Business Administrator Services (BAS) Forum
May 15, 9-11:00 p.m. MSC Auditorium
Faculty/Staff News Now

Presented by Joe Richardson, Marketing & Public Relations HR
New Tuition Benefit Workflow Changes

Q: My child, who is a dependent, now has a tuition waiver benefit. Since he is a dependent do I have to request a waiver each semester?

A: Employees and their spouses/domestic partners taking classes must complete a Tuition Waiver Benefit Request workflow each semester. Dependents do not have to submit a request each semester unless the student skipped a year of classes.
New Tuition Benefit Workflow Changes

Q: I have a tuition voucher approved for a summer class but now I want to take the same class in the fall. Do I need to transfer the approved voucher to fall semester, or will it automatically be applied?

A: Your tuition waiver will automatically be applied in the fall.
New Tuition Benefit Workflow Changes

Q: Do the new tuition waiver benefit workflow changes affect graduate students?

A: No. The tuition waiver process for graduate students remains the same.
New Tuition Benefit Workflow Changes

benefits@kent.edu
2019 USPS Mailing Promotions

Adapting to a Changing Marketplace

Delivering Customer Experience

Presented by Mark Daddario, Senior Sales Executive Mailing
Agenda:

- Touch on market conditions resulting in Mailing Promotions
- Provide an overview of the 2019 Mailing Promotions
- Create a platform for dynamic conversation
Today’s marketing challenges:

Every marketing campaign must:

★ Drive business objectives.
★ Increase market share.
★ Deliver on revenue goals.
★ Demonstrate ROI.
★ Impact LTV
The solution:

Bring innovative marketing communications trend to mailers that leverage technologies to better engage today’s customers and increase response rates.
USPS® 2019 mailing promotions can help.

USPS discounts and incentives reward innovative strategies that help increase:

★ Brand visibility.
★ Digital and tactile engagement.
★ Long-term growth.
★ Omnichannel marketing.
Rediscover mail to drive sales.

★ Create powerful lead streams.
★ Realize higher conversion rates.
★ Deliver a differentiated experience.
RECOMMENDED 2019 MAILING PROMOTIONS CALENDAR

**FIRST-CLASS MAIL**
- Registration: MAR 1, 2019 - MAR 31, 2019
- Promotion Period: MAR 1 - June 20
- Personalized and Preprinted Color Transpromo: Regulation: MAY 15 - DEC 20
- Production Period: AUG 1 - December 31

**MARKETING MAIL AND FIRST-CLASS MAIL**
- Emerging & Advanced Technology: Registration: AUG 1 - AUG 31
- Promotion Period: Month 1 - August 31
- Informed Delivery: Promotion Period: AUG 1 - November 30

**MARKETING MAIL**
- Tactile, Sensory & Interactive Engagement: Registration: APR 16 - JUL 31
- Promotion Period: February 1 - July 31
- Mobile Shopping: Promotion Period: AUG 1 - December 31
First-Class Mail Promotion:

**Earned Value Reply Mail**

Receive 3¢ credit per piece per eligible returned postage for Share Mail Business Reply Mail® or Courtesy Reply Mail™ piece.

Give highly qualified leads an easy way to respond and provide feedback to your organization. Share Mail allows customers to refer prospects.

**WHY**

**Register:** February 15, 2019 – March 31, 2019

**Promotion:** April 1, 2019 – June 30, 2019*

*First time enrolled based on count/MID – 2017 participants based on 95% of 2018 volume*
Emerging and Advanced Technology

Get a 2% postage discount

on mailpieces by encouraging customers to incorporate technologies such as “Enhanced” Augmented Reality, Virtual Reality and Mixed Reality, Near Field Communication (NFC), Video in Print (ViP) featuring Shoppable Video, Integration with Digital Assistants, BLE (Beacon Technology), and Addressable TV technology application in their direct mail campaigns.

Increase brand engagement and sales by giving customers a way to view media, get offers, and more!

Register: January 15, 2019 – August 31, 2019
Promotion: March 1, 2019 – August 31, 2019
Standard Mail Promotion: Tactile, Sensory & Interactive Mailpiece Engagement
Get a 2% postage discount

Engage prospects and customers through the innovative use of physical mail using specialty inks, sensory elements, textural papers, or other dimensional elements that allow the recipient to interact with the mailpiece.

