

Administrative Workshop

Hosted by: Division of Business Affairs

August 19, 2019

8:30 AM – 3:30 PM



HR Staff

GENERAL HR NEED TO KNOW HR ITEMS AND UPDATES



Human Resources

x2606

hr@uwsp.edu

<https://www.uwsp.edu/hr/>



Updates

- [Pre-Employment/Recruitment](#)
- Recruitment Training Sessions
- Benefits Update
- FAQs
- Contacting HR
 - x2606
 - hr@uwsp.edu



Case Study 1

A hiring authority has come to you for a search for an Academic Staff member. Create a timeline to support the recruitment, if everything goes smoothly, to meet that deadline.



Sample Timeline

Date	Activity	Task	Completed?
April 5 th	Hiring Authority and HR meet with Search & Screen (S&S) Committee	Provide information from the guidelines within Assemble a Search and Screen Committee	
April 8 th	S&S Committee meets	<input type="checkbox"/> Discuss Screening Device (Rubric) <input type="checkbox"/> Discuss Phone and Campus Interview Questions	
When Application reads "Screen" in TAM (on or before April 15 th)	S&S Committee members screen applications individually	Use Screening Device (Rubric) to evaluate Applications labeled "Screen" in TAM.	
Tuesday, April 15th	Application Deadline to Ensure Consideration		
Monday, April 18 th	S&S Committee meets	<input type="checkbox"/> Discuss initial assessments and tier each applicant <input type="checkbox"/> Assess committee availability for phone interviews	
April 19 th -22 nd	Schedule phone interviews with the candidates	<input type="checkbox"/> Chair/Clerical calls and schedules phone interviews	
April 25 th & 27 th	Phone interviews	Conduct Phone Interviews	
April 28 th /29 th /May 2 nd	Meet to determine finalists (3?)	<input type="checkbox"/> Decide who to bring to Campus <input type="checkbox"/> Decide on on-campus interview questions (submit to HR if yes) <input type="checkbox"/> Complete Form 7	
May 3 rd -6 th	Schedule campus visits for finalists	Chair/Clerical calls and schedules interviews	
Week of May 9th-13th	On Campus Interviews with Finalists	Meet with on campus finalists	
Friday, May 13 th	S&S Committee meets	<input type="checkbox"/> Discuss candidates and compile final notes <input type="checkbox"/> Complete the Form 9	
Friday, May 13 th	S&S Committee meets with Hiring	Present notes to Hiring Authority	



Case Study 2

Its April, an individual has indicated they plan to retire in fall of that year. What factors and/actions do you need to consider and/or do?



Questions



Dave Barbier

SUSTAINABILITY GROW PROGRAM



Paul Hasler and Tina Kramer

FACILITY SERVICES

MAIL SERVICES AND WORK ORDER CHARGES



Facility Services

Advancing the academic mission through craftsmanship,
artistry and exceptional service.



Facility Services

**FACILITY
SERVICES:
715-346-4219**

**SUBMIT A
WORK
ORDER**

<https://www.uwsp.edu/facsv/Pages/default.aspx>





Please be back in 15 minutes



Robyn Bolton and Lynette Kvatek

**PAYMENT SERVICES AND TRAVEL
FOOD PURCHASING, STUDENT TRAVEL AND
eTER WORKFLOW CHANGES**



Payment Services & Travel

Food Purchasing, Student Travel and
eTER Workflow Changes




Food Purchasing

- UW System Administrative Policy 435 -
Headquarter City & UW System Sponsored
Events
 - Refreshment Break
 - Meal
 - Reception



Food Purchasing

- Food Expense Approval & Payment Form



University of Wisconsin
Stevens Point

FOOD EXPENSE APPROVAL & PAYMENT FORM

Complete all sections (A, B & C), attach all documents listed in Section C and forward to Payment Services: RM 041 C Old Main

A Event Information

Activity type Begins ___/___/___ Time ___ AM / PM
 Ends ___/___/___ Time ___ AM / PM

Name, description of activity and business purpose

On campus Off campus Location

Open to campus

B Service Requested

UW / State Employees ___ + # Non-employees ___ = Total Attendees ___

Break Refreshments Keeping attendees present promotes meeting continuity

Select at least one applicable statement Vending facilities not available within building or immediate area

