

**FISCAL ADMINISTRATORS MEETING NOTES
WEDNESDAY, NOVEMBER 20, 2019, 10:00 AM
SOUTH MEETING ROOM, NEWCOMB HALL**

General Comments – John McHugh

UVA Procurement and the Office of Sustainability invite you to the “Recycled Product and Green Gift Expo”. See details at the link:

<http://uvafinance.blogspot.com/2019/11/six-small-changes-you-can-make-to-live.html>

Student Financial Services – Trudy Taylor (5 minutes)

- Cashiering Office Changes due to Carruthers Hall Renovation

<https://fro.vpfinance.virginia.edu/system/files/Process-and-flow-for-shared-space-in-front-lobby.docx>

[https://fro.vpfinance.virginia.edu/system/files/Carruthers Renovation Map Updated.jpg](https://fro.vpfinance.virginia.edu/system/files/Carruthers_Renovation_Map_Updated.jpg)

- Everyone needs to enter in the front of Carruthers, as the lower level entrance is closed.
- Students and Departments can drop forms (with checks ONLY) in the drop box, located in front of the SFS/UREG shared desk. Ensure your form (Deposit Receipt or Expenditure Credit) has the correct e-mail address, phone number and name, as all department receipts will be e-mailed. If you have a cash deposit, please come to Carruthers on Monday’s, Wednesday’s and Friday’s from 1-2pm and look for the “Hold for pick up checks” desk. The cashiers will count the cash immediately to verify the dollar amount is correct.
- Regarding the “Hold for pick up checks”, when processing your voucher, please put your email address where it asks for your phone number. When your check is ready for pick-up, we will e-mail the contact to let them know it is ready. Checks can be picked up Monday, Wednesday and Friday from 1-2pm.

Financial Operations

Payroll Updates - Josh Breeden (15 minutes)

1. Update on Payroll Earnings Detail report in UBI Analytics (Qlik Sense)
 - a. Retro lines are now being included in the daily pulls into the Data Warehouse
 - i. Teams are coordinating “catch-up” lines being pulled into the warehouse
 - b. Future Enhancements:
 - i. Retro Period Details
 1. Dates / Period information
 2. Reportable flag
 - ii. Position’s manager
 - iii. Other ideas? Post them on the UBI Community.
 - c. Questions about report content (for example, why something may have been paid) can be sent to payroll@virginia.edu for the Payroll team’s review.
2. Funding Adjustments for MC & UPG employees funded by ACD PTAOs
 - a. <https://payroll.vpfinance.virginia.edu/medical-center-payroll-funding-adjustments>
 - b. <https://payroll.vpfinance.virginia.edu/upg-payroll-funding-adjustments>
 - i. Forms will create a Salesforce case for the Payroll team upon submission
3. “Report an Overpayment” Form Pilot
 - a. <https://payroll.vpfinance.virginia.edu/payroll-overpayments>

- b. New form will create a Salesforce case for the Payroll team upon submission
4. Labor Distribution Mapping from Workday to Oracle
 - a. Additional resource to help with understanding the cross-walk between Workday compensation elements and Oracle Labor Distribution elements and what actions may need to be taken in the Oracle LD module (e.g., an element-level schedule for specific funding instructions).
 - b. <https://foc.virginia.edu/labor-distribution>
 - i. Link will be included in the One-Time Payment (OTP) Workday notification sent to the Labor Distribution Schedulers
 - c. Questions or suggestions? Reach out to Erika Priddy (ESP5F@virginia.edu).
5. Updates on Oracle Encumbrance Processes
 - a. Weekly status updates are posted weekly on the FOC webpage: <https://foc.virginia.edu/system-status-updates>
 - b. 11/15 Update:

ITS-EA is continuing to coordinate resolution with Oracle via a SEV1 service request. The team has been provided a patch that was moved into a test environment this week. The initial review looks promising thus far but they will continue an extensive review to ensure the test yields anticipated results before moving the patch into production. In addition to resolving the encumbrance processing issue, Oracle is also working on a data fix patch, which will retroactively correct the labor commitments that are currently overstated or missing.

Financial Reporting & Operations

1. FRO operational calendar including more Finance/EA touchpoints
 - a. <https://fro.vpfinance.virginia.edu/operational-calendar>
 - b. Outlines key Oracle Labor Distribution and Encumbrance processing dates
 - c. Submit suggestions to FRandO@virginia.edu

Fixed Assets - Gary Young (5 minutes)

- Introduced newly developed fixed asset training video - Please see link <https://fro.vpfinance.virginia.edu/fixed-assets-accounting>

Procurement & Supplier Diversity Services

Addie Coe (10 minutes)

- New look and feel of UVA Marketplace
https://fro.vpfinance.virginia.edu/system/files/PSDS_MP_20-NOV-2019.pptx

Korby Griffith (10 minutes)

- Travel & Expense Website Discussion and Demo
Please visit our new website <https://travelandexpense.procurement.virginia.edu/> to check out the new look. Any feedback is appreciated and can be sent to travel@virginia.edu.

Finance Outreach and Compliance – Patty Marbury (10 minutes)

- UVAFinance Lean Training Program Please see handout

https://fro.vpfinance.virginia.edu/system/files/Lean_Certificate_Program_Handout.pdf

Only a few are currently available to register in Workday, but in January when we formally announce the program, you will be able to register.

UVA Human Resources – Tom Kim (15 minutes)

- Moving and Relocation – Please see website for information. FAQ site is very helpful. For questions, please contact Tom Kim at 243-2206 or tk9jc@virginia.edu

<https://hr.virginia.edu/careers-uva/moving-and-relocation>

ITS Information Security - Margaret Gokturk/Cory Brant (10 minutes)

- Data protection – Please see website. Best to involve them early.
<https://security.virginia.edu/>

Finance Strategic Transformation – Brandi Van Ormer (10 minutes)

- Update - <http://uvafinance.blogspot.com/2019/11/finance-transformation-roundup.html>

The next meeting will be on Wednesday, December 11, 2019 at 10:00am in the South Meeting Room, Newcomb Hall.