



## CU-Boulder Disaster Recovery Fund

Your donation will help our students, faculty, and staff impacted by the flood. [Click to contribute.](#)



"There is never a time when something can't go wrong."

Brian Rogers, Chairman, T. Rowe Price

## OCTOBER KEY DATES & DEADLINES

Date	Day	Time	Deadline Description
Oct 1	Tue		Check for unposted Sept. journals to correct, approve, or delete.
Oct 1	Tue		BJE cutoff for September. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Oct 1	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Oct 2	Wed	6:00	<b>Finance System campus close for September.</b> Do not create, validate, approve, or post Sept. journals after 6:00 pm—they do not post and are deleted. (Cutoff for fund 30, 31, & 34 journals was 9/25.)
Oct 3	Thu		September allocations run.
Oct 3	Thu	10:00a	Unposted September journals that are not copied and assigned a future date or saved in incomplete status will be deleted.
Oct 3	Thu	5:00	Time collection for biweekly pay period ending September 28.
Oct 4	Fri		CIW is now updated with month-end closing entries; September statements are ready for review and reconciliation.
Oct 8	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Oct 15	Tue	5:00	Time collection for biweekly pay period ending October 12.
Oct 15	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Oct 18	Fri	5:00	Time collection for monthly pay period ending October 31.
Oct 21	Mon	4:00	Allocation changes and creates due for October business. Send to <a href="#">Maggie Young</a> , or call 492-6375.
Oct 22	Tue		HR Production down for payroll processing. HRMS inquiry only.
Oct 22	Tue	6:00	Gift expenditure cutoff to make next Friday CUF wire transfer.
Oct 28	Mon	6:00	Gift expenditure cutoff for Oct. 31 month-end CUF wire transfer.
Oct 28	Mon	6:00	Creation, validation, and departmental approval of cost transfers and PETs for fund 30/31 projects and fund 34 gift journals for this month. <b>No exceptions.</b>
Oct 30	Wed	5:00	Deadline for fully approved expense reports to upload this month.
Oct 31	Thu	5:00	Time collection for biweekly pay period ending October 26.
Nov 1	Fri		Check for unposted Oct. journals to correct, approve, or delete.
Nov 1	Fri		BJE cutoff for October. A&S units: submit budget change requests to the A&S Budget Office by its deadline.
Nov 4	Mon	6:00	<b>Finance System campus close for October.</b> Do not create, validate, approve, or post Oct. journals after 6:00 pm—they do not post and are deleted. (Cutoff for fund 30, 31, 34 journals was 10/28.)
Nov 5	Tue	10:00a	Unposted October journals that are not copied and assigned a future date or saved in incomplete status will be deleted.

### Calendar Footnotes

- **Times are p.m.** unless otherwise noted. No time listed means not applicable or the sooner the better.
- **Observe payroll deadlines** so funding distribution corrections from payroll suspense and/or changes are in place before the next payroll run. Plan for HRMS downtimes to meet PET deadlines. [Employee Services](#) has the most detailed payroll calendar.
- **JE Tips:** 1) Don't mix fund 30/31 or 34 JEs with other funds or with each other in the same JE. This slows approval and delays non 30/31/34 lines from posting. 2) Contact [Nasrin Khoshand](#), 492-7213, for fund 30/31 PETs, [Jim Sheppard](#), 720-235-0572, for fund 30/31 cost transfer JEs and [Liz Spencer](#), 492-1071, for gift JEs.
- **Routinely check for unposted journals** that need correction, validation, approval, or additional information for Jim or Liz.

## FY14 fringe benefit rates approved

The FY14 fringe benefit rates have been approved by DHHS. The table below shows rates for last year (FY13) and this year (FY14). [As explained in July](#), FY13 rates were used for the months of July and August and in addition, ABS booked a manual encumbrance to more closely match the anticipated new rates. Now that FY14 rates are final, adjusting the PeopleSoft Finance System balances will be done in three steps for the September close:

1. Encumbrances booked for the rate increase will be removed.
2. All Fringe Benefit allocations booked in FY14 will be reversed.
3. Allocations will be updated with the new rates for September close and run year-to-date to reflect the final rates.

