

# FHR Council Meeting

Thursday, April 23, 2020

Zoom Online

3 p.m.

# AGENDA

- I. Welcome - Laurie Nichols and Stephanie Bracamontes
- II. Reorganization Updates - Stephanie Bracamontes
- III. Year End Deadlines - Leslie Brotcke
- IV. Cal Employee Connect - Vickie Metcalfe
- V. Cost Mitigation - Marcus Armstrong
- VI. Covid-19 Operations Page - Laurie Nichols
- VII. Other Updates

# WELCOME

**Laurie Nichols**

Interim Assistant Vice President for Administrative Services

**Stephanie Bracamontes**

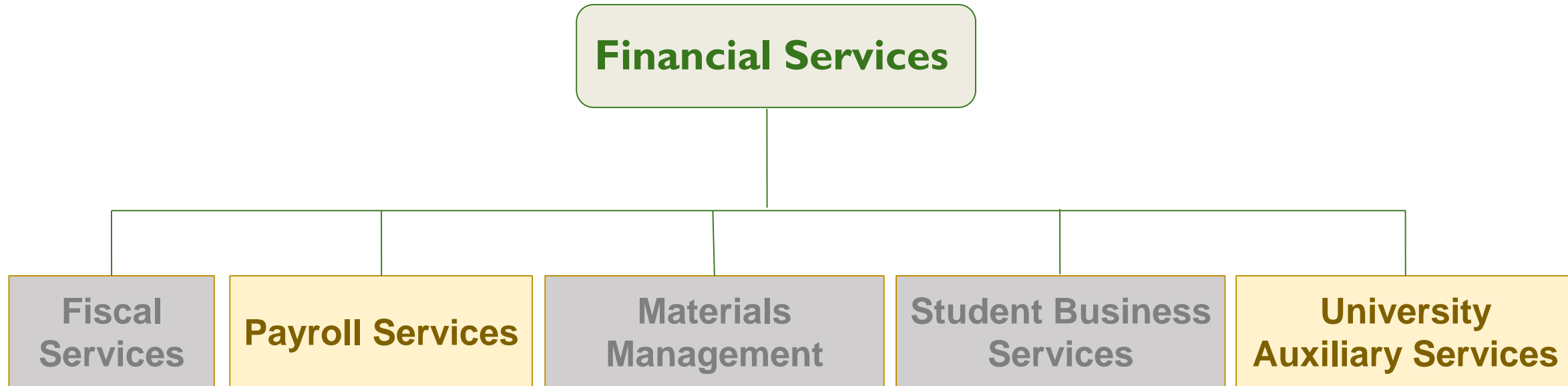
Interim Assistant Vice President for Financial Services/Controller

# Reorganization Updates

Stephanie Bracamontes,  
Financial Services

# Financial Services

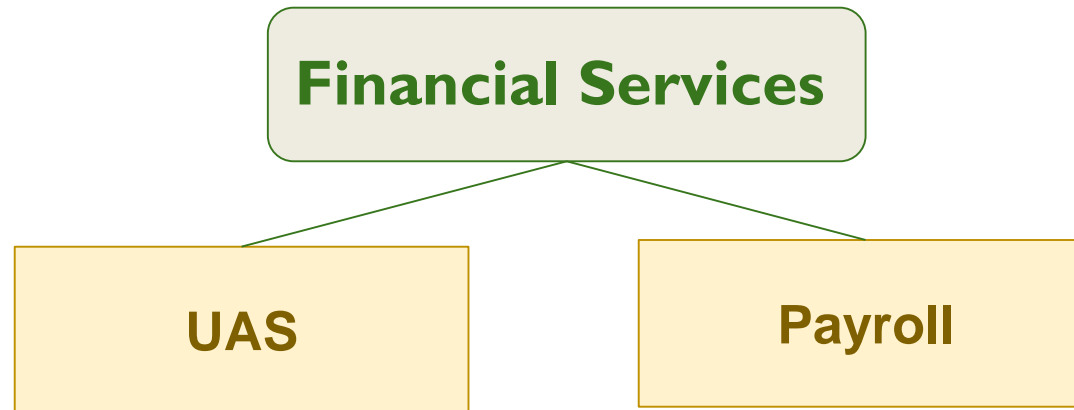
## Overview of the Financial Services Unit



