

**Business Administrator Services**

**Forum Minutes**

**October 14, 2015 9:00 a.m. to 11:00 a.m.**

**Kent Student Center Governance Chambers**

**Barnes and Noble**

**Patrick Duff, General Manager**

**Kent State University Bookstore**

Kent State University has named Barnes & Noble College as the new operator of the Kent State University Bookstore at its eight campuses. Transition to new management for the Kent and Trumbull campuses took effect May 18 and July 6 for the remaining campuses.

**Campus Bookstore Managers**

Kent campus and Geauga and Twinsburg web stores – Lisa Albers

Ashtabula campus – Kathy Madison

East Liverpool and Salem campuses – Anne Harper

Stark campus – Kevin Leitner

Trumbull campus – Stephanie Decost

Tuscarawas campus – Roseanne Greavu

Barnes and Noble’s motto is “Of Course We Can”. They understand that servicing students is a must and they strive to always find a way to provide what is needed. Discounts are available to faculty, staff and alumni as well as for department purchases. Be sure to stop in to see the variety of Kent State attire and gift merchandise.

Textbooks are available to be purchased new or used and can also be rented. Thirty percent of the book titles are available digitally and can be either purchased or rented through Yuzu. Each campus bookstore is campus specific so it is extremely important that Barnes and Noble receive the book lists and course requirements from faculty in a timely manner. (Course requirements could include calculators, goggles, lab or studio supplies, Bristol boards, online course codes, clickers, etc.) In order to ensure textbooks are available when needed faculty should adhere to these guidelines:

List for spring to bookstore by Oct 1, 2015 summer by March 1, 2016 and fall by April 1, 2016.

FacultyEnlight is a resource introduced by Barnes and Noble as a source for researching, adopting and sharing insights about textbooks and course materials. FacultyEnlight was developed in response to multiple disciplines and campuses across the country. The goal is to help faculty choose the best materials for their courses so that the student’s learning experience is the best it can possibly be. To get started with FacultyEnlight click on Faculty Resources under “Textboks” on the bookstore website homepage and you will be automatically redirected to the FacultyEnlight website. A copy of the ordering process can be found at [FacultyEnlight Textbook Ordering 101](file:///\\LIBFS01.kent.edu\FINAData\BASData\Shared\BAS%20Forums\FY%202016\Oct%2014,%202015\Textbook%20Ordering%20101%20handout%2010.14.15.docx).

Josten will continue to be the vendor for graduation caps and gowns. Other items available include diploma frames, custom announcements, class rings and faculty regalia services.

The Flash Technology Center is located in the Kent bookstore; they are an Apple authorized campus store and can assist with ordering Apple computers and PC’s, setup, networking, email and MS Office.

Check out your bookstore or web store. Also look for the game day trailer when attending a university sporting event.

**Division of Human Resources**

**Short Term Staff Hiring Request Form**

**Tia Laughlin, Manager HR Records**

**Maria Terleckyj, Asst. Manager HR Records**

Tia and Maria presented a new Human Resources form. The *Short Term Hiring Request Form* is similar to the PAF and is to be used when requesting a short term position (less than 4 months). The new form will be available in the HR Forms Library in November 2015.

This form will help to streamline the short term/temp employee hiring process. It will also aid in keeping the university compliant with the Department of Labor regulations and afford employment opportunity to all.

**Why is this form needed?**

* Assist with department planning
* Work directly with Talent Acquisition and ensure accurate reporting information
* Less delays in adding employees to payroll
* Create a streamlined and easily understood process

**When is this form needed?**

* This form will be used for **Part-Time Staff Term and Temporary** positions
  + To fill in for an employee out on medical leave
  + Temporary help while posting for an open position
  + Special project in need of short term assistance
* **Term Employee**
  + That will be hired for 4 months or less, 28 hours per week max (not to be confused with other term employee positions that require a PRA and posting for initial hire)
  + Unclassified job duties (Example: Term Research Assistant, Term Web Designer, etc.)
  + Term employee will be paid an hourly rate
  + A break of 12 months is required in between each KSU 4-month term employment period
* **Temporary Employee**
  + Hired for 4 months or less, 28 hours per week max
  + Classified job duties (Example: Temporary Secretary, Temporary Custodial Worker, etc.)
  + Temporary employee will be paid an hourly rate
  + A break of 12 months is required in between each KSU temporary 4-month temporary employment period

