TO: Vice Presidents, Deans, Directors and Administrative Staff
FROM: Chris Viton, Controller
SUBJECT: General Campus Information for Financial/Resource Administrators
DATE: October 22, 2013

As we begin the new academic year, we wish to provide this summary update of key business policies to help orient new staff to the campus and also as reinforcement for existing staff. UNLV is a large and complex organization, and our business transactions are subject to both external and internal policies and procedures. While the State and University have many requirements that are similar to other public institutions, there are several that are unique to Nevada. We hope that this type of information will be useful to you in carrying out your duties and responsibilities, and we would welcome any feedback and suggestions as to how to make future information more valuable to you. In addition to the highlights summary below, we have included references to where specific and more detailed information can be found, as well as staff contacts if more explanation is needed. Please share this document with individuals in your department, as appropriate.

As University employees, we are stewards of public resources and must demonstrate prudent use of funds entrusted to us by our constituents. The general public, legislators, students, donors, granting organizations and individuals must be assured that funds are wisely spent and do not personally benefit University officials and employees. Regardless of funding source, (state, federal, private, enterprise, or self-funded activity) financial transactions are to comply with NSHE Board of Regents policy and other regulatory guidelines such as federal requirements. University funds are subject to audits by external auditors including governmental agencies, NSHE Internal Audit and by UNLV Campus Audit. Please review The Internal Controls and Responsibility of University Financial Administrators on the web at http://controller.unlv.edu/ which delineates the University’s expectations and code of ethics for financial administrators and http://audit.unlv.edu/InternalControls.htm for internal controls.

The Division of Finance and Business department websites contain guidance, contacts, forms and other resources to assist unit business managers with managing and controlling all financial and business functions within their unit as well as maintaining compliance with all university, system-wide, state and federal requirements. The Finance and Business home page (http://www.unlv.edu/financevp) is a central link to the Division’s departments and online resources, including the newly released Business Manager’s Toolkit (http://www.unlv.edu/financevp/toolkit). The toolkit was created to provide you with one “go to” place for resources and tools to help you better manage the business processes in your units as well as improving operational effectiveness and efficiency.
Please also review as a companion to this document, the **Business Operations Guide** available on the web at [http://hr.unlv.edu/pdf/BusinessOperationsGuide.pdf](http://hr.unlv.edu/pdf/BusinessOperationsGuide.pdf). This downloadable/printable guide describes key fiscal policies and practices which govern financial accounting and includes sections on Human Resources, Facilities, Information Technology and other areas for managers of financial, human, physical and virtual assets. The Business Operations Guide is intended to call administrators attention to key fiscal policies and practices, which govern business transactions at the University and your financial responsibilities.

The information in the Business Operations Guide and the Business Manager’s Toolkit offers both new and returning staff important information for the following topics:

- **Budget Office** – Understanding departmental accounts, state and self-supporting budgets, budget adjustments and revisions, position control
- **Purchasing** – Purchase of goods and services, contracts, informal and formal solicitation requirements, automated requisitioning, and the Purchasing Card (P-Card).
- **Accounts Payable and Travel Authorization & Reimbursement** – invoices, payment vouchers, independent contractors, hosting, corporate cards, travel authorization, advances, and reimbursement.
- **Non-resident Alien (NRA) Tax Compliance**
- **Tax Compliance** – payroll and fringe benefit taxation, service provider tax matters, sales and use tax
- **Payroll**
- **Cash Receipts, Student Accounts and Student Cashiering**
- **General Accounting** – bank accounts, signature cards, interdepartmental requisitions (IDR), suspense items
- **Delivery Services** – receiving, mail center, inventory and disposal of property
- **PARKING AND TRANSPORTATION SERVICES**
- **Telecommunications**
- **Human Resources**
- **Use of University Resources** – computer use, use of campus copy and fax machines, personal use of equipment
- **Gifts/Fundraising** – UNLV Foundation
- **Grants and Contracts**
- **Risk Management** – insurance, claims administration, environmental, health and life safety issues
- **Campus Audit**
- **Facilities** – custodial services, building and ground maintenance, motor pool, warehouse, keys, and rebel recycling
- **Planning and Construction** – capital projects, remodels and all campus physical planning, design and construction activities.
- **Real Estate Management**
- **Conflicts of Interest/Outside Employment** – ethical standards