# Financial Services

## Reorganization

University Auxiliary Services and Payroll are now reporting to the  
Financial Services Unit



# Financial Services

## Procurement & Contract Services Reorganization

Procurement & Contract Services, Mail Services, Shipping & Receiving and Asset Management Services have combined to form the  
**Materials Management Department**



**Financial Services**

**Materials Management  
Department**



# Year-End Deadlines

Leslie Brotcke,  
Financial Services



# Fiscal Services

## Year-End Deadlines for FY 19-20

Type of Transaction	Deadline	Description	Contact Information
Procurement	Tues, May 19	Reqs \$50,000 and over	x3775 or <a href="mailto:rhonda.florick@csuci.edu">rhonda.florick@csuci.edu</a>
	Tues, May 26	Reqs \$10,000 - \$50,000	
	Tues, May 26	Reqs less than \$10,000	
	Fri, June 5	Change Orders	
Payroll Related Pay Requests	Monday, June 8	Special Pay Authorizations	x3731 or <a href="mailto:vickie.metcalfe@csuci.edu">vickie.metcalfe@csuci.edu</a>
		Stipends	
		Overtime	
		Shift Differential	

# Fiscal Services

## Year-End Deadlines for FY 19-20

Type of Transaction	Deadline	Description	Contact Information
Cash Posting Orders (CPOs)	Fri, June 12	Cash Posting Orders (CPO's)	x1631 or <a href="mailto:leslie.brotcke@csuci.edu">leslie.brotcke@csuci.edu</a>
Petty Cash Replenishments	Fri, June 12	"BEC Form" should be used for petty cash replenishments	x8489 or <a href="mailto:myrna.staana@csuci.edu">myrna.staana@csuci.edu</a>
ProCard Statements	Thurs, June 18	Reporting date is from May 10 to June 10, June reconciliation period is June 11 to June 18, submit AP accrual form for June 11 to June 30	x8449 or <a href="mailto:dianna.mann@csuci.edu">dianna.mann@csuci.edu</a>
Travel Expense Claims (TEC) and Business Expense Claims (BEC)	Thurs, June 18	TEC & BEC Forms and Certify	x8489 or <a href="mailto:myrna.staana@csuci.edu">myrna.staana@csuci.edu</a>
Accounts Payable Check and Direct Payment Requests	Thurs, June 18	Direct pay must be submitted on a "Check Request Form," and/or non-receiving PO invoices	x8489 or <a href="mailto:myrna.staana@csuci.edu">myrna.staana@csuci.edu</a>
Accounts Receivable Invoice Requests	Thurs, June 18	Invoice requests must be received by close of business	x3280 or <a href="mailto:jennifer.conkwright@csuci.edu">jennifer.conkwright@csuci.edu</a>

# Fiscal Services

## Year-End Deadlines for FY 19-20

Type of Transaction	Deadline	Description	Contact Information
Payroll Expenditure Adjustments	Thurs, June 18	Submit adjustments through May 2020 via the “Payroll Expenditure Transfer Form”	x3245 or <a href="mailto:theresa.cilley@csuci.edu">theresa.cilley@csuci.edu</a>
	Mon, July 6 Final by 12 PM	Submit adjustments through June 2020 via the “Payroll Expenditure Transfer Form”	
Budget Transfers	Thurs, June 18	Due by close of business	x3245 or <a href="mailto:theresa.cilley@csuci.edu">theresa.cilley@csuci.edu</a>
Related Entity Transactions (RETs)	Mon, June 22	“RET Form” should be used for all revenue/expenditure adjustments between campus and auxiliary organizations; All adjustments through May/June 2020 should be submitted by this deadline	x8578 or <a href="mailto:marina.moreno@csuci.edu">marina.moreno@csuci.edu</a>
	Mon, June 29 Preliminary		
	Mon, July 6 Final by 2 p.m.		