No action is required on your part, but if you have questions, please contact [Diane.Przygocki@colorado.edu](mailto:Diane.Przygocki@colorado.edu).

Fringe Benefit Rates Employee Type	Last Year FY13	This Year FY14
Regular Faculty	27.5%	28.0%
Prof Exempt & Research Faculty FT/Classified permanent	30.9%	32.2%
Prof Exempt & Research Faculty PT/Classified temporary	10.6%	12.3%
Student Faculty	7.9%	8.3%
Hourly	1.0%	1.2%

## Hey OCG, where is the award?

The Office of Contracts and Grants (OCG) has deployed a new tool within its [FileMaker database](#) that allows anyone with FileMaker access to see the status of an award action. Here are the basic steps:

- Search for an award and if it's been logged there will be a FileMaker record
- Once found, click on the Blue Box to the right of the award action
- That takes you to a "Project Set up Delays" issues screen
- The current status will be listed there, along with dates and who at OCG is working the issues

Denitta Ward, Deputy Director OCG, put together an entertaining and succinct [presentation](#) of the new tool complete with kittens. The Blue Box is a work in progress as Grant Officers and Contract Officers populate the Blue Box for award actions in process.

## Tax offset season begins in January

Central Collection Services' (CCS) tax offset program is a powerful collection tool. In partnership with the [Colorado Department of Revenue](#), it allows the state to intercept tax refunds that would normally go to the taxpayer to be redirected and applied to debts owed to the state and its agencies. For those university departments that have accounts receivables with CCS, go over your accounts to be sure that they are ready for tax refund interception.

1. **Validate Debts** — Confirm that your collection accounts are still valid and no duplicate accounts have been submitted through CCS Collections.
2. **Synchronize Balances** — Confirm that your collection accounts are up-to-date and CCS balances are synchronized *before* CCS begins intercepting tax refunds.
3. **Social Security Numbers and Date of Birth** — Both are essential for tax offset interception and extremely important for identity confirmation. Check for accuracy, especially on old accounts.

For more information or if you have questions, please contact Gwen Diaz, CCS Administrator Supervisor, [gwen.diaz@state.co.us](mailto:gwen.diaz@state.co.us), or 303-866-6552.

## What to do in the event of flood damage to university property

Due to the campus-wide extent and broad range of damage to property, buildings, and equipment resulting from September's flooding, ABS Property Accounting has been designated the central processing point for tracking claims, costs, and reimbursement revenues. How to process loss or damage is summarized below. Please direct any questions about the process to [Greg Roers](#), 303-492-6376.

If you have damaged equipment and loss of contents that need to be replaced, please follow these steps (contents are items that you would take with you if you moved):

1. Take a picture of the damaged item and send it to [Jeanne Connelly](#). If you have already purchased a replacement item before receiving Risk Management's approval (not recommended), please attach a receipt and picture of the new item to the email. If you have any questions, contact Risk Management, 303-860-5682, or Jeanne in Property Accounting, 303-492-2424.
2. Fill out and submit Risk Management's online [Property Loss Notice form](#).
3. Note in the Description of Occurrence field the CU Tag number (if it has one) and serial number on the item.

If you have damage to the building or interior space, notify your building proctor if you have not already done so. In turn, Building Proctors should forward any damage that has not yet been reported to the appropriate repair and maintenance contact for your building.

If you have loss of income, contact Risk Management's [Craig Leedholm](#), 303-860-5676. Loss of income will need to be evaluated on a case-by-case basis. Examples might be the UMC food court shutting down for two days for floor/tile replacement due to water damage or Macky Auditorium canceling an event that could not be rescheduled and having to refund the ticket holders.

## Keep CU banking information offline and private

In ongoing efforts to prevent fraud against the university, the Treasurer's Office forbids publishing CU financial institution information online or in a publicly accessible location. This includes our bank name, bank account number, bank routing number as well as incoming wire transfer information and our SWIFT code. If you have a business need for this information and it involves a sponsored project payment, please contact [Maribel Markham](#), SPA Cash Accountant, 303-492-6446. For non-sponsored project business, contact the [Bursar's Office of Cash Management](#). Any public posting of this information whether on- or offline should be replaced with the above contact information.