AM PM Majority of meeting attendees are not UW / State employees

Meals Meal cost covered by participant fees

Select at least one applicable statement Meal cost covered by department funds – Must meet one of following

Breakfast Meal time speaker scheduled

Lunch Business being conducted during meal

Dinner Facilities not available near the meeting site

Reception Gathering of individuals for a UWSP event that is not purely social or entertainment

Allowable when all conditions are met Unlike a business meeting, a reception may not have an agenda of time frame

The purpose must promote the mission of the hosting department

C Authorizations

Contact Person Phone
 Budget Manager Approval Date ___/___/___

Department To Be Billed Department Name Fund Account Project ID

ATTACH: Agenda Brochure Attendee List Catering Invoice

TO BE COMPLETED BY PAYMENT SERVICES Form last revised 10/23/17

Received by Payment Services ___/___/___ Forwarded to GL for Payment ___/___/___



Food Purchasing

- Supporting Documentation
 - Catering Invoice
 - Agenda, Event Brochure and/or Similar Document
 - Substantiates Business Purpose
 - Attendee List



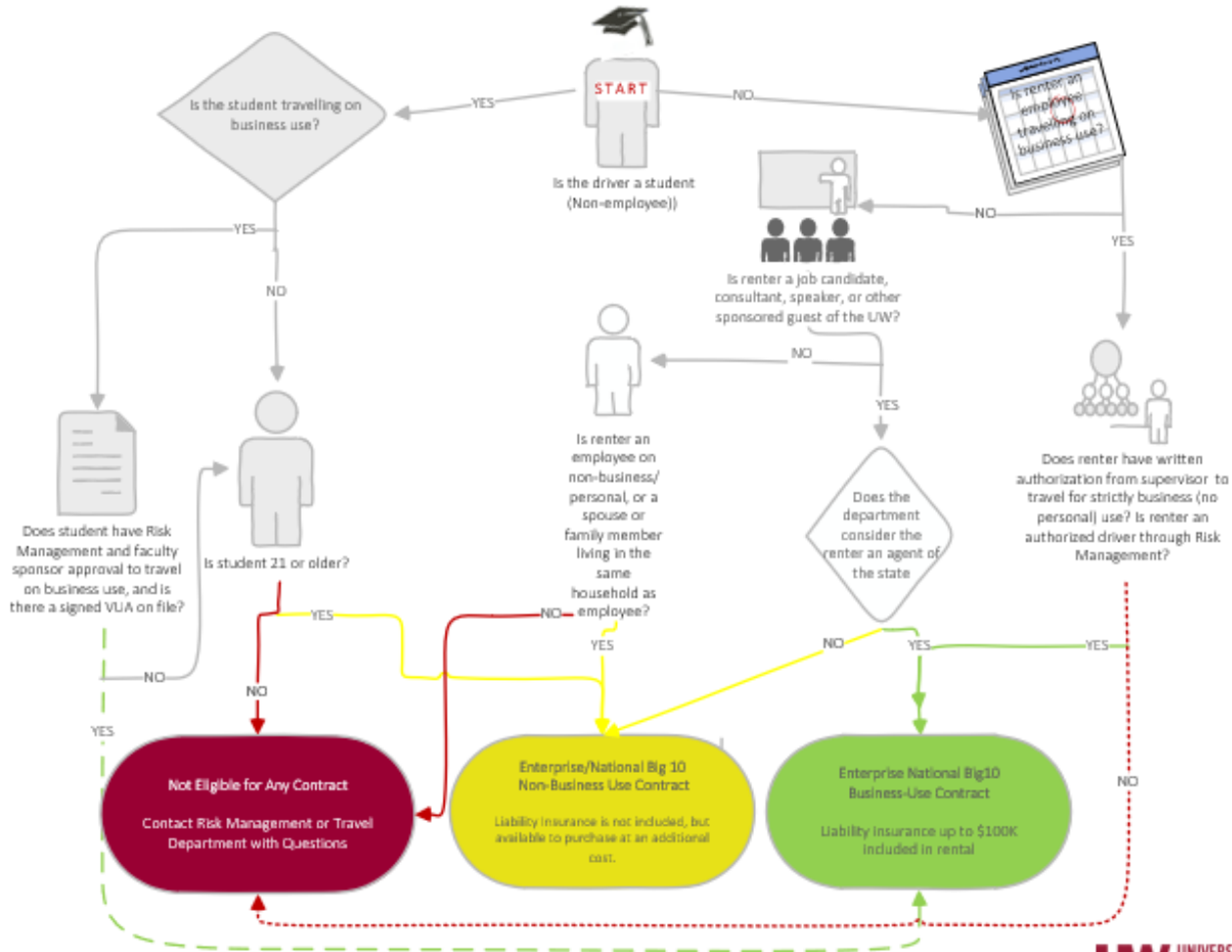
Student Travel

- Big 10 Contract
 - Business Use
 - Student Government
 - Volunteer for joint-sponsored events
 - Student employees traveling within the scope of their employment
 - Non-Business Use
 - Student organizations regardless of funding source
 - Intramurals



Student Travel

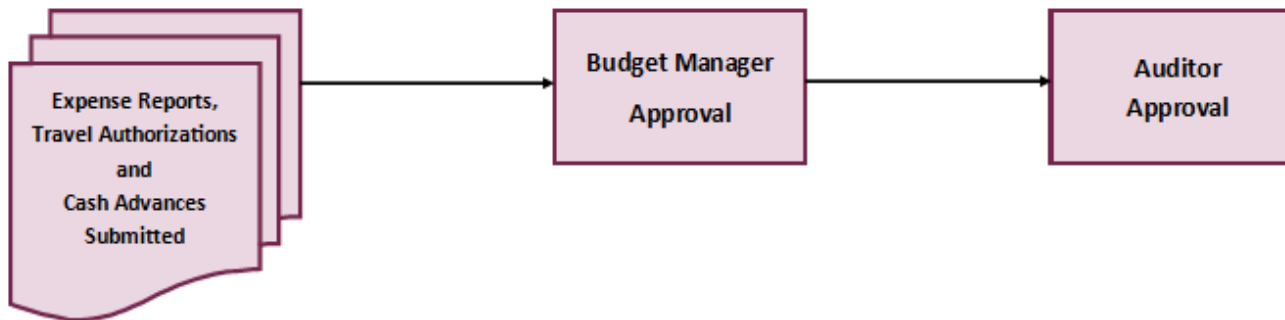
UW Travel Car Rental Contract Decision Flowchart



