

By the Numbers

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

In this issue

- 1 Dates and Deadlines
- 2 Alcohol and Travel Policies
- 2 Short Takes
- 3 ePER made eASY
- 3 Trainings
- 3 More Short Takes
- 4 InnerView
- 5 Staff Notes

Note that blue text is a hyperlink.

DECEMBER 2006						
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Upcoming dates and deadlines

Date	Day	Time ¹	Deadline Description
Dec 1	Fri		Budget Journal Entry cutoff for November.
Dec 1	Fri		Gift fund training must be completed or Fund 34 speed-typers will be turned off. Call Financial Compliance 303-315-2212 with questions.
Dec 4	Mon	6:00	Finance System closes for November.
Dec 7	Thu	5:00	Time collection for the December 2 bi-weekly payroll. ²
Dec 7	Thu	6:00	Gift fund expense calculation to CUF-weekly upload #1.
Dec 14	Thu	5:00	Time collection for December end-of-month payroll. ²
Dec 14	Thu	6:00	Gift fund expense calculation to CUF-weekly upload #2.
Dec 21	Thu	4:00	Lynda Reisinger to receive allocation changes and creates for December business. Send to Lynda.Reisinger@colorado.edu or call x28646.
Dec 21	Thu	5:00	Time collection for the December 16 bi-weekly payroll. ²
² These payroll deadlines must be followed so that funding distribution corrections (from payroll suspense) and/or changes are in place before the next payroll is run. The PBS website has the most current payroll calendar, including HR down times.			
Dec 22	Fri	4:00	Data Control to receive INs for December business. Send INs to Lynda Reisinger, Data Control, 579 UCB.
Dec 27	Wed	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 the approval process and delays those non 30/31/34 lines from posting. 2) Plan for HR system downtimes to meet PET deadlines (see PBS website). 3) For project cost transfer questions contact hua.xu@colorado.edu 2-1679; call david.mornes@colorado.edu 2-1071 about gift journal approvals. 4) Keep checking for unposted journals to correct and validate, approve to post, or that need info or documentation for SPA or Dave Mornes so they can approve it.
Dec 27	Wed	6:00	Gift fund expense calculation to CUF-month final upload.
Jan 2	Tue		Budget Journal Entry cutoff for December. 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.
Jan 3	Wed	6:00	Finance System closes for December.
Jan 5	Fri	4:00	All unposted December 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 THUMBNAIL REVIEW

Alcohol and Travel policies & procedures

Released too late to make the last issue, these policies & procedures took effect November 1, 2006. They also received some coverage in [Connections](#).

ALCOHOL PURCHASES AND PROVISION APS & PPS (*Revised APS, New PPS*)

This pair presents minor changes in information and big changes in format and organization. The old APS tried to do it all, but this new APS/PPS package is an improvement. If alcohol figures into any of your departmental activities, whether for consumption or not, purchased or not, you'll want to rely on these policies for guidance.

Notable:

- Attachment A was replaced by the PPS, and is now leaner and clearer.
- The Alcohol Purchase Authorization form replaces Attachment B
- Adds legal age requirement to APS.
- VP or VC of Finance can now delegate approval authority to one person for official functions. (See sidebar *Official Functions & Alcohol*.)
- Special Events are now discussed separately, not lumped with conferences.
- The flowchart and FAQ need an update (which they will get), but they are still quite useful to help navigate and think through the process.
- Conferences with alcohol can be paid from a Fund 30 if allowed by the sponsor and with appropriate VC or VP of Finance approval. This is an exception to the normal Fund 20 or 29, despite the PPS saying no exceptions.
- Special Events policy and procedures are still being fine-tuned. Contact Barbara Stannard early, while the event still in the idea stage at 492-9713.

How to deal with all this information and put it to use: The rules around alcohol are complex and rigidly enforced. The following steps can help you.

