Cuibo Meeting 1/11/18

Moving Expense – Linda Campos

We had not finalized our new employee moving policies, but with the Moving Expenses addressed by the Tax Reform Act of 2017, our policies will most likely change. The elimination of the tax exclusions for moving will cause these payments to be taxable to the new employee effective January 1, 2018.

We are operating with little guidance at this point, but we recognize that possibly there are moves in progress that are technically still deductible and not considered taxable to the new employee.

For expenses incurred by employees prior to December 31, 2017 and submitted to Accounts Payable by Jan 26th, we will follow the 2017 tax law and exclude the reimbursement from the employee’s taxable income. All moving expense reimbursement requests received after January 26th will be considered as taxable to the employee when paid.

The State of Idaho modified their moving policy treating ALL moving expenses as a reimbursement but through payroll. No third party or purchasing card expenses will be allowed for household moves.

We have been discussing 3 options :

1. To continue as we currently are, reporting all the expenses to payroll. This is a risk because the payroll checks may not cover the taxable amount due. Currently not the policy that the State is adopting for state agencies.

2. Issue the entire moving allowance to the new employee upfront as taxable and the employee is responsible for arranging and paying his moving. Easiest method – risky if employee changes their mind about coming.

3. Issue ½ of the moving allowance to the new employee and the remaining portion after the receipts are submitted for reimbursement. Also Risky.

Offer letters that are currently be issued should use the new modified offer letter template.

More discussion on our policy will follow, hopefully we will have more information by the end of the month of January.

Chart of Accounts Update – Linda Campos and Ron Town

Testing to begin during January – all is going well so far. Our plan is to conduct smaller groups for testing starting February 1, to see if it is possible to break the new chart.

Ron added that he has changed tables, but is still working on the grant funds. He will probably wait on the grant funds at this point for the initial training. Planning on have journal voucher and other document posted to test the crosswalk tables queries and how the new data relates to the old data.

Ron asked that all of the college and departments review their ORGN code information by January 31 if possible.

Trina Mahoney - Budget FY2019

Governor recommended next year funding for higher education along with the funding of a Chief Education Officer to be located in Boise. Possibly a 3% CEC will be given to be distributed by the universities. At this time no line item funding has been listed except of course the WWAMI Program Funding.

JFAC will be meeting January 24. UI personnel will be present and answer questions to the legislature in Boise. Library funding was not approved at this time.

Mid year increase – thanks to all who assisted in that process. The Budget office would like to know how colleges want general education funding for their areas to cover the mid-year raises. It could be either lump sum to the colleges or the budget office can allocate the funds to where the negative amounts actual exist because of the raises. Please send an email to Trina of how you would like the funds distributed, but the default would be to move the funding into the negative areas.

Fee Revenue – Banner now posts the gross revenue as received however, the enrollment waiver have not posted. Should clear on the 10th day after school starts when the dust settles with registration.

Brad White

Internal Audit will start a series of College and Department Stewardship compliance audits. It will be reviewing how well the departments follow the UI policies, accountability at the college and department levels. Areas intended to look at are the Travel, Purchasing cards, memberships, cash handling and Entertainment and promotion. We will also be looking at overtime, Cost Transfers and Budget Transfers. We will be switching to the department auditing approach thru 2018 starting this January.

We will be reviewing 2 areas, but plan to be in and out as quick as can to not burden the departments with the time requirement. This approach will continue until the State Board requests that we stop.

In response to a question, Brad said that the audit would depend on the nature of the department, but it will be on a risk basis to the UI varying from department to department.

Other announcements:

Mary George created a survey to review the Banner reports to determine which reports are used and what new ones needs to be created. A discussion was hoping for a standard Banner report with standard chart information that would provide the basic information. The group will review the current Banner reports and if we need to create new reports for our reporting requirements.

Mary will be leading the group, and volunteers from the CUIBO members would be welcome if anyone is interested. If you are interested – Please contact Mary.

Multi factor DUO deadline is January 17 to enroll, once the enrollment period is completed, the Direct Deposit for employees and previous year W2’s will be available again on line. Student access will be delayed until later in the month.