



# CALS Business Services

COLLEGE OF AGRICULTURE & LIFE SCIENCES

Issue 3 FY17

## CALS Business Services Newsletter

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## A message from Heather Roberts-Wrenn

**Diversity & Inclusion** has been receiving more focused attention within CALS recently (perhaps you've been in attendance at one of the last few Business Officers meetings and participated in one of our D&I topics) and we thought it would be relevant to delve into this further. While striving for a diverse workforce is great and an important goal, diversity on its own does not move the organization forward. That's where inclusion comes in. When we invite everyone to the table and welcome everyone's contributions, that is where the magic happens: new and better ideas are generated, people feel valued, and we become a more productive and engaging place to work. Take a few moments to visit the following resources to understand the differences between diversity and inclusion further: [Difference Between Diversity and Inclusion](#), [HBR: Diversity is Useless Without Inclusivity](#), [Forbes: Why Diversity Can Be Bad For Business \(And Inclusion Is The Answer\)](#).



Inclusive Excellence is up to each of us. **How can YOU help make CALS and the UA an inclusive place?**

## ERE Pool Management

**Please remember to monitor your ERE pool balances closely.**

Deficits in ERE pools are the responsibility of the unit to correct. If you find yourself in a deficit situation, consider the following:

- **Unplanned Grad Tuition Remission**

*Have you paid GA's using state funds?* Tuition remission is funded by your ERE pool in addition to ERE. If you've paid GA's on departmental state funds and did not factor the cost of tuition remission, this could contribute to an ERE pool deficit.

- **Overspent or Overencumbered Salary Lines**

*Check your salary lines.* ERE budgets transfer automatically to your state expenditure accounts based on actual plus encumbered salaries. If your lines are in deficit, it could result in an ERE pool deficit. Confirm position distributions are as they should be and make any corrections needed.

If your ERE pool is in deficit and you're unsure of the cause, please contact CALS Business Services or Cooperative Extension Administration Business Office for help.

Surplus balances should be retained to absorb any future ERE increases. Per CALS ERE Best Practice Guidelines, ERE budget cannot be transferred out of the pools without prior approval of CALS Business Services or Cooperative Extension Administration Business Office. Additional information can be found at <https://cals.arizona.edu/cbs/ere-planning-fy17>



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## Year-End Reminder: State Carryforward Balances

- **College policy allows up to 3% carryforward** of current year state budget balances.

- Beginning in **April**, CALS Business Services and Extension Administration Business Office will regularly review state account balances.



- Funds in excess of 3%:
    - Funds will **revert back** to the College for reinvestment in strategic initiatives
- OR
- Units can **submit appeals** to retain balances greater than 3%. Funds should be included third quarter All-Funds reports. Please include:
    - anticipated balance remaining
    - the reason for the surplus
    - a plan to expend the funds in FY18.

Requests will be reviewed on a case-by-case basis and units will be notified of the decision as soon as possible.

More detailed information can be found at  
<https://cals.arizona.edu/cbs/policies/cals-carryforward-state-funds-62215>

*Submitted by Kina Barton*

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## Fiscal Year-End Resources

Here are resources currently available from HR and FSO to help you prepare for Year-End:

- HR [Fiscal Year-End \(Rollover\) Schedule](#)
- [Appointed Personnel/Faculty Supplemental Compensation Schedules](#)
- HR [Calculation Survival Guide](#)
- HR [Document Calendar](#)
- [University Business Event Tracking \(UBET\) Calendar](#)
- FSO [Fiscal Year-End Overview Memo](#)
- FSO [Important Dates and Deadlines](#)
- FSO [Year-End Calendar Spreadsheet](#)



**Coming soon!** - visit the [FSO Year-End Information](#) for the following upcoming resources:

- Information & Instructions
- Accounts Receivable Worksheet
- Inventory Worksheet
- Unearned Revenue Worksheet
- A/R - Inventory Year End Presentation

## Important I9 Changes

The U.S. Citizenship and Immigration Services (USCIS) published revised **hard-copy and fillable pdf I-9 forms** last November. The Manager Self Service (MSS) version of the revised form became available on **April 7, 2017**.



Please remember to use the [new form](#), when submitting paper I-9 forms (used only for remote hires or rehires who will be working out of state).

