

Administrative Workshop

Hosted by: Division of Business Affairs

August 23, 2018

8:30 AM - 3:30 PM



hr@uwsp.edu

HUMAN RESOURCES UPDATES & HIGHLIGHTS



Personnel Action Updates

- PAF
- Add'l Pay
- BAS Project



Hiring & Onboarding

- Hiring & Onboarding Myths & Facts
- Resources
- I-9 Compliance



Benefits

- WRS Eligibility
- Benefits Enrollment



HR Projects & Initiatives

- UWSP Branch Campus Update
- TTC Update
- Workflow & BP Logix
- Website & Other Resources



Additional Questions





Please be back in 15 minutes



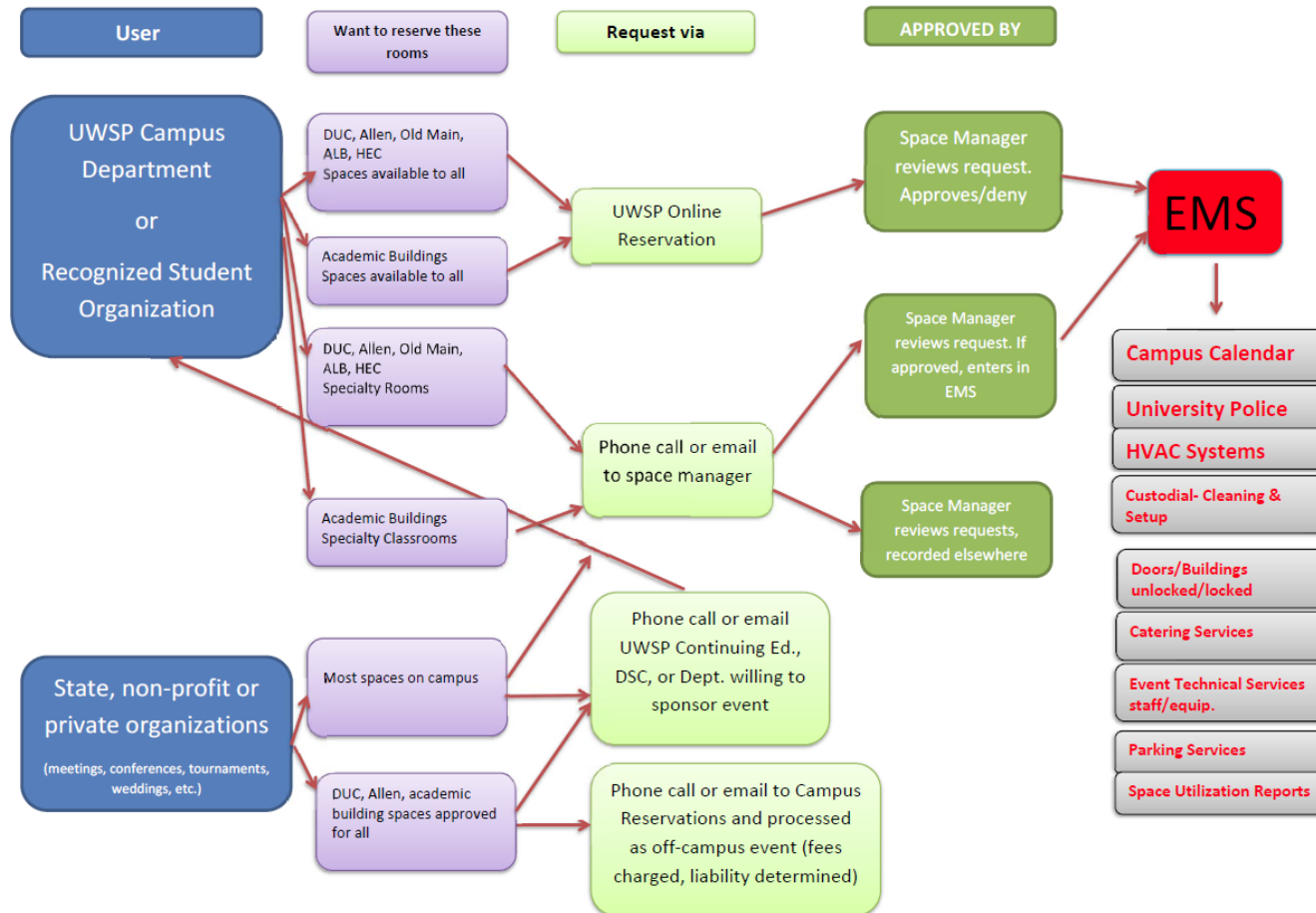
Ann Klosinski and Danielle Beschta

EVENT PLANNING AND CAMPUS RESERVATIONS



What is EMS?

(Event Management System)



Campus Reservations

Additional recourses and link to the online request system at

<https://www.uwsp.edu/centers/event-planning/Pages/default.aspx>.



Robyn Bolton and Bliss Sengbusch

WISDM/WISER AND EXPORTING TO EXCEL



Christina Rickert and Tammi David

FOUNDATION RELATIONSHIP AND TRANSACTIONS



Regent Policy 21-9

- Institutional Relationships with Foundations
 - Policy applies to all UW System institutions as they manage their relationships and transactions with their primary fundraising foundation and any real estate foundation
 - Purpose is to ensure the established relationships operate effectively and responsibly, consistent with the reasonable expectations of both public and private interests, on behalf of UW System and its institutions



Principles, Best Practices, and Requirements (appendix A)

- Separate legal entities
- Foundation's purpose is to accept charitable contributions to support the University's mission.
- Examples:
 - Scholarships for students
 - Department support
 - Endowed chairs and professorships



Payments to Employees

- No direct payments from Foundation for Services/Honoraria
 - Must be processed through University Payroll for accounting and tax purposes
- Reimbursements for business expenses
 - Processed through University eReimbursement module, and if funded by Foundation should be charged to a 233 project account



Finances

- Donations
 - If check is made payable to Foundation, the funds belong to Foundation
 - Wisconsin Statutes, section 36.29(4) prohibits the reassignment of donations from the University to the Foundation; thus, if a check is made payable to the University, the funds presumptively belong to the University and must be deposited in a University account.
 - For any donation, it is necessary to establish donor intent (documented evidence).
- University Revenue Producing Activities
 - An operation or activity that charges for goods or services
 - Funds derived from these university revenue producing activities belong to the university and all such funds must be deposited directly with the University into appropriate account(s).
 - Such funds must not be deposited with the Foundation or transferred to the Foundation, as a means of avoiding state law requirements and restrictions on the use of state funds.



How to use Foundation funds?

- If an expense is allowable by University policies, expense should be charged/posted to a Fund 233 project account.
- Set-up account to be billed quarterly to Foundation.
 - Contact General Ledger to set-up project account and billing



UW System: Review of Foundation Financial Transactions

- Appropriate, lawful reasons to make payment to affiliated foundation
 - **Student Scholarship:** Foundations prepay scholarships so funds are immediately available to students. If a student does not enroll or withdraws, the scholarship is returned to the Foundation to be used in the future
 - **Real Estate Lease Agreement:** A UW Institution may rent space in a foundation-owned building (PLT – res hall, MLW – research park)
 - **Donation Error:** Donors occasionally omit the word ‘Foundation’ when writing a check, assuming the funds will go to the affiliated foundation. Once donor intent is established, funds are able to go to the Foundation.





Lunch Break

Please be back by 12:30 PM



Lynette Kvatek and Adam Swanson

PAYMENT SERVICES & TRAVEL

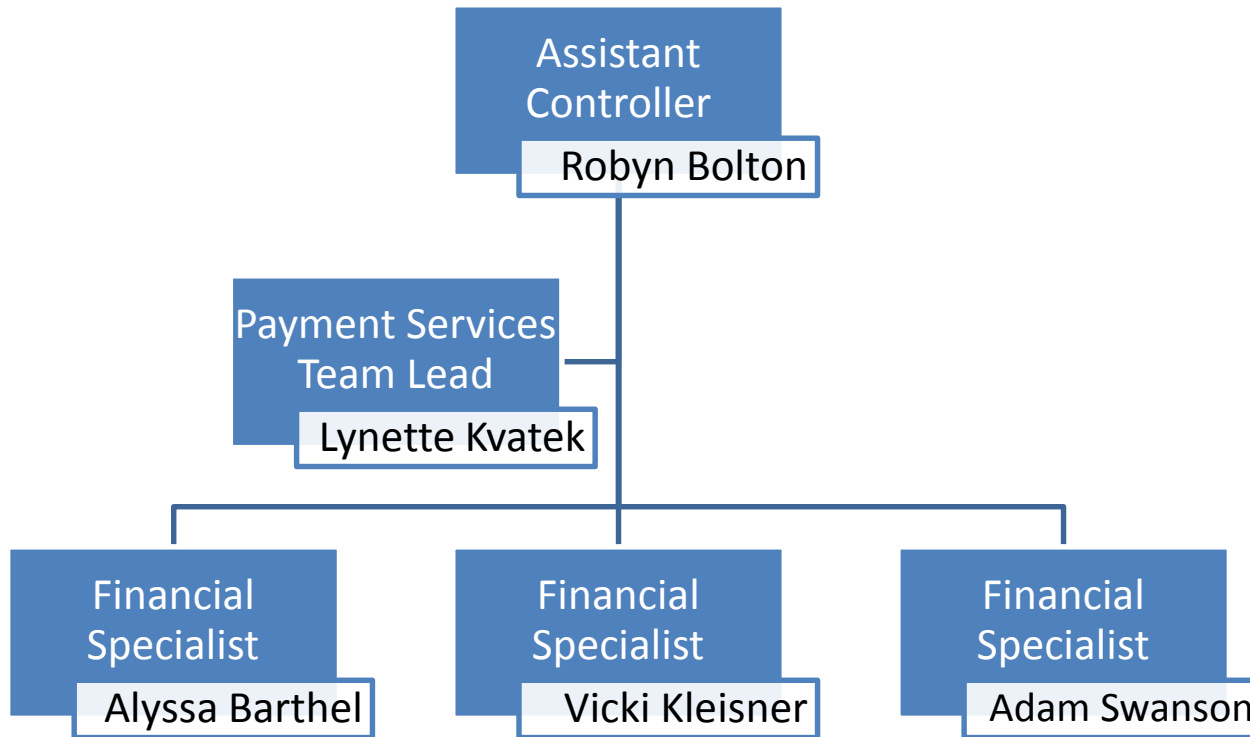


AGENDA

- Department Services
- Responsibility Assignments
- How to Submit
- Check Processing Guidelines
- First Time Travelers
- Expense Report Workflow
- Common Send Back Reasons
- 9.2 Upgrade Training
- Policy Training



Who is Payment Services?



