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# Campus Business Services

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Fiscal Year 2005 in Review

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Business Affairs Office  
University of Oregon

Campus Business Services  
Fiscal Year 2005  
Year in Review

FY 2005 Year in Review is the annual report from the Campus Business Services (CBS) division of the Business Affairs Office. This report is intended to give the campus community a brief look at some of the major business functions of the university that support our mission to provide education, research and public service. The division consists of accounts payable, payroll, purchasing, and contracting services.

The University of Oregon is a tremendous revenue resource to our community.

- We pay an average of 8,000 employees every month. Our total labor expenses were \$268.6 million in FY 2005. In addition, \$51.4 million went directly to students for stipends and other financial aid.
- Of the \$142 million in invoice payments, \$48.6 million, or 35%, were made to vendors in Lane County.
- We paid 99,723 invoices, 7.4% from the UO Bookstore. Our credit card provider was the top vendor by dollar amount, and a local construction company was second.

The CBS division made improvements to achieve efficiencies and better service for campus. This report highlights our policy, procedure, and technology initiatives. Many of our achievements are made collaboratively with other departments, and we appreciate your participation.

My personal thanks to the 23 employees of CBS, and specifically to the following for their significant contributions to this report: Krista Borg, Shelby Cooper, Judy Duff, Lynn Harrell, Eileen Koehler, Deanne Lahaie-Noll, Harriet Merrick, Dan Patten, and Carolyn Wooley.

Nancy Cameron  
Associate Director  
Campus Business Services  
Business Affairs Office

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# Accounts Payable

## Achievements FY 05

Simplified the airfare approval process.

- Combined two forms into one.
- Reduced the number of users requiring pre-approval from Accounts Payable.

Reduced steps required for processing student stipend payments by allowing direct entry by departments.

Developed and updated written procedures.

- New reporting requirements for information technology expenditures.
- Outgoing wire transfers and foreign bank drafts on-line forms and instructions.
- Special handling items, check pickups, and hold items instructions.

Eliminated manual tracking of short form professional service contracts.

Created a reference guide for end of year cut off procedures.

Managed the FIS invoice training queue.

- 55 employees completed the training period.
- 1,959 documents reviewed.

Automated notification process to holders of outstanding checks explaining how to obtain a replacement check before the funds are turned over to the State Lands Division.

## Accounts Payable Effort

|  |               |
|--|---------------|
| • Checks issued  | 93,601        |
| • Direct deposits – FY05<br>FY04 20,418 (5% increase)  | 21,434        |
| • Total vendor invoice payments  | \$142,328,832 |
| • Imaged documents<br>FY04 153,166 (Decrease due to A/P and Payroll checks now imaged by<br>US Bank) | 27,642        |
| • Invoices reviewed and approved by A/P  | 4,818         |
| • Short form PSCs processed  | 1,189         |

- Long form PSCs payments entered 995
- International students counseled on scholarship filing obligations 103
- Checks scheduled to be purged and turned over to State Lands Division.  
 Located vendors and reissued 95 checks:
  - Accounts Payable 41 \$12,932
  - Student 54 18,720 \$31,652
- New vendor set-ups 3,822

## Vendor Information

### Top vendors by dollar amount

|                             |             |
|-----------------------------|-------------|
| 1. US Bank                  | \$6,164,519 |
| 2. John Hyland Construction | \$5,275,848 |
| 3. EWEB                     | \$5,015,405 |
| 4. GTF Federation           | \$3,037,619 |
| 5. IGI Resources Inc        | \$2,816,341 |

### Top vendors by number of invoices (percentage of total)

|                          |       |        |
|--------------------------|-------|--------|
| 1. UO Bookstore          | 7,405 | (7.4%) |
| 2. Boise Cascade         | 6,651 | (6.7%) |
| 3. IKON Office Solutions | 2,246 | (2.3%) |

### Vendor Location

|                        |               |       |
|------------------------|---------------|-------|
| Local Oregon*          | \$48,604,431  | (35%) |
| Total Oregon           | \$66,291,337  | (47%) |
| Total invoice payments | \$142,328,832 |       |

\* Local Oregon is all zip codes beginning with 974xx. This includes all of Lane County and portions of Benton, Linn, and Douglas Counties.

