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InFocus

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

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Welcome to InFocus!

Vice President Krawitz

Recognition of human talent as the University's primary resource and principal contribution to society is one of the values that the University of Missouri embraces as it pursues its vision and mission. Within the division of Finance & Administration, we are committed to creating opportunities that enable individuals to realize their full potential.

To enhance employee engagement and satisfaction, the division leadership focuses its attention on creating a dynamic work environment where each individual has the opportunity to grow, learn, and contribute. Since 2006, annual work environment surveys have allowed each Finance & Administration staff member to provide feedback for the leadership group.

In the survey completed in FY09, responses indicated employees felt they had limited opportunities to learn and grow. Because of this, the Finance & Administration Professional Development website was created to provide links to low and no-cost training, seminars, webinars, and other on-line learning opportunities. Feel free to utilize this site for you and your staff so we all can have a workplace where people grow, learn, and contribute.

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*

Spotlight On ...

Learning, Growth and Development

"Professional Development Website"

The Finance & Administration Learning, Growth, and Development committee is tasked with developing professional development opportunities which are local and affordable.

Account-Ability

To HAVE or WITHHOLD

"Are You Prepared for the Right Amount of Tax Withholding for 2010 & 2011?"

Although most of us don't normally think of income taxes at this time of the year, this is truly the best time to see where you are now, so if you need to complete a new Form W-4, you are prepared.

Compliance Corner

Training

"Develop your Compliance Knowledge in 30 Minutes!"

In less than 30 minutes, you can improve your compliance knowledge and learn the key issues related to financial accounting and sponsored programs!

Sponsored Programs

"Now Tracking Sub-Award Data"

The Sponsored Programs Offices are ready to meet the new Federal Grant reporting requirements. They will gather and report the required information, making sure the University continues to be eligible to continue to receive grant funding.

Risky Business

Award Presented to UM for New Risk Management Guide & Tools

"Property Claim Guide & Tools"

The University of Missouri has earned the 2010 University Risk Management Insurance Association (URMIA) Innovative Risk Management Solutions Award for developing our Large Loss Property Claim Guide and Tools.

On the Drawing Board

Current University Projects in Design

"Staying Current on Building Codes & Standards"

To protect the health, safety and welfare of people by creating safe buildings and communities, all University construction complies with International Code Council Codes – or "I-Codes". The department of Facilities Planning & Development works with University staff on all campuses to make sure workplace safety standards are met.

F & A - News & Updates

Institutional Research & Planning

"Official 2010 Enrollment Numbers Are In"

For Fall 2010, the University of Missouri set a record for enrollments – over 71,500 students! This represents a 12% increase since the Fall of 2006.

Records Management

"2010 UM/MU United Way Car Wash Fundraiser"

The first UM/MU United Way Car Wash Fundraiser brought in donations to help reach the University of Missouri goal for the 2010 United Way Campaign.

Hats Off!

"Exceptional Customer Service Awards"

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

Wisdom's Corner

"Featuring Challenging and Inspiring Thoughts"

Most people never feel secure because they are always worried ... The only true security in life comes from knowing that every single day ...

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Learning, Growth and Development

"Professional Development Website"

By Nilufer Joseph, Director of Financial Services

The division of Finance and Administration's (F & A) Strategic Plan is structured around four basic objectives, one of which is to "create a workplace where our staff has the opportunity to grow, learn and contribute in meaningful ways". At our 2009 Divisional Strategic Planning session, one of the central discussion topics focused on the need for staff professional development given the budget situation at the time and projected decline in future funding. This prompted us to look for inventive ways to provide professional development opportunities for our staff. As a result, last fall, the Learning, Growth, and Development (LGD) committee was tasked with developing professional development opportunities for everyone in the division which were local and affordable.

The LGD committee is comprised of individuals from each area within F & A, who have worked collaboratively with a variety of groups to organize professional development opportunities for our staff. Through our associations with MU Human Resources, UM Human Resources, and UM Health Care, the LGD committee has been able to offer at no cost a variety of high-quality professional development opportunities for our staff, in the form of seminars, conferences, and training sessions. Examples include HR (Burning Bright without Burning Out, Leading Change), Benefits (UM Retirement, Disability & Death Benefit Plans and What it Means to You) and online training in a variety fields through the SkillSoft pilot. We have opened several of these sessions up to all UM system staff. A group of our staff was also fortunate to be able to participate as part of the system-wide pilot group for the SkillSoft on-line training project, which was another excellent no cost professional development opportunity.