Department Services

- Payments to Vendors
- Reimbursements to Faculty/Staff/Students/Individuals for Travel and Supplies
- Payment to Individuals for Services
- Interpretation of UW System Policy and State/Federal Law
- Manage Petty Cash and Change Funds
- Tax Reporting Information
- Travel Planning and Arrangement Assistance



Responsibility Assignments

- **Lynette** (x4299)
 - Academic Affairs
 - CPS
 - Cash Advances
- **Alyssa** (x2220)
 - CNR
 - Chancellor/Advancement
 - University College
 - Information Technology
 - US Bank Card Products
- **Vicki** (x3141)
 - Business Affairs
 - CLS
 - COFAC
 - Petty Cash
 - Dining Services
- **Adam** (x3080)
 - Student Affairs
 - Expense Workflow Admin
 - CISI Applications



Check Processing or eReimbursement

- Check Processing
 - Payments to Vendors
 - Reimbursements (non-Travel)
 - Honorariums/Stipends
 - Payment for Service to Outside Parties
 - Non-Payroll Payments
- eReimbursement
 - All Travel Related Expenses (to individuals)
 - Hosted Meals
 - ProTravel Expenses



Check Processing Guidelines

- Required Documentation
 - Business Purpose
 - Authorized Signature of WISDM Account Manager
 - Appropriate tax form (W9 or W8 series)
 - Proper form for payment type
- Timelines
 - Normal processing is 7 to 10 business days of Payment Services receipt

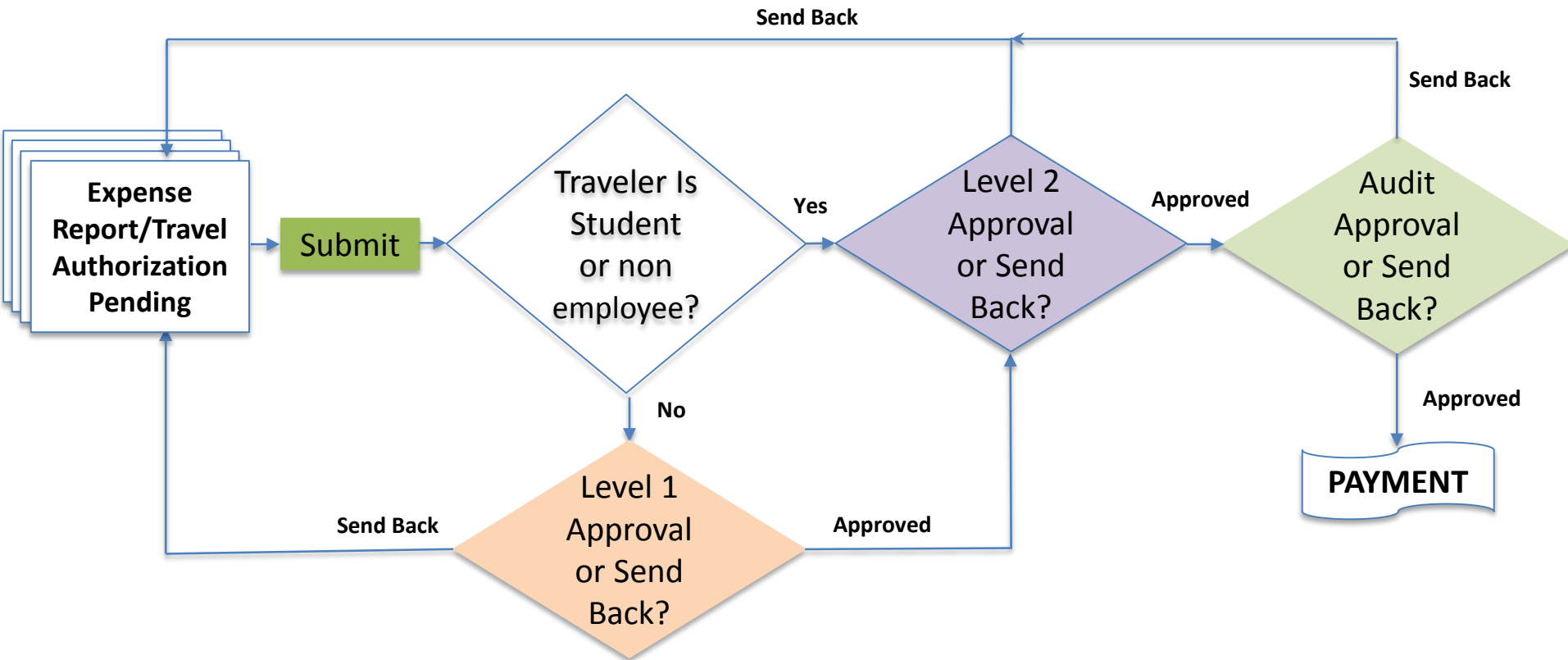


First Time Travelers

1. Sign-Up for a Concur Profile
2. US Bank Card Products
3. Driver Authorization
 - Additional Steps for Out of State Drivers
4. E-Reimbursement Training
 - Policy and Functionality



EXPENSE REIMBURSEMENT WORKFLOW



Level 1 = HR Supervisor – direct supervisor of traveler

Audit Approval = UW System

Level 2 = Department (UDDS) Supervisor – WISDM Manager of the funding account



Top 5 REASONS FOR SEND BACKS

1. Total Trip Accounting: Provide details about entire trip, even if no expense incurred
2. Business Connection under Accountable Plan: Need documentation that supports business purpose
3. Receipts: Need copies of paid receipts
4. Mileage Related: Incorrect mileage rate, map not attached, etc.
5. Dates Align with Travel: Expense/Receipt Date Match, Travel Dates for Departure and Return











9.1

e-Reimbursement - Expenses		
 Create Create a New Expense Report for you or someone else	 Modify Modify and Submit a Saved Report. Revise a Sent Back Report.	 View View an Existing Expense Report. Monitor Report Status. Note: not be made in View mode.
 Assign an Alternate Delegate Entry Authority to allow others to Create or Modify Expense Reports on your behalf.	 Queries/Reports 1. Leave field blank. 2. Click Search. 3. Select Query Group. Note: Query 999 will display a list of all queries.	 Delete Delete an Existing Unapproved Expense Report
 Employee Expense History Review your Payments and Expense History	 Create a Travel Authorization Pre-Trip Approval for Travel or Cash Advance	 Modify a Travel Authorization Modify and Submit a Saved Travel Authorization. Revise a sent Authorization.
e-Reimbursement - Approvals		
 Approve Transactions Approve Expense Transactions	 Queries/Reports 1. Leave field blank. 2. Click Search. 3. Select Query Group. Note: Query 999 will display a list of all queries.	 Reassign My Workflow Redirect Expense Reports from my Approval Queue to another Auditor. Note: You can only redirect expense report to another Approver/Auditor if they have approval authority for the department included in the report.
 Reassign Workflow to Me Pull an Expense Report from another Approver/Auditor queue for my approval. Note: You can only pull expense reports from another Approver/Auditor if you have the approval authority for the department numbers included in the report.	 Employee Expense History Review Payments and Expense History	

9.2

▼ Homepage

Expenses 	Expense WorkCenter 	Travel Authorizations 	Buyer WorkCenter 
Accounts Payable WorkCenter 	Non-Expense Approvals  0	Billing WorkCenter 	WISDM 9.2 Test 



9.1

Create Expense Report

Expense Report Entry

ADAM SWANSON

[User Defaults](#)

Report ID: NEXT

Quick Start:

General Information ?

*Report Name: *Expense/travel justification and supporting details:
(Spell out acronyms) [Attachments \(0\)](#)

*Business Purpose:

Destination:

Travel related expense report Date depart: Date return:

[Accounting Defaults](#)

More Options:

Details ?

[Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-4 of 4 | [Last](#)

*Overview

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>
	<input type="text"/>						<input type="button" value="+"/>

Totals

Employee Expenses:	0.00 USD	Due Employee:	0.00 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

[Definition of Totals](#)


[Expense Report Project Summary](#)

[Printable View](#)

[Return to Travel and Expense Shortcuts](#)



9.2

Report NEXT
ADAM SWANSON 

General Information

*Business Purpose


*Description


*Default Location


*Reference INSTATE

Date of departure

Date of return

 Attach Receipt

 Accounting Defaults

 Justification (IS MISSI)


Creation Date 08/16/20


Updated on 08/16/20


Expense Details

No expenses have been entered.

Custom Funding (UWSTP/153511/136)

 Add Expense

 Add from My Wallet (9)

 Quick-Fill



9.2 Functionality Training

- Thursday, September 20th 9-11am
 - DUC Theater
- Tuesday, September 25th 1-3pm
 - TNR 120
- By Department upon Request



Policy Training

- Re-occur semesterly
- Currently Being Scheduled
- Campus Announcements
- Training Opportunities Page



Heidi Wallner

PURCHASING, P-CARDS, AND CAPITAL EQUIPMENT



Purchasing (Procurement)

Procurement is the acquisition of Goods, Services or Works from outside external source.

To procure in a way that best fits the needs of the purchaser in terms of cost, quality, quantity, time and location, while being defined by processes intended to promote fair and open competition while minimizing exposure to fraud or collusion.



What the Purchasing Dept. covers:

- Purchasing Card Program (not travel or corporate cards)
- Shop@UW accounts
- Capital Inventory
- Gifts-In-Kind
- Bidding for any purchase* (or group of purchases) of \$5,000+ (signage unique)
- Procurement Contracts for UWSP
- General purchasing

* Information Technologies, Facilities Services, Printing & Design & CNR have buyers as well



Purchasing news

- **System Upgrade** (*first week of October*)–
 - Shared Supplier File-What does this mean to you- Any new Supplier must get approved by System Central office before any Purchase Order (or payment) can be processed. Allow more time.
 - eProcurement – on the horizon. Purchase Requisitions to be done electronically, allowing for tracking and document retention.
- **Purchasing Q&A Sessions:** Open to everyone on campus to come discuss any purchasing question they have. Start up anticipated late Fall. All topics on the table.
- **Website Upgrade:** All Financial Operations Departments are grouped under one Website – UWSP.edu/FO



Purchasing Card Program

The State has three Card Programs:

Purchasing Cards – used to make low dollar purchases, for official use only. See Purchasing for this card.

Travel Cards (Pro-Travel & Corporate) – for state authorized reimbursable travel expenses. (Webinars, conference registrations, team travel meals should also go on this card).
See Payment Services for this card.

Fleet Fuel Cards – fuel is NOT allowed on the Purchasing card. Each state vehicle should have a Fleet Card.
See Facilities Services for this card.

Most Important –
READ THE MANUAL.

New version available
Be sure to update your
links

All Needed Forms and
Information are on our
Website



P-Card Packets

- Sending in statements:
 - Complete the **Purchasing Log Sheet** – *NEED business purpose and description.*
 - If transferring expenses, get the proper authorizations and **INCLUDE** with your packet. If you transfer often, Transaction Management is for you.
 - Sign/date the statement, have your budget manager (in the case where cardholder is the Bdgt Mgr, use Supervisor) **REVIEW** all documentation, and sign/date also.
 - Turn in within one month of statement date. **KEEP A BACKUP** (digital is fine)
- Please put in this order:
 1. Statement
 2. Purchase Log
 3. Receipts & documents/backup (in statement order)



P-Card news

- **We have a New Manual. Be sure to review.**
- Refresher training is coming, requiring review, comprehension and sign-off of manual for BOTH P-Card Holders and Supervisors.
- **“Transaction Management”** – be able to adjust your funding BEFORE it hits WISDM. If interested, contact Kathy Heck to be included in training.
- Reporting back to Department Heads/Supervisors.





To set up an account for your department, fill out application available on the Financial Operations Website

Shop & Compare All Hosted Supplier Catalogs Go

Go to: Advanced Search | Favorites | Quick Order Browse: Suppliers | Categories | Contracts | Chemicals



Welcome to Shop@UW for UW-Stevens Point.

Please note that all links listed below open in a new browser window.

Shop@UW News

See [Shop@UW News](#) featuring information for shoppers. Recent posts include:

- [Are You Prepared for Fiscal Year End 2017?](#)
- [Toner and Other Printer Consumables](#)

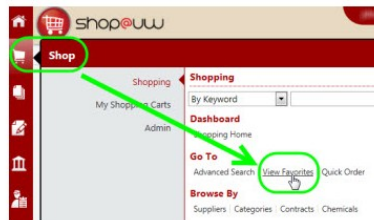
Shop@UW Web Quick Links

- [Contact a Vendor](#) webpage includes:
 - Contact Information
 - Information for Order Details and Returns
 - Shipping Information
 - Quote-to-Order Information (select punch-out suppliers)
- [Tutorial Index](#)
- [FAQs](#)
- [Shopper Feedback Form](#)

Order Products from the UW-Madison MDS Warehouse

Please [review this web page](#) in order to learn more.

Use the "View Favorites" link to quickly find the MDS Warehouse - Locally Stocked Products Shared Favorites folders. These locally stocked products consist of items from categories such as paper products, janitorial supplies, laboratory supplies, office supplies, maps and guides.



Shop at a Hosted Supplier Catalog

	 Hazmat Fees May Apply				 Locally-Stocked Products
	 Pipetting 360°	 Shipping Not Included			 Shipping Not Included
			 Shipping Not Included		 Shipping Not Included

Shop at a Punch-out Supplier Site

	 INK SOLUTIONS Ink & Toner	 Shipping Not Included		 Shipping Not Included	
		 Shipping Not Included		 Shipping Not Included	

Leave Shop@UW to External Links

 Chairs & Office Furniture	 Design, Fabricate, Repair	
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Capital Equipment Inventory

Effective July 1, 1997, capital equipment is defined as any individual item costing \$5,000 or more and having a useful life of at least two years.

Reminder: All information is on Financial Operations Website: See Policies, Procedures and Forms; Capital Equipment.

- If acquiring an item valued at \$5,000 or more, be sure to complete a **Capital Equipment Addition Request Form.**
- If relocating, trading, or surplusizing equipment, complete **Transfer/Trade-In Form** or **Surplus Declaration Form.**



Gifts-In-Kind

- BEFORE any gift can be accepted:
 1. "Acceptance of Gift-In-Kind" Form must be completed by donor
 2. Signed by Dean, Dept Chair or Director or receiving Dept
 3. Reviewed and approved by Purchasing Manager
 - a. each gift may require review by information technology, programmatic, resource consuming, and/or risk management perspective



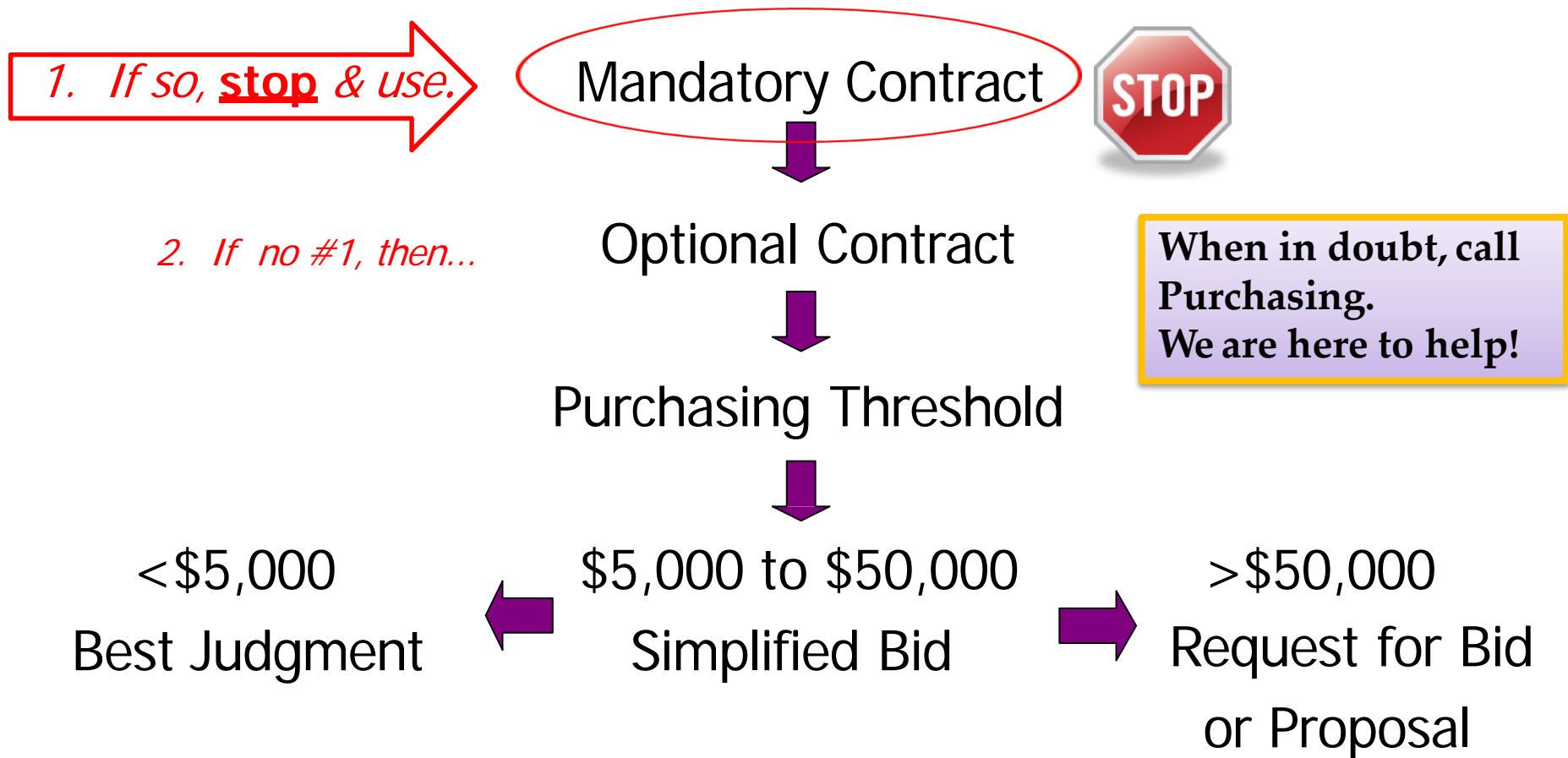
State Purchasing Concepts

Some of the differences between State purchasing and personal buying or private industry:

