

# UALR Dollars & Cents

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## Web Time Entry launched March 1



Heather Sanders, an accounting supervisor in the Payroll Office, recently conducted a training session on Web Time Entry. Training on the new time entry system began in February and continued into the first week of March.

On March 1 UALR implemented the 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 allows employees to submit their time and leave reports through BOSS for approval instead of through the previously used paper system.

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

Advantages include a reduction of errors, employee empowerment, reduction of lost time sheets, and finally, access to time sheets or leave reports anywhere and anytime.

Classified and Non-Classified employees will self-report only their exception time while hourly employees will submit their time to their supervisor, and then departmental leave administrators will enter hours worked into Web Time. Comp time earned will also be entered using Departmental Entry for classified employees.

The Payroll Office has been working hard to ensure a smooth transition to the new time reporting system and that employees are familiar with the new process.

To ease the transition, a Finance Chat session dedicated to Web Time Entry was held on Jan. 25, which provided an introduction to the new time entry system and gave employees an opportunity to ask questions. The session was attended by approximately 45 people, and was well-received with positive comments.

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In addition, campus-wide training sessions were conducted in February, in order to ease employees’ transition from paper time sheets and leave reports

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## Registration Confirmation for Spring exceeds expectations

The second phase of the Registration Confirmation process, which was implemented this spring, required students to not only confirm their registration but to also satisfy payment requirements. Though many feared this new requirement would prove harmful to our registration totals, at the end of the eleventh day less than 100 students were actually deleted, many of which stated they were not planning to attend. This figure was much lower than early projections and was an indicator that our new confirmation process was working well.

Another early sign of success came with our Feb.15 payment due date when we saw a dramatic decline in the number of students not making payments on time. Last spring on the Feb. 15 due date, we assessed \$34,250 in late payment fees but Spring 2011, we only assessed \$7,250, a 79 percent reduction. The registration confirmation process is proving to be a successful tool in improving the financial literacy of our students.

The summer confirmation process will follow the same format used in the fall and spring semesters but will

have three confirmation due dates instead of two. This change was necessary to accommodate the four “part of terms” (Summer 1, 2, 3, & 4) associated with the summer session. These confirmation due dates do not coincide with specific “part of terms” but are based strictly on the date a student registers. For example, a student could register for Summer 1 and Summer 4 on May 1, and then confirm

prior to 5 p.m. on May 24. The process focuses on the date of registration and not on any specific summer term. (See below for summer registration and corresponding confirmation due dates.) You will hear much more on this as the semester progresses.

Should you have questions, please contact Gina Fielder in the Bursar’s Office, [gpfelder@ualr.edu](mailto:gpfelder@ualr.edu) or 569-8755.

If you register for <b>ANY</b> summer session between:	You must pay and confirm by:
April 18 - May 24	5 p.m. - May 24
May 25 - June 7	5 p.m. - June 7
June 8 - July 6	5 p.m. - July 6

## Web Time Entry FAQ

### **What is Web Time Entry?**

Web Time Entry is an electronic leave reporting system that allows Classified and Non-Classified employees to record their hours used in a pay period.

### **Who will use the online leave reporting system?**

Classified and Non-Classified employees.

### **When will reported leave hours be deducted from an employee's leave balance?**

Once the employee's leave report has been completed and approved by the appropriate supervisor, the employee's leave balance will automatically be updated.

### **What do I need to do if I forgot to report my leave usage for a pay period by the deadline?**

You will need to complete the Leave Adjustment Form located on Payroll's website (under the Web Time Entry link) and submit it to the Payroll Office.

### **How does an employee complete their final leave report?**

An employee's final leave report must be a paper time sheet.

### **What do I need to do if I approved the wrong leave usage for my employee?**

You will need to complete the Leave Adjustment Form located on Payroll's website and submit it to the Payroll Office.

### **As an approver, am I required to have a proxy?**

Yes, all approvers must have a proxy that can appropriately approve in their absence.

