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InFocus

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

2012 – 1st Quarter

Printable version

Welcome to InFocus

The division of Finance and Administration's vision is to be an innovative provider of value-added financial and administrative services by working collaboratively with the campuses to help them achieve their goals and by using high-performance teams to exceed the expectations of University stakeholders. It is through this vision that we are able to accomplish the mission of supporting and maximizing the financial and physical capacity of the University of Missouri.

Vice President Krawitz

Our division seeks to develop and deliver 'best in class' programs that will continuously improve the efficacy of the resources and services available to the university campuses and health system. Through these efforts, the entire university system is able to benefit with higher productivity levels and thrive as an institution.

Each department of the division of Finance and Administration has a specific role that aligns with and compliments the common purpose and focus of this vision.   Through cooperation, Finance and Administration forms an integrated team that strives to use its collective skills and abilities to meet and exceed the demands and expectations of those we serve.

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.

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

F & A Adminstration

"To ensure responsible asset management and the integrity of the University's financial statements, its financial instruments, and its budget and planning."
By Nikki Krawitz

On the Finance and Administration website our division's responsibilities are identified as:

- Financial planning and management of the university, including investments, university debt, internal auditing, accounting and budgeting.

- Administrative management of the university, including, facilities planning and development, procurement, records

management, minority business development , risk and insurance management, business services and institutional research and planning.

The head of the Division of Finance and Administration is Vice President, Natalie (Nikki) Krawitz, with her Secretary as Memoree Bradley.   Finance and Administration has the following seven offices that report directly to the Vice President:

Controller, Jane Closterman

Jane oversees accounting, financial information systems, financial reporting, sponsored programs, payroll, and tax reporting.

Management Services, Assistant Vice President Dave Sheahen

Dave oversees facilities planning and development, risk and insurance management, business services, records management and minority business development.

Budget Planning and Development, Assistant Vice President Cuba Plain

Cuba oversees budget planning, development and monitoring, appropriations requests, institutional research and planning.

Treasurer, Tom Richards

Tom oversees cash management, debt management, banking, retirement and endowment fund management.

Financial Services, Director Nilufer Joseph

Nilufer provides leadership for internal auditing, compliance, system scholarships, financial analysis, and special projects.

Procurement, Chief Procurement Officer Tony Hall

Tony oversees all procurement system wide, and is the Director of Sourcing and Supply for the University of Missouri Health System.

Project Director, Steve Stanley

Steve's responsibilities include business process improvement and systems implementation .

Finance and Administration strives to ensure responsible asset management and the integrity of the University's financial statements, its financial instruments, and its budget and planning. To continue to deliver optimal results, we must operate efficiently and effectively, maintain a world class workforce and workplace, and optimize budget performance and integration. Finance and Administration handles transactions of a financial and administrative nature for the University of Missouri. This work requires ethical, objective, reliable, and responsive conduct.

Employee Travel Reimbursements in New Automated Travel and Expense Module

"Paper forms will no longer be used!"
By Donna Johanning, Director of Financial Information Systems

The new automated Travel and Expenses (T&E) module in PeopleSoft Financials is now fully implemented at the University of Missouri. As of January 1, 2012, all employee travel reimbursements will be processed through this system and paper forms will no longer be used. Reimbursement of travel expenditures for non-employees will continue to be processed through Accounts Payable.

Two travel forms remain on the Records Management Finance/Budget Forms site:

1. **Non- Employee Travel Reimbursement Trip Expense Detail (UM 11B)** – Can be used by a non-employee for tracking of expenses if another form or contract is not used.
2. **Mileage Log – Daily Expense Detail (UM 11A)** – Can be used as a supplemental schedule and imaged with an Expense Report or attached to the Non-Employee Travel Reimbursement form.

These forms can be accessed at http://www.umsystem.edu/ums/fa/management/records/forms/finance/

If you need more information on the new T&E module, contact your departmental fiscal officer or your campus accounting office.

Your 2011 W-2 Form

"Have you received your W-2?"
By Brian Sanders, UM Director of Payroll

The University mails all W-2 Forms on or before January 31 every year. If you have not received your W-2 (you should have received it before February 14th), please notify your campus Payroll Office to receive a duplicate copy.

When you receive your W-2 for the previous calendar year, please check your social security number and spelling of your name to your social security card for accuracy. If different, notify your campus Payroll Office for a W-2 correction.