1. Tax Exemption
2. Laws, Rules, Regulations, Statutes, Policies
3. Mandatory Contracts
4. Requisition and Approval process
5. Ethics
6. Competition & Consistency
7. Public Perception & Open Government



Purchasing Decision Tree . . . General Guidelines



These are the basics, be sure to review all the factors!
(some key factors on the next page)



Purchasing Decision Other Factors

****Printing is special*** & unique... ALL printing must be bid (Regardless of price), and must be done through *UWSP Printing & Design, Rob Spindler x 2037 !*

*****IT, Audio & Visual items*** ... ALL IT, Audio & Visual must be vetted and approved by *Information Technology Purchasing, Tracy Raatz x3773!*

******Sole Source over \$5,000:*** *Requires Justification & Purchasing Manager Waiver*
over \$25,000: *Requires DOA or Governor's Office approvals...you must reach out to Purchasing to process paperwork! Not a quick process!*

*******Serial Purchasing is prohibited.*** "Serial contracting" is the practice of a department issuing a series of purchase orders, or using the purchasing card for purchases, to the same vendor for the same commodity or service without the benefit of a competitive process or a waiver as required under state purchasing policies and procedures.

********Is the Vendor Eligible*** ... full detail on how to review Vendor Eligibility later in this presentation.



Using a Contract

- **Mandatory Contracts:** statewide/Enterprise Contracts
- **Optional Contracts:** created by one agency for commonly used products and high risk goods and services across agencies and campuses
- **Riggybacking** is the use of a contract from another Wisconsin state agency.
- **Collective Purchasing** is the use of contract from another state, federal government, or another country and requires approval.
- **Work Center Contracts**
- **Budget Consortiums** and requires approval.
- **Inter-governmental Purchasing** is purchasing directly from the federal, state, or municipal governments.
 - Furniture *Change to Signage Rules. BSI is no longer mandatory Contract, however purchase limits have been reduced to less than \$3,500.*
 - Signage *have been reduced to less than \$3,500.*
 - Can Liners



Contracts sites that can be used:

[UW-Madison Search Engine](#)

UW-Madison has compiled their contracts, as well as DOA and UW System contracts in this site. They are for commodities that they most commonly purchase. Most of the contracted vendors working with UW-Madison extend the same pricing to other UW campuses with only the addition of freight charges.

[UW-System Contracts](#)

These contracts have been bid by UW-System and may be utilized by all the UW System schools for the purchase of goods and services.

[VendorNet](#)

This site lists contracts that have been bid following Department of Administration guidelines, and may be available to other state agencies.



No Contract Now

What???

Best Judgment - under \$5,000

(Fiscal Year expense below \$5,000)

- If there is no mandatory or agency contract, then you can:
 - Consider deliver, quality, price, conformity of specifications, etc.
 - Be sure Vendor is not Ineligible*
- Best judgment purchases of goods are often paid for by P-Card or Purchase Order.
- **Best judgment does not apply to Printing, IT, Use of Logo, or Legal Services, etc.**

Bidding - anything \$5,000 or more

Reach out to a Purchasing Agent on Campus.

- Jim Adamski (Fac Serv) – x2291
- Tracy Raatz – (IT, Audio, Visual) –x3773
- Tammy Naczek – (CNR, Biology) –x4685
- Heidi Wallner – Other, Purchasing Manager x2926
- General Purchasing Office – x2721

*Please remember about public perception. Don't use family members, friends, etc.




Campus Signed Contracts, Part I

ASSA - Academic Services Support Agreement

- Services provided on a temporary basis to fulfill a unique, noncompetitive activity supporting instruction, research, or public service will be considered an Academic Support Service.

PSA - Personal Services Agreement

- Non-Employee contracts for personal services that are required and are not issued on a Purchase Order. Subject to all purchasing guidelines.
- Examples:
 - Someone coming to speak to a class – ASSA
 - Speaker at an event, not class or mission related – PSA
 - Contractor coming to repair equipment – Purchase Order
 - Contractor performing service that could be done by different contractor (audit, accounting, yoga class), Purchase Order or PSA.
- Must be received BEFORE contractor is on campus.

 University of Wisconsin Stevens Point		ACADEMIC SUPPORT SERVICE AGREEMENT OR PERSONAL SERVICE AGREEMENT <small>ASSA Personal Service</small>
<small>This agreement is entered into between the Board of Regents of the University of Wisconsin System on behalf of the University of Wisconsin-Stevens Point (UWSP) and (hereafter Contractor):</small>		
Contractor's Name _____ Business Name (if applicable) _____ Address _____ City/State/Zip _____		SSN/TIN/EIN - W9 sent via fax (715-346-4011) Check if faxing or mailing in. Check in already on file with UWSP. Indicate Visa Status if not U.S. citizen _____
PERFORMANCE PERIOD Beginning Service Date _____ Ending Service Date _____ Location (Bldg., Room) _____		COMPENSATION INFORMATION Fee not to exceed \$ _____ Expenses not to exceed \$ _____ List expenses to be paid in Scope of Service section. Check if Travel Expenses are included in fee (paid by contractor). NOTE: Travel Expenses reimbursed as separate payment will be limited to State of Wisconsin reimbursement rates.
PAYMENT TERMS Payment will be made within 30 days upon completion of services and receipt of invoice, or other (please specify): _____		LIAISON Represents the UWSP's interest and related considerations as outlined in this agreement. Liaison's Name _____ Department _____ Phone/Email _____
SCOPE OF SERVICE (Identify type of service and expenses as well as any conditions. Attach appendix if needed): _____		
CONTRACTOR ACCEPTANCE I agree to the terms above and the Standard Terms and Conditions found at ASSA-Personal Service Agreement link at www.uwsp.edu/purchasing . I verify that I am duly qualified and willing to perform the services as an independent contractor. The fees under this Agreement do not exceed my normal and customary rate. I certify that the Social Security Number or Federal Employer Identification Number provided is correct. I am not a current University of Wisconsin System employee.		
CONTRACTOR'S SIGNATURE _____		DATE _____
UNIVERSITY OF WISCONSIN-STEVENS POINT ACCEPTANCE: The services to be provided are essential, reasonable and conform with applicable State Statutes and UW System policies and cannot be provided by current UW System employees.		
LIAISON'S SIGNATURE _____		DATE _____
DEAN / DEPARTMENT CHAIR and/or BUDGET MANAGER'S SIGNATURE APPROVAL: _____		
PURCHASING MANAGER (CONTRACTING OFFICER) _____		DATE _____
Contractor and Contracting Officer should sign (and initial where necessary) an original copy of the agreement. The Contractor, the UWSP Liaison and the UWSP should retain a digital copy of the agreement with original signatures.		
Agreement No. _____		



Campus Signed Contracts, Part II

Definition of **Contract**: Any agreement between two or more parties that creates a legally binding obligation to do or not do a particular thing.

Vendor Supplied Contract –

- Contracts must be signed by UWSP [Authorized Signers](#).
- To get a contract signed, complete the **Contract Routing Form**, and submit it with the contract to Purchasing.



Ineligible Vendor Lists:

Before purchasing a good or service, ensure the vendor is eligible to do business with the state by checking:

[Wisconsin Office of Contract Compliance Ineligible Vendor Directory](#) :

Vendors with (un)approved affirmative action plans.

[Certification for Collection of Sales and Use Tax Ineligible Vendor Directory](#):

Vendors who are delinquent on tax payments.



What additional comments
and questions do you have?

