







Financial Managers' Meeting

October 29, 2013


- Safety Minute**

 - In case of evacuation, we will take the east exit and meet in the museum.
 - Get your ice cleats now!
<http://www.uaf.edu/safety/occupational-safety/ice-cleat-program-1/bulk-order-form/>
- Outside Employees**
 - Worker's Compensation Insurance for workers located outside of Alaska – presented by Nancy Spink, Chief Risk Officer.
 - 450-8153, nkspink@alaska.edu
 - Tax implications for workers located outside of Alaska – presented by Karin Baldwin, Statewide Tax Accountant.
 - 450-8207, knbaldwin@alaska.edu



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- Position Pullbacks**

 - All exemptions or internal hires that occur after a position pullback is processed must be communicated with OFA by the unit financial manager before any reimbursement will be processed.
 - "Backfill" BRs for the pullback through October 1st due to OFA this week!
 - October pullback process to commence Monday, November 4th.
 - Impacts all positions fully or partially funded from unrestricted sources and vacated on or after October 2nd, 2013.
 - Full pullbacks are in effect for all eligible positions except those that received exemption through Cabinet.
 - List of positions (based on primary unit assignment) as well as the preliminary pullback amounts by unit, will be sent out prior to the final processing. Please review and note any position internally filled in your reply to uaf-budget@alaska.edu.
 - Have you reviewed the FAQ on our website?!

<http://www.uaf.edu/finserv/finance-accounting/budget-operations/position-management/vacancy-wait-and-pullback/>






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- **Travel Integration at OFA**
 - Geoff Jacobs (x6170) is now the Transaction Manager at OFA.
 - Duties include:
 - Travel policy and procedure
 - Oversight of general ledger reconciliations, cash management, credit card / EFT transactions, UBIT, rep allowance, check runs, JVs, and NRA/foreign tax compliance.
 - As a reminder, Dawniel Dupee (x2413) is our Travel Auditor and is the primary contact for all questions related to travel procedure and expense reports.
 - Geoff is the primary contact for travel procedure and policy concerns.


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- **Undergraduate Research & Scholarly Activity (URSA)**
 - www.uaf.edu/ursa
 - Presented by Susan Phillips, Executive Officer, Office of the Provost
 - 474-1526, susan.phillips@alaska.edu
- **Non-Cash Reporting**
 - Clarification – The change to the reporting threshold (increase to those awards in excess of \$50) does not affect any other reporting or funding thresholds associated with representational expenditures.
 These requirements are listed in BOR Policy 05.02.070






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- **Executive Increases**
 - Distributed on Friday, October 25th.
 - Please contact Jason if you have any questions.
 474-6223, jwtheis@alaska.edu
- **September Management Report**
 - Thank you!



September's Projected UFB (Deficit)		Cabinet	
Cabinet	3,037,408	Chancellor	185,064
Chancellor	140,615	Provost	2,168,478
Provost	61,446	UAF Central Managed Projects	2,734,543
UAF Central Managed Projects	1,734,007	UAF Office Information Technology	120,646
UAF Office Information Technology	75,284	VC Rural, Community & Native Educ	1,286,730
VC Rural, Community & Native Educ	275,728	VC University & Student Advancement	390,910
VC University & Student Advancement	295,668	Vice Chancellor for Admin. Services	540,572
Vice Chancellor for Admin. Services	567,526	Vice Chancellor for Research	1,462,829
Vice Chancellor for Research	478,470		8,919,642



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• FY14 Strategic Reinvestments

VC-LEVEL	TITLE	AMOUNT	1X / P
VCR	HP Computing - ARSC	100,000	P
VCR	OIPC Economic Development	200,000	P
VCR	Polar Studies Initiative / Arctic Analysis	65,000	P
Provost	STEM Success in General Chemistry	130,000	P
Provost	Library Electronic Subscriptions	125,000	P
VCUSA	Development, Branding, Marketing	300,000	P
VCUSA	Chancellor's SIREN Match	150,000	1x
VCAS	InfoEd Coordinator	140,000	P
Central	WRRB Debt Service	350,000	P

• Will be processed in the coming two weeks.

• TOAD Sessions

Upcoming sessions and dates at 301 Rasmuson (20 per session):

- Toad I "Tips and Tricks" (data storage locations, linking data fields, building queries):
Wednesday, November 6th, 3-5pm
- Toad II "Data Manipulation" (calculated fields and global condition clauses):
Tuesday, November 12th, 9-11am
- Toad III "Advanced Outputs" (sub-queries and complex field manipulation):
Friday, November 1st, 3-5pm
Thursday, November 21st, 3-5pm

• **TOAD PRO** – A limited number of user-specific licenses are available for advanced users. Please contact Jason if you or someone in your unit is interested in Pro.

• FY14 Financial Managers' Meetings

- November 26th
- December – Happy Holidays!
- January 28th
- February 25th
- March 25th
- April 29th
- May 27th

All dates subject to change or cancellation
