

Mail Services lobby receives much anticipated facelift



Pictured above is the redesigned lobby of Mail Services, which now offers a professional, customer-oriented environment for the campus community to conduct business.

Over the last several months the lobby of the Mail Services Department has been redesigned to give the area a more appealing, customer oriented atmosphere.

Changes included altering the layout of the lobby, adding

outgoing mail slots to provide for the secured mailing of personal mail, and the addition of framed artwork to improve its appearance.

A section of the lobby has also been partitioned off as a work area, which will allow

a mail service employee to monitor the lobby while providing privacy in which to work. Additionally, due to the elimination of a front desk position in Mail Services, a door chime and security camera have been added to the lobby to ensure that a mail officer is notified when a customer needs assistance.

The improvements at Mail Services have not only been cosmetic. Recently a new mail processing machine was purchased, which improves the speed that mail is processed and metered, allowing for even greater efficiency in the department.

Finally, Mail Service's new website recently went online and the campus community is encouraged to become familiar with it. Located at <http://ualr.edu/mailservices/>, the website provides a convenient way to obtain general information

Inside this issue:

Travel reimbursement processing	2
"Identity Theft" training	3
Confirmation process set to begin in July	3
Bits & Pieces	3
Merger results in procedure change	4
Construction schedule update	4
Receiving training is now online	4
Go 'Green' with these small steps	4

regarding such things as services offered, staff and mailing information, forms, and answers to frequently asked questions.

Travel accident insurance for students and employees

Frequently the Office of Finance & Administration receives questions about employee travel, student travel, and travel accident insurance coverage. This article will provide an overview of the steps that should be taken when an employee or student group travels on official University business or a sponsored trip, to ensure coverage by travel accident insurance.

Authorization to Operate a Motor Vehicle

Any student or employee operating a motor vehicle on

official University business or a sponsored trip, must complete an Authorization to Operate a Motor Vehicle form. This form acts as a release to permit the University to check your driving record, and anyone found to have an unacceptable driving record will not be allowed to drive.

Incidents which would deem you as having an unacceptable driving record could include having excessive driving points of 10+, a suspended or revoked driver's license, a DWI offense, or lack of liability insurance.

The Authorization form should be submitted to the Office of Finance & Administration with a legible copy of your driver's license at least 10 calendar days prior to the travel date to ensure enough time for the driving record check.

Once your driving record is received, a representative of the Office of Finance & Administration will inform the sponsor(s) or department head(s) of your eligibility to drive on behalf of UALR.

Employee Travel

University policy states that employees traveling on behalf of UALR should have an approved Request for Authorization of Travel Expenses (TA) on file. This authorization will also include any "estimated" expenses that will be incurred while traveling. Travel expense reimbursements will not be issued unless a TA is on file.

When traveling on official UALR business you are covered under the University's travel accident

Travel reimbursement processing and required documents

With the introduction of the BTA (travel) card several years ago, reimbursement procedures changed. This article should clarify exactly what Accounts Payable needs in order to process a travel reimbursement request (TR-1), and why.

If the traveler is to be reimbursed for a hotel expense, then the **original** hotel receipt must be attached to the TR-1. However, in the event the hotel expense was paid for with a BTA card then a **copy** of the receipt should be attached to the TR-1 and the **original** sent to Purchasing with the BTA reconciliation.

Remember, a hotel receipt must always be attached to the TR-1 when it is submitted to Accounts Payable, whether it is the original or a copy.

Accounts Payable needs the hotel receipt (even if the hotel was paid with a BTA card) so they can audit the amount paid for hotel charges, and make sure they are in compliance with the maximum allowed by the State. Legitimate purposes to exceed the maximum allowed for hotel charges

can be because the event attended is located at the hotel or to avoid the rental of a car.

If an overnight stay was involved and there are no hotel charges listed on the TR-1, then an explanation will need to be provided, otherwise the reimbursement to the traveler will be delayed while it is researched with the department. If no receipt is available, the TR-1 will be delayed or reduced until a receipt is produced and charges verified.

When the hotel charge exceeds the maximum allowed by the State, then the travel authorization is checked for justification and signature. If the justification and signature is not there, then the reimbursement is either reduced or it is sent back to the department for clarification.

The **original** and **one copy** of the TR-1 is required by Accounts Payable in order to process the reimbursement claim. However, if the traveler is paid by direct deposit, only the **original** TR-1 needs to be submitted.

Remember, any charge submitted for reimbursement must have a receipt. If one is not available, an explanation must be provided and signed off by the budgetary head. Receipts for meals are the only exception to this rule. UALR's policy allows meals to be reimbursed for actual expenses up to the allowable rate, but receipts are not required. It is the employee's responsibility to keep track of actual meal expenses.

