

OVPR&ED

Administrative Support Staff
Meeting

Tuesday, November 19, 2013

10:30 a.m. – 12:00 p.m.

W401 PBB



New initiatives in OVPR&ED

Diversify the Research Portfolio

- Federal Relations Agency – Lewis-Burke
- Faculty Ideation sessions
- Faculty Fellows – next call will be in early December

Telling the story of Research

- Faculty media training
- Video wall
- Strategic Communication plan for VPR

Statewide engagement

- IT boot camps to retrain on IT skills – JPEC website
- Mobile Museum

Cultivating the culture

- Research Awards – new program to recognize research and innovation excellence –
- Call for nominations in December



University of Iowa Procurement Card Best Practices

See handout for UI Best Practices related to the University of Iowa Procurement Card.

A few Best Practices to focus on:

#4 – Assign separate oversight roles, differentiating the person ordering from the person receiving.

#7 – Enforce safekeeping of card plate and card number.

- The Pcard should remain on campus in a safe locked unit unless being used.
- The card shouldn't be carried in a purse or billfold on a regular basis.
- Don't photocopy the card!

#15 – University policy prohibits the use of rewards programs through online shopping sites or retailers. There is a potential that the rewards would be used for personal use. (example: Best Buy rewards program or CVS points)

Please share this with appropriate departmental faculty and staff. Questions may be directed to Sherry Reynolds-Miller at sherry-reynolds@uiowa.edu or phone 335-0656.



From Budget Officer's Meeting...

Tracking Gift Accounts

- Guidelines available on Grant Accounting website

<http://gao.fo.uiowa.edu/gifts/tracking-gift-accounts>

- Next Steps:
 - All new gift accounts will follow the new guidelines
 - Grant Accounting will work with each Org/Dept to review current give accounts and identify changes



Internal Audit Findings...

Business Planning & Practices

- Documented business Continuation & Disaster Recovery Plans
- Price Setting Methodology – Goods or Services
- Employee travel approved prior to departure date
- Ongoing rental storage space charged to PCard



Internal Audit Findings...

Compliance & Internal Controls

- Segregation of Duties
 - Incompatible purchasing duties
- Timely Reconciliations
 - Monthly Statements of Accounts
- Travel Vouchers – Approved by Supervisors
- Delegation of Signature Authority
- Cash Handling Procedures
- Oversight of Procurement Card
- Missed Billing Opportunities



Internal Audit Findings...

Human Resources

- Human Resources Termination
 - Timely Restriction of User Access and Physical Access
- Performance Appraisals
 - Overdue
 - Missing Signatures
- Procurement Oversight – Rewards & Recognition Policy
- Staff Training – Various Areas



Internal Audit Findings...

Information Technology

- System Access Controls
- Technology Inventory
- System Documentation and Cross Training
- Noncompliant Password Protocols
- Network Vulnerability Scans
- Change Control
- Work stations joined to the uiowa domain



Internal Audit Findings...

Inventory & Capitalized Equipment

- Inventory Discrepancies
- Inventory and Supply Management
- Merchandise not properly accounted for



