

By the Numbers

News to use and amuse from Accounting and Business Support (ABS)

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Note that blue text is a hyperlink.

NOVEMBER 2006						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Upcoming dates and deadlines

Date	Day	Time ¹	Deadline Description
Nov 1	Wed		Budget Journal Entry cutoff for October.
Nov 2	Thu	6:00	Finance System closes for October.
Nov 2	Thu	6:00	Gift fund expense calculation to CUF-weekly upload #1.
Nov 6	Mon		Encumbrance of SPOs begins in the Finance System.
Nov 9	Thu	5:00	Time collection for the November 4 bi-weekly payroll. ²
Nov 9	Thu	6:00	Gift fund expense calculation to CUF-weekly upload #2.
Nov 14	Tue	5:00	Time collection for November end-of-month payroll. ²
Nov 16	Thu	6:00	Gift fund expense calculation to CUF-weekly upload #3.
Nov 20	Mon	4:00	Lynda Reisinger to receive allocation changes and creates for November business. Send to Lynda.Reisinger@colorado.edu or call x28646.
Nov 21	Tue	5:00	Time collection for the November 18 bi-weekly payroll. ²
² Please note that these payroll deadlines must be followed in order to ensure that funding distribution corrections (i.e. from payroll suspense clearing) and/or changes are in place before the next payroll is run. Check the PBS website for the most up-to-date payroll calendar, including HR down times.			
Nov 27	Mon	4:00	Data Control to receive INs for November business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Nov 28	Tue	4:00	Creation, validation, and approval to post cost transfers and payroll expense transfers for sponsored projects (fund 30, 31) & gift fund 34 journals for November. Tips: 1) Don't mix fund 30/31 or 34 JEs with other fund groups or with each other in the same JE. This slows down the approval process and delays those non 30/31/34 lines from posting. 2) Pay attention to HR system downtimes to meet PET deadlines (see PBS website). 3) For project cost transfer questions contact hua.xu@colorado.edu 2-1679; and david.mornes@colorado.edu 2-1071 about gift journal approvals. 4) Keep checking for unposted journals you need to correct and validate, approve to post, or for which you need to supply info or documentation to SPA or Dave Mornes so they can approve it.
Nov 28	Tue	6:00	Gift fund expense calculation to CUF-month final upload.
Dec 1	Fri		Budget Journal Entry cutoff for November. Arts & Science units should submit all budget change requests to the A&S Budget Office by the A&S deadlines for approval and entry into the Finance System.
Dec 1	Fri		Gift fund training deadline. Do it or lose it. See Trainings.
Dec 4	Mon	6:00	Finance System closes for November.
Dec 6	Wed	4:00	All unposted November Journals that you have not copied and assigned a new month or deleted yourself will be deleted by Data Control. Tip: As month end nears, check for any unposted journals you need to correct, approve, or that need additional info for SPA or gift approval.

¹All times are p.m. unless otherwise noted. No time means the sooner the better.

A REVIEW OF SORTS—WITHOUT THE THUMBS 👍👎

A look at three PSC Procedural Statements

One new and two revised PSC Procedural Statements (PPS) take effect November 1, 2006. Procedural statements are focused on the *how* part of complying with the university's Administrative Policy Statements (APS) and other University, State, and Federal regulations.

OFFICIAL FUNCTION (Revised PPS)

This PPS was reduced from four pages to one (that's good). It drops the specific references to alcohol. This may be due to the referenced [Alcohol APS](#) (which is being updated by the way) and the alcohol-related instructions on the [Official Function \(OF\) form](#) (which is also being updated). It also drops the reference to State Fiscal Rule 2-7. Perhaps this is because the [Propriety of Expenses APS](#) (which applies to every dollar spent) states that employees have an obligation "to stay up-to-date in their knowledge about, and act in compliance with, applicable policies, laws, regulations and rules...." Besides, if every APS quoted applicable state law, our bookshelves would look like a lawyer's, and we'd have to be paid more.