**Do NOT use this form for:**

* GA, Faculty or Student assignments
* Changes for a current PT or FT employee
* Assignments more than 4 months in length
* Renewal of term assignments
* Additional pay or secondary assignments (for current employees)

It is important to obtain and maintain accurate hiring information. Not only could late paperwork result in non-compliance, it can result in fines to the university as well as employees not being paid timely and accurately. I9’s must be filed within 3 days of an employee’s start date; OPERS also assesses fines for late filing and late reporting. Fines can be up to $1,000, per citation, per employee.

Process:

1. Hiring department completes the Hiring Request form for the needed position
2. Form is routed for approval signatures
3. Approved form is emailed to Talent Acquisition
4. Talent Acquisition will post the requested position
5. Talent Acquisition will supply the department with a pool of applicants
6. Hiring department will choose the candidate
7. Department will work with Talent Acquisition to complete the required pre-employment paperwork
8. Talent Acquisition will coordinate the start date with the department and the candidate
9. Assignment (paperwork) will be processed for payroll by HR Records
10. Copy of the final Short Term Staff Hiring Request Form will be returned to the department after processing

In November 2015, an *Instructions and Q&A* document for the *Hiring Request Form* will be available in the HR Forms Library regarding the use of this form. Also to come in November 2015: an updated *Forms and Workflow Processing Aid* can be found in the HR Forms Library**.**

**Payroll Reminders and Misc.**

**Lisa Heilman, Payroll Manager**

**Form 1095-C**

Employees will receive a new tax form this year. Form 1095-C will be provided to all benefits eligible employees. This form is an “Employer Provided Health Insurance Offer and Coverage” tax form and is being provided per the Affordable Care Act. This form will be available online and like the W2 you must consent in order to access it online. Anyone who doesn’t consent will have the form distributed in the same fashion as their W2.

The 1095-C form will pull the lowest insurance option available to an employee and may or may not reflect the insurance option selected by the employee. This form does not affect your insurance coverage but only provides information indicating that insurance was offered.

**Employee Profile Dashboard**

The “Employee Profile Dashboard” is a new tool under the My HR tab. Login to FlashLine, My HR, Employment Details then Employee Profile Dashboard. This profile is broken down into sections and each section may provide more detail. Below will list some of the detail but many more options are available under each section.

* Pay Information
  + View sick and vacation leave in hours
* Earnings
  + Can view earnings by position
  + Can view earnings by year
  + Can be downloaded into an excel spreadsheet
* Benefits
  + Link to open enrollment
* Taxes
* Job Summary
* Employee Summary

**Timekeeping**

Departments are encouraged to look at their department’s labor reports. Are the employees listed employed in your department or have they transferred? Was a course cancelled but the employee or faculty member is still getting paid? (Note that payroll does not get notified when courses are cancelled; it is up to the department to notify payroll in these or similar instances.)

All hourly employees are now using Empower to clock in and out. **Supervisors need to approve timecards by Tuesday at midnight for the previous work week**. If a correction to a time card is needed and the timecard is not locked, the supervisor can unclick the approve button, make corrections and then reclick approve. Once a timecard is locked any changes must be made by Payroll. Changes to a locked timecard must be done by 5:00 p.m. on Monday of that pay period.

**Empower**

* Supervisors, if you can’t see an employee make sure you are looking at the week the employee started. If you still can’t see the employee after their hire date, contact payroll.
* University business – needs to have a comment with an explanation. University business is not to be used in place of clocking in and out.
* Employees wanting comp time paid out need to have the information to payroll by the end of the day on Monday of the pay week.
* If an employee has worked a long shift please enter a comment acknowledging that the time is correct. Long shifts without an explanation will prompt an email requesting verification before the time is paid.
* Sick, vacation, comp time, etc should be entered on the day it is taken. Supervisors need to make sure time off is not duplicated.
* Supervisors should designate an alternate that can approve timecards in his/her absence. Payroll should not be approving timecards that have not been signed off in a timely manner. Payroll has no way of verifying hours worked or not worked.