Finally, keep in mind the following rules regarding meal reimbursements:

- Meals will not be reimbursed when the same meal is provided by the convention, unless a good reason is provided.
- Meals will not be reimbursed outside of travel time.
- Alcohol purchases will not be reimbursed.
- Tips up to 15% of meal expenses may be reimbursed.

Lanita Shepherd is responsible for auditing travel reimbursements for the campus. Feel free to contact her at 569-8622 or Bruce Anderson at 569-8617 with any questions regarding your TR-1.

Travel accident insurance ... continued from page 1

insurance policy as long as a TA form is on file. Even if you do not intend to claim expenses for reimbursement, the TA form must be completed, and the box "No Cost – UALR Insurance Only" should be checked. Travel accident insurance only covers you during actual time while operating a vehicle on official University business.

Student Group Travel

Often students travel off-campus to represent the University or for an academic learning experience. It is important that proper procedures are followed to ensure that the employees and students are covered by travel accident insurance, as follows:

•Verify that any student or employee who plans to drive at any time during the trip (whether it is a personal car, a rental car, or a University fleet vehicle), has an Authorization to Operate a Motor Vehicle form on file and is authorized to drive.

•Complete a Request for Authorization of Travel Expenses (TA) form for each University employee who will be driving on the trip, which ensures coverage under the University's employee travel accident insurance policy. If no expense reimbursements will be submitted, then the block "No Cost – UALR Insurance Only" should be checked.

•Secure authority for the trip by completing a Class Trip Authorization form. Once the appropriate signatures have been obtained the form should be filed with the Office of Finance & Administration for final authorization from the Vice Chancellor of Finance & Administration.

•Student travel accident insurance through the University should be purchased for all students traveling on official University business or a sponsored event. This insurance is purchased when the Class Trip Authorization form is filed with the Office of Finance & Administration at the rate of

.55 per student, per day for vehicle travel and .70 per day for travel by airplane. The department or student organization will be back charged for the insurance expense following completion of the trip. Student travel accident insurance covers students from the beginning to the end of the trip, not only while traveling in a vehicle.

This article provides only a quick overview of employee and student travel accident insurance. If there are travel insurance questions that fall outside the scope of what has been provided above, feel free to call Finance & Administration at 569-3202 and they will assist in providing an answer based on your individual circumstances.

All forms may be found on Finance & Administration's website, www.ualr.edu/administration/vcfa/ under the "Resources" link.

Red Flags Rule “Identity Theft” training

According to the *Wall Street Journal*, Identity Theft is the fastest growing white collar crime in the United States today.

An identity can be stolen with a few pieces of personal identifying information. This information can be obtained from a variety of sources, including stolen mail, computer hacking, fraudulent address changes, etc.

In response to the growing threat of identity theft, the United States Congress passed the Fair and Accurate Credit Transactions Act of 2003. The Federal Trade Commission is in charge of enforcing the Red Flags Rule, and has set a date of June 1, 2010 in which all applicable businesses and agencies must be in compliance. This includes having a policy and training in place to address the problem of identity theft.

As part of the University of Arkansas at Little Rock's Identity Theft “Red Flags Rule” Program, University employees working for departments subject to the Red Flags Rule Program, who are involved in the creation, modification or administration of covered accounts, are required to review a training presentation and successfully complete the accompanying assessment.

Employees must answer 80 percent or more of the questions in the assessment correctly, and will be able to repeat the test until the 80 percent criterion has been accomplished.

It is expected that training will begin in late spring and will be coordinated by the Office of Finance & Administration and the respective department heads. The training module should take about an hour to complete and will need to be repeated on an annual basis.

Bits & Pieces

Although authorized leave must be listed individually on classified employee's time sheets, it is NOT necessary to list it individually on non-classified time sheets (pink sheet). Authorized leave is listed individually on the classified time sheet because the employee must account for the 8 hour work day.

If you are preparing a 3rd class/bulk mailout, please bring over a true example of the mail piece to Mail Services before you tell the printer to begin the job. There are many USPS layout and design requirements for 3rd class/bulk mail. Also, these USPS requirements change frequently. Do not assume that if you did the same mailout a year ago that it will be acceptable today.

Confirmation process set to begin in July

Beginning with the Fall 2010 semester, students will be required to confirm their registration to reserve their class selections. The new confirmation process was established to help UALR students understand their registration and financial obligations. Please be aware that there will be a new process when UALR students register for Fall 2010 classes that will replace the previously required \$100 deposit.

Here is information about the new registration confirmation process:

Registration will open April 16, 2010, but the confirmation link will not be available until July 19, 2010. To confirm their registration, students will need to log into BOSS and then select the “Confirm Your Registration” link. They will then be given a confirmation number at the end of the process.

