



OVPR Administrative Meeting

December 4, 2012

S401 PBB

10:30 – 12:00



Best Practices for Leave Reconciliation & Late Terminations

- Dan Schropp – Director, UI Payroll Operations
- Teri Hein – Director, UI Payroll Tax, Accounting & Budget



Working@IOWA Survey

- Thank you to all of you that participated in the survey.....
 - **OVPR had a 73% Response Rate!!**
 - Campus had a 67% Response Rate
- Details about the survey results will be shared with Sr. HR Leadership in early January.
- In our February meeting, we will be evaluating the OVPR data and working on strategies for improvement.



Job Description Review

- New Tools –
 - New Local Job Description Process Checklist (Handout)
 - New Local Job Description template on the HR website <http://www.uiowa.edu/hr/classcomp/prof/index.html>



Performance Review Timeline

- Currently –
 - Having conversations with employees regarding the current status of their goals.
 - Adding competencies to local job descriptions
 - How is this progressing? Questions?
- Jan - March 2013 –
 - Performance reviews have to be complete for FY13.
 - OVPR depts. will be using the newly updated Performance Review document for FY13
 - <http://www.uiowa.edu/learn/perfmgt/index.html>
 - Using the new Performance Indicators
 - Distinguished Performance
 - Commendable Performance
 - Effective Performance
 - Improvement Needed



State Auditor's Fraud Investigation

- On 10/24/2012 State Auditor releases 200 page report detailing fraud incident in Orthopedics
 - <http://auditor.iowa.gov/specials/1261-8010-BE00.pdf>
- Audit completed by State Auditor's special investigation/fraud division
- Over \$272,000 in improper disbursements and undeposited collections



State Auditor Findings

- IT Support Consultant purchased IT equipment and sold it through e-bay for personal gain
- Shipping charged to Pcard
- Goods purchased from vendor(s) were returned and received gift card from vendor
- Fraudulent travel reimbursements
- Doctored invoices and claimed reimb. outside of conference dates



Teamwork is Required

- Segregation of Duties is Key
- Promote an environment of trust but encourage a level of skepticism
- Keep contemporaneous documentation
- Describe the purpose of each transaction
- Be respectful to central admin staff that request additional information



Compliance Issues

- Original Receipt Retention
- Reward Points – Best Buy, Staples, CVS, Hotel, HP
- Food and Alcohol
- Travel meals
- Freight charges
- Unallowable use
- Personal Charges



Compliance Issues

- Refunds and Rebate Checks
- Technology Allowance
- Electronics
- Surplus
- Workflow approval
- Sales Tax



Records Management Project Goals

1. Refresh/revise former RM Policy

- *Status: **Complete***

2. Update UI official records inventory and retention schedules

- *Status: **In Progress***

3. Educate campus on RM requirements and best practices

- *Status: **Project Updates in Progress***



Financial Fraud Policy

- A new policy identifying the responsibilities and expectations for **every UI employee**.
- Please have employees in your department read this policy.
- The University's Anti-Retaliation policy (see Operations Manual Part II, Chapter 11) prohibits adverse actions resulting from the filing of a report of University-related misconduct.
- Financial Fraud policy is found at:
http://www.uiowa.edu/~fuscctrl/financial_fraud_policy.html
- Report potential fraud through Ethics Point:
 - Phone: 1-866-294-9350 or
 - <http://www.uiowa.edu/president/ethics-conduct/ethics-point.htm>
 - For UI Health Care Employees, you may report through the Joint Office for Compliance Helpline via email at:
Compliance@healthcare.uiowa.edu or phone at 319-384-8282



University Video Surveillance Policy

- New university policy to guide and regulate the use of video equipment and systems for purposes of surveillance has been added to the University Operations Manual at <http://www.uiowa.edu/~our/opmanual/v/45.htm>.

The most immediate features for you to recognize include:

- Formal process to requesting approval of the use and installation of video surveillance equipment. Any installation and/or use of video surveillance equipment is subject to approval, beginning with the Vice President for Research.
- The existence and/or use of video surveillance equipment on campus must be reported to the Department of Public Safety no later than December 31, 2012, unless specifically excluded by the policy.

Access the reporting form at: <http://police.uiowa.edu/records/forms/>.

- Video surveillance systems must be brought into compliance with the technical, financial and installation standards established by June 30, 2017.

Which Departments have these Systems?



Grant Financial Reports

- The Grant Accounting Office (GAO) is currently working on a project to replace the hard copy grant financial statements with electronic versions.
- The FMS, SGRE and TDS reports will no longer be distributed via campus mail
 - Will be available through Employee Self Service/Electronic Financial Reports (EFR).
- GAO is expecting the final paper reports to be printed for December accounting.



Accounting & Finance Concern

- Accounting and Financial Reporting (AFR) has shared that too many users are submitting journal entries through the GL Journal Entry (GLJE) application to correct previously posted transactions, especially for 'cost transfers' when charging a grant fund 500/510.
- Please be aware of this when processing these type of transactions.



Payroll Notices

- December payroll cutoff is **Dec. 21**
- Fiscal Cliff Ramifications: Employees' paychecks in 2013 could be effected dependent upon decisions in Washington DC regarding several laws and issues that could change at **midnight on December 31, 2012.**



- 10- Week Challenge
 - January 28 – April 5, 2013
- Teams of 2-10 people take part in a friendly competition tracking activity minutes and/or weight loss
- <http://www.uiowa.edu/hr/wellness/livehealthy/>