



College of Arts & Sciences Managers' Meeting

Wednesday, April 8, 2020

10:30 a.m. – 12:00 p.m.

Welcome – Roseanda Hall, Senior Director, HR Shared Services

Arts & Sciences Foundation: Fund Stewardship – Joanna Cardwell, Senior Associate Director of Donor Relations

Receive Distributions – Reinvest unused payouts so funds grow faster and produce larger distributions in the future. Remind chairs and award committees about available funds for the coming year

Spend the Funds – Departments should spend the payout and reinvest any excess when possible. Be sure to use the payout according to the language in the gift agreement. Gift agreements and purpose language should be available at <http://srcs.oasis.unc.edu>. If you can't use a fund because the purpose is too restrictive, let us know! We may not be able to change it, but sometimes we can.

Report usage for stewarded funds – Provide as many details as possible. Add names of individual recipients to each fund using the “ADD RECIPIENT” feature. For unused funds, specify a reason. For funds to be awarded after the reporting deadline, include a note in “Steward Comment to A&S Ftdn” indicating when the awards will be made and remember to follow up.

Adding a Steward Comment to Recipient is very important, especially for research and travel awards. Many faculty and students are unaware of the sources of their funding; providing details to them can prevent confusion. (This comment appears in the email they receive asking them to respond with information, so it helps with response rates as well.) **Adding a Steward Comment to Foundation** is a way to provide us with additional information about the recipient or award that can help us as we put together our reports.

Finalize Information – Stewardship reports begin going out in June and continue throughout the year. Set a calendar reminder to go back and add information for funds that were not awarded before the initial reporting deadline. Our Foundation reporting cycle is July 1-June 30, although some departments adhere to Annual Report's May 1-

April 30 cycle. You can do what works best for your department, but please be consistent from year to year.

Travel and P-Cards – Rebecca Spanos, Travel and Payment Card Services Manager

Travel and Expense Card Overview – An individual CC for University Employee who have regular Travel expenses, Business meetings, Conference/Seminar Registration expenses. Accountholder Advantages – Reduces out of pocket expenses and cash advances, corporate paid, corporate liable, transactions automatically feed into Concur for reconciliation.

Using the Travel and Expense Card – Allowable examples include airfare, hotel/lodging, rental car, parking, ground transportation, business meals and conference registration. Non-allowable examples include daily meals, room service, in room movies, personal charges and mini bar charges.

Concur – Software tool. Concur Request allows for authorization and approval for trips in advance. The mobile app will let users manage trip and expenses, allow for receipts to be uploaded directly. The Concur Expense Tool is for expense reimbursement and expense reports. All of this feeds into the Concur Financial System, all of which can be reviewed by Concur Intelligence which will show reporting and analytics. Departments will assign Designated Approvers and Business Officer Approvers in ConnectCarolina. Concur will benefit all users by being more user-friendly than the current system.

Delegates – Self-Service Access will let the user enter the information in themselves without the need to utilize delegates. Personal delegates will be assigned to help users create Requests and Reports. Approvers will be assigned to another employee in their area on a temporary or permanent basis. They will review reports and notify the users when they are ready for approval.

Additional Features – Exchange Rates will automatically be pulled into Concur. Per diem rates will be automatically populated into the system. Mileage reimbursements will be automatically updated each year and Google Maps is built into Concur so that the trip can be built out within the system.

Finance Announcements – Elizabeth Bakanic, Associate Dean for Finance and Budget Management

March 25th Procurement – Any large purchases over \$50,000, furniture purchases, etc. will have to be run through Elizabeth Bakanic's office. Please refer to the link for the form <https://finance.unc.edu/news/mcu-lead/updated-mcu-form/>. Central Campus is concerned with cash flow, revenue, funding, so please be mindful of purchases in your department, please be mindful of resources.

HR Announcements – Ashante Diallo, Associate Dean for Human Resources

Reports for Fall 2019 Research & Study Assignments are due by April 30th to Janet Farrell and Teresa Wilkinson.

Summer School Hire Requests – If your department will be offering summer school courses please submit your hire requests to your assigned HR Business Partner as soon as possible. For this year, please submit all your summer school requests in Infoporte, and attach your spreadsheets even if you are already using RASR. All Summer Session hire actions need to be initiated in ConnectCarolina and in Summer School's approval inbox by April 15th. If you have graduate students that will be graduating in May, we will need to hire them as a Lecturer, so we have to allow time for a temporary recruitment and Background Check to be initiated and returned.

Payroll Procedure Adjustments – On March 17th, Payroll Services implemented an alternative process whereby all paper checks will be mailed to the employee's home address on file. Please encourage employees to review their home address in Connect Carolina Self Service at: <https://ccinfo.unc.edu/infoupdate/>. Payroll Services will review paper checks prior to mailing and reach out to departments if questions arise.

Recognition award checks (AWA earnings code) will be paid like longevity as a separate check with the employee's next on cycle payment instead of being issued via check.

For manual check requests, please give more consideration to submitting an exception sheet first so that the amount is added to the next on cycle payment. When manual checks are warranted, the standard option will be to mail the check to the employee's home address.

Rapid Admin Service Request System (RASR) Implementation – over 45 departments have successfully transitioned into RASR. Remaining departments are scheduled to transition into RASR on April 20th.

Actions that are currently in Shared Services can be done in RASR. Other actions for the Dean's Office such as faculty reviews, promotions, overloads, position authorization requests, etc. are not currently in RASR. After final implementation for shared services requests, we will identify additional processes that can be routed through the RASR system.

Next Managers' Meeting: Wednesday, May 13th, from 10:30am to 12pm