## Office of University Controller town hall meetings – October 9

The Town Hall sessions are short, but full of information...on Continuing Professional Education opportunities, Cognos Reporting System developments, new FinPro Help Desk tools, and more. This is your chance to hear about what the OUC has done lately and to provide feedback on future directions. Look forward to a thoughtful exchange of ideas and a few surprises! There will be two sessions on the Boulder campus

**Wednesday, October**

**9**, 10:30–Noon and 1:30–3:00 in ARC, room 620. [Click here to register](#).

## PSC town hall meetings – October 17 & 21

The Procurement Service Center is hitting the road to share many exciting developments taking place in CU

### TRAINING & EVENTS — Click on the **Info** links below for registration details.

Date/Time	Description	Info	Location
<b>Tue, Oct 8</b> 9:00-4:00	<b>PeopleSoft Finance System Training</b> Required to access the Finance System	<a href="#">Info</a>	Marine St. Science Center, room W179 <a href="#">3215 Marine St., East Campus</a>
<b>Wed, Oct 9</b> 10:30-Noon and 1:30-3:00	<b>OUC Town Hall</b> (a.m. and p.m. sessions) A thoughtful exchange of ideas – and a few surprises!	<a href="#">Info</a>	ARC, room 620 <a href="#">3100 Marine St., East Campus</a>
<b>Tue, Oct 15</b> 1:30	<b>Research Administrators Meeting</b> Leadership	<a href="#">Info</a>	UMC, room 247 <a href="#">1669 Euclid Ave</a>
<b>Wed, Oct 16</b> 9:00-Noon	<b>m-Fin Financial Statements Training</b> How to run and understand m-Fin reports	<a href="#">Info</a>	Marine St. Science Center, room W179 <a href="#">3215 Marine St., East Campus</a>
<b>Thu, Oct 17</b> 9:00-11:00	<b>PSC Town Hall</b> Learn about exciting developments.	<a href="#">Info</a>	UMC, room 235 <a href="#">1669 Euclid Ave</a>
<b>Mon, Oct 21</b> 1:30-3:30	<b>PSC Town Hall</b> Learn about exciting developments.	<a href="#">Info</a>	UMC, room 235 <a href="#">1669 Euclid Ave</a>

Marketplace, Concur Travel & Expense, Purchasing, Fin Pro Help Desk, and Training. There will be two Town Halls on the Boulder campus: **Thursday, October 17**, 9:00–11:00 and **Monday, October 21**, 1:30–3:30 in UMC, room 235. [Click here to register](#).

## CU Marketplace now recognizes more SpeedType Fiscal Roles

As of September 26, individuals with any SpeedType fiscal role *except Officer* are eligible to be approvers in CU Marketplace.

**What's changed:** The Marketplace now recognizes Fiscal Principals and Fiscal Managers in addition to Fiscal Staff approvers.

**What hasn't changed:** Individuals who want approval capability in the Marketplace still need to request that authorization via the Financial Systems Access Request form ... in addition to making sure they have an appropriate SpeedType fiscal role.

The modification saves time and effort in that departments will no longer need to assign additional (Fiscal Staff) roles to their Fiscal Principals/Managers just to make those persons eligible as Marketplace approvers. Questions? Contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu), 303-837-2161.

## ABS People

**Nasrin Khoshand** was promoted to SPA Compliance Coordinator. Nasrin joined SPA as the Effort Reporting Accountant in 2012. Before that she had held positions at Red Rock Community College as grant accountant and CU-Boulder as a business professional and a billing manager.

**Kathy Loudermilk** was hired as the new Cost Share Accountant. As a Senior Auditor II with her previous employer, Kathy has over ten years of experience in documenting, writing, and presenting compliance audit reports. Welcome, Kathy!

**Isabel Dunn**, ABS' Administrative Assistant, front-desk-and-all-around-go-to person will retire effective October 31—trick for us, treat for her. After 13 years with ABS and over 26 years with the University, Isabel has decided it's time to pursue other interests. Her warm and friendly spirit has infused ABS all the while and we wish her much happiness!