Agenda

1. Introductions—Callie Glascock
   a) Welcome Melissa Acton (Development) & Karla Imhoff (CME) Farewell Pat Wehmeyer and Sherilyn Russell

2. Supply Chain – Teresa Vest
   a) One Card
      i) One Card is replacing the travel card and the purchasing card
      ii) Will have chip technology
      iii) Employee can have travel/purchasing/or both on new card
      iv) Can have different limits for travel/purchasing
      v) This is a chance for departments to streamline purchasing and “right size” card program
      vi) Timeline:
          September 2016 – meetings with fiscal officers
          September 2016 – February 2017 – training and rolling distribution of new cards
          February 2017 – all current Pcards and travel cards must be changed to One Card
      vii) Fiscal officers will determine who gets card / who will be approving and assist with applications and cancels
      viii) Meals and fuel in personal vehicles will not be allowed on new cards
      ix) ALL transactions need receipts
      x) Emails will go out to cardholders about training – you will not receive your card until training has been completed

3. HR – Diane Dews
   a) End date on academic’s contracts are a commitment. Think about the end dates you use because pay must coincide with these dates
   b) I-9s – Must be filled out within three days of employees starting date. Best to send them to the NER – New Employee Registration – office before they start working to be sure paperwork has been filled out. Can’t do onboarding before I-9 is complete
   c) Summary on secretary benefits
      Extension is now providing a pool of money for county employee benefits. Tamra and Diane are working with counties to explain the new system.
   d) FLSA
      Working on what job titles will be exempt – rather than individual employees. Staff titles will be looked at by grades.
   e) Open enrollment for benefits in October

4. Callie Glascock
   a) Campus withdraw of funds
      5% deduction from campus was already factored into our budget
      2% more from reserves will go to campus
      Campus is creating a central fund for investments
b) Nexus @ Mizzou
   We are hoping Kyle Flynn will speak at our next meeting to update everyone on ecommerce

c) Simple service agreements
   Currently CE units pay a percentage back to campus – coop units do not. This will be changing and
   coop units will begin to pay overhead to campus.
   If any outside entity wants to give us money and has an agreement for us to sign – it has to be a
   grant. We have a checklist and an agreement – if the supplier will sign our agreement – that is fine.

d) Incentive plans
   There is a campus plan and an Extension plan. A committee is working on incentives – they will not
   pay unless incentives are met. Campus is also working on a new plan.

5. Carol Heffner
a) Fee generation
   We are working on a policy manual and updating the website. Carol will send updates on their
   progress.
   Anyone can run a remittance report – here is the link in the Fee Generation Application: Fee
   Generation Remittance Report

6. Fiscal Non Grant Update-Shelly DeJaynes
   a) FACTS Training
      Financial training given by campus – all fiscal officers and anyone in their department working
      with fiscal matters are encouraged to attend
   b) AP/PO Quick Reference Guide & internal list
      Shelly made another version which is also on the Extension fiscal website
      i) What makes a good receipt?
         Must have the company name, what you purchased and the business purpose of the
         purchase
   c) Mileage policy
      Policy is on the Extension website
      1st paragraph is the campus policy – the next paragraph is the Extension interpretation
      Counties should follow the campus policy when submitting to campus and County policy when
      submitting to County
   d) New regional cost deptids/mocodes
      There is no longer a central fund – each region now has their own Dept ID
   e) Hyperion/Cognos report training 25 General Services Bldg.
      i) Dates & times
         (1) September 20, 2016 9:00 AM
         (2) September 22, 2016 1:30 pm
      ii) Computer compatibility-not Edge
      iii) Only need to attend one session
      iv) Will be shown what reports are needed for budget meetings
   f) Annual reviews – cell phone and non-capital equipment
      Need to do yearly reviews of all department cell phones – need to make sure all university owned
      phones have a cell phone form filled out. Contact Shelly or Karin for the form if you don’t have
      one
      Also do review of all non-capital equipment.

7. Fiscal Grant Update- Dustin Oehl
   a) Reminder – Seven-day proposal window
      i) Please send proposals as soon as possible
   b) Salary offset report – history for NTT
Dustin can supply you with a historical report if needed
c) EVRs – thank you for response – process went smoothly this time
d) Report overview – FAQs
   i) OSPA has trainings for reports in Web Apps
   ii) Budget variance 2
   iii) Income Statement 2
   iv) Grant report 3 pre-award – can search by Node/Dept ID will show you what’s pending
   v) Grant Report 1 – post award – search by Node/Dept ID – will give you begin/end dates, cost share and project manager – not PI. Will give numbers for the entire fiscal year
   vi) Grant Report 2 – will list awards by PI
   vii) Grant Report 5 – choose status OPEN to narrow search. CFDA number tells you if it has federal funds. Can also look at pre-award status
      (1) Using COSPA – in business unit will show both UOEXT and COLUM for awards that are split
   viii) Unpaid ERs and Unpaid Vouchers – will show any expense reports or vouchers that have not been paid
   ix) Queries:
      Query manager in PeopleSoft
      MAIN MENU – REPORTING TOOLS – QUERY -  Query Manager
      CER_EXPENSE_DETAIL_EXTN – shows details of all expense reports on a project
      EMPLOYEES_PAID_ON_PROJECT – lists all employees funded on direct or cost share
      EMPLOYEES_PAID_ON_MOCODE – lists all employees funded on MoCode
8. PCI Update – Patrick Kurtz
   a) PCI Compliance – Review
      Update binders Sept-Oct is when campus reviews will take place
      Send any questions to Patrick
   b) PS Security
      A report for each unit containing the PeopleSoft security access of their employees is in the unit folder on the Sharepoint site
      The fiscal office receives a report every month – you can check with Shelly if you need an update
   c) CEIS – training – does anyone have any questions
      Patrick will be giving trainings – either in person or with Adobe or Lync
      Contact Patrick if you think your unit has a need for CEIS training
9. John Myers
   Reminded everyone to complete your online trainings:
   Title IX
   DoIt Security
   Will need to change your password soon
   Attendees:
   Shelly DeJaynes    Sherry Howard
   Karen Dickey      Melissa Acton
   Carol Heffner     Andy Emerson
   Tom Pitchford     Linda Runnebaum
   Jennifer Blair    Renee Morrill
   Karin Burgess     Lora Curry
   Windy Kirkpatrick Janet Kelly
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