



QUARTERLY BUSINESS OFFICERS MEETING

JUNE 2019



TODAY'S AGENDA

- I. Financial Sub-certification 2.0 – Selina Martin
- II. Overview of Grant Accounting Business Intelligence Initiatives – Sujatha Shetty
- III. Scholarship Process Task Force Update – Brent Gage
- IV. Student Employment Transition – Dan Schropp & Cindy Seyfer
- V. Train your Brain – Erin Litton




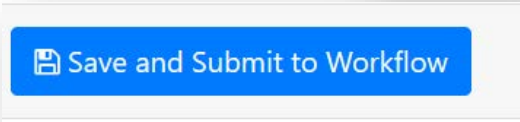


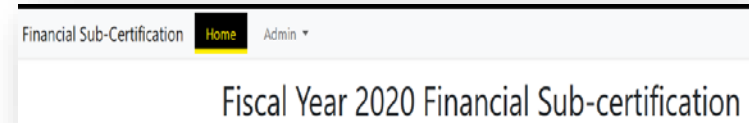
FINANCIAL SUB-CERTIFICATION 2.0

SELINA MARTIN, UNIVERSITY CONTROLLER, FINANCE & OPERATIONS



WHAT'S CHANGED WITH FSC 2.0?

- 1 Answer fewer questions 
- 2 Include additional certifier(s) – Senior HR Reps required 
- 3 Add an attachment 
- 4 Submit via application in Self Service (not pdf)
- 5 Approve thru Universal Workflow 
- 6 Notifications when complete



Original FSC

- Q1 Ethics
- Q2 Personnel & Payroll
- Q3 Financial Systems/Process Training
- Q4 Cash Handling
- Q5 Service Center Rates
- Q6 Reporting Financial Risk
- Q7 Addressing Audit Issues
- Q8 Review of Financial Transactions
- Q9 Recon of Assets & Liabilities
- Q10 Use of University Resources
- Q11 Purchasing & Travel
- Q12 Gift Accounts Process
- Q13 Sponsored Programs
- Q14 Restrictions by Sponsors
- Q15 Management of Non-cash Assets

FSC 2.0


- Q1 Conflicts of Interest/Commitment + Stewardship of Resources
- Q2 Compensation Practices
- *combined with Q8*
- Q3 Cash & Credit Card Compliance
- *removed*
- Q4 Reporting Fraud & Financial Risk
- Q5 Monitoring & Managing Audit Issues
- Q6 Effective Control Environment
- Q7 Balance Sheet Valuation
- *combined with Q1*
- Q8 Responsibility for Spending Compliance
- Q9 Monitoring Spending Restrictions
- Q10 Sponsored Programs
- *combined with Q12*
- *combined with Q9*

FINANCIAL SUB-CERTIFICATION QUESTION (EFFECTIVE FY2019)

1. Do you have effective processes in place to identify and disclose conflicts of commitment/interest and to communicate the importance of exercising stewardship in the use of University resources?
2. Does your unit have effective and compliant practices for determining, reviewing and approving compensation (including extra compensation)?
3. Does your unit have effective controls in place to comply with all cash & credit card handling policies, including payment card industry standards?
4. Does your unit report fraud and all material financial risks to the appropriate University officials?
5. Does your unit have effective processes to monitor and manage audit findings?
6. Does your unit have an effective control environment which holds individuals accountable for their responsibilities, requires adequate training and timely review of financial activity?
7. Does your unit have effective procedures for managing, reviewing and valuing non-cash assets & liabilities (A/R, Inventory, etc.) and approving valuation adjustments such as write-offs?
8. Does the unit acknowledge their responsibility for verifying that costs incurred are reasonable, have a valid University business purpose, comply with institutional policies and are approved by the appropriate individuals?
9. Does your unit effectively monitor compliance with spending restrictions from all funding sources (including but not limited to donor intent, sponsor cost principles & restrictions)?
10. Does your unit formally route externally sponsored applications, proposals and awards through the Division of Sponsored Programs?