In addition to the above, the LGD committee has developed a Professional Development website, which provides information on University-sponsored training opportunities (seminars and conferences, information on centers and training institutes, and other training available), as well as non-University annual conferences, seminars, webinars, and on-line learning opportunities. The website can be found on the Finance and Administration

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webpage.

The committee is committed to continuing in its efforts to provide affordable professional development opportunities to F & A staff and we endeavor to ensure that F & A staff are kept apprised of these upcoming opportunities either through email or at our quarterly F & A Divisional meetings.

This entry was posted on Thursday, October 28th, 2010 at 3:24 pm and is filed under 2010 - 4th quarter.

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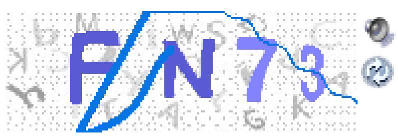

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To HAVE or WITHHOLD

"Are You Prepared for the Right Amount of Tax Withholding for 2010 & 2011?"

By Brian Sanders, Director of Payroll

Federal income tax is a pay-as-you-go tax. This means you must pay the tax as you earn or receive income during the year. As a wage earner, you pay federal income tax by having it withheld from your pay during the year. This is your "withholding." Your withholding is based on the number of allowances you claim when you filed Federal Form W-4, Employee's Withholding Allowance Certificate.

Ideally, in determining the amount of your income tax withholding, you should claim the number of exemptions that will result in withholding as close as possible to what you owe in taxes for the year. There are many things that can change your tax status throughout the year, so it's a good idea to review your exemptions once or twice during the year to make sure you're on track. Early November is the best time to review your exemptions before the end of the year to allow time to make adjustments by December 31, especially if it looks like you've been under-withheld. You may want to fine-tune your withholding again in March or April 2011 after you have filed your taxes for 2010.

If changes occurred in 2010 that will decrease the number of your withholding allowances for 2011, you must submit a new Form W-4 to your employer by December 1, 2010. If such changes occur in December 2010, submit a new Form W-4 within 10 days. See Table 1-1 below from IRS Publication 505 for examples of items that may decrease the number of your withholding allowances.

This entry was posted on Friday, October 22nd, 2010 at 3:19 pm and is filed under 2010 - 4th quarter.

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2 Responses to "To HAVE or WITHHOLD"

1.

Roger Karwoski says:
October 29, 2010 at 3:13 pm

What effect will the Congressional non-passage or passage of the extension of the current tax rates past 2010 have on all of this? Will any increase in tax rates be automatically adjusted for?

2.

InFocus Editor says:
November 1, 2010 at 9:35 am

Brian Sanders, Director of UM Payroll responds:

The short answer to your question is debates by Congress to extend or not extend expiring tax provisions have no impact on your requirement to file a new Form W-4 in December 2010 should your family's changes during 2010 result in fewer exemptions. The important point to take from the article, To Have or Withhold, in InFocus is that changes in your family's lifestyle, changes in your family's job, or other events often require changes in the number of exemptions that may be claimed on Form W-4. There are examples of some common changes listed in Table 1-1, but this list is not exhaustive. We will notify University employees if the IRS provides new guidelines requiring employees to submit a new Form W-4 next year. If you have questions about your personal tax situation, you should contact the IRS at 1-800-829-1040 (toll-free).

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Training

"Develop your Compliance Knowledge in 30 Minutes!"
By Ericka F. Kranitz, Director of Financial Compliance Training

Ten training sessions are now available on the Controller's Office training website covering basic concepts and requirements critical to financial accounting and sponsored programs compliance. These online sessions provide an opportunity for new employees to learn about our accounting and compliance policies and procedures. The sessions also provide a good refresher for current employees, and benefit those who recently changed positions and have new responsibilities.

Once you take the online training, the Controller's Office provides case-based live training to apply the concepts of the online materials to your specific scenarios. Contact Ericka Kranitz for more details or to schedule a live session for your department.