Also eliminated from the PPS are instructions on how to complete the OF form (the OF form itself handles this nicely) and the section on how to pay for the OF (again the OF form covers this in the FOPPS and Footnotes section). One section that was pared down a bit too much is *Exceptions*; the old Statement's examples were helpful. For instance *food* for research projects doesn't mean you can order pizza for researchers; but you could feed pizza to subjects to study its effects on blood sugar. Also, while staff/faculty meetings are another exception that normally don't require the OF form, this is true only if the costs are like those delineated in the exception: e.g. handouts and rental fees. If the meeting also includes things not absolutely required to conduct the meeting (decorations, food, etc.) and it exceeds \$100, then the OF form is required. While the old PPS/OF form focused on *food* costs, the new one includes *total* costs: food, facility rental, decorations, awards, prizes, etc. Keep this in mind.

SENSITIVE EXPENSES (Revised PPS)

This is the one with that handy grid that lists a bunch of different kinds of expenditures and then tells whether they are allowable and under what conditions. It is largely intact but some of the guidance from the last column has either migrated to the first column or been dropped altogether. Despite this, it is still a very useful reference that you will want to keep handy.

Note that exceptions now require OUC approval, not just any officer. The related APS is [Conflicts of Interest](#), an academic policy—not the usual financial kind. **Passports** (#14) have been added as allowable, and **Visas** have been split into two: entry into the U.S. (#19) and exiting the U.S. (#20). **Holiday Parties** were dropped from the list. See [Holiday Parties and Food Drives](#) on page 3.

RECOGNITION AND TRAINING ACTIVITIES (New PPS)

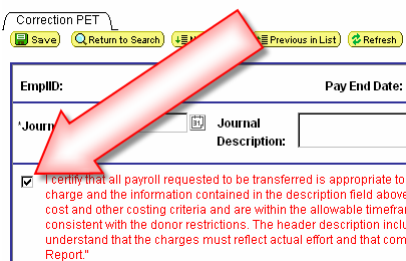
This is a brand new PPS that was originally on deck as an APS which says something about its heft. It covers how to handle training, awards, rewards, and prizes that your department may give to employees & non-employees. It brings up the need for a formal recognition program (requires HR approval) and the use of the [Recognition Reporting form](#). This PPS deserves a good read as it applies to nearly every department and covers detailed requirements that would be a challenge to keep in your head. For example, what can an engraved plaque be made of to avoid tax reporting? Or, what is the percentage cap on the number of employees who can receive Safety awards? You'll have to read the PPS to learn the gripping answers.

SHORT TAKES

Certify Your Fund 30 PETs

PETs for sponsored projects need SPA approval. Please remember to check the certification box when you create the PET. If you don't, the PET is considered incomplete and will not appear on any reports, which means SPA is unable to access them for the approval process.

[Home](#) > [Develop Workforce](#) > [Manage Positions](#) > [Use](#) > [Correction PET](#)



Correction PET

Save Return to Search Previous in List Refresh

EmpID: Pay End Date:

Journal Journal Description:

Certify that all payroll requested to be transferred is appropriate to charge and the information contained in the description field above cost and other costing criteria and are within the allowable timeframe consistent with the donor restrictions. The header description incl. understand that the charges must reflect actual effort and that com Report."

CUConnect Open Forum

[Boulder Staff Council](#) is hosting an Open Forum on using CUConnect on Wednesday, November 8 from 12-2 in UMC 235. Melinda Easter of ITS will demonstrate how to use its features and will answer audience questions. (This is a date change from what was announced in the OUC Oct. forum.)

Calendar Freebie

ABS had some fiscal year 2007 (July 06-June 07) calendar cards printed that show month-end close dates and campus holidays. If you'd like one or more, send your request to accounting@colorado.edu.



GHOSTS OF CHRISTMAS PAST

Holiday parties and food drives

THE PROCEDURAL STATEMENTS HIGHLIGHTED in the previous article hold some holiday surprises for what they keep wrapped up. Let's shake them a bit.

HOLIDAY PARTIES

Prior to November 1, 2006, Holiday Parties held the status of Official Function in the [APS Dictionary](#) and [Sensitive Expenditures PSC Policy & Procedure Statement](#) (revised 7/1/06) which listed the conditions for such an event:

- Generally one holiday party per organizational unit will be allowed in any fiscal year
- Should be in observance of an approved University holiday
- Cost should be limited to \$50 per attendee.

