

**Business Administrator Services**

**Forum Minutes**

**Feb. 13, 2013 9:00 a.m. to 11:00 a.m.**

**Kent Student Center Governance Chambers**

**Lisa Heilman, Payroll Manager**

**Payroll Reminders and Updates**

W2’s

The W2’s for calendar year 2012 have been processed and are available online for those employees consenting to online access. A change was made to the online W2’s; if an employee did not consent to online access the W2’s cannot be viewed.

Printed W2’s were distributed to active employees who did not consent to online access.

* Sent to department by check distribution code
* Employees are encouraged to select the online access
* Eliminates the manual process of printing, sorting and distributing

Printed W2’s were mailed to the home address on record for the following:

* Terminated employees (voluntary or involuntary)
* Those with international addresses
* All student employees

All employees, whether full time or part-time, are urged to sign up for both direct deposit and electronic W2 consent.

Kronos Reminders

BAS members were also reminded that Kronos supervisor guides are available online. The supervisor guides include both a Supervisor Manual and a Supervisor Quick Guide and can be found in FlashLine under the “Time Approval in Kronos” section.

If you have hired an employee in your department and you cannot see their name in Kronos you need to contact Payroll. Hours worked must be recorded on the day that is worked. Payroll can add hours to previous pay periods to properly reflect hours worked. Adding hours to another date can result in the employee being paid twice.

Example: John Doe worked in your department on Jan. 25, 29 and 31 but his name did not appear for the week ending Jan 25. You cannot add the hours for Jan 25 to one of the other days during the next week that he did not work. Not only does this not properly reflect the time worked, but John Doe could claim that he did not get paid for Jan 25 and subsequently get paid again even though the hours for the 25th were recorded the following week.

Any employee entering “university business” for time worked must add a comment to the time period explaining what the university business was. Supervisors will be contacted if time has been approved for “university business” but no comments were included.

An RFP (Request for Proposal) for a new payroll timekeeping system has been sent out. The university is looking for a timekeeping system that can meet both the timekeeping needs of the university and the scheduling features needed by departments such as Dining Services. Currently Dining Services is utilizing another system that permits a module for scheduling and then feeds the payroll information directly into Banner. Payroll is looking for a system that contains modules that can meet the demanding scheduling needs and timekeeping needs in one system that will feed into Banner.

Departments are encouraged to check their labor distribution reports to ensure that the listed payees are accurate: have assignments been approved but the class or program has been cancelled; did an employee terminate but the paperwork did not get processed; did an employee transfer but the records weren’t updated etc.

Payroll Contacts

International employees and independent contractors Kristina Donnelly

 Kdonnel1@kent.edu 2-8641

Kronos and hourly payroll Joan Tesmer

 jtesmer@kent.edu 2-8651

Faculty, non-hourly and graduate assistant payroll Chris Bartow

 cbartow@kent.edu 2-8642

Retirement questions Judy Nelson

 Jnelso6@kent.edu 2-8638

Payroll main line and direct deposit questions Chris Douthitt 2-8640

Additional contacts

Tricia Grove pgrove@kent.edu 2-8637

Lisa Heilman lheilman@kent.edu 2-0987

Payroll mailbox payroll@kent.edu

**Emily Hermon, Accounts Payable Manager**

**OPERS Independent Contractor Form and Misc. AP Reminders**

A memo was sent out to the BAS Listserv on February 6, 2013 regarding Senate Bill 343 which was passed in 2012. As a result, any department that employs the services of an independent contractor must obtain a completed and signed OPERS Independent Contractor Acknowledgment form which may also be referred to as a PEDACKN form (Public Employees Determination Acknowledgment) for that individual. This form must be completed and signed within 30 days of the start of service. The PEDACKN must be submitted to Accounts Payable as part of the payment request packet. A new form is required each time a new HR Independent Contractor Determination form is completed. The PEDACKN form can be found on the Accounts Payable website in the Independent Contractor Information section: <http://www.kent.edu/about/administration/business/financial/controller/accountspayable/contractor/upload/PEDACKN-3.pdf>

Independent contractors can request that OPERS determine whether they were actually employees during the time period when they provided services to the university. If OPERS determines that the contractor was an employee, the university must submit the employee and employer retirement contributions, as well as associated interest. If a signed PEDACKN form is on hand, this liability only goes back five years.

