Quarterly Budget Officers Meeting

OCTOBER 2016
Today’s Agenda

I. Remarks from President Harreld (Bruce Harreld)
II. University Shared Services (Debby Zumbach)
III. Procurement Card Purchase Review (Debby Zumbach)
IV. Revamp of Business Processes Series (Selina Martin)
V. Campus Data Portal (Ed Hill)
VI. Changes in Fair Labor Standards Act (Trevor Glanz)
VII. Release of AFR Application & EFR Summary Reports (Selina Martin)
University Shared Services

DEBBY ZUM BACH
FINANCE & OPERATIONS, BUSINESS SERVICES
University Shared Services

- 55 staff
- 4 supervisors
- 75% volunteers
- 12 Orgs Implemented
- In Progress: Strategic Communication, General Counsel, Graduate College, Student Life, Finance and Operations, Continuing Education, College of Pharmacy, Information Technology Services, Main Library
- Next: University Hygienic Lab, UI Human Resources
OVPRED Highlights

Office of Vice President of Research and Economic Development began their implementation journey in the fall of 2015. Staff were selected, trained and began their role in providing service March 2016. Four individuals were selected/volunteered for shared services: Kathy Klump, Deborah Dowd, Kay Spidle and Susan Burlingame.

- Over 6300 transactions have been completed March - June 2016*
  - Approximately 400 transactions per person per month - target was 250 per month
- Overall turnaround time for all transactions has been reduced by 27.8% since August 2015 and 33% since March 2016
- Efficiency Goal of USS 20% exceeded in less than 6 months
- USS Volunteer - Kathy Klump promoted to USS Supervisor position
OVPRED Audit Error Key Performance Indicators

**FY2015**

1 Audit Error every 5.94 Travel Expense Vouchers

1 Audit Error every 6.63 Procurement Card Vouchers

**March 2016 to August 2016**

1 Audit Error every 110.50 Travel Expense Vouchers

1 Audit Error every 39.09 Procurement Card Vouchers

95% Accuracy Improvement in Travel Expense Vouchers

83% Accuracy Improvement in Procurement Card Vouchers
Average Transaction Time - KPI

Average Total Time For A Transaction

- Central Processing
- Workflow
- Creation

5.039 → 3.685
- 27.8% Improvement
- 33% Improvement

5.567
- USS
OVPRED Travel Expense Voucher KPI

FY2015

March 2016 to August 2016

40% Improvement
OVPRED Procurement Card Voucher KPI

41% Improvement
Procurement Card Purchase Review and Universal Workflow

DEBBY ZUMBACH
FINANCE & OPERATIONS, BUSINESS SERVICES
Procurement Card Purchase Review

Always review level III details against the receipt
1) Review Level III to Invoice
2) Search Amazon with ITM cd. Number
3) Do not accept “Not Yet Shipped”
### Amazon.com Gift Card Balance

Order date: 06/15/2016  
**Item Code**: B007X133G6  
**Description**: Amazon.com Gift Card Balance  
**Quantity**: 1.00  
**Unit**: PCE  
**Unit Cost**: $634.00

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### Line 2: Amazon Marketplace PMTS

Order date: 07/27/2016

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>B008MP481M</td>
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<td>1.00</td>
<td>PCE</td>
<td>$10.50</td>
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<td>B009NQKMU</td>
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<td>1.00</td>
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<td>$6.39</td>
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<td>B00CP4Q0W</td>
<td>Turbie Twist Microfiber Ha</td>
<td>1.00</td>
<td>PCE</td>
<td>$12.99</td>
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<tr>
<td>B0182XDS1O</td>
<td>Tonsil Stone Remover Kit w</td>
<td>1.00</td>
<td>PCE</td>
<td>$14.50</td>
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<tr>
<td>B00BDLM422</td>
<td>Bath &amp; Body Works Aromatera</td>
<td>2.00</td>
<td>PCE</td>
<td>$17.94</td>
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<tr>
<td>B00GNICTQS</td>
<td>100% Natural Hair Growth I</td>
<td>1.00</td>
<td>PCE</td>
<td>$49.75</td>
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### Line 8: Amazon Marketplace PMTS

Order date: 07/21/2016

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<th>Unit</th>
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<td>U.S. Polo Assn., Junior's</td>
<td>1.00</td>
<td>PCE</td>
<td>$6.89</td>
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<td>B015HL9D0K</td>
<td>Flowy Burnout Racerback Ta</td>
<td>1.00</td>
<td>PCE</td>
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<td>B01EYJWGP2</td>
<td>Women's Pumpkin Spice PDF P</td>
<td>1.00</td>
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<tr>
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<td>1.00</td>
<td>PCE</td>
<td>$7.39</td>
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<td>B01DEXGM3G</td>
<td>Women's Sleeveless Chevron P</td>
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<td>1.00</td>
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<td>$11.99</td>
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Procurement Card and University Workflow

- What iacnts are key to route on?
- Utilization of Institutional Roles?
- Routing by Dollar Amount?