You may logon to myHR, Employee Self Service, to verify or change your address information in Personal Information Summary.

Mileage Reimbursement Rates in 2012

"On the Road Again!"
By Jane Closterman, Controller

The University of Missouri follows the State of Missouri's practice of reimbursement for business transportation expenses at a mileage rate that is three cents less than the IRS standard mileage rate. The IRS rate is based on an annual study of the fixed and variable costs of operating an automobile.

On December 9, 2011, the IRS announced that, for 2012, the standard mileage rates for business miles driven will be 55.5 cents per mile. This rate is unchanged from the mid-year adjustment that became effective on July 1, 2011 due to rising gasoline prices earlier in 2011.

In accordance with the University's reimbursement at a mileage rate three cents less than the IRS rate, **the University's mileage reimbursement rate for business miles driven will remain at 52.5 cents in 2012**.

In addition, the IRS announced a new rate for moving expenses of 23 cents per mile effective January 1, 2012, a slight decrease of 0.5 cents from the 23.5 cent rate in effect for the last six months of 2011. **Effective January 1, 2012, the University will reimburse at a rate of 20 cents per mile driven for moving purposes**, three cents less than the IRS rate of 23 cents per mile.

Sponsored Programs

"2012 NIH Salary Cap"
By Ryan Rapp, Associate Controller

The Final FY 2012 appropriation bills for NIH (National Institute of Health) passed recently by the house will reduce the NIH Salary Cap to the Level II salary rate of the Federal Executive Schedule for compensation. This rate is $179,700 which is a reduction from the 2011 rate which was tied to the Level I salary rate of $199,700.

The Controller's Office in conjunction with your Campus Sponsored Programs office will address a number of important implementation issues as soon as possible. It has been over a decade since this salary level has decreased, so there are a number of issues that need to be addressed.

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

Effort Verification Reports

"It's that time again!"
By Ryan Rapp, Associate Controller

All employees who have expended effort on a sponsored award between July 1, 2011 and December 31, 2011 must certify an Effort Verification Report (EVR). Please contact your campus Sponsored Programs Office if you worked on a sponsored award during this time period and do not receive an EVR by February 27. The signed EVR's should be returned to your Sponsored Programs Office within 30 days of distribution to your department.

Training is available on EVRs and other sponsored programs compliance issues on the Controller's Financial Compliance Training website. If you have any questions, please contact your campus Sponsored Programs Office.

University of Missouri Information Privacy & Security Resource Center

"*A new website for the information Privacy and Security Resource Center*"
By Nilufer Joseph, Director of Financial Services

A new Information Privacy and Security Resource Center website has been established in order to improve the University's governance structure and policies as they relate to Personally Identifiable information (PII). This resource is being coordinated by the UM System Offices of the Vice President for Finance and Administration, the Vice President for Information Technology and the General Counsel in an effort to utilize a more holistic approach to organize the University's PII-related programs and associated policies, through the establishment of a site which will organize information throughout the system related to information security and privacy in the following areas:

- Financial Information
- Student Information
- Patient / Health Information
- Human Resources / Personnel Information
- Information Security and
- Records Management.

The site provides employees with overall information on the above areas, and includes links to resources, policies, and contact information to the appropriate individuals and/or departments systemwide who can provide them with the appropriate guidance in the above areas. In addition, links to available PII training is also available on the site.

The UM Information Privacy and Security Resource Center can be found at: http://www.umsystem.edu/ums/fa/ipsrc

New Claims Forms/How to Report a Claim

"*New Enhanced Forms*"
By JoAnne Flowers, Assistant Director for Risk & Insurance Management

The forms for filing auto or general liability claims have been enhanced to simplify the process. Both forms are now in Excel format. The Auto claim form (Vehicle accident report UM-5) is a two tabbed form. Please be sure to complete both page 1 and page 2. General liability claims are made by completing the "*Student or General Public Injury and Property Damage Report*" Form UM-200. 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 24 hours after the accident or incident occurred.

The Automobile Liability Program provides coverage for bodily injury or property damage liability arising out of the operation of use of university-owned or operated vehicles. All university officers, agents, employees, authorized volunteers and authorized students can be covered under this program. The Comprehensive and Collision Program is a voluntary program that departments elect to participate. This program provides coverage for damage resulting from comprehensive (fire, wind, theft, etc.) and collision exposures on vehicles owned or leased by the university. If you drive a university vehicle, download your own innovative wallet guide to print and take with you (print with the double sided option).