**WHY**
Increase brand engagement by using mail to reach all the senses through interaction with a physical mailpiece.

**WHEN**
Register: December 15, 2018 – July 31, 2019
Promotion: Period February 1, 2019 – July 31, 2019
First-Class Mail Promotion:

**Personalized Color Transpromo Promotion**

Get a 2% postage discount

on First-Class mailpieces that use dynamic variable color messaging on bills or statements. Previous participants require personalized messaging. New participants personalization is not required.

**WHY**

Add value to statement and transactional mail already sent to customers by incorporating a marketing message in color

**WHEN**

Register: May 15, 2019 – December 31, 2019

Promotion: July 1, 2019 – December 31, 2019
Standard Mail Promotion:

Mobile Shopping

Get a 2% postage discount

encourages mailers to integrate mobile technology with direct mail creating convenience for consumers with online shopping; platforms such as Quick Response (QR) Codes, Snap Tags, Watermarks, and other advanced technologies combines the power of print solutions and web based shopping portals.

WHY

Links physical mail to mobile and social media “Buy Now” sites via mobile-enabled technology codes on mail pieces

WHEN

Register: June 15, 2019 – December 31, 2019
Promotion: August 1, 2019 – December 31, 2019
Standard Mail Promotion:

Informed Delivery

Get a 2% postage discount

Encourages using the USPS created omni-channel platform in an effort to increase the adoption of Informed Delivery interactive image and directional URL elements as a component of their mailings.

Use Informed Delivery custom image campaign and URL directing the user to a digital experience

Register: July 15, 2019 – November 30, 2019
Promotion: September 1, 2019 – November 30, 2019
Put USPS® mailing promotions to work for your business and see the benefits.

- Boost customer engagement.
- Lift omnichannel results.
- Drive sales.
- Follow all participation requirements as outlined on the PostalPro website.

https://postalpro.usps.com/promotions
Thank you & Questions

Mark Daddario
Senior Sales Executive Mailing
Headquarter Sales
216-338-8677
mark.s.daddario@usps.gov
Handshake

Presented by Robin Pijor, M.Ed.
Associate Director, Employer Relations
Career Exploration and Development
What is Handshake?

Talent, meet opportunity.
Handshake helps all students find meaningful careers.

14 million+
Students & Young Alumni
Accounting to Zoology

700+
University Career Centers
Big State to Liberal Arts

300,000+
Employers
Fortune 500 to Mom & Pop
Accessing Handshake

- **FlashLine**
  - Student tab, Career Exploration and Development, Handshake icon

- **Career Exploration and Development Website**
  - Homepage

- **Single Sign-on**

- **Data upload**
Why Handshake?

• **Students/Alumni**
  - Upload documents
  - Search for and apply to positions
  - Apply to an interview schedule
  - RSVP to events
  - Peer messaging

• **Employers**
  - Search database (public profiles)
  - Post positions
  - Request an interview schedule
  - Create and/or register for an event

• **Administrators**
  - Run reports
  - FDS survey
  - Mass communication
Training for faculty/staff

• Handshake Security Request Form
  ▪ [https://www.kent.edu/it/systems-access](https://www.kent.edu/it/systems-access)
    o Staff member requesting access completes section A&B & forwards to the security admin for your department or campus
    o Security admin for their department or campus completes section C and emails to Robin at rpijor@kent.edu

• Group or Individual
  ▪ Training schedule will be devised for summer soon
  ▪ Will go out via email

• Reasons for training
  ▪ On-Campus Student Employment
Contact Info. and Questions

- Career Exploration and Development
  - [www.kent.edu/career](http://www.kent.edu/career)
  - [https://kent.joinhandshake.com/login](https://kent.joinhandshake.com/login)

- Robin Pijor
  - rpijor@kent.edu
  - 330-672-9953
University level Initiative 2.3

The Great Place Initiative

Team 2: Mark Polatajko, Alfreda Brown, Jack Witt
Chairs: Mandy Munro-Stasiuk & Dana Lawless-Andric
The Goal of GPI

Make Kent State University a great place to learn, work, and live.

