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InFocus

A publication of the University of Missouri System Division of Finance and Administration

2011 – 2nd Quarter

Printable version

Welcome to InFocus!

One of the goals in Finance & Administration is to develop and implement administrative policies that deliver value. In order to take advantage of the changes in technology, continuous process improvement is required with a goal of reducing administrative burden.

Vice President Krawitz

This newsletter contains articles illustrating our constant pursuit of processes that deliver value:

- The Controller's Office has added Compliance Training through myLearn as well as on the F & A website.
- Risk & Insurance Management has shortened injury claim submission time with a new dedicated email account/
- Facilities Planning & Development has a new online system which is being used by all campuses to keep up on Capital Project Plans.

The goal of the newsletter is to enhance our customer service by providing information that will support the work that you do for the university. As always, we welcome your feedback and your contributions.

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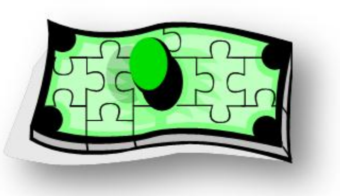
> **- Natalie "Nikki" Krawitz**
> *Vice President for Finance & Administration*

Accounting

"Providing a Wide Range of Financial Services for the University"
By Jane E. Closterman, Controller



Accounting Services/Financial Reporting & Taxation
Accounting Services/Financial Reporting & Taxation is lead by Harold Berndt, Director Financial Reporting & Taxation, under the direction of Ryan Rapp, Associate Controller. This unit oversees monthly and annual financial activity and handles the accounting for certain types of transactions for the system, such as, investments and debt accounting. Accounting Services/Financial Reporting & Taxation are currently preparing for interim and year-end audit work. Additionally, the PeopleSoft General Ledger accounts are being reviewed to bring clarity to the purpose of existing accounts and remove accounts where needed. This review is being conducted with the UM System Budget and Planning Office and input will be sought from all business units throughout the process.

System Sponsored Programs Administration
System Sponsored Programs Administration is lead by Susan Cessac, Manager Sponsored Programs Administration, under the direction of Ryan Rapp. This unit provides oversight of grants and contracts across the system and is the primary liaison with the university's external auditors on the A-133 Audit and other Federal and State Regulatory agencies. Susan and staff have several important projects currently underway which include the Facilities and Administrative cost proposals for all four campuses. The proposal processes kicked off in February and the final proposal will be submitted in December. This process is important to all four campuses as it establishes the negotiated indirect cost rate to be utilized by the University when proposing on Federal projects.

Central Payroll
Central Payroll is lead by Brian Sanders, Director of Payroll – UM. Brian's unit is responsible for maintenance of payroll tables in the PeopleSoft HR/ Payroll system, development of payroll schedules and oversight of the bi-weekly, monthly, and retired payroll processing. Other functions include tax reporting, and processing garnishments for all employees and retirees of the University of Missouri. Brian and staff are currently preparing for implementation in July 2011 of the PeopleSoft HR v9.1 Upgrade, as well as coordinating a multi-campus project to refund taxes to medical residents in accordance with IRS regulations.

Financial Information Systems
The Financial Information Systems unit is lead by Donna Johanning, Director-Financial Information Systems. Donna's unit maintains the University's PeopleSoft (PS) Financials system, with her staff fulfilling the roles of functional leads for the PS modules, including general ledger, accounts payable, accounts receivable/billing, grants, and asset management, and, COMING SOON, the Travel and Expenses module, an automated travel reimbursement system. The unit does a lot of "behind the scenes" troubleshooting in resolving production issues, many times during late evening/early morning hours so the system is operational for employees during the normal workday. They rely on a great team of testers across the campuses and Health System during major upgrades or modifications to the PS system, most recently the People Tools upgrade.

Financial Compliance Training
Ericka Kranitz, Director, Financial Compliance Training, is responsible for developing and delivering financial compliance training for all business units that focuses on both financial accounting and sponsored programs topics. Online sessions that cover basic concepts and requirements critical to financial accounting and sponsored programs compliance are available on the Financial Compliance Training website and, more recently, in myLearn (refer to Compliance Corner for more details). Live sessions are also available and are more in-depth discussions that may be tailored to departmental or business unit needs, A sponsored programs certificate series is being developed to enhance the skills of the University's Research Administrators and others supporting sponsored programs.

