

Extension Quarterly Campus HR/Fiscal Meeting

Date: September 6, 2016
Location: 1110 South College, Room 113
Time: 9:30-11:30 am

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
 - Dolt Security
 - Will need to change your password soon
 - Attendees:

Shelly DeJaynes
Karen Dickey
Carol Heffner
Tom Pitchford
Jennifer Blair
Karin Burgess
Windy Kirkpatrick

Sherry Howard
Melissa Acton
Andy Emerson
Linda Runnebaum
Renee Morrill
Lora Curry
Janet Kelly

Patrick Kurtz
Diane Dews
Daffany Hood
Dustin Oehl
Callie Glascock

Joyce Conklin
Rob Russell
John Myers
Karla Imhoff
Barbara Cook