eTER Workflow Changes

Standard EX Workflow

Effective August 27, 2019



Notes:

- HR Supervisor approver level will be eliminated.
- Budget Manager is the employee listed as the manager name on the funding department ID.
- Expense reports and cash advances are audited centrally by UW System Administration staff.



Robyn Bolton

GENERAL LEDGER 90-DAY RECONCILIATION



General Ledger

Transfers



Transfers

- Types of Transfers
 - Budget
 - Processed in SFS utilizing alpha-numeric account codes
 - Submit via journal template spreadsheet
 - Expense & Revenue
 - Processed in SFS utilizing four-digit numeric account codes (often assigned by Financial Operations staff)
 - Salary
 - Processed in HRS via Direct Retro function
 - Cannot transfer same salary expense twice
 - Cannot transfer only fringe benefit expenses



Transfers

- Current Process
 - Information Needed
 - Financial Operations Website
 - [Department Account Manager Resources](#) Page
 - Journal/Transfers Tab
 - Necessary Approvals
 - Manager listed on department ID(s)
 - Submission
 - Email request to General Ledger office:
General.Ledger.Accounting.Office@uwsp.edu



Transfers

- Best Practices
 - Frequent Monitoring/Review
 - Monthly Reconciliation
 - 90-Day Requirement
 - Exception Approval



Kathy Heck

PURCHASING

THE PURCHASING PROCESS



Purchasing (Procurement)

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

It's important to remember that anytime UWSP is receiving Goods or Services, even at a \$0 cost, it is a procurement.
Policies apply.