**Holidays**

Employees need to have a schedule in Empower for holidays to automatically populate. If a schedule is not entered then the supervisor needs to manually add the holiday for the employee to get paid. “University Closure” is NOT the appropriate pay code to be used for a paid holiday.

Employees do not have the ability to add their own holiday pay code.

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| **PAYROLL CONTACTS** |  |  |  |
| International employees and international independent contractors | Kristina Racher | 2-8641 | [kdonnel1@kent.edu](mailto:kdonnel1@kent.edu) |
| Empower and hourly payroll | Melanie Melice  Melinda Barnes | 2-8642  2-8639 | [mmelice3@kent.edu](mailto:mmelice3@kent.edu)  [mbarne28@kent.edu](mailto:mbarne28@kent.edu) |
| Faculty, Graduate Assistant, Non-hourly payroll | Ron McLaughlin | 2-8638 | [rmclau10@kent.edu](mailto:rmclau10@kent.edu) |
| Retirement – STRS | Ron McLaughlin | 2-8638 | [rmclau10@kent.edu](mailto:rmclau10@kent.edu) |
| Retirement – OPERS | Kristina Racher | 2-8641 | [kdonnel1@kent.edu](mailto:kdonnel1@kent.edu) |
| Direct deposit questions | Chris Douthitt | 2-8640 |  |
| Payroll main line | Chris Douthitt | 2-8640 |  |

Additional contacts:

Tricia Grove, Assistant Manager 2-8637 [pgrove@kent.edu](mailto:pgrove@kent.edu)

Lisa Heilman, Payroll Manager 2-0987 [lheilman@kent.edu](mailto:lheilman@kent.edu)

Employee and supervisor guides are online at [www.kent.edu/payroll](http://www.kent.edu/payroll).

**Introduction to Office and Workstation Ergonomics**

**Don Head – Occupational Health and Safety Coordinator**

The Occupational Safety and Health Administration (OSHA) defines ergonomics as the science of fitting workplace conditions and job demands to the capabilities of the working population. In other words, make the work station fit you, not making you fit the work station.

Don spoke about cumulative trauma disorders and the ability of our body’s to heal. When trauma recurs too often and our bodies do not have time to heal then our bodies may show symptoms such as tingling, numbness, chronic and worsening pain, decreased grip strength, swelling, change in skin color, a need to massage the area to obtain relief and/or pain from exertion.

Risk factors for cumulative trauma disorders are awkward postures, forceful exertions, repetition, duration, contact stresses, vibration and/or temperature. Many of these risk factors can be eliminated if work stations are set up properly.

Computer work seldom requires strenuous exertion but there are tasks that require concentrated force that can affect smaller, localized muscle groups.