**Thank you for your
Participation!**





Please be back in 15 minutes



Al Bond

TECHNOLOGY CHANGES AND EXISTING GEMS



Today's Topics

- *Changes for 2018-2019*
 - Multifactor Authentication
 - Computer Data Storage
- *Existing Gems*
 - Video Conferencing
 - IT Work Order System
 - Remote Access
 - files
 - computers
 - Office 365



Changes for 2018-2019



Multifactor Authentication

- What it is...
 - It is a method of confirming users' claimed identities by using a combination of two different factors: 1) something they know, 2) something they have, or 3) something they are.
 - A good example of two-factor authentication is the withdrawing of money from an ATM; only the correct combination of a bank card (something that the user possesses) and a PIN (personal identification number, something that the user knows) allows the transaction to be carried out.

source: https://en.wikipedia.org/wiki/Multi-factor_authentication



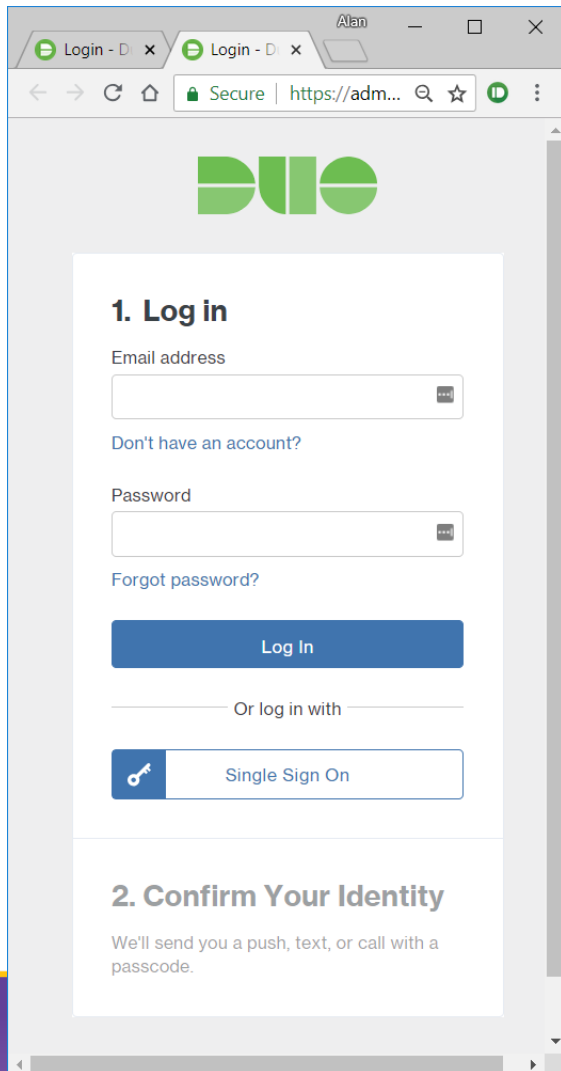
Multifactor Authentication

- Multifactor will be required for accessPoint & myPoint initially and other services later (probably email will be next).
- Good for 12 hours.
- Will be able to use app, Text Me, Call Me, Bypass codes

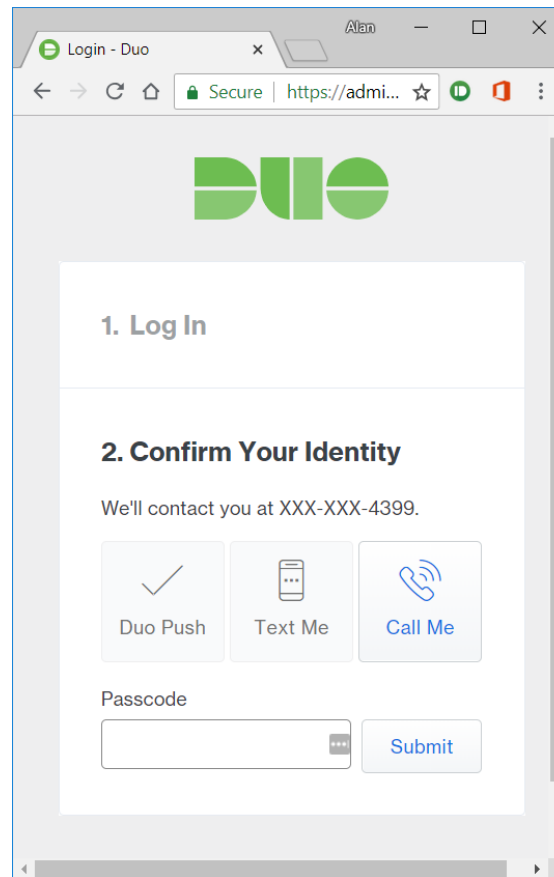


Multifactor Authentication

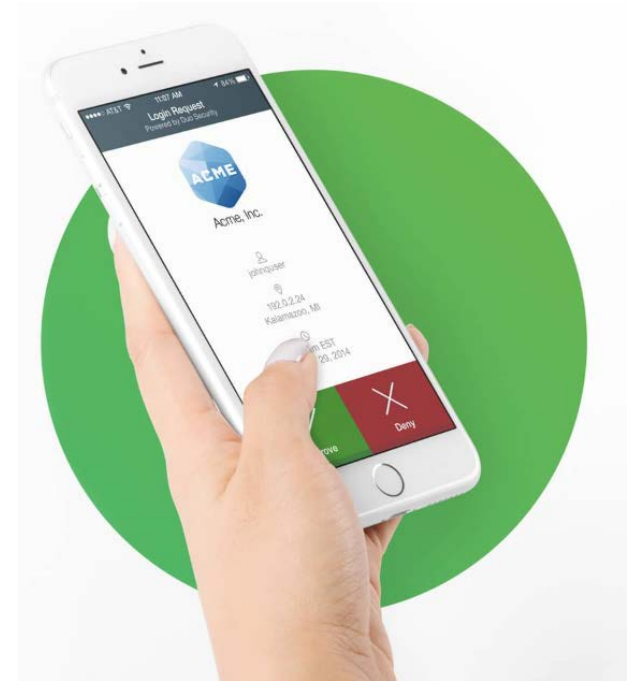
The product we are going to use is DUO



A screenshot of a web browser showing the Duo login page. The page has a green Duo logo at the top. Below it, the heading "1. Log in" is followed by an "Email address" input field, a "Password" input field, and a "Log In" button. There are also links for "Don't have an account?", "Forgot password?", and "Single Sign On".



A screenshot of the Duo login page showing the second step, "2. Confirm Your Identity". It displays a message: "We'll contact you at XXX-XXX-4399." Below this are three buttons: "Duo Push" (with a checkmark icon), "Text Me" (with a mobile phone icon), and "Call Me" (with a telephone handset icon). There is also a "Passcode" input field and a "Submit" button.



[Demo...](#)



Computer Data Storage

- With the move to Windows 10, all computer files should be stored in a network location.
 - *Hopefully you have heard this before...*
 - Individuals files in myFiles or OneDrive for Business
 - Group files in SharePoint, Department Drive & Other locations (Kalutra for video, D2L/Canvas, etc.)



Computer Data Storage



NEW

myFiles (aka H:) are being depreciated and will be taken off-line at the end of the 2018-2019 Academic year

All personal files should be moved into OneDrive for Business by the end of May 2019



Computer Data Storage

- Why?
 - Cost
 - Faculty will have to use OneDrive for Business with Canvas
 - More features than myFile/H:
- More information about ODFB at...
<https://www.uwsp.edu/infotech/Pages/Tutorials/Windows10/OneDrive-Sync-Client.aspx>



Hidden Gems



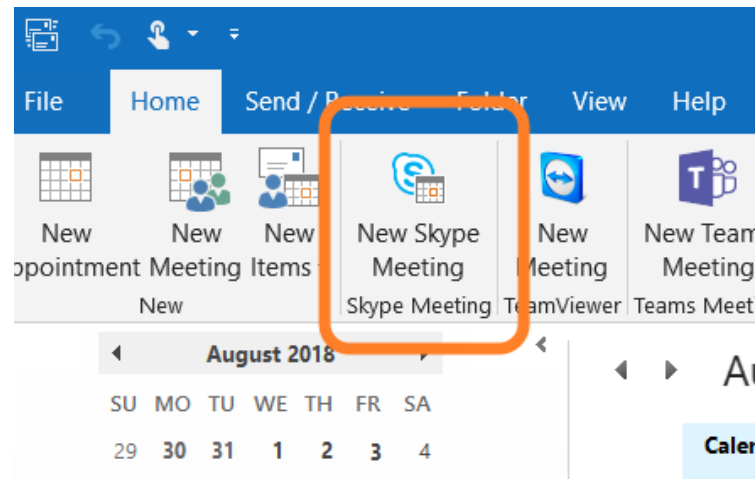
Video Conferencing

- Skype for Business
- Blackboard Collaborate Ultra (aka Ultra)
- Other solutions
 - BlueJeans
 - TeamViewer
 - Zoom
 - WebEx



Skype for Business

- Why?



Skype for Business

File Meeting Insert Format Text Review Help Tell me what you want to do

Delete Add a Meeting Appointment Scheduling Assistant Join Skype Meeting Meeting Options Online Meeting Teams Meeting Meeting Notes Cancel Invitation

Actions BlueJeans Show Skype Meeting TeamViewer Teams Me... Meeting N...

i You haven't sent this meeting invitation yet.

From Al.Bond@uwsp.edu

To...

Subject

Location Skype Meeting

Start time Thu 8/16/2018 12:30 PM All day event

End time Thu 8/16/2018 1:00 PM

→ [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

+1-715-346-2663,,136928# (Inbound)

English (United States)

[Find a local number](#)

Conference ID: 136928

[Forgot your dial-in PIN?](#) | [Help](#)



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Skype for Business

- And...
 - Chat
 - Share documents
 - View documents from the presenter
 - Whiteboard
 - Polling tool

- More info at...

