

# Extension Quarterly Campus HR/Fiscal Meeting

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Date: June 6, 2017  
Location: 1110 S College, Rm 113  
Time: 9:30-11:30 am

## Meeting Minutes

1. Introductions – Callie Glascock
  - Dustin will be moving to Financial Information Systems effective June 12. Carol will be handling most of the post awards.
2. On June 13, Marshall will be announcing organizational changes. Our next meeting will be discussing how to get these changes made.
3. Blake has begun meeting with unit Directors every month. Every other month Callie will join to discuss fiscal items. Recommended fiscal leads provide a report to their directors to bring to those meetings.
  - a) Going to start using the canned reports as much as possible. Another lab will be scheduled to go over the reports we look at monthly for actuals, specifically HBB1 and H-BudDev E1.
4. New Funding Splits – Callie Glascock
  - We plan to spend all federal money and all match in a federal fiscal year, but we were off in hitting our targets, so funding splits were changed and sent out. Refer to the new splits with and new employees or changes after July 1.
5. Project updates
  - a) Internal Audit – Callie Glascock
    - We are receiving follow up questions about our processes, internal controls, and segregation of duties, and then they will send us the transactions. We may be coming to you for back up documentation and business purpose if it is not in the system.
    - Campus is also doing an efficiency study of our support.
  - b) Fund changes for Institutional Support – Shelly DeJaynes
    - FY17 Budget transitioning from fund 0445 to 0450. Also adding program E8004.
    - Emails will be sent to prompt you to start changing mocodes for July 1 or soon after. Current mocodes with fund 0445 will be included for review. If any new mocodes need to be created with the new fund code, let us know so we can get that set up.
6. FY17 fiscal year end dates – Shelly DeJaynes
  - a) DoIT data port charge changes starting July 1, 2018 (\$170 x 1.0 FTE annually plus \$6 per data port monthly)
    - Because of the way individuals are choosing to use WIFI and data ports, DoIT is losing revenue and is changing the way they charge departments.
    - DoIT will notify at CSD level the total amount due. We will need to know which mocode(s) to charge.
7. AR/BI – Shelly DeJaynes
  - a) Invoice aging report by unit & dunning letters
    - Should be running and retaining report on a monthly basis which shows who processed report and included in managerial review. It will show which invoices have not been paid so that departments can follow up with the customer.
      - (1) Accounting sends out most dunning letters, with the exception of someone who typically bills a county office. Payment will be sent to collections if no payment after the 180 day notice.
  - b) Invoice write off procedure updated
    - If an invoice reaches 180 days unpaid, rather than automatically writing off immediately, APSS will address all write-offs in May. There is an option to have it written off sooner by working with APSS, but it is not automatic.

8. Updated payment reference guide – Shelly DeJaynes
  - One card is now accepted to pay for gas for rental vehicles or University vehicles. Fleet card is expected for University owned vehicles and one card is backup.
9. OneCard – Shelly DeJaynes
  - a) Workflow-projected go live Oct 2017, speaker at next quarterly meeting
    - Will be similar to the current T&E system for approvals
    - PaymentNet will not be our way of editing anymore. Transactions will be pulled into MyWallet and from there pulled into an expense report for editing.
  - b) Reimbursement procedure-clarified (handout)
  - c) Late statements? Let's talk [policy](#)
    - Each department is responsible for ensuring that Cardholders and Approving Officials follow this policy. The policy gives instructions on what to do if employees are not following One Card guidelines (lack of receipts, business purpose, signing terms and conditions, etc.). The fiscal office can help send notifications of these issues to cardholders if need be.
  - d) Online training issue
    - Some individuals have been notified that the required training has not been completed, even if it has. Training may need to be re-done unless proof of completion can be provided.
10. Policy – Shelly DeJaynes
  - a) [Cell phone](#) policy & review reminder
    - Cell phone agreement form is a requirement for Extension. Contact Shelly DeJaynes for the form.
    - This is a reminder that an annual review is required. It can be completed at any time during the year.
  - b) Non-capital inventory annual review [BPM407](#)
    - Inventory log should include:
      - (1) Item description
      - (2) Make and model number
      - (3) Date purchased and price paid
      - (4) Individual to whom the equipment is assigned
11. FY18 Commitments
  - Moving away from this model
  - Sweeping all accounts unless rare except was approved
  - Some things that were paid for centrally have been moved to units' budget and will be paid by units moving forward
12. Grants – Dustin Oehl/Chris Marston/Carol Heffner
  - Dustin is working on RIF calculations. The funds should be in unit's accounts by the end of the week. Let Dustin know if you would like him to use a different mocode than last year.
  - Also finishing GCI calculations. Should be hitting on June 30 monthly payroll for people who have salary savings.
  - Will be sending a message soon saying FY18 GCI plan enrollment is open.
13. IT purchases – Dustin Oehl
  - Reminder to talk with Windy Kirkpatrick prior to purchasing so that she can get required approvals
14. Retirement recognition procedures

In an attempt to streamline the process, the Retiree Recognition policy will become effective July 1, 2017. Kim Foley will send out policy to fiscal contacts.

Attendees:

Jennifer Blair  
Karin Burgess  
Melissa Davison  
Shelly DeJaynes  
Amy Dews  
Andy Emerson  
Kim Foley  
Callie Glascock  
Carol Heffner  
Daffany Hood  
Karla Imhoff  
Patrick Kurtz  
Chris Marston  
Renee Morrill  
Dustin Oehl  
Trisha Oswald  
Tom Pancella  
Tom Pitchford