As campus administrators entrusted with University assets, please familiarize yourself with our financial practices. To assist staff the Office of Human Resources offers a variety of campus wide training programs, which provide detailed information on subject areas noted below. For a catalog please view the staff development website at [http://hr.unlv.edu/development/](http://hr.unlv.edu/development/) or contact Staff Development at 5-0402.
A highlight of significant updates and commonly referenced items include:

iNtegrate 2 Project

- **Replacement of legacy Human Resources/Payroll and Financial administrative business applications.** UNLV and all NSHE institutions are in the early stages of a multi-year project to replace the legacy core administrative business applications for finance, human resources and payroll. Work completed to date includes two system-wide projects facilitated by consultants to develop a preliminary chart of accounts redesign and to document and develop business process redesign recommendations intended to streamline administrative business processes by making best use of technology enhancements typical of modern business applications. The project is now at the RFP development stage and it is anticipated that the RFP process will be completed in the first half of calendar year 2014 leading to a multi-year system implementation project.

Business Manager’s Toolkit:

- **The Finance and Business introduced a new Business Manager’s Toolkit.** This Toolkit ([http://www.unlv.edu/financevp/toolkit](http://www.unlv.edu/financevp/toolkit)) was created to provide business managers and others who process business transactions one “go to” place for resources and tools to help you better manage the business processes in your units as well as improving operational effectiveness and efficiency. In addition to creating the Business Manager’s Toolkit, the website ([http://www.unlv.edu/financevp](http://www.unlv.edu/financevp)) was also updated to provide users with new ‘A to Z’ Directories for both Forms and Policies, accessible from the Business and Finance Home Page. These directories access all forms and policies for the entire division, saving the user from the necessity of navigating to an individual department to find an item.

Human Resources:

- **Salary reductions were restored effective July 1, 2013, but furloughs reductions continue for the 2013-2015 biennium.** In the 77th Session of the Nevada Legislature, Assembly Bill 511 was passed and prior direct salary reductions of 2.5% were restored to employees effective on July 1, 2013. That said, Assembly Bill 511 continued unpaid leave reductions of 2.3% (6 days in each year for full time employees). Additionally, the NSHE Board of Regents required academic faculty and administrative staff to meet the same furlough and salary reduction requirements for the duration of the biennium. A limited exception was approved by the Board of Regents for certain grant funded faculty/professional staff. Information about furlough requirements and salary reductions for classified and faculty/professional staff can be found on the Human Resources website at:
  
  [http://hr.unlv.edu/pdf/FY1415UNLVSalaryReductionandUnpaidLeave.pdf](http://hr.unlv.edu/pdf/FY1415UNLVSalaryReductionandUnpaidLeave.pdf)
  
  [http://hr.unlv.edu/pdf/FY1415ClassifiedFurloughFAQ.pdf](http://hr.unlv.edu/pdf/FY1415ClassifiedFurloughFAQ.pdf)

- **FY15 Merit Restoration.** For classified employees, Assembly Bill 511 continues the suspension of longevity pay during the 2013-2015 biennium. However, effective during Fiscal Year 2015, eligible classified employees will see a return of merit pay (step) increases on the pay progression date of the employee (usually the hire date or the date of last promotion). Merit remains to be granted only when the last rating
of performance is rated as standard or better. Additional, merit is only available to those classified employees that have not attained the top step (step ten) of his or her grade.

Academic and Administrative Faculty will see a return of merit pay in Fiscal Year 2015, recipients of merit would see additions to base pay effective on July 1, 2014. As shared to the campus in prior communications, the President and Provost plan to work with the cabinet, the deans, the Faculty Senate and other representative faculty bodies to develop a campus approach to implementing merit pay for contract year 2014 – 2015.

- **NSHE Retirement Plan Alternative changes.** Changes have been approved to the retirement plan offered by NSHE. These changes impact the mandatory plan for academic and administrative faculty (except those already on PERS) and the voluntary retirement plan (403B). The administration of the plan will be handled by a single vendor (TIAA-CREF) who will process and coordinate all processing of contributions, loans and distributions for NSHE associated funds whether mandatory or voluntary. Additionally, as administrator, TIAA-CREF will provide significant financial guidance and advice services to participants. Full details of the change and services can be found at the following website:

  http://hr.unlv.edu/benefits/retirement/RPA-change.html

**Payroll:**

- **Paperless payroll and electronic W-2s are preferred.** Employees may sign-up for direct deposit through the employee self-service system (EQUUS) web site located at https://mustang.nevada.edu/hrip/unlvlog.htm. The system provides for electronic delivery of direct deposit advices, the ability to update direct deposit information and make address/phone number changes. Employees not enrolled in direct deposit must pick up their paycheck at the Payroll Office from 9 am – 4 pm on payday and 9 am to 12:00 noon on other days.