Taxability of Educational Assistance to Employees

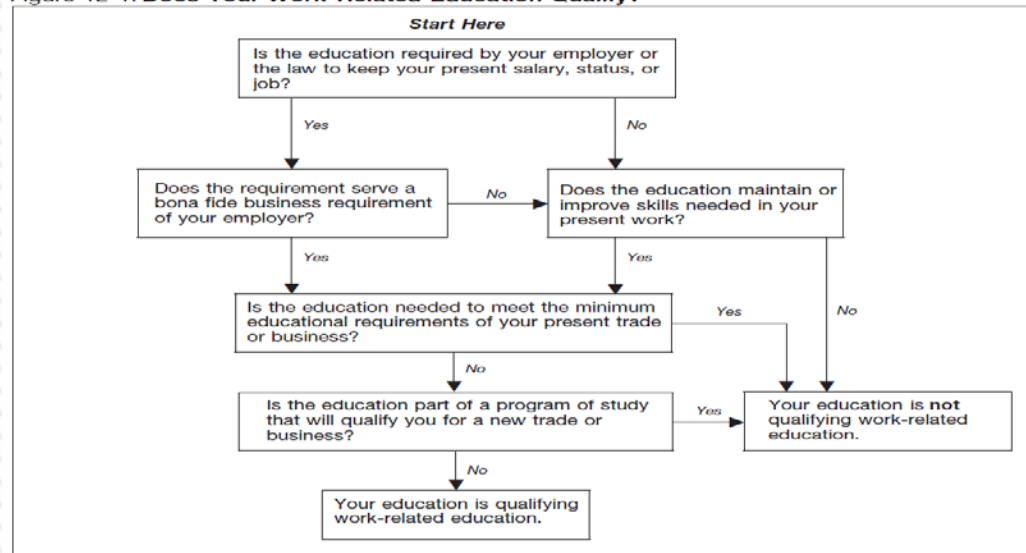
The Controller's Office has finalized the documentation of guidelines & rules related to the taxability of educational assistance to employees.

Refer to the handout or this site - <http://controller.fo.uiowa.edu/taxability-educational-assistance-employees>. Share this information with others in your unit as needed.

Effective for the 2013 Fall Semester, any employee wishing to claim working condition fringe benefit treatment for classes taken at the graduate level or above must complete the Job-Related Graduate Course Certification Form which will be submitted to the Controller's Office for review. This certification form will need to be completed each semester

If this form is not received by the Controller's Office, any graduate level or higher courses taken will be treated as taxable compensation. The Controller's Office, University General Counsel and the University Payroll Department will review the certification forms submitted and will make determinations on each request for tax-exemption.

Figure 12-1. Does Your Work-Related Education Qualify?




Acceptable Use of Technology Resources - Policy Revisions

The University Policy on the Acceptable Use of Information Technology Resources has been revised, as reflected in the University Operations Manual at <http://www.uiowa.edu/~our/opmanual/ii/19.htm>.

The changes in the revised policy primarily address:

- **Expectations of Privacy:**
 - While documents stored on University information technology systems may be secured through the use of passwords and other security measures, University faculty and staff should also be mindful that the Iowa law on public records presumes that all University records may be subject to public release, with only specific and limited exceptions.
 - Faculty and staff are encouraged to maintain personal email accounts and storage for any personal communications or documents. Work materials on personal devices remain public records under the law.
- **Reporting Policy Violations:** University faculty and staff are strongly encouraged to report violations of University policy, including violations of the Acceptable Use of IT policy.
- **EthicsPoint website or hotline:** (https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=9723)
- **Updates:** A number of other changes in the policy reflect recent changes in technology, how technology is used, as well as recent changes in laws and external regulations impacting this policy.

Please Share with Staff in your Department - It is your responsibility to be familiar with this policy and to assist in making individuals you supervise aware of the expectations impacting them under the policy. 

Processing & Documentation of Special Compensation Payments

- A new Special Compensation Guidelines document is available in the HR Transaction System in Self Service.
- The guidelines reflect a number of changes with regard to form types and prior approvals.
- Review the Guidelines BEFORE processing special comp! The Guidelines will also identify prior approval and documentation requirements.

HR Transaction System

Create, Complete, or Review HR Forms

EMPLOYMENT ACTION FORMS

- [Appointment](#)
- [Change In Status](#)
- [Leave Of Absence](#)
- [Termination](#) (read [this](#) first)
- [Transfer](#) (read [this](#) first)
- [Adjunct Support Form](#)
- [Summer Support Form](#)

SPECIAL COMPENSATION FORMS

- [Special Compensation Payment](#)
- [Special Compensation Prior Approval](#)

ADD DOCUMENT ATTACHMENTS TO EPERSONNEL FILES

- [ePersonnel Attachment](#)

FACULTY REVIEW

- [Faculty Review Form](#)
- [Faculty Review Compliance Reports](#)

FACULTY PROMOTION

- [Faculty Promotion Cover Sheet](#)

LOAD A FORM

- [View a Finalized Form](#)
- [Load a Draft Copy](#)

