CALS Business Services
COLLEGE OF AGRICULTURE & LIFE SCIENCES

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Issue 4   FY18

CALS Business Services Newsletter

In This Issue

Happy New Fiscal Year!

It is a new year, a great time to make use of the technology at our fingertips and get off to a fresh start. If you have been thinking about tracking information using sub accounts, project codes, or agents now is the time to set them up!

It is also a great time to make the conversion from paper files to cloud storage. Scanning documents is a time saver, space saver, and saving them to Box.com gives you the ability to access them from any computer.

If you would like to maximize the resources available in UAccess, MSS, or a technology program but don't know where to start, just contact a member of the CALS Business Services office. We are happy to help!

Introducing Shout-Outs

We have added a new feature to the newsletter, Shout Outs. Anyone in the CALS community can acknowledge a fellow teammate for a job well done through Shout Outs. This can be a professional achievement or a personal accomplishment.

Please send your Shout Outs to the editors, Lynda or Adriana to have them included in the next newsletter.

CALS Meals and Alcohol Guidelines

There are times when the purchase of meals or alcohol is necessary to maintain and increase support towards the University's mission. Please take a moment to review the CALS Meal and Alcohol Guidelines.
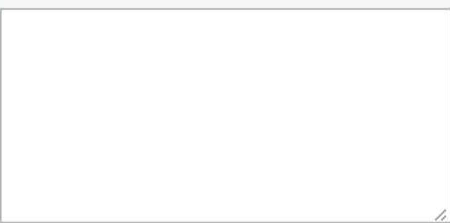
Important Reminder - Offer Letters

Disclose special commitments in <u>offer letters</u>!

Units making any special commitments to new hires, such as reimbursements for **moving expenses**, must ensure that the appropriate language describing the commitment is included in the offer letter. Failure to include this information will require the unit to obtain additional approvals, which could significantly delay the reimbursement to the new hire.

The Appointed Personnel Offer Letter Builder has a Special Commitments section at the bottom of the template with verbiage examples for different types of Special Commitments.

Special Commitments:

Click here for examples such as: moving expenses, equipment, start-up funds, naming others to hire in offer, completion of the Ph.D. requirement

For help with questions related to the employment and hiring process, contact a member of the HR Solutions & Consulting team.

Important Reminders for PCard Reconcilers and Approvers!

Protecting privileged information

Make sure **sensitive information (**credit card numbers, social security numbers, personal Information, research subject data, etc.) is **NOT** attached to the Notes and Attachments tab in UAccess Financials.

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How to remove an attachment in the Notes and Attachments tab:

Ad hoc the eDoc to the 'UA FSO Attachment Compliance' group and include a note describing your request.

Ad Hoc Group Requests:			
* Action Requested	Namespace Code	Name	Actions
FYI	KFS-FP	UA FSO Attach	add

▼ ▼ ▼

Compliance FAQ's

Periodically review the **PCard Compliance FAQs** for updates on compliance information and documentation requirements. Remember:

- Payments of the behalf **foreign visitors** are not allowed unless they are here to interview for a posted position. Remember to include job number in the back up documentation.
- If a **Student's expenses** for attending a conference are paid by your unit, please explain the benefit to the UA for their attendance.
- Expenditures for **employee social or recreational functions** where no business is conducted nor business objectives are present are not allowed from any University funds. See FSM 9.10 Requisition/Reimbursements.

Tax exemptions can save you a bundle!

- **Object Codes exempt from use tax**: 3820, 3870, 5520, 5540, 5560, 5810, 5830, 5850, 7810, 7820, 7830 and 9175.
- **Do not use 5560 for shipping charges that include handling (S/H); handling charges are taxable.** When shipping and handling charges are significant, ask the vendor to separate shipping and handling charges so the shipping can be marked as tax exempt. If the vendor will not provide a new invoice, staff should add a note to reflect this.
- **Machinery/equipment and chemicals used in research and development are sales and use tax exempt!** Mark the "Tax Exempt Box" for PCard purchases. The tax exemption can also be indicated on Purchase Orders and Shop Catalogs purchases.
- See the FSO Arizona Sales Tax and Use Tax FAQs for details and exemption criteria.

A shout out to Kristie Gallardo!
Technology Upgrade

Kristie has been an enthusiastic and quick learner of new email software. As many of you noticed, Kristie has improved the look and feel of the CALS Cooperative Extension **Tuesday Morning Notes (TMN)** email using Emma software, a tool that facilitates sending more visually appealing and targeted emails to specific audiences, in this case, CALS employee and affiliated personnel. She exemplifies once more the great work done at CALS!
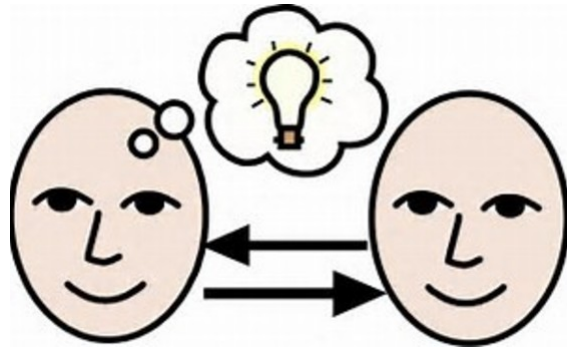
MSS Solutions Work Group

Submitted by Allison Ketterling

The MSS Solutions Work Group is a new group that was created to come up with solution - oriented outcomes for common human resources problems.