- We need volunteers to discuss options ASAP – please contact Debby Zumbach
Revamp of Business Processes Series

SELINA MARTIN
FINANCE & OPERATIONS, CONTROLLERS OFFICE
**Business Processes Series**

**Audience:** UI managers or supervisors responsible for business and human resources functions.

**Topics:**
- ethics
- financial accountability
- general budget process
- funding sources
- fund accounting & financial reporting
- research financial compliance
- purchasing
- other business services
- internal controls
- process improvement
- contracting
- TIER/shared services
- public records, FERPA
## Certification Requirements

<table>
<thead>
<tr>
<th>Previous</th>
<th>Current</th>
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<tbody>
<tr>
<td>Complete 6 <strong>core</strong> courses</td>
<td>Complete 8 <strong>core</strong> courses</td>
</tr>
<tr>
<td>Complete 4 <strong>elective</strong> courses</td>
<td>No required <strong>elective</strong> courses</td>
</tr>
<tr>
<td>Complete requirements within in 2 years</td>
<td>Complete requirements within 1 year</td>
</tr>
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</table>
1. Ethics and Responsibilities (ICON)
2. Finance & Operations Roadmap to Success (Terry Johnson)
3. Shared Financial Accountability (Selina Martin)
4. Public Records, Personnel Files & FERPA (Jamie Jorgensen)
5. Internal Controls & Security (Todd Stewart)
6. Business Services Overview (Debby Zumbach, John Watkins, Josey Bathke)
7. Finance & HR Compliance (Audra Haddy, Terri Hein, Selina Martin)
8. Lean Overview (Richard See)
Fall 2016 Series

1. Any time: Ethics and Responsibilities (online)
2. October 18th 10:00 – 11:00 Finance & Operations Roadmap to Success
3. October 25th 10:00 – 11:00 Shared Financial Accountability
4. November 1st 10:00 – 12:00 Public Records, Personnel Files & FERPA
5. November 8th 10:00 – 12:00 Internal Controls & Security
6. November 15th 10:00 – 12:00 Business Services Overview
7. November 30th 9:00 – 11:00 Finance & HR Compliance
8. December 6th 9:00 – 11:30 Lean Overview
Campus Data Portal

- Find Data, Share Data, Request Data
- Data Catalog – Search, Explore, Recommendations
- Data Teams – Publish, Organize, Review Usage
- Data Requests – Built in request tracking & support
- Simple and Flexible Security model
  - w/ built in workflow support for granting access
- https://data.uiowa.edu
What is Campus Data?

Campus Data is a new initiative at The University of Iowa designed to improve the way that the university manages and shares data. The goal of Campus Data is to provide a central, accessible, and sustainable repository for faculty, staff, and students to store and manage their data. The Campus Data team is currently developing and testing the technology that will enable this new platform, and we are eager to hear from you about your experiences with data management at the university.

Why is Campus Data important?

Campus Data is important because it will:

1. Provide a single, centrally managed data repository that can be accessed by all members of the university community.
2. Enable users to easily share and collaborate on data.
3. Provide a secure and reliable platform for data storage.
4. Enable users to easily tag and describe their data.
5. Provide a way to easily find and access data.

How can you get involved?

If you are interested in learning more about Campus Data or in helping to shape its development, please join us for a workshop or demo session. We will be holding regular sessions to discuss the latest progress and to gather feedback from the campus community. You can also sign up for our mailing list to receive updates on the project.

For more information, please visit our website or contact the Campus Data team at (515) 317-1234.
Changes to the Fair Labor Standards Act

TREVOR GLANZ
FINANCE & OPERATIONS, HUMAN RESOURCES
What is FLSA?

The Fair Labor Standards Act was enacted in 1938.

• Established a standard 40-hour work week.
• Established a national minimum wage.
• Guaranteed overtime compensation at one and a half times regular rate.
• Established exemptions for salaried employees.
• Established recordkeeping requirements for employers.
FLSA Exemption Criteria - Current

- Duties Test: An employee must meet at least one of the duties tests:
  - Administrative
  - Computer
  - Executive
  - Professional
- Salary Test: Anyone earning less than $455/week ($23,660/year) is covered (non-exempt).
- To be considered exempt from FLSA, an employee must meet both the salary test and duties test.
Upcoming Change to FLSA

- Significant increase to the salary test threshold;
  -- From $455/week ($23,660/yr.)
  -- To $913/week ($47,476/yr.) effective December 1, 2016.

