

Welcome to “In Focus”

The new University of Missouri System
Finance & Administration quarterly newsletter!



Vice President Krawitz

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.

Some of the special sections you can count on seeing include:

- [Spotlight](#) – a focus on a Finance & Administration department, person, or new initiative;
- [Account-ability](#) – tips on transaction processing;
- [Risky Business](#) – how you can help reduce or manage risks to both yourself and to the University;
- [Focus On](#) – a picture from one of the four campuses ... can you name the site?

We hope you will find the newsletter both interesting and informative. We welcome your feedback and your contributions.

- **Natalie “Nikki” Krawitz**
Vice President for Finance & Administration



Spotlight

So what/who is Finance & Administration?

The Finance & Administration (F & A) division of the University of Missouri looks after *money*. Planning for it, budgeting it, requesting it, saving it, investing it, recording it, reviewing it, making policies for it, insuring it, and using it (to mention a few). Do you work with PeopleSoft Financials? That’s F & A. Do you purchase supplies? F & A again. Did you get hurt on the job? F & A. Everywhere you look within the operation of the University of Missouri, there is Finance & Administration, working in the background to support the mission of the University.

To do all this stuff with money, F & A includes the 6 offices of: Planning & Budget, Treasurer, Controller, Institutional Research & Planning, Internal Audit, and Management Services which

includes the 6 departments of: Procurement, Records Management, Risk & Insurance Management, Facilities Planning & Development, Minority Business Development, and Business Services. The division, lead by Vice President Natalie “Nikki” Krawitz, reports to University of Missouri President Elson Floyd and for the most part is located in University Hall in Columbia.

Our *mission* is to maximize the financial and physical capacity of the University in support of its mission. Our *vision* is to be an innovative provider of value-added financial and administrative services working collaboratively with the campuses. Our *customers* are the University of Missouri campuses, general officers, and the Board of Curators. Our *stakeholders* are the Federal and state agencies and legislators, alumni, suppliers, and citizens of Missouri.

Finance & Administration strives to provide responsible asset management in the areas of the endowment and retirement funds, physical facilities, financial and operational risk management, and records, information, and data management. Just as important, we ensure the integrity of the University's financial statements, its financial instruments, and its budget and planning. These responsibilities define our purpose. To deliver optimal results, we strive to operate efficiently and effectively, maintain a world class workforce and workplace, and optimize budget performance and integration.

What are some examples of how we serve you? We work with campus finance and administrative staffs to continuously improve policies and procedures with a goal of making your work easier. The new e-Procurement initiative is led by F & A Procurement staff with Bill Cooper at the helm. We also manage the university's investments to maximize resources for academic programs and the retirement plan. The leadership for approximately \$4.0 billion in investments is provided by F & A treasury staff led by Shirley DeJarnette. The staff in the Controller's office and the Budget and Planning office, led by Jane Closterman and Cuba Plain respectively, worked with IT and personnel on your campuses to move PeopleSoft to the web.

To find out more about the different ways that we serve you and the University and who to contact if you have a question, check out our [website](#).



Account-ability

More \$\$\$ in Your Pocket!

When you travel for University business, you are reimbursed for expenses by completing the Travel Reimbursement Form. However, if you do not include the required receipts or do not submit within 60 days after the end of the trip, your payment might be delayed or you might not get fully reimbursed!

- **What receipts are needed?** All lodging receipts as well as receipts for meals and other expenses more than \$75.

- **What happens if not submitted within 60 days?** If the reimbursement is made, it will be added to your taxable income (meaning you pay more taxes), or the funding department has the discretion of denying the reimbursement.

So DON'T DELAY in your submission!

[Click here](#) for University policy on allowable travel expenses.



Risky Business

What do I do if I'm injured at work?

Immediately report the injury! In order to receive benefits under Workers' Compensation, an employee must report the injury to their department *immediately* after it occurs. The department must report all injuries to the Worker's Compensation Coordinator on a [Report of Injury Form](#) within 24 hours of the injury.