Look for these three new sessions on our website soon:

- Managerial Review – Defines the responsibilities and expectations of a Manager and provides examples of tools available for the managerial review.
- Proposal Development and Submission – Covers the responsibilities of the Principal Investigator, Research Administrator, and Sponsored Programs Office in developing the proposal through submission to the sponsor.
- Accepting and Establishing an Award – Discusses the responsibilities of the Principal Investigator, Research Administrator, and Sponsored Programs Office upon receiving the Notice of Grant Award up to establishing a fully executed award in the financial system.

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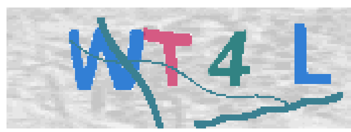

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Sponsored Programs

"Now Tracking Sub-Award Data"

By Ryan Rapp, Assistant Controller for Sponsored Programs Administration

The OMB Guidance released on August 27, 2010 for sub-award data outlines the requirements for Federal Agencies and prime contractors and prime grant awardees (collectively "prime awardees") for reporting sub-award and executive compensation data pursuant to the Federal Funding Accountability and Transparency Act of 2006 and associated 2008 amendments (the "Transparency Act" or "FFATA"). This data will be included on USAspending.gov for public viewing. USAspending.gov currently contains information from the awarding agency for prime awardees.

Sub-award reporting will be required for prime awards executed on or after October 1, 2010. The University must report first-tier sub-award information by the end of the month following the month the sub-award or award's obligation was executed. The Controller's Office and campus Sponsored Programs Offices will be responsible for gathering and reporting the required information. Departments and Principal Investigators will be seeing language outlining the FFATA requirements in new award agreements with Federal agencies. These new requirements should have minimal impact on Principal Investigators and Departments. Please contact your campus Sponsored Programs Office if you have any questions about the new FFATA reporting requirements.

For more information please see Transparency Act Sub-award reporting and Executive compensation presentation at the USASpending.gov website.

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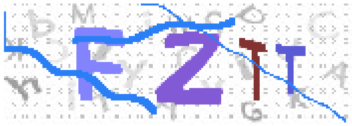

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Award Presented to UM for New Risk Management Guide & Tools

"Property Claim Guide & Tools"

By JoAnne Flowers, Assistant Director for Risk & Insurance Management

Risk & Insurance Management identified that managing large property claims was an area that could be enhanced. Most large losses involve multiple departments, and in some cases, multiple campuses. The primary goal was to develop tools which would ease the strain of a difficult situation for the departments effected by a loss. The other objectives were to facilitate a fuller and quicker financial recovery.

URMIA
PROTECTING YOUR INVESTMENT IN HIGHER EDUCATION

The effort provided the analysis and evaluation of the process of handling large property claims. For this purpose, we defined large property claims as those over our deductible of $100,000. The method of analysis/evaluation was to interview parties previously involved, review of carrier requirements and how the existing processes have been managed. Recommendations included providing tools for departments to use in gathering the required information and to increase communication.

As a result, we developed materials, tools and a new method of managing large property claims. The materials and tools can be customized based on the number of departments, campuses, etc. involved in the loss. The SharePoint site can accommodate information related to inventories as well as the RFP for rebuild of buildings/spaces, drawings, photos, and other needed documentation. The tools being developed in advance allow shorter response time, reduction of staff preparation time (inventories do not have to be recreated each time) and versatility in managing the process.

We plan to roll out the new handling methods over the next quarter, as our test case is going well. We are proud of the effort to better serve our customers and for the recognition from URMIA.

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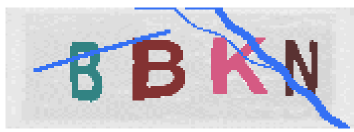

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Current University Projects in Design

"Staying Current on Building Codes & Standards"

By Dave Sheahen, Director of Facilities Planning & Development

Facilities Planning & Development (FPD) has design standards which include the requirements of the I-Codes as well as other codes and standards required by accreditation agencies. FPD works with campus groups to provide training on the latest technology related to code compliance, as well as updates on the latest revisions to the building codes and standards.

Recently, Beth Asbury, FPD University Engineer collaborated with Kate Walker, MU Campus Facilities Training, to provide a series of educational opportunities for both University staff and outside architects and engineers. These training sessions provided attendees with general updates to the International Building Code (model building code developed by the International Code Counsel), International Mechanical Code, International Plumbing code, and the National Fire Protection Association (NFPA) 72 National Fire Alarm and Signal Code. Plans are being made for additional training focusing on NFPA 13 Standard for the installation of Sprinkler Systems.

