



## 2014 - 4th Quarter

### Welcome to InFocus!

#### REASONS TO BE OPTIMISTIC ABOUT OUR FUTURE...

Events over the past few weeks give me great optimism for the future of the UM System, its campuses and operations statewide. While many challenges confront us, I am pleased to see so many students from the state of Missouri and beyond chose one of our campuses to continue their educational pursuits this fall. All of the campuses reported enrollment increases and our collective market share of high school graduates in the state continues to climb. Governor Nixon's release of not only state funding for core operations and the release of \$200 million in maintenance and repair (M&R) bonding previously approved by the Missouri legislature for higher education was welcome news. Our system's share of this bonding is just over \$95 million and will help all of our campuses make needed improvements to critical teaching and laboratory buildings that serve our students. We look forward to the state giving final approval to the specific M&R projects we submitted this week in early 2015. It appears Missouri's economy is improving as well and we sincerely hope this continued recovery will represent an opportunity for the state to make additional investments in the University of Missouri in the upcoming fiscal year in both core operations and capital requests.



Brian Burnett, Vice  
President for  
Finance and CFO

#### WE NEED TO CONTINUE TO BE EFFICIENT AND EFFECTIVE IN OUR WORK...

While I am optimistic about our future, I also recognize that recent data released confirms that the state of Missouri is 44th out of 50 in funding higher education on a per student basis. This reality, along with state-level constraints on tuition increases, means we must continue to look for efficiencies in how we support the educational, clinical and research needs of our system. I recognize many reductions and efficiencies have already been made in years past. However, we must realize we face a near term of limited resource growth and must look for ways to thrive and creatively grow this enterprise under these conditions. Every staff member plays a part in helping our leaders think about new ways of doing business and getting our work accomplished.

Additionally, we need to ensure we follow established system policies and procedures created to make sure our funds are spent in a manner consistent with an efficient and high performing public land-grant university system. If you are unfamiliar with the policies, rules or procedures with respect to purchases or contracting, please reach out to the staff members in the supply chain, the controller's office, or experts on each of the campuses and ask for assistance. It is important we continue to spend our limited dollars wisely and within established guidelines and I appreciate everyone's contributions in this effort.

#### FINALLY, AS WE HEAD INTO THE END OF THE CALENDAR YEAR...

I would like to thank all of the staff across the UM System who work to make the campuses and operations of the university a tremendous asset for the citizens of this state and nation. I hope each of you have the opportunity to enjoy the holiday season with friends and family and look back on a very productive and exciting 2014 across our system. Great things are happening on every campus and throughout the operations of the UM System – I hope you share in the pride of your contributions to the success of this university. Happy New Year to everyone and I look forward to great things ahead in 2015.

### Office of the Controller

#### Forms W-2

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ACT NOW before the end of the year, and provide consent to view and print your W-2 forms in myHR. Granting e-consent is easy, simply log in to myHR and navigate to Self Service > Payroll and Compensation > W-2/W-2c Consent. In January, employees and former employees that have granted consent will be able to [...] [Read more](#)

## ***Compliance Corner***

### **Sponsored Programs Update**

The new Office of Management and Budget (OMB) Uniform Guidance for Federal Awards will be effective December 26, 2014. We are currently developing training and other information including a quick reference guide related to the changes and how they impact the research community. The training sessions will be coordinated by the campus sponsored programs offices [...] [Read more](#)

### **Electronic Effort Verification Report (eEVR)**

We are pleased to announce that the eEVR process will soon be available within PeopleSoft Finance. eEVR is the new application that is replacing the old paper Effort Verification Reports. The look of the form is the same as the paper, however, now it will be produced in an electronic format. Pen and paper is [...] [Read more](#)

## ***Risky Business***

### **Field Trip Guide**

Are you planning a field trip or event? Then RIM has a valuable resource for you. When planning either activity it's possible to get caught up in the excitement or the long to-do list. So for your convenience, we have developed a planning guide to assist with the business details. The Field Trip Guide has [...] [Read more](#)

## ***Records Management***

### **UM Records Management Compliance and Overview**

Records Management supports university staff and faculty in ensuring that records needed to meet the operational, legal, and regulatory requirements are managed in compliance with university policy. We assist by: Maintaining the University's Records Retention Schedule. See Records Retention Authorizations:

<http://www.umsystem.edu/ums/fa/management/records/guide/records-retention-authorization> Overview Records Management Department Services: <http://www.umsystem.edu/ums/fa/management/records> Other ways Records Management support the University System [...] [Read more](#)