• Safety Minute
  • In case of evacuation, we will take the north exit and meet in parking lot.
  • The “Unsafe Condition Reporting Program” is a proactive way to help reduce future incidents, accidents or injuries. If you see something you think may be unsafe on the UAF campus or remote campus locations, please take the time notify EHSRM:
    http://www.uaf.edu/safety/unsafe-condition/

Journal Vouchers for Procard Transactions
• Information for additional transaction requirements sent out on Finance Listserv on 2/4, 18 and 20.
• Line descriptions require document sequence number, and the document text (explanation) requires identification of cardholder last name

• FY14 Strategic Reinvestments
  • These are now processed! All recipients should be notified. Please direct any questions or concerns to jwtheis@alaska.edu

• Budget Revisions
  • Turnaround BRs are now via email!
  • Your BR is not complete until you populate the cover sheet! To do this, click on the "populate summary" button located at the top of the first transcript page.
    Hint: If the budget summary section of the cover sheet is completely blank (no numbers, including zero), it is not populated!
• **Direct Pays / Fellowships**
  - Updated Direct Pay guidelines were distributed on 12/17/13.
  - Fellowship information will be available by the end of February.
  - Accounts Payable Website houses the new process information and associated form(s): http://www.uaf.edu/finserv/finance-accounting/accounts-payable/

• **Non-Cash Reporting**
  - There is a new page on the OFA website that fully explains this process and requirements, including “frequently asked questions.”
  - http://www.uaf.edu/finserv/finance-accounting/operational-reports/non-cash-reporting/

• **Office of Management & Budget**

• **Vacancy Pullbacks – Through January**

<table>
<thead>
<tr>
<th>CABINET</th>
<th>Projected UFB (Deficit) at 6/30/14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor</td>
<td>(440,274)</td>
</tr>
<tr>
<td>Provost</td>
<td>1,085,289</td>
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<tr>
<td>UAF Central Managed Projects</td>
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<td>UAF Office Information Technology</td>
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<td>VC Rural, Community &amp; Native Educ</td>
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<tr>
<td>VC University &amp; Student Advancement</td>
<td>(89,454)</td>
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<tr>
<td>Vice Chancellor for Admin, Services</td>
<td>497,760</td>
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<tr>
<td>Vice Chancellor for Research</td>
<td>1,259,356</td>
</tr>
<tr>
<td>Grand Total</td>
<td>5,104,241</td>
</tr>
</tbody>
</table>
• **January Management Reporting**
  - Thank you for your timely submissions!
  - Report available on our website since Monday, February 17th.
  - New website format! Check it out!

• **Toad Data Point Sessions**
  - March sessions via BlackBoard Collaborate!
  - Hosting Toad I-III (see OFA website)
  - Please email jwtheis@alaska.edu if you are interested in participating! Times/dates will be coordinated accordingly.

• **FY15 Budget Information**
  - Anticipated $15M Budget Reduction / Deficit
  - Personnel Fixed Cost Increases
    - Non-Represented Staff 2% ATB + 1 PHL Day
    - UNAC Faculty – 2% ATB + $750
    - FT – Avg 2% (1% 0-5, 2% 6-11, 3% 12+)
    - UAFT Faculty – 2.5% ATB
  - Local 6070 – No agreement in place

• **FY15 Continuation Budget**
  - Adjusting the Process: No More “Sheet Numbers”!
  - Each operating unit receives one sheet, balanced at D-level and NCHEMS.
  - This may require org structure adjustments if budgetary units are currently not rolling at the unit level (level 4)!
• FY14 Financial Managers’ Meetings
  • March 25th
  • April 29th
  • May 27th

All dates subject to change or cancellation