

Welcome!



FINANCIAL SERVICES FORUM

September 30, 2020

2:00-3:00 p.m.

Virtual Zoom Webinar





AGENDA

- Updates and Working Virtually Information:
 - Student Financial Services
 - Financial System & Data Projects
 - University Budget
 - Procurement & Contract Services
 - Accounts Payable
 - Overview of CARES Act
- Questions & Future Topics



STUDENT FINANCIAL SERVICES

We continue to have limited in person hours for student transactions and for check payroll distribution (no more pay stubs)

- www.csuchico.edu/sfin for dates/hours

Direct Deposit for Pay Warrants is steadily increasing (THANK YOU!)

- October 2019 80%
- March 2020 84%

BUT

In COVID world.... We need less in-person contact and higher DD participation. Campus **strongly** encourages direct deposit.

Please sign up and/or encourage others!

Process take 1 to 2 pay cycles

Bonus: No more worrying about lost checks – not quick reissue w/SCO

FINANCIAL SYSTEM & DATA PROJECTS



- **Finance Data Warehouse Project/Reports**
 - **New campus Financial Data Warehouse**
 - Table Layout Design
 - Data Validation
 - Reporting Design – Cognos (this will replace Insight reports)
 - **CFS Maintenance Pack 4.0 (MP4) upgrade**
 - Go Live is November 16, 2020 9am
 - CFS down from noon Thurs Nov 12th through 9am Mon Nov 16th
 - (all users will be out of the system during this time)
 - As a campus we are assessing the changes from the upgrade, further information will be disseminated via FIN_CFS email communications

UNIVERSITY BUDGET

- 2020-21 Budget Update
- Have you ran a budget report lately?
- Q1 Budget Oversight – 9/30/2020
- Student Learning Fees
 - 2020-21 Award Spending
 - Prior-year & new-year awards, monitor **program codes**
 - Budget modifications
 - Request **positions**, as needed
 - 2021-22 Award Cycle

www.csuchico.edu/slf/timeline/current-year.shtml

PROCUREMENT & CONTRACT SERVICES



- Contact your Procure-to-Pay Team!
- <https://www.csuchico.edu/purc/procure-to-pay.shtml>

Procure to Pay Team

To meet the shifting needs of the campus community, provide best-in-class personalized service, and align with departmental goals, Procurement & Contract Services and Accounts Payable have assigned a Procurement & Payment Specialist Team to each department. The Procure to Pay Team is committed to simplifying support functions and identifying ways to help each department achieve its goals and objectives. The teams are as follows:

<p>VACANT (See below for interim re-assignments) Procurement Specialist x5134</p> <p>NATALIE NOZISKA Payment Specialist x5866</p> <ul style="list-style-type: none">• AGR (Jennifer)• BUS (Jessica)• HFA (Jennifer)• UED/GRAD/OIE (Lupita)• VPSA (Cindy)	<p>JESSICA WESTBAY Procurement Specialist x5135</p> <p>NATALIE NOZISKA Payment Specialist x5866</p> <ul style="list-style-type: none">• ECC• IRES• PRS	<p>LUPITA ARIM-LAW Procurement Specialist x5383</p> <p>CHRISTINE PICO Payment Specialist x6812</p> <ul style="list-style-type: none">• CME• NSC• VPBF
<p>MICHAEL MCNAIRN Procurement Specialist x5237</p> <p>CHRISTINE PICO Payment Specialist x6812</p> <ul style="list-style-type: none">• PDC• FMS	<p>CINDY REISWIG Procurement Specialist x5137</p> <p>BRI SASEEN Payment Specialist x5312 (Janitia Pierce - Interim)</p> <ul style="list-style-type: none">• BSS• LADO• RCE• SLL/CCLC/SHC• VPAA• VPUA	<p>JENNIFER THAYER Procurement Specialist x6516</p> <p>JANITA PIERCE Payment Specialist x3163</p> <ul style="list-style-type: none">• ATHL• FMS• UHFS

PROCUREMENT & CONTRACT SERVICES



Chico's Goal for 19/20

\$550,000.....

2019/2020 Savings are IN!

\$1,122,086!!!

104% over our goal!

- **Some examples:**
- **Savings of \$2,951 by pausing maintenance on a machine**
- **Savings of \$1,870 on trash cans by doing a quick GovQuote**
- **Savings of \$188 for Scantron forms by changing freight company**
- **Savings of \$27,379 – contracted supplier asked for additional savings and reduced labor to install**



PROCUREMENT & CONTRACT SERVICES INDEPENDENT CONTRACTOR

Dynamex Test:

On September 18, 2019, the Governor signed into law, AB 5 (Chapter 296). The bill includes provisions that codifies the decision of the California Supreme Court in Dynamex and clarifies the decision's application in state law with regard to hiring independent contractors. A worker is considered an employee unless the following can be proven:

1. Worker is free from employer's control
2. Performs a service that is outside the usual course of the business – (For example: can't hire faculty in counseling to work as IC for conflict resolution)
3. Worker customarily engages in established trade (incorporated, licensed etc.)