  The Payroll Office now also provides electronic W-2 tax statements through the same secure delivery method as pay advices. Further information regarding electronic W-2s can be found at http://controller.unlv.edu/E-W2.html.

- **Self-service withholding (W-4) changes are available.** Employees wishing to update withholding elections can do so by completing an on-line W-4 through the employee self-service system (EQUUS) web site located at https://mustang.nevada.edu/hrip/unlvlog.htm.

- **Payroll debit card soon to replace paper paychecks.** The Board of Regents approved a policy change at their September 2013 board meeting mandating electronic payroll delivery effective January 2014. This program will not replace voluntary direct deposit enrollment, but rather will replace paper paychecks with a bank-issued payroll VISA debit card that will provide employees with better options for accessing their payroll funds, including withdrawal of their full net payroll at VISA member banks (such as Bank of America) in the same manner as cashing a check in addition to typical debit card features such as ATM withdrawals and retail purchases.
Watch for further communications throughout the fall as this program is developed for implementation in early 2014.

Accounts Payable and Travel:

- **Electronic payments for vendors and suppliers** UNLV uses a service (Paymode-X) from our commercial banking partner to make electronic (direct deposit) payments to vendors. This service allows vendors and suppliers to enroll by self-service to receive payments and remittance information electronically. Banking information is maintained by the vendor/supplier directly within the bank’s payment service application so that the vendors banking information is not collected or maintained within UNLV’s accounts payable system. This protects the vendor’s banking information and also makes the maintenance of the information and direction of payments efficient for UNLV Accounts Payable staff. Information about the Paymode-X service can be found online at: [http://www.paymode.com/unlv](http://www.paymode.com/unlv).

- **Direct deposit of employee travel reimbursements** All employees that participate in direct deposit for payroll are also reimbursed for travel by electronic funds transfer. This allows employees to receive reimbursement faster for travel and other reimbursement claims.

P-Card

- **Beginning with October 2013 P-Card account statements**, month-end transaction processing will no longer be delayed to resolve problems resulting when Advantage accounts provided by the account holder do not have adequate available funds to cover the charges submitted through the P-Card reconciliation process. Advantage accounts will be charged based on the information provided on the PVS-Net account reconciliation and if Advantage accounts have insufficient funds/insufficient budget authority, the transactions will cause an account deficit that will need to be resolved. These deficits will need to be resolved by standard account management procedures such as budget modification or by expense re-assignment. Account managers should monitor their accounts following P-Card transaction posting and take action, if necessary, to timely resolve any account deficit issues that arise as a result of P-Card transaction processing.

The P-Card program provides the campus with needed purchasing flexibility and efficiency when used appropriately. Later this fall we will be rolling out new procedures for P-Card use and oversight, which we hope will both help departments manage their P-Card activity and improve the campus-wide overall management of the program. This roll-out is needed in order to improve the program operations, comply with Board policies and in consideration of best practices at other institutions, but also in response to a major P-Card problem discovered this year.

For additional information or assistance, please contact the P-Card Administrator, Elizabeth Eklund at 895-2561.

Budget

- **In FY14 (the same as the last several fiscal years), departmental account managers** will need to monitor salary and fringe benefit budgets carefully due to the
impacts of the implementation of unpaid leave requirements. In summary, departmental account budgets reflect payroll encumbrances that do not include a reduction for unpaid leave; however actual payroll costs charged to departmental accounts will reflect unpaid leave savings. It will be important for departmental account managers to monitor payroll activity and consider that departmental budgets and salary and fringe benefit encumbrances are approximately 2.3% higher than expected actual payroll expenses, and so salary savings should be anticipated to occur within each departmental account in order to offset the Cabinet level allocation of unpaid leave savings. Should you have any questions regarding the budget process for unpaid leave, please contact the Budget Office at 5-4185.