The Report of Injury Form may then be mailed, faxed, telephoned or e-mailed to the appropriate [Workers' Compensation Coordinator](#). The Report of Injury is processed by the Coordinator then forwarded to the claims administrator, Thomas McGee, who will determine compensability and manage the claim.

So, if you are injured at work:

- **Non-emergency injuries:** Report the injury to your supervisor, complete a Report of Injury form and go to authorized clinic listed on the Report of Injury Form for medical treatment, if needed. The Report of Injury form should be faxed to the appropriate campus coordinator (available on our website) within 24 hours of the injury regardless of the need for medical treatment.
- **Emergency/Life Threatening injuries:** Proceed to the nearest medical facility for treatment or call 911 if needed. As quickly as possible your supervisor should contact the campus coordinator to report the injury so there's no delay in treatment.

Workers' Compensation (Workers' Comp) is the no-fault benefit to employees of the University who suffer an injury or occupational disease resulting from their work. All employees, including student employees, part-time employees, and some volunteers are covered by Workers' Compensation. The Workers' Compensation Law provides the following benefits: Medical Treatment, Lost Wages, Permanent Partial/Total Disability, and Death Benefits

For additional information about Workers' Compensation please call your campus Coordinator or [see our website](#).



News & Updates

► Finance & Administration



Larry Gates

New Associate Vice President!

Larry Gates re-joined the Finance & Administration team on January 2nd. Most recently, Larry was at UMKC where he served as the Vice Chancellor for Administration & Finance for the past 6 years. Prior to his service at UMKC, Larry was the Associate Vice President for Planning and Budget at the System. He will report directly to Vice President Krawitz and provide leadership in identifying opportunities for administrative streamlining and business process redesign and in implementing change; advise and consult on the development of a statewide higher education funding formula; provide leadership in identifying and implementing opportunities to increase revenues and/or reduce expenditures through intercampus collaboration; and provide leadership in developing benchmarks for administrative functions. Larry brings a wealth of experience and knowledge. Please join us in welcoming Larry back to F & A!

► Office of the Controller

On the Road Again!

Make sure you are reimbursed for the correct mileage rate in 2007 for business miles driven. Effective January 1, 2007, the University will reimburse employees for business mileage incurred consistent with the IRS standard mileage rate of 48.5 cents per mile. In addition, the rate for medical and moving expenses will be 20 cents per mile.

Where is my 2006 Form W-2?

The University will mail your Form W-2's on or before January 31, 2007. If you have not received your W-2 by February 14, 2007, please notify your campus Payroll Office to receive a duplicate copy.

Although too late to change for this mailing, you can always logon to Web Applications, Employee Information, to verify or change your address information in [your employee profile](#) (enter your e-mail name and password).

2006 Form W-2 – What is your name?

When you receive your W-2 for calendar year 2006, 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.

Beware of the Ides of March!

In March 2007, the Controller's Office will be conducting a comprehensive UBIT (Unrelated Business Income Tax) study for all four campuses and the hospital. Educating fiscal officers and their staff and developing tools for identifying UBIT activities will be some of the topics discussed during campus visits. In brief, this is when the University has net income on non-educational activities (like the golf courses) and the taxes associated with that income.

Coming soon to Departments near you--PCS--A new time zone!

Okay, it may not be a new time zone, but soon it will be time for fiscal managers to evaluate the PCS (Program Classification System) code that each Department number (DeptID) has been assigned. This code is used to describe the type of activity recorded in each DeptID (i.e., instruction, research, public service, etc.). Fiscal managers will be evaluating their complete listing of DeptID and the PCS code attached to it. We are in the process of building easy-to-use tools to help evaluate the appropriate PCS so that data can be updated before budgets are prepared for FY 2008. More information will come through the Accounting and Budget offices in the next couple of months.

Planning & Budget

Call for Best Practices Proposals!

Have you or your department successfully developed a best practice to respond to a particular problem? Win \$\$ by submitting your proposal by February 1, 2007!