NEW FSC APPLICATION



 THE UNIVERSITY OF IOWA Employee Self Service

Financial Sub-Certification **Home** Admin ▾

Fiscal Year 2020 Financial Sub-certification

The Annual Financial Sub-certification process clarifies a business unit's accountability for financial reporting and underlying internal controls and is intended to serve two purposes:

1. provide reasonable assurance of the underlying numbers in the University's financial statements, and
2. provide reasonable assurance of a sufficient and effective internal control structure which can identify weaknesses in financial processes and systems.

We certify, to the best of our knowledge, that the information submitted in this financial sub-certification questionnaire is representative of the business practices of our unit for the current fiscal year.

Required Certifiers:

1. Dean or VP
2. Senior Fiscal Officer (Primary Business Officer)
3. Senior Human Resources Representative
4. Directors of central units

Select the applicable Org unit for this sub-certification

<https://finapps-test.bo.uiowa.edu/subcertification/home>

FSC WORKFLOW

- Step ① Initiator will complete the form – can be either the Business Officer or a designee.
- Step ② Business Officer will approve form – required to approve even if he/she is the initiator.
- Step ③ Business Officer will ad-hoc all approvers (required certifiers & optional certifiers) and define signature permission (required, permitted, view only, etc.).
- Step ④ Approvers may edit the form.
- Step ⑤ Controller's Office will approve after reviewing for completion and approval.
- Step ⑥ FSC will be marked "complete" for the fiscal year and notifications sent to all approvers.



OVERVIEW OF GRANT ACCOUNTING BUSINESS INTELLIGENCE INITIATIVES

SUJATHA SHETTY, BUSINESS ANALYST, GRANT ACCOUNTING



June 18, 2019

Overview BI Post Award projects

Agenda

- BI Post Award Project Team
- BI Post Award Projects
 - Post Award Dashboard
 - Replace online Grant DSS Reports
 - Replace Data Warehouse Grant DSS tables
 - GAO Operational Dashboard

BI Post Award Project Team

- Business Intelligence Shared Service Center (BISSC)
 - Braden Smith
 - Dawn Moore
 - Brenda Ulin
- Grant Accounting (GAO)
 - Sujatha Shetty
 - Bob Le Sage
 - Audra Haddy

Post Award Dashboard

- Access/Security based on Institutional Roles for Business Officers, Dept Admins & Admin Delegates, Deans
- Available through EFR Portal – Dashboards Tab
- Provides collegiate & departmental financial data
 - Funds 500 & 510
 - By Sponsor, Direct/Indirect Cost Categories, PI
- Version 1 implemented Monday, June 10th
- Collecting feedback for Version 2

Replace online Grant DSS Reports

- Identify use of current version
 - Contact end users & request feedback
- Develop new Post Award Online Query
 - Available through self service
 - Access requested through Campus Data

Replace Data Warehouse Grant DSS tables

- Analyze data provided vs. available
- Identify end users
- Collect feedback
- Establish Post Award DSS tables
- Eliminate Grant DSS tables

Develop GAO Operational Dashboard

- Internal productivity reporting
- Available for Grant Management staff only



SCHOLARSHIP PROCESS TASK FORCE UPDATE

BRENT GAGE, ASSOCIATE VP FOR ENROLLMENT MANAGEMENT, PROVOST OFFICE





STUDENT EMPLOYMENT TRANSITION

DAN SCHROPP, DIRECTOR OF UI PAYROLL OPERATIONS, UNIVERSITY HUMAN RESOURCES

CINDY SEYFER, SR ASSOCIATE DIRECTOR, STUDENT FINANCIAL AID, PROVOST OFFICE



Student Employment

June 18, 2019



Informational Review

- Partnership between UHR and OSFA
- Student Employment Transition Committee
- Guiding Principles
 - The important role that student employment has in student success and retention
 - The need to develop a more consistent employment experience across campus for our student employees
 - An interest in creating a pipeline for our graduates to consider professional employment with The University of Iowa
 - The need to automate processes for more consistent and timely communication with employing units
 - Desire to better align functions within offices whose purpose is in those areas

