Provost Business Office November 2011 Newsletter

A910 – Contract Approval Cover Sheet

Earlier this year, the Office of General Counsel put out a new version of the A910. It is an electronic version that allows you to type the information in, rather than hand write it. We would like to completely do away with the older version, so going forward please use the new version, which can be found here: http://www.uc.edu/content/dam/uc/af/gencounsel/docs/A910.pdf.

Graduate Student Health Insurance Awards:

Graduate Student Health Insurance Award A credit of $500 will be posted to the student bills in late November for Winter quarter. The deadline to apply is **November 15th, 2011**. The Graduate Student Health Insurance Award B application will open on **January 15th, 2012**. Please email GSHI@uc.edu with any questions.

UCFLex System Maintenance & Software Upgrade Reminder

Please use the information below to plan for any UCFlex (and PCR) processing you need to complete before the end of the calendar year in the December payroll cycle:

- December 2 --- Moratorium on initiating and creating PCR's.
- December 7 --- Reviewers & Approvers must clear their PCR queue by Close of Business.
- December 9 --- UCFlex unavailable beginning at 7:00 a.m.
- December 12 --- UCFlex available beginning at 8:00 a.m.
- December 14 --- All December Payroll PCR's due in Provost Queue by Close of Business.
- December 15 --- Central HR/Payroll PCR Deadline for December payroll

Annual Benefits Enrollment

Don't forget to complete your Annual Benefits Enrollment by close of business on **November 30th, 2011**. All enrollments are completed online in the ESS (Employee Self Service) section of UCFlex. Action is required if you plan to participate in the Flexible Spending Accounts and/or you wish to make changes to your benefit elections.

I-9 Audit

Central HR is completing an audit of the I-9 forms that the university has on file for its' employees. You will be contacted if the audit turns-up any employees with missing I-9 forms. Please correct any findings as quickly as possible for your college/unit.

Feedback re: Position Description Module in People Admin

Please continue to provide Mike, Angel and Rebecca with your feedback on the new Position Description Module in People Admin. Let us know if you have encountered any issues, problems or items that give you concern.

All Fund Budgeting (AFB)

As you enter data into the AFB templates, please make sure you are not counting transfers out/expenses twice. One example might be when colleges receive ITIE budgets in their admin designated fund. Some colleges will transfer budget out to their departments designated funds. When you review BW reports, your admin designated fund will include the *transfer out* and the departments' designated funds will include the actual *expense*. Many colleges manage their funds differently so be aware as you review the "Transfer Out/Expense" totals to ensure expenses are not counted twice.

New and revised policies

Please see the following information on several new and revised policies, all are effective immediately and can be found at http://www.uc.edu/about/policies.html

- Key Issuance Policy - outlines guidelines and procedures for requests and issuance of university keys.
- Use of University Trademarks for Sponsorships Policy - defines procedures for handling requests by external organizations to use university marks.
- Off-Cycle Payroll Payments Policy - codifies university practices for processing payroll payments outside of the normal payroll schedule.
- Timekeeping for Hourly-Paid Employees Policy - a revised policy with additional information regarding timekeepers' approval and sign-off and vacation and sick time accruals.

UCIT working towards 100% wireless internet coverage on uptown campuses

Complete wireless coverage on the uptown campuses is a main goal in the UC2019 strategic plan. UCIT anticipates completing the implementation by the end of 2012, well ahead of schedule. Current coverage is at an estimated 71% (but note that all residence halls were converted to 100% wireless over the summer). The plan is to install the rest of the wireless access points building by building. Those who would like to see the schedule may visit our website at http://www.uc.edu/ucit/internet/nowires.html.

Next Board of Trustees Meeting

The next Board of Trustees Meeting will be on **Tuesday November 15th, 2011 at 8:30am** at the Russell C. Meyers Alumni Center.

Next BA meeting

The next BA meeting will be on **Tuesday November 22th at 8:30am** in 220 Van Wormer.