CAMPUS BUSINESS OFFICERS  
October 11, 2012  
President’s Conference Room  
Sikes Hall

The Campus Business Officers Group met on Thursday, October 11, 2012, at 8:30 a.m. in the President’s Conference Room, second floor, Sikes Hall. Present: Steve Crump, presiding; Katherine Dobrenen, CCIT; Tony Dickerson, Student Affairs; Christina Bedenbaugh, Engineering & Science; Jimmy Barnes, Business & Behavioral Science; Stanley Richardson & Kathy Gibson, Research; Jane Gilbert & Chris Wood, Academic Affairs; Leigh Dodson, Agriculture, Forestry & Life Sciences; Jacqui Stephens, Architecture, Arts & Humanities; Todd Barnette, Facilities; Regina Carroll, Health, Education & Human Development; Katie Hill, Athletics; Melissa Kelley, Public Service Activities; Erin Thomas, President/Board/Finance; Michelle Bright, Advancement; Cathy Tillett, Director Internal Audit. Absent: Tammy Crane, Cooper Library.

Staff present: Charles Tegen, Comptroller; Mike Nebesky, Procurement Director; Roberta Elrond, Director, Grants & Contracts Administration; Beverly Leeper, Cost Manager; Lisa Knox, REPI; Mark Johnson, Senior Consultant; Stephanie Wald, Cash & Treasury; Ami Hood, Payroll Director; Krissy Kaylor, Benefits Manager; Cindy Long, Budget Analyst; Deb O’Connor, FIN Security Administrator; and Chad Patton, Sr. Applications Analyst.

I. Welcome & Introductions (Steve Crump)
Steve Crump called the meeting to order and welcomed business officers. He introduced Mark Johnson who is Senior Consultant in the Office of the VP for Finance & Ops. Steve also introduced Deb O’Connor who is the FIN Security Administrator for PS. Attention was then directed to the next agenda item.

II. PeopleSoft Financials Access (Deb O’Connor)
Deb O’Connor stated that she has developed a new application for PeopleSoft Financials Security and Training. Security/Training Requests can now be entered online by logging into FPPRD, CU Custom, CU-Business/Security Processes. Please see Attachment 1 for details.

III. Proposed Change to Insurance Deductions (Krissy Kaylor)
Currently insurance premiums are deducted 1 month in advance from the 2nd paycheck each month. Beginning January 2013 insurance premiums for the current month of coverage will be deducted from the 1st and 2nd paycheck each month. This change will allow for more consistent pay, decreased miscellaneous deductions and refunds, resulting in less staff time to reconcile the state insurance bill. There will be no cost to the employee or the university, no loss of coverage, no negative impact, and no insurance deductions in December 2012 for state insurance. The Administrative Council approved this change at its October 8th meeting.

IV. Semi-Monthly Payroll (Ami Hood)
Clemson University is changing the pay frequency to semi-monthly instead of every 2 weeks and implementing a lag for all 12 month employees. This transition will occur in June 2013. Pay will occur on the 15th and on the last day of the month. Transition of regular employees to a salaried
non-exempt status, leaving only students, part-time and intermittent employees in an hourly classification will also occur in June 2013. The Administrative Council approved this change at its October 8th meeting, but stressed the need to meet with constituent groups (i.e., Compensation Committee, Faculty Senate, Provost Office) and to work with Public Affairs to develop a comprehensive communication plan.

V. Kronos Timekeeping and Leave Solutions (Ami Hood)
Student Affairs implemented Kronos for timekeeping in spring of 2011. Plans are to expand Kronos timekeeping to the entire campus and implement Kronos leave management at that time. Timekeeping will be via time clocks, computers and hand-held devices. This method will provide consistency and accuracy for time collection across the campus. Benefits include: reduction in time and leave keeping efforts, assurance that all employees classified as non-exempt are completing timesheets, and compliance risk mitigation in the area of Wage & Hour, FMLA, and FLSA regulations. Implementation will be staggered across campus with the entire campus using Kronos by June 30, 2013. The Administrative Council approved this change at its October 8th meeting, but stressed the need to meet with constituent groups (i.e., Compensation Committee, Faculty Senate, Provost Office) and to work with Public Affairs to develop a comprehensive communication plan.

