	Financials Focus Group (FFG) **MINUTES**
Date	August 9, 2019
Time	11 a.m.-11:45 a.m.
Place	University Towers, UTWR-211
Attendees	<u>In Person</u> Sheryl Gamble, Susan Viglione, Carmen Honaker, Gerald Deveau, Vanay Syme, Rita Higgins, Tattiana Fuentes, Kymbrell Smith, Amber Ryder, Chad Macuszonock, Monica Mayer, Nellie Nido, Joel Levenson, Meghan McCollum, Francis De Sagun, Chris Kachele, Jackie Lewis, Debra Simon, Becky Vilsack <u>On Skype</u> Andrew Holloway, Elizabeth Hardman, Esther Pennepacker, Michelle Fuentes, Nester Garcia, Usha Lal, Ashley Hilyer, Vicky Sharp, Justin Strobel, Katheryn Daniels, Kari Stiles, Vicki Vitale, Wanda Cortes, Yadira Rivera-Vazquez, Keri Tessitore Tymensky, Laura Crouch, Maria Aragon, Mark Wagenhauser, Maureen Au, Maria Carreno, Maritza Diaz, Millicent Downer, Melanie Warren, Michele Locke, Michael Stein, Maureen Landgraf, Merry Marcheschi, Michele Pozdoll, Noemi Gonzalez, Olga Arce, Pamela McGlinchey, Ann Boutros, Tish Sheppard, Richard Strohfus, Angela Harris, Anjella Warnshuis, Richard Phillips, Bettyna Lahens, Rita Echeverria, Brenda Posey, J. Roane, Sherri Dixon, Brenda Jackson, Stacey Royalty-Rose, Brian Sargent, Tera Alcala, Carmen Jarquin, Tavis McLelland, Cynthia Gabriel, Tammy Forrester, Anna Economou, Tonya LaPrarie, Traci Fisher
Minutes	Debra Simon

Minutes Approved

Nellie Nido moved to approve the May meeting minutes; Monica Mayer seconded the motion to approve.

Continuing Business

The UCF Rising website is now available at https://rising.it.ucf.edu. The information available on the site was described. An article about its launch can be found on the Financials Support Services (FSS) and Finance & Accounting (F&A) websites.

1. FSS will conduct user-acceptance testing (UAT) sessions next week with Office of Research staff to ensure that the new Grants module works properly when it launches in November.

2. **Volunteers needed:** FSS is conducting additional testing the week of August 26 and needs testing volunteers. These should be people who enter requisitions, preferably related to grants, as part of their job. If you would like to help test the Grants module, contact the Financials Service Desk at fntrain@ucf.edu or 407-823-5117, option 6.

3. A calendar outlining upcoming UCF Financials downtime and events will be distributed soon.

New Business

1. Relocation assistance for new employees was discussed:

   - Tax changes a couple of years ago caused the relocation stipend process to be replaced with a new method of providing relocation assistance.

   - Currently, a taxable cash payment is provided that must be repaid if the employee does not continue to be employed by the university for two years.

   - Now that the new policy has been in effect for a while, F&A has been able to evaluate its effectiveness and will be introducing some adjustments.

   - In particular, the process for assisting graduate students with relocation will change as they often do not meet the two-year requirement.

   - Questions can be emailed to Director of Payroll Services Isha Guerrero-Londeree, Isha.Guerrero-Londeree@ucf.edu; Assistant Controller Meghan McCollum, Meghan.McCollum@ucf.edu; or Assistant Vice President for Tax, Payables, and Procurement Joel Levenson, Joel.Levenson@ucf.edu.

2. Airbnb can again be used for travel accommodations. Employees can use PCards for payment or request reimbursement. An announcement with additional details is available on the F&A website, fa.ucf.edu.

3. Travel using Concur was discussed:

   - Southwest Airlines has renewed a promotion for employees who use Concur to make travel arrangements. Travel booked and flown between August 31 and December 31 will receive 50 percent extra Rapid Rewards, bonus points when booked through Concur.

   - More university travelers have been using Concur to book flights. Those who are not are encouraged to participate.

   - Concur offers the benefit of warning users when a booking does not comply with university travel policies.

   - The Travel Department offered training sessions in how to use Concur earlier in the year.

   - Additional training sessions on how to use Concur will be offered early next calendar year.

   - Employees can also visit the Travel Payables Useful Links website to learn more about how to use Concur, https://fa.ucf.edu/travel-payables-useful-links/.

- The Travel Department reminds Concur users that if they find the system returning a limited number of flights, they should check the default settings and expand them, if necessary, to include more options. For instance, the system may default to a setting that searches for flights within a short time period. Adjust the times you are willing to fly to return a longer list of flights.

- Concur does not offer basic economy flights. It does offer economy. Basic economy flights include too many options that can be added at an additional charge. This pricing structure is not cost effective for the university.

4. Beginning October 1, all PCard statements will be electronic and will no longer be mailed.

    - All PCard holders and approvers will receive emails containing details about how this will work: In August an email notification will be sent. In September an email regarding the email and password setup will be sent. In October an email will remind users that the change has taken place.

    - Only the PCard holder can access his or her PCard account.

    - All PCard packets can be sent to the Travel Department digitally.

    - Mailed PCard statements can take two to three weeks after the first of the month to arrive at the PCard holders address. Electronic PCard statements will be available on the first of the month.

    - PCard accounts will include a 13-month transaction history.

    - The PCard Department is aware that the new process may lead to reconciliation delays. They will provide a grace period during the transition.

    - The PCard Department is looking into whether one person can be an administrator for a group.

    - A person **cannot** sign in to a PCard account as somebody else.

    - If necessary, the PCard Department can obtain statements, but users should not rely on this.

8. Procurement Services created a new webcourse earlier in the summer that must be completed and passed by all purchasing requestors and approvers by November 1. Those who do not will lose purchase requisition create (PRC) and purchase requisition approve (PRA) access to UCF Financials.

    - The course number is PURUPA. The course name is Unauthorized Procurement Actions (UPA).

    - Those who commit UPAs must complete UPAVIO: Unauthorized Procurement Actions.

    - Each course takes about 30 minutes. The quiz includes 10 questions that must be passed with a score of 80 percent or higher.

    - Those taking the course are strongly encouraged to complete the course survey.

    - A policy document regarding UPAs will be available soon.

9. The grace period provided by Procurement Services for blanket purchase orders (POs), which began July 1 and was extended from the third week of July into early August, has ended.

10. Procurement Services asked that those creating requisitions check to be sure the buyer is listed with the correct name. When a new requisition is created in the system, the buyer should be accurate. However, when a new requisition is created by copying an old requisition, the buyer may need to be updated.

11. An Addy Note has been created explaining the new method for copying a PO, https://financials.ucf.edu/wp-content/uploads/sites/4/Printing_a_PO.pdf. Note that the PO copy does not include a signature. If a copy with the signature is needed, contact Procurement Services.

12. A new FSS employee was introduced. Jackie Lewis is the new Assistant Director of Instructional Technology.

Open Discussion

No additional items were discussed.

Conclusion

The meeting adjourned at 11:45 a.m.

The next FFG meeting is scheduled for September 13 at the Research Pavilion in room 302 (RP-302).