- The new regulations also provide that the salary threshold will be adjusted every 3 years to be equal to the 40th percentile of earnings for full-time salaried workers.

- There are no proposed changes to the duties test.
Impact of FLSA change

- Approximately 4,100 UI P&S staff will become non-exempt.
  - ~1,700 P&S non-bargaining
  - ~2,400 SEIU
  - In addition to 480 P&S/SEIU that are already non-exempt under the current duties and salary tests. 5600 will remain exempt: 5000 P&S non-bargaining and 600 SEIU.

DOES NOT CHANGE:

- Benefits, including retirement, insurances, vacation and sick leave
- Policies related to career status, furlough rights, etc.
- Value of work and role within the University

DOES CHANGE:

- Need to record and be paid for all hours worked in order to determine application of overtime
- Need to discuss expectations around work and approval of overtime with your supervisor
- Need to have supervisory approval for working over forty hours per week
- Need to utilize different codes and entries on leave records
Who will change to non-exempt?

- Generally, incumbents in P&S and SEIU classifications whose salaries fall below $913/week ($47,476/yr.)
- All incumbents in the following classifications, regardless of salary (duties test):
  - Health Records Associate (PRM1-2A), IT Support Analyst (PIC1-3A), Manufacturing Specialist (PRF1-3A), Revenue Cycle Representative (PVC1-2B), Supply Chain Associate (PBH1-2B)
- Incumbents in the Administrative Services Coordinator (PAA1-2B) and Support Services Specialist (PVD1-3A) unless there is documentation (workflow form) to satisfy the administrative duties test and a salary at or above $47,476
- Incumbents in P&S classifications or positions that the individual college of division may choose to voluntarily designate as non-exempt
  - SEIU covered classifications designated by UI Health Care
Special Provisions – Salary Test

- Coaches: Incumbents in Assistant Coach (PSC1) and Coach (PSC2) classifications are exempt under the teaching exception as long as their primary responsibility is instruction.

- Academic Administrative Personnel: Those jobs in higher education institutions whose primary duty consists of “administrative functions directly related to academic instruction or training” and who interact with students outside the classroom may utilize a different salary threshold for FLSA coverage, defined as the entrance salary for teachers at the institution.
  - Job families to be included: Academic Advising (PCA), Educational Support Services (PCE), Instructional Services (PCH), Licensed Clinical Professionals (PJB) – Org 49 only
  - The minimum salary threshold for job classifications in these job families will be $39,111, based upon a $32,000 academic year Assistant in Instruction minimum salary, converted to fiscal based upon 11/9ths.

- Academic Year Staff:
  - If paid over 12 months, will use the same 9/11 conversion factor in determining the FTE salary.
Additional UI Issues

- **P&S Staff with Adjunct Appointments:**
  - The salary of both P&S and adjunct appointments will be combined to determine whether or not the individual will qualify as exempt based upon salary. If the combined weekly salary is below $913/week, the employee will be non-exempt and will need to track all hours worked, including in the adjunct appointment, and will be eligible for overtime based upon a blended pay rate.

- **Short Term Appointments:**
  - If a short term appointment is a secondary appointment for a nonexempt employee, the hours worked and weekly rate for all hours worked will need to be tracked during the appointment, as the individual will remain eligible for overtime and paid based upon a blended salary rate.
  - If the short term appointment is the only appointment, the hours worked and weekly rate will need to be recorded. If the weekly rate is less than $913/week the position will be exempt. If the weekly rate is at least $913/week, the position will be exempt.

- **Nonexempt Staff Earning Special Compensation:**
  - Similar to the short term appointment, hours and weekly pay will need to be recorded and factored into any overtime calculations that will be paid.
• **November 20, 2016:**
  - December 1 falls in the middle of the work week, so the effective date can be no later than November 27. November 20, 2016 will be used as the University-wide effective date in order to coordinate with UI Health Care scheduling and allow time for work out any programming issues.
Communication Challenges

• Definition of time worked:
  • Mandatory training
  • Conferences
  • Traveling for work
  • Remote/after hours work, including email, calendars, etc.
  • Volunteering
• Supervisor/employee dialogue regarding work expectations
• Use of Comp Time and who determines time vs. pay
Communication Strategies

• Standard messaging
  • HR Leaders and Unit HR Representatives
  • Mass email to Supervisors and Staff
  • Expanded web site and resources
  • Iowa Now
• Other potential mediums
  • Recorded web based presentations
  • Unit based meetings and presentations
  • Brown Bags/Forums
  • Talking points for Staff Council representatives
Questions?
Advice?