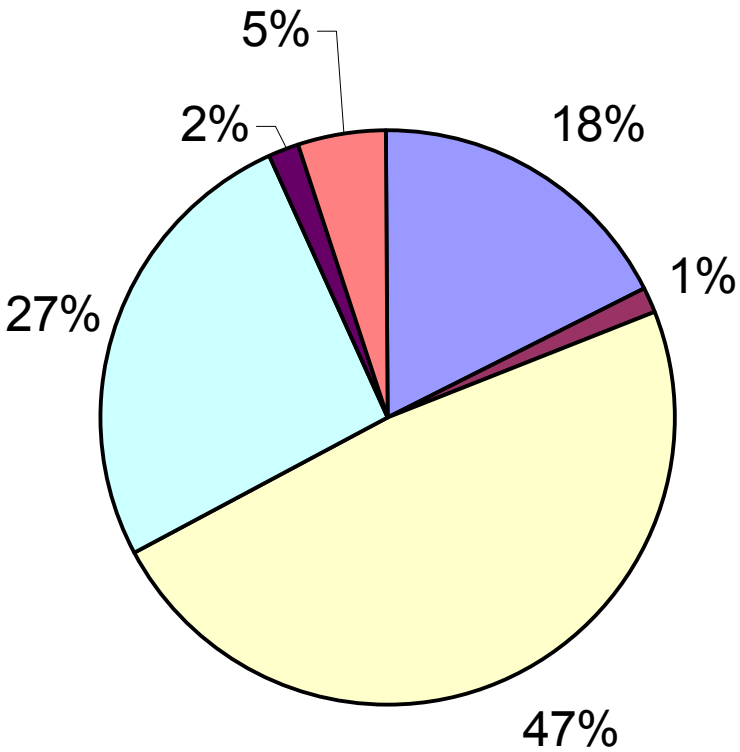
## Travel

- Travel reimbursements approved by departments – FY05 5,784  
FY04 4,190 (37% increase)  
Of these documents 540 were reviewed by A/P after the payment was made.
- Travel reimbursements reviewed and approved by A/P – FY05 3,141  
FY04 4,513 (30% decrease)
- Total travel reimbursements 8,925
- Total campus electronic travel form users 269
- Total certified campus travel administrators 84
- Total travel expenditures FY05 \$9.8 million  
FY 04 \$10.5 (7 % decrease)

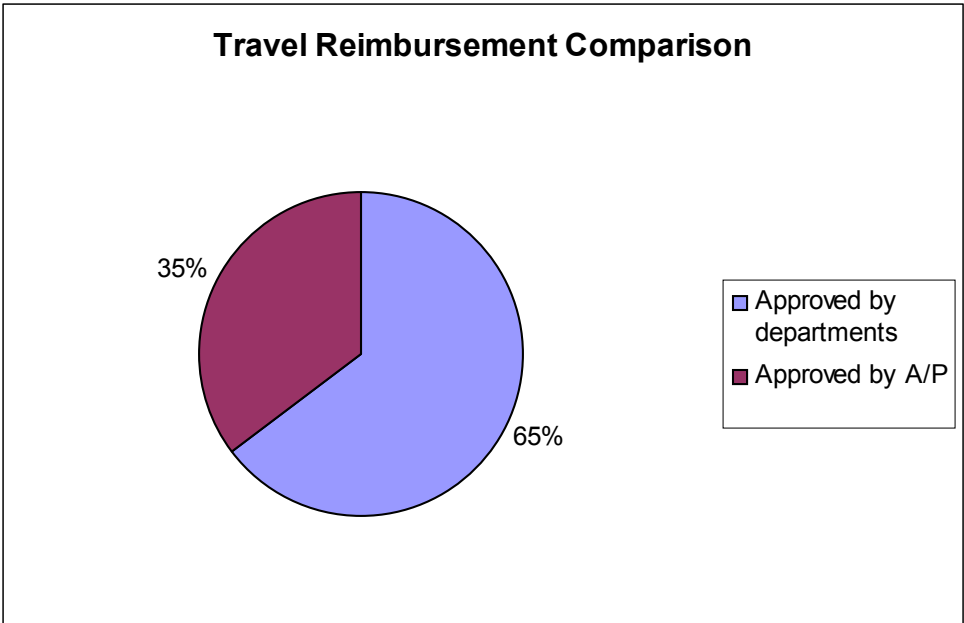
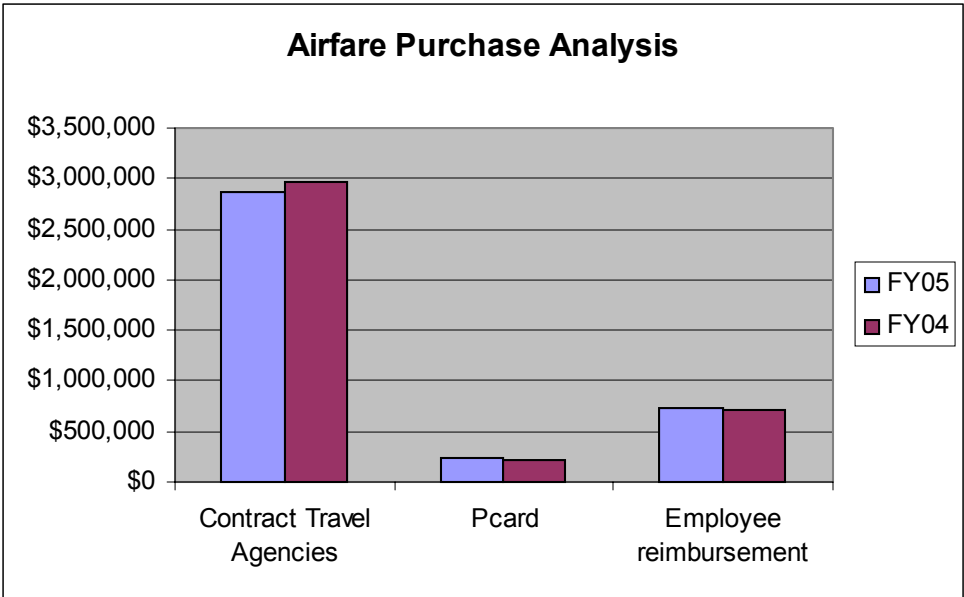
## Federal Reporting