VI. Budget Update (Cindy Long)
In Virginia’s absence Cindy Long relayed the following information on her behalf: “Thank you for your patience as the Budget Office is currently working on the following: 1) Compensation budget amendments (COLA, non-faculty performance pay, faculty market allocations) – process next week. 2) ODE summer school transfers – Friday or Monday. 3) College F&A distributions – Friday. 4) Finalizing performance credit balances and reports – early next week. 5) FY2014 budget development has officially begun! The University submitted a proposed FY2014 budget to the State last week. We will send you a tentative FY2014 Budget Development Timeline soon.” Any questions regarding these items should be emailed to Virginia Baumann.

VII. Procurement Update (Mike Nebesky)
Mike Nebesky presented updates on the following topics: 1) Requisitioner Certification/Training last class is October 23, 2) Staples is the Preferred Office Supply Vendor and the only site is through buyWays, 3) ARAMARK updated policy on catering items. New policy is here: [http://www.clemson.edu/cfo/procurement/documents/Clemson_Food_Waiver_Infoupdated_9.26.2012.pdf](http://www.clemson.edu/cfo/procurement/documents/Clemson_Food_Waiver_Infoupdated_9.26.2012.pdf) 4) Managed Print Monthly Billing will be coming soon. Note that annual lease payments to Ontario Investments have been sent to departments who received Ricoh machines. These should be paid upon receipt. 5) OfficeMax has the state contract for delivery of recycled paper. Virgin paper can be purchased from either Staples or OfficeMax. 6) Clemson did not renew its contract with Graystone Advertising. Departments can continue to use Graystone for ads less than $10K, if over $10K a bid is required. 7) P-Card $2500-$10K Purchases must have two price references or some other justification for requests to raise limits on the P-card for these purchases. 8) Employee reimbursements will be moved to Oracle Financials which will allow employees to view details of reimbursements through their Self Service access. See Attachment 2 for the complete Procurement Update. Mike also noted that Procurement is continuing to add improvements/updates to the vendor registration site.
VIII. Other Matters

Internal Audit: Cathy Tillett informed business officers that a Payroll Audit to verify the existence of employees will begin soon.

Audit: Charles Tegen stated that the audit exit conference was conducted last Friday. Clemson had no material findings and no material weaknesses. Charles thanked business officers for their hard work and assistance which resulted in a clean audit.

There being no further business, the meeting was declared adjourned at 9:30 AM.

Approved: Steve Cump, Associate Comptroller
Current security/training request process for PeopleSoft Financials

- Online Forms
- Emails

Current request process for additional security access in PeopleSoft Financials

- Emails
  - Additional security access
  - Access to P Drive
  - Unlocking someone profile
Log into FPPRD

CU CUSTOM > CU-Business/Security Processes > CU Security/Training Request
Click on “Add a New Value” tab
Click the “Add” button
Enter the Userid and Department number above.

Select the request type from the dropdown. You will need to submit separate requests for Security Only and/or Security w/Training access.

Type comment if needed.

Select the role(s) you are requesting for the user from the list which populates below.

To view a complete description of each role go to http://www.clemson.edu/ccit/software_applications/applications/cubs/index.html

The roles at the bottom of the ‘Security Only’ page, which begin with the section title “Require”, will need additional approval. The approver will be able to approve or deny your request.