- Step one: determine if this alcohol purchase is for an event and if so, what kind: Official Function, Conference, Special Event. The [FAQ](#) and [APS Definitions](#) can help with this. If not for an event, what is the alcohol for?
- Step two: does it involve a purchase of alcohol with university funds?
- Based on the above two factors, locate that type of event in the PPS and on the flowchart for specific instructions pertaining to the alcohol usage.
- Read the information on the required form that applies to your event; it provides point-of-use assistance and may answer remaining questions.
- Consult the FAQ when you have the opportunity. Although lengthy, the examples put the policy into a workaday context that may apply to you.

TRAVEL AUTHORIZATION AND EXPENSE (*Revised PPS*)

This replaces the former Travel Quick Reference Guide. This latest version got a facelift so it now conforms to the new PPS format. The information is presented in a familiar alphabetical order grid with a few things removed (e.g. CONUS), several things added, and several entries reorganized and moved and/or renamed, so persist if you can't find something that was in the old Guide.

Notable:

- Laundry (#16) is added as allowable under certain circumstances.
- Immediate Family Member (#23c) must complete the [Business Role Substantiation Form](#). This form is not posted on the PSC Forms page.
- Passport Costs (#25) is added as allowable for international travel.
- The Finance and Procurement Glossary mentioned in this PPS (and others) is still under development. It will appear in the shaded box in the upper-right corner of the [PSC Procedural Statements webpage](#).
- The Blackboard training *How to Travel* is now somewhat out of date.

SHORT TAKES

Official Functions & Alcohol

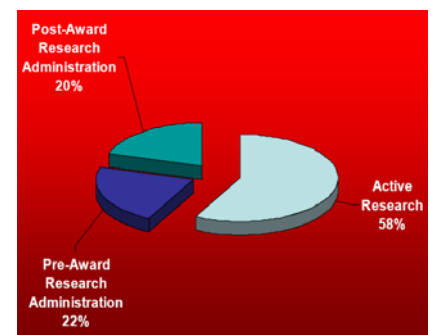
If your official function includes alcohol, use the [Alcohol Purchase Authorization form](#) instead of the Official Function form. Send the completed form to Robin Bryant at 90 UCB. Robin will verify that the speedtype allows it and has funds, and then forward for official approval.

New Property Disposal Form

If you want to get rid of a piece of university equipment or furniture, you can't just throw it away. All disposal must be done through [Property Services](#). To initiate the process, fill out an [Equipment and Furniture Disposal Request form](#). It is available on the ABS website Forms page and also in the PAS Manual Form Section. The form has just been converted from Word to Excel and is much easier to use because you can tab from field to field and complete it online, print it out, sign it, and fax or campus mail it to Property Services. If you have questions about the form or the disposal process, contact [Robert Montez](#) in Property Services, 492-7207.

Research 58, Admin 42

According to a recent study known as the [Faculty Burden Survey](#), researchers on federally funded projects spend 42% of their time on administrative tasks. The three most onerous tasks cited were filling out grant progress reports, hiring personnel, and managing finances.



ePER made eASY

Electronic Personnel Effort Reporting (ePER) went live in November for the summer semester reporting. ePER replaces the old paper-based system. Now, employees who receive any pay from a Fund 30 sponsored project will log on to the [CUConnect portal](#) to certify their effort after they receive an email from Systems advising that their ePER is ready. The first email was sent out November 9 to Boulder employees paid from a Fund 30 during the summer.

The ePER system is working fine, but there have been some questions on how to use and navigate the portal to reach the ePER. Adding to the confusion, the ePER channel is automatically added for faculty but must be manually added for non-faculty. To address these issues, Pat Dodson from SPA will send an email Dec 1st ([click to view](#)) with helpful information to those employees who must certify their summer ePER, including a link to the [ePER Certification Step-by-Step Guide](#) accessible from the [ePER website](#). Contents include:

- ePER process overview
- How to log on to the portal
- How to find the ePER channel
- How to add the ePER channel if it's not already there
- How to pull up the PER that needs certification
- Explains the PER form and how to complete and certify it

Please help us get students to certify before they leave CU

Many students who worked on projects and need to certify their ePER will be leaving CU and not returning. We would appreciate your help in catching these students before they leave to make sure they certify their summer effort. This will help us all immensely. Thank you!