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

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

UMKC Katz Hall Renovation Honored

"*Katz Hall received an honorable mention from the Historic Kansas City Foundation*"
By David Sheahen, Assistant VP of Management Services

The renovation of Katz Hall on the University of Missouri-Kansas City Volker campus received an Honorable Mention for Adaptive Reuse by the Historic Kansas City Foundation this month. Katz Hall was built in 1965 to house the school's Pharmacy School. Designed by the Kansas City architectural firm Kivett & Myers and constructed for $1 million, it was the first building built as UMKC moved from being a private college to a public university. It represented innovation and is an early example of exposed poured concrete.

After UMKC's Pharmacy School moved to the Hospital Hill campus in 2007, Katz Hall was remodeled to house the College of Arts and Sciences' Department of Architecture, Urban Planning and Design. The philosophy of the renovations done by Helix Architecture & Design was to clear away alterations to the original building and celebrate mid-century details and space. The design guides for the building at 50th Street and Rockhill Road are taken from the original Kivitt and Myer interior with a twist.

This project was highlighted in a previous edition of On the Drawing Board that can be found here. Included in this article is the Historic Kansas City Foundation 2011 Preservation Awards Announcement.

Expansion of Our Shared Services

"*Procurement has been building on and refining the new Shared Services Organization*"
By Melinda Richardson, Procurement Services

Procurement has been building on and refining our new Shared Services Organization, facilitating new cost saving contracts, and finalizing a new Shared Service Relationship with MOREnet, as well as adding value to the services provided by Finance and Administration.

In compliance with the Procurement Shared Service agreement, Procurement Services has submitted proposals to the Shared Service Governing Body for establishing University wide contracts for compressed gases and custodial paper products. These projects were approved and milestone reports will be provided to the Shared Service Governing Body as these projects move forward. Representatives from each campus and primary stakeholders will be represented in these projects.

A new contract for Pest Control at MU has been established, which is estimated to save over $100,000 annually, while increasing the levels of service provided. A new elevator maintenance contract is nearing completion that will save over $100,000 per year.

A Shared Service Relationship between Procurement Services and MOREnet was created through a Memorandum of Understanding (MOU) and has a defined Service Level Agreement (SLA). This Shared Service is expected to enhance delivery of procurement services to MOREnet and increase efficiencies and effectiveness. The purpose of the agreement is to establish the services to be provided to MOREnet, and describes the processes in place to ensure integrity, economy, efficiency, and accountability. The MOU specifically addresses the scope of services, roles and responsibilities of each member, service standards by process (SLA), performance metrics, and terms and conditions.

New Purchasing Card Training

"*PCard training is now available through myHR*"
By Krista Young, Procurement Operations

Procurement has implemented a new PCard training module through myHR/my Learn. The new Cardholder/Renewal training is a condensed version of the PCard Policy & Procedure Manual, consisting of 10 randomized quiz questions, and takes approximately 15 minutes to complete. Each day Procurement receives a report with quiz results from the previous day. The training module can be found at https://myhr.umsystem.edu/. Log in to myHR, select *Main Menu > Self Service > Personal Information > HR Training > myLearn > Catalog > Courses Created by the University > UM System > Purchasing Card Training*. Complete PCard Policy & Procedures are still available on Procurement's web page at http://www.umsystem.edu/ums/fa/procurement/card/policy.

As a result of an internal audit, Procurement has revised how departments make changes to or cancel existing Pcard accounts. The Purchasing Card Change and Cancellation forms are now available as paperless Outlook forms. The new forms provide added benefit by reducing paper usage, both for the department and Procurement. Also, the linking of the forms in ImageNow is greatly streamlined. Cardholders may initiate the form and forward to their Approving Official (AO), or an AO may initiate and submit the form. The completed electronic form is received and processed by Procurement. Departments will still receive email confirmations when requested changes are complete. The Outlook forms and instructions are available on the Pcard forms page at http://www.umsystem.edu/ums/fa/procurement/forms#pcard.

