FINANCIAL & BUSINESS SERVICES
THE UNIVERSITY OF UTAH

MOMENTUM NEWSLETTER

Quarterly Newsletter *January 1, 2010*

NOTABLE CHANGES

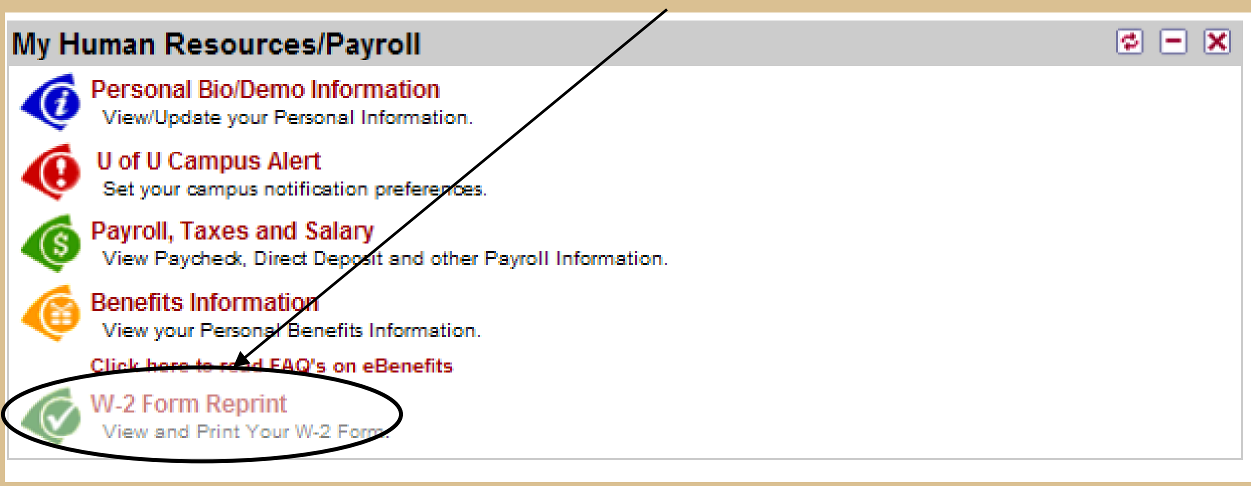
Employees have W-2 "Delivery" Options

FBS encourages employees to elect to receive their W-2 Form electronically, instead of receiving a paper copy. Employees are now able to view W-2's back to 2001 as well. Employees must log into CIS themselves by ***January 15,*** to elect a paperless W-2.

This choice has several advantages:

- Employees will be able to access their Form W-2 a couple of days earlier, because they will not have to wait for it to be delivered in the mail.
- Sensitive personal information will not be sent through the mail.
- For employees eligible to file a tax return electronically with the IRS, no paper copy of the W-2 is required so natural resources are saved by not printing and mailing W-2 forms.
- In these tight budgetary times, this will have a positive impact on the University's budget.

Here's how to sign up now to take advantage of this opportunity:



1. Sign on to the Campus Information System, or CIS, locate and select the "W-2 Form Reprint" link, at the bottom of the "My Human Resources/Payroll" pagelet:
2. Select "Click here to elect to consent to receive your W-2 electronically."
3. Follow the instructions, make selection to receive W-2 electronically, and save.

In addition, you now have the ability to access at any time your W-2 forms back to 2001. To view your past W-2 forms:

1. Follow Step 1, above, then
2. Select year, and click "Continue."

For additional information, contact Tax Services & Payroll Accounting at (801) 581-3428 or visit them online.

Transparent Utah!

During 2009, Utah Senate Bill 38 modified the Utah Administrative Services Code, providing that certain public financial information will be made available on the Internet, and created the Utah Public Finance Web Site (UPFW). The site is now operational. In May 2010, University of Utah will begin posting revenues and expenditures for fiscal year 2010 (beginning July 1, 2009) and forward. The goal for the site is as follows:

- Permit Utah taxpayers to view, understand, and track the use of taxpayer dollars by making financial information from participating State entities available on the Internet;
- Allow a user with Internet access to use the site without paying a fee;
- Allow a user to search public financial information using criteria established by the Utah Transparency Advisory Board;
- Provide access to financial reports, financial audits, budgets, or other financial documents that are used to allocate, appropriate, spend, and account for government funds.

Visit Transparent.utah.gov.

