WORKING DRAFT

UBI Functional Tracks

The CSU Budget Process: The Fiscal Year in Review
(A must for all)
Provides an informative overview of the relationship and timing of the Governor’s Budget process as it relates to funding decisions for the CSU and CSUF. Gain an understanding of the decision timelines and factors influencing how funds are allocated plus learn how the year progresses with the availability of baseline and one-time funds.
Owner: AVP Financial Services and/or AVP Budget

Access, Roles, and Levels of Authority for HR and FINANCE Systems
(A must for all)
This program answers the question “Can I do that?” To be effective in our roles we must have an understanding of what we are or are not authorized to do. This session provides an overview of the varying types of systems access and roles available for HR and FINANCE. Topics will include how to initiate or terminate access for the various systems and what responsibilities come with specific access levels granted. It will also define actions that individuals are authorized to perform based on their approved role. In addition, formal/informal and temporary/permanent delegations of authority, what to do when you’re away from the office, separations of duties, and more are discussed.
Owner: AVP Financial Services, Executive Director of HR

Note: Tracks can be progressive or stand alone; Each session description should note learning outcome and anticipated audience; Weave policies throughout

Track 1
(Deans, Academic Department Chairs, Account Responsible Persons)

Avenues for Spending (Track 1)
This session provides a broad overview of the different mechanisms that may be utilized to expend operating funds appropriately at CSUF. Learn how to effectively differentiate the appropriates of one purchasing option over another.
Owner: Contracts & Procurement

Track 2
(Department, College, Division Financial Staff/Managers/Directors)

Procurement Series

Procurement Tools at CSUF (Track 2)
For the individual processing purchase requests on behalf of a given operation, this 4-part in-depth series addresses the purchasing cycle and different tools available to dept.

Series 1:    Purchase of Goods (requisition, purchase order, receipt of goods, payment of invoices)
Series 2:    Purchase of Services (requisition, service order, payment of invoices, additional requirements)
Series 3:    Alternate Purchasing/Payment Methods (Procurement Card, AP Check Request Form, Petty Cash, Travel Operations)
Series 4:    Requirements for Special Handling (emergency purchases, after-the-fact, University- sponsored events, grants, Foundation funds)
Owner: Contracts & Procurement
Effectively Applying the CMS Chart Field Strings (Track 2)

Learn how to select the appropriate Account, Fund, Department ID, Project and Class Code to maximize reporting opportunities and correctly charge expenses.

Owner: Accounting Services

The Do’s and Don’ts of Internal Controls (Track 2)

Owner: Director of Internal Controls

Compliance and the CSU Audit Environment (Track 2)

Owner: Internal Auditor

Managing Risk (Track 2)

Reducing loss potential without unnecessarily limiting activities that advance the University’s mission and goals is a challenge we all face. Learn about the resources, counseling and training available that helps faculty and staff to manage and balance risks created by the University’s programs and activities.

Owner: Director of Risk Management

The Challenges of Working in a Large, Complex System (Track 1)

As one of the largest and most complex systems in the world, special care must be given to keep the University on the right path. Learn what role we all play towards this important objective and how the many pieces fit together.

Owner: Controller

Making the Most of Fiscal Assets (Track 1)

Learn about the reporting tools available for tracking, projecting and managing spending for faculty, staff, and student salaries and operating expenses. Learn how to use the tools to project available balances, spending rates and spending patterns. In addition, see the various opportunities for tracking expenditures using the CMS Chart-field-string will also be discussed.

Owner: AVP Budget Operations

Projecting Faculty Funds (Track 1)  
(For Academic Department Chairs)

Faculty salaries comprise more than 55% of the Academic Budget and can cause the most havoc to department and/or college budgets if not properly projected and managed. Learn an easy step-by-step system for estimating funds available to meet your part-time faculty hiring needs.

Owner: Director, Academic Affairs Budget

Managing Funds Series

Reporting Tools 101 (Track 2)

Learn how to access, print and export reporting tools and information available for tracking, projecting and managing salary and operating expenditures. Once you’ve been able to locate the information, this session will help you to understand and interpret the data for appropriateness and accuracy.

Owner: AVP Budget Operations

Effectively Applying the CMS Chart Field Strings (Track 2)

Learn how to select the appropriate Account, Fund, Department ID, Project and Class Code to maximize reporting opportunities and correctly charge expenses.

Owner: Accounting Services

6 Easy Steps to Reconciling your Accounts (Track 2)

Learn step-by-step processes for reconciling baseline and one-time, funds received, miscellaneous Revenues, transactions or expenses by type, open commitments and more details that can affect your bottom line.

Owner: AVP Budget Operations
### An Introduction to Labor Cost Distribution (Track 1)

This session gives an overview of how payroll expenditure information is linked with and tracked against budgeted dollars available. Learn how this information can be used for expenditure and budget planning purposes.

**Owner:** AVP Budget Operations

### Monitoring Salary Expense and Budget through Labor Cost Distribution (Track 2)

Through Labor Cost Distribution Reporting learn how to manage and track the accuracy of salary expenditures, identify changes in pay, and project out commitments made against available funds. Funding for pay increases will also be discussed here.