<https://www.uwsp.edu/infotech/Pages/Tutorials/Skype/Skype-Video-Calls.aspx>



IT's Work Order System

<https://itselfservice.uwsp.edu>

University of Wisconsin Stevens Point

FootPrints Community | Welcome, Bond, AI (Student)

Customer Console | More

New Incident | New Service Request | Help

Select item(s) | Contains | Search

Welcome - UWSP Info Tech Self Service P...

If you are experiencing a technology emergency or a classroom technology failure, please call the Service Desk at 715-346-4357.

Submit a ticket using the buttons above for "New Incident" and "New Service Request".

Use **New Incident** if something is broken and you need to report it for repair.

Use **New Service Request** if you need something new or changed such as: new hardware or software, access to a mailbox or distribution list, a new account or changes to your telephone services , or services related to video production,

My Incidents and Service Requests | View

View	Edit	Print	Delete	Preview Pane	Subscribe	Container	Item Name	Record Number	Title
						Container: IT Service Center (2 items)			
						IT Service Center	Service Request	SR-2846	Test
						IT Service Center	Incident	INC-2725	test



Info needed in a WO

- **Who is requesting the work?** – *It may not always be the person entering the WO!*
- **Contact number and best time for contact.**
- **What do you want done?** – *Details are important!*
- **Where is the work?** – *Building & Room, but other details like wall too!*
- **Who is paying?**



Remote Access

- Remote File Access
 - OneDrive for Business
 - Direct Access (UWSP Windows 10 laptops only)
 - MyFiles (until May 2019)
 - <https://www.uwsp.edu/infotech/Pages/Tutorials/myFiles/Accessing-MyFiles-Off-Campus.aspx>



Remote Access - Remote File Access

OneDrive for Business

The screenshot shows the OneDrive mobile app interface. At the top, there's a blue header with the text "Depts UWSP" and a search icon. Below the header, there's a navigation bar with "A-Z" and a menu icon. The main content area displays a list of department folders, each with a folder icon, a name, and a date/size indicator. At the bottom, there's a navigation bar with icons for "Files", "Recent", "Shared", "Sites", and "Me".

Name	Date	Size
Biology	Jun 18, 2016	35MB
Business and Economics	Nov 30, 2016	51KB
Chemistry	Jun 18, 2016	25MB
CIS	Jun 18, 2016	107.4MB
CNMT	Jun 18, 2016	284.4MB
CSD	Apr 19, 2017	59KB
Distance Education	Jun 18, 2016	160KB

The screenshot shows the OneDrive web interface in a browser window. The address bar shows "https://uwsp...". The page title is "Depts - OneDrive". The main content area displays a list of department folders, each with a folder icon, a name, and a date/size indicator. The interface includes a search bar, a navigation bar, and a list of files/folders.

Name	Modified
Biology	June 18, 2016
Business and Econom...	November 30, 20
Chemistry	June 18, 2016
CIS	June 18, 2016
CNMT	June 18, 2016
CSD	April 19, 2017
Distance Education	June 18, 2016

The screenshot shows the OneDrive web interface in a browser window. The address bar shows "University of Wisconsin - Stevens Point > Depts". The main content area displays a list of department folders, each with a folder icon and a name. The interface includes a search bar, a navigation bar, and a list of files/folders.

- Biology
- Business and Economics
- Chemistry
- CIS
- CNMT
- CSD
- Distance Education
- English
- ForigenLang
- GeogGeol
- History
- InfoTech
- LettersAndScience
- Math
- Museum
- Philosophy



Remote Access - Remote File Access DirectAccess (Windows 10 Laptops)

DirectAccess is a technology which, when connected to the internet, will automatically create a connection back to the UWSP Campus network and receive policy and software updates with no user intervention.



Remote Access - Remote Computer Access for Faculty

- 3 Step process
 1. Have Tech Support person put the computer's main user in the "Remote Desktop Group" for their group (this has to be done only once)
 2. Make sure their computer is "awake" with <https://wakemycomputer.uwsp.edu>
 3. Connect to their computer with Remote Desktop (see <https://www.uwsp.edu/infotech/Pages/Tutorials/RemoteDesktop/Remote-Desktop.aspx>)



Remote Access - Remote Computer Access for Students

- Details about how to use the remote lab are at <https://www.uwsp.edu/infotech/Pages/ComputerLabs/Remote-Lab.aspx>, but it is pretty easy. Go to <https://hvremotelab.uwsp.edu/>, log in, download the file and double-click on it



Office 365

- <https://office.uwsp.edu>
- findtime.microsoft.com 
- [bookings](#) 
- forms.office.com
- Mobile Apps (Google Play and Apple Store)
- Desktop Apps
- Other apps (limited support) --> SharePoint / Teams / Sway / Planner / StaffHub / To-Do / Yammer / Flip grid



Kari Thompson and Julie Millis

CASH MANAGEMENT AND STUDENT FINANCIALS



Cash Handling Units

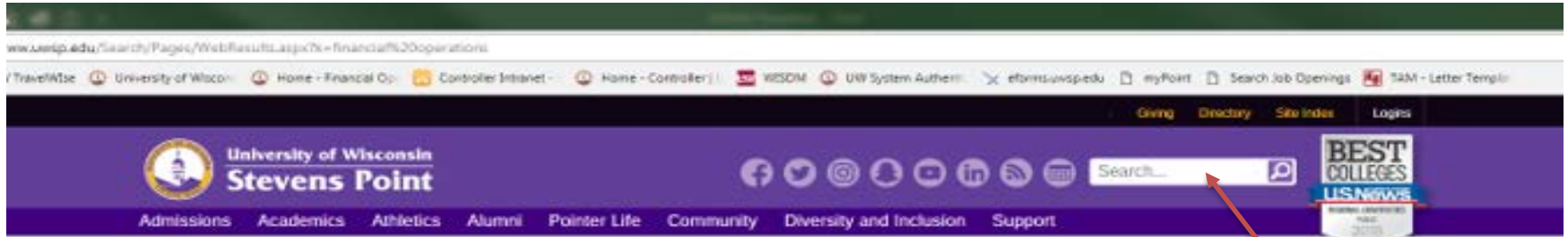
The policy defines cash as:

- currency
- checks
- money orders
- e-checks
- charge card transactions

If you or someone in your department handles cash, cash handling certifications must be completed, prior to handling cash transactions. Certifications will need to be renewed each year to maintain compliance with campus policy.



Financial Operations Website



Search

University of Wisconsin-Stevens Point - Search

financial operations

[Web Pages](#) [Documents](#)

Student Financial Services

Student **Financial Services** is a unit within the **Financial Operations** department, **Business Affairs** division, and is ... Search UWSP.edu Search UWSP.edu Student **Financial Services** ...

www.uwsp.edu/SFS

[Tuition and Rates](#)

[Pay My Bill](#)

Controller

It is the mission of the UWSP **Financial Operations** Office to serve the students and staff ...

www.uwsp.edu/controller

General Ledger

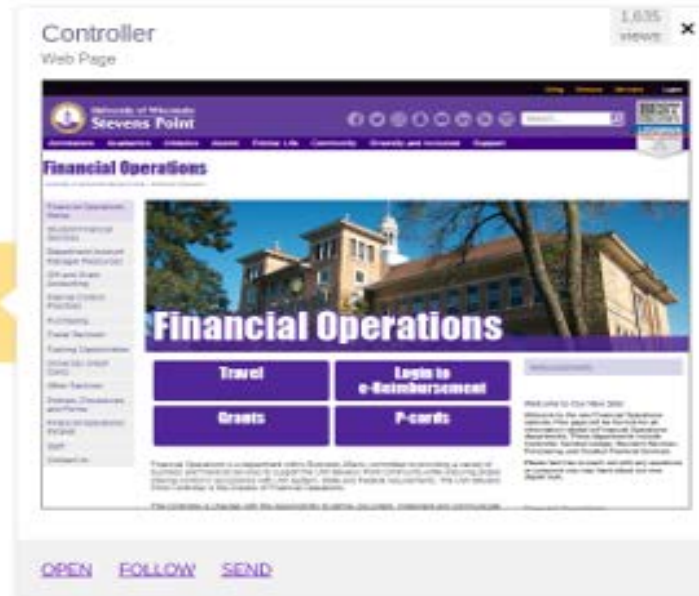
of **General Ledger**, a unit within **Financial Operations**, is to maintain accurate and auditable **financial** records for the UWSP campus ...

www.uwsp.edu/genledger

Staff

to expand mobile Site Navigation Giving Directory Site Index Logins ... Christina Rickert **Financial Operations** Director/Controller 715 346-3999 Main 0408 ...

www.uwsp.edu/controller/Pages/Staff.aspx



Financial Operations Website

Cash Handling Information

- Also use this link and save to Favorites -
<https://www.uwsp.edu/FO/Pages/default.aspx>
 - Policies, Procedures, and Forms
 - Cash Handling Policy, Training, and Forms
 - Cash Handling Policy and Procedures, please read through policy before completing training.
 - » Complete required Online Training, select the appropriate training:
 - Cash Handling if you are handling cash at any time.
 - Supervisor if you are the supervisor in charge of someone handling cash.
 - Fund Custodian if you are the cash manager/fund custodian for an authorized petty cash or change fund.