- 1099's issued 1,537
  - Independent Contractors \$20,438,530
  - Rents \$1,136,498
  - Med & Health \$514,448
  - Royalties \$280,658
  - Other Income \$125,218
- W-9's processed 1,400
- 1042S's issued 165
  - Scholarships reported \$862,987
  - Taxes withheld \$18,693

# FY 05 Expenditure Percentages (\$millions)



- Capital construction payments (\$34.5)
- Procurement cards (\$2.5)
- Other invoice payments (\$92.5)
- Payments to students (\$51.4)
- Personal service contracts (\$3.0)
- Travel (\$9.8)



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# Payroll

## Achievements FY05

Encouraged use of paperless earning statement on DuckWeb

- Employees may now view or print an identical earning statement to the one previously sent campus mail at month-end.
- A check box on DuckWeb allows employee to either receive or not receive a printed earning statement each month.

Developed enhancements to Banner and Banner Reports

- Implemented process to direct deposit manual checks.
- With ORM and CC, developed an automated salary increase process for unclassified employees.
- Improved the automated pay calculations on the Payroll Request form (PRF).
- Added contracted annual rate or "Base Rate" to Banner form (PWIVERI) for both unclassified and GTF employee classes.

Increased expansion of electronic processing and move to a paperless office

- Initial pay documents for unclassified employees are now sent electronically to the Payroll Office.
- More departments were trained to process electronically labor distribution changes, hourly rate changes, and terminations for student payroll.

Training

- Created a new Student Payroll/Work-Study Workshop.
- Revised curriculum of core HRIS workshops.
- Continued maintenance and added new sections to on-line manual, the Banner Guide.
- Continued bi-monthly HRIS Large Group Meetings, which included speakers from HR, ORM, and Financial Aid.

Web-Based Implementations

- Beta tested and implemented the new PEBB web-based management system.
- Provided feedback to PERS on the functionality of their new PERS Clarity System.

## Monthly Payroll

- Total original pay events 95,516  
  
Original events occur during the regular payroll and are paid out on payday.
- Average monthly employees on payroll 7,960  
The monthly payroll varied between 8,168 and 8,879 employees during the regular academic year, dropping to a low of 5,816 employees paid in August.

- Average monthly payroll by employee class:
 

|                             |       |
|-----------------------------|-------|
| Unclassified (Teaching)     | 1,571 |
| Unclassified (Non-Teaching) | 902   |
| Classified                  | 1,351 |
| GTF                         | 1,338 |
| Students                    | 3,213 |
| Temporary                   | 291   |
| GCIU                        | 17    |

**Manual Checks**

- Total manual checks – FY05 6,242  
     FY04 5,736 (8.8 % increase)
- Monthly average 520  
     FY04 478
- Highest number of manuals in one week (September 04) 370
- Manual checks as a percentage of total pay 6.1%  
     FY04 5.7%

**Labor Redistributions**

- Total labor redistribution events – FY05 23,207  
     FY04 11,124 (108% increase)