Cashiering and Student Accounts:

- **Electronic funds transfer (EFT) for Student Financial Aid Refunds** are our preferred method for issuing student refunds. Students have the ability to self-enroll for electronic refunds through the MyUNLV portal. Electronic funds transfer provides the fastest method for receiving financial aid funds.

Facilities:

- **Submit a new work-order and access work-order history using the Facilities Management online work-order system.** Open a new request or check the status and view the accumulated costs of your work order online using the Facilities Management iService customer service work-order system. More information on submitting requests for maintenance and repair requests can be found on the Facilities Management website at the following link: [http://facilities.unlv.edu/workcontrol/submitting.html](http://facilities.unlv.edu/workcontrol/submitting.html)

If you have any questions, please call the Help Desk at 5-4357 (5-HELP).

Parking and Transportation Services:

- **UNLV in cooperation with RTC opened the new on-campus transit center October 5, 2013.** In the spring of 2010 the Regional Transportation Commission (RTC) submitted a grant application to the Federal Transit Administration, in cooperation with UNLV, to construct a new transit center on the campus. The grant and RTC matching funds provided a total of $3.45 million benefit to UNLV. This center or transportation hub will provide future improvements for RTC in the potential development of new transit routes, establishing the campus as a significant transit connection, and being a first phase toward integration with on-campus parking. The grant funds for this project are part of a joint national livability initiative through the U.S. Department of Transportation, the U.S. Department of Housing and Urban Development, and the U.S. Environmental Protection Agency, and is to better coordinate transportation, housing and commercial development to serve individuals in various communities.

Inventory Control

- **Archibus Web Central is now the preferred method to update department’s equipment inventory listing.** More information can be found on the web at
Inventory Control will be conducting monthly training for the Asset Management and Move Management options available in the Archibus Web Central. This training will provide equipment inventory information and replace the current Property Movement Request (PMR) and the Equipment Loan Agreement (ELA).

Please contact Inventory Control at 895-0859 or email (property@unlv.edu) with any questions.

Throughout the year we will be communicating updates and other items of interest through emails, bulletins, and by updating our web sites. We ask you to share this information with other staff transacting University business and we welcome your comments and feedback on this information. Comments may be directed to controllerfeedback@unlv.edu.
UNIVERSITY KEY FINANCIAL CONTACTS:

A. **Office of the Senior Vice President for Finance & Business**

Senior Vice President   Gerry Bomotti  895-3571
Special Assistant    Lori McGowne  895-3571
Administrative Assistant   Kara Toma   895-3571

Division of Business & Finance http://financevp.unlv.edu/

B. **Budget Office**

Executive Director    Kathy Adams  895-4185
Associate Budget Director    Angie Doran  895-4299
Assistant Budget Director    Elisabeth Suharya  895-4139
Budget Analyst    Mary Brady  895-2924
Budget Analyst    Summer Mudd  895-1077

Budget Office http://budget.unlv.edu/

C. **Controller’s Office**

Controller   Chris Viton  895-5578
Accounts Payable    Yvette Walton  895-3822
Cashiering & Student Accounts  David Ellison  895-0314
Financial Reporting    Karla Kirk  895-4182
General Accounting    John Purvis  895-0981
Non-Resident Alien Compliance  Debbie Honrath  895-1243
Payroll    Mary Green  895-3825
System Problems    John Purvis  895-0981
Travel Payments   Team  895-1156
Vendor Payments   Team  895-1157

Accounts Payable http://accountspayable.unlv.edu
Cashiering & Student Accounts http://cashiering.unlv.edu
Controller Home Page http://controller.unlv.edu
General Accounting/Reporting http://controller.unlv.edu
Financial Reporting http://controller.unlv.edu/financial_reports.html
Payroll http://payroll.unlv.edu

D. **Delivery Services**

Director   Mike Lawrence  895-1180
Surplus Property    Glenn Pugh  895-0859
Mail Delivery   Henri Day  895-3786
Receiving    Kenny Hafen  895-3212
Delivery Services (Web) http://delivery.unlv.edu
E. **Facilities Management**

Executive Director    Karl Reynolds  895-4089
Director, FM Finance & Business Ops. Steven Wallace  895-1060
Assistant Director, Custodial Services Doug McLean  895-5504
Assistant Director, Electric & Mech. Scott Wright  895-5526
Assistant Director, Energy Mgmt. Mike Duncan  895-4886
Assistant Director, Shadow Lane Jim VanAntwerp  774-2389
Assistant Director, Work Management Frank Lucas  895-1472
Facilities Help Desk Staff & Students  895-4357
Landscape & Grounds Robert Lynn  895-3392
Rebel Recycling Tara Pike-Nordstrom  895-3760
Vehicle Services Jeff Porter  895-3186