In an effort to promote and recognize new approaches to problems facing colleges and university business operations, RBC Capital Markets is joining with CACUBO to announce the RBC Capital Markets Best Practices Award Program to recognize colleges and universities who have successfully developed a best practice to respond to a particular problem. The RBC Capital Markets Best Practices Award Program is intended to showcase the best of college and university business officers' efforts in creating better, more efficient, and customer friendly business practices. Through this new program, CACUBO wishes to share good ideas and new approaches within its membership institutions.

The 2007 competition will select ONE finalist to showcase their "best practice" at the CACUBO annual meeting in Chicago, Illinois (October 7-10, 2007) at the historic Palmer House Hotel. Also, TWO additional "best practices" will have the opportunity to showcase their best practice via a poster presentation. The participant/institution with the overall "best practice" will receive an honorarium of \$1,000. The runner-ups will receive \$500 each.

College and university business officers wishing to compete in the RBC Capital Markets Best Practices Award Program may submit a proposal by February 1, 2007. Interested parties should visit <http://www.cacubo.org> for submission guidelines. Questions? Please submit them to bestpractices@cacubo.org

Submission deadline is February 1, 2007.

► Management Services

Discount on seminars!

Every University department is entitled to a 25% discount for employees attending seminars by National Seminars/Padgett Thompson/Rockhurst Conferences. To get this discount, register through this special website <http://www.nationalseminarstraining.com/iaap>. This site also provides additional discounts for purchases from their resource library as well as on-site programs. This discount is made available to all University of Missouri employees because we have employees who are members of the International Association of Administrative Professionals (IAAP).

► Procurement Services

ePro - Taking University of Missouri Purchasing to the Next Level!

On November 9, 2006 UM officially kicked-off the system wide implementation of a new eProcurement system designed to use the power of the Internet to streamline the procurement process and dramatically reduce acquisition costs, freeing up millions of dollars for expanding the University's core missions of teaching, research and economic development. By seamlessly integrating SciQuest's catalog function with a significantly improved version of our PeopleSoft purchasing module we will create a "virtual marketplace" comprised of a wide range of products from which to compare and choose. This marketplace affords end users a "one-stop" shopping experience with the ability to order from supplier's complete on-line catalogs at pre-negotiated discounted prices. The "Amazon.com" like ease of process will facilitate end users increased utilization of those supply sources which provide requisite quality and service at the most favorable price, thus affording substantial material and administrative cost savings. In so doing we expect to realize a system wide annual savings ranging from a minimum of \$5.4M to a potential \$17.9M when fully deployed. It is therefore clear why eProcurement at UM is not just a "Procurement Project" but in fact is an integral part of university leadership's strategic plan and its anticipated success will significantly impact the financial health of the entire UM System.

Solution design and development is expected to take approximately nine months after which all campuses will simultaneously conduct a 3-4 department pilot before rolling the new system out to all users. Recognizing the critical importance of wide spread user adoption, Advisory Groups have been formed to insure that each campus has input throughout the solution design, development and deployment phases. The names of the Campus Advisory Group Leads are provided below. In early February the Campus Advisory Groups will host a program(s) for their campus users at large providing a detailed project overview as well as actual product demonstrations. Keep an eye out for the date, time and location for your campus program!!

Campus Advisory Group Leads are UMC - Teresa Vest, UMKC - David Babcock, UMR - Pat Davis, and UMSL - Tangie Brooks

▶ **Risk & Insurance Management**



Ed Knollmeyer

New Director!

Ed Knollmeyer joins the Risk & Insurance Management team as Director on January 18th. Ed is a graduate of UMC with over 19 years experience with Liberty Mutual in protecting people and businesses against “Risky Business”. Please join us in welcoming Ed to the University!



Focus On: Answer

UMR, Stonehenge



On the corner of 14th Street & Bishop Avenue, UMR Stonehenge serves as a monument to man's past achievements through its blending of cultural and scientific influences. Just as the ancient site stands as a tribute to the ingenuity and talent of ancient engineers and cultures, so the campus site serves as a reminder of man's technical and humanistic potential and the importance of the history of science and technology in understanding that potential.

For more information <http://web.umr.edu/~stonehen>

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