Year End 2011 Closing Schedule

"Financial Year End Closing Schedule Available Now"
By Donna Johanning, Director of Financial Information Systems

The University's Financial Year End Closing Schedule for fiscal year 2011 is now available on the Controller's web site http://www.umsystem.edu/ums/fa/controller/ under Hot Topics.

This document contains valuable information regarding deadlines for Budget entries, Requisitions, Accounts Payable entries, and various other types of accounting entries that need to be submitted with a fiscal year 2011 date. The availability of the PeopleSoft Finance system during year end processing is also noted in the document.

If you have any questions about information in the closing schedule, please contact your Campus Accounting office.

Training

"Compliance Training Available on myLearn"
By Ericka F. Kranitz, Director of Financial Compliance Training

All financial compliance training sessions are now available by using the instructions below:

1. Go to myHR: https://myHR.umsystem.edu
2. Sign in using your university User ID and Password
3. Click Self-Service
4. Click Personal Information
5. Click HR Training – myLearn

- First time users: Follow the instructions provided in myHR
- Returning users: Click "Click Here to Begin"

> Note: If you would prefer a format compatible with Web accessibility tools, also click the check box on the bottom of the page
>
> Tip: You may need to allow pop-ups to access the training.

Once you are in myLearn, the training sessions may be located by following the steps below.

1. Click Catalog button on left side of screen
2. Click UM Custom Course folder
3. Click UM System folder
4. Click Financial Accounting folder OR Sponsored Programs folder to view and select the available courses

Two new training sessions are available online:

- **Proposal Development and Submission** – This session discusses the compliance requirements to be aware of in developing the budget for a sponsored award. The responsibilities of the Principal Investigator, Research Administrator, and Sponsored Programs Office are covered.
- **Accepting and Establishing an Award** – This session covers the aspect of negotiating, accepting, and establishing an award upon receiving the Notice of Grant Award from the sponsor.

One new training session is available for a live discussion:

- The Principles of Accounting – This is an introductory session covering the basic concepts of the University's accounting process and provides a high level understanding of the financial information about the University.

All online sessions are still available on the Financial Compliance Training website. Each online module covers basic compliance requirements in about 15 minutes. Live sessions are also available and are more in-depth discussions tailored to your unit's particular needs.

Please contact Ericka F. Kranitz (kranitze@umsystem.edu), Director of Financial Compliance Training at the UM System to schedule a live session with your unit or for any questions.

Sponsored Programs

"2011 NIH Salary Cap"
By Ryan Rapp, Associate Controller for Sponsored Programs Administration

The NIH Salary Cap limit is tied to the Level I salary rate of the Federal Executive Schedule for compensation. The rate for 2011 will be $199,700, the same rate in effect during 2010.

The Controller's Office in conjunction with your Campus Sponsored Programs office performs a monthly review of NIH funded projects to identify individuals over the NIH Salary Cap. You will be contacted by your Campus Sponsored Programs Office if you have individuals over the NIH Salary Cap in your department.

If you have questions about this review process or the NIH Salary Cap, please contact your Sponsored Programs Office.

New General Liability Claim Form / How to Report a Claim

"I've Fallen and I Can't Get Up"
By JoAnne Flowers, Assistant Director for Risk & Insurance Management

First, what is General Liability coverage?

General Liability provides coverage for bodily injury or property damage liability arising from ownership or use of buildings or premises and/or legal liability arising from university operations.

This coverage can also extend to contractual liability, which means that it protects the University if involved in some types of contracts, for example, a building lease; some license agreements; an elevator maintenance agreement etc.

Examples include:

- Visitor falls on campus property due to a known dangerous condition of our property
- Lawn equipment or debris damages parked vehicles

Claims are made by completing the "Student or General Public Injury and Property Damage Report" Form UM-200. The form is now available in an Excel format for your convenience. The Excel option allows each user to fill out the form manually or electronically. If the form is completed electronically the user can save and/or email it to their appropriate campus contact within 48 hours after the accident or incident occurred.