Reports to help Departmental Administrators

If you have access to the Finance System, which most of you do, there are three very useful reports that you can run in the Reporting System. For Departmental Administrators who share in the responsibility of making sure that effort reports get certified, these can be used as management tools to make your job easier. SPA has written an [ePER Reports Step-by Step Guide](#) that is available on the ABS website. It describes what these reports are, what they are used for, and how to run them.

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
Dec 12	Tue	Finance System	RL6, room W179
8:30-4:30		Day 1 includes finance and budget	3215 Marine St
Dec 14	Thu	Financial Statement Reading	RL6, room W179
8:30-12:00		Find out how to make sense of your financial statements	
Dec 15	Fri	Finance System—Procurement	RL6, room W179
8:30-4:30		Day 2 of Finance System training by PSC	

Note: Procurement training day has changed to Wed, Dec 13th, 12:30-4:30

MORE SHORT TAKES

Gift SpeedTypes to Close

[Gift fund training](#) must be completed by December 1 by all employees who have a fiscal role on a Fund 34 speedtype, or the speedtype will be turned off until training is completed. Call Financial Compliance 303-315-2212 with questions or assistance.

New F&A Rates

A new [Indirect Cost Negotiation Agreement](#) between CU-Boulder and the Dept. of Health & Human Services has recently been signed. It is effective for 4 years starting 7/1/06. The 51.5% on-campus research rate is the highest UCB has ever had in that category. Hats off to Deedee Joeris, our cost accountant, for all the fine work she did on this proposal.

F&A Category	Rate
On-Campus Research	51.5%
Off-Campus Research	26.0%
On-Campus Instruction	50.5%
Off-Campus Instruction	26.0%
LASP (FY 07 & 08)	47.0%
LASP (FY 09 & 10)	47.8%

What's Your Point?

Dave Paradi, who co-wrote a book on PowerPoint, estimates that bad PowerPoint presentations cost \$252 million a day in wasted time. Each day there are an estimated 30 million PowerPoint presentations.



One kind word can warm three winter months.
Japanese proverb

ABS INNERVIEW

Jeanne Connelly

Equipment owned by the university is not just bought and forgotten. It is tagged & tracked for its entire life. Jeanne Connelly rides herd on all of it, complete with leather jacket and chaps.



JEANNE CONNELLY

Where have you worked at the university and elsewhere?

I transferred to CU in October of 1999 to LASP and then transferred to ABS in February of 2001. From 1983-1985 I worked temporary for three years for The Department of Revenue. I first got on permanent in August of 1985 at Colorado School of Mines where I stayed for over 7 years. After that I worked at State Personnel for about 6 years.

What do you do here?

I work in the Property Accounting Dept. The bulk of what I do is overseeing all the equipment on campus from the time it is put into the system until it is disposed. We currently have 38,724 items with a total cost of \$491,708,861.

Do you think employees in general are aware of property requirements?

No. People don't realize there are lots of guidelines to follow, especially in getting rid of equipment. Some think they can just throw away items if they don't want them any longer. Some think they can cannibalize things, tear them apart for use on or with other items (without permission) or even take things with them when they leave the University.

How do you monitor all this stuff?

I send out a report of all items to departments every 2 years. We break the whole campus into 8 quarters. Approximately every 3 months I send out reports to the selected department and they must physically locate each item, checking the tag #, serial #, room #, building code and the responsible person. After the inventory is completed and returned, changes are entered into the system. Items that were not located must have some type of back up regarding what is believed to have happened. In some cases the items were sent to Property Services and missed being reported to me or did not have a tag # listed on their disposal form. If the item can't be located, they have to report it to the Police and obtain a case #. This is done in case it was stolen and they were not aware. The police have located items being sold on eBay and in pawn shops. After everything is processed, departments are picked at random for a follow-up review. We pick random items that the department must locate for us and we check the accuracy of these items and their location. In most cases this tells us if they actually performed the inventory or just check-marked everything.

Who do you generally contact in the departments?

Every department has a specific person that is called the Property Manager. They are my main contact for that department. Some departments are very large and they have others that overlook smaller segment in their department. I even have PIs that will contact me directly or even students.

What do you like about working here?

