



Council of the University of Idaho Business Officers Summary Notes March 9, 2017

Chart of Accounts: Account Code Review – John Keatts

John Keatts, Associate Controller, distributed a draft Expense and Revenue Code list to the CUIBO group for thoughts and review. The group discussed and asked questions. It was suggested that more in depth descriptions be added to the spread sheet to give those processing more details about when to use certain Expense and Revenue Codes. Mr. Keatts agreed that this would be helpful and that the list would be redistributed after all final changes were made. He asked that comments or change requests be submitted to him by Wednesday, March 22, 2017 to be considered. Program codes to be discussed further. Suggestions can be sent to him at johnk@uidaho.edu.

Independent Contractor Payments – Linda Keeney

Issues arise annually with 1099 Tax forms as there seems to be some confusion between whether someone is considered an employee or an independent contractor. In Banner there is no way to separate taxable from non-taxable items for vendors that are marked as 1099-reportable. Another area of concern is for students who are on Fellowships or Scholarships with the University. Departments were encouraged to help Accounts Payable to know which payments are for Educational Opportunities as opposed to taxable payments to individuals. Excerpts from www.irs.gov were included in the supplemental materials that are posted on the CUIBO website to provide additional information in regards to these topics. Departments who know of individuals who received educational opportunity payments are encouraged to send a list to Linda Keeney at lkeeney@uidaho.edu to help her make sure that the individuals were taxed correctly. Further questions can be directed to Linda Keeney.

Payment to Foreign Individuals – Linda Keeney/Dan Noble

Dan Noble gave a brief overview of the foreign employee process – handouts included in supplemental materials on the CUIBO website. Discussed F1 employees who will need to provide documentation to renew their employment status with Human Resources (HR) prior to the May 13, 2017 deadline. HR is working on their processes to ensure that foreign employees will NOT work past their eligible work times. F1 Visa type employees will begin receiving emails from Dan Noble this month to remind them that their work eligibility will be expiring and that they need to provide documentation to HR. Next month (April 2017) another email will be sent copying people within the department of employment stating that documentation needs to be provided and that HR is requesting a termination EAPF to be put into the system. Five days out from the deadline the HR Admin will be calling employees and departments to ensure that no work occurs after the May 13, 2017 deadline to keep the UI in federal compliance. Tips included on hiring foreign individuals. These time frames and procedures have changed and may continue to change given the new US Presidential administration as new policies are made and revised.

Included in the supplemental materials are meeting minutes from the last FIG meeting, information was provided by Tammy Johnson of the International Programs Office. Brief overview of the visa types and what is allowable based on the visa type in regards to work, payment, etc. Due to limitations within Banner Accounts Payable is unable to pay anyone who is from a country where treaty tax is withheld. Banner was designed to allow payments to vendors and independent contractors. Depending on visa type departments may not be able to pay honorariums to visiting speakers/presenters. Reminder to the departments to know the visa types of visiting guests and contractors and a reminder that even if the vendor has sites within the United States our ability to pay depends on the citizenship of the contractor assigned to the work. We are encouraged to work with International Programs Office and Human Resources to determine playability prior to hiring independent contractors.

Moving Program Update – Derek Johnson

Derek Johnson presented the new homegrown Moving Expenses Module for new hires in VandalWeb. This is the product of collaborative work between Accounts Payable, Purchasing and Payroll within the Controller's area. A draft walk-through of the program is included in the Supplemental Materials section of the website. This program very closely mirrors the claim voucher system and users will have the same accesses within this as they do for Claim Vouchers, Linda Keeney can assign access as requested by departments. This new process will help minimize payments above the employment contracted amount, which results in the new employee owing the UI money. It will be important for departments who are hiring employees who will be relocating to this area with moving allowances to help them get to HR and fill out their paperwork early so that they can have a Vandal Number assigned which will then enable departments to begin the Moving Expense Record within VandalWeb. Most of the paperwork can even be done remotely through Human Resources.

The Controller's Office is amending the policies to provide clearer guidance regarding moving allowances.

ITS Telephones & Technology Support Services – Brian Cox/Trina Mahoney

Brian Cox, Customer Technology Support Services Director, ITS, presented on the two proposals that are currently with Trina Mahoney, Director, Budget Office. These policies will affect the current model for cost recovery for two areas within Information Technology Services (ITS). Technical Support Services and phones will now be supported by a onetime base move of funding from departments that will eliminate the need for billing for individual support services saving time and money. This will mirror other Gen Ed services provided at UI. IT has become an integral part of the daily operations for the University and it no longer needs to be a cost recovery model. This will also make IT services available to all of campus rather than just those departments that have funds to cover support. Base Gen Ed funding will be moved for departments that have Gen Ed and departments that are unique / do not have base Gen Ed will be contacted by Trina Mahoney in regards to this. The change is effective FY18 and will be based on historical data provided by Brian Cox on previous spending. He created a 3-year budget billing average to find the proposed cost. Unit leaders will decide which ORGS the funds will come from for the base reduction. Brian Cox and Mary George can provide additional detailed information regarding these numbers. Trina Mahoney provided background into this request. It was proposed to and reviewed/approved by UBFC for FY17 but implementation took time as data needed to be gathered. Units will still be responsible for paying for new equipment that they need purchased and there will be some flexibility in the first year to account for big changes. ITS is willing to absorb small amounts of change. The MOU will be included with the bill for the one-time base reduction.

Other Discussion and Updates:

No other discussion or updates as there was no time.