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Institutional Research & Planning

"Official 2010 Enrollment Numbers Are In"

By Bob Mullen, Director of UM Institutional Research & Planning

Every year, the University of Missouri reports official enrollment counts to the Missouri Department of Higher Education. This was the first year that new processes designed to provide greater accuracy and efficiencies were used.

On October 15th, all four campuses submitted their data. Although it was known that enrollment numbers were up this year, the 5-year trend showed a marked increase on all campuses. Here are the numbers by campus:

Campus	Enrollment	% Increase
MU	32,341	15%
UMKC	15,259	7%
S&T	6,163	24%
UMSL	16,791	8%

Every year, Institutional Research & Planning provides this information to senior administrators to assist in their respective areas of planning, decision making, and policy development for the University of Missouri.

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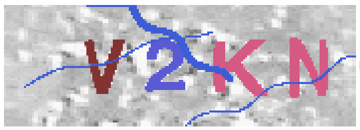

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Records Management

"2010 UM/MU United Way Car Wash Fundraiser"
By Willie Jones, Records Management Analyst

LIVE UNITED
"We Don't Just Wear the Shirt, We Live It"

This was indeed a success in raising $157 in donations to help reach the University of Missouri goal of $650.000 for our local 2010 United Way Campaign. Every dollar makes a difference in the lives of the people in our communities, and every dollar given stays here in our local area.

The idea of a car wash to raise funds would not happen without lots of effort and asking for help from many people. I'd like to say a big thank you to those people that stepped up and made this 1st UM/MU United Way Fundraiser a success and lots of fun.

- From Records Management – Cyndie Parks, Linda Moritz, Lori Asher, Stacey Henderson

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- From University Press – Dwight Browne, Nikki Waltz
- From MU – Shannon Scott
- From MOREnet – John Gillispie, Greg Silvey, Sherry Loyd, Megan Kitson, Janet Casady, David Drum
- From DoIT – Rusty Crawford
- From Strategic Communications – Cindy Pollard
- From Intellectual Property Administration – Bandhana Katoch

Special Thanks to:

- Connie, Becky, Joy & Kim at, Brake Printing (Donated Signage)
- Doug at, Praxair Inc. (Donated Helium for Balloons)
- Card Factory & Outlet (Donated Balloons)

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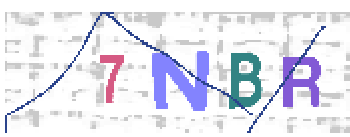

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Hats Off!

"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.

For 4th Quarter 2010, Nilufer Joseph, Director for Financial Services nominated CJ Smith, Administrative Assistant in the Controller's Office for the Top Hat Award.

"It is my pleasure to nominate Corliss "CJ" Smith in the Controller's Office for the Finance and Administration's Top Hat Award for the fourth quarter of 2010.

Apart from her outstanding work as an Administrative Assistant in the Controller's office, CJ also serves as the Building Coordinator for University Hall. She handles this role with grace and aplomb and ensures that all issues, no matter how large or small, are handled quickly and appropriately.

She has also done a superlative job as part of the team for the University Hall Snack Bar operations. She is

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CJ Smith

always willing to "step up" to improve the process, and has a great attitude when it comes to working with people. Her "can-do" attitude in everything she does, coupled with her exceptional customer service is why she is so deserving of this award!"

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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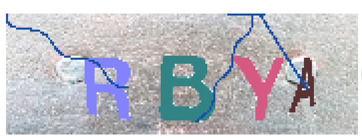

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Wisdom's Corner

"Featuring Challenging and Inspiring Thoughts"

By Memoree Bradley, Secretary to the Vice President of Finance & Administration

Most people never feel secure because they are always worried that they will lose their job, lose the money they already have, lose their spouse, lose their health, and so on.

The only true security in life comes from knowing that every single day you are improving yourself in some way, that you are increasing the caliber of who you are and that you are valuable to your company, your friends, and your family.

– Anthony Robbins (b. 1960) motivational speaker and author

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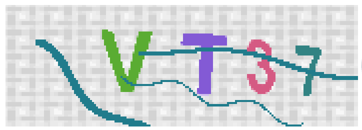

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