That all changed with the revised [Sensitive Expenses PPS](#) effective 11/1/06 which removes Holiday Parties from the "approved" list. As a result, **holiday parties are no longer allowed by the University of Colorado.**

What is still allowable starting 11/1/06?

Staff appreciation meals are allowable. This could be a meal timed to coincide with a university holiday, but it cannot be called anything related to a holiday such as holiday meal, Thanksgiving party, 4th of July Picnic, etc.

What's a staff appreciation meal?

The [Recognition and Training Activities PPS](#) says that a staff appreciation meal is an infrequent, unique, official function that is hosted and attended by the head of an organizational unit for the purpose of showing appreciation to a continuing or departing staff member, or a group of staff members. Staff appreciation meals must adhere to the following:

- Other than the meal itself, a staff appreciation meal includes no additional recognition awards, rewards, or prizes. (If it does involve any of these, it is considered to be an employee recognition event, and is subject to the guidelines stated in Section B of this PPS.
- Approval procedures set forth in the [Official Functions PPS](#) and
- If alcoholic beverages are served, then the [Alcohol Purchase and Provision APS](#) and related procedures must be followed.

Can family be invited?

Immediate family and/or domestic partners can be included only if they have contributed to the success of the staff and can therefore rightfully share in the appreciation. Since it is generally thought that family support is a major contributing factor to work success, this would normally be allowable. It should be indicated in the business purpose on the Official Function form and suggested wording is, "*Staff appreciation meal with the inclusion of staff immediate family members and/or domestic partners to recognize the support to the university.*" Having family attend more than one recognition event per year for an organization unit is unusual and would require further justification.

We held a summer staff appreciation picnic. Can we have another one in December?

Remember that staff appreciation meals are *infrequent*, but that term is not defined in the policy, so other considerations come to the fore. Can the additional recognition be justified in the business purpose? Ultimately the Fiscal Principal must apply judgment and take into account the variety of factors

Continued on next page



Traditional Family Appreciation Meal

Holiday Potluck Q & A

Question: If holiday parties are not allowed, can we organize an informal employee gathering, which may or may not be held around the holidays, and that involves no direct expenditure of university funds? The most obvious example is the proverbial holiday potluck lunch. If we remove the "holiday," can we still have the potluck?

Answer: Yes, you can have the potluck and you can even keep the "holiday" part. This is not an official function, uses no university cash, and conducts no university business. It is an informal meal among staff. The use of university resources (email to announce, space to prepare and serve, etc.) is not material. People have to eat.

HOLIDAY PARTIES AND FOOD DRIVES *CONTINUED*

that make an organizational unit successful in carrying out its mission. Care must be used so that employees are recognized for identifiable reasons and that this is perceived as infrequent both inside and outside the university.

FOOD DRIVES AND SUCH

This is the time of year when donation activity starts to pick up, such as food and coat drives for shelters and the needy. Often, someone in a department will head up such a collection effort. The recently enacted [Donations APS](#) says (*highlight added*):

*University employees, associates, affiliates, or students may not use university funds for the sole purpose of making contributions or charitable gifts to any organization. This prohibition on using university funds to make a contribution includes cash and non-cash contributions as well as contributions to the University of Colorado Foundation, Inc. **Examples of non-cash contributions include the use of labor, supplies, telephones, photocopy machines, computers, email, or other equipment.***

This means that even though the university isn't spending its cash on a charity, it is likely contributing *non-cash* through the collection effort. However, the same APS includes several waivers, one of them being:

Non-cash support of university-wide campaigns may be authorized by the appropriate Vice President or Vice Chancellor when the campaign is deemed to be in the best interest of the University or campus. The Colorado Combined Campaign is an example of a permissible campaign. The University's donation can be in the form of the use of labor, supplies, telephones, photocopy machines, computers (including email), or other equipment used to directly administer the campaign.

You must get the appropriate Vice Chancellor's OK before you organize this sort of thing. The VC will need to know the benefiting organization and the level of departmental resources required (staff time, material needs, etc.).

Upcoming trainings

ABS offers training and education to the campus using formally scheduled group classes and individual instruction by request. Register early by email to ABSTraining@colorado.edu or call **Diana Vidal** at 492-8648 for more info.