Departmental Deposit Changes

A new bank account was opened in November specifically for credit card deposits to aid and simplify accounting and reconciliation. All credit card deposits must now be completed on their own departmental deposit form, separate from cash, coin, and check. Online training is available for anyone who would like an outline of the changes.

"Online training" is also taking the place of "in person" training for new employees whose position requires access to Departmental Deposits. A form is provided at the end of the training session that must be signed by a supervisor and sent to Income Accounting for access to be granted. This will save your employees time and effort by taking advantage of the new online training. If additional help is needed, Income Accounting is always happy to help.

PROCESS SPOTLIGHT

Stale-Dated Checks

The State of Utah requires that all stale-dated monies owed to vendors, employees, or students be deposited into the States' escheat fund (unclaimed property) account. These are usually old checks that have been recorded, but have never cleared the banking process. This year the University sent over 2,400 outstanding checks issued between July 1st of 2007 and June 30th of 2008, totaling nearly $300,000.00, to the Utah State Treasurer's Office Unclaimed Property Division. Our mission is to research these checks to make sure that:

- They have not cleared the bank
- We have not already voided the check
- The vendor has not benefited from the payment
- A department is not holding onto the check

If you are holding an Accounts Payable check that may be stale dated (older than six months) for any reason, please complete a Stop Payment Request Form and send it to Accounts Payable.

Use the Stop Payment Request Form to:

- **'Void'** the check if there is no outstanding obligation for the invoices/services on the check because they were: 1) paid with another check, 2) paid with a purchasing card, 3) the goods were returned, or 4) the services were provided gratis.

- **'Void and Re-Issue'** the check if there is an outstanding obligation for the invoices/services on the check because: 1) the wrong vendor was paid, 2) the check was held while looking to resolve a performance issue, 3) the check got lost in someone's paper shuffle, or 4) the check is torn or mutilated, stained or smudged (unreadable).

Reduce Stale Dated Checks by Use of Direct Deposit

FBS TIP

Direct Deposit is replacing paper checks more and more every day. University employees already enjoy this option with payroll checks and now have the opportunity to receive refunds and reimbursements via electronic funds transfer. This option is available to all vendors we do business with and is a safe and secure option for transferring funds between depository institutions. The University has taken steps to ensure all funds are protected during the transfer. In addition to receiving the funds electronically, the payee receives an email payment advice from the University on the business day before the deposit. This email includes the source document reference (travel reference, invoice# etc.) for the item being paid and the corresponding dollar amount. The email replaces the "check stub" attached to a check.

Feel free to visit the Accounts Payable Direct Deposit web page for more information and authorization forms.

Payment Requests: One Invoice per Form

Accounts Payable has fully implemented use of the new Payment Request form, replacing the old Check Request form, and has already seen improvements in the quality of some required elements, but needs your help to maximize internal controls and efficiency.

One way to significantly improve effectiveness and to make processes most efficient is by submitting only one invoice with each Payment Request (voucher).

One invoice per voucher means departmental reconciliations will be streamlined, with one-to-one relationships between the vendor record, our accounting system and the supporting images. If invoices are combined, the check is often applied to incorrect vendor invoices and University departments are re-billed, resulting in expensive research and documentation projects for both Accounts Payable and campus departments. When only one invoice is referenced, the vendor will know exactly how to apply the payment when they receive the check, and any questions they may have are easily answered by most personnel in Accounts Payable without time consuming research.

Please refer to other learning resources related to the Payment Request.

From Interview Trips to Household Moving Expenses

The University of Utah hires many faculty and staff from outside of our geographic area, and there are subsequently times when a department may pay for the faculty or staff member to move to Salt Lake City. Throughout the process, from the interview to the household move, there are opportunities to streamline the procedures, take advantage of contract pricing or conditions, and make the experience more pleasant for both the hiring department and the new employee. This article is meant to give summary guidance to hiring departments for each step in the process.

Bringing candidates to SLC for an Interview:

To minimize out of pocket expenses for the candidate, it is recommended that the expenses of this trip be submitted on Travel forms.

- Airfare will be charged directly to the department when the onsite agency is used to book purchase tickets
- Airfare contracts will be available for use when they are most appropriate for either cost or consideration of refunds.
- Visitor lodging, charged directly to the department, is available at several local hotel properties.
- Out of pocket expenses for taxi, car rental (if necessary), meals and other expenses will be paid to the candidate via a Travel Final Reimbursement.

