

UALR Dollars & Cents

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Registration confirmation a success



The marquee on University Avenue flashed a reminder to students to confirm their class registration.

UALR kicked off the fall semester with a new registration confirmation process for students. This process replaced the previous requirement of a \$100 down payment to hold classes.

The new confirmation process was established to help UALR students understand their registration and financial

obligations. It requires students to confirm their registration to reserve their class selections.

To confirm their registration, students simply 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.

Students welcomed the idea of keeping the \$100 in their pocket and responded well to the new process by logging into BOSS and "confirming the term." The opening day for the confirmation link resulted in 45 percent of students confirming their registration. Ten days later the number of students who had confirmed had more than doubled, to 92 percent.

Additionally, the number of students deleted from classes for not confirming was less than it had been in over a decade. With results like this, it's easy to conclude that the new process was a success.

What's next? For the Spring 2011 semester we will expand on this success and require students to confirm *and* satisfy payment requirements to reserve class selections. Payment in full or a down payment of the deferred payment plan must be made for any charges not covered

Continued on page 2...

Inside this issue:

Purchasing welcomes new director	2
IRS - FICA rules for students	2
Insurance FAQ	2
Mail Services receives new equipment	3
Use of Direct Pay Request Form	3
Bits & Pieces	3
Christmas break information	3
One-Stop Construction Update	4
Finance Chat scheduled for Nov. 4	4
Mail Services to host workshop	4
Using workflow to increase efficiency	4

Web Time Entry set to implement in March

In March 2011, the Office of Financial Services - Payroll Department will implement an online time sheet reporting process known as "Web Time Entry." Web Time Entry is an electronic method of reporting hours worked and leave time that will allow employees to submit their time through BOSS for approval instead of through paper time sheets.

Web Time Entry will accomplish several goals, including sustainability by using a paperless method and greater efficiency through technological resources.

With Web Time Entry, Classified and Non-Classified employees will self-report

only their exception time. However, hourly employees will submit their time to their supervisor (according to procedures set up within that department), and then departmental leave administrators will enter hours worked into Web Time through the Departmental Entry function. Comp time earned will also be entered using Departmental Entry.

Finally, for those departments that wish to utilize it, there is a Leave Request component of the program. Leave Request is an electronic form of a leave slip in which employees can request time off for future dates. The supervisor will have access to available leave balances before approving

the request. This function can help larger departments in scheduling and organizing time off for their employees.

Key advantages of moving to Web Time Entry are that leave will automatically be deducted from leave balances, there will be no manual entry for payroll, and leave will be entered through BOSS.

Other advantages to using Web Time Entry include a reduction of errors, employee empowerment, reduction of lost time sheets, and finally, access of time sheets or leave reports anywhere and anytime.

A pilot group began using Web Time Entry in June to become familiar with the system and provide feedback so that any necessary improvements could be made before implementation in March.

The Payroll Office will begin campus-wide training in February. Updated information will be posted on Facfocus and Staffocus, including training dates, location, and sign up instructions.

For further information on Web Time Entry, please contact Heather Sanders, hmalford@ualr.edu or 569-8452.

Insurance FAQ

NOTICE: A representative from the Office of Finance and Administration will be attending a Risk Management Insurance Workshop in late October. Please send any specific insurance questions you have to Sheri O'Brien, siobrien@ualr.edu, and we will submit your questions at the workshop.

How do I purchase Student Travel Accident Insurance and how much does it cost?

Student travel accident insurance is purchased when the Class Trip Authorization Form is filed with the Office of Finance and Administration. A list of participating students along with their T numbers should be attached to the form. The cost of insurance is 55 cents per student, per day for vehicle travel and 70 cents per student, per day for travel by airplane. The department or student organization will be back charged for the insurance expense following completion of the trip.

What does the Student Travel Accident Insurance Cover?

Student travel accident insurance provides limited coverage on students for accidents incurred from the beginning to the end of the trip, not only while traveling in a vehicle.

Is there student insurance available for summer camps and extra curriculum activities?

Yes, it is available for \$1.65 per insured person per week. This insurance can be used to insure students of all ages when they are participating in UALR sponsored camps or activities. Contact the Office of Finance and Administration at 569-3202 to purchase this insurance.

How do I as an employee ensure I am covered on the university travel accident insurance when traveling on behalf of UALR?

When traveling on official UALR business employees are provided limited coverage under the university's travel accident insurance as long as a TA form is on file. Even if the employee will not claim expenses for reimbursement, the TA form must be completed and the "No Cost - UALR Insurance Only" box checked.

For answers to additional insurance questions, visit the Office of Finance and Administration's web page (ualr.edu/administration/vcfa), email your questions to siobrien@ualr.edu, or call 569-3202.

Purchasing welcomes new director



David Lochala began work as UALR's new director of Purchasing on Aug. 2.

David Lochala recently joined UALR as the new director of Purchasing, after the retirement of long-time Purchasing Director Mike Shepherd. David is a native of Arkansas and has worked in higher education in Arkansas for 10 years. Before coming to UALR he served as the director of Purchasing for

IRS - FICA rules for students

In order to be in compliance with the IRS rules and regulations, student employees (undergraduate and graduate) who are enrolled less than half time will be subject to FICA withholdings (Social Security - 6.2 percent; Medicare - 1.45 percent).