DOCUMENTATION

- [View Transaction Initiator Training Manual](#)
- [Print an I-9 Form](#)
- [Print a Blood Borne Pathogen Form](#)
- [When to use Transfers or Terminations?](#)
- [Attachment Help](#)
- [Special Compensation Guidelines](#)
- [Compensating Graduate Assistants for Extra Effort](#)
- [Student Awards, Prizes and Other Similar Forms of Payment](#)



OVPR&ED Thank A Staff Member Program

Program is an opportunity to thank a staff member in the OVPR&ED organization when they have gone above and beyond the call of duty to be of assistance to faculty, staff or students in support of the research enterprise!

Guiding principles for the Staff Recognition Thank You Program:

- > Any UI faculty, staff, and students may submit a staff recognition Thank You form.
- > All current OVPR staff & faculty members are eligible to receive a staff recognition Thank You card.
- > All nominations are encouraged. Nominators do not necessarily need to be in a supervisory role. Co-worker to co-worker nominations are encouraged.

You can submit a Thank You here...

<http://research.uiowa.edu/vpr-staff-recognition-thank-you-program>



Information on Monthly and Biweekly Payrolls for November & December

November, 2013 – Holidays scheduled for the 28th and 29th

Monthly payroll cutoff will be 5:00 pm on Thursday – November 21, 2013.


Other electronic pay adjustments and deductions need to be received by noon on Wednesday - November 20th.

Biweekly payroll cutoff for the December 3, 2013 payroll (biweekly time period November 10th through November 23rd) will be 5:00 pm on Tuesday, November 26th. Biweekly time records will need to be received no later than Tuesday, November 26th at 5:00 pm.

December, 2013 – Holidays scheduled for the 24th and 25th

Monthly payroll cutoff will be 5:00 pm on Monday - December 23, 2013.

Other electronic pay adjustments and deductions need to be received by noon on Friday - December 20th.

 Please be sure to share with your staff their monthly paycheck due in January is payable on Thursday – January 2, 2014 as that is the first business day in the month of January.

Biweekly payroll cutoff for the December 31, 2013 payroll (biweekly time period December 8th through December 21st) will be 5:00 pm on Monday, December 23rd. Biweekly time records will need to be received no later than Monday, December 23rd at 5:00 pm.



Campus use of Temporary Social Security Numbers

Occasionally, individuals are hired who do not have a social security number.

- The University generates a temporary number, usually starting with 000 or 999.
- If the University reports income without a valid number, the University is fined for each incidence.

A report is set up to identify employees with temporary social security numbers.

- The report (Temporary SSNs) can be found in the Executive reports section of HR Applications - Reports on the self-service center.
- The Temporary SSNs report is also included in the list of reports to be reviewed on a monthly basis located under HR Applications - Inquiry - View Standard Report Frequency Recommendations.

Please follow up with any employees on the report regarding their social security number status.

- Once a social security number is obtained by the individual, please either:
 1. Send a photo copy of the social security card to the Payroll Office, or
 2. Update the SSN on the individual's I-9 in *I-9 Express*.Once Payroll receives the social security number we will update the individual's records.

Any future fines assessed to the University will be charged to the employing department.

If you have any questions, you may contact Katie Villhauer at 335-2380 or katie-villhauer@uiowa.edu.



Search Administration Updates

- Training opportunities for search committee chairs/admins/members

Instructor-led course: Search Committee Guidelines (Course # 642)
Next session scheduled for Aug. 14 (8:30 – 11:30AM)
(additional sessions will be scheduled for the fall semester)

★ Online ICON course: Search Committee Orientation (Course # WEOD01)

- Key Performance Indicators Data
 - Please reference the handout
 - Shows the average length of the search review process by departmental and central administrative offices.



Ethics & Responsibilities Training Course

It is recommended that administrators, HR Unit Reps and supervisors take the Ethics & Responsibilities training annually.

Please review the training reports for those in your department that may need to take this course again.

The course (W0014) can be found under My Training, Available ICON Courses.



» UI Learning & Development Presentation

> Performance Reviews in My UI Career

Teresa Kulper, Director HR Services