Employment Offer:

Once the faculty member or staff member is given an offer letter which includes moving expenses, and subsequently hired, the hiring department will need to help the new employee with various parts of the process.

NOTE: Policy 3-032 states, "Reimbursement or payment of moving expenses is ***not meant to be granted routinely***, but may be offered to prospective faculty or other employees as an inducement to accept an offer of employment."

To take advantage of special pricing through the state contract for moving companies, the hiring department should contact the Purchasing Department to coordinate the move.

The following information summarizes procedures for the physical household move, and can be found on the Household Moves web page:

- The University recommends prospective employees use our contracted moving company: Bailey's Moving and Storage, and any move, paid for by the University, and costing over $5,000 MUST use this contract.
    - Be assured that over 90 faculty and staff per year, including the president, have used the contract satisfactorily.
- The moving process is initiated by the sponsoring department by filling out a requisition as soon as possible to assure proper management of the move. The requisition MUST include the following:
    - The name of the person moving
    - The city and state or country of origin
    - Phone number and e-mail address of the person to be contacted
    - Any dollar limits you would like to impose
    - The vendor name of "Bailey's Moving & Storage"

- The Purchasing Department then notifies the moving company about the proposed move.
- The moving company will arrange to contact the new employee and send a quote for the cost of the move to the Purchasing Department.
    - The dollar estimate will come to the buyer in Purchasing, who will then notify the requesting department with the not-to-exceed amount.
    - The hiring department MUST approve the dollar estimate prior to an order being placed.

Pre-Move House Hunting Trip:

Policy 3-032 allows the hiring department to pay for one house hunting trip per prospective employee and his/her spouse. House hunting trips should be organized and reimbursed using Travel forms.

- Airfare and Lodging may be charged directly to the hiring department using a Travel number as described in the Interview trip, above.
- Other out of pocket expenses for meals, car rental, etc. will be reimbursed to the new employee using a Travel Final Reimbursement.
- House hunting reimbursements will require original documentation, required signatures, and are typically approved by a Dean's level, or higher.
- Stated purpose of trip should be "House Hunting Trip."

The Move: Out of pocket expenses

- A Payment Request should be submitted to Accounts Payable, with all supporting documentation and approvals. Moving expense reimbursements are typically approved by a Dean's level or higher. Any exceptions to University Policy must be approved by the cognizant Vice President.

Important information to share with the new employee:

The University will determine if moving expense reimbursements to employees are qualified moving expenses for tax purposes. The University complies with federal and state regulations on reporting unqualified reimbursement and payment of moving costs as additional income to the employee.

Moving expenses reimbursed by the University, but not considered qualified moving expenses by the Internal Revenue Code will be considered wages for income and employment tax purposes. Reimbursements for employee moving expenses which are not qualified must be reported as wages on Form W-2 so that income, FICA and State tax can be appropriately withheld and reported.

A review of the University policy and the Internal Revenue Code provides that the following items (if reimbursed) are unqualified moving expenses and will be considered as wages:

- Pre-move house hunting expenses (UPol 3-032 III.D.1)
- Meal expenses (UPol 3-.032 III.D.1,3)
- Temporary living expenses (UPol 3-032 III E.)

SHARE YOUR IDEAS

Share your department's success stories for future newsletters!

Internal Controls Corner

New Policy on Internal Controls

A new policy on Internal Controls (to be numbered 3-018) has moved through the institutional review and approval process. It was discussed at the November and December Academic Senate meetings, and is expected to be approved by the Board of Trustees in early January.

This policy communicates institutional expectations for establishing sound internal controls at all levels of the institution. An institution's "tone at the top" is an important part of the overall control environment. This policy enables the U to articulate that tone and share it with University constituents so that they can more effectively carry out their own responsibilities for internal control.

Another important piece of the policy is an explicit expectation that duties be appropriately segregated.

Watch for an FBS newspost by mid-January to review this newly posted policy. Be prepared to present the content of Policy 3-018 Internal Controls at your next departmental meeting.

Other News on Internal Controls

Sandy Hughes, Director of Budget & Analysis, and Theresa Ashman, Controller, have begun one-on-one training sessions for new Deans, Chairs, Directors, etc. In addition to information about various fund sources and restrictions, they discuss endowments and the use of CIS (Campus Information System) to find information. A discussion of internal controls, fraud, and the new chair's role in internal controls is a significant component of the discussion. These sessions are intended for academic administrators who are new to their roles or who desire more information. While business officers may (and do) attend, other training opportunities through FBS are more appropriate for individuals in the role of business officer. For information about the training, please contact either Theresa Ashman or Sandy Hughes.