**Direct Deposit Information**

- Payday direct deposit participation 80.6%

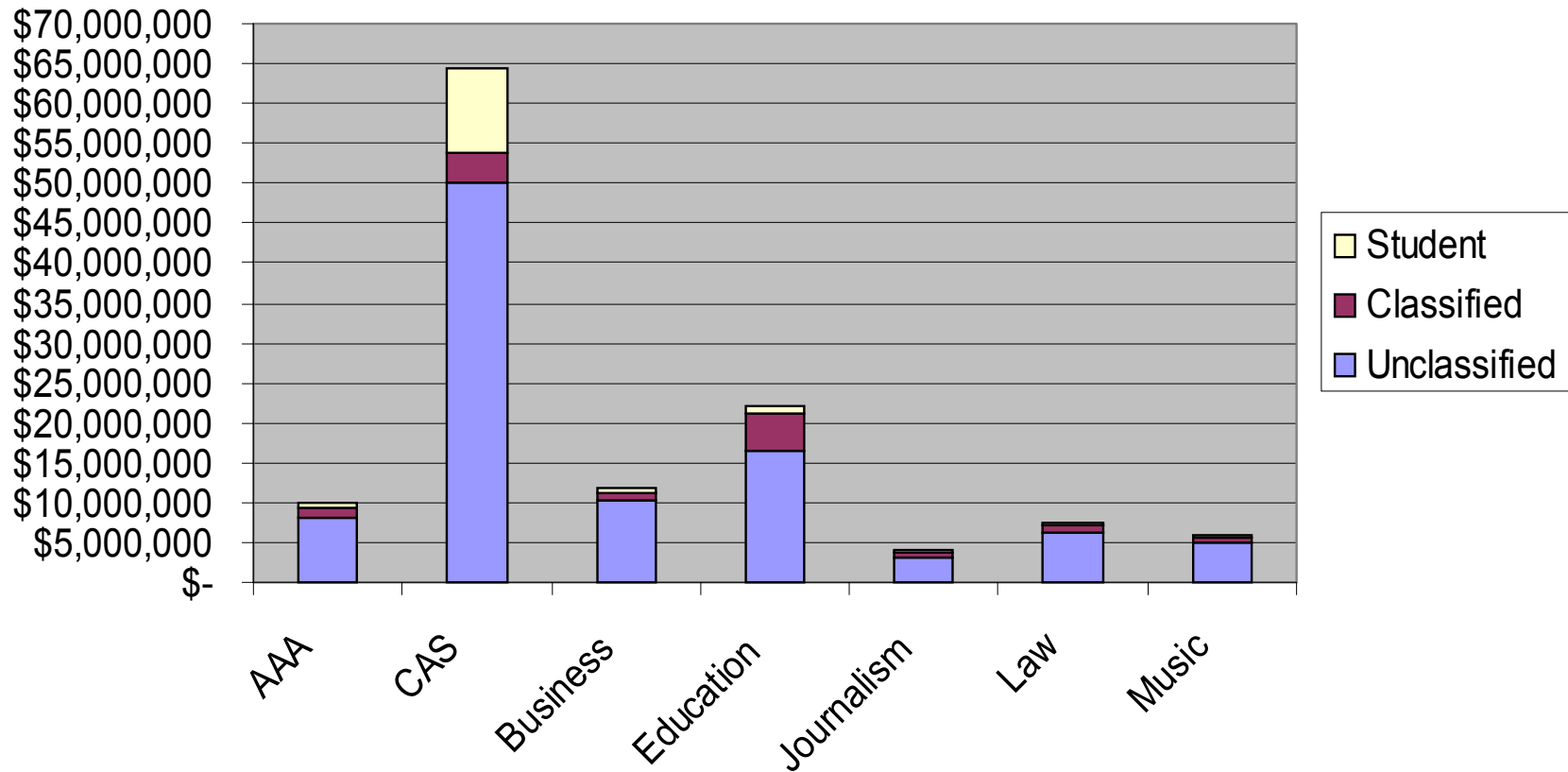
**FIS Expenses**

- Total labor expense \$268.6 million  
     Payroll expense ranged from a low of \$17 million in August 04  
     to a high of \$24.9 million in November 04.
- Gross pay by fund type
 