Recommendations

- Compliance & Customer Service
 - UHR will have oversight of student employment
 - compliance such as child labor laws and State of Iowa code related to the 20 hour per week rule
 - General student employment questions related to appointments, time reporting, paychecks etc...
 - OSFA will continue oversight of Work-Study
 - Federal compliance with the work-study program
 - General questions related to work-study awards, eligibility, earnings potential etc...
 - Pomerantz Career Center
 - Continue have oversight and respond to questions related to job postings, student job fairs and developmental programming

Automation

- Automate the following manual processes:
 - 20 hour per week rule
 - Monitoring on a biweekly basis – updated process and notifications
 - Student employment eligibility
 - Did not register for academic semester
 - Withdrew from current academic semester
 - Summer employment eligibility

Additional Changes

- Website update
 - Appropriate information will transition from SFA to UHR mid-summer
- Policy review
 - Review of student employee grievance and disciplinary policies
- Student Communications
 - Student employment calendar
 - Regular informational emails
- Student Employment Advisory Committee

QUESTIONS?

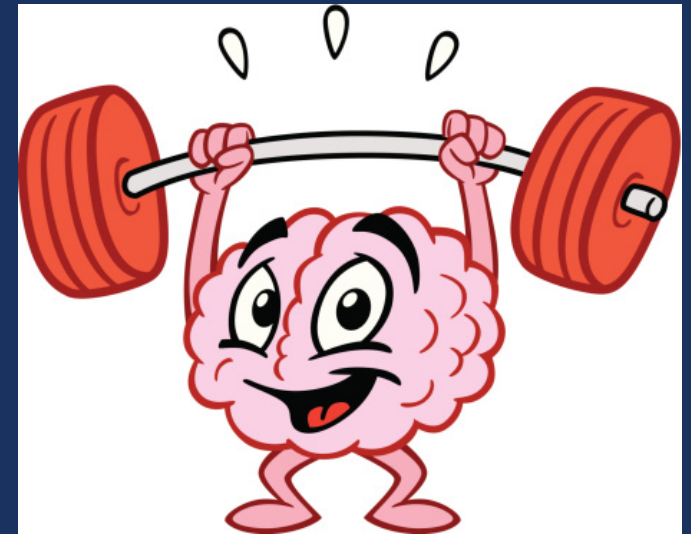
Contacts

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TRAIN YOUR BRAIN

ERIN LITTON, MA, MCHES



TODAY'S AGENDA

- 1. Brain State: Acknowledging the good and the bad
- 2. Memory and Attention: Chicken or Egg
- 3. Positive Brain State



BOONDOGGLE

- work of little or no value done merely to look busy

OUR BRAINS ARE IMPACTED BY EVERYTHING WE ARE DOING AND EVERYTHING WE ARE NOT DOING.

- What things are you doing that contribute to a healthy brain?
- What things are you doing that contribute to an unhealthy brain?



**TEDXORANGECOAST - DANIEL AMEN –
CHANGE YOUR BRAIN, CHANGE YOUR LIFE**



THINGS THAT ENHANCE THE BRAIN

- ❖ Positive Social Connections
- ❖ New learning
- ❖ Great diet
- ❖ Sleep
- ❖ Exercise
- ❖ Healthy Anxiety
- ❖ Meditation
- ❖ Gratitude
- ❖ Challenging Automatic Negative Thoughts. *(Is this true?)*