# Fiscal Services

## Year-End Deadlines for FY 19-20

Type of Transaction	Deadline	Description	Contact Information
Journal Entries (JETs)	Mon, June 22	“JET Form” should be used for all non-payroll expenditure adjustments; All adjustments through May/June 2020 should be submitted by this deadline	x3280 or <a href="mailto:jennifer.conkwright@csuci.edu">jennifer.conkwright@csuci.edu</a>
	Mon, June 29 Preliminary		
	Mon, July 6 Final by 2 p.m.		
Deposits	Thurs, June 25	All deposits, as recorded on the “Request to Deposit Funds” form, must be dropped off to Student Business Services (SBS) by close of business	x3717 or <a href="mailto:roberto.garcia968@csuci.edu">roberto.garcia968@csuci.edu</a>
Accruals	Mon, June 29	Submit with the form entitled “Accounts Payable Accrual Form” by close of business via email	x8489 or <a href="mailto:myrna.staana@csuci.edu">myrna.staana@csuci.edu</a>

# Fiscal Services

## June 2020 Year-End Reports

Type	Date	Description	Name of Contact
Preliminary Reports	Thurs, July 2	Preliminary reports (department and payroll) will be available for review	Leslie Brotcke / Leo Cervantes
Final Adjustments Due	Mon, July 6	Adjustments (June 2020 only) are due by 2 pm.	Leslie Brotcke / Leo Cervantes / Marina Moreno / Jennifer Conkwright





# **Cal Employee Connect | Self-Service Portal**

Vickie Metcalfe,  
Financial Services

# Payroll Services


## View Your Paycheck and W-2




Cal Employee Connect

*This is a secure web-based employee self-service portal available to California State Employees. Access to password protected and/or secure areas of this portal is restricted to authorized users only.*


[Login](#) [Register](#)



Access your paycheck and other earnings statements online



Download and print your W-2 statements online



Secure online access to your employee information

# Payroll Services

<https://connect.sco.ca.gov>

## To Register:

- **Have a paystub in hand**
- **Your Department:  
CSU Channel Islands**
- **Agency Code:  
265**

### Registration


1

2

3


4

User AgreementEmployee ValidationUser Sign-UpEmail Verification




Before starting the registration process, we will need to know what department you work for. Please select your department from the drop-down list and enter the agency code from your earnings statement.

**Department**


 Select your department ▼

[? What if my department isn't listed?](#)

**Agency Code**

 999

[? Help me find this](#)

☐ I'm not a robot  reCAPTCHA  
Privacy - Terms

Submit

Cancel



# Payroll Services

Fill in the information requested then click Submit. If you are not sure where to find the information requested on your earnings statement click on “Help me find this”.

**STATE OF CALIFORNIA**  
DIRECT DEPOSIT ADVICE

DIRECT DEPOSIT NUMBER  
09-855665

AMOUNT DEPOSITED

DOLLARS	CENTS
\$*3476	87

TO J D DOE

016-190  
AGENCY UNIT

*NOT  
NEGOTIABLE*

BETTY T. YEE  
CALIFORNIA STATE CONTROLLER

When changing accounts or financial institutions, notify your personnel office immediately.  
Do not close your old account until you have received your first payment in your new account.

