



PLEASE JOIN US!

FOCUS ON FINANCE

CHECK YOUR PULSE: GA UPDATES
CHANGE IS THE ONLY CONSTANT: TIGERBUY UPDATE
DRIVEN BY DOING: MPLYO YOUTH SUMMER EXPERIENCE
WHO KNEW? WHAT'S DUE? WHAT'S NEW?

THURSDAY, MAY 21, 2015
UNIVERSITY CENTER MEMPHIS ROOM 340 1:30-3:00 P.M.



FOCUS ON
FINANCE



Welcome to Focus on Finance!

Today's Agenda

- Check Your Pulse GA Updates - Dr. James Kierulff
- Change Is the Only Constant - Tigerbuy Update - Ed Antoniak
- Driven By Doing! MPLOY Youth Summer Experience! - Kristil Davis
- Who Knew? / What's Due? / What's New?



Check Your Pulse! Graduate School Updates



Health Plan for GAs
GA eContract System Revisions

Dr. James Kierulff - Interim Director,
Graduate Student Services



Health Plan for GAs



- Church Health Center's "Memphis Plan"
- "Plan" not "Insurance"
 - Maternity
 - Ambulance
 - Behavioral Health
- Geographically: Memphis based health services, only.

Health Plan for GAs, cont.



- What is covered (sample)
 - Primary and specialty care,
 - Hospitalization and emergency room services,
 - Diagnostic tests, lab work, and x-rays provided by designated providers,
 - Dental services provided by the Church Health Center dental clinic,

Health Plan for GAs, cont.



- What is covered (sample), cont.
 - Prescription discount cards.
 - Hospitals: Methodist (Union), St. Francis (Park), Methodist LeBonheur (age <18).
 - No deductible.



Health Plan for GAs, cont.



- Cost
 - Student: \$40/month.
 - University picks up \$10/month.
 - Sliding scale for multiple dependents.

Health Plan for GAs, cont.



- Process (October 2015 start)
 - Student applies by August 23rd
 - Grad school reviews invoice, sends terminations to CHC.
 - CHC contacts new plan enrollees.



Health Plan for GAs, cont.



- Process, cont.
 - HR Benefits/Payroll/Accounting processes payroll deduction and sends payment for all students (including the University's part of the payment) to CHC.
 - Academic year coverage is October through May; billing is September through April.

GA eContract System Revisions



New GA eContract System

- Academic Departments (6)
- Enterprise Application Services
- Program Management Group
- Human Resource-Strategies
- HR Records
- Shared Services Center (2)
- Bursar's Office
- Provost Office
- Graduate School
- Financial Aid
- Process Improvement
- Internal Audit
- Finance
- Legal



New GA eContract System, cont.

- “Turbo Tax” type question tree for revisions.
- Revised contract language.
- Mobile device friendly.
- Harmonized output to needs of supporting departments.

New GA eContract System, cont.

- Added flexibility to stipend and tuition offers.
- Revised documentation - in program.
- Student appointment validation and exception handling.
- Streamlined approval processes- eContract only.

New GA eContract System, cont.

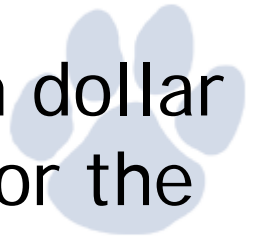


- System Characteristics
 - No minimum stipend amounts.
 - No minimum requirements for hours GAs work each week.
 - If a GA is in their last semester, allow to only take remaining credits needed for graduation.
 - Only eContracts will need approval; EPAF accuracy checks will be conducted by Shared Services with the help of Argos reports.

New GA eContract System, cont.

- System Characteristics, cont.
 - eContract originators and approvers need FERPA clearance.
 - A student must have a mailing address in the system before an eContract can be created.
 - Exceptions to the 20 hour maximum work week are made and tracked electronically in the eContract system; there is no further need for the paper request form.

New GA eContract System, cont.



- System Characteristics, cont.
 - Rather than tuition being waived as a fixed percentage of full-time tuition, the benefit entered in the system will be the maximum dollar amount to be paid toward tuition waivers for the given student each semester noted in their eContract.
 - GA eContract entry submission deadlines will be enforced: 10th and 15th of the month.
 - No minimum credit hour registration requirement.

New GA eContract System, cont.



