Let’s Get Focused

Volume 5, Issue 10
November 2014

What’s New From The FOCUS Group……

Attendance: 48

### Training

- The office managers are going to start having their own meetings after Focus Group.
- They are still training but the semester ends in mid-December.
- Save the date: The 11th Annual Professional Development Forum will be on Tuesday, May 5, 2015.

### Budget Office

- The 2nd quarterly auxiliary reports are due soon.

### Purchasing

- They have made a conditional offer for someone to take Linda William’s old position.
- If a department is currently on i-Contracts and needs to submit an independent contractor form, they need to email it to Miguel Gabertan. Include it in the i-Contracts system as an attachment and add him as a reviewer.
- Remember to monitor the progress of your documents through i-Contracts. There is a “notify me” button on the container you can click to receive emails each time it moves to a new stage.
- Most things coming into i-Contracts still require control spend review and approval except for what goes through P-card. Please factor in the extra time it takes them to get the approval.
- Reminder: Send back up documentation to banner-purchase@unf.edu every time you submit a requisition in Banner.
- When creating a requisition, include the purpose of the item(s) in the document text field and the item description in the item text field.

### P-card

- Stephanie Price thanks those who have already cleared, or asked for assistance moving all their charges from the default account code 771098. Contact her on how to do a JV or J09 at s.price@unf.edu or ext. 2747.
- Rabena will be out of the country starting January 2 and will return February 16. Please send all questions regarding P-card to pcardadministrator@unf.edu. There will be at least 4 people monitoring the inbox.

### Accounts Payable

- Email your backups to acctpay@unf.edu so they can be worked on when someone is out.
  - You may copy a representative.
- Use the Delta Corporate Travel rewards when booking flights.
- There has been a major decrease in early check-in fees and preferred seating charges.
- Use the Travel Bypass for anyone who is not a UNF employee. Email Leanne Thomas their name and address.
- They are changing their alpha split in January. Campus will be emailed once they know who will have which letters.

### Property

- They have scanned over 5,000 items.
- They will start individual departments after winter break.
- Proceeds from the auction were $31,000 before the auctioneer and auxiliary departments who sold items get their share. Remainder will go into the property surplus account.
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General Accounting

♦ Please submit your month end entries by Monday, November 24 at noon.

♦ If you have new sources of revenue, let them know because it could have sales tax or UBIT consequences.
  - They have a new form on their website that you can use for journal transfers.

Payroll

⇒ Anyone who receives paper checks will have to pick them up from the police department on Friday, December 26.
⇒ Remind employees to sign up for electronic W-2

Human Resources

◊ The minimum wage is going up to $8.05. They are doing a mass update.

◊ Payroll will be processed early December 29 and time sheets will be due early that day.

◊ All new hires, salary actions, any type of reclassifications, and SPIs have to be done, signed off, and approved by December 8.

◊ You cannot hire budgeted employees after December 8 until January 5 (faculty are the exception).

◊ The sick leave pool goes through December 5. Coverage starts January 1. You can join if you have worked for 1 year and have a minimum of 64 hours in your sick leave.

◊ If your vacation leave is over your maximum they will roll into sick time, hour per hour, if you do not use them.

◊ Winter break starts on a Wednesday and in order to be paid for the holiday you must be in a paid status the day before (at work or using leave).

continued: Human Resources

◊ The soft rollout on electronic personal action forms is going well.

◊ As of January 1, all rehires, changes, and labor distributions will be done on EPAF.
  - They will no longer accept paper PAFs.
  - They have an EPAF training class on December 10.

IT Communication

* Banner applications will be unavailable Sunday, December 21 during maintenance from 5 a.m. to 9 a.m.

* Banner Finance is undergoing an upgrade to 8.7 through 8.10.
  - There will be no changes to the user interface.

* Finance Self-Service will upgrade to 8.6 and 8.7.

Student Financial Services

♦ They are short staffed so please be patient with them. If you need something quickly, let them know.

♦ The Spring deadline for tuition payments is at the beginning of January.

Any questions or concerns, please contact Rabena Johnson at extension x1738.

Next FOCUS Group Meeting will be:
Thursday, December 18, 2014 at 3:30 p.m. in Bldg. 14E, Room 1700.