CAUS Business Managers Meeting

January 18, 2017

Agenda:

**Audit Results** – Internal Audit will complete the final report this week.

**Funds handling and reconciliations** – roles and backups

**Fund Managers Review** – Please review the fund managers on each of your funds and provide updated information.

**P-14’s** – The process and submission of correct information. Incorrect information included start dates (should be 1/10/17), funding (typos), salary calculations (affected by the start dates). Spreadsheet information should be correct.

**University cell phones vs. reimbursement** – conversion process completed for 15 of 23 users in the college. Each employee receiving reimbursement will have to sign a Mobile Communication Device agreement and submit a current cell phone bill annually (Nov/Dec by Dec. 24) to support the reimbursement amount.

**UOPD day** – topics/suggested dates/attendees. This day is for fiscal and administrative staff to learn or revisit the tools for effective communication, teamwork, navigating change and more.

**SWaM Performance** – actual vs. university goals. 3 of 26 areas are purchasing from women owned businesses.

**I-9 Report for 2nd quarter** – 75% compliance for college. Errors for student and graduate student employment:

1. Employee signature date not equal to hire date
2. Employee signature date more than 3 days after hire date

**Leave reporting** – Staff & CY deadlines