Financial Operations

University of Wisconsin-Stevens Point > Financial Operations > Policies, Procedures and Forms

- Financial Operations Home
- Student Financial Services
- Department Account Manager Resources
- Gift and Grant Accounting
- Internal Control Practices
- Purchasing
- Travel Services
- Training Opportunities
- University Credit Cards
- Other Services
- Policies, Procedures, and Forms**
- Financial Operations Intranet
- Staff
- Contact Us

Policies, Procedures and Forms

- ▶ [Academic Support and Public Service Agreement \(ASSA-PS\)](#)
- ▶ [Approval Authority](#)
- ▶ [Badger State Industries \(BSI\) Furniture Purchasing](#)
- ▶ [Badger State Industries \(BSI\) Name Badge Orders](#)
- ▶ [Capital Equipment](#)
- ▶ [Cash Advance \(Travel\)](#)
- ▶ [Cash Handling Policy, Training, and Forms](#)
- ▶ [Contracts](#)
- ▶ [Credit Card Merchants - Payment Card Industry Data Security Standard \(PCI DSS\)](#)
- ▶ [Deposit Form](#)
- ▶ [Extramural Funds Administration](#)

The Controller Department administers the cash handling policies and procedures, including the online cash handling certifications. This information has been developed to assist you in the proper compliance with Wisconsin statutory requirements. These procedures must be followed to ensure compliance with state law and the safeguarding of University assets, and to protect you and the University from alleged negligence.

[Cash Handling Policy and Procedures](#)
[Online Training Program](#) - Cash Handler, Fund Custodian, Supervisor
[Cash Handling Forms](#) - Deposit Slip, MOU, Petty Cash or Change Fund Action Form, Petty Cash Replenishment Form
For questions, contact: Financial Operations/Controller, FinancialOperations@uwsp.edu



Campus - Online Training: x
Secure https://campus.uwsp.edu/sites/controller/campus/SitePages/Online%20Training%20Program.aspx

University of Wisconsin Stevens Point Campus Online Training Program
Controller Home

Online Training Program

Annual cash handling certification is available online for all cash handlers, supervisors, and fund custodians. The online training program consists of three separate assessments, one for each training group. Review of the Financial Operations Cash Handling Policy and Procedures prior to the assessment will be necessary in order to successfully complete the assessment at 80% or higher. Once an individual receives their certification, re-certification must be obtained annually. Special arrangements may be made with Financial Operations for one-on-one or departmental training opportunities.

- Cash Handlers Certification
- Supervisors Certification
- Fund Custodian Certification

Successful completion of the training program ensures the following:

- I have read and understand the Financial Operations Cash Handling Policy and Procedures.
- I accept responsibility for the university funds I handle, or oversee, and will abide by the Cash Handling Policy and Procedures.
- I understand that failure to comply with the Cash Handling Policy and Procedures is cause for disciplinary and/or legal action.

Libraries
ADA Admin Workshop

Controller's Office
Approval Authority

Policies and Procedures
Forms

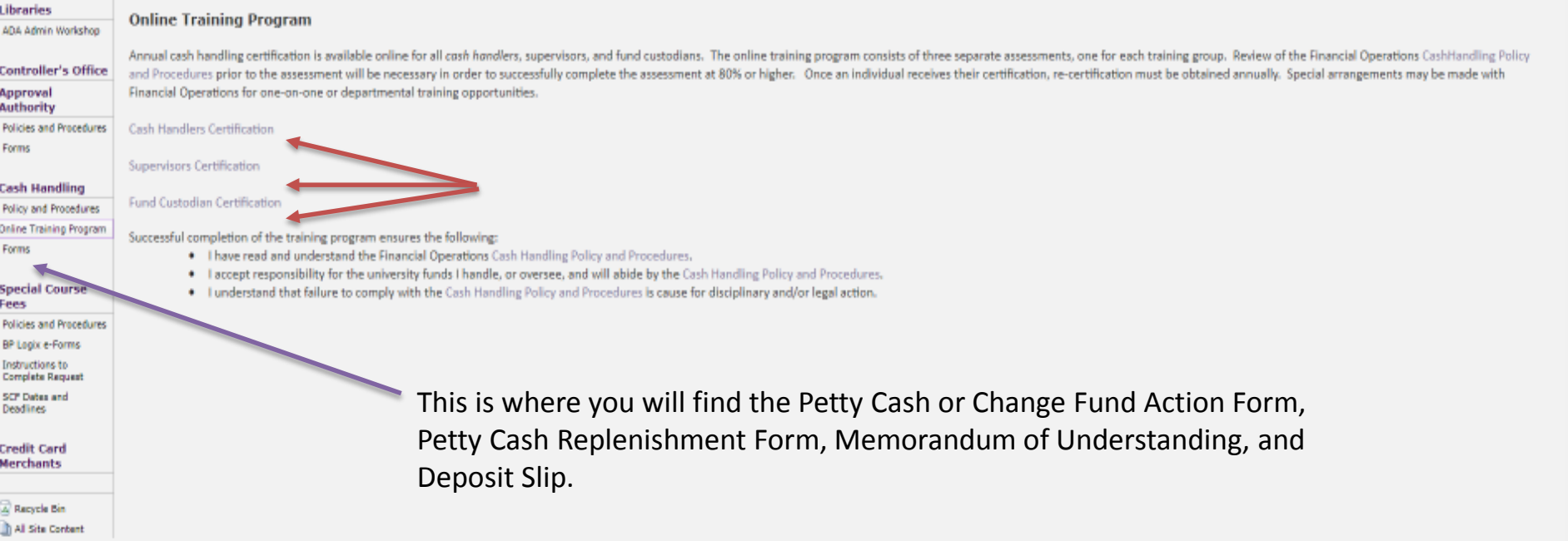
Cash Handling
Policy and Procedures
Online Training Program
Forms

Special Course Fees

Policies and Procedures
BP Logic e-Forms
Instructions to Complete Request
SCT Dates and Deadlines

Credit Card Merchants

Recycle Bin
All Site Content



This is where you will find the Petty Cash or Change Fund Action Form, Petty Cash Replenishment Form, Memorandum of Understanding, and Deposit Slip.



Key Points of Cash Handling

- Online Training Program and Certifications
 - Must be certified in order to handle cash as defined by policy.
 - Must renew certification each year to remain in compliance with campus policy.
 - The focus of the Cash Handling program is to reduce the number of cash handling units on campus. A recommendation is for your unit/department to combine cash handling processes or have payments directed through the Student Financial Services/Bursar's office.



Internal Controls

InternalControls - Finan... x

Secure | https://www.uwsp.edu/FO/Pages/InternalControls.aspx

Apps Files - OneDrive UW TravelWise University of Wisconsin Home - Financial Op... Controller Intranet Home - Controller | UW WISDM UW System Authenti eforms.uwsp.edu myPoint Search Job Openings TAM - Letter Templa Other bookmarks

Giving Directory Site Index Logins

University of Wisconsin Stevens Point

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Admissions Academics Athletics Alumni Pointer Life Community Diversity and Inclusion Support

Financial Operations

University of Wisconsin-Stevens Point > Financial Operations > InternalControls

- Financial Operations Home
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- Department Account Manager Resources
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- Policies, Procedures, and Forms
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- Staff
- Contact Us

Internal Control Practices

Internal Control Practices: Overview

Learn how to incorporate internal control practices into your department's everyday procedures.

About control practices

Internal control practices enable UW-Stevens Point to achieve its objectives while maintaining an environment that focuses on ethics and accountability. Establishing an ethical environment at all levels of the organization is the most important element of accountability and control.

Effective control activities help you and your department identify priorities, achieve department goals, report reliably, meet compliance regulations, and safeguard university resources.

Your department benefits by:

- Reducing and preventing errors in a cost-effective manner
- Ensuring priority issues are identified and addressed
- Protecting employees
- Providing appropriate checks and balances

4 keys to great internal control practices:

With tightened resources, it's more important than ever to minimize risk and focus on these key areas.

1. **Separation of duties:** Divide responsibilities between different people so one individual doesn't control all aspects of a transaction.
2. **Authorization and approvals:** Be sure that only a person with delegated authority approves or authorizes transactions.
3. **Security of assets:** Safely secure equipment, cash, inventory, and resources. Reduce the risk of unauthorized use. Count periodically and compare with amounts shown on control records.
4. **Review and reconciliation:** Regularly examine transaction records against official university records to verify accuracy, appropriateness, and proper compliance.

https://www.uwsp.edu/FO/Pages/InternalControls.aspx

University of Wisconsin Stevens Point Emergency Information



Internal Control Practices: Cash

- Separation of Duties
 - Divide responsibilities between different people so one individual doesn't control all aspects of a transaction.
- Accountability, authorization, approval
 - Cash accountability ensures that cash is accounted for, properly documented and secured, and traceable to specific cash handlers.



- Security of Assets/Safekeeping of Funds
 - Safely secure cash and reduce the risk of unauthorized use. Count periodically and compare with amounts shown on control records.
 - Depositing Funds
 - All checks should be restrictively endorsed upon receipt.
 - Use required Deposit Form.
 - Per State statute Wis. Stat. § 20.906, all funds collected by UWSP shall be deposited into the State Treasury at least once a week.
- Review and Reconciliation
 - Reconciliation activities confirm that transactions were recorded correctly. Perform monthly reconciliations of cash receipts and bank account statements to provide good checks and balances.



Deposit Slip Instructions

Information (Top Section)

Complete the contact information in the upper portion of the form. The Bursar will fill in the Bursar receipt number.