I like the type of work I do and the interaction with the departments. I have worked in a department doing the inventory so I can respect what the Property Manager has to deal with and therefore I am very patient with people who are not quite grasping the rules or procedures and need to call me a number of times. I would rather someone call me 5 times regarding the same thing than to do it wrong and I have to return it or sit on it until it is done correctly. I like the people in ABS, I think we have a great crew and no one seems to talk bad about anyone and we all support one another. I like having my own office with windows.

What sort of holiday tradition did you grow up with?

I don't think I'm much different than most of us. I believe everyone needs to

InnerView continued on next page

INNERVIEW CONTINUED

put up a Christmas tree. Spend as much time with family as possible and buy a thoughtful gift for those you care about, but nothing out of the ordinary,

Where did you grow up and how would you describe your childhood?

I grew up in Thornton Colorado. My early childhood is probably a little different than most people. The day before I was born my aunt passed away. My uncle was left with 5 kids ages 5 to 6 months. They lived across the street from us. So my mom took on the task of raising her 5 nieces and nephews, along with her four kids, me just being born. That makes 9 kids from 5 years old to just born. Another uncle & aunt lived around the corner with 4 kids. This plays a large part why I didn't walk until I was 2 – everyone carried me everywhere. Needless to say there was always a house full at our house and mom never felt that she could send us all to the neighbors to play, so if we wanted to play most of the time they had to come to our house. This went on until I was in about the 3rd grade and then my uncle remarried and moved away.

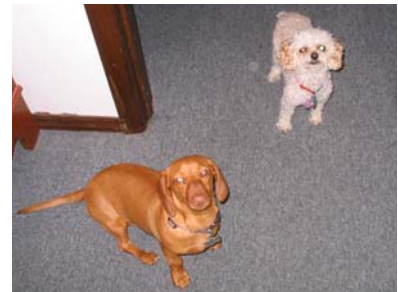
Tell me a little about your family.

I have 2 brothers and one sister and both my parents are alive and still married after 49 years. I married at 19 and had 3 beautiful daughters. I went through a divorce after 16 years. My oldest daughter, Jacquelyn, is 23 married and lives in Kentucky. She is currently a LPN and is working towards her RN and would like to go on to be a Doctor. Her husband is a 911 dispatcher and owns his own locksmith business. Nicolle is 21 and graduated with honors. She is currently working at Safeway. She would like to get on at CU or some other reliable job. She also has marriage in the back of her head. My youngest is 19 and going to Front Range for accounting. She also is working at Chili's as a waitress. She has a main squeeze, but I haven't heard the word marriage yet. I remarried 3 years ago. Rich is a retired truck driver from Albertsons. He has 3 children and 5 grandchildren. We are empty nesters except for Buffy our 8 year old, 4lb teacup poodle and Slinky, our 1½ year old, 15lb dachshund.

Santa came early for you—tell me about your scooter.

My husband bought a Harley and while at the shop I saw the scooters. I drive 52 miles round trip to work and I got the bright idea that this would save gas and be fun. I was right! My husband and I ride together all the time. He really wanted me to get a Harley, but I like the scooter because it is an automatic and lighter, easier to handle. I first bought a 150cc but I had a lot of problems with it and traded it in for a 250cc. It gives me a little more power and it can go up to 80 miles an hour so I can take it safely on the highway. In September I hit a patch of ice, but I had my helmet, leather jacket and chaps, so I walked away with 3 stitches and some aches and pains. The bike had some scratches but no real damage, but we put it in the shop for a check up and a little fix up and now it's just like new. I rode it once to work since the accident, but my hands would get pretty cold. I just invested in some ice fishing gloves so I might ride if it has been dry for a couple of days and is at least 40 degrees and it isn't expected to snow that day. I do ride it on the weekends and I avoid riding if it is going to be dark before I get home.

Jeanne, thanks for your time.



Buffy and Slinky, properly tagged.



Jeanne is never late for work.

Staffnotes

Jeni Comly rejoins SPA's billing area on December 4, filling Violet Lehman's position. Jeni has been working at Front Range Community College for a year. Welcome back Jeni.

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

By the Numbers is published by
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