What the Purchasing Dept. covers:

- Purchasing Card Program (not travel or corporate cards)
 - Transaction Management
- 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
 - To include Academic Service Support (ASSA) & Personal Service Agreements
- General purchasing

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



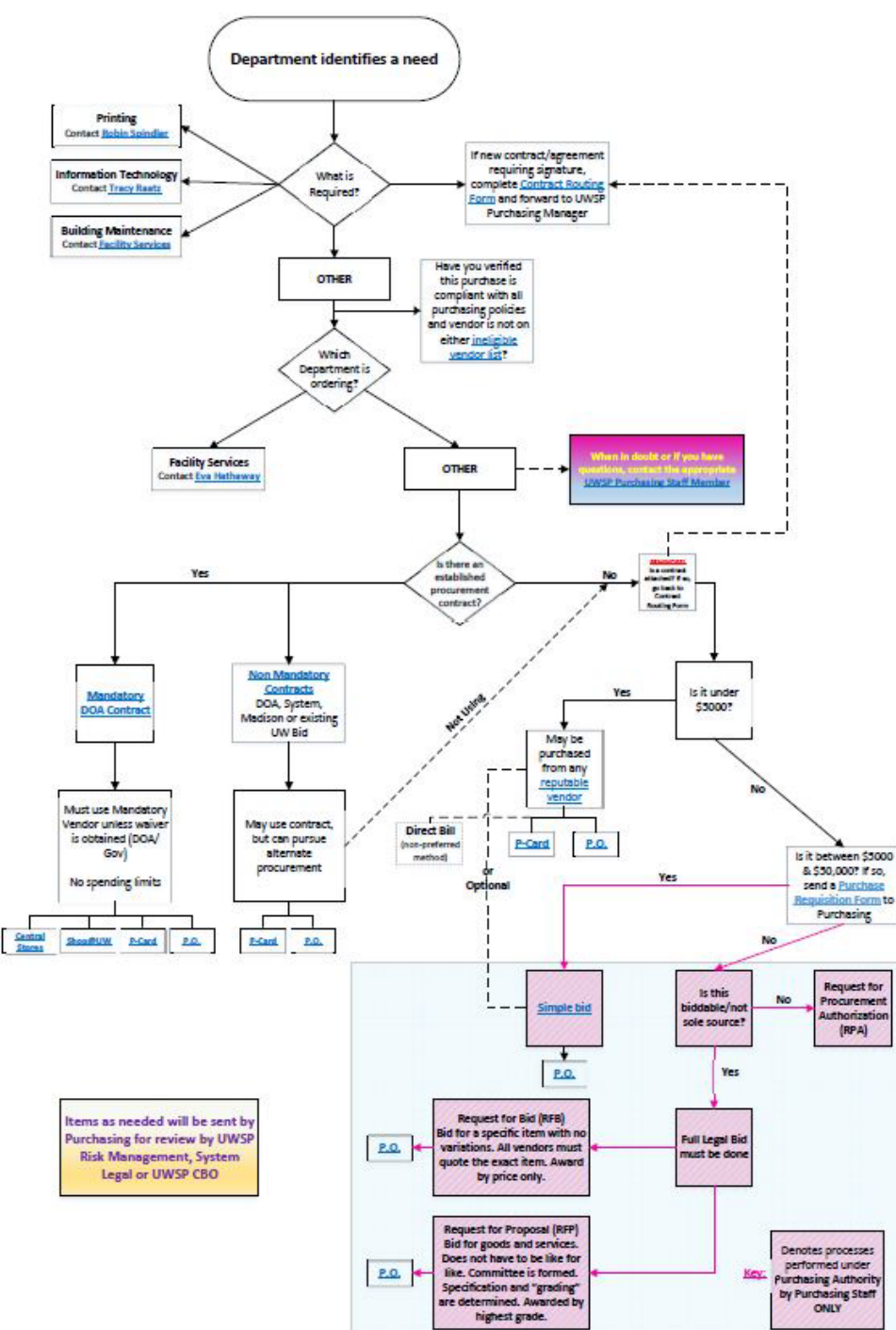
Purchasing FlowChart

Ok, don't panic. Available at this [Link](#). This is one of many tools available to you and should not be viewed as a standalone document.

This looks complicated, but if you just start at the top, I think you will find the steps are simple, and there are links throughout the document that provide more information.

The blue box on the bottom is just what OUR office will do.

And, as always, we're here to answer questions.