You will receive an email letting you know when the user gets the requested access, or if the additional approver denies your request.
### Instructor Led Training
- Query for Financials

### Online Training
**Budgets**
- Budgets: (Org) Unrestricted Funds
- Budgets: Project Budgets and Budget Journals
- Budgets: Project Budgets/SPAA Funds
- Budgets: SPAA Project/Grant Panels

**Business Systems Data Warehouse Reporting**
- One-Time Setup
- Daily Reports
- Monthly Reports
- User-Run Reports

**Procurement**
- CU BuyWays
- Procurement Card (P Card)
- Procurement-Voucher Approval

**Procurement-Inquiry**
- Payment Inquiry
- View a Voucher

**Procurement-Voucher**
- Travel Voucher Entry
- Voucher Entry

**Procurement-Forms**
- Stop / Void / Reissue Pay Form
- Check Pickup Form

**Other**
- Journals
- Payroll Correction Approval
- Payroll Correction Form
- Web Invoicing

### Online Course
**Budgets**
- SPAA Project/Grant Pages (Panels)
- Project Budgets and Budget Journals
- Budgets (ORG) Unrestricted Current Funds
- Project Budgets/SPAA Funds

**Data Warehouse**
- Daily reports
- One-time setup
- Monthly reports
- User-run reports

**Other**
- Payroll Correction Approval
- Journals
- Payroll Correction Form
- Web Invoicing

**Procurement - Forms**
- Stop, Void, Reissue Pay Form
- Check Pickup Form

**Procurement - Inquiry**
- View a Voucher
- Payment Inquiry

**Procurement**
- CU BuyWays
- Procurement Card
- Payroll Correction Form
- Web Invoicing

### Check the selections you are requesting

**Instructor Led**
- Query for Financials

**PeopleSoft User**
- CU_BUD_CORCH_ESP
- CU_BUD_SPONCHILD_ES

**CU_PAY_CORRECTION_APPFR**
- CU_GL_JRNLS
- CU_PAY_CORRECTION_VIEW
- CU_AR_INVOICE

**PeopleSoft User**
- CU_FRCPCARD_SUBMIT
- CU_AP_VCHR_APPROVER

**Submit**
Check the selections you are requesting:

### Require AR Approval
- Add/Update AR pages
- ANA/Update AR pages
- Analyze/Prepare ALL Budgets
- Spring Load Target Page
- ALL Budget panels/menus
- Delete Budgets
- ORG/CH_CNTL/APPROP/REVEST

### Require Budget Approval
- Year end processing
- Modify Inception Cost
- Process GL Transactions
- Access ALL FIN pages/menus
- Modify indirect cost
- General Ledger Administrator

### Require Fin Admin Approval
- Year end processing
- INDIRECT COST
- General Ledger Administrator

### Require GCA Approval
- AR panels/NO access to payments/Add Billing Spec
- Add/Update Billing pages
- AR panels/NO access to payments
- CU_SPAA

### Require Proc Approval
- Delete Vouchers
- Reconcile PO Vouchers
- Proc Admin/Budget Check
- View Vendor Bank Acct table
- PO Voucher Entry
- Pay Cycle Setup
- Access Voucher/Proc Interface pages

### Security
- Run Process/Procure Journals
- CU_RESTRICTIONS Menus
- Query Research/AD/AD
- Load Interface
- Add/Update PROCESS Journals

### Date Requested
Last Update Date/Time

Submit
Ability to track the requests

**Security/Training Requests**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**  **Add a New Value**

**Search by:**  
Transaction Number  

**Search**  **Advanced Search**

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**Find an Existing Value**  **Add a New Value**
Procurement Services Information  
CBOG October 11, 2012  

This update is posted at: www.clemson.edu/cfo/procurement under the Announcements section on left hand side of screen.