There are three sections of the PEDACKN form:

Section 1: Can be completed by either the independent contractor or the department. This section contains the name and social security number of the individual seeking independent contractor status.

Section 2: This section must be completed by the department. You will note that some of the information has been entered onto the form. Departments are required to complete the service provided to the public employer section and the start and end dates. The dates entered must match the dates on the HR form.

Section 3: This is the acknowledgment section and must be signed and dated by the independent contractor.

The PEDACKN form can be faxed or emailed by the independent contractor to the department so that to the department can attach it to the check request, which is then submitted to Accounts Payable. The form will be retained by the AP department.

The Ohio New Hire Reporting Form is no longer required.

When paying an independent contractor, the following documentation must be forwarded to Accounts Payable:

* Complete and signed check request
* Copy of the HR Independent Contractor Determination email
* Contract or invoice
* OPERS PEDACKN form (with dates matching HR forms)

Misc.

Check requests should contain a meaningful and specific description in the description area. What is the business purpose of the expense? What was purchased?

If your department needs to attach a document to a check that is being sent out from AP, the department must attach extra copies of the documents that are to be attached to the check. Also, a notation in the special handling section is required.

Members were reminded that a department signature is required on invoices for payment of a PO (purchase order). The signature (not initials) is Accounts Payable verification that the services or goods indicated on the PO have been received and by the department and should now be paid.

Purchasing card transactions must be allocated and approved in Chase Payment Net by the 15th of the month. Failure to allocate and obtain final approval by the monthly deadline could result in the inability to use the card.

**Tia McKee – Asst. Manager, Human Resources Records**

**HR Forms Refresher**

Human Resources strives to improve processes, systems and infrastructure to provide high levels of efficiency, quality and cost effectiveness by regularly assessing HR efficiency and involving stakeholders. The records team is committed to supporting the university through accurate personnel record keeping and by providing guidance on personnel related issues to the university community.

Human Resources uses metrics and flowcharts to identify workflows that are strategic, productive and that provide increased access to information. HR works with Information Services and a variety of groups throughout the university to make high level, efficient employment forms that are user friendly.

The forms utilized by the records team is the primary communication tool used to initiate changes to an employee’s position. Last year over 3,500 actions were processed using either the paper form or workflows.

HR has developed a Tech Plan for 2013 which includes redesigning the current NOVS (Notice of Voluntary Separation) to NOS; creating a CIS (Change in Status) workflow; creating a PAF (Personnel Action Form) workflow to replace the current paper process; re-engineering the PRA (Personnel Request Authorization) and developing an electronic system that contains all of the forms used for a new hire. The new hire forms will permit the new employee to complete all of their necessary forms online and store them automatically in their employees electronic personnel file.

**NOVS – Notice of Voluntary Separation**

The NOVS form is currently used to process voluntary separations from the university, including retirements. This workflow has provided the opportunity to quickly collect employee information and automate the processes with Access Management, Benefits and Payroll. It also assists in notifying Parking, the Flashcard office and Recreation Services of the terminated status of an employee. The NOVS (soon to be NOS) is to be completed by either a supervisor or designated departmental representative not by the separating employee. All supporting documentation pertaining to the separation i.e. resignation or retirement letter, should be forwarded to either the Records department for classified or unclassified staff or to Academic Personnel for faculty. It is to be noted that this form is not to be used if an employee is transferring to another department within the university since the NOVS form will terminate all computer accesses. When completing this form, the last date of employment is the last day that the employee will be in a paid status not the last day in the office. Example) In some cases vacation time is taken making the last paid date the end of a month; terminating an employee using the last date in the office could result in the vacation time not being paid since last date in the office may not include vacation days.