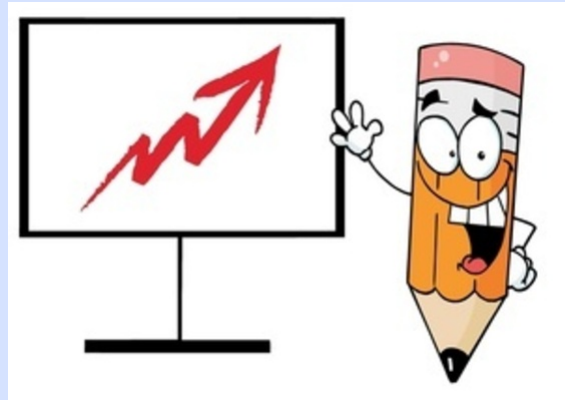
For additional information on the changes and new features, please click [here](#). See the [New Hire MSS Quick Reference Guide](#) for detailed instructions on how to complete the electronic I-9.

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### Need a Rate Study?

**To Request a Rate study on a revenue generating service please complete the online [Service Center Questionnaire](#).**

The form will be routed to the CALS Rates and Review (R&R) Team for review. The R&R Team will also forward your form to the FSO Rate Studies Team to determine if the service will need to go through a formal Rate Study or a rate analysis. The R&R Team will assist you on either process.



## New Contracts with Temporary Employment Agencies



### **Effective April 1, 2017!**

Effective April 1, 2017 the UofA entered into new contracts with temporary staffing services and the pricing structure was changed.

**Why is this change happening?** The University cannot enter into a contract with a vendor for more than five years.

The temporary employment agencies under contract are:

- Adecco
- Allstaff
- Kelly
- Staff Matters
- Staffing Solutions

Departments may post and competitively recruit for a position currently filled by a temporary worker. Agency conversion fees may apply.

For additional details, please visit the [Division of Human Resources website](#).

## Disability Awareness

Please be **respectful** of **disability resources**:

- In restrooms, using the stall designed for people with disabilities may be an option for you, but is not an option for them. Please be mindful and use another stall if available.
- Do not use handicap parking spots unless you have permission through the Motor Vehicle Department and UofA Parking and Transportation (if on campus) to do so.
- Keep in mind that all disabilities are not visible.



The [Disability Resource Center](#) (DRC) is available to assist with **disability access issues** for any building with the UofA name on it. Call 520.621.3268 to be connected to the best resource for your inquiry.

The DRC can also assist faculty with **exams for students** with different needs.

These efforts can help build the CALS student population and support CALS Strategic Goal #3:

*Be the most effective, efficient, responsive, flexible, and financially sustainable college on campus*



## Did you know?

Within the UAccess documents is a portal to a “hidden” world of data collection tools: **templates** that can be Imported directly to your **Accounting Lines**!. The portal is behind a **?** next to your accounting line on your eDocument:



Click on the **?** and peruse the options for collecting data electronically to be uploaded on your regular schedule. You can choose the **Excel spreadsheet** and fill it out as your documents cross your desk and keep the paper moving on. The templates are compatible with your eDocument, and one click will **upload** your data. This is a great tool for units with service centers that move funds from “external” to “internal” accounts, or if move you move Fed Ex charges to the correct accounts using GECs, DIs etc.

For a complete **tutorial** please visit the [UAccess Financials Online Tutorial](#)-> Fundamentals -> Completing Standard E-Doc tabs -> Importing Accounting Lines.



