



Council of the University of Idaho Business Officers
Summary Notes
May 12, 2016

Debarment – Deb Shaver

Brief introduction to the Federal Debarment and Suspended List and the SAM website. Specifically discussed purchasing cards and how there is a unique challenge when using them “on the fly” as there is no systematic check of the debarment list prior to processing for those charges. SAM website contains a list of every company that has registered with the Federal government. By using the Duns’ number it is easy to search the website for the vendor. If the Duns’ number is not available a search can be done by the name, however, may be difficult as the company may be part of a larger parent company or conglomerate that may be on the suspended list and a simple search would not reveal that. Recommended checking this list each time prior to use of a vendor – especially when using a new vendor. This is especially crucial for Federal or Sub-federal funds that CANNOT be used to pay a vendor if they are on the debarment list. Visit the SAM website at www.sam.gov and review the Supplemental Materials for more information.

Implementation of Spread Pay Incentive – Linda Campos

Discussion about the implementation of the Spread Pay Incentive. Email went out previously to those who are currently on spread pay and a follow up was then sent to Fiscal Officers. This is for employees that are on less than a 12 month contract, questions can be directed to the Controller, Director of the Budget Office, the Payroll Office or sent to spreadpay@uidaho.edu. Most of the question prior to the meeting have involved the implementation timeline. The incentive is available to anyone who is currently on Spread Pay, if they sign an irrevocable agreement by the end of May to elect to discontinue their spread pay. At this time the document is in legal and should be available for distribution with in a day or two. Once the document is signed and the employee will no longer be on spread pay effective August 2016, Fiscal Year 17, they are eligible to receive a \$1000 taxable incentive payment. People may also elect to start the following year, August 2017 (Fiscal Year 18) and would receive the \$1000 about the same time next year. There will be more education, classes, and spread pay will no longer be an option for new employees. Anyone who is currently on spread pay can continue to be on spread pay. For anyone, who does not respond they will be defaulted to their current spread pay status. The incentives are funded Centrally, and there is currently no plan to continue beyond these initial two cycles. It will be re-evaluated after FY18.

For employees who are transitioning from spread pay to standard pay their benefits for the whole year will be deducted from the number of paychecks they receive based on their appointment. There will be no gap in their benefit coverage. One time transition for those that will be transitioning off of spread pay to standard pay. Benefits can help work with individual on what the best solution to their situation is and review the options available. Benefits will also be reaching out to these employees that elect to move to standard pay. Just as before employees that terminate will cease to have benefit coverage through the UI, and the



benefits department will reconcile whether or not they owe money or have over paid based on their termination date and last paid date. No employee will be forced off of spread pay.

Fiscal Year End Status – John Keatts

Reminder that the Fiscal Year End Calendar is up to date and out on the Controller's website. Reminder to be as proactive as possible for things that need to happen prior to fiscal year end. June 15th, 2016 there will be no more cost transfers accepted by General Accounting for FY16. This date is set due to system limitations and is after the last payroll posts.

Cell Phone Stipends – Linda Keeney

Cell phone stipends are due to be on the system (Claim Voucher) submitted prior to June 15th so that there will not be a gap in the recurring payments. If it comes in after that date there may be a delay and adjustments will need to be made to account for the delay. Handouts were sent out prior to the meeting. The instructions on how to create the Claim Voucher and the form that needs to be completed can be found on the Accounts Payable website under forms at the following link:
<https://www.uidaho.edu/finance/controller/accounts-payable>

Leases and Copier Maintenance – Doug Vandenoorn

Purchase or Lease them – a requisition will be created for them as they are likely to exceed \$5000.00. If it is purchased you will have one Purchase Order and a separate maintenance contract. For a leased machine the vendor accepts a Purchase Order for the full amount of the contract, it will be encumbered. The Purchase Order will include the maintenance contract and the monthly payment. Purchase Orders are used for all leased machines because the terms and conditions attached to it.

Feedback on Outstanding Purchasing Card AR Processes – Linda Keeney

Sometimes departments have had turn over in record keepers or are so far behind there are charges that are 90 days old. Once they are older than 90 days old it is moved to a personal AR account. A call for feedback and ideas on how to create a better experience for travelers and Accounts Payable.

Budget Office Announcements/Updates:

Trina Mahoney: The Budget Office is currently working on the final balancing of the CEC, setting Permanent General Ed and centrally allocated funding. Change of roll-up requests have been sent in and some of these will have to wait until reports for the state have been run. Planning to shift to higher level deficit reporting, possibly at the Dean's (or equivalent) level and up.

Jill Robertson: Discussed EPAF for summer session employees. Documentation shared with EPAF User Group.

Janice Todish: FY2017 Non-Appropriated Support Fund Changes due. Discussed the FWRPBSR report. Attempting to make changes that will make it more comprehensive and accurate. May take off a line item to make it show the carry forward that drops off. Janice to start new position with CLASS May 20, 2016.

Group Discussion:

Announced a change in holds for transcripts effect today, May 12, 2016. A decision was made to lift the registration hold for students who have a balance less than \$500 on their student account. A conversation between the Provost and the Vice President for Finance resulted in a decision to make sure that the UI is encouraging students to return. This will only apply to a small number of students but will hopefully encourage them to continue at the UI. Transcripts will continue to be held if there is any balance on the student account. Students can walk but their transcripts and diploma will be held. Students will still have holds removed as long as there is a payment plan in place. This information will also be sent out to the academic units.

Purchasing Department Changes: Buyer Greg Cain will be leaving. Please email purchasing@uidaho.edu for help.