New Chico electronic process in the works – more questions to answer!

More guidance coming regarding compensation process when hiring CSU employees – **must be paid via CPO** (Cash Posting Order)



PROCUREMENT & CONTRACT SERVICES

INDEPENDENT CONTRACTOR PROCESS

1. Need identified (Dept)
2. Get proposal/quote from IC (Dept)
3. Complete IC vs. Employee worksheet (Dept)
<https://www.csuchico.edu/fin/assets/documents/forms/purc-independent-contractor-vs-employee.pdf>
4. Submit requisition with IC vs. Employee worksheet (Dept)
5. Payee Data Record – (P&CS/AP) Procurement Specialist/AP Specialist will reach out to IC and obtain a Payee Data Record (Level 1 Info – do not email!)
6. Submit to HR/OAPL for review (P&CS)
7. Issue purchase order or contract to IC (P&CS)
8. Work is done by IC & Invoice submitted (IC)
9. Invoice is paid (A/P)

PROCUREMENT & CONTRACT SERVICES



HAPPENINGS – REMINDERS – ANNOUNCEMENTS


- Marketplace go live in CSUBuy as of **June 1st**
 - ❖ Kathleen Huber primary contact for questions
kahuber@csuchico.edu
- ProCard
 - Remember to edit the description during CFS reconciliation. The more detail the better!!!
- Student Placement Agreements
 - Spreadsheet of approved sites for internships. Contact Lupita Arim-Law for access to the spreadsheet
- T8541 COVID Expenses
 - Call your Procurement Specialist prior to using. We may already have what you need!



PROCUREMENT & CONTRACT SERVICES



HAPPENINGS – REMINDERS – ANNOUNCEMENTS

- Attachments
 - Remember you can attach to the requisition – just note it so your Procurement Specialist knows it is there
 - Reimbursement paperwork is coming over largely complete. **THANK YOU** for the help!!
- Contract negotiations
 - Negotiations with suppliers are taking a little longer than usual. Start early!
- AdobeSign
 - Implementation for contracts – remember that only Procurement has delegated authority to bind the University
- CSUBuy  A COLLABORATIVE PROCURE TO BUY MARKETPLACE
 - Contracts, Sourcing, Spend – implementation Oct-Nov

ACCOUNTS PAYABLE



- Sales & Use Tax Training – Join Us!
 - 10/19 – register in [CSU Learn](#)
- Petty Cash – Employee Reimb.
- Direct Deposit Form
 - Check distribution times are limited
- Essential Travel
 - Approval flow

ACCOUNTS PAYABLE



- Electronic Documents/Files
 - Supplier documents
 - Payee Data Record (*potential L1*)
 - Invoices, etc.
 - Internal documents
 - Consider applications such as CamScanner
 - Adobe functionality
 - Merge files to send one complete packet
 - Box folders for sharing invoices with AP

ACCOUNTS PAYABLE



- Invoice Approvals
 - Option 1 -Adobe Sign
 - Invoice Approval Workflow in progress
 - Option 2 – Digital/Certificate Adobe Signature
 - [Video](#)

OVERVIEW OF CARES ACT HIGHER EDUCATION EMERGENCY RELIEF FUND (HEERF)

FUNDING AVAILABLE TO CHICO STATE

- Tranche I – Emergency Relief Fund
- Tranche II – Institutional Use
- Tranche III – Minority Serving Institution

DETAILS AVAILABLE ON WEBSITE:

<https://www.csuchico.edu/coronavirus/caresact.shtml>

CARES ACT

	<u>Grant Award</u>	<u>Disbursed or Committed to Date</u>
Tranche I – Emergency Relief Fund	\$ 9,979,696	\$ (9,979,696) ¹
Tranche II – Institutional Use	\$ 9,979,695	\$ (9,979,695) ²
Tranche III – Minority Serving	\$ 1,431,422	\$ (1,213,618) ¹

¹ Campus augmented \$439,745 to assist students with \$11.6M emergency aid relief in May 2020. Balance of Tranche III will be disbursed to students in Fall 2020.

² Campus has disbursed over \$6M with the remaining balance committed for student refunds (Fall 20) and technology projects.

CARES ACT

Tranche II Institutional Use Allocation \$ 9,979,695

Refunds to students

Spring 2020	(4,900,265)
Fall 2020	(2,560,579)

Faculty Virtual Training - Summer 2020 (615,500)

Technology Commitments (1,524,351)

WiFi Expansion (379,000)

Balance \$ -



QUESTIONS & FUTURE TOPICS

- **Future topics?**
- **Any questions?**
- **We welcome feedback!**
- **Email fincfs@csuchico.edu**



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Thank you for taking the time
to attend the Financial Services Forum!

<http://www.csuchico.edu/fin/forum.shtml>