General Purchasing news

- **DOA has updated all Procurement Policy** (*Anticipated for release August 2019/next week*)–
 - Purpose of the update is to compile policies into more fluid groupings, clear up contradictions in previous policies, review policies that haven't undergone recent reviews.
 - Once UWSP Purchasing has had a chance to review, we'll keep campus updated as needed.
- **Purchasing Q&A Sessions:** If your area would like Purchasing to come to a group meeting to go over specific items, please call to schedule a time.
- **Website:** All Financial Operations Departments are grouped under one Website – www.UWSP.edu/FO



P-Card news

- Refresher training is 'still' coming. Previous platform cancelled.
- **“Transaction Management”** is the new standard. All Cardholders should be using. If you haven't gone through training, or have questions, contact Kathy Heck.
- Electronic packet submittal (via email) now preferred. Purchasing is required to maintain 7 years of statements. Help us reduce our paper filing.
 - Full packet with signature still required.
 - For larger packets, looking into a share site you can submit through. More to come on this



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



This was short and sweet.

If your area would like more in depth discussion, please schedule a group training.

**Thank you for your
participation!**





Lunch Break
Please be back at 12:30 PM



Kari Thompson and Jamie Bednarek

CASH HANDLING

HOW TO DEPOSIT REVENUE



Cash Management

Cash Handling and Internal Controls

Kari Thompson, Fiscal Compliance Manager

Jamie Bednarek, Bursar



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

The screenshot shows a web browser displaying the University of Wisconsin Stevens Point website. The search bar at the top right contains the text "financial operations". Below the search bar, the search results are displayed under the heading "Search". The results are categorized into "Web Pages" and "Documents".

Search Results:

- 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 715 348-3999 Main 0408 ...
www.uwsp.edu/controller/Pages/Staff.aspx

The "Controller" result is highlighted in yellow. A red arrow points from the search bar to the search results, and another red arrow points from the search bar to the "Controller" result. A third red arrow points from the search bar to the "Controller" result.

Controller Web Page Preview:

The preview shows the "Controller" web page with a header for "University of Wisconsin Stevens Point" and a navigation menu. The main content area features a large image of a building and the text "Financial Operations". Below the image are buttons for "Travel", "Grants", "Login to e-Reimbursement", and "P-cards".

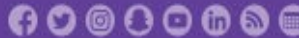


Financial Operations Website

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.





Search...



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](#)**

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

▶ [Contracts](#)

▶ [Credit Card Merchants - Payment Card Industry Data Security Standard \(PCI DSS\)](#)

▶ [Deposit Form](#)

▶ [Extramural Funds Administration](#)



- 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
- SCP Dates and Deadlines
- Credit Card Merchants**
- Recycle Bin
- All Site Content

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.

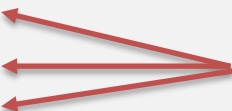
Cash Handlers Certification

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.



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 - Financial

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

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

Giving Directory Site Index Logins

University of Wisconsin Stevens Point

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Search...

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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
- 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

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

Effective 3-16-2017

Provide one copy for deposit and retain one copy for department records.

Deposits can be dropped off at the Bursar's office between 8:30 am - 4:00 pm. After hours, please use the drop box located outside the Bursar's office.

Prepared by: _____ Source of Funds: _____ Bursar
 Department: _____ Dept Reference #: _____ Receipt
 Bldg & Rm # _____ Ext: _____ Date to Bursar: _____ Number

--

Revenue

Fund (3 digits)	Department ID (6 digits)	Program Code (1 digit)	Project ID (7 digits)	Acct # (4 digits)	Amount	Taxable Yes/No	Non-Taxable Revenue (9XXX)	Taxable Revenue (94XX)	5% State Sales Tax (9224)	.5% County Sales Tax (9220)	Description (Limit 20 Characters)
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					\$ -	TOTALS:	\$ -	\$ -	\$ -	\$ -	

Please use and fill out completely when making deposits.

Expenditure Reimbursements - Submit all relevant backup

Fund (3 digits)	Department ID (6 digits)	Program Code (1 digit)	Project ID (7 digits)	Acct # (4 digits)	Amount	Cut and paste from Descr column in WISDM	Cut and paste from Jrnl Line Ref column in WISDM
					TOTAL:	-	

ENTER ENCLOSED AMOUNT HERE:	Checks	
	Cash	
	Coin	
	Total	\$ -
	TOTALS BALANCE	



**University of Wisconsin
Stevens Point**

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	February 14	March 1
Winter	September 30	October 10
Spring	September 30	October 10
Summer	January 31	February 11

- 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.