### **Why does a warning message appear every time I submit authorized leave?**

When an employee uses authorized leave, the balance becomes negative, which triggers a warning message.

*For answers to additional Web Time Entry questions visit the Payroll Office's web page ([ualr.edu/payroll](http://ualr.edu/payroll)), email your questions to [payrollwebtime@ualr.edu](mailto:payrollwebtime@ualr.edu), or call 569-8452.*

## U.S. Postal Service to adjust rates

The first U.S. Postal Service price change in two years will have minimal impact on retail customers, who will continue to pay only 44 cents for a stamp.

The prices filed with the Postal Regulatory Commission will become effective April 17, 2011.

Highlights of the pricing proposal include:

- First-Class letters (1 oz.) remain unchanged at 44 cents;
- Postcards will cost 20 cents;
- Letters to Canada or Mexico (1 oz.) increase to 80 cents; and

- Letters to other international destinations will remain unchanged at 98 cents.

Please remember that UALR Mail Services can process all outgoing campus business letters at 41.4 cents instead of 44 cents every day as long as they are received before 2 p.m. This does not apply to personal stamped or metered letters.

Contact Scott Kaufman at 569-8916 or [sdkaufman@ualr.edu](mailto:sdkaufman@ualr.edu) with any questions regarding the new rates or other postal needs, or visit [ualr.edu/mailservices](http://ualr.edu/mailservices).

## Know your back charges

Back charges occur when a department on campus receives services or supplies directly from another department on campus. These charges have a document number that starts with a dollar sign (i.e., \$0010538).

Each department that performs back charges uses a different rule code. A rule code consists of four letters that shows what type of back charge it is. Some units use a reference number to show an invoice number, work order number, or receipt number that can be referenced for additional information.

To find a reference number enter the back charge document number into the Banner form FGIDOCR. Then Next Block (ctrl + page down), hit the down arrow on the keyboard until you come

to a record that is on the fund and orgn number you are looking for. The document reference number will be located on the right side of the screen. This number should relate to the receipt or invoice number that is issued for the services or supplies. If you have the document it should explain what the charge is for. If you don't have the information, you can contact the department that created the back charge.

A convenient back charge reference guide can be found on General Accounting's website at [ualr.edu/generalaccounting](http://ualr.edu/generalaccounting) under the "Forms" link. If you have additional questions regarding back charges please contact Financial Services at 569-3318.

## ORSP publishes Export Controls video

Research and Sponsored Programs Administration has a wide variety of regulation and compliance issues to contend with. In this environment of increasing transparency, The Office of Research and Sponsored Programs has recently published an informational video about Export Controls.

Export Controls regulations are federal laws that prohibit the unlicensed export of certain commodities or information for reasons of national security or protections of trade.

Export controls usually arise for one or more of the following reasons:

- The nature of the export has actual or potential military applications or economic protection issues;
- Government concerns about the destination country, organization, or individual; and
- Government concerns about the declared or suspected end use or the end user of the export.

Contact ORSP at 569-8474 for further information on Export Controls or to obtain the video.

## VCFA welcomes Contract Review Manager



Nicole Hensley began work as UALR's Contract Review Manager on January 18.

Nicole Hensley recently joined UALR in the position of Contract Review Manager, working in the Office of the Vice Chancellor of Finance and Administration (VCFA). Nicole comes to UALR from Southern California where she worked for the University of California at UCLA and UCR in the field of Industry Sponsored Research.

Serving UALR in a newly created position, Nicole will aid the campus in contract related matters, including but not limited to: Professional Services, Industry Sponsored Research, Material Transfer, Confidentiality/Non-Disclosure Agreements, aspects of Technology

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to the automated process. Finally, to provide employees additional help submitting or approving their first leave report or time sheet, "boot camps" will be held March 16 - 18. Details will be posted on Facfocus and Staffocus, including dates, times, location, and sign-up instructions.

