

**Business Administrator Services**

**Forum Minutes**

**Feb. 12, 2014 9:00 a.m. to 11:00 a.m.**

**Kent Student Center Governance Chambers**

**New Timekeeping System**

**Lisa Heilman, Manager Payroll**

**Shelley Sherwin, Project Manager Information Sciences**

Lisa Heilman and Shelley Sherwin announced that Empower has been chosen as the university’s new timekeeping system replacing Kronos.

The university currently utilizes multiple timekeeping systems in order to meet the various needs of the departments. Due to the lack of a scheduling module in Kronos it was necessary for Dining Services to use TMX for their payroll needs thus resulting in the need for the university to maintain another system.

A Request for Proposal (RFP) for a new timekeeping system was prepared over a year ago and approximately 7 vendors supplied proposals. A committee representing various departments reviewed each proposal, viewed their demonstrations and scored each vendor. A unanimous decision was made and Empower was awarded the new contract.

Empower is headquartered in Orlando, Florida and has approximately 300 associates. Empower Software was created in 2007 (as Empagio Software) following the acquisition of the assets of Tesseract, Unitime Systems, Inc., and Business Analytics Corporation.  In 2009, Sage Compliance Service Tax Compliance Business (formerly Federal Liaison Services, Inc.) was acquired and the company was officially named Empower Software Solutions.  The over 35 years of HR solution experience from their acquisitions along with the development of new and innovative solutions that were created over the last few years has resulted in a strategic and transformative suite of HR-related solutions.

Empower will eliminate the need for multiple payroll timekeeping systems. The system works with Macs and is operated using html which will eliminate our current dependency on Java. Empower contains a scheduling module that meets the needs of Dining Services and also has features providing better functionality for multiple jobs and job transfers.

Implementation to Empower will start with Dining Services with a go live date of May 2014 and will continue for the remainder of the university with planned completion for all departments by the end of December 2014.

Employees will continue to clock in either using their swipe card or through the online system.

Lisa requested that each department send a copy of their organizational chart (if one is available) listing names and positions. These org charts will aid in the establishment of the hierarchy required for timekeeping and approvals. If your department has an org chart please send it to Lisa at lheilman@kent.edu.

Further information regarding the timeline and training will be communicated via the BAS Forum listing, e-Inside and Management Update.

**Zipcars**

**Melanie Knowles, Manager Facilities Planning and Operations**

**Sustainability**

Kent State University partnered with Zipcar, Inc. providing car sharing services to students and staff 18 years of age and older and to Kent city residents 21 years of age and older. The target audience is students, allowing an alternative to the various transportation options on and around campus i.e. walking, biking, PARTA etc.

Zipcar is the world’s leading car-sharing service allowing members to reserve a car online or on their phone for periods as short as an hour or as long as four days. Membership is required. Rates for non-university affiliated members are higher than those for university members. The rates provided below are for KSU students and staff. To become a Zipcar member go to [www.Zipcar.com/kent](http://www.zipcar.com/kent) and enter promo code “2014LAUNCH”.

First year membership is $25 and you will receive $35 in free driving; subsequent annual membership is $35. Rates for the Zipcars start at $7.50 per hour and $69 per day. Gas, insurance, roadside assistance and up to 180 miles of driving a day are included in the fees; miles in excess of 180/day are assessed a fee of $.45 per mile.

Departments should note that the Zipcar is not to replace the university’s contract with Enterprise.

Currently the Kent campus has 4 Zipcars; 2 Ford Focus vehicles, 1 Toyota Prius and 1 Kia Soul. There are 2 Zipcar locations: Fletcher Hall parking lot and Baumgardner Circle. Once your membership has been completed and your reservation has been made (allow ample time for processing) you will receive a Zipcard in the mail that will be used to unlock the vehicle. The Zipcard will be reused for each subsequent use. The vehicle is to be returned to the location and reserved parking spot in which you picked up the vehicle. Only Zipcar members are authorized to drive the Zipcar. If multiple people will be driving, each must have a membership.

Members must have a valid driver’s license and are subject to a license search.