Connected Core Values:

- A living-learning environment that creates a genuine sense of place
- Engagement that inspires positive change
- Diversity of culture, beliefs, identity and thought
- Freedom of expression and the free exchange of ideas
- A collaborative community
- Respect, kindness and purpose in all we do
Thank you Kathy Wilson for all Quantitative reports!

Horizontal efforts

<table>
<thead>
<tr>
<th>Regional Campuses</th>
<th>Colleges</th>
<th>Divisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geauga</td>
<td>CAE</td>
<td>Finance and Administration</td>
</tr>
<tr>
<td>Ashtabula</td>
<td>CAED</td>
<td>Strategic Communications and External Affairs</td>
</tr>
<tr>
<td>Stark</td>
<td>A&amp;S</td>
<td>Institutional Advancement</td>
</tr>
<tr>
<td>Trumbull</td>
<td>BUS</td>
<td>Information Services</td>
</tr>
<tr>
<td>Tuscarawas</td>
<td>EHHS</td>
<td>Academic Affairs</td>
</tr>
<tr>
<td>Salem and East Liverpool</td>
<td>NUR</td>
<td>Regional Campuses</td>
</tr>
<tr>
<td></td>
<td>CPM</td>
<td>Intercollegiate Athletics</td>
</tr>
<tr>
<td></td>
<td>UC</td>
<td>Student Affairs</td>
</tr>
</tbody>
</table>

Vertical efforts

- Students
- Faculty
- Staff
- Ad-hoc: Race
- Ad-hoc: Disability

All GPI
Qualitative Reports

- LGBTQ+
- Perceptions of bullying
- Race analysis
- Resources analysis
- Why students consider leaving
- Faculty analysis
- Perceptions of RTP and FEA
- Work-life analysis
- Perceptions of sexual violence at KSU

Thank you Suzy D’Enbeau and Cristin Compton for all the Qualitative reports!
Staff Subcommittee Feedback Item
Exploring/certifying pathways for promotion

Idea
- Exploring by position
- Building more job families for chapters (e.g., Faculty, Staff)
- Education on the current process for promotion
- Promotion based on skill set/growth

Context
- Career progression
- Clear career ladders (e.g., Assistant to Adjunct Professor)
- What are the next steps in the pipeline?
- Mentoring and support

Staff mentorship
- Dedicated faculty
- Staff space
- Access to various groups (e.g., Research, Student, Service)
Co-chairs

Erika Eckert and Kimberly Edge

Committee Members

Kellie Taylor  
Virginia Wright  
Michael Storay  
Nicole Brooks  
LaTesha Dukes  
Roberto Chavez

David Taylor  
Natasha Curtis  
Donna Sansonetti  
Michael Pfahl  
Erica Eckert  
Kristin Olafsdottir

Timothy Pagliari  
Holly Slocum  
Kenneth Howard  
Karen Martin  
Joseph Walker
Staff subcommittee - progress to date

- Staff Council
- Flexible work policy
- Bullying / Civility Initiative
- Volunteer Policy
- Vacation buyback
- Childcare options (Kent Campus)
- Promotion pathways for staff
- Mentoring initiatives for staff
STUDENT SUBCOMMITTEE

Co-chairs
Lamar Hylton and Eboni Pringle

Committee Members

Katie Goldring      Taléa Drummer      De’Von Gomez
Yewande Odunaiya-Moore Jennifer O’Connell Juliana Beltran
Alicia Robinson     Erin Lafargue       Javon Miller
Katie Mattise       Brie McGirr         Jessica Lockhart
Amanda Dolan        Julie Mazzei        Courtney Tyree
Jon Secaur          Alyx Weaver         Melanie Jones
Bianca Tanksley     Meghan Factor-Page  Bella Bowman
Aaron Schneider     Sven Rundman        Yvonna Washington-Greer
Amanda Weyant       Natasha Curtis
Daniel Barton       Suzy D’enbeau
LeAnn Starlin-Nilsson Amy Densevich
Kjera Seregi        Kevin Mowers
Amy Quillin         Bonita Prewitt
Student subcommittee - progress to date

Climate Advisory Network
- Response Team Updates
- Proactive Educational Opportunities