Recent updates have already been made to the NOVS form.

* New pop-up messages with clearer instructions indicating when and how to use the workflow
* Additional fields have been added to indicate if security access should be retained for the employee i.e. rehired retiree or employee will be returning as a non-paid employee
* Links have been added to take the user to additional forms and letters required to complete NOVS form
* Enhanced confirmation emails have been added to explain the next steps in the process as well as links to additional forms that may be required

Future NOVS updates spring 2013

* Development of NOS (Notice of Separation) workflow that will be used for all separations
* Workflow will provide the ability to upload documents eliminating the paper process
* Ability to use the workflow even if the employee’s assignment has already terminated or expired
* Ability to add additional processing notes

**PRA – Position Request Authorization**

The Position Request Authorization is used when your department needs to:

* Post and advertise a position
* Create a brand new position
* Waiver of posting being sought
* Change a filled position from part-time to full-time

Resources are available in the HR forms library providing help in determining when and how to use the form, completion of a form or online training.

<http://www.kent.edu/hr/forms/employment/upload/questions-to-help-determine-if-you-need-to-create-a-pra.pdf>

[www.kent.edu/hr/forms/employment/upload/pra-checklist.doc](http://www.kent.edu/hr/forms/employment/upload/pra-checklist.doc)

<https://ksutube.kent.edu/playback.php?playthis=wc461rlo>

**PAF – Personnel Action Form**

The Personnel Action needs to be created *after the PRA* has been completed and a position has been established. This form currently is a paper process but will be moved to a workflow similar to the NOVS workflow this summer.

The PAF will:

* Process initial appointment to the university
* Create short term temporary appointments for an unclassified position
* Create an appointment in addition to a primary assignment

The HR aids on the following link will take you to the form itself and provide instructions on completing the form: <http://www.kent.edu/hr/forms/employment/upload/paf-instructions.doc>

**CIS – Change in Status form**

The Change in Status form will combine the PRA and PAF in some instances. The form will be used to:

* Process promotions following a compensation review
* Renew a term/temporary unclassified assignment
* Process temporary and permanent changes in job class
* Process pay increases

The development of the CIS workflow will begin this summer. The link to the paper form is: <http://www.kent.edu/hr/forms/employment/upload/change-in-status-form-5-1-12-2.docx>

**Additional HR Resources:**

HR has a one-page front and back Forms, Workflows and Process Aid that summarizes which form to use for your department’s need: [www.kent.edu/hr/forms/employment/upload/job-aid.doc](http://www.kent.edu/hr/forms/employment/upload/job-aid.doc)

All current forms and aids are available in the HR forms library: <http://www.kent.edu/hr/forms/index.cfm>.

Contact information for each of the units in the Division of Human Resources can be found at

<http://www.kent.edu/hr/contact.cfm>.

**Melissa Cope – Manager Accounting**

**Controller’s Office Updates**

Melissa shared with the BAS members some of the new reporting features and videos located in FlashLine along with year-end reminders.

**Multiple Index Budget Summary Report**

The Multiple Index Budget Summary Report provides the same information available as the Budget Summary report but it allows for multiple budget reports to be generated by entering prompt information once.

The report is written in Cognos which pulls data from Internet Native Banner (INB) nightly. Comparable real-time data can be found by viewing Banner form FGIBDST.

The FlashLine Finance Reports are located under the “My Action Items” tab in FlashLine. Scroll to the bottom, middle of the page to the Finance Reports section.

The Multiple Index Budget Summary Report is pulled by organization codes. Once the org code is selected from the drop down menu you will click on “Reprompt” to retrieve the indexes included under the selected org code. At this point you are able to select the index numbers that you wish to view or you can use the “Select all” to retrieve the information for all indexes within the selected org. Select the fiscal year and fiscal period then click on Finish to retrieve your report.

The report output is available in 3 formats: HTML, PDF or Excel.