This work group has already made great progress in improving processes, creating and implementing college level forms, developing "how-to's" and "Lean" processes, and networking. The Workgroup meetings are webcast and everyone is encouraged to participate. The schedule for the rest of the year is as follows:

- Wednesday, July 19, @ 2pm
- Wednesday, August 16, @ 2 pm
- Wednesday, September 20, @ 2 pm
- Wednesday, October 18, @ 2 pm
- Wednesday, November 15, @ 2 pm
- Wednesday, December 20, @ 2 pm

A shared Box.com folder has been set up for all working documents and helpful resources. There is also a listserv which can be used to ask questions and share information- cals-msssolutions@distribution.arizona.edu. If you would like to be added to the listserv or Box folder, please email Allison Ketterling: allisonk@email.arizona.edu.

Emergency Contact Information

Submitted by Allison Ketterling

In a recent MSS Solutions Work Group meeting we discussed the importance of having **current emergency contact information**. Kelly Keyser from FCS directed the group to a great feature in UAccess Employee:

UAccess Employee -> Navigator (diamond in the top right corner) ->Manager Self Service -> Job and Personal Information -> View Emergency Contact info -> enter Employee ID, Home Dept., or name -> Click Electronic View Acceptance. From here you should be able to see your employees Emergency Contact information!
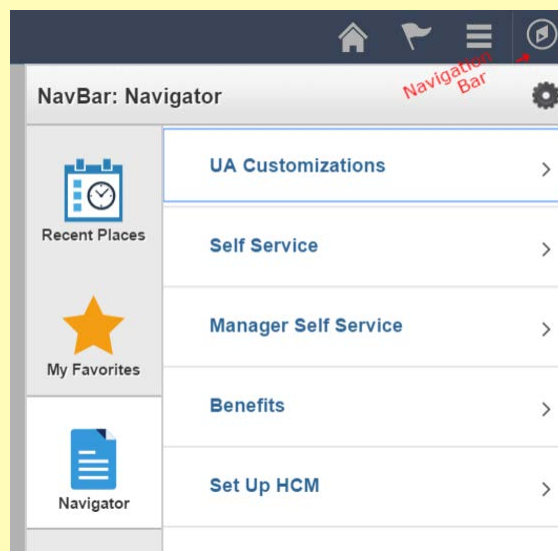
Information can be updated under the UAccess Employee Personal Information tile.

Please take some time to look over this report for your department and have it updated as soon as possible. This will be a great asset in case of an emergency or medical issue.

A shout out to the Safford Ag Center team!

Technical Expertise

Congratulations to Jonie Burge and Marcy Blackwelder for their work in completing a rate study for the Safford Agriclutural Center. With the active participation of the Director, Randy Norton, they were able to supply all of the data needed for this complex excercise. SAC uses the tools in UAcess to bring their accounting practices to a high level and impressed all involved in the rate study. Well done SAC!

Changes in the Federal Capacity Funds Matching Process

Submitted by Kina Barton

NIFA requires 100% matching on most of our capacity dollars. The process to track these matching requirements is changing.

Previous process

Matching requirements were tracked with both individual project and pooled college level matching accounts.

New process beginning FY18

- Cost sharing sub-accounts are being created for all Hatch, Multistate, McIntire Stennis, and Smith Lever accounts. Source funding will come from the PI or co-PI's home unit state research account (state extension account for Smith Lever). This will function just as cost sharing on grants do.
- All PI budget will be in their respective home unit, to which matching will be applied.

Why is this changing?

Using the college level matching accounts creates additional steps in ensuring NIFA PI's are being correctly funded and budgeted. This new simplified process reduces the number of accounts needed to manage our federal funds, and will allow us to effectively plan and track matching requirements with less administrative effort.

More information is forthcoming, including best practices, guidelines, instructions, and recommended matching percentages. We will contact each unit affected by this change directly to assist in the transition to the new process.

Special Course Fees - Handle with care!

What are Special Course Fees?

Special course fees are additional charges for specific courses with the purpose to enhance the students' learning experience.

How can I set up Special Course Fees?

Submit a Special Course Fee request form for approval. The form includes a Cost Breakdown (a list of approved expenses) and can be used as reference when approving expenses once the fee is

implemented. Ensure that the course instructor is aware of the items included in the Cost Breakdown.

My unit is missing records of the request forms. How can I get a copy?

Contact [Academic Affairs – University fees](#) to request a copy of the Special Course Fee Request form.

What can I do if I have an excess balance in my Course Fee account?

- Coordinate with the course instructor to **spend appropriately** for the current term;
- Use **pre-encumbrances** if revenue is to be saved for equipment or technology refresh (make sure to enter the reason for the encumbrance on the eDoc);
- **Reevaluate the need** for special course fees

Can I use my excess fund balance to pay for expenses not related to the course if I have excess funds?

