016 as Becky Latshaw will start in her new position as the Financial/Personnel Technician Senior.

Potentially completely turning off the NSF budget approval cues. This would be replaced by after the fact reporting by fund. There will be pilot groups moving forward soon and January 1, 2017 is the deadline to go live. It is a very time consuming process within the office and not adding much value.

This is the last year that the \$1,000 incentive will be available for spread pay employees to switch to standard pay. February 28, 2017 is the due date to submit the Standard Election Pay Form and if the election is made by December 1, 2016 Employees can work with benefits in Human Resources to have their benefits coverage taken out of the calendar year 2017 pay checks rather than covering out of pocket of the first summer of standard pay. There is additional information on the Budget Office website which can be found at <http://www.uidaho.edu/finance/budget-office>. Forms can be sent via campus mail to Mail Stop 3156 or email to tmahoney@uidaho.edu.

A reminder that the Student Dedicated Activity Fee process will begin in the next week.

Other Items and Announcements

Included in the Supplemental Information is a hand out from Nancy Spink of Risk Management regarding claims, insurance and Enterprise Rental Car. For additional information please contact Risk Management at risk@uidaho.edu or 208-885-7177.