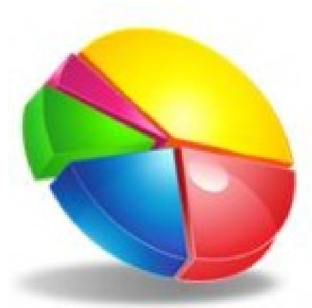
A dedicated email account has been created to reduce submission time for campus coordinators. Once they've reviewed the claim form, they may send it to the dedicated email for faster handling.

If you have any questions about these changes, please contact you campus coordinator, refer to our website or contact us at (573) 882-8100.

Current University Projects in Design

"Data Anyone?"
By Rebecca Day, Programmer/Analyst Expert for Facilities Planning & Development

Facilities Planning & Development manages several University databases including the capital plan database, the Architectural & Engineering Firm database, the Contractor Advertisement System, and the Building Inventory database.



Accuracy is a vital part of the Capital Project Plan database. As budgets get tighter and funding becomes scarcer, being "spot-on" with Capital Project data on current and proposed University projects becomes a necessity. To ensure data collection and reporting accuracy while improving process speed, Facilities Planning & Development [FPD] has made several small but critical improvements.

Our move toward the Capital Project Plan database has been streamlined through the implementation of an online system. This allows the campuses to log in and manage their data more efficiently and accurately, while allowing FPD to run both campus reports and aggregate data for system reports. This allows us to cut down on the time needed to prepare for executive and Curator approvals, as well as making our annual state capital appropriations request. In the past we partnered with Campus Facilities Staff on this system, which has also cut down on errors made when transferring information via spreadsheets.

Facilities Planning & Development is currently in the process of redesigning our Architectural & Engineering Firm database. This data is used by project managers in the qualifications based selection process for building designers. The redesign will update our online forms, cut down on duplicate information, and allow for more enhanced search options.

Facilities Planning & Development will continue to review and improve facilities related data collection and reporting systems. We still have more modifications to make on the Capital Project system as well as the year-end facilities operations reporting. Keep watching for updates as we continue to improve our services!

Institutional Research & Planning

"Student enrollment, faculty growth, and how UM impacts the State of Missouri"
By Randy Sade and Ronald Thompson, Research Analysts

The number of students continues to increase …

Since Fall 2006, enrollment headcount for the University of Missouri System continues to grow at an annual rate of 3.1%. The largest growth has been with degree seeking freshmen and those enrolled in graduate level programs. Surprisingly, the full-time equivalent (FTE) has a higher annual growth rate of 3.5% and consistently outpaces yearly headcount increases. The larger growth in FTE is primarily due to an increase in the number of credit hours taken by off-campus students. Additional information on student enrollments and data can be found at:

- Fall Enrollment, http://www.umsystem.edu/media/1_21.xls
- Student Demographics, http://www.umsystem.edu/media/1_31.xls

…but, the growth in faculty does not keep pace.

With the average enrollment increasing 3.1% annually since Fall 2006, there is only a 1.1% average annual increase in faculty that has not kept pace with a growing student body. Though the number of full-time faculty members has increased annually by 1.3% over the past five years, it is worth noting that there continues to be a decrease in tenured track faculty and an increase of non-tenured track faculty. This disparity between student and faculty growth is also reflected in the University's aggregate student-to-faculty ratio where it shows a 1.7-student FTE increase per full-time instructional faculty member since 2006. Additional information on faculty and staff headcounts can be found at:

- Faculty and Staff Headcount Demographics, http://www.umsystem.edu/media/3_10.xls
- Faculty Salary History, http://www.umsystem.edu/media/3_31.xls
- Student Faculty Ratios, http://www.umsystem.edu/media/3_40.xls

How does the University of Missouri touch the lives of all Missourians?

The 2011 edition of the UM Government Relations District Data Sheets is now available for download from the UM Government Relations website. Institutional Research & Planning (IRB) manages the Government Relations-owned, IRB-approved project that produces this suite of 322 Data Sheets. These Data Sheets, which are updated annually, summarize the impact of the University of Missouri on the state of Missouri and its individual legislative districts and are utilized by the Government Relations directors as they interact with Missouri legislators, by UM system and campus officers and administrators, and by others. The District Data Sheets can be viewed by Counties in Missouri, Congressional Districts, State House Districts, and State Senate Districts.