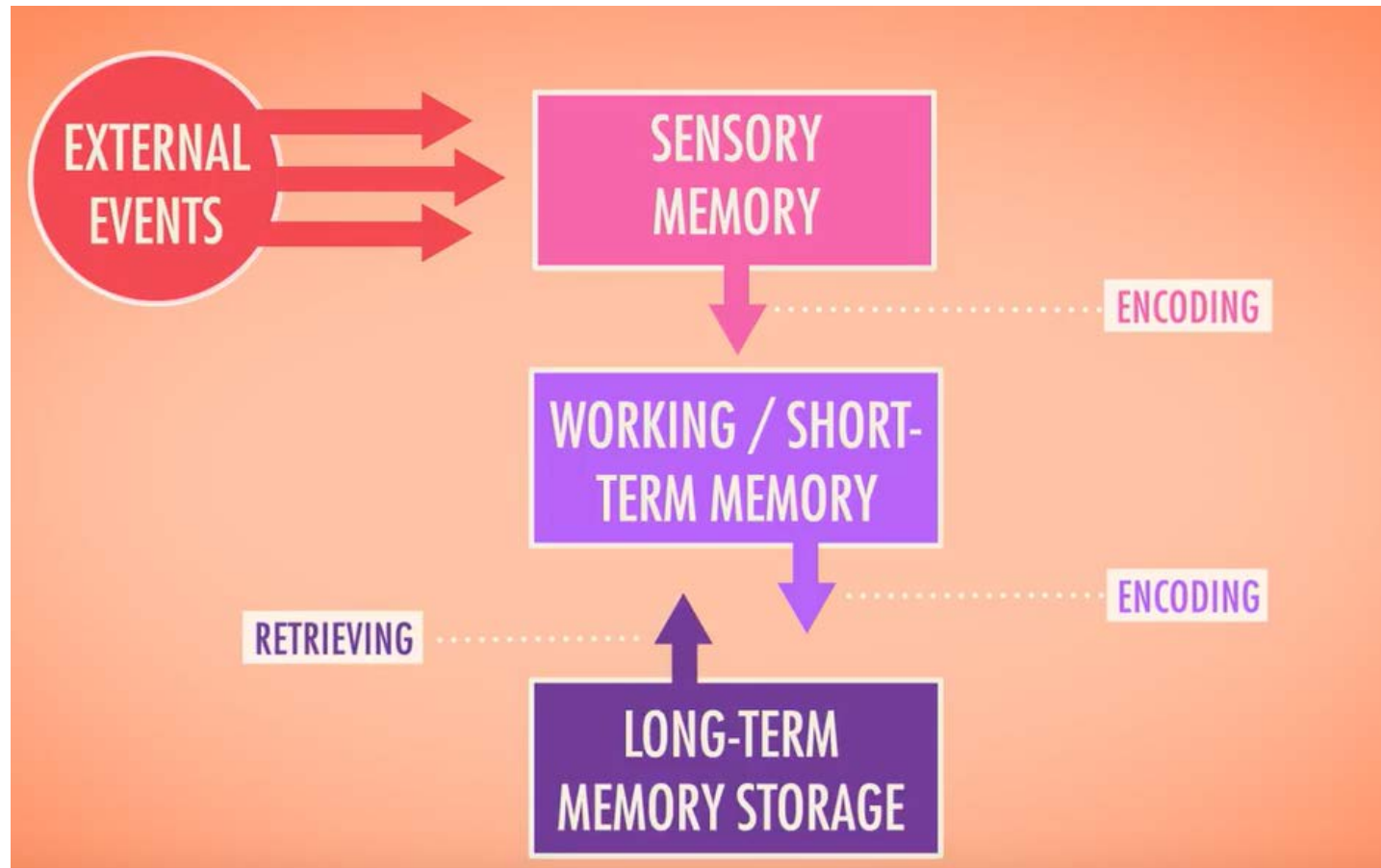
THINGS THAT HURT THE BRAIN

- ❖ Injuries
- ❖ Drugs and alcohol
- ❖ Obesity
- ❖ Smoking
- ❖ High Blood Pressure
- ❖ Diabetes
- ❖ Standard American Diet (SAD)
- ❖ Environmental Toxins
- ❖ Low or No Exercise
- ❖ Automatic Negative Thoughts

NEUROPLASTICITY



STORING A MEMORY



WORKING MEMORY=SHORT TERM MEMORY

Working Memory: Conscious, active processing of incoming auditory and visual-spatial information, and of information retrieved from long-term memory.