- System Characteristics, cont.
 - *Subject to* existing laws and University/Department policies. Examples:
 - Financial aid full time registration requirements.
 - International student visa (F1) requirements.



Change Is the Only Constant - Tigerbuy Update



Ed Antoniak - Procurement Specialist

Procurement Process Improvement Changes

UM1507 Policy Procurement and Contract
Services revised, effective 7/1/2015:

- Added definitions and responsibilities of Financial Manager, Designee and Tigerbuy roles (Requester, Approver, & Receiver)
- Added procedures for appointing Tigerbuy user roles, along with link to [Request for B&F System Access](#) form
- Added language to reflect separation of duties in Tigerbuy

Procurement Process Improvement Changes

- Added links to Equipment Inventory and Authorization of Financial policies
- Added language on capital or sensitive minor equipment items
- Updated language on disposal of surplus property
- UM1507 Procurement and Contract Services:
[http://umwa.memphis.edu/umpolicies/UM1507.
htm](http://umwa.memphis.edu/umpolicies/UM1507.htm)



How will these changes affect my department?

- The **Requester** (individual creating the purchase requisition) cannot be the same person who approves the requisition
- The **Approver** (individual authorized to approve the purchase requisition) cannot be the same person who creates the requisition. Tigerbuy will systematically prevent the requester and approver from being the same individual. Additional approval providers will be available through the Banner approval hierarchy when needed.



How will these changes affect my department?

- The Receiver (individual responsible for receiving goods and services by confirming the goods received or services performed are equal in quality and quantity to those requisitioned) may be any authorized Tigerbuy user in the ordering department
- The above roles must be appointed by the financial manager. The Request for B&F System Access form shall be filled out, signed by the user and approved by the appropriate financial manager.
- Request for B&F System Access form:
http://bf.memphis.edu/forms/tech/bf_access_request.htm

TIPS

- Financial managers are expected to give careful consideration to appointing designees, approvers, requesters and receivers to act on his or her behalf and to oversee their activities.
- Prior to 7/1/2015, make sure your department has adequate designees, requesters, approvers, and receivers to allow for clear segregation of duties in Tigerbuy

TIPS

- Use the Request for B&F System Access form for financial managers to appoint individuals to Tigerbuy roles
- Training is provided monthly in the Procurement and Contract Services office. Use Learning Curve to sign up.
- Training is strongly encouraged for all Tigerbuy roles.
- Training is required for the Tigerbuy requester role.

Questions?



- Contact Procurement and Contract Services at X2265 or by email purchasing@memphis.edu.

Driven By Doing! MPLOY Youth Summer Experience



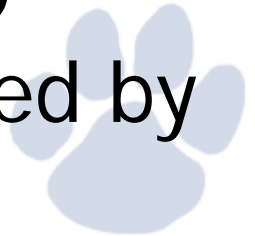
Kristil Davis - Assistant Director
Workforce Management

What is MPLOY?



- Sponsored by the City of Memphis Office of Youth Services/Partnered with U of M Human Resources
- Each year the Office of Youth Services (OYS), with the help of Business Partners throughout the city, offer summer employment opportunities to youth ages 16 - 21 years old.
- This six-week program allows youth to enter into various career paths via Memphis' top employers in the most competitive industries.

MPLOY cont.

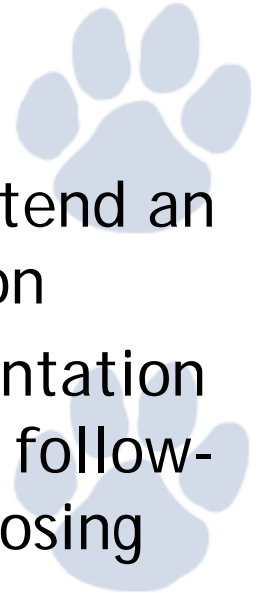


- The summer program begins June 1st
- Youth are screened, interviewed, and selected by OYS
- Once selected to participate in the program, youth are assigned their summer employment
- Compensation for the program is provided by the City of Memphis

Important Information to Know

- The program is 6 weeks
- Youth will work Monday - Thursday 6 hours each day (9:00 am - 3:30 pm with a 30 min lunch)
 - Each Friday the City hosts an educational setting for all youth participants
- Youth are required to maintain a timesheet for wage purposes & will submit them to both the employer and a MPLOY representative

Our Commitment as a Business Partner



- Human Resources will serve as the liaison for the University and the OYS
- We have committed to offer meaningful employment experiences to 30 youth
- Supervisors must attend an informational session
- HR will host an orientation for all youth, a mid follow-up session, and a closing ceremony

Important Dates to Remember



- May 28th
 - Supervisor Informational Session
- June 1st
 - Orientation for the Youth
- June 25th
 - Mid follow-up session
- July 16th
 - Closing ceremony (Supervisors are invited)

How do you participate?