BREAK-OUT SESSION #1

Legacy Room - HR Panel

Room 374 - PCI Merchant Coordinators



HR Staff

HR PANEL ASK AND ANSWER



Julie Millis and Logan Weston

**PCI MERCHANT COORDINATORS
FALL KICK-OFF **REQUIRED TRAINING****



PCI Data Security Standards 3.2

University of Wisconsin – Stevens Point

Updates and changes for 2019



Current state of PCI efforts - 2019

- January to March – Strategy and planning.
- March - UW System PCI compliance policy published
- March to May – Solutions researched, rollout planned, stakeholders informed.
- June – UW Stevens Point PCI compliance policy, procedures, and standards approved.
- July to Present – Training merchants, security audits, developing merchant procedures, setting up PCI training.
- Fall 2019 – Implementation of solutions, completion of initial training, completion of merchant-level procedures.



What prompted these changes

- February 2018 the DSS was updated with a major change to what is considered “in scope” for PCI.
 - Was: “anything that process, transmits, or stores cardholder data.”
 - Now: “anything that process, transmits, stores, *is connected to or effects the security of* cardholder data,
- An external assessment from CampusGuard highlighted some areas for improvement.
 - Assessment included UWSP@Wausau and UWSP@Marshfield, and validated existing efforts.
- To bring the campus back in alignment with previously existing policies.



Which brings us to fall 2019

- We have technical solutions for merchants on campus. Whatever you are doing, we can help you become – and remain – PCI compliant.
- The area with the biggest impact for merchants and staff:
 - Annual training through Canvas
 - The creation and adherence to merchant, campus, and System level policies, procedures, and standards.



What training looks like

- Each merchant has a merchant coordinator and their backup. The UWSP Information Security Office will provide links to the training, and the merchant coordinator will provide the link to their staff.
 - Those that handle transactions but do not supervise others are considered Front Line Employees. (~30 minutes.)
 - Those that do manage others are considered Supervisors/Managers. (~45 minutes.)
 - Both end with a quiz to complete the training, and it is reassigned to be due annually.



Other changes for the day-to-day

- The new procedures may include some new steps that may or may not (but should have been) in existing procedures. For example, checking each POS device for tampering at the beginning and end of each shift.
- We have also adopted standards for merchants, which are published on the IT website (a link will be provided to merchants.)
 - If your business processes are in conflict with the standards, we will work to transition you to a process that is.



Solutions for transactions @ UWSP

- We are continuing and expanding use of CBORD FreedomPay devices on campus.
 - Currently extensively used in Dining.
- We are pivoting from our current point-of-sale vendor for standalone devices (FreedomPay) to a new vendor (BlueFin.)
 - This covers “in-office/card-present” transactions.
- We are pivoting from our current web solution (Official Payments) to a new solution (PayPal.)
 - This covers “in-office/card-not-present” transactions.



ETA for implementation

- This is a case where we need speed, not haste.
 - The ETA for moving to a solution is “as soon as possible” – but still within the context of business operations.
- Solutions are standardized. It is exponentially more difficult to assure compliance with a small staff if we have disparities.



Next steps for merchants

- If you have not completed the merchant coordinator training this summer, contact Julie Millis (ext 3405)
- If you need access to the PCI Compliance Teams for merchants, contact Logan Weston (ext 2588)
- If you have problems, questions, or concerns of any kind, contact the Information Security Office (ext 4408) – we are available to help with any aspect of the compliance effort.





Please be back in 15 minutes



BREAK-OUT SESSION #2

Legacy Room – Special Course Fee

Room 374 - New WISER Features



Julie Millis and Kim Graun

SPECIAL COURSE FEE UPDATES



Special Course Fees

Updates and changes to workflow



What are the changes?