HTML format

* Report automatically produces an HTML view (web view)
* For each index, a budget summary report view is produced
* Page down to view all indexes
* Output reports are in sequential index number order

PDF format

* Option is available to extract the output reports in PDF
* For each index, a budget summary report view is produced
* Scroll down the PDF document to view each index and the corresponding budget summary report
* Output reports are in sequential index number order
* Drill through feature is available
* Format option issue: header section creates a lot of extra white space when extracting

Excel format

* Option is available to extract the output reports in Excel
* For each index, a budget summary report view is produced
* Each index has its own tab – the number of tabs will depend on the number of indexes you selected – tabs are not numbered by index number but the tabs are in sequential index order. Example below shows 2 tabs – 2 indexes were selected



* The drill through feature is not available when viewing reports in Excel
* Format option issue: header section creates a lot of extra white space when extracting

Suggestions on improving the reporting in FlashLine are welcome. Due to the positive response from the members regarding the multiple Budget Summary Reporting function, the Controller’s office will initiate the creation of multiple index transaction reporting.

**Budget Summary Report Training Video**

A Budget Summary Report training video is now available in FlashLine. It is located under the “My Action Items” and is listed in a section under the Finance Reports entitled “How To & Help”. (Refer to the PowerPoint presentation under the minutes on the BAS website for details in accessing the video)

The 5 minute (approx.) video contains the following:

* How to access the Budget Summary report via FlashLine
* Entering report prompt information
* Provides the report purpose
* Explains how the report data is organized (i.e. revenues/expenditures/transfers)
* Defines report columns (i.e. Budget, Actual, Encumbrances, Remaining Balance)
* Demonstrates the transaction drill through feature and other report functionality
* How to read/interpret the report

An extended lesson on Encumbrances is coming soon as well as closed captioning for both the budget summary and encumbrance videos.

**Year End Reminders**

We are almost done with the 3rd quarter of the fiscal year and will soon be entering the final quarter and preparation for fiscal year end. Since the next BAS Forum is scheduled for mid-June, we were all reminded to review all of our department indexes for any errors/issues as well as encumbrances.

The Controller’s office year end memos with deadlines will go out at the end of April or first part of May.

**Misc. Items – 1099’s and Inventory Control**

**1099’s**

All 1099’s received by departments should be forwarded to Treasury Tax Rm. 232 Schwartz Center. You may send them as you receive them or bundle them up and send them weekly.

**Inventory Control**

A physical equipment inventory confirmation is required to be completed by departments once every 2 years. The purpose of these reports is to confirm possession of tagged equipment and other items with an individual value of $2,500 or more.

Inventory confirmation reports were recently sent out. If you did not receive an inventory confirmation report last year, you should be receiving one this year. If you received an inventory report last year, and did not return it, you will receive another report this year. These reports should be returned within 30 days of receiving them. If you need additional time to complete your verification, please contact Jacky Kovach in the Controller’s office to discuss at 2-8628.

##### Your assistance in keeping the records of the university complete, accurate, and in compliance with federal and state regulations is appreciated.  For departments that do not return their inventory confirmation report to the Controller’s office, the Director of Internal Audit shall be notified of noncompliance.

##### Please reference the following excerpt from University Policy:

##### **5 -12.3** **Administrative policy regarding purchasing, sales and disposal of property and inventory control**

(C)       Inventory control and the sale or disposal of university equipment

(1)       Inventory control. Equipment purchased with university funds shall be subject to university inventory control procedures. All equipment with a value in excess of 2500dollars with a life expectancy of more than one year must be tagged and assigned an inventory control number by university inventory control. Each department head is responsible for such equipment and shall perform a physical equipment inventory every two years in order for the university to maintain compliance with applicable federal and state regulations.

Policy 5-12.30 in full can be found at: <http://www.kent.edu/universitycounsel/policyreg/policydetails.cfm?customel_datapageid_1976529=2038205>

Next BAS Forum

Wednesday

June 12, 2013

Kent Student Center

**Room 204**