

CAS Finance and Operations Meeting (post-combined meeting)
January 24, 2018

Concur Expense demo (Christy Dotson, PCS and Brian Strait, BAO)

Christy and Brian showed us the Concur Expense software that will replace paper documentation and reconciliation for p-card transactions. Starting in February, all p-card processes will be in the new system. Upload documentation to the system and you do not need to keep paper copies. Trainings are happening, and there will be drop-in help sessions as well. There will also be a training for approvers.

FY 19 beginning budget process (Sherri)

BRP has shifted the beginning budget process a month earlier this year. Units will use spreadsheets instead of the Duckweb Salary Planner and Budget Development Tools. The spreadsheets will be similar in format to the carryforward sheets we used last year. BRP will distribute the spreadsheets to the schools and colleges, and the Dean's Office will send sheets to units in mid-March, and units will have two weeks to complete them. The Dean's Office will continue to enter and submit the general fund budgets, so units only have to do the non-GF budgets.

Straub collaborative services (Miriam)

We are beginning discussions with Linguistics and Psychology to consider areas for collaboration between the units in Straub Hall. This is an effort to consider opportunities for formalized cooperation between units on a small scale and to help staff in smaller units to have more coverage and support. This will be an ongoing project and conversation.

Q & A

Are there plans for increased staffing in CAS units? Not formally. Please talk with Miriam if you have questions about staff support.

Will there be increased staff to support the advising functions in Tykeson Hall? It is early in the discussions, but we all hope so!

Whose (financial) responsibility is the I-140 (immigration form for international workers)/If the UO pays, is this benefit taxable to the employee? The Dean's Office is following up with Business Affairs about this and will let the group know the answer.