STATE OF CALIFORNIA STATEMENT OF EARNINGS AND DEDUCTIONS OFFICE OF STATE CONTROLLER

J D DOE SOC SEC NO 6789  
AGY/UNIT 016-190 PAY PERIOD 04/18 DIRECT DEP # 09-855665  
TAX YEAR 18 ISSUE DATE 05/01/18 BANK TRANSIT 999999999  
TAX STATUS FED S-02 STATE S-02

GROSS PAY		TAXABLE GROSS	DEDUCTIONS	NET PAY
CURRENT	6222.66	5777.09	2745.79	3476.87
YEAR-TO-DATE <sup>1</sup>	30515.14			

EARNINGS

DAYS	HOURS	GROSS	DEDUCTIONS	AMOUNT
REGULAR		6082.66	FEDERAL TAX	712.58
FLEX CASH		140.00	STATE TAX	291.67
			*RETIREMENT	445.57

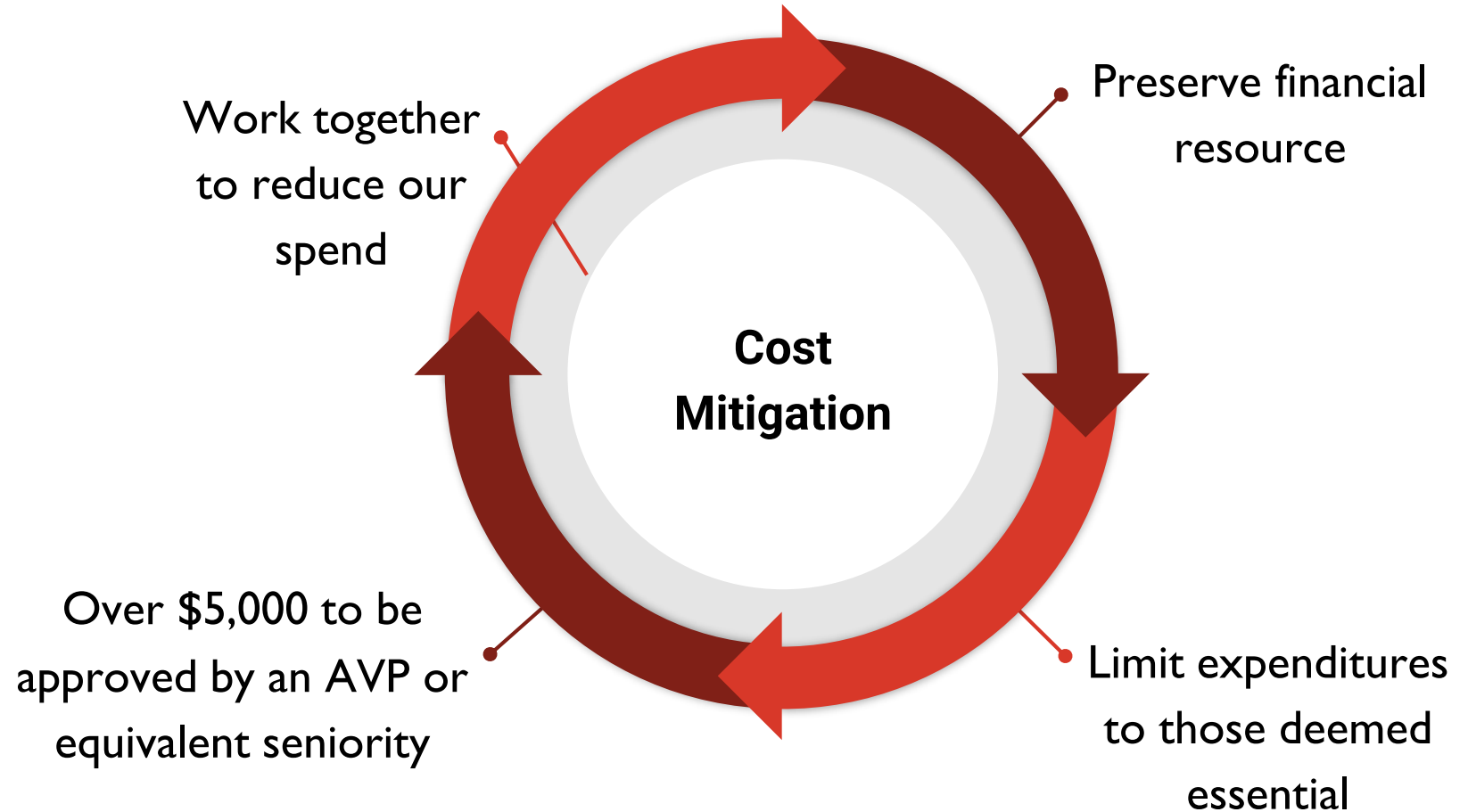
**Not using Direct Deposit? Your Earnings Statement number will be labeled Warrant #.**