- **Explicit Memory:** Memory of facts and experiences that one can consciously know and 'declare'. *(Study-capture facts and knowledge that we need)*
- **Implicit Memory:** Automatic Processing...Non-conscious encoding of incidental information, such as space, time, and frequency, and of well-learned information such as word meanings. *(Don't put your hand in a fire)*
- **Procedural Memory:** How we remember to do things. Effortful at first but easy to do. *(Reading)*
- **Episodic Memory-Situational.** *(Funny memory of past events)*



BOONDOGGLE

- work of little or no value done merely to look busy

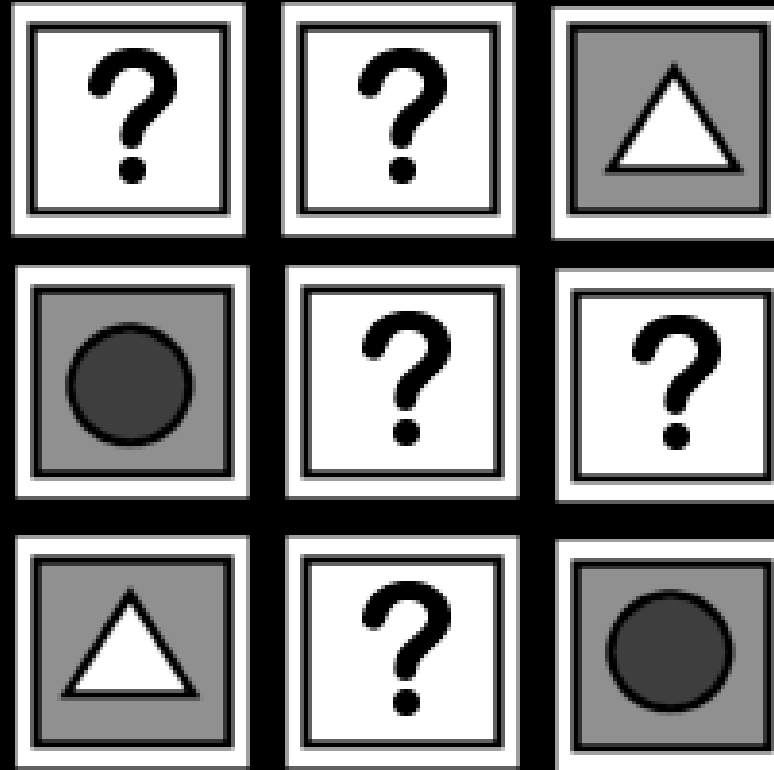
FORGETTING...MAKE IT MEMORABLE

- 1. We fail to encode it...Never got through the encoding process
- 2. We fail to retrieve it...Tip of the tongue! (Retrieval cues help here!)
- 3. We experience storage decay...Natural forgetting over time...it does plateau.

Memory Aids

- Mnemonics-. Roy. G. Biv-colors of the rainbow.
- Chunking- Phone numbers
- Link it-Retrieval cues
- Get emotional about it-stronger the emotion-easier to retrieve
- Repeat it-the longer we repeat-longer we keep it
- Add novelty to it...

LET'S PLAY



TYPES OF ATTENTION

- **Involuntary Attention:** Involuntary attention isn't consciously controlled by us, but rather by compelling **stimuli in our environment.**
- **Voluntary Attention:** Voluntary attention is a focusing process over which we have conscious control. Instead of our attention being at the whim of whatever stimuli grabs for it, we deliberately decide what our mind attends to. **Voluntary attention requires effort, willpower, and intentional concentration. TASK DRIVEN**
- **Default Mode-Mind Wandering:** When an outside stimulus isn't engaging our involuntary attention or we're not using our voluntary attention to attend to a specific task or thought, our mind shifts into a default mode called "mind wandering" – what we often refer to as daydreaming.

STRENGTH OF YOUR ABILITY TO FOCUS DEPENDS ON...

