

**CAS Finance and Operations Meeting
February 10, 2016**

GTF PRF automation (Nancy Wilcox-Trent, Laura Jacek, Kellie Geldreich – Graduate School)

The Graduate School has decided to go ahead with an automated workflow system for GTF PRFs, in the absence of a campus-wide workflow solution in the near future. They are in talks with CAS IT to continue development of the tool they've started. There are plans for a user test group. CAS IT is working on a timeline and cost estimate.

The optimistic launch target is to have the tool ready for Fall 2016 appointments. In the meantime, the Graduate School has committed to hiring a temp to help with GTF paperwork processing.

Some features of the new system:

- Departments' established base rates will be in the system.
- Will use the UO's Shibboleth login to ensure secure e-signatures on the PRFs.
- Departments will upload signed contracts (scanned signature okay for those).
- Looking at batch processing options (Diane will share hers with GS).

FIS Data Warehouse Retirement (Peter Campbell, Sherri Nelson)

The IDR team has met with central units to discuss sunsetting the FIS data warehouse soon. Please let Peter know if you have Access or other databases/reports that use this. The CASweb Financial Reports do not pull from FIS DW; they pull from Banner prod. However, the Dean's Office is planning to take away the CAS Financial Reports at the end of this fiscal year. FIS itself is not going anywhere.

If you find that the Cognos reports are slow or non-responsive, please send an email to idr@ithelp.uoregon.edu. Describe the problem and indicate the report you are trying to use.

Paynews Meeting Notes/Update on Sick Leave Processes (Alicia de Gonzalez)

Alicia provided an update from the recent Paynews meeting, for those who were unable to attend. For full notes, see the "HRIS Large Group Meeting Notes" section of the HR website.

GTF sick leave is provided in days, not hours. Other employee types who are newly eligible (students, temps, unclassified at less than .50 FTE) accrue sick leave in hours. The message regarding tracking was to continue using whatever timesheet/time tracking mechanisms your unit currently has in place. If you have questions, please contact Ben Kane or Mindy Schmidling in Payroll.

There is some confusion regarding GTF substitute/overtime pay. Sherri asked the people who have been in conversation on the topic to reach out to the Graduate School for clarification.

NTTF FTE Changes (Anna Duncan)

For at least the past several years, CAS has required a revised RTO for certain NTTF FTE changes. HR requires only a PRF. Therefore, CAS is dropping our requirement for a revised RTO where that existed. When you need to change FTE on an established NTTF appointment, please use a PRF.

Campus Budget Managers Notes (Sherri Nelson via Denise Gray)

- General fund budget cuts are averaging two percent in the academic units; therefore, President Schill is asking administrative units to make two percent cuts. Expect up to additional three percent cuts in the next few years. Units need to avoid moving expenses to other funds to achieve these cuts.
- The president hopes to create efficiencies by realigning decentralized units.
- Our fundraising campaign is going “gangbusters,” but there were no specifics.
- There is a decent probability that we will get a new work flow product in the next year or two. It will initially target a small number of issues.
- The blended OPE rate failed because the feds asked us to rescind it when it became clear it would disproportionately affect summer OPE on federal grants. We will continue with the existing OPE system. BRP is going to keep working on a simpler OPE structure.
- Carryforward update: BRP has proposed moving funds to a new FY by fund, org, program, activity, and upload these into 9B accounts. Units would be able to make changes. Ask Sherri Nelson if you have questions or comments about this.
- Beginning budget update: Not sure about the exact process but there shouldn’t be much to train people on. (CAS general fund will mostly be entered by the divisional specialists.)

Paperwork Reminder (Sherri, Anna)

Please make sure you are sending HR and payroll paperwork to the Dean’s Office and not straight to HR or Payroll. We’ve had some reclassification requests go straight to HR – these need to come to CAS first. Same with PRFs, RTOs. When these go straight to HR or Payroll, they are sent back to CAS for approval, which delays your paperwork.

Budget Process (Sherri)

The Dean’s Office will distribute general fund budgets via spreadsheets to units, in early March. S&S budgets were incorrect in the initial planning documents; these are being fixed. S&S budgets will not decrease from what was previously sent.

CASweb (Peter)

With Haley’s departure for her new position in Human Resources, Peter has resumed CASweb webmaster duties. Please send him any feedback you have on CASweb (what’s working, not working, ideas for improvements, etc.).

Introduction: Tim McGovney

Tim McGovney is the new manager in Cinema Studies. He introduced himself and we all told him our names and units. He is not expected to remember us all immediately.

Summer Term (Alicia)

HR has announced that Summer Term teaching appointments will be created with PRFs and letters of appointment. We will no longer use RTOs for summer teaching. We are waiting for further instruction. The CAS deadlines will be updated accordingly.

Units may not rescind GTF contracts for low enrollment. If you need to wait for appropriate enrollments to offer GTF contracts, you may do so. However, for classes that have historically had enrollments above the break-even point, please do not wait.

CAS Junior Professorship Notification

Letters were not sent to faculty this year. Is it possible to resume this practice so that faculty are aware of the awards?

OA Contract Renewals and Reviews

Human Resources will generate the initial RTOs and distribute lists with appointment numbers. The deadline to submit OA performance reviews to the Dean's Office is March 14th. CAS will not process OA renewals without a performance review.