Records Management

"Destruction Notices"
By Cyndie Parks, Director for Records Management

The staff at the Records Center is gearing up for the busiest time of our year. We will be taking thousands of boxes of records off the shelves and sending them on their way to destruction and recycling. These boxes had been stored according to the applicable Records Retention Authorizations and have now reached the end of their retention requirements.

In January, effected customers received Destruction Notices listing boxes eligible for destruction. If you received one of these Notices, please review it carefully and then sign and return it to Records Management. Your cooperation will help us insure that records are being retained long enough and destroyed promptly when due.

If you have question or concerns regarding any of the boxes on the list you received please contact John Larkin by email or at (573) 882-1449 for assistance.

Hats Off!

"Exceptional Customer Service Awards"
By InFocus Editor

The Hats Off program has grown into 2 separate award systems – the Top Hat Awards and the Warm Fuzzy Awards.

The Top Hat Awards are given from "The Top" – Vice President Krawitz presents these awards on a quarterly basis after receiving nominations from her direct reports.

Recognizing exemplary work by F & A employees, it is given to those whose performance goes beyond the normal high expectations. The award winner receives an actual top hat to be displayed for that quarter, and a note from Vice President Krawitz recognizing them for their commendable service.

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For 2nd Quarter 2011, two very deserving employees in the Controller's Office were nominated for the Finance and Administration's Top Hat Award.

The first nomination was by Ryan Rapp, Associate Controller, with his nomination of Bobbi Walker, Financial Systems Specialist:

> Bobbi Walker has been the functional lead for the PeopleSoft Travel and Expense (T&E) module implementation. This has been a challenging task as the project has moved in several different directions. Bobbi has maintained a great attitude throughout the process and has been willing to embrace change in the current travel reimbursement process. Bobbi has lead the way for the University in rethinking and streamlining the travel reimbursement process. All of this is in addition to Bobbi's daily duties which include maintaining and supporting Asset Management and Accounts Payable. This involves engaging and supporting end users across all business units. Put another way, Bobbi is tireless in her support of improving the current PeopleSoft systems we have in place. I am continually impressed with her ability to think outside of the box and keep projects moving.
>
> Bobbi's positive outlook is noticed by others outside of the department. A colleague recently commented to Bobbi that she was one of the happiest people he knew. Her infectious laugh can put you in a good mood on a bad day.
>
> Thanks for all of your hard work, Bobbi, and for being a positive influence on others!

The second employee recognized for the Top Hat Award for the 2nd Quarter 2011 was Toni Monsen, Executive Assistant to the Controller. Toni was nominated by the Controller, Jane Closterman, and her Leadership Team, consisting of Ryan Rapp, Donna Johanning, Brian Sanders, Harold Berndt, and Ericka Kranitz:

> Toni Monsen deserves special recognition for the many months of planning for the physical move of the Controller's Office to its new location at Woodrail and coordinating the many "pre-move" and "post-move" tasks for an overall smooth transition. The Controller's Office has greatly benefitted from Toni's prior experience in directing many other University moves before joining the Controller's Office.
>
> Toni's leadership in our move began with organizing "departmental cleanup days" prior to the move, and snowballed very quickly in a search for furniture and office accessories, renovations of the space at Woodrail, ordering common-use equipment for the new space (e.g. copier/scanner, network printers), coordinating phone moves with Telecom, selecting and contracting janitorial services at Woodrail, and arranging mail delivery, to name a few.
>
> Toni made the move to Woodrail a memorable experience through her generous commitment of time and energy. Toni continues to follow through on tying up loose ends with contractors as the department settles into our new space. Toni displayed excellent leadership through what could have been a difficult move and was very consistent in her unselfish contributions – ALWAYS WITH A SMILE!!

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The Warm Fuzzy Awards are given by any staff member within F & A to those who have provided Exceptional Customer Service.

Each F & A staff has access to these "Warm Fuzzies" to give out – and they have been popping up in many offices and workstations! The process is informal, allowing each staff member to choose the time and method in which to present the award.

Wisdom's Corner

"Featuring Challenging and Inspiring Thoughts"
By Memoree Bradley, Secretary to the Vice President of Finance & Administration

We are what we repeatedly do. Excellence, then, is not an act but a habit.

- Aristotle (384-322 BC)

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