* Members must meet Zipcar’s insurance requirements
	+ If you’re 21+, you must
		- Have had not more than two “incidents” (moving violations or accidents) in the past 3 years and no more than 1 in the past 18 months
		- Have had no major violations in the past 3 years
		- Have had no alcohol or drug related violations in the past 7 years
		- Insurance included in rate is a combined single limit of $300,000 per accident
		- Can use any of Zipcar’s 10,000+ cars in the US, UK, Canada, Spain and Austria
	+ If you’re 18-20, you must
		- Have had no “incidents” (moving violations or accidents)
		- Have had no major violations
		- Have had no alcohol or drug related violations
		- Insurance included in the rate is $12,500 bodily injury liability for 1 person injured in an accident, $25,000 bodily injury liability maximum for all injuries in one accident and $7,500 property damage liability maximum for one accident
		- Limited to cars on campus
	+ International drivers
		- Subject to above and
		- Need copy of driving record from home country
		- Visit [http://www.Zipcar.com/apply/foreign-drivers](http://www.zipcar.com/apply/foreign-drivers) for more information
	+ Damage sustained to any vehicle is subject to a fee of up to $750 which is not covered by the insurance
	+ Drivers 21+ may purchase a damage fee waiver (done at the time membership is requested and will apply to all reservations during that membership year).
* It is suggested that all drivers check their personal insurance coverage to determine if car sharing vehicles are included in their policy. Some insurance companies may cover car sharing differently than rental vehicles or may not include them at all. Also, check with your credit card company to see if they provide any coverage for car sharing if the expenses were charged to the credit card.

For more information and frequently asked questions visit [www.Zipcar.com](http://www.zipcar.com).

**Introductions of New Accounting Manager in the Controller’s Office**

**Interim Bursar and New Bursar Cashiering Manager**

Tammy Slusser, KSU Controller, introduced David Pfeiffer as the new Accounting manager in the Controller’s office. (Effective July 1, 2013 Melissa Cope accepted a part-time position as an Accountant II in the Controller’s office.)

David received his BBA with an emphasis in Accounting and Finance from Cleveland State University. He is also a certified public accountant. Previous to his employment with Kent State, David was the Accounting Manager at Emerald Development & Economic Network, Inc. and also the Center for Families and Children both located in Cleveland, Ohio.

Anne Brown, Associate VP for Business and Administration Services introduced Betsy Tierney as the new Bursar’s manager over Cashiering. Betsy replaces Pam Wilkes who left the university for a new role with CashNet.

Betsy received a Bachelor of Science in Technical Education and an Associate of Applied Business in Business Management from the University of Akron. Prior to her employment she worked at the University of Akron for over 18 years. Most recently she worked for 4 years in Cashiering and Student Accounts where she was the Manager. She also served as a student account specialist for 2 years and as an account specialist for 10 years.

Betsy participated and volunteered with various University of Akron activities and looks forward to working with the various university departments and getting involved in volunteer opportunities at Kent State.

Anne also introduced the new interim Bursar, Kristin (Stina) Olafsdottir. Stina has worked at Kent State since 2007 as the Manager of Student Accounts Receivable. Les Carter retired from KSU effective February 28, 2014 and Stina will serve as the interim Bursar.

Stina has a Masters in Public Administration with a concentration in Budget and Finance and is currently working on her Ph.D in Higher Education Administration. Prior to coming to the university in 2007 she was the Financial Coordinator for Portage County Clerk of Courts for 2 years and did budget analysis for the Portage County Commissioners for 6 years.

We welcome both David and Betsy to the university and congratulate Stina on her interim position. We look forward to working with each of them in their new roles.

**Changes to the FlashCart User Interface**

**Larry McWilliams, Assistant Manager Procurement**

FlashCart is located under the “My Action Items” in FlashLine. It is used to order supplies and provides a variety of hosted catalogs and preferred suppliers links.

SciQuest is the third party vendor that provides this application. Upgrades are made periodically and the most recent changes will take place at the end of March 2014. In the past the changes went unnoticed but in March there will be changes to the supplier portal user interface.

The new interface known as “Phoenix” has the navigation bar along the left edge vs. the current “Classic” interface with the navigation bar across the top. The “Phoenix” icons and the menu names were designed to allow the user to hover the mouse over the menu item and view the various options without clicking them.

The pages have been reorganized and a search tool has been made available allowing quick access to user menus and profiles.

User profiles will remain the same.

Watch for additional information and training opportunities. New user guides and updated videos will be made available once they have been completed.

If you have any questions contact Larry McWilliams in Procurement at lmcwilli@kent.edu or at extension 2-9196.

**Foreign Payment Awareness**

**Paula DiVencenzo, Tax Manager**

A foreign payment is defined as any payment to a non-U.S. citizen or non-U.S. entity including corporations, partnerships, etc.