If students register between April 16 - Aug. 12 they must confirm by Aug. 12 at 5 p.m. If students register between Aug.

13 and Aug. 25 they must confirm by Aug. 25 at 5 p.m.

Once confirmed, if students decide not to attend UALR for that semester, they must withdraw by 4 p.m. Aug. 25, 2010 to receive a 100 percent charge adjustment.

When students confirm their registration, they will agree to the following obligations:

-UALR's official method of correspondence with students, including billings, is via the UALR assigned email address. I accept my responsibility to access my UALR assigned email account regularly and to take any required action.

-I understand that once I confirm my registration, I have made a contractual financial obligation to pay all tuition and fees associated with any classes in which I register.

-I authorize UALR to apply any financial aid I receive toward my account balance. Should my aid be reduced or cancelled, I understand that I will be fully responsible for all my charges.

-I understand that UALR will assess financial penalties on any past-due accounts. At semester end, I understand that if I have a past-due account, my account will be referred to an outside collection agency, and I will be responsible for any additional charges.

-I am responsible for reading and understanding the current Drop/Withdrawal policy of the University as it appears in the current UALR Student Handbook.

If you have any questions about this new registration confirmation process, please call Student Accounts at 501.569.3450.

**Confirm
the
Term**

Visit Finance & Administration's new website ~ www.ualr.edu/administration/vcfa

Design and construction schedule update

There are various construction projects in process on the University's campus. Construction start date includes the design phase as well. Below is an update on the status of each of the projects:

NanoTech Building

Design professionals and a general contractor have been selected and weekly programming meetings are in progress. Construction schedule is on target for start April 2010 with substantial completion by August 2010.

One Stop Student Services

Design professionals have been selected and the programming phase is in progress. Construction schedule is on target for start April 2010 with substantial completion by October 2011.

Administration South

Design professionals have been approved by the UA Board of Trustees at the Jan. 29 meeting. Design and construction schedule is on target for start April 2011 with substantial completion in June 2012.

Honors Housing

Design professionals have been selected and schematic design is underway. The general contractor was approved by the UA Board of Trustees at the Jan. 29 meeting. Construction schedule is on target for start April 2010 with substantial completion by July 2011.

Sports Complex

Design professionals were approved by the UA Board of Trustees at the Jan. 29 meeting. Construction is on target for start May 2010 with substantial completion by March 2011.

Go 'Green' with these small steps

Here are a few ideas from the Purchasing Department to help you Go "Green":

- **Switch from original to remanufactured cartridges.** By simply switching to remanufactured cartridges, you can save up to 10 percent on your ink and toner expense, divert waste from landfills, and reduce the amount of oil and electricity needed to create new cartridges.
- **Switch from non-recycled to 30 percent recycled paper.** If you are already buying 30 percent, upgrade to 100 percent. Today it is almost impossible to tell the difference in quality and brightness between non-recycled and recycled paper. Although recycled paper can be more expensive, you can save a lot of money by switching from single-sided to double-sided printing.
- **Ship Green! Switch from next-day to twice-a-week or once-a-week delivery.** By consolidating orders and switching to once a week or twice a week delivery, packaging is reduced, purchase transaction costs are minimized and the carbon footprint associated with deliveries will also drop dramatically.

Refer to your Office Depot "Green Book" for many opportunities to become more sustainable in your office. These books are available in Purchasing or you may purchase them with your next Office Depot order (the order number is 250-156).

Receiving training is now online

Training on how to enter receivers in Banner is now available online at <http://ualr.edu/banner/>. Departments have the option to enter their own receivers rather than sign and send them over to Financial Services. Those departments that have chosen this option have preferred it over the manual system because it pays the vendors faster and the department can get immediate feedback on the results of the receiving.

Financial Services provides regular one-on-one training for receiving that is highly recommended for new employees. The new online videos supplement the regular training but can also be used by those experienced with BANNER and FOIDOC to train on how to do receiving. Anyone interested in trying the online receiving should contact Armenta Lockhart in Financial Services at 569-8448.

Merger results in procedure change

With the merger of Human Resources and Human Relations they have been diligently working to streamline as many of the processes and procedures as possible. One of the first changes is how approvals for faculty and non-classified professional positions must be submitted.

As of Jan. 4, 2010, all requests for approvals of faculty and non-classified professional positions should be submitted via e-mail to HR-Recruitment@ualr.edu, which will ensure someone handles the request in a timely manner.

Upon receipt of this request someone from the hr-recruitment team will start the process with the hiring official.

Dollars & Cents is a publication of the UALR Finance offices. Comments, questions, or article suggestions are welcomed via email to siobrien@ualr.edu.