**Owner:** AVP Budget Operations

### An In-depth Look at the Fiscal Year (Track 2)

Have you received all funds due to your department, college or division? Join us for an in-depth look at position budgeting, new allocations, compensation increase funding, YRO and more.

**Owner:** AVP Budget Operations

### Managing Foundation Accounts (Track 2)

**Series 1:** Cal State Philanthropic Foundation  
**Series 2:** CSUF Auxiliary Services Corporation

Learn the ins’ and outs’ of managing accounts with our auxiliary organizations. New accounts, agreements, endowments, restrictions, deposits, disbursements, funds transfers, forms, signing authority, additional pay, donations, expense reimbursements and everything else you need to know to effectively oversee and utilize funds in these accounts.

**Owners:** Pearl Cheng (title)  
Paul Carey (title)
Planning Ahead Series

Funding New Programs & Requesting New Student Fees (Track 1)

Asset Management: Purchasing, moving and disposition Do’s and Don’ts (Track 2)

Facilitating Internal and External Agreements (Track 1)

Assets Management oversees the Copier Program, Inventory, Material Control, Moving Services, Records Management and Reprographic Services; is responsible for the inventory, storage and disposal of university assets; is responsible for the maintenance and disposal of university records and documents and is responsible for tracking all fixed assets on campus. Learn the “how to’s” of assets management at CSUF and what is expected from the department, college and division to meet established requirements.

Owner: Director of Physical Plant

Knowing Your IT Resources (Track 1)

Construction, Maintenance & Repair (Track 1)

Learn about the IT Resources available to CSUF divisions, colleges, and departments. This session will review the campus Computer Roll Out, Redeployment and Laptop programs. Questions about how to manage Non-Roll Out Purchases and responsibilities as well as the role of the DITC will be addressed. Explore IT standards & scenarios requiring CITO approval, the role of IT and the Help Desk as compared to Department/College/Division Level IT support plus cost savings available through the system-wide IT Store. Cell Phone & Blackberry Policies will also be discussed.

Owner: Chief Information Technology Officer

Owner: AVP for Facilities Management

Account Management Series

Account Management (Track 2)

Learn how to establish new accounts, the differences between various types of account, and how to close accounts. You will also become familiar with processing account responsible person and system access changes. Year-end processes, carry forward, and approval authority will also be discussed.

Owner: AVP Budget Operations

Troubleshooting Fiscal Issues (Track 2)

Who is the best person to contact when you have questions, how do you research issues or find answers to your questions, what on-line or other resources are available to you, what is the role of the department, college or division financial manager and when is it best to go directly to the source. Knowing where to start or how to proceed is often the biggest challenge which can be overcome through this session.

Owner: AVP Finance
**Employee Hiring Series**

### Pay Processing Roles and Levels of Authority (Track 1)
A variety of actions are required to process pay at CSUF. Learn about the roles and responsibilities of timekeepers, warrant coordinators, approvers and how to delegate authority for specific roles.

Owner: Director of Payroll

### Whom to Hire and When (Track 1)
We often don’t know the most appropriate type of hire we need to process for a given situation. This session will provide an overview of faculty, staff, and student hires at CSUF. Learn the differences between ongoing, temporary, fiscal year renewables, casual workers, emergency hires, Retired Annuitant, Special Consultant, Overtime, Volunteers; how SB 41 factors into this process, and the implications of one type of hire over another.

Owner: Executive Director of HR

### Processing Faculty Hires and Faculty Additional Pay (Track 2)
This session will provide step-by-step instructions for processing Unit 3 and Unit 11 hires as well as specifics related to faculty additional pay processing.

Owner: Director, Faculty Affairs & Records

### Processing Staff Hires and Staff Additional Pay (Track 2)
Position descriptions, classification studies, Brass Ring requisitions, position funding, SB41: Learn how to efficiently process staff hires and additional pay.

Owner: Executive Director of HR

### Processing Student Hires and Pay (Track 2)
Student Assistants, work study students, students with benefits or without, graduate assistants, multiple appointments, SB41, 20 versus 40 hour appointments, estimating financial commitments based on start and end dates.

Owner: ?

### Personnel and Pay Management Series

### Pay Processing Roles and Levels of Authority (Track 1)
A variety of actions are required to process pay at CSUF. Learn about the roles and responsibilities of timekeepers, warrant coordinators, approvers and how to delegate authority for specific roles.

Owner: Director of Payroll

### Managing Employee Performance (Track 1)
Evaluating, disciplining or terminating employees in a union environment requires great care and attention to detail. Learn specific protocols associated with each action for the most effective management of employee performance.

Owner: Chris Hall (Title?)

### Processing and Reconciling Pay (Track 2)
Regular pay, special pay, leaves, shift differentials, temporary or ongoing status changes: Learn how to reconcile salary commitments and ensure accuracy of pay processed.

Owner: Executive Director of HR

### Workers Compensation & Disability (Track 2)

### Facilitating HR or Pay Changes (Track 2)
Funding source changes, promotions, temporary or permanent reassignments, location or supervisor changes, reclassifications, faculty or staff leaves: Learn how to initiate such changes and the financial and/or other implications of doing so.

Owner: Executive Director of HR, Faculty Affairs & Records