Complete the [online questionnaire](#)
by Friday May 22, 2015

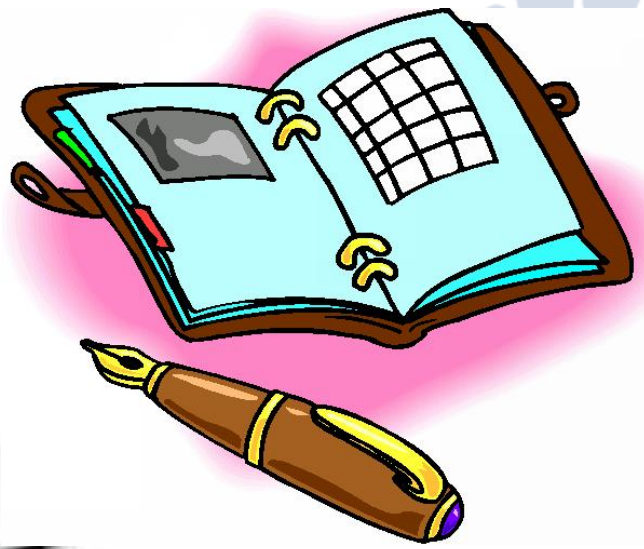
Email K.davis@memphis.edu for a direct link or
more information



Questions?



Who Knew? / What's New? / What's Due?



Terrice Watson - Manager, General Accounting

Who Knew? Training

<i>Workshops</i>	<i>Date</i>
Accounting Travel Workshop (SSB Travel PO) UC - Senate Chamber Room 261	Friday, May 22, 2015 2:00 - 3:30 PM
Fixed Asset Workflow UC - Senate Chamber Room 261	Mid-June 2015
Budget Basics Training UC - Senate Chamber Room 261	Tuesday, August 25, 2015 9:30 - 11:30 AM
Accounting Basics Training UC - Senate Chamber Room 261	Wednesday, August 26, 2015 1:30 - 3:30 PM

What's New? Accounting Webpage

- <http://www.memphis.edu/accounting/index.php>

The screenshot displays the Accounting webpage interface. At the top, a dark blue header contains the text "RESOURCES FOR..." with a right-pointing arrow. Below this, the word "Accounting" is centered in a large, white serif font. A horizontal navigation bar follows, listing "Staff Directory", "Areas", "Travel", "Systems Info", "Effort Certification", and "Links" in a light blue font. Below the navigation bar, a breadcrumb trail reads "Home > Accounting". The main content area features a large, high-angle photograph of a university campus with green lawns, trees, and buildings under a blue sky with scattered clouds. On the left side, a white sidebar is overlaid on a dark background, containing four sections: "Finance Program Guide" (described as an online resource for Banner Finance system), "Year-End Information" (important dates and deadlines), "Forms" (all B&F forms in one place), and "Business & Finance" (the Division of Business & Finance at the U of M). At the bottom of the sidebar, a blue button reads "Follow Us Online".

What's Due? - Bursar's Office

<i>Activity</i>	<i>Deadline</i>
Summer Fee Payment Deadline for Full, RODP, 1st, 1st Teach, 2nd, and 2nd Teach Parts Of Term	Friday, May 29, 2015 by 4:30pm (Deletion Day)
eRefunds for Summer Excess Financial Aid/ Scholarships Will Begin	Friday, May 29, 2015
Deadline to submit department invoice requests for FY15 to ensure revenue recorded for current year.	Tuesday, June 23, 2015

