

CUIBO Minutes for September 9, 2010

New Fund Types-Ron Town

A new report is being worked on with a scheduled release date of 9/24/10. The name of the report is not yet known but once it is established, an email will be sent out letting everyone know. Janice is still waiting for about 6 colleges to get back to her on carry forward. Once Janice has all of the responses, she will get all of the carry forward adjusted. If the titles of the new funds need changed, send the name changes to General Accounting soon so they can get them changed.

Deferred Pay-Ron Town

Once deferred pay was turned on at the end of the year it was realized that benefits were charging out to grants. They are meeting early next week to discuss options on how to get it fixed. They intend to have a solution in place by the tip-over point in deferred pay because the first 3 payrolls were prepaid. Everyone should break even about December and then it will start putting money away for the rest of the payout. Payroll taxes need to be paid when the funds are paid out – not when they are earned, so they are looking into ways to account for that. By the time everything is fixed, fringe benefits should not spread.

General Education and Centrally Allocated Benefits Budgeting-Trina Mahoney

Benefits were held centrally this year. The budget office is working on a process that will do an automatic journal entry every month and just budget them out as they are extended. Trina is working on some analysis to set up benefit targets for each department and then that target is what will be budgeted and if you go over the cap, you will then owe money back to central. The problem they are encountering is that different areas have different worker's comp rates so Trina has pulled 3 years of history and backed out the health benefit and created an average and that is what will be allocated. Trina will be meeting with Keith to discuss this and then she will be emailing everyone to let them know their cap and a brief explanation of how the amount was figured. The overall goal is to better manage the benefits, utilize the funds the University receives for benefits and make things simpler for salary transfers, etc.

EPAF Project-Ron Town

A full business process analysis is being done with the EPAF system. They are looking at everything from what it takes the person in the department to gather information clear through until HR applies it. The goal is to reduce errors and make the system easier to use. They are also looking at electronic approvals and a few other EPAF topics. They are looking at this in conjunction with an on-boarding project that HR is doing with benefits and getting people signed up for their benefits. This is going to be an extensive process but they want to make sure they get things right with the end result of a better product.

Other

- Web Time Entry (WTE) - issues with WTE will be looked at once the EPAF project is complete. Derek is going to try to develop a report that will list temporary employees whose termination dates are coming so that departments can be aware that a new EPAF will need to be put on the system for the employee. Another idea to help with this issue was to put a field on the timesheets listing the end date for the job. Both are works in progress and they will let everyone know when the report is available.
- Furlough- payroll has been working to help get some issues resolved. A possible solution that Academic Affairs has used to help correct time for those people who did take their Furlough but did not report it, is to use the Leave without Benefits code in this exceptional case. Using Leave without Benefits and filling in the comments section serves as a paper trail for auditing purposes and lets everyone know why the code was used.
- Sodexo Catering Process- cannot use P-card for catering. SODX is the transaction type/code that Auxiliary Services will use to charge budgets. Catering is providing everyone with a receipt that is signed and approved before the catering takes place. This will serve as the approval process so that the University can meet the contract with Sodexo and payments will be made on-time. AP will be scanning invoices for Auxiliary Services so that the invoices will be attached to the journal vouchers that come through. Some questions were raised at the meeting and it was realized that more issues need to be looked at before this process can be put into place.