- Your environment
- Your tendency to seek novelty when bored
- Your interest in the task
- Your brain's current state (sleep, exercise, anxiety, stress)
- How long you have been focusing



LET'S PLAY...BROAD VS NARROW FOCUS



MANAGE YOUR ATTENTION

- **Stop Multi-Tasking.** Switching tasks doesn't make your attention immediately follow. 20-30 minutes
- **Environment=one context to point to a single task.** (Gym, coffee shop) and remove distractions
- **Ability to Focus=Resist cravings for novelty.** (Acknowledging craving and ignoring will build your ability to focus)
- **Attention Rhythms...unique to each person.** Take breaks as needed to recharge.

**HIGH QUALITY WORK =
(TIME SPENT) X (INTENSITY OF FOCUS)**

CALMING YOUR MIND
BUILDING YOUR TOOLBOX



KEEP
CALM
AND
ROCK
ON

Benefits of Mindfulness

- Reduced rumination
- Stress reduction
- Boosts working memory
- Focus
- Less emotional reactivity
- More cognitive flexibility
- Relationship satisfaction

Benefits of Meditation

- Increases immune function
- Decreases pain and inflammation at cellular level
- Increases positive emotion
- Decreases depression, anxiety, and stress
- Increases social connection
- It improves brain state
- Increases productivity

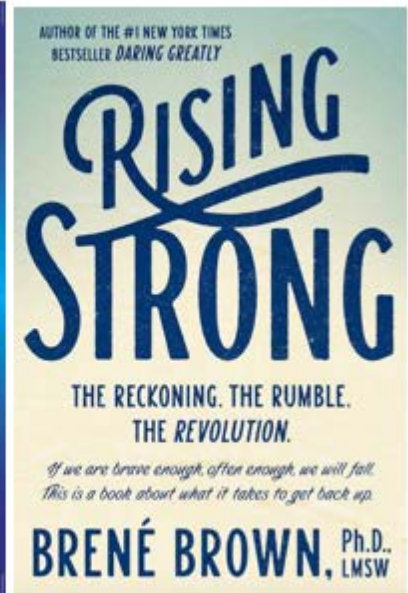
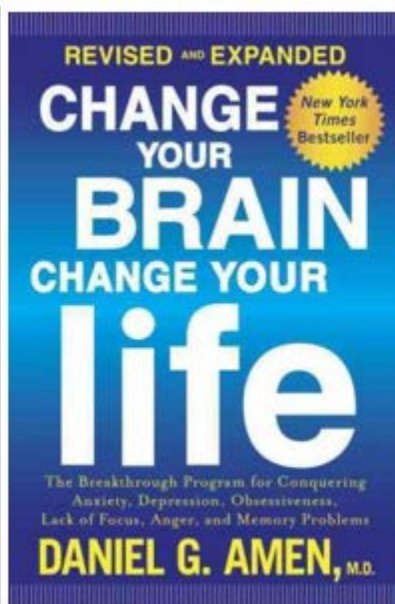
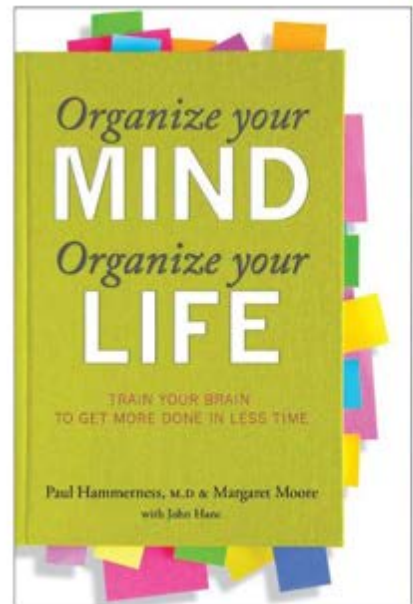
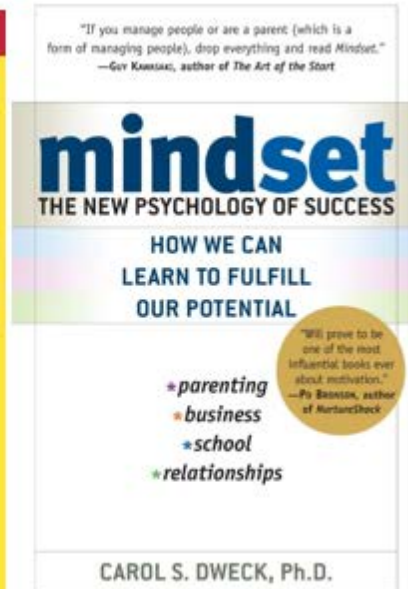
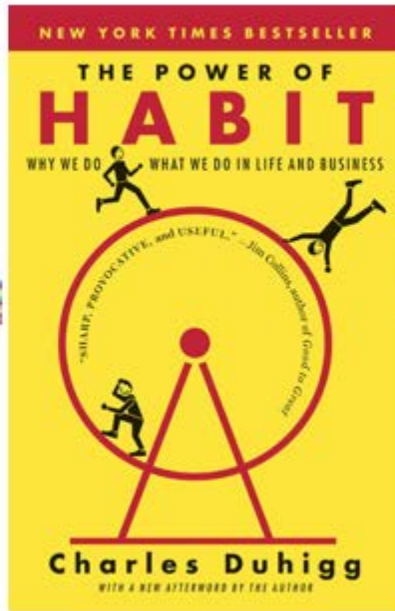
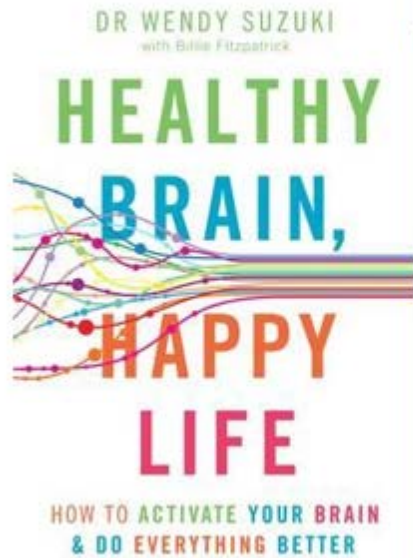
Benefits of Gratitude