* Fingers and forearm muscles may become sore if you are using a device that is hard to control or if you have to continually keep a device steady.
* Shoulder and neck muscles are affected if your mouse is placed too far away. (These muscles are continually being used to lift the arm away from your body in order to use the mouse.) Proper placement of the mouse will reduce this stress.
* Muscles in the back can be strained if you must tilt your head back to view a monitor that is too high.
* Contact stress to the forearms can be experienced if the forearm rests on the leading edges of work tables. If the nerves are affected you may feel tingling or numbness in your fingers or hands.
* If you are not sitting properly in a chair, you may experience pain or numbness in your legs. This is caused by blood circulation being cut off by contact with the leading edge of the chair.
* Proper placement of monitors, keyboards and mouse will reduce muscle and eye strain.
  + The best position for a keyboard is one in which the keyboard becomes an extension of the fingers. Keyboards should be flat, not raised. No typing with the wrists bent up or down.
  + Monitors should be positioned an arm’s length away and the top of the monitor should be even with your forehead.
  + Forearms should be parallel to the floor, not supported by or resting on anything.
  + Elbows should be at a 90° angle
* Proper seating and posture
  + You should sit as far back into the chair as possible
  + Keep feet flat on the floor; if not possible use a foot rest.
  + Unsupported forward bending forces the back to support the entire upper body weight. Bending in this manner increases the stress on the lower back.
  + Sitting erect places 50% more compressive force on the spine than standing in a comfortable, erect position
  + Sitting in a poor posture can double the amount of compressive force that is placed on the spine
  + Sitting reduces blood flow to back muscles
  + You are encouraged to get up and stretch or walk periodically
* Reduce the risk of headaches
  + Reduce eye strain – monitors should be approximately your arm’s length away from your eyes
  + Reduce neck/shoulder tension – Do you have the right chair?
    - Does your chair have adequate support
    - Is your posture correct?
      * Sit back in your chair
      * Are your feet flat on the floor
      * Raise or lower your chair to achieve a neutral angle between you and the keyboard
  + Avoid sitting for long periods looking at a computer monitor. Give your eyes a rest during the day.
  + Reduce stress – be sure to take some breaks during the day to walk or stretch and get the blood flowing
* Reduce eye strain
  + Does your vision need corrected?
  + Is the monitor too close/too far?
  + Reduce glare on your computer, use indirect lighting.
  + Try to avoid quick eye movements. Can you bring your work closer to your monitor? Do you use a document holder?
* Reduce the tension in your neck and shoulders
  + Do not hold the phone between your neck and shoulder (known as cradling)
  + Adjust your monitors so the top is approximately in line with your forehead
  + Position your keyboard so you don’t have to reach for it
  + Adjust chair armrests to create a neutral angle with your shoulders, upper arms, forearms, wrists, hands and fingers
  + Use a document holder to limit the distance between copy and screen
* Reduce back pain
  + Does your chair provide proper lumbar support?
  + Is your seat too high or too low?
  + Is your monitor too far away or too hard to read?
  + Is your chair seat too deep?
  + Are your legs crossed while working?
  + Are you sitting too long without stretching or taking a short walk?
* Reduce Hand/Wrist/Arm Discomfort
  + Is your keyboard too high or too low?
  + Are your shoulders shrugged or wrists bent?
  + Do you rest your wrists or forearms on an edge?
  + Do you have an improper wrist rest?
  + Is your mouse too far away?
* Reduce Foot and Leg Discomfort
  + Do your feet dangle? (If they do, your chair is too high.)
  + Do you work with your legs crossed? (Causes poor circulation.)
  + Are your thighs pressured under the work surface? (May need work station adjusted.)

When possible, alternate computer work with other tasks and plan vision related breaks to prevent eye strain.

In order to achieve a good balance with your work area remember that you should maintain a neutral posture with your back straight and feet on the floor while seated. Keep your computer monitor an arm’s length from your eyes and your keyboard and mouse in a position that allows your arms and forearms to be parallel to the floor and your wrist, hands and fingers to naturally reach them. Keep the blood flowing by getting up, walking and stretching.

For more information on office ergonomics you can visit the OSHA website at <https://www.osha.gov/SLTC/ergonomics/> or the National Institute for Occupational Safety and Health at <http://www.cdc.gov/niosh/toics/ergonomics/>.

If you would like to schedule an appointment for an ergonomics assessment call Don Head at 2-9565.