## It is time for spring cleaning!

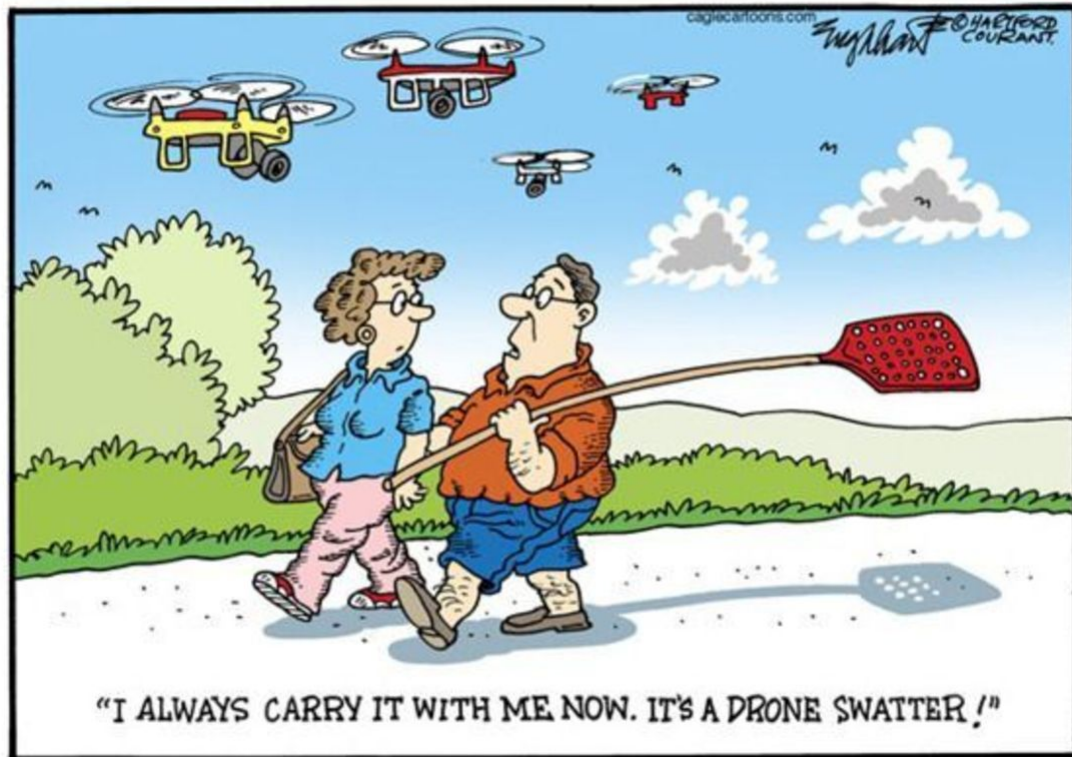


Do you have a lab in your unit that might be a candidate for a visit from an antique appraiser? Or perhaps it may need to be remedied by a crew in full hazardous material gear? These scenarios may seem far-fetched, or even comical, but let's talk about it anyway.

Labs that have suddenly been left for a unit to clean up make great material for campfire stories meant to scare. Please coordinate with the lab supervisors in your unit to [surplus](#) outdated tools and equipment and properly label all chemicals.



## Heads Up! Tag that Drone!



FSO would like for the University business officers to use object code **5720** when purchasing **Unmanned Aerial Vehicles (UAVs)** and Drones costing from \$1000 to \$5,000. The equipment can then be tracked in the UAccess Capital Asset Management system and an asset tag (N tag) will be issued. FSO is looking to create or designate an object code for UAV's/Drones that are non-capitalized. We will keep you updated. Also, Please find a new college policy on the purchase and maintenance of Unmanned Aerial Vehicles at the following link: <https://cals.arizona.edu/cbs/policies/unmanned-aerial-vehicles-3417>.

If your drone should run away, please contact [Risk Management](#) to file a [Property Loss report](#). They promise not to judge ;)

## The Results are In!

### 2017 CALS Employee Climate Survey - Executive Summary



As promised in the CALS Bulletin on 3/2, here is the [Executive Summary of the 2017 Employee Climate Survey](#) that gives a high-level overview of our greatest strengths and our opportunities for improvement. It is posted on our Workplace webpage at: <https://cals.arizona.edu/about/workplace>. In the executive summary, we also address the steps we are currently taking as well as our plans for addressing our additional findings.

*Submitted by Heather Roberts-Wrenn*

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## Fun Fact!!

The first employee of the University of Arizona was Frank A. Gulley, hired in August 1890. Professor Gulley was the first faculty member of the UA with appointments as the Professor of Agriculture and Director of the Experiment Station, and served as the de facto president, despite this not being an official office yet. His salary was \$3,300. Professor Gulley was credited with creating the infrastructure and strong organizational structure from scratch, hiring the first cohort of faculty and staff, planning the curriculum, and establishing the first library.



Dean Burgess currently holds the same position of Director of the Arizona Experiment Station.

*Submitted by Jeff Ratje*



## Get off the beaten path!!!

It's the perfect time of the year to visit Boyce Thompson Arboretum. This gem in the desert is a unique collaboration between the UofA, Boyce Thompson Southwestern Arboretum and Arizona State Parks.

Walk through the trails and enjoy the beauty of arid plants, cactus gardens, towering trees and various displays that make the Arboretum a unique place.

Also, enjoy shopping in the gift shop. Even better, get involved! Support the Arboretum mission by becoming a [member](#) or a [volunteer](#)!

The Arboretum also offers educational tours and programs for children and adults, and wide variety of events.

For a list of upcoming events, please visit the [Arboretum website](#).



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The Rates and Review Team welcomes your feedback and suggestions for future content.

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