- Updated due dates to better align with the Office of the Registrar timeline
- Added the Office of the Registrar to the workflow to ensure courses are set up
- Report access available to ADAs to view all special course fees for their college
- Submitter will receive email when fee is approved
- No longer option for on-going fee. New forms will need to be submitted each term beginning summer 2020



Special course fee form due dates

Term	Class Rollout Schedule			Special Course Fee Schedule		Anticipated Dates	
	Submission Due	Changes Due	Appears on Web	Request Due	Appears on Web	Shopping carts open	Student Registration
Fall	First Week December	First Week February	Second Week February	February 14	March 1	March 1	April 17
Winter	Second Week April	End of April	First Week May	September 30	October 10	Oct 10	November 6
Spring	Third Week May	First Week September	First Week October	September 30	October 10	Oct 10	November 7
Summer	Fourth Week October	Last Week November	Second Week December	January 31	February 11	Feb 11	March 12



Office of the Registrar function

- Once the form is approved by the Controller Office, it will be submitted to the Registrar to verify the course is set up.
- Registrar staff will fill in the course component and course ID.
- If the course is not set up, the form will be declined and the submitter will be notified.
- The form will need to be resubmitted once the course has been set up.



Knowledge Views and Reports

- ADAs have been granted access to reports for all submitted special course fees for their college.
 - Special Course Fee Request-Fees For College-XXX
 - Report will provide status of all course fees submitted for your college
 - Can view summarized data or choose the desired form to view all data including the routing slip
 - If someone needs access to report, contact Julie Millis at ext. 3405



Special course fees must be submitted each term beginning summer 2020

- Reason for change- to avoid fees being charged to students in error
- IT working on solution for you to be able to bring up the fees from past terms and resubmit for new term
- What information would be helpful to copy over to new form?



Robyn Bolton

NEW WISER FEATURES



WISER

New Features/Functionality



WISER

- Redesigned version of WISDM
- Modern interface
- New or improved functionality
- Provides enhanced, efficient and more agile reporting



WISER

- Searches Available
 - AP/PO
 - Department
 - Payroll
 - Project
 - Transaction



WISER

- New Features/Functionality
 - Dashboards/Tiles
 - Expense Reports
 - Multi-Year



WISER

Questions



Sallie Scovill

EMPLOYEE WELLNESS MINDFULNESS AND DESK YOGA



Yoga for Busy Professionals

Sallie M. Scovill, PhD
Health Promotion and Human
Development
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Objectives

- **Learn simple, workplace yoga techniques to support self-awareness, self-regulation, social and emotional health, and resilience**
- **Facilitate work readiness which improves productivity**
- **Become a more effective employee, you can lead and practice these tools with your co-workers, student workers and provide higher level of student services**



Importance of Yoga and Mindfulness for Yourself



- Numerous studies have supported the efficacy of yoga to improve physical and mental health outcomes (Alexander et al., 2015)
 - Chronic Back Pain (Patil et al., 2018)
 - Improved Quality of Life in the physical, psychological, and social health domains (Patil et al., 2018)
 - Reduce Blood Pressure (Cohen, 2013)
 - Combat Compassion Fatigue (Figley Institute, 2012)
 - Reduce stress and burnout at work (Alexander et al., 2015)
 - Improvement in professional's counseling skills and therapeutic relationships (Schure, Christopher, & Christopher, 2008)
 - Other areas include reduction in headaches, insomnia, and nervousness. (Kauts & Sharma, 2009)



Activity and Work Productivity

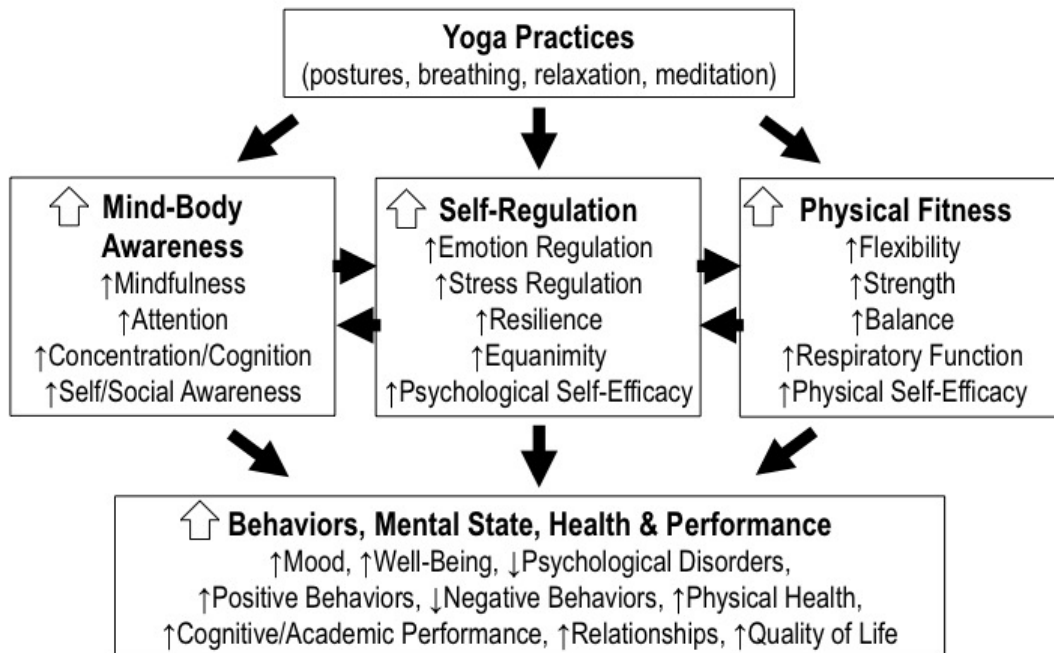
Why Move?