**Determining Open Encumbrance Amounts in FlashCart and Banner**

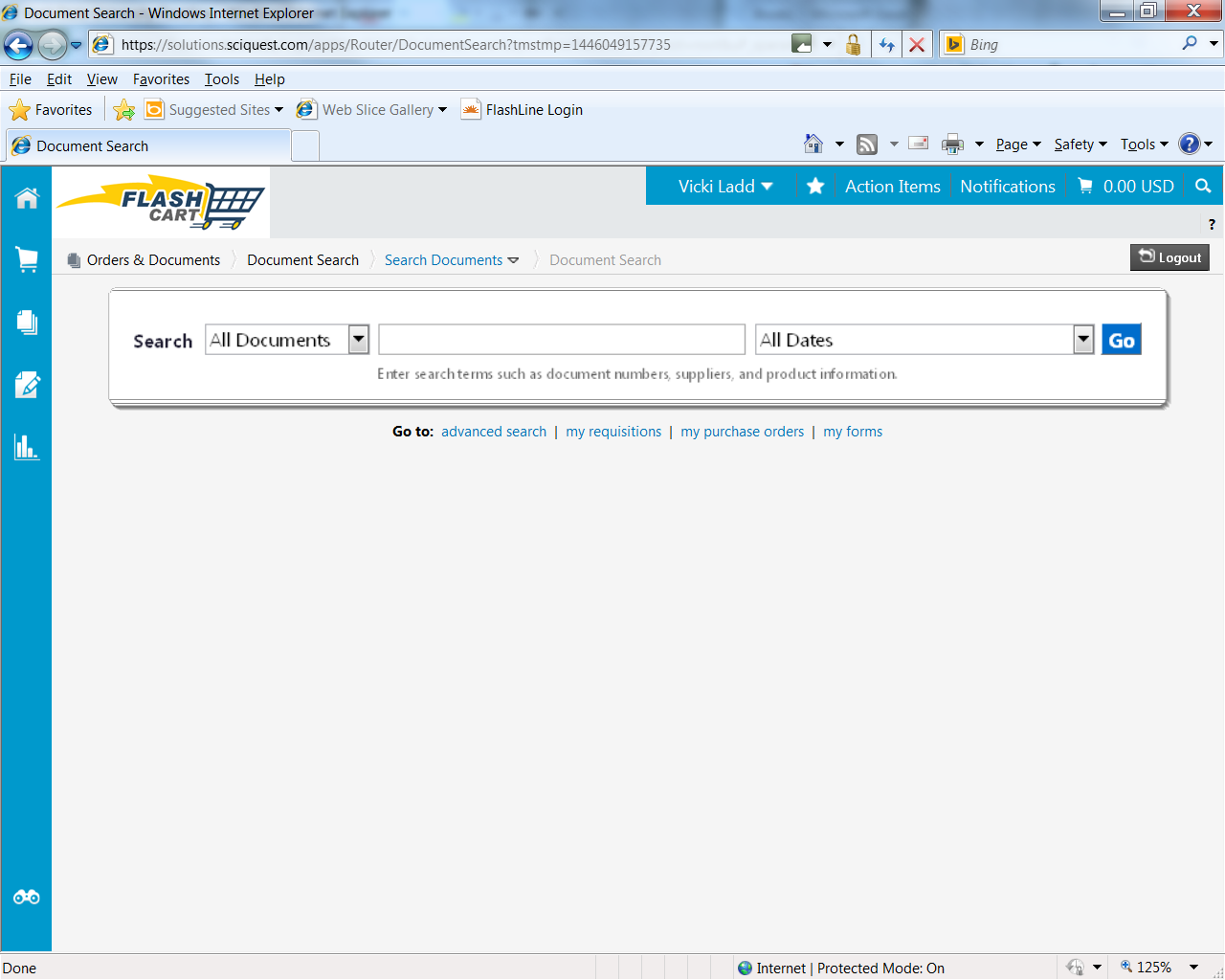
**Larry McWilliams – Assistant Manager, Procurement**

Larry demonstrated how to use FlashCart and Banner in tandem to determine quickly and easily what purchase orders have been issued for any given department and/or org code and how much of an encumbrance, if any, remains so that proper action can be taken with the PO (purchase order) disposition.

* Should the PO be closed?
* Does the encumbrance need to be adjusted up or down?
* Do you need to maintain the current encumbrance?
* Are there sufficient funds remaining on the PO for invoice payment?
* Are there any errors that need to be corrected?

FlashCart is the means by which purchase orders are entered into Banner. All purchase order activity in FlashCart creates permanent records for review and audit but Banner is the system of record. All PO’s, CO’s (change order), adjustments, closes, cancellations, etc. are found in Banner but not all this information can be found in FlashCart.

FlashCart is located in the My Action Items in FlashLine. Once in FlashCart you can look up purchase order activity by using the Document Search functionality found in the left menu (looks like stacked papers). You can input the PO number you wish to review or if you don’t have the PO number you can define your search using the search options and the date options. Using the “advanced search” link you can scroll down to the custom fields and input a specific index or account code.



You can cross reference the purchase order number in Banner using form FGIENCD which is the Encumbrance Detail Activity form.