- More relationships
- Improves physical health
- Improves psychological health
- Enhances empathy and reduces aggression
- Improved sleep
- Improves self-esteem
- Increases mental strength

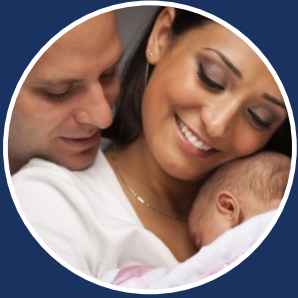
OUR BRAINS ARE IMPACTED BY EVERYTHING WE ARE DOING AND EVERYTHING WE ARE NOT DOING.

- If you want to impact your brain-it requires a large dose of exposure.
- You can change your brain ...NEUROPLASTICITY.
- Memory: we must PAY ATTENTION to it for it to be ENCODED into our memory
- To enhance memory, identify best attention strategies
- A calm mind is a more effective and efficient mind; gratitude, meditation, and mindfulness all have similar benefits in enhancing brain state





HEALTH AND WELL-BEING PROGRAMS



Family Services



UI Employee Assistance Program



UI Ergonomics Program



Financial Well-Being



liveWELL

Some Programs Include

- Health Coaching
- Suicide Prevention Training
- Elder Caregiving Services
- Mindfulness
- Financial Well-Being
- Confidential Counseling
- Ergonomics Tools
- Back-up Child Care
- Support for Supervisors

Many Programs and Services to help you be your best self

PARTICIPATE AND GET STARTED!

At Employee Self Service

Good morning Herky



My Links



My Self Service



Benefits & Wellness



Time & Pay



General Systems & Tools



Human Resources
Systems

Step 1:
Take your **Personal Health Assessment**

Step 2:
Start tracking Healthy Behaviors at **My Health and Wellness**

THANK YOU!

HR.UIOWA.EDU/LIVEWELL