To learn about all of our training opportunities and to get complete class descriptions, the latest information and any requirements, visit our [training webpage](#). Trainings marked with ● are special limited offerings and details appear on the [ABS homepage](#) under Current Announcements.

DATE	DAY	TRAINING	LOCATION
Nov 16 8:30-4:30	Thu	Finance System (waitlisted) Day 1 includes finance and budget	RL6, room W179 3215 Marine St
Nov 20 8:30-4:30	Mon	Procurement (waitlisted) Day 2 of Finance System training by PSC	RL6, room W179
Nov 29 8:30-12:00	Wed	Financial Statement Reading Find out how to make sense of your financial statements	RL6, room W179
Nov 30 9:30-11	Thu	Gift Fund Management Training Online registration on OUC website soon	ARC 620 3100 Marine St

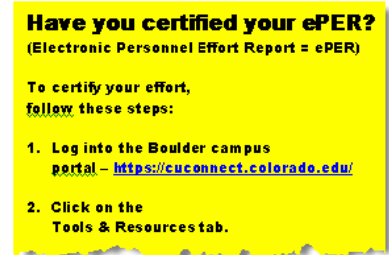
MORE SHORT TAKES

ePER NOTES

- Email notices are due to go out November 6th to everyone who has a summer ePER. As of this writing, ePER functionality in CUConnect is still undergoing testing.
- For those summer employees who have left the university, SPA will send pdf copies of their ePERs to affected departments with instructions on how to process them. If you know of additional summer employees who are gone, please contact SPA.
- SPA also sent out Excel files to all departments requesting that the "reports to" field be filled in for job codes 13XX, with other job codes to follow later. This will pave the way for ePER certification backup.
- Please return any of the above that you may have received when complete. [Pat Dodson](#), 2-2620, can help with your questions.

ePER QRC Freebie

With the new ePER system gearing up, order one of these handy bright yellow ePER Quick Reference Cards that explains how to certify effort in 5 easy steps. Send your request to: patricia.dodson@colorado.edu.



New Phase 1 SpeedTypes

When you request a new speedtype in one of the fund groups in Phase 1 of Expenditure Control (funds 26, 72, 78, 80), ABS will apply default settings to the Expenditure Control Rule and the Available Resource Basis unless you request something different, or ABS is aware that your department sets them up differently. [Click here to read a one-page](#) overview on expenditure control, and to learn what the default settings are.

Sponsored projects have a long gestation period that usually starts in the Office of Grants and Contracts (OCG). Eventually it reaches SPA's Lauren Caraballo who makes sure it gets a healthy start in the post-award world.



LAUREN CARABALLO



STAR WARS SCENE BY MICHAEL



ARTWORK BY TAYLOR

ABS INNERVIEW

Lauren Caraballo

Where have you worked at CU?

I started in Parking Services mostly doing customer service either working the front window or answering the phones. I started working in SPA in March 2003 in billing and worked there for about a year. Now I handle the SPINS setup for new contracts and make any necessary changes when modifications come through. I also put in requests when a new subcontractor account code or cost share FOPPS is needed.

What do you like about working at SPA?

I think the biggest thing is the people. Everyone is really supportive and seems to work really well together. I like seeing all contracts that are coming through. I find it interesting reading about all the different projects that are going on.

Your office is physically surrounded by OCG and I'm guessing that's by design.

I work with them on a daily basis. We are constantly passing questions, information, and contracts back and forth.

How about the campus departments—do you contact them much?

Some if there is a question during project setup or if I get request for a new subcontract setup but I probably have the least amount of interaction of everyone at SPA. I guess you can say I am more behind the scenes.

What is SPINS and what do you think of it?

SPINS is the database that we input all the information from a contract into and then that information feeds into PeopleSoft. I think it gets the job done at this point although it definitely has its kinks.

Where did you grow up and what was your early life like?

I grew up in a small town in Wyoming called Rawlins. My mom worked as a counselor at the State Prison there. I spent most of my time playing outside with my brother and all the neighborhood kids—riding our bikes all over, go sledding on a big hill that was down the street from my house, and swinging on our swing set.

What brought you to Colorado?

Well I didn't come here by choice that's for sure. When my mom announced we were moving to Pueblo the summer before my freshman year of high school, I was not very happy being a teenager about having to leave my friends and everything familiar behind. Eventually it grew on me and now I can't imagine living anywhere else.