What's Due? - Accounting Office

<i>Activity</i>	<i>Deadline</i>
Inventory Confirmations Due (Overdue)	Wednesday, April 15, 2015
Book Airfare Reservation via Travelennium for Travel in FY-15	Monday, June 08, 2015
Payroll Redistributions (Grants Accounting)	Wednesday, June 10, 2015
	Wednesday, June 17, 2015
Complete Staples Purchase Orders (FY-15)	Thursday, June 25, 2015
Settle Travel/Supply Advances for FY-15	Friday, June 26, 2015
Submit Claims for Petty Cash Reimbursement	Friday, June 26, 2015
Deobligate Remaining Balances of Completed FY-15 POs (Travel - Email/Tigerbuy - Change Order)	Wednesday, June 24, 2015
Time Sheet for BW13 Biweekly Payroll (June 13th - June 26th) - EARLY!!	Thursday, June 25, 2015
Online Budget Revisions between Account Pools (i.e. Salaries, Travel, Operating, etc.)	Friday, June 26, 2015

What's Due? - Accounting Office

<i>Activity</i>	<i>Deadline</i>
Ensure Receipts posted for all FY-15 POs.	Thursday, July 02, 2015
Preliminary Reports Available on E-Print	Thursday, July 02, 2015
Deliver Invoices and Travel Claim Reimbursements to Accounting (FY-15)	Thursday, July 02, 2015
Submit Transfer Vouchers (FY-15 Corrections) to Accounting	Monday, July 06, 2015
Time Sheet for Split BW14 Biweekly Payroll (June 27 th - July 10 th)	Friday, July 10, 2015

Year End - Procurement

Current Year (2015) Purchase Requisitions/Orders

Deadlines for Current Year (FY2015) Purchase Requisitions

- April 15, 2015:** FY15 requisitions that require **bidding** ($\geq \$10k$) and award of contract before July 1.
Notes: 1) All contracts that require a signed University-approved agreement, regardless of the dollar or bid thresholds must be submitted to Procurement and Contract Services for approval prior to the contract start date. 2) Any purchases/contracts requiring TBR approval ($\geq \$250k$) must be completed and submitted to TBR by June 1, 2015, if the effective contract start date is July 1, 2015. 3) Any purchases/contracts requiring Fiscal Review approval ($\geq \$250k$, sole source, and a term of more than 1 year) must be submitted to TBR 75 days in advance of the start date.
- June 23, 2015:** FY15 requisitions that do **not** require bidding. Emergencies will be reviewed on a case-by-case basis.
Reminder: For purchases initiated in the current year (FY15), accrued expenses will be processed as follows:
- *If goods/services are received on or before June 30, 2015, the expense will be posted in FY15*
 - *If goods/services are received after June 30, 2015, the expense will be posted in FY16*
- June 24, 2015:** **Cancel, adjust or deobligate remaining balances on FY15 purchase orders.** Review open purchase orders and enter a Change Order Request form in Tigerbuy to cancel, adjust or deobligate purchase orders.

Year End - Procurement Future Year (2016) Purchase Requisitions

Deadlines for *Future Year* (FY2016) Purchase Requisitions

April 15-May 5, 2015: FY16 requisitions (\geq \$10k) that require bidding with an effective contract start date of July 1, 2015, to allow sufficient time for the bid process. *Note: All contracts that require a signed University-approved agreement, regardless of the dollar or bid thresholds must be submitted to Procurement and Contract Services for approval prior to the contract start date.*

May 6, 2015 or after: FY16 requisitions that do not require bidding with an effective contract start date of July 1 may be entered any time on or after May 6, 2015; however, resulting purchase orders will not be released and sent to the vendor until the start of the new fiscal year (on or around July 1, 2015). If a vendor requires early notification that a purchase order is forthcoming on July 1, advise Procurement & Contract Services so that a Letter of Intent can be sent to the vendor.

The following process applies to entering future year (FY16) purchase requisitions mentioned above:

1. Access Tigerbuy e-Procurement System
2. From April 15 – June 30, under the “Billing Options” section, change “Accounting Date” to July 1, 2015. On July 1, allow system to default to “no value.” Notice will be posted on the Tigerbuy Message Board and via email to active users indicating that the Accounting Date field can default to “no value.”

July 1, 2015 or after: All other FY16 requisitions.

Note: Pursuant to accounting and auditing standards, requisitions for maintenance, service, & license agreements must be charged to the year in which they are effective. Example: If a software license agreement is effective July 1, 2015 to June 30, 2016, the requisition must be entered and charged to FY16.

Questions?



Next Focus on Finance

June 18, 2015

1:30 - 3:00 PM

UC Memphis Room 340

Comments or suggestions?
Email: bffin@memphis.edu

Focus on Finance website:
www.memphis.edu/focusonfinance