For additional help in understanding and reviewing encumbrances contact Larry at 2-9196 or via email [lmcwilli@kent.edu](mailto:lmcwilli@kent.edu).

**Accounts Payable Updates**

**Emily Hermon, Manager**

The function of Accounts Payable is to facilitate the processing of vendor payments for goods and services, as well as expense reimbursements, in accordance with university policy. Simply put, they pay the bills for the university.

Accounts Payable does not

* Accept student payments –that is a function of the Bursar’s office
* Invoice other entities or institutions – that also is a function of the Bursar’s office – Accounts Receivable Other
* Create purchase orders or commodity codes – that is a function of Procurement
* Own the cell phone reimbursement workflow – also a function of Procurement

Emily reviewed the deadlines for the remittance of gift reporting forms for gifts given in calendar year 2015.

* December 11, 2015 is the deadline for the gift reporting forms for gifts given through November 30, 2015
* January 4, 2016 is the deadline for the gift reporting forms for remaining gifts given through December 31, 2015

The purchasing card reconciliation for November must be reviewed, allocated and approved by December 15, 2015.

**Holiday schedule and payment requests – note changes**

* Payment requests for invoices that are due before January must arrive in AP by 5:00 p.m. on Friday, December 18
* Final AP check run of 2015 will be printed the morning of Wednesday, December 23
* All checks marked for pickup must be picked up by Wednesday, December 23 at noon. Any checks not picked up will be mailed.

The check request form has been revised. If you have the form saved or bookmarked, please go out to the Accounts Payable website and download the revised form: <http://www.kent.edu/accountspayable/check-request-form-0>. Note that in the special handling section that an email is required. When a check has been processed you will be notified by email that the check is ready for pick up in Accounts Payable. Identification is required.

The electronic payment request form has also been revised. Again, please be sure to update your links so that the most recent version of the form is used.

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| **AP PERSONNEL** |  |
| Lynelle Austin | Check distribution  General payments for vendors I-M  Wire transfers (keying only)  Scanning and indexing  Independent contractor and non-employee reimbursement payments (keying only) |
| Joey Bennett | General payments for vendors N-W  Gift reporting  Payroll withholding check requests  Research subject payments  Researcher gift card payments  Bursar loan refund payments |
| Barb Biltz | Independent contractor payments (analysis)  W-9 confirmations  Moving expense reimbursements  Research subject payments  Researcher gift card payments  1099-MISC  Gift reporting |
| Joanne Otto | General payments for vendors A-I and also for vendors starting with a numeric digit or special characters  Travel advances  Employee expense reimbursements  1099-K vendor payments  Bursar loan refund payments |
| Rosa York | Purchasing card administration  General payments for vendors X-Z  Traveline reconciliation  Petty cash reimbursement |

**Tax Reminders**

**Paula DiVencenzo, Tax Manager**

Due to the length of the previous presentations Paula did not have the opportunity to present to the group. A copy of her PowerPoint presentation was mailed out to the BAS Listserv on October 14.

Paula did indicate that GSS contacted the deans, department heads and business managers regarding GSS domestic awards and that the business managers also received a tax email. If you have not responded or did not receive the email please contact [tax@kent.edu](mailto:tax@kent.edu).

Paula also indicated that she is looking for volunteers for the VITA (Volunteer Income Tax Assistance) program. For more information refer to the flyer at <http://www.kent.edu/tax/vita-volunteer-flyer> and/or the VITA site at [www.kent.edu/vita](http://www.kent.edu/vita).

Paula will be presenting at the February 2016 BAS Forum meeting. If you have tax questions that you would like to have addressed please email her your requests: [tax@kent.edu](mailto:tax@kent.edu).

**FlashPac**

**Steve Finley, Mail Services Manager**

Due to time restraints Steve also did not have the opportunity to present. A copy of his presentation was sent out to the BAS Listserv on October 14.

Steve also has sent information to his department mail handler’s listserv as well as had an article printed in the E-Inside.

Watch for more information in the November Management Update.

**Next BAS Forum**

**February 10, 2016**

**Kent Student Center**

**Governance Chambers**

**9:00 a.m. – 11:00 a.m.**