Y - Happenings

Campus Directory Updates

The Campus Directory WEB application has been re-written. To view the ***New*** version, click here. A link has been added to the existing version, just to the right of the search: Try our new directory. The ***New*** version was demonstrated to BPAG (Business Process Advisory Group), and has received positive reviews. Employees are encouraged to use the ***New*** version and give feedback to: Dir-beta@unite.utah.edu. If a staff member wants to be part of the volunteer effort to help with ***Beta*** testing, send an email to: earl.lewis@utah.edu

- Improvements include:
  - Single Box search.
  - Employees known by their middle name can be located.
  - Unknown spellings can be found using Soundex technology.
  - Includes information on how to update a directory listing.

Upgraded (but looks the same) FBS Website!

The FBS website was currently upgraded using updated software. It was also installed on a newer and faster server. Although everything under the covers is brand new, it was designed to look the same, but with added functionality and is compatible with the latest browsers.

Two new pages were added to the website during this process:

- The FBS Index and Glossary has a new page. This new page lists all the Index topics by department. It is located on the sidebar of all the Index pages. This will allow the user to look at all the topics and forms related to a single department.
- The Forms page has had a *Learn More* link added to the right of every form. This link opens a page that displays any or all of the following for each form:
  - GUIDE – Information on how to use the form. This is usually a web page on our website with in depth information about the form. It could also be a PDF instructional document.
  - TRAIN – FBS training courses that can help the user learn more about the form and the department that offers the form.
  - INDEX – Information in the FBS Index and Glossary about the form.
  - REGS – Links to the University Regulations Library related to the use of the form.

FBS COMMUNITY

Please join us in congratulating the following FBS employees for their length of service:

5 Years
Wendy Speers (Jan. 31), Grants & Contracts Accounting
Brenda Borg (Feb. 2), Student Loans
Marie Williamson (Feb. 22), Grants & Contracts Accounting
Susan Jackson (Mar. 30), Student Loans

10 Years
Lillian Mills (Mar. 6), Student Loans
Randi Ruff (Mar. 9), Procurement & Supply Management
Ying He (Dec. 22), Tax Services & Payroll Accounting

15 Years
Janet Alford (Oct. 17), Stores/Receiving
Laura Howat (Dec. 17), Associate Director Accounting Operations & Controls

20 Years
Jim Parker (Mar 12.), Procurement & Supply Management
Doug Burr (Mar. 21), Stores/Receiving

New Manager for Purchasing Card

Our Purchasing Card manager, Julianna Barney, is leaving after 3 years with the program. We would like to thank her for her contributions, and wish her luck in all she endeavors to do. We would also like to welcome Jane Scott who will be replacing her as the PCard Manager. Jane has been with Purchasing for 3 years, in various support positions.

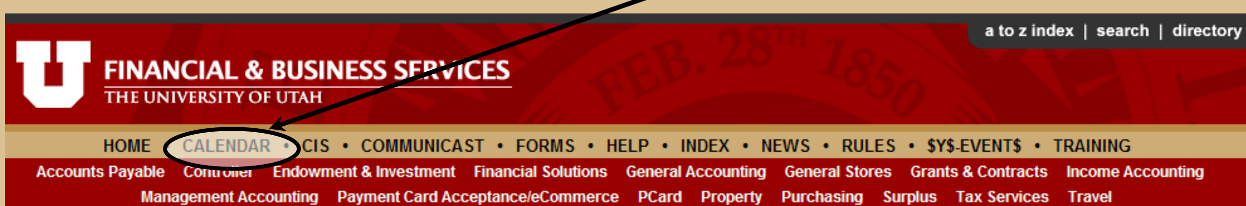
Share your best practice ideas for our next issue!

Has your department found a better way to get something done? Tell us about it!

UPCOMING EVENTS

New FBS Calendar Dates

For important FBS dates and deadlines please refer to the [FBS Calendar]:



Spring Training Dates Available

Registration is now available for in person Spring Training, including the following courses:

- Accounts Payable (monthly)
- Endowment 101 (Thursday, February 18)
- Internal Controls (Thursday, January 28)
- Procurement Basics (monthly)
- Purchasing Cardholder Training (bi-monthly)
- Purchasing Card Reallocator Training (bi-monthly)
- Travel Accounting (every 3 weeks)
