SUNY ONEONTA

Business *Matters*

Look to Business *Matters for* important updates and information from the "Business Office" units within Finance & Administration.

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NYS Financial System Shutdown Scheduled for 9/25/15 – 10/14/15

A complete shutdown to upgrade the New York State Financial System is scheduled to begin on September 25, 2015 and continue through October 14, 2015, depending on the success of the upgrade. This system manages payments for products and services for New York State agencies, including SUNY. To allow time for processing, **please have *any outstanding travel vouchers*, or urgent requisitions that need to be made into Purchase Orders**, in the Procurement office by **Tuesday, September 22, 2015**. We will still be able to purchase items using the college P-Card during this time, but you will not see accurate totals in your accounts.

If you have any questions, please contact Terri Thomas at ext. 2555.

Records Destruction

The SUNY Records Management Plan supports the Strategic Plan and it is critical for each campus to follow through with the plan on a regular basis. The two schedules we are required to follow are the State University of New York Records Retention and Disposition Schedule (you can view the Index at Table of Contents) and the General Retention and Disposition Schedule for New York State Government Records. The SUNY schedule takes precedence over the General Schedule. The General Schedule should be referred to when an item cannot be found in the SUNY Schedule. All records, including electronic records, are subject to the retention schedule. **It is just as important to destroy records when the schedule dictates as it is to save them for the required length of time.** Below is a link to the SUNY Oneonta Records Management webpage which gives you more detailed information:

http://www.oneonta.edu/admin/finance/RecordsRetention.asp

Coming soon: Look for an announcement in the Daily Bulletin about our "Records Management Day!" The **Shred-It** company will be on hand to shred documents onsite. All departments will have the opportunity to take part by bringing records ready for destruction to a common area on campus. A Records Retention Destruction form, listing records to be destroyed, will be required from each department. There will be no cost to individual departments as the College is paying a flat rate for this service.

For records you need to keep indefinitely (which are not many for most of us), we have a secured archives room in the basement of the Netzer Administration Building. If you are interested in storing these types of records in that room, please contact Laura Emmett, Records Management Officer, who can give you more details. These records need to be in specific boxes and labeled in a certain way. We may also have space in the Archives Room for records that have a future destruction date, once we have determined how many permanent records will be stored there.

If you have any questions or have records (permanent or with a future destruction date) that you wish to store in the archives room, please call contact Laura Emmett at x3114 or email at laura.emmett@oneonta.edu

Let's Update the Policy Library

We are asking all departments to assist in making the Policy Library as complete as possible. The on-line library is available at http://policies.oneonta.edu/.

A *policy* describes principles, requirements, and restrictions, and establishes standards, rights and responsibilities that apply generally throughout the College. It facilitates compliance with internal or external standards or requirements, thus advancing the College's mission and reducing institutional risk. *Procedures* are step-by-step descriptions of the tasks required to support and carry out organizational policies and are usually included as attachments to a policy.

The President's Cabinet has adopted a standard format that all new policies must adhere to, which can be found at: http://policies.oneonta.edu/Resources/policyformat.pdf. Existing policies (already approved by the President's Cabinet) also need to be written in the standard format before being placed in the on-line library.

If you know of any policies that should be added to the library or need assistance with changing an existing policy to the new format, please contact Laura Emmett at laura.emmett@oneonta.edu or at extension 3114.

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Compliance Reminders for all Employees

The campus operates under a broad umbrella of compliance mandates. Listed below are a few of the reporting requirements that all employees should be diligent to uphold.

Mandatory Child Sexual Abuse Reporting - SUNY Oneonta employees, students, and volunteers who witnesses or have reasonable cause to suspect any sexual abuse of a child occurring on College property or while off campus during College-sponsored events shall have an affirmative obligation to report such conduct to the University Police Department immediately. Further details are available at the SUNY Compliance website. This reporting requirement is aligned with the new Child Protection Policy. .

Fraud Reporting – Promptly report any known or suspected fraud or irregularities. More information on the Internal Control Fraud Reporting webpage. .

Project Sunlight - Reporting in this area is *mysteriously* down! Please remember that all "decision makers" and "advisors" are required by NYS law to report in-person or web-based interactions with vendors that could result in procurements valued at $25K and above. Reporting must take place within three days of the event. Details are available at the Project Sunlight webpage.

Business Intelligence (BI) Training

SUNY Business Intelligence (BI) Finance is a new finance tool that is available to Account Managers and their designees. It has more functionality than the current SUNY SMRT system which will be de-supported later this fiscal year. The next training session, conducted by Rebecca Porter-O'Donnell (College Accountant), is scheduled for September 22 (1:30-3:30pm). Click here for registration instructions and to obtain more information about the training.

Per Diem Rate Changes (Oct 1)

Updated per diem rates effective October 1 have been published by the U.S. General Services Administration (GSA). Please use the FY 2016 rates when projecting travel expenses after September 30. Visit the GSA website for details.

Hertz Rate Increase

Hertz rental rates recently increased. Here is a summary:

Size	Old Rate	New Rate
Compact/subcompact	27.81	29.00
Mid-size/standard	31.93	33.00
Full-size	33.99	36.00
Mini vans	55.62	58.00

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Hertz Rental Cars Change in Reservation Process

Hertz has requested that we solely use email to make reservations. Please email to hertzoneonta@aaany.com. Do not use their website or phone. Include the following in the email:

1. Note one of the following payment methods:
   a. Hertz Gold Account
   b. Direct Bill (requisition)
   c. Personal credit card
2. Name of Renter
3. Dates and times of reservation
4. Size of car needed
5. Reiterate it is for business use and that we are tax exempt
6. Indicate whether the vehicle needs to be dropped on campus.* (Only available to Gold member or direct bill clients).

   *Please note: If the car is being dropped at UPD, as a direct bill, the Driver's License is required every time. Fax to 432-9123.

Hertz has committed to replying to every email to assure your reservation has been received.

If the car is to be delivered to campus, we must receive the requisition in the procurement and travel office at least **3 business days** before the rental. Rentals made later than 3 days prior are not eligible for drop-off service. The renter will need to pick-up their vehicle at Hertz. For more details about Hertz procedures [click here](#).

*****This process does not apply to NYS travel card holders*****

Travel card holders are welcome to make their reservation online and email their request for the car to be brought to campus. Please include your name and confirmation number in the email. ***The request for campus drop-off still must come at least 3 days in advance of the rental***.

Budget Corner

The Budget Office welcomed a new Financial Analyst, Kimberly Devlin, on August 17. Kimberly is a 2010 graduate of SUNY Oneonta (Business Economics) and holds an MBA from Utica College. She comes to us from Bassett Healthcare bringing with her experience in budgeting and other financial operations and analysis. Kimberly will be working primarily with IFR and Residence Hall budgets. She can be found in Netzer 201, extension 3024. If you haven't met Kimberly already, please do stop by for a quick hello if you're passing through Netzer!

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