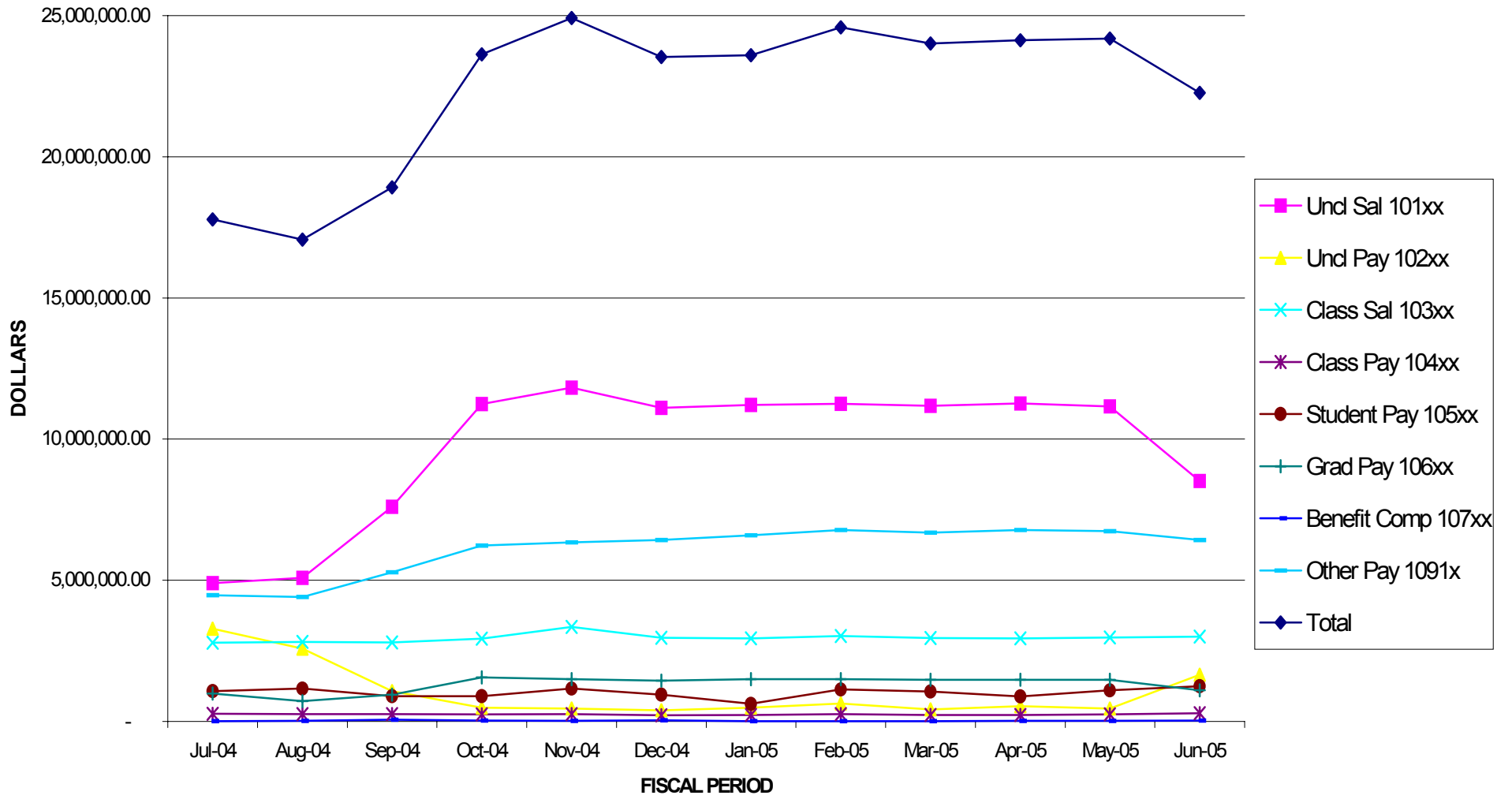
|                     |       |
|---------------------|-------|
| Budgeted Operations | 62.7% |
| Federal Restricted  | 13.6% |
| Athletics           | 4.8%  |

All other sources contributed to less than 4% towards gross pay.

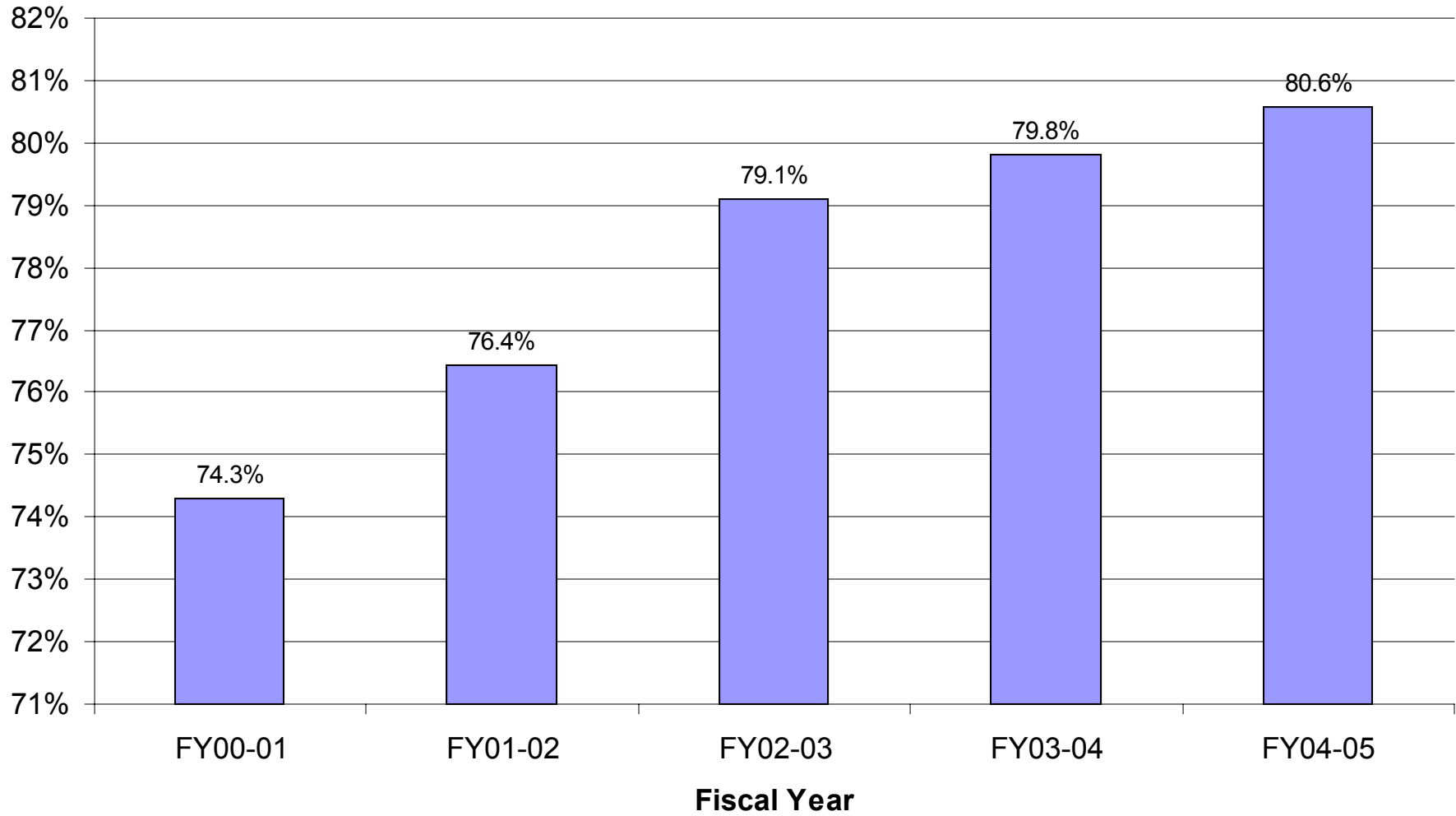
## Fiscal Year Labor Expense by Academic Unit