What's New with Email Records

"The University is migrating our email system to Exchange 2010"
By Cindy Parks, Director

By now everyone should know the university is migrating our email system to Exchange 2010. In fact, everyone should be migrated by the end of January. What does this mean for you?

First, it means much larger mailbox quotas. With Exchange 2010 you have 15 gigabytes (GB) of storage versus the 2 GB or less you had before. With the additional storage space you will want to move all of your current and relevant business related records in your PST file into your mailbox. These are the files in the 'Personal Folder' in your mailbox, which for most of us is currently stored on our computer hard drives. The biggest reasons for moving these files are access and security. Once you move the files into your mailbox you will be able to access them from any location on any device as long as you have internet access and they will be backed up regularly to protect them for accidental loss. However, before you move your records, review them for relevance and retention. Now is a great time to clean out old files you don't need any more. See Guidelines For Cleaning Out Your .PST and Your Mailbox to help you decide what you should move. There is also an online tutorial at http://it-training.missouri.edu/Exchange2010Email/WhatIsNewWithEmail.html to assist you with moving your .PST into your mailbox.

The second important feature you will notice once the migration is complete is the addition of retention folders in your mailbox. You should see these folders in February. The retention folders will be located in a folder called 'Managed Folders,' which will also be new. To manage the retention of your email records there will be folders for 1, 3, 5 and 10 year retentions and a historical records folder for records that have historical archival value. Records Management's and Information Technology's websites have information to help you determine if an email is a record and for instructions on how to use the retention folders.
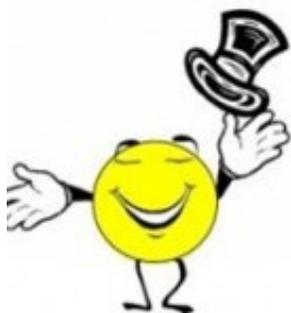
For additional information or questions concerning email records please contact Records Management by calling 573-882-6363 or email moritzl@umsystem.edu.

Hat's Off!

"Exceptional Employee Awards"
By InFocus Editor

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

Top Hat Award

"For 1st Quarter, 2012, Melinda Richardson was nominated for the Finance and Administration's Top Hat Award"
By Procurement Department

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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Melinda came to Procurement in February of 2011. She is the Administrative Assistant for University Procurement including Procurement Services and Procurement Operations. She jointly reports to

Stephen Mack and Jennifer Alexander. Prior to coming to work in Procurement, Melinda worked for Wells Fargo in Illinois and spent 3 years in the School of Medicine as an Administrative Assistant.

Melinda serves with great energy and competence. She is never afraid of a new challenge, is self motivated and incredibly creative in serving the University. She goes out of her way to be supportive and helpful to anyone in need of help. She has demonstrated a significant capacity for accepting challenging assignments and is thorough and exemplary in completing them. She has been an instrumental part of putting form to the recently completed MOU converting Procurement into a Shared Service Organization. Her work in putting together a metrics dashboard and the other documents associated with the MOU was instrumental in helping this task get completed. She also led the effort to collect and assemble our application for the Excellence in Service Award. This task is no small effort and Melinda's exceptional skills assured us another year of earning this prestigious award.

She is energetic and enthusiastic in her role. She brightens the office environment and adds a positive and upbeat personality. She is thorough and diligent in accomplishing her tasks and takes initiative and pride in going beyond expectations in her duties.

Thanks Melinda for a great year of service and expectations of many more to come!
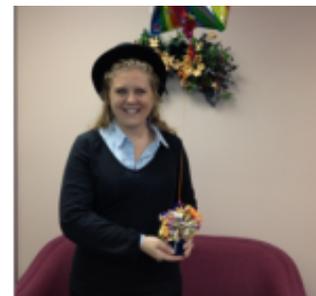
The Warm Fuzzy Award

"A special warm fuzzy goes out to Chuck Shoemaker, Distribution Coordinator for UMHC Supply Distribution."
By InFocus Editor

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.

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"I just wanted to let you know how much I appreciate Chuck Shoemaker. He is always willing to help and pleasant to deal with. No matter how busy he is, he always has time to answer my questions and figure out a solution to the problem of the day. He is a great asset."

– from Kim Tennant, Surgical Supply Coordinator, Women's and Children's Hospital.

Wisdom's Corner

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

The strength of the team is each individual member. The strength of each member is the team.

-        Phil Jackson