# Cost Mitigation

Marcus Armstrong,  
Financial Services

# Procurement & Contract Services

## Cost Mitigation



# Procurement & Contract Services

## Cost Mitigation

- To preserve financial resources for strategic needs, leadership have directed managers to limit expenditures to those deemed essential and mission critical
- Essential expenditures include those necessary to facilitate virtual learning, health, safety, continuing operations, or active construction projects
- All spend over \$5,000 to be approved by an VP or Provost or equivalent seniority, and where possible, must be routed through PeopleSoft, not purchased via ProCard
- All spend will be challenged for need and must be justified
- We understand that this may cause frustration, however we all need to work together to reduce our spend during these difficult times

# **Human Resources - Covid-19 Operations Page**

Laurie Nichols,  
Human Resources

# Human Resources

## Important Information

**Important Information:** During the COVID-19 Health Crisis, Human Resources has moved its operations online to provide virtual services. You'll find specific information about (temporary) adjustments to some of our services on our [HR COVID-19 Operations](#) page.

# Human Resources

## Covid-19 Operations Page

Human Resources has Transitioned to Telecommuting and Virtual Services

### HR Virtual Services Highlights

- + [Service Hours](#)
- + [New Hire Sign-ins and Benefits Orientations](#)
- + [To Submit HR Forms](#)
- + [For Payroll General Inquiries and to Submit Payroll Forms](#)
- + [Workers' Compensation, Disabilities & Family Medical Leaves](#)
- + [Medical Benefits](#)
- + [Employee Assistance Program](#)
- + [COVID-19 Paid Administrative Leave \(CPAL\)](#)
- + [Student Assistants](#)
- + [Telecommuting](#)

# Other Updates

Financial Services



# Financial Services

## Draft Travel Updates



Current CSU policy prohibits all travel through May 31, 2020 due to the COVID-19 outbreak. This message provides guidance on faculty-staff travel if the COVID-19 related travel ban is lifted in the coming months.

There continues to be significant uncertainty around the 2020-21 academic year budget and it appears likely that we will not receive final decisions from the State of California until late in 2020.

With this in mind, only essential travel will be approved starting from the lifting of the CSU travel ban. These dates may need to be revised as both the COVID-19 outbreak and its financial impacts continue to change. As a reminder, there are still bans on the essential travel.

# Student Business Services

## Temporary Departmental Deposits

Student Business Services cashier's office hours:  
**Wednesday and Friday from 10 a.m. – 2 p.m.**

All departments should ensure that all cash and cash equivalents received are processed using their usual cash handling procedure and secured in a safe/locked drawer located within a locked office, until the deposit is transported to Student Business Services.



# University Auxiliary Services

## Islands Café - Now Open

Regular rates apply, see the updated meal times below:

**7 days per week**

Breakfast: 8 a.m. – 10 a.m

Lunch: 11:30 a.m. - 1:30 p.m.

Dinner: 5 p.m. – 7 p.m.

TAKE-OUT ONLY



Channel Islands  
CALIFORNIA STATE UNIVERSITY

# QUESTIONS?



# LIVE POLL



# THANK YOU!

Next Meeting:  
TBD

## FUTURE TOPICS?

If you have questions related to the schedule, future topics, or distribution list,  
please contact Teresa Montoya at [teresa.montoya@csuci.edu](mailto:teresa.montoya@csuci.edu)