### PAY EXPENSE BY FISCAL PERIOD



## Direct Deposit Participation



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# Purchasing and Contracting Services

## Purchasing Achievements FY05

Continued review, analysis and discussion of recommendations for Oregon Administrative Rules revisions.

Professional Service Contracts.

- Realigned approval process and began review of PSC short form.
- PSC long and short form attachment revisions (photography.)
- Implemented web terms and conditions for PSC short form and removed resident alien restriction.

Piloted, tested and rolled out the Duckweb Purchase Order.

Evaluated new commodity code structure, obtained campus feedback, and concluded not to implement at this time.

Procurement and Team Travel Cards.

- Improved procurement card tracking and reporting by developing an Access Database.
- Refined procurement card review process including increased documentation review.
- Expanded use of team travel card to an additional department.

Streamlined the process for OfficeMax account set-up and maintenance.

Introduced and tested the new system for accessing DAS State Contracts – ORPIN.

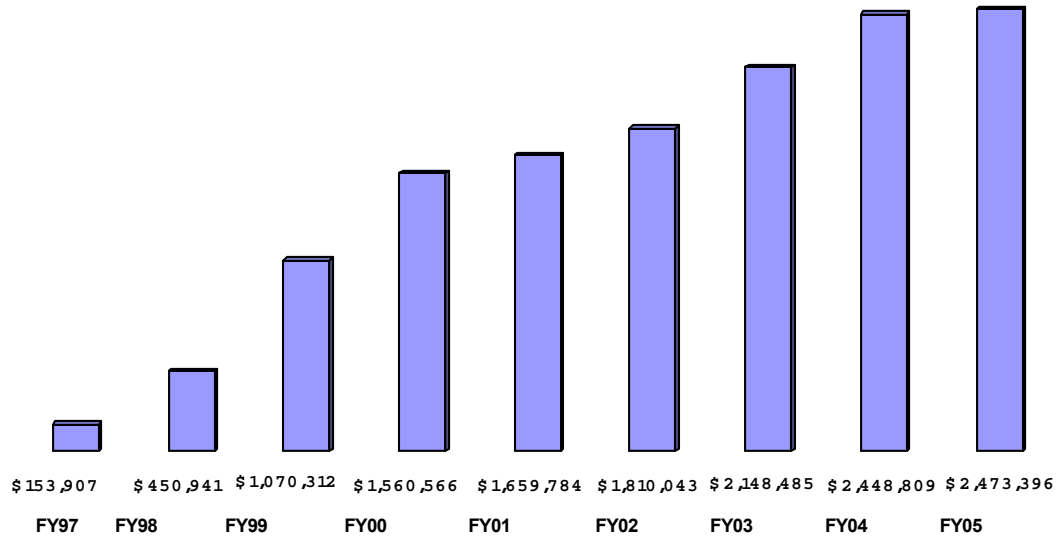
### Purchasing Effort

|  |              |
|--|--------------|
| • Invoice transactions approved  | 2,836        |
| • Invoice dollars approved   | \$85,370,977 |
| • Purchase Order transactions approved   | 698          |
| • Purchase Order dollars approved  | \$15,058,105 |
| • Procurement Card transactions  | 12,770       |
| • Procurement Card dollars   | \$2,473,396  |
| • Department of Justice approval – Purchase Orders<br>FY04 27 (14.8% decrease) | 23           |

- Department of Justice approval – PSCs (long)  
FY04 6 (66.7% decrease) 2
- Campus training sessions 40
- Campus training attendees 157
- Business and agency presentation attendees 145