Only approved course expenses can be charge against this revenue. Failure to properly utilize these program fees could trigger an institutional decision to disallow specific course fees.

Visit the [Academic Affairs – University fees](#) website for additional information on policy and procedures, and contact information.

Students are our greatest asset. Lets go the extra mile for them.
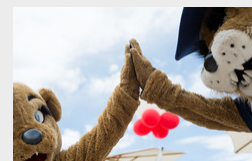
Congratulations to ACBS graduate Victoria Lowe!

Academic Excellence

Victoria began her journey with CALS as a student worker before taking the position as Farm Manager at the ACBS Feedlot.

Victoria pursued her Masters degree while managing the Feedlot. She graduated last fall and has been accepted to the Veterinary School at Western University and is a scholarship candidate. Best wishes to Victoria on her next adventure!

Accounting Object Codes

Assign the appropriate Object Code to each expense

- Periodically review the Object Code definitions to ensure that the appropriate codes are being used.
- Use **object code 5780** (Miscellaneous - Other Operating) only when all other object codes are not a match for the expense.
- Remember to assign object **code 5720** (Non-capitalized Inventoried Equipment - UA Owned) to desktops, laptops, servers, and workstations costing between $1,000 and $5,000. A **best practice** is to use this object code to also track non-computer equipment costing between $1,000 and $5,000 (e.g. cameras, audiovisual equipment, etc.)

Remember to track Movable Assets!

Units must track equipment that could be reasonably expected to be used away from university premises.

Some examples are:

- computers, laptops, tablets and monitors
- smart-phones
- external hard drives
- audio visual equipment
- cameras

Why do we have to track this equipment?

- To ensure that all university property is collected from **employees leaving** your unit.
- In the case of **loss or theft**, you will have the information needed to fill out an insurance claim or loss report.

Tips to help you track non-inventoried assets:

- Use Project Codes, example: use the same prefix for all property and add the property custodian's initials
- Use object code 5720 (Non-capitalized Inventoried Equipment - UA Owned) for ANY type of equipment costing between $1,000 and $5,000
- Use the eDoc's Accounting Lines: use the Line Description section to enter a code or word (i.e. Property) that can help you easily identify the item whenever you run Transaction reports in Analytics:

UAccess Financials - eDoc's Accounting Lines:

	* Chart	* Account Number	Sub-Account	* Object
1	UA University of Arizona-Management	1258050 AG ADMIN ACAD SUPT		5760 Noncapitalized Equipment - EDP
	Line Description			
	Property: Tod Gregoire - CPU Backup Pwr			

UAccess Analytics - Transactions report:

e-Doc Link	Organization Document Number	Organization Reference ID	Project Code	Entry	Document Description	Vendor Name	Current Budget Amount	Current Month Actuals
View Document	-	-	-	Property: Tod Gregoire - CPU Backup Pwr	Procurement Card - 7091 / SERVICES, CALS A / 2247465374001 / AMAZON.COM / $61.98	-	0.00	61.98

Make sure to add equipment details (serial #, etc.) in the Notes & Attachments section

A shout out to Richard Deguzman in the School of Plant Sciences!

Compliance

Richard has been doing a great job in including a **thorough business purpose** on PCard transactions! Here is a great example:

"Clear nail polish for sealing slides used in microscopic examination of arid land microbiota. Paper towels to maintain a sanitary environment when working with endohyphal bacteria. Ziploc bags for storage of materials from which endophyphal bacteria are derived, from their vouchered DNA"

Update your website!

We are in an environment of constant change: new technology, employees retire, new bees come aboard, new programs and initiatives take place. It is important that these changes are also reflected in your website. **Think of your website as the face of your unit!** Your website should be a reflection of your unit's activities, goals, identity and values.

This is why it is important to keep your content up to date, and even consider upgrading it if you haven't recently!

- Update the **contact information** for all employees and facilities
- Ensure that any **links** displayed on your website are working
- Periodically evaluate the way your **content** is organized and its functionality.
- Keep the **content current**
- Always keep your **audience and goals** in mind!

As a follow up to our Inaugural **CALS Employee Climate Survey**, Heather Roberts-Wrenn will be convening randomized focus groups to deep dive select aspects of the findings. Not everyone will be called upon to be in a focus group, but if you are selected, please make every effort to participate as the integrity of the randomization to solicit representative opinions depends on it. Requests to participate will be distributed via email with a follow up phone call if a reply is not received.

Fun Fact!
By Jeff Ratje

The second official seal of the UA was adopted by the Board of Regents on April 9, 1915. The UA has been a non-sectarian university since its founding in 1885, yet, the official seal includes a cross in the middle of the sun symbol. The sun is symbolic of the southwest and enlightenment through learning. The word "Sursum" is Latin for "upwards." The cross is suggestive of the beginnings of education in the Arizona Territory, brought by church fathers. The pick and plow represent the foundations of the university – mining and agriculture, while the key and lamp are symbols of accessing knowledge.

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http://cals.arizona.edu/cbs/rates-review

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