Employees began using the new system on March 1, and will enter their time sheets and leave reports for the March 1 thru March 15 pay period. The due date for the first reporting period is March 21 at 5 p.m. A calendar listing due dates for each reporting period may be found on Payroll's website, under the Web Time Entry link.

It is important to remember that if leave reports and time sheets are not submitted by the due date, a Leave Adjustment Form must be completed.

Transfer, and other contract related assignments.

Regarding her interest in this work, Nicole commented, "The explosive and complex growth that is occurring in university research, with State initiatives focused on creating an alliance between university and industry, allow for individuals in the field to make a dynamic contribution. I'm exceptionally pleased to be doing so here at the University of Arkansas at Little Rock."

Nicole's family heralds from Kansas, but she spent several years living near the Appalachian Mountains, being a graduate of Appalachian State University, North Carolina.

When asked about her recent transition from the West Coast to Arkansas, Nicole remarked, "As much as I enjoyed the warm Southern California beaches, I'm happy to trade them in for the warm southern charm found in abundance in the people here in Little Rock. The great State of Arkansas has much natural beauty of its own, and I am very excited to be living here. It feels like home."

*Nicole's office is located in Administration South 306, in the Office of the Vice Chancellor of Finance and Administration. She may be reached by phone at 569-3363 or email, [tnhensley@ualr.edu](mailto:tnhensley@ualr.edu).*

Payroll has established a listserv (WEBTIMEENTRY) in order to send out reminders on approaching submission deadlines and to communicate important information regarding the new time entry system to employees. Payroll will subscribe all employees to the listserv.

There are many helpful resources regarding Web Time Entry located on Payroll's website, [ualr.edu/payroll](http://ualr.edu/payroll). Click on the Web Time Entry link to learn more about Web Time Entry, access training documents, forms, quick reference guides, and manuals.

The Payroll Office is excited about the new Web Time Entry system and believes employees will appreciate its convenience and many other advantages. To receive assistance with Web Time Entry please contact the Payroll Office at 569-8452 or email, [payrollwebtime@ualr.edu](mailto:payrollwebtime@ualr.edu).

## Bits & Pieces

### Mandatory Office Depot contract

The Office Depot contract with the Arkansas Office of State Procurement has been renewed and is now in place. All departments should remember that the contract is mandatory and must be used for office supply purchases. You may also make office supply purchases from the state Certified Minority Vendor, Goddess Office Products. Their website may be found at [goddessproductsinc.com/index.php](http://goddessproductsinc.com/index.php). Please direct questions regarding office supply purchases to the Purchasing Department at 569-3144.

### Bid limits

UALR is required to adhere to purchasing laws established by the State of Arkansas. These requirements vary dependent on the dollar levels of procurement of "like commodities." In general, purchases in amounts ranging from \$0 up to \$5,000 may be purchased without any bidding requirements. Purchases from \$5,000 up to \$25,000 require three competitive bids to be on file. Purchases in amounts of \$25,000 or greater require Purchasing staff to advertise for formal sealed bids. Splitting purchase orders in an attempt to avoid these bidding requirements is illegal and the originator of the documents will be held accountable.

The Purchasing Department is also a member of many cooperative purchasing organizations. These contracts have **already** been bid, and purchases are allowed at any time with the previously negotiated pricing. If you need to know if a product is available, please contact Purchasing at 569-3144 and they will be glad to assist you.

### Bursar's Office

Since July 2009, the Bursar's Office (Cashiers and Student Accounts) has reported directly to the Associate Vice Chancellor for Finance and has not been under the supervision of Financial Services. Should you have any questions or recommendations for this office, please call our Bursar, Gina Fielder, directly (569-8755) or feel free to call the Associate Vice Chancellor of Finance, Steve McClellan (569-3202).

**Financial Literacy** ... It is widely believed that lack of financial literacy in our society was a major factor in the recent financial crisis. What can UALR do to help prevent this in the future? More to come ...