- Biological link between movement and thinking processes. (Jensen,
 - Oxygen is essential for brain function, and with enhanced blood flow created through physical activity, the amount of oxygen transported to the brain increases.
 - Movement is an effective cognitive tactic to (1) increase attention to material processing, (2) improve memory and retrieval of information, and (3) boost motivation and morale.

Too much sitting is BAD!!!

- Sitting for long periods of time has detrimental health effects. (Levine, 2015)
 - Increased risk of diseases such as obesity and metabolic syndrome,.
 - Fatigue, low attention.
- Getting up and moving helps trigger processes that break down fat and sugar in the body instead of stalling these processes.





Butzer, B., Bury, D., Telles, S., & Khalsa, S. B. S. (2016). Implementing yoga within the school curriculum: a scientific rationale for improving social-emotional learning and positive student outcomes. *Journal of Children's Services, 11*(1), 3-24.



- Breathing – Pranayama
 - Sit and breathe (mindfulness, awareness)
 - Mountain Pose (grounding)
 - Extended Mountain
 - Crescent Pose (opening ribs)
 - Cat and Cow Pose (spine and neck)
 - Seated twists (neck pain and stiffness)
 - Tree Pose (balance and focus)
 - Warrior One (hips)
 - Seated Pigeon Pose (hips, low back pain)
 - Forward Fold (Hamstring)
 - Dancer – seated or standing (balance and hip opener)
 - Savasanna (sit and breathe)
 - Channel Cleansing Breath (Nodi)



How to get started

Find reputable links to videos or exercises online.

<https://www.yogajournal.com/practice/beginners/how-to/office-yoga>

Download apps for guided mindfulness.

<https://www.youtube.com/watch?v=SEfs5TJZ6Nk>

Reminders at your Desk

chrome-extension://kopilngnmfklhhjocdfdlokmodibcbmk/activity_tab.html



- Breathing – Pranayama
 - Sit and breathe
 - Mountain Pose (grounding)
 - Extended Mountain
 - Crescent Pose (opening ribs)
 - Cat and Cow Pose (spine and neck)
 - Tree Pose or Eagle (balance and focus)
 - Camel Pose (heart opening)
 - Seated Pigeon Pose (hips, low back pain)
 - Humming Bee Breath
 - Savasanna (sit and breathe)



How to get started

Use resources from the Well Wisconsin Program.

- 21 Day Meditation Challenge
- Health Library

<https://wellwisconsin.staywell.com/Learn.aspx>

<https://wellwisconsin.staywell.com/Programs/21-Day/All-21-Day.aspx>



Where can I get more resources?

- Employee Wellness
 - Email
 - Empwell@uwsp.edu
 - EW Facebook
 - <https://www.facebook.com/UWSPPAWs/photos/a.10150848588086719/10155859825591719/?type=1&theater>
 - EW Monday Message for weekly updates on activities on campus and in the community
- Apps and poses
 - Pocket Yoga
 - <http://www.pocketyoga.com/Home>
 - Yoga Journal
 - <https://www.yogajournal.com/>
- Read more
 - A Case for More Yoga on Campus: Yoga as Self-Care for Higher Education and Student Affairs Professionals
 - <https://core.ac.uk/download/pdf/51067241.pdf>



Questions?