5 projects established to increase sense of belonging

Establish action plan for unwanted sexual contact

Finalize plan for “Culture of Care”
FACULTY SUBCOMMITTEE

Co-chairs
Jenny Marcinkiewicz and Ed Dauterich

Subcommittee members

Jennifer Abate
Tina Bhargava
Belinda Boon
Cristin Compton
Suzy D’Enbeau
Joanne Dowdy
Amoaba Gooden
Josefina Grau
Kristina Knight

Tracy Laux
Judy Lightner
Mandy Munro-Stasiuk
Abe Osbourne
Susan Perry
Linda Piccirillo-Smith
Monica Ramser
Swathi Ravichandran
Oscar Rocha

Linnea Stafford
Sharyn Turner
Ruth Washington
Faculty Subcommittee - Progress to date

- Creation of a Faculty mentoring award
- Creation of Faculty mentoring initiatives
- NTT Faculty--Professional Development Funds
- Adjunct faculty onboarding
- Research and identify priorities for faculty ombuds
AD-HOC RACE SUBCOMMITTEE

Co-chairs
Amoaba Gooden and Sonya Williams

AJ Leu
Babacar M’Baye
Brianna Molitor
Carla Goar
Christa Porter
Gregory King

James Gleeson
Janice Byrd
Jessica Bryant
Julie Mazzei
Kizzy Albritton
Lashonda Taylor

Michael Kavulic
Peter Jeffy
Scott Sheridan
Stephon Brown
Valerie Samuel

4/9/2021
Ad Hoc on Race Committee Updates

- Reviewing qualitative data
- SWOT analysis
- Developing goals for faculty, students and staff
- Review all resources currently in place
- Symposium: Race, Rights and Belonging at Kent State
AD-HOC DISABILITY SUBCOMMITTEE

Co-chairs
Amanda Feaster and Kelly Cichy

Committee members

Lisa Audet  
Gina Campana  
Adam Cinderich  
Pam Fitzgerald  
Tony Snyder  

Nicole Kotlan  
Michael Daniels  
Deborah Minton  
Michael Weatherford  
Jeanne Stumpf-Carome  

Jennifer Abate  
Alyx Weaver  
Cora Paolino
Ad Hoc Committee on Disability

- **Mission:** To integrate discussion of disability into how the campus community thinks about and talks about diversity
- **Primary Goal:** To promote and strengthen a *sense of belonging* for students, faculty, and staff with disabilities

**Recommendation 1:** Disability-specific trainings

**Recommendation 2:** Universal outreach efforts
REGIONAL CAMPUSES

Co-chairs
Tim Pagliari and Larry Froelich
Each campus is charged with forming their own team – oversight by co-chairs

Tim Pagliari and Larry Froelich
Regional Campuses

- Deans have formed campus teams
- Quantitative reports have been shared with campuses
- Regional campus members are embedded in all other subcommittees
- Additional qualitative reports are being undertaken
Flexible Work Arrangements

Kim Hauge, Director
Employee Wellness
What is a Flexible Work Arrangement?

A business practice used to manage people, time, space, and workload more effectively, efficiently, and responsively

Flexible Work Arrangements (FWAs) are temporary or on-going alternatives to:

- The traditional 8-hour work day
- The traditional 40-hour work week
- The traditional office

FWAs redefine when, where, or how work gets done
What is the purpose of Flexible Work Arrangements?

Some employees may want more options to better balance their work and personal lives than the traditional work arrangement provides.

FWA’s make this possible and help the business better meet its objectives by ensuring we attract and retain the best people.

FWAs are a way for the business to continue to get work done while improving job satisfaction.
Why does Kent State want to offer FWAs?

KSU is committed to fostering a workplace environment that is flexible and recognizes employees’ ongoing navigation of career and life responsibilities.

Flexibility in the workplace supports a variety of priorities and university-level initiatives related to recruitment and retention, sustainability, staff excellence, and employee well-being.

- Healthy Campus Initiative, Kent State of Wellness
- Great Place Initiative (GPI)
Before we get too far….

• While we feel that flexibility is a good opportunity for Kent State, we know that flexible work arrangements are new to a lot of employees.

• With anything new, there are unknowns and with unknowns come myths and misconceptions.