PLEASE CONTACT COMPENSATION & CLASSIFICATION FOR ADDITIONAL INFORMATION CONCERNING FLSA REGULATIONS
New Chartfields & WhoKeys Application Release to Campus

SELINA MARTIN
FINANCE & OPERATIONS, CONTROLLERS OFFICE
Request for General Ledger Chartfields & WhoKeys

This application is used to add new Chartfield values and WhoKeys in the General Ledger for the following form types: Department and Subdepartment requests can optionally create new WhoKeys using that Chartfield value. Grant/Program requests that start with '3' (Cost Share), '5' (Other - Org Unit/Departmental Programs) or '8' (Gifts) require the creation of a new WhoKey using that Grant/Program. New WhoKeys can be requested for Cost Share, Salary Cap (Grant/Program 31111111), Gifts and Other (Grant/Program 00000000 or starts with '5') accounts where all the Chartfield values within the WhoKey exist and are open in the General Ledger. Cost Center requests are limited to the faculty range of 1000-8999.

Once requests are approved through Workflow, the new record(s) is loaded to the General Ledger immediately, as well as to the WhoKey Administration and Institutional Roles applications as appropriate for the type of request. After the Chartfield or WhoKey record(s) is loaded to those applications, it is available for use.
How are approvers included?

Approvers can be included in transactions/forms in several ways:

1. They are built into the application rules.
2. They can be included through the default Universal WF paths.
3. They can be included through the custom office Universal WF options.
   - By position
   - By individual
   - By role
4. They can be included on an ad-hoc basis.
   - By position
   - By individual
   - By role
Approval Routing

You choose to use the routing approval path that we’ve built into the application.

Option 1
Opt-out (default)

Option 2
Opt-in

No additional approvers at Org or department level

UNIVERSAL WORKFLOW
1. Use Default Office routing
   OR
2. Set up Custom Office routing

For both options: Approvers can be added on an ad-hoc basis (“Add Approver”) throughout the approval process for each individual transaction.

You choose to add approvers in addition to what we’ve built into the application.
997 requests have been approved through the new application.

- **WhoKeys**: 408
- **Grant Programs**: 398
- **Sub-departments**: 138
- **Departments**: 6
- **Cost Center**: 47

Enhancements In Progress

1. Allow request for multiple G/P, WhoKey and Cost Center.
2. Add search, filter and report functionality
3. Additional control to prevent past Close Date
Contact Information:

Accounting & Financial Reporting (afr-chartfield-whokey@uiowa.edu)
- General application questions
- Non-gift/cost-share issues
- Requests for enhancements

Grant Accounting
- Gift Chartfields & WhoKeys
- Cost-share Chartfields & WhoKeys

ITS or IMHR
- Universal Workflow questions
EFR Summary Reports

SELINA MARTIN
FINANCE & OPERATIONS, CONTROLLERS OFFICE
Account Maintenance Tab

Account Maintenance (to view existing accounts and request new accounts & chartfields)
- WhoKey Administration
- Request for General Ledger Chartfields & WhoKeys
- Accounting Code Manual
EFR Summary Reports

**Summary Reports**

- **Balance Summary Reports**
  - Balance by Fund (Current or Prior FY)
  - Balance by Department (Current or Prior FY)
  - Balance by IACT (Current or Prior FY)

- **Expense Summary Reports**
  - YTD Expenses and Encumbrances (Current or Prior FY)
  - Expense Trend Charts
  - Transactions Report (Current or Prior FY)

Drill down...
Access to Reports

**Who has access to all reports?**

- Budget Officers & Admin Assistants (Budget Officer category)
- Dept Administrators & Admin Assistants (Budget Officer category)
- Deans & Admin Assistants (Deans category)
- Department Executive Officer & Admin Assistants (Deans category)

**Which reports can GLDSS Users access?**

1. Transactions Report
2. Balance by Department
3. Balance by IACT
## Reports Usage

(May - September)

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<th>Report Type</th>
<th>Count</th>
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<td>Balance by Fund</td>
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<tr>
<td>Balance by Department</td>
<td>1,528</td>
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<tr>
<td>Balance by IACT</td>
<td>942</td>
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<tr>
<td>Transactions Report</td>
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<td>530</td>
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<td>Expense Trend Charts</td>
<td>156</td>
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<tr>
<td>Total Reports Run</td>
<td>5,242</td>
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</table>
EFR Summary....what’s next?

1. Continue to monitor usage and performance
2. GAP analysis with GLDSS reports (MS & SA3)
3. Get feedback from users
4. Enhancements based on user feedback
EFR User Manual

- Access
- Features
- Report Categories
- Drill-down functions ("report chain")
- Specific Reports

Thank you for coming today!

Next Meeting:
The meeting schedule for 2017 Meeting will be communicated in early December 2016.