## Procurement Card

PROCUREMENT CARD PROGRAM GROWTH

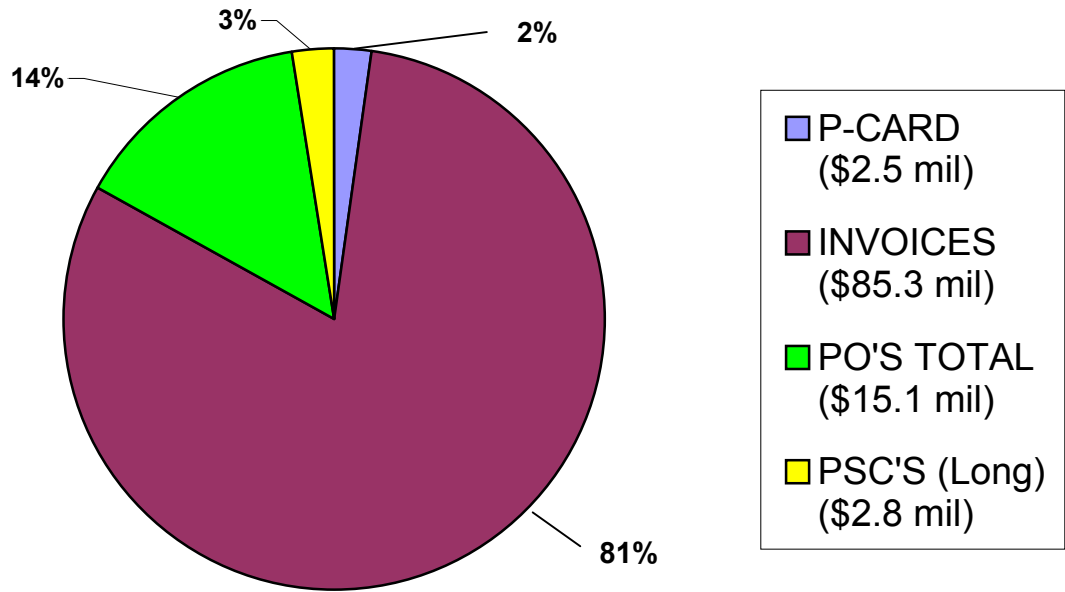


## PROCUREMENT CARD COMPARISON OF SIGNIFICANT PROGRAM ELEMENTS

|                      | <u>FY 01</u> | <u>FY 02</u> | <u>FY 03</u> | <u>FY 04</u> | <u>FY05</u> |
|----------------------|--------------|--------------|--------------|--------------|-------------|
| TRANSACTIONS         | 10,836       | 10,793       | 11,863       | 12,556       | 2,770       |
| VIOLATIONS           | 83           | 85           | 79           | 66           | 208         |
| QUERIED TRANSACTIONS | 648          | 882          | 1,312        | 2,132        | 2,095       |
| TOTAL CARDS          | 207          | 205          | 209          | 220          | 219         |
| TOTAL USERS          | 869          | N/A          | 960          | 1,029        | 1,064       |
| NUMBER OF TRAININGS  | N/A          | 19           | 25           | 19           | 21          |

- Starting in December 2004 expanded email transaction queries to include a request for actual card user and implemented monthly documentation reviews.
- 60 of the 208 violations for FY05 were for unauthorized users.
- Opportunity for expanded education in the area of unauthorized users, expect future reductions in violations of this type.

**Purchasing Dollars Reviewed PCS**

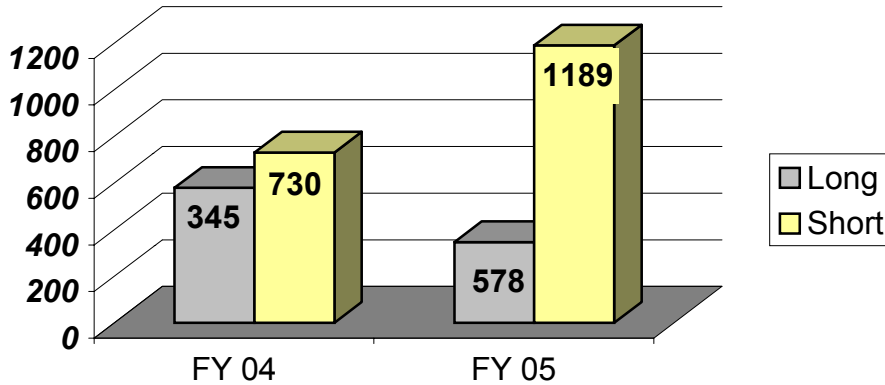


Total dollars reviewed \$105.7 million.