• Let us take a moment to tackle some of the most common myths.
Myth One: Flexible Work Arrangements are hard to manage

Other employers that have moved to FWAs have found their employees and more energized and dedicated to their job.

That being said, change can be hard. Managing a FWA may require leaders to step out of their comfort zone and leverage new management strategies to maintain a productive work relationship. We will be providing tools to help better prepare and manage flexible arrangements as part of the rollout and training. Use these tools and seek input from other managers who have already been successful with FWAs.
Myth Two: They make it hard to be fair.

Being fair and balancing the needs of the business can be difficult. It is important to realize that not everyone will request a flexible work arrangement. For those who do, the process should be the same. Every employee’s request should be fairly considered even though the outcome may vary.

Some employees on a FWA feel they are seen as not being as committed as their coworkers. Employees also might worry that they may be passed over for challenging assignments and/or promotions due to their arrangement. It is important that a fair and accepting work atmosphere for all members of the team is provided.
Myth Three: It is hard to stop abuse.

There are some employees who may take unfair advantage of their work situation, no matter what the arrangement. It’s important to manage those people on an individual basis and not punish others who are successfully working their alternative schedules.

If the employee is well matched with the arrangement, there is no reason to believe that the arrangement will be anything but successful. Managers often see increased employee and customer satisfaction due to FWAs.
Why are FWAs important?

As many Kent State managers and employees have already found, FWAs benefit the university.

Briefly, we’ll share with you some of the most compelling reasons we discovered for offering flexible work arrangements across the university.
FWAs are progressive

Kent State is a place that values and thrives on diversity. It is the unique individual, the idea he/she brings, and the energy he/she invests that makes KSU a great place to work. FWAs are one of the ways that we can respect, support and leverage each person’s individuality.

FWAs help us attract and retain talent. FWAs are a way to meet the needs of our people and the talent needs of the university.
FWAs are good for morale

Comments from our focus groups:

“I’m on a compressed work schedule with Monday off. This allows me to handle my children’s doctor appointments and school events so much better.”

“This would be very welcome in our area. We are already sort of doing it.”

“I’ve worked in hospitals as well. They had schedule flexibility and it was great!”

“This is a recruitment and retention tool not only for current staff but in order to recruit the new generation. Other employers allow extreme flexibility.”
Other employers are making it work.

Some of these employers have experienced benefits such as:

- Increased productivity
- Decrease in voluntary turnover
- Reduction in absenteeism

If we do nothing in response to these emerging realities, we will likely find it hard to compete as turnover, recruiting obstacles, and the cost of recruiting and training new staff grow.
How will FWAs work here?

While it is great that FWAs are already working for others, we understand that what matters most is if it will work in your area.

We will support your efforts with:
• A straight-forward process
• FWA Guidelines and training materials
• Support from fellow managers and Human Resources
Who is eligible?

This policy shall apply to eligible full-time unclassified employees and full-time, non-represented classified employees on all Kent State University campuses.* While not every position will be able to take advantage, units are encouraged to have open dialogues regarding flexible work and integrate it as a standard business practice, where applicable.

The primary consideration for all requested arrangements will be if business and job objectives are being met and can continue to be met in the alternative arrangement.

The work is our priority and finding the best way for all to get it done is our intent.

*Any flexible work arrangements covering represented employees require further discussion between relevant administrators and union leadership.
What types of FWAs are offered here?

- Alternative arrival/departure
- Extended lunch duration
- Compressed schedule
Definitions

Alternative arrival/departure
• An arrangement that permits a variation from the employee's core hours in starting and departure times but does not alter the total number of hours worked in a day.

Extended lunch duration
• An arrangement that allows employees to extend the duration of their lunch break, but does not alter the total number of hours worked in a week. To accommodate this type flex time, employees must make up these hours by arriving at an earlier time/departing at a later time and/or shortening the duration of their lunch break on other work days. Classified employees must clock in and out accordingly.
Definitions

Compressed Schedule

• An arrangement wherein the total number of hours expected to work each week are conducted in less than five full workdays.
Definitions

Continuing arrangement – ideal for FWA lasting 2 or more months

• A flexible work arrangement that remains in place unless determined no longer feasible by the employee or management or replaced by an alternative arrangement.