Half time for undergraduate students is six hours and for graduate students is five hours. Exceptions to the student FICA rules apply to hourly employees who have F-1 (student) and J-1 (practical training) visa status.

If the hourly employee is not a student or enrolled in any classes he or she is subject to FICA withholdings (Social Security and Medicare taxes).

Registration confirmation ... cont. from pg. 1

by financial aid **before** students can confirm their registration.

A communication campaign for this phase of the process will start in mid-October, but faculty and staff will always be our best form of communication. Please take a stand for our students and remind them every chance you get. Our students are the most important asset

the Arkansas State University - Beebe campuses for six years.

David graduated from the University of the Ozarks in Clarksville with a B.A. degree in Communications. His professional background is primarily in purchasing, although he has also worked in Financial Aid as a compliance officer.

As a former employee of UALR, David is familiar with the university, many of the employees, how it operates, and its procurement needs. "I am glad to be back at UALR and am excited to see the growth and direction of the university," he said.

David is currently remodeling a home in the University District and is pleased about the University District Partnership.

David is a member of the Arkansas Agency Procurement Officials group, an advisory board member to the Office of State Purchasing and a recent graduate of the Higher Education Leadership Institute sponsored by the University of Arkansas Global Campus.

What does this mean to the campus? If you have hourly employees who are graduate students and are enrolled in less than five hours they will have to pay FICA and MQFE (Medicare) taxes. The department is responsible for paying the match for FICA and MQFE. Also, the department will be subject to unemployment tax rate of .48 percent for FY11. Departments are required to budget an additional 8.13 percent in fringes.

For additional information, refer to the UALR Student Employee FICA Exemption Policy, or Internal Revenue Bulletin: 2005-2 - Section 7. Standards Applicable to Undergraduate and Graduate Students (irs.gov/irb/2005-02_IRB/ar16.html#d0e4145).

of UALR and we want to keep them in classes. The confirmation link in BOSS opens on Dec. 15 for the Spring 2011 semester.

Questions regarding the confirmation process can be directed to Gina Fielder, gpfielder@ualr.edu, or 569-8755.

Mail Services receives new postage equipment

Did you know that UALR Mail Services has a new mail machine for your outgoing personal letters?

In the past, Mail Services had to purchase a large variety of adhesive stamps of varying denominations to provide postage service to its customers. This resulted in slow and cumbersome service. However, the new machine weighs and applies the correct postage to the mail piece in a matter of seconds. Once the postage is printed, the mail piece will be picked up that day by the United States Postal Service and sent to its destination.

The new mail machine is located in the front lobby of Mail Services (SUA-103). Only personal outgoing mail can



be processed using the new postage machine. All outgoing campus mail will still be metered using a separate machine.

To learn more about Mail Services and what is available to the campus community, visit their website at ualr.edu/mailexpress/.

Use of Direct Pay Request Form

UALR has three systems that are used to produce payment, the Financial Aid system, the Procurement system, and the Payroll system. Each of these systems has its own reporting and regulatory requirements that must be met. In addition, the systems have safeguards in place for notifying other parties when there is a problem.

When payments go through the Financial Aid system, those payments are used to determine other scholarship payments and are used in Financial Aid reporting. In the Purchasing system, payments are reviewed with respect to state law and UALR policy. In the Payroll system, withholding and W-2 information is collected.

The university does not want to bypass these systems, but there are payments that cannot be processed through them. For those instances, a Direct Pay Request Form may be used. A policy

Christmas break - important information

The campus will be closed Dec. 20 to Jan. 2 for Christmas break. Employees (classified and non-classified) must have 40 hours of accrued vacation or a combination of 40 hours vacation and comp time leave in order to be paid for all the holidays. Employees who do not have the 40 hours available will be at risk of not being paid for the holidays.

Employees less than 100 percent (full-time) will be charged leave according to their appointment percentage.

was recently enacted that details when it is appropriate to use the Direct Pay Request Form and can be found on the Vice Chancellor of Finance and Administration web page (ualr.edu/administration/vcfa), under the "Policies and Procedures" link.

To summarize, the use of this form is limited to payments to out-of-agency accounts, non-expenditures relating to refunded revenue, and non-compensatory stipends that cannot be run through the Financial Aid system.

In short, scholarships should be processed through Financial Aid, procurements through Purchasing, and payments for services through Payroll or Purchasing. Only when payments cannot be processed through these systems should a Direct Pay Request Form be used. If you have any questions about use of this form, contact Financial Services at 569-3318.

Sick leave may not be used to offset any of the leave usage required for the Christmas break, unless the employee is in the hospital or has sick leave that is documented by his or her medical physician.

Classified and non-classified employees must have time sheets and leave reports submitted to the Payroll Office by Dec. 13 for the pay period ending Dec. 18.

Bits & Pieces

Reimbursable tip limits

When purchasing meals of any sort for the university, please be aware that the maximum reimbursable tip by law is capped at 15 percent of the total. All tips in excess of 15 percent will not be reimbursed.