Tell me a little about your family

I am married to my high school sweetheart and we have three children—Michael who is 8 and in the 3rd grade, Taylor who is almost 6 and in kindergarten and Jillian who is 14 months old.

Jillian had a few surprises in store for you.

After two previous textbook pregnancies, Jillian's definitely threw us for a loop. Her placenta started detaching around 23 weeks and it got to the point where she was no longer getting what she needed to grow despite me being put on hospitalized bed rest and so it was decided she was better off out than in. So she was born 11 weeks early weighing 2lbs 2ozs and 14 inches long. She ended up spending 7 weeks in the NICU at University Hospital in Denver.

How's she doing?

Well besides the fact that she is still a peanut weighing about 17 lbs she is your typical into everything, doing her best to keep up with her brother and sister one year old. She is starting to walk and talk. Overall she is a very happy baby, always smiling.

InnerView continued on next page

INNERVIEW CONTINUED**Your husband was in the military wasn't he?**

My husband was in the Army for just over six years as a military police officer. We spent a little over three years at Fort Stewart near Savannah, Georgia. Then he did a one year tour in Korea, came back to Fort Carson in Colorado Springs for six months and then went to Iraq for a little over six months.

How was that for you?

It was hard, he missed a lot even when he was home because he worked 12 hours shifts and his schedule was always changing from days to nights to swings shift sometimes in the same week. He would usually go to the field weeks at a time a couple of times a year. The hardest was his last deployment to Iraq especially because my oldest was more aware of things going on at that point so he had a hard time with it. I didn't watch the news the whole time he was gone.

What's he doing now?

Now he is a fulltime college student who decided after getting his associates degree in criminal justice that he actually wanted to work with kids so he is now working towards his bachelor's degree in Physical Education. So he goes to school a couple of hours in the mornings and the rest of the time is home with the kids.

Did these intense life experiences change the way you think about things?

I always try to just have faith that everything will work out eventually, maybe not how I wanted it to or how I planned that it would, but it will work out and I just try to stay positive.

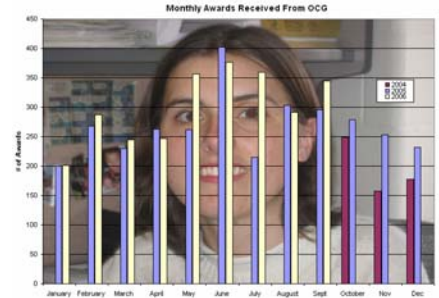
How do you juggle work and family?

With a lot of patience, planning and acceptance of the fact that nothing is going to be completely perfect but as long as everyone's happy and healthy that's okay. Actually my husband does a lot as far as the cleaning and running around of the kids goes. Since the older kids are each involved in several activities, we keep a big calendar on the wall and Sunday night I sit down and figure out who needs to be where and if anything special is going on that week. Sometimes it takes some juggling around but we always manage to make it work I also make it a priority that we all eat dinner together each night as a family so we can catch up on each others day.

What do you do for fun or to relax?

I like to read, go camping and skiing, and dabble in various craft projects. I spend a lot of time with my kids playing outside, doing crafts, and playing boards games. Saturday night is our dinner and movie night, the kids love it because it's the one night of the week that they get to eat in the living room. We also spend a lot time visiting extended family in Pueblo. My husband is one of five siblings and most of his relatives still live there as well as my mom.

Lauren, thanks for your time.



Graph shows that, year over year, the number of awards processed by SPA (Lauren) is growing, yet she keeps smiling.

Staffnotes

Heather Lin and **Barry Northrop** received the latest ABS quarterly Employee Recognition Awards. Heather received the external award (voted on by our campus constituents) and Barry received the internal award (voted by ABS).

Congratulations to the following people for their dedicated years of service: **Debbie Fuqua** 20 years; **Susan Wyn** 10 years; and **Charlotte Whyte** 5 years.

Lindsay McCandless accepted a position at LASP. We wish her the best latte!

[Click here](#) for the latest on who's who, who's where, and who to call at ABS.

I don't necessarily agree with everything I say. *Marshall McLuhan*

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