Occasional arrangement – ideal for a short-term need of 2-8 weeks

• A flexible work arrangement that allows employees to use flex time to accommodate work and life situations that come up and are often limited in duration versus continuing in duration.
What is the specific process?

The FWA process is a collaborative process between employees and their supervisors, where exploring creative solutions that enhance or improve individual and team performance is encouraged. It begins when an employee expresses interest in an FWA.

- **Employee proposes arrangement using the Flexible Work Arrangement Request Form**
- **Supervisor reviews proposal**
- **Supervisor and employee review the proposal together and make any adjustments as needed**
- **Supervisor makes a determination**
- **Supervisor and employee document the new schedule together**

This process will be handled in DocuSign.
Next Steps - Rollout

• Cabinet has approved policy at the May meeting
• Policy effective date will be July 1, 2019
• Human Resources – Employee Wellness will be working on communications and training sessions
• Communications will start within the next 1-2 weeks with training sessions starting in June. Sessions will also be recorded and placed on Blackboard
• Any employee requesting a FWA and their approvers must have attended training before FWA can be approved
Questions?

Thank You!
Using FGROPNE to Determine Open Encumbrances

Presented by:
Larry McWilliams, Asst. Manager
Melissa Ricchiuti, Procurement Analyst/Buyer
Procurement
Using FGROPNE to Determine Open Encumbrances

• Use to see what open POs exist by Org code.
• Decide which orders should be kept open for carry-over to next fiscal year, or which orders should be closed.
• Start by opening Banner…
Using FGROPNE to Determine Open Encumbrances

- Step 1: Open Banner through FlashLine, and in the search bar type “FGROPNE” or begin typing “open encumbrances…”
Using FGROPNE to Determine Open Encumbrances

• Step 2: In the next screen, confirm that the FGROPNE process is noted, and click the “Go” button…
Using FGROPNE to Determine Open Encumbrances

• Step 3: In the next screen, set up the following:
  • Ensure that the Printer field shows “DATABASE” (It should by default.)
  • Change the Report Layout Value to “F”
  • Enter the Org code in both the “From Organization Code” and “To Organization Code” fields
  • Next Block and click “SAVE”

(See example on next slide using Org code 100396.)
Using FGROPNE to Determine Open Encumbrances

- Step 4: When you click “SAVE”, the following screen will appear:

Then use the “RELATED” drop-down menu to select “Review Output”…
Using FGROPNE to Determine Open Encumbrances

• Step 5: In the screen that appears, click the ellipses ("…") next to the "File Name" field, and the list of available files for your query will appear. Highlight the file name ending in ".lis" and click "OK"…
Using FGROPNE to Determine Open Encumbrances

- Step 6: Your report will appear, and you can scroll through the pages using the arrows at the bottom of the screen to review your POs.
Using FGROPNE to Determine Open Encumbrances

• Step 7: By using the “TOOLS” drop-down menu, you can highlight “Show Document”…
Using FGROPNE to Determine Open Encumbrances

• Step 7, cont.: …click “yes” that you are sure you wish to continue…
Using FGROPNE to Determine Open Encumbrances

• Step 7, cont.: …and your report shows up in a much cleaner appearance…
Using FGROPNE to Determine Open Encumbrances

• Step 7, cont.: …the contents of which can be highlighted and dropped into Excel for ease of sorting, etc.
Coming Soon to FlashLine…

• Will be able to run open encumbrances by Index(s)
  • Look for the new link under FLASHLINE – EMPLOYEE – FINANCE REPORTS
  • Enter in Index – select insert – finish
  • Ability to run by multiple indexes into Excel

REMINDER: We won’t close anything over $100 unless requested!
NEW WEBSITE!