Old Information:

1. **Requisitioner Certification/Training:** LAST CHANCE - Clemson buyWays Requisitioner Certification - Tuesday, October 23, 2012, 9:00 AM - 12:00 PM, Harris A. Smith Building Conference Room

2. **Staples Preferred Office Supply Vendor reminders:**
   a. Only site is through buyWays
   b. Staples does NOT have the contract for toner/ink. Purchase these where you need to until Ricoh and MPS start covering them
   c. Be sure to input Room/Floor/Suite on delivery addresses in buyWays to ensure you get your order.
   d. In store purchasing - when next day just isn’t soon enough! see link below for details
   e. Personal purchase discount – see link below for details
   f. Paper - OfficeMax was awarded contract for desktop delivery of recycled paper (punchout is back up offering these papers)
   g. Feedback - Please provide us feedback on the Staples contract, good or bad.
   h. See site here for more details on contract, employee purchase program, p-card use at stores and pricing explanation - http://www.clemson.edu/cfo/procurement/buy/contracts/frequesdcontracts/staples.html

New Information:

3. **ARAMARK Catering Changes:** Dining Services has updated their policy on catering in terms of addressing what does and does not need to go through ARAMARK when it comes to catering on campus. Please review the details on the new policy here - http://www.clemson.edu/cfo/procurement/documents/Clemson_Food_Waiver_Infoupdated9.26.2012.pdf.

4. **Managed Print Monthly Billing - Coming Soon:** Clemson and Ricoh are working on finalizing a billing process for cost per copy invoices for MFDs and all devices that fall under the managed print umbrella. Currently departments who have received a new Ricoh MFD in the past 4-5 months were recently invoiced for their annual lease payment from Ontario Investments. This was the fixed portion of their cost. Departments will still owe a variable amount based on the number of copies they make. The ultimate billing process for these copies will be handled like a cross between the p-card and mail services processes, where charges will show up in CUBS and require a department to approve and classify such charges or have them default to a specific departmental account and backup will be provided as with mail services. In coming weeks, departments will be asked to provide a default departmental account and to identify individuals involved in this billing process. You will also receive more details and training on this process once it is finalized. The goal of this process is to create a simple process for paying for copies versus a monthly invoice. In the interim, until this process is finalized, you may receive a paper/manual invoice from Ricoh for this variable portion of your copier lease which needs to be entered into buyWays for payment.

5. **Staples / Paper Update:** As noted last month, OfficeMax has the State contract for desktop delivery of recycled paper. This is the preferred, sustainable purchasing option for copy paper. However, when not practical, virgin paper is available from both OfficeMax and Staples for desktop delivery. There is no contract for desktop delivery of virgin paper, so purchasing from either source is acceptable.

6. **Graystone Advertising:** Clemson did not renew our contract with Graystone Advertising for the advertising of open positions with various publications. What that means is that you can continue to use Graystone for individual advertisements where the total value of the purchase to Graystone is <$10K (i.e. use the normal procurement process whereby a purchase <$10K requires price references or other justification that the price you are paying for it is fair and reasonable). If it is going to be over $10K, then you can place an order directly
with the publication (using the procurement exemption #19 for advertising) or Procurement can do a bid for the advertisement. To summarize, you can NOT contract with Graystone for a job that is >$10K without a bid.

7. **P-Card and $2500-$10K Purchases:** Last year, the procurement policy was changed to allow purchases between $2500 and $10K to be made without obtaining written bids – price references or other justification that a price is fair and reasonable is all that is required. The policy also allowed the p-card to be used for purchases in this range when the price references or other justification can be provided. However, most p-card will need to have their limits raised to make a purchase in this range. When requesting an increase in your p-card limit to Lynn Crawford, be sure to tell her you have two other price references or some other justification. Do NOT simply just send her a request to raise your limit. See here for more details on when a p-card might be appropriate to use for purchases in this range - [http://media.clemson.edu/procurement/decisiontree.pdf](http://media.clemson.edu/procurement/decisiontree.pdf)

8. **Electronic Funds Transfer Portal (Employee reimbursements):** Will be moved to Oracle Financials once all user ids are loaded to FPPRD. All employees will have access to Self Service to view detail of reimbursements for the past 365 days. An announcement will be sent via Listserv or announced in Inside Clemson when the application is complete.