On-campus catering requirements

When providing a meal for a meeting that will be held on campus, you must first contact Sodexo to see if they are able to provide your catering needs. If they are unable, you may have an outside vendor provide the meal, but only if you have written documentation from a Sodexo representative stating that they are unable to provide service for your event.

Policies to be centrally located on website

The university is in the process of going through a major policy codification initiative. As a result, a policy website (ualr.edu/policy) has been created to serve as a central repository for all university policies. At the completion of this process, all UALR policies will be located on this one webpage.

New TA form information

The Request for Authorization of Travel Expenses Form (TA) has recently been revised and is available on the Purchasing website: ualr.edu/purchasing/index.php/home/purchasing-forms/. The form was revised to add a checkbox for Foreign Travel (Sponsored Accounts), followed by an ORSP required signature line. This box must be checked and the form signed by ORSP if there is foreign travel involved and there are any Banner fund accounts managed by ORSP (Banner Fund accounts beginning with a "2").

Excess vacation and sick leave

Employees may risk forfeiting their vacation leave in excess of 240 hours and sick leave in excess of 960 hours if not used by Dec. 31. Employees will be paid out all hours in excess of 240 hours of comp time if not used before Dec. 31. Employees may also donate up to a maximum of 40 hours to the catastrophic leave bank.

Supervisors and managers, please review your Argos leave reports for employees at risk and make the necessary arrangements for employee(s) to take leave accordingly. For further information, contact the Payroll Office at 569-3136.



Source: Polk, Stanley, and Wilcox Architects

OneStop Construction Update ... Designs have been finalized and construction is expected to begin on the One-Stop Student Services building, with a completion date of Fall 2011. This is a new, modern four-story building planned to consolidate all student services and campus administration into one facility. Located strategically adjacent to both the Ottenheimer Library and the Donaghey Student Center, the building will house campus Administration, Admissions and Financial Aid, Records and Registration, Bursar's Office (Student Accounts/Cashiers), University College, Private Scholarships, Disability Services, Veteran Affairs, and Transfer Services. Additional information and plans are located on the Facilities Management webpage, ualr.edu/facilities/index.php/home/campus-projects/.

Using workflow to increase efficiency

ImageNow is the system the campus uses to image student records, invoices, journal entries, time sheets, etc. All images are indexed with multiple indices and stored in various virtual "drawers." The drawers determine who can look at the images. What many may not realize is that, in addition to being used as a repository for records, ImageNow can also be used to facilitate processing of records using its workflow feature.

Currently Purchasing and Accounts Payable are the only areas on campus that use workflow. Invoices that go to Purchasing are imaged there and then put in a queue for processing. Some images are then forwarded to Accounts Payable for processing. This decreases processing time by a day, prevents the re-sorting of mail in Accounts Payable, and makes for an easy identification of where the invoice needs to be paid. Purchasing can also see progress of the invoice at any time, add documentation, or notation on the image.

Once the invoice is in the Accounts Payable queue, it is routed to the various accountants who can then review and input the invoices. The accountants have the ability to notate on the image, route to the Accounts Payable supervisor, route to another accountant, route back to Purchasing, or route to whatever path is set up. Documentation can be added to the invoice by a variety of ways, including printing emails directly to the image, scanning in new documents, or merging existing documents.

Processing goes much smoother between Accounts Payable and Purchasing because of the workflow feature. With workflow, finding documents is easier, problems are resolved with more speed, and the documentation moves faster.

This is not to say that workflow is for every process. For instance, Accounts Payable does not use imaging to process everything. Auditing travel works better

Finance Chat scheduled for Nov. 4

Have you found a Banner trick that other users could benefit from? Do you have a nagging finance question you have never gotten answered? Come to the Finance Chat scheduled for Thursday, Nov. 4 to share your ideas or gather information. It will be held from 2 p.m. to 4 p.m. in Donaghey Student Center, Conference Room D. Refreshments will be served.

The Chat session is intended as a resource for anyone who manages or monitors funds through Banner Finance. Staff from Financial Services, Purchasing, the Bursar's Office, and Finance and Administration will be on hand to answer questions and offer brief training opportunities.

Seating is limited and pre-registration is required. Submit your registrations and any questions you wish to have specifically addressed using the Google form located at <http://tiny.cc/x1e0dqxruv>. For further information, please contact Financial Services at 569-3318.

Mail Services to host mail piece design workshop

Mail Services will host a mail piece design workshop on Nov. 19. Martha Johnson of the USPS will discuss your questions and concerns regarding how to design a mail piece that will consistently meet USPS standards.

This workshop will be very beneficial to all resident UALR graphic artists or anyone in your department who designs mail pieces and uses bulk mail services for discount postage.

The workshop will be held in DSC Room G on November 19, from 11 a.m. until 12:30 p.m.

Space is limited, so please RSVP to Scott Kaufman, sdkaufman@ualr.edu.

with paper. It has also been found that invoices where there is no purchase order or requisition are best left to paper until those issues are resolved.

In conclusion, workflow has made the service provided by Financial Services faster, more efficient, and better able to serve the campus community.