PROCUREMENT

The Procurement Department is committed to support the university’s mission by offering services and programs to the community that result in the highest value and ultimate customer satisfaction, while embracing a spirit of continuous improvement. Additionally, the Procurement Department will enforce the university’s purchasing policies and procedures. At all times the Procurement Department will strive to

BIDS
- COMPETITIVE BIDDING
- NON-ADVERTISEMENT

COMPREHENSIVE OFFICE PRINT INITIATIVE (COP)

DIVERSITY VENDORS

POLICIES, MANUALS AND FORMS
Procurement will demo FGROPNE on 5/21 as part of Banner Finance open labs

You can contact procurement at procurement@kent.edu or x22276 with any questions
Transaction Processing and Fiscal Year Reminders

Presented by Tammy Slusser, Controller
Transaction Processing – Types

- Tuition Payments/Other Deposits
- Payroll
- Student Financial Aid
- General Ledger
- Student Billing
- IDC’s/CORs
- Payments (Invoices, Pcard, ERs)
- Journal Entries/Internal Allocations
- Budget
- Budget Summary Reports
- Monthly and YTD Transaction Reports
- FYE Financial Statements
This is why we need you!

Checklist for Departments:

- Are transactions within university policy?
- Are transactions properly approved?
- Are transactions coded correctly and recorded in the proper time period?
- Are there any missing transactions?
- How am I tracking with my budget or fund balance?

Regular reviews – best practice is monthly
## Flashline reports – Employee Reports

### Finance Reports

<table>
<thead>
<tr>
<th>Cognos Reporting</th>
<th>Budget Summary</th>
<th>Multiple Indexes Budget Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Distribution</td>
<td>Position Control</td>
<td>Fiscal-Year-To-Date</td>
</tr>
<tr>
<td>Multiple Indexes Monthly Transactions</td>
<td>Multiple Indexes Fiscal-Year-To-Date Transactions</td>
<td>Monthly Transactions</td>
</tr>
<tr>
<td>Grant Budget Summary</td>
<td>Grant Report by Principal Investigator</td>
<td>Grant Report: Indirect Cost</td>
</tr>
<tr>
<td>Grant Report: Cost Share Roll to Index</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Fiscal Year End 2019

• Cut-off dates/calendar distributed

• June – period 12 closing July 12, 2019

• Reports available June 15, 2019
Controller’s Office Workshops

• Tuesday May 21, 2019 (1pm) – What you need to know about FYE

• To-date:
  • Banner 9 Administrative Pages
  • Chart of Accounts -FOAP (Fund/Org/Account/Program)
  • IDCs and CORs
  • Capital Equipment
  • Accounts Payable Payment Matrices
  • Introduction to Tax and Treasury Department
  • Monthly Transaction and Labor Distribution Reports
Payment Documentation

• **A vendor payment requires an invoice or a contract**

• **An acceptable invoice:**
  • Is billed to Kent State University
  • Includes:
    • Invoice number
    • Invoice date
    • Itemization of what is being purchased and its cost
    • Invoice total
    • Remittance information (name of vendor and where payment is to be sent)
Payment Documentation

• **Contracts/letters should:**
  - Include information equivalent to what is on an invoice
  - Be signed by both an authorized university contract signer and the vendor

• **Questions about the legal sufficiency of a contract should be directed to the Office of General Counsel.**

• **Payment Method Matrix** - use to determine method of payment and general documentation requirements

• **Specific Payment Types Matrix** – use to determine documentation requirements for specific categories of payments
Payment Documentation

PAYMENT FORMS AND PROCEDURES

General Payments - Forms and Instructions
- Payment Method Matrix (pdf) - Updated 5/13/19
- Payment Request Form (xls)
- Payment Request Form Instructions (pdf)
- Wire Request Form (will be sent through Treasury)

Specific Payment Types - Forms and Instructions
- Specific Payment Types Matrix - ADDED 2/6/19
- Compensating Research Subjects
- Independent Contractors
- Moving Expense Summary (xls)
- Petty Cash Reimbursement (xls)
- Petty Cash Reimbursement Supplemental Form (xls)
Requesters and approvers share responsibility for ensuring that payment requests are:

- Necessary – check records to ensure payment has not already been made
- Complete – review the form instructions and documentation requirements
- Correct – review the form after you have printed it
- Timely
  - Submit payment requests promptly
  - Allow sufficient time for obtaining signatures and for the form to be delivered to AP
  - Do not abuse the RUSH/TPR request box
- Fully understood
- Fully signed
Preparation for Year-End Close
A College Perspective

Presented by
Audrey Lingenfelter, Director RCM & Business Operations
College of Communication & Information
IT’S THAT TIME OF YEAR AGAIN…..CLOSING TIME!