Revenue

Complete the revenue portion of the form, including fund, department ID, program code, and account #. If fund 133, 144 or 233, a project ID is also required.

Fill in the revenue amount and select if the revenue is taxable or non-taxable. If taxable, the worksheet will automatically calculate the taxes and prefill the tax fields.

The Acct # field will need to be filled in with the appropriate revenue code. Taxable revenue will be in the 94XX series.

The 3rd tab of this workbook contains information to assist with determining if revenue is taxable.

The 4th tab of this workbook contains a listing of the most commonly used revenue codes along with a link to the full chart of accounts.

Expenditure Reimbursements

Complete the expenditure reimbursement portion if you are depositing money that is paying back an expense.

Fill in the required information. Provide the journal line reference and attach any relevant information with the deposit when submitting to the Bursar.

To locate the "Journal Line Reference", locate the expense in WISDM and enter the characters found in the "Jrnl Line Ref" column.

Use the same department ID #, account #, and description as the original expense if same fiscal year.

If the reimbursement is from a prior fiscal year, please contact the General Ledger (ext: 2051) for coding.

Enclosed Amount (Bottom Section)

Complete the bottom portion of the form to list the amount of checks, cash, and coin that are enclosed.

If all revenue and expense reimbursements match the amount of your deposit slip, it will indicate "TOTALS BALANCE"

If you are missing something, it will warn you to "VERIFY TOTALS"

Print one copy for your records and to verify the deposit posts correctly to WISDM and deliver one copy to the Bursar's Office (007 SSC).

If you have questions, please contact the Bursar at 2088.



Taxable or Non-taxable Revenue

Please refer to the following link for information on sales and use tax.
[Sales & Use Tax | UW Policies](#)

This listing includes the more common types of revenue campus receives:

ACTIVITY	TAX STATUS	RESTRICTIONS
Advertising	Non-taxable	
Appliance Rentals	Non-taxable	
Beverage Bar Sales	Taxable	
Books/Textbooks	Taxable	
Camps/Clinics	Non-taxable	
Clothing sales	Taxable	
Commissions paid	Non-taxable	
Concession sales	Taxable	
Copies (photocopies, microfiche, etc.)	Taxable	Unless to campus department or for official documents (i.e. Transcripts)
Donations	Non-taxable	
Dorm Rentals	Non-taxable	
Fan bus fees	Non-taxable	
Fax fees	Taxable	If sold to the public
Fines (all)	Non-taxable	Includes library, parking, lost keys and ID's, dorm, etc.
Flea Markets/Silent Auctions	Taxable	Occasional sales rules apply for student organizations
Food Sales (other than Food Service)	Taxable	
Fundraiser sales	Taxable	Occasional sales rules apply for student organizations
Gifts	Non-taxable	
Graduation fees	Taxable	
Grants	Non-taxable	
Health Club Memberships	Non-taxable	If for health purposes. Recreational use is a sale of a taxable service.
Laser Cards	Non-taxable	
Long Distance/Voice Mail	Non-taxable	
Meals-Day Care	Non-taxable	If under contract
Meals-Faculty/Staff	Taxable	
Meals-Student	Non-taxable	If under contract
Memberships	Non-taxable	Considered a donation if the donor receives no benefit
Parking Permit Fees/Meters	Taxable	
Personal Property Rental	Taxable	Exception: transportation
Piano Maintenance	Taxable	
Raffle Tickets	Non-taxable	
Reimbursements	Non-taxable	
Rental of Space	Taxable	If for any recreational purpose, unless rented to a promoter selling tickets (wedding receptions)
Rental of Space	Non-Taxable	If rented to a promoter selling tickets or to a group for non-recreational purposes (such as a religious/political meeting, graduation ceremony, trade show, antique show, wedding ceremony)
Research Fees	Non-taxable	
Royalties	Non-taxable	
Surplus Property	Taxable	Unless the sales is to a tax exempt entity
Tickets for admission	Taxable	Occasional sale rules apply for student organization
Tuition	Non-taxable	Includes non-credit and extension
Vending-Food/Medicine, etc.	Non-taxable	If commissions are received and the sales tax is paid by the vendor
Vending-Games/Machines	Non-taxable	If commissions are received and the sales tax is paid by the vendor
Vending-Laundry	Non-taxable	For coin operated machines only (machines that take tokens are taxable)



Commonly used revenue codes

Please refer to the following link for the full listing of account codes.

[SFS Sorted Account Codes](#)

This listing includes the most common types of revenue departments would deposit:

Category	Account Title	Definition	Restrictions	
Operating Revenue	9160	Cont Ed-Informal Instruction	CONTINUING ED-INFORMAL INSTRUCTION	
Operating Revenue	9200	Misc Revenue & Deposits	MISCELLANEOUS REVENUE AND DEPOSITS	
Operating Revenue	9230	Federal Aid	FEDERAL AID	May only be used with fund 144 and a project ID
Operating Revenue	9300	Services	SERVICES - Including current fiscal year summer session room charges.	
Operating Revenue	9303	Rental Income-Other	RENTAL INCOME-OTHER.	
Operating Revenue	9304	Meeting Room Rental	MEETING ROOM RENTAL	
Operating Revenue	9308	Lease/Rent Building Corp	LEASE/RENT BUILDING CORP.	
Operating Revenue	9309	Refrigerator Rentals		
Operating Revenue	9323	Study Abroad Fees	STUDY ABROAD FEES.	
Operating Revenue	9341	Athletic Events	ATHLETIC EVENTS.	
Operating Revenue	9342	User Fees Miscellaneous	USER FEES.	
Operating Revenue	9348	Camps & Clinic Fees - Summer	CAMPS & CLINIC FEES - SUMMER.	
Operating Revenue	9349	Camps & Clinic Fees - Academic	CAMPS & CLINIC FEES - ACADEMIC.	
Operating Revenue	9364	Misc Guest Rental	MISCELLANEOUS GUEST RENTAL	
Operating Revenue	9365	Vending Machine Commissions	VENDING MACHINE COMMISSIONS	
Operating Revenue	9368	Library Fines	LIBRARY FINES	
Operating Revenue	9371	Parking Fines	PARKING FINES	
Operating Revenue	9373	Parking Permits	PARKING PERMITS	
Operating Revenue	9374	Parking Meters	PARKING METERS	
Operating Revenue	9400	Sales of Materials	SALES OF MATERIALS For sale of merchandise items not specified elsewhere in the 94XX series. Sales tax must be collected. Includes items produced in student project courses, subscription sales (if published more than four times per year - not taxable), and the sale of pamphlets and booklets that are not copyrighted. For service-related collections use 9300. (Refer to Sales & Use Tax Information for Colleges, Universities, and Vocation Schools.)	
Operating Revenue	9405	Tax Exempt Sales	Tax Exempt Sales	
Operating Revenue	9500	Gifts & Donations	GIFTS & DONATIONS	May only be used with fund 233 and a project ID
Operating Revenue	9504	Private Grants	PRIVATE GRANTS	May only be used with fund 133 and a project ID
Transfers-Revenue	9910	Shared Grant Revenue-Transfer	TRANSFER SHARED GRANT Transfer of funds between institutions within the same fund. By agreement institutions may account for these types of transfers by using expenditure code 3910 on both sides.	May only be used with funds 133 or 144 and a project ID
Operating Revenue	9911	Insurance Loss Reimbursement	INSURANCE LOSS REIMBURSEMENT Revenue deposited for reimbursement of expenditures resulting from insured losses.	May only be used with fund 999



Student Fees

- Departments should not collect cash from students
- Some courses require additional fees to cover the cost of materials and services beyond those usually provided. These fees are charged to the student bill in addition to the tuition cost. These fees can be on all sections of a course or just on a specific section. Special course fees are non-refundable after the first week of class.
- Instructions to complete the Special Course Fees e-Form can be found on the Financial Operations website [Policies, Procedures and Forms](#)
- Deadlines to submit Special Course Fee Request Forms by term:

Class Rollout Schedule		Special Course Fee
Term	Request Due	Appears on Web
Fall	December 10	First Week February
Winter	April 10	Last Week April
Spring	August 10	Last Week September
Summer	November 10	First Week December

- If there are non-instructional student fees, departments should contact Student Financial Services. These fees will be reviewed on a case by case basis to determine if the charge will be allowed on the student tuition bill.



Christina Rickert

SFS 9.2 UPGRADE - UPDATE



Shared Financial System

- University of Wisconsin's financial application software
- SFS will be upgraded to v9.2
 - Fluid interface for easier navigation
 - WorkCenters for one-stop shop activities
- Go Live weekend begins October 5, 2018
 - SFS Outage: 5:00 PM October 5 to Wednesday, October 10



Campus Impact

Payment Services and Purchasing

- Shared Supplier [Vendor]
 - Consolidate supplies to single shared set to be used across all entities (except MSN, DPD, and Bursar's)
 - New suppliers will need to be requested/approved through UW System
 - Expect delays for new vendors
 - W-9s will be required before POs will be created

Travel and e-Reimbursement

- Expense Module
 - Appearance and process of entering reports is quite different

Training Opportunities

Thursday, Sept. 20 9:00 AM-11:00 AM

Tuesday, Sept. 25 1:00 PM-3:00 PM

Visit:

www.uwsp.edu/FO for training opportunities