**Paper Purchase Orders vs. FIS Purchase Orders**

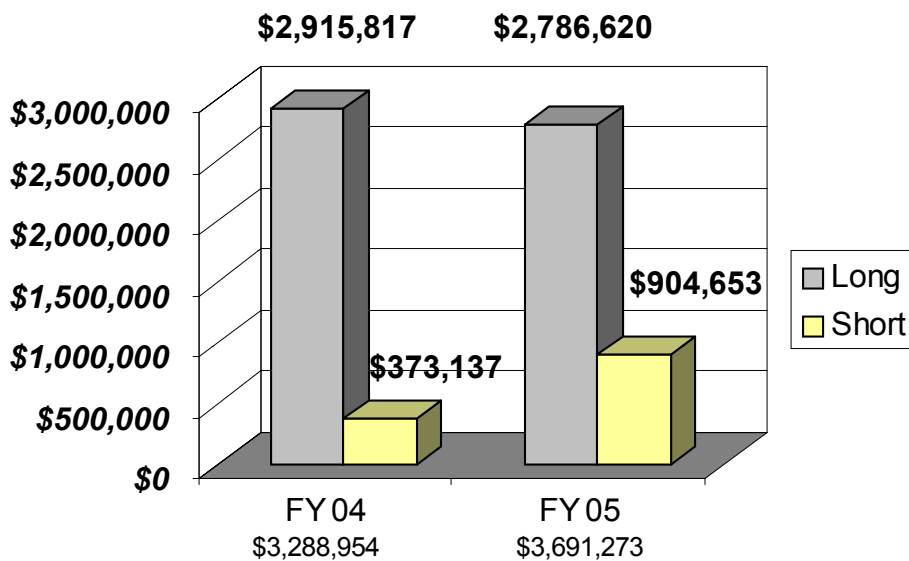
|            | FY 03      |     | FY 04      |     | FY 05      |     |
|------------|------------|-----|------------|-----|------------|-----|
| Paper PO's | 408        | 41% | 317        | 40% | 289        | 41% |
| FIS PO's   | <u>599</u> | 59% | <u>483</u> | 60% | <u>409</u> | 59% |
| TOTAL PO's | 1007       |     | 800        |     | 698        |     |

### Personal Services Contract (Long vs. Short)



- In April 2004 the limit of the short form PSCs was raised from \$1,000 to \$5,000.
- For FY05, the number of long forms decreased by 68%, while the number of short forms increased by 63%.
- Total number of PSCs increased 64% from 1,075 to 1,767.

### Personal Services Contract (Long vs. Short)



- Total dollars for PSCs increased by \$402,319 or 12%.

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# Purchasing and Contracting Services

## Contracting Achievements FY05

Contracts processed – FY05 1,187  
FY04 1,082 (10% increase)

Includes:

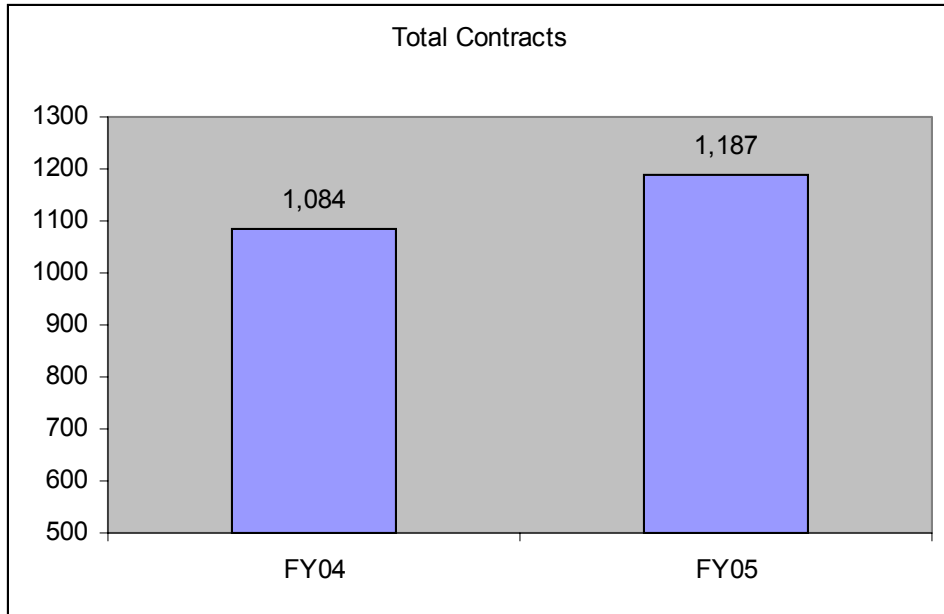
- “Custom” contracts - those drafted to reflect the particular details of a transaction.
- Template contracts - those drafted using routinely used template documents.
- Review of outside parties’ contract forms.

Department of Justice Contracts Approved – FY05 74  
FY04 45 (64% increase)

Department of Justice Contract Dollars Approved – FY05 \$21,382,134

### Major Contracts

- Ebill/epay contract.
- Document imaging and associated hardware purchases.
- Several large and complex scientific instrumentation purchases for Chemistry, CAMCOR, and Physics.
- Solicitations for student health insurance in tandem with Oregon State University.



**FY05 Contract Totals/ DOJ Reviewed**