Administrative Services http://facilities.unlv.edu/administrative/
Customer Service http://facilities.unlv.edu/workcontrol/
Custodial Services http://facilities.unlv.edu/facsvcs/custodial
Energy Management http://energy.unlv.edu/
Facilities Management http://facilities.unlv.edu/
Recycle Program http://facilities.unlv.edu/recycling

F. **General Counsel**

General Counsel    Elda Luna Sidhu, Esq.  895-5185

G. **Human Resources**

Chief Human Resources Officer Larry Hamilton  895-1299
Main Office 895-3504
Benefits Manager Pat LaPutt  895-3958
Compensation & Salary Admin Mgr Naomi Thomsen  895-4375
Employee Relations Manager Stacey Carrillo  895-5817
Employment Manager Derek Smith  895-3886
Systems Manager Elora Paik  895-2664

Human Resources (Web) http://hr.unlv.edu

H. **Information Technology**

Vice Provost Lori Temple  895-3628
IT Help Desk Staff  895-0777
Classroom Technology Services Staff  895-0777

Office of Information Technology http://oit.unlv.edu
To purchase a computer:  
http://oit.unlv.edu/software-and-hardware/employee-computer-purchases

To learn about training:  
http://oit.unlv.edu/help/training

For information about Technology-Enhanced Classrooms (TECs):  
http://oit.unlv.edu/labs-classrooms/technology-enhanced-classrooms-tecs

For information about campus listservs, e-newsletters and other e-mail services:  
http://oit.unlv.edu/email-and-collaboration

I. Parking and Transportation Services

Director Tad McDowell 895-1300  
Parking and Transportation Services: http://www.unlv.edu/parking

J. Planning & Construction

Executive Director David Frommer 895-2873  
Director of Construction Tim Lockett 895-2805  
Director of Planning and Design Robert Dincecco 895-5750  

Planning & Construction: http://www.unlv.edu/plancon

K. Purchasing

Director Sharrie Mayden 895-3521  
Assistant Director Paula Gonzales 895-0982  
Main Office 895-3521  
MUNIS Administration Staff 898-5987  
P-Card Administration Staff 774-2274  
Purchasing Department (Web) http://purchasing.unlv.edu/

L. Risk Management & Safety

Executive Director Johnny Centineo 895-5522  
Main Office / Emergency Calls 895-4226  
Chemical Inventory & Management Robert Deaver 895-4386  
Emergency Management Johnny Centineo 895-5522  
Environmental Management & Laboratory Safety Manager Gary Snodgrass 895-0463  
Fire and Life Safety Larry Warkentin 895-2990  
Insurance & WC Officer Michael Means 895-5735  
Occupational Safety Program Officer John Tomola 895-4860
Radiological Safety Officer / Manager  Brian Rowsell  895-4419
Safety Training Officer  Ben Fausett  895-4861

Risk Management & Safety (Web)  http://rms.unlv.edu/

M.  **Sponsored Programs**

Executive Director:  David Paul  895-1357

Sponsored Programs  http://www.unlv.edu/research/osp
Policies  http://www.unlv.edu/research/policies

N.  **Telecommunications**

Director  Mike Lawrence  895-1180
Assistant Director  Ed Hawkins  895-0717
University Operator  “00”

Telecommunications (Web)  http://telecom.unlv.edu

O.  **TMC/Athletic Business Services, Auxiliary Financial Services, and Campus Audit**

Associate Vice President  Rhett Vertrees  895-4720
Athletic Scholarship & Accts Payable  Myke Molina  895-4497
Business Services Program  Rosalie Garcia  895-3983
Campus Audit Supervisor  Jim Moore  895-3476
Campus Auditor  Arcely Bustamante  895-0842
Food & Beverage/Ticket Sales Audit  Staff  895-4728
Purchasing Agent  Rhonda Dale  895-1578
Purchasing Card & Accts Payable  Claudia Stringer  895-5482
Special Event & General Accounting  Gwen Jones  895-4724
Travel, Receivables & Cashiering  Christina Caldwell  895-1579

http://audit.unlv.edu/InternalControls.htm