College of Communication & Information:
School of Communication Studies
School of Digital Sciences
School of Information
School of Journalism & Mass Communication
School of Visual Communication Design
Office of the Dean
Teleproductions and IdeaBase
AREAS TO FOCUS (process begins in April)

Reconciliation of all index funds should be done monthly.

If your department is behind on the reconciliations, catch up on all indexes before the close of April.

This allows you time to analyze what may be missing, what may not be properly applied, where you stand against budget, and what areas need attention going into fiscal year end close.
AREAS TO FOCUS (process begins in April)

PURCHASE ORDERS:

- Review open PO(s) against invoices unpaid to date;
- Verify product or service was delivered and accurate;
- Contact suppliers to request outstanding invoices if needed;
- Notify Procurement to close any open PO(s) that are completed;
- If PO(s) from this FY need to remain open, verify estimated product/service delivery dates within new FY.
AREAS TO FOCUS (process begins in April)

INTERDEPARTMENTAL CHARGES (IDC) OR (COR)

Verify what interdepartmental charges from other units are outstanding and determine from units when charges will be applied;

If COR(s) are needed, complete them before the end of May;

If billing departments through IDC(s), plan for final EOY billings to meet the Fiscal Close Deadlines.
AREAS TO FOCUS (process begins in April)

BUDGET REVISIONS
Budget revisions move budget dollars between indexes and/or accounts. Review what has not been initiated or completed.

FOUNDATION TRANSFERS
Verify all requests for Foundation donor fund transfers have been requested. Complete funding transfer requests by end of May.
AREAS TO FOCUS (process begins in April)

EXPENSE REIMBURSEMENTS

Contact those within your department who may have outstanding reimbursement requests.

Notify by email the deadline for final reimbursement requests to all in your department.

Set a date that meets your timeline in assuring final approvals by the deadline imposed for year-end closing.
BE SURE YOU ARE AWARE:

APPROVERS Vacation or Planned Leave during this time;

PROXY APPROVERS should they be necessary;

NOTIFICATIONS to other approving units concerning INCOMING PAPERWORK or WORKFLOWS that are close to deadline.
BE SURE YOU ARE AWARE:

BE PREPARED TO “WALK” THE FINAL STEPS TO COMPLETE EOY TRANSACTIONS, IF NECESSARY!
Preparation for Start of New Budget Year

An Auxiliary Perspective

Presented by
Allison Bolt, Director Residence Services Administration
Division of Student Affairs
• Residence Services is a large auxiliary unit with 125 full time, 14 graduate assistant, and nearly 300 student staff members.

• FY19 expenditure budget of nearly $45M

• 25 Residence Halls

• Nearly 6,500 students live on-campus (including resident assistants)

• Part of The Division of Student Affairs
• Over 97% of annual revenue from traditional housing (students on campus in fall, spring, and summer)

• Annual budget incorporates both operating plans and long-range capital plans, including master/tactical plan needs, following an approximate 10-year cycle

• Lots of interesting areas of our budget, so we developed tools to help us track and communicate what we do.
START OF NEW BUDGET YEAR

• We know it’s coming! Can start as early as time permits, but realistically, we start this activity in July, after we complete reconciliation and report on end of last fiscal year.

• We presumably would have room rates approved by Board of Trustees
  • Just got approval last week for FY20! (historically this happens in March)
  • Our projected rates are identified after we develop our expenditure plans for the budget year, so once rates are approved, typically our budget is solidified

• Build templates for reporting in July
• ‘Interesting’ areas of our budget are those that would be highly scrutinized like travel and entertainment, along with those that tell our operational story, like supplies and utilities.

• Ultimately, our goal with telling our budget story is to make it easily understood; to do that, we develop an income statement and highlight many of the budget areas of interest so we have information at our fingertips month by month.

• Let’s go to the templates so you can see what I mean!
Reminders to All!

- Link to today’s recordings will be available later this week
- Provide your topic suggestions and feedback @
  https://www.kent.edu/bas/forum-information
- Next BAS Forum - Sept. 11, 2019. Look for a meeting invite soon
Thank You.
www.kent.edu