## Direct deposit saves time, prevents errors

Are you aware that the university can disburse most reimbursements and refunds by direct deposit? This process supports funds getting to our students, faculty, staff and vendors much quicker, is less expensive, and promotes sustainability. Here are some interesting facts:

Currently 73 percent of students have signed up for direct deposit. Why is this significant?

- Those students no longer have to worry about checks going to the wrong address or getting lost in the mail.
- Students receive their money faster.
- The bank does not have to process that money at the teller window.
- The Bursar's Office does not have to process those checks and pay the postage.
- There is no danger of check processing held up because of equipment problems (printer, folder sealer), or lack of staff.
- Student Accounts do not have to deal with returned and lost checks and related communication with the students and the bank. They can spend that time better serving the students.

Currently only 31 percent of travel reimbursements go out by direct deposit. Why so few?

- Employees possibly are not aware that direct deposit for non-payroll reimbursements is separate from their payroll set-up. Because of the separate process and policies, separate arrangements have to be made.

Currently 24 percent of vendors have signed up for direct deposit. How does this help?

- Vendors receive their money faster and call the University less.
- Departments deal with less vendor payment inquiries and can focus more on the students.
- The Bursar's Office does not have to process those payments and can spend that time giving more attention to students.
- Financial Services have fewer lost check problems and deal with fewer calls from the vendors, allowing them time to deal with vendors more effectively.
- Less paper.

Signing up for direct deposit is a simple process. Employees can set themselves up for direct deposit at any time through BOSS, or they can email a request to Financial Services asking that their direct deposit be set up the same as their payroll account. **Remember, in order to maintain the security of your accounts, no account information should ever be sent over email.** Finally, unlike payroll, non-payroll reimbursements can only be direct deposited into one account. To request direct deposit for non-reimbursables, or if you have any other questions regarding this process, email [kmmerrit@ualr.edu](mailto:kmmerrit@ualr.edu). Please include your T number when requesting direct deposit.

## Web Time Entry requires EPAF change

Implementing the new Web Time Entry process required a change for all EPAFs submitted for periods March 1, 2011 and afterward. EPAF originators will now need to use their department's "Time Sheet Organization," instead of the "Distribution Organization" that was used in the past.

All departmental level approvers should have already received an email listing the department's time sheet organization

code(s). Please contact the Payroll Office if you have not.

The online documentation for completing EPAFs has been updated to reflect the change. Originators are encouraged to visit the EPAF training website at [ualr.edu/support/epaf/index.php/home/epaf-overview/](http://ualr.edu/support/epaf/index.php/home/epaf-overview/) to review the documentation or call the Payroll Office at 569-3136 with any questions.

## CTS Travel Card required training

The Purchasing Department, along with the Arkansas Department of Finance and Administration, has implemented and conducted three mandatory CTS Travel Card Training Sessions. Additional sessions will be held in the future on a quarterly basis. Travel coordinators and the department dean/directors are required to attend these sessions.

The main purpose for CTS Travel Card training is to reaffirm departments' responsibilities, including:

- Maintaining or assisting in maintaining all documentation on all travel, i.e., Travel Authorization Forms, invoices and/or receipts.
- Making sure the Transaction Log and all supporting documentation is delivered to the Purchasing Office within five business days after the end of each billing cycle.
- Assisting in resolving any disputes on the cardholder account.
- Communicating all questionable activity to Robin Lancaster or LaVonne Colwell in the Purchasing Department at 569-3144.

## Receiver requests now sent by email

In order to get vendors paid quickly before the holidays, Accounts Payable sent out request for receivers by email instead of the usual paper method. Due to positive remarks Accounts Payable received from staff in various departments, it was decided to make this procedural change permanent.

Benefits from the new process include less paper clutter, the ease of documenting the process with emails, eliminating the need for Mail Services to transfer the paperwork, and additional steps toward sustainability. Vendors normally benefit too since this shortens the times between invoice submission and receipt of payment.

Questions regarding this new procedure should be directed to Accounts Payable, 569-3318.