A foreign payment can be made using a check request, wire transfer, a scholarship credited to the student’s bursar account, gift cards or any other non-cash method.

Awards, prizes, scholarships, services, employment, research study participants, royalties, use of computer software, warranties, installation, goods, licenses, housing benefits and sometimes travel expenses (commuting and student travel) may be considered foreign payments and may be subject to withholding.

It is important to understand the types of foreign payments and the corresponding reporting possibilities and withholding requirements. In order to prove Kent State is in compliance written documentation is required to prove that the payments have been reviewed. Accounts Payable, Payroll and the Tax manager are all involved in determining the appropriate tax reporting, if any. Improperly reporting foreign payments could result in tax penalties and accrued interest penalties being assessed to Kent State. It is also important to have the documents reviewed prior to receiving the goods or service from the payee so that the proper questions can be asked avoiding surprises and the inability to collect the tax from the payee.

**What is Needed to Process a Foreign Payment?**

* Documentation and determination is required before payment can be made
* Check requests must be completed accurately
	+ When paying an individual you must check either the U.S. citizen or non-U.S. citizen box
	+ If non-US citizen
		- Need payee contact information
			* Payroll, Tax manager or Accounts Payable will contact the payee for additional information to ensure proper reporting and withholding, if any
		- Need information to determine what type of income is being earned by the payee (pertains to individual payment)
		- Need documentation of the source country – where the transaction occurred according to tax law
		- Potentially need tax treaty exemption forms and identification numbers from payee
	+ Departments need to alert the payees that there are additional steps in the payment process for non- U.S. citizens

Watch for future process guidance. A new form will be developed that can be attached to the check request providing a check list of information required before payment can be made. The form will help to streamline the required information up front and avoid problems and delays during the payment process.

A new international tax email address has been set up: intltax@kent.edu. Any emails sent to this address will be received by Kristina Racher in Payroll, Barb Biltz in Accounts Payable and Paula DiVencenzo, Tax Manager.

**Additional Items Not on the Agenda**

**Verizon – Employment Validations for 15% Discount**

Tim Konczal, Director of Procurement shared the following information with the group:

Current Kent State University employees can receive a 15% discount off of their personal Verizon cellular phone bills but their employment status must be validated every 18-20 months.

If you are a current Verizon cell phone customer and you are currently receiving the 15% discount offered to KSU employees you will be contacted by Verizon to revalidate your employment status in order to continue receiving the 15% employee discount. At one time Verizon used the Kent State email address as verification but they are finding that since retirees, alumni and students all have a Kent State email that the discount is being utilized by non-Kent State employees.

Verizon is now requiring a copy of your most recent paystub as verification of employment. They are asking that you submit a copy of your paystub to them through their secure website link. This link can be found on the Procurement website. <http://www.kent.edu/procurement/policies/purchases/cellular-wireless.cfm>

Employees are urged to black out any sensitive information. Verizon only needs to verify the name of the employer, the name of the employee requesting the discount, and a current date of employment. Unfortunately, the revalidation cannot be done at any of the Verizon stores.

At the current time Procurement is not aware of any other cellular phone companies validating proof of employment.

**12-15 Passenger Van Discontinuance**

A memo dated February 6, 2014 from Tom Euclide was sent out to the BAS Forum members, Business Managers and Department Heads announcing that effective July 1, 2014 Kent State University will no longer authorize the use or rental of 12-15 passenger vans. A copy of the memo can be found under the meeting meetings on the BAS website.

Departments, faculty and staff that have previously utilized these vehicles will be required to find alternate means of transportation. These vehicles present a high risk to the university so their use will no longer be permitted.

Any questions pertaining to the 12-15 passenger van discontinuance should be directed to Tom Euclide at teuclide@kent.edu.

**PCI Data Security Standard**

Anne reminded the BAS members that any departments that accept credit cards as a form of payment will need to meet stricter guidelines in the very near future. The Payment Card Industry Data Security Standards will require more security features to be implemented in order to protect sensitive data associated with this payment method.

Departments need to review the types of transactions and the number of transactions that involve receiving credit card information as a form of payment and determine if the credit card option should be eliminated. What percentage of your department sales are credit card related? Can a Storefront be opened in CashNet thus eliminating the department accepting credit card information over the phone or relying on paper copies of credit card transactions?

Further information will be relayed as it is made available.

Next BAS Forum

Wednesday

June 11, 2014

Kent Student Center

***Room 306***