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With the spring season comes a new look to your UFS Quarterly Business Officer Newsletter! Read on to learn about the latest University Financial Services news, updates and reminders leading up to the fiscal year end on June 30. As always, please forward this newsletter to anyone who may be interested in UFS administrative news. Send us an [e-mail](#) to be added to the distribution list. Enjoy!

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## UFS - What We Do

University Financial Services was formed one year ago, however, there is still some confusion within the DU community regarding what services UFS does and does not provide. To help our DU customers and colleagues better understand our structure and functions, encourage your staff and colleagues to review the Responsibilities

## Did You Know?

Chart and Employee tab on our main [UFS webpage](#). Additionally, keep an eye out for a special Bridge series coming soon that will spotlight a different UFS department in each addition.

### UFS Departments

#### Incoming Funds

- **Bursars Office** - Student Tuition Billing, Advising, Student A/R (Banner Student)
- **Campus Receivables** - DU ID Card Office, Other A/R (Marketplace, Elevate, etc.) Detail Code Maintenance, Rate Table Management (Tuition/Fees), A/R Accounting/Troubleshooting

#### Outgoing Funds

- **Disbursements** - Payroll, Expense Processing, Reimbursements, Payments, Purchasing Cards, Travel
- **Procurement Services** - Vendor Purchase Orders, Requisitions, Contracts for Goods & Services

#### Systems, Training & Customer Support

- **Operations & Innovative Solutions** - Contact Center, Knowledge Base, PioneerTime, Pioneer Travel & Expense, Systems/Process Training, UFS Website & Operations



**University Hall**

Home to the Bursar's Office, Cashier,  
Campus Receivables



**Driscoll South**

Home to the DU ID Card Office



**Administrative Office Building**

Home to Disbursements,  
Procurement, Operations &  
Innovative Solutions

## UFS New Employees

Welcome to our New UFS Employees!



**Lily Cross** joined the Operations & Innovative Solutions Team on March 6 as our new Operations and Support Coordinator. Next time you call or email UFS, Lily will most likely be the one helping you out!

**Malia Kim** started on April 3rd as an Advisor for the Bursar's Office. She will be working with students, families and DU community members on the billing processes (fee assessments, financial aid disbursements, credit refunds and payment plans).



**Richard Mendez** started on March 22 as our new ID Card Office Specialist. Richard will facilitate the admission, distribution and expiration of DU ID cards and transit passes.

**Steve Schmidt** started on March 1st and is our new Business Analyst II, supporting Payroll and timekeeping (i.e. the UKG (formerly Kronos) PioneerTime system).



**Hanh Tran** started on April 10 as our Payroll Specialist in the Payroll department. She processes biweekly payroll and works closely with employees, departments, HR, Benefits, IT and the accounting office on payroll-related matters.

The UFS Organizational Chart is available on the [UFS "About Us"](#) web page and shows all UFS staff and their roles within the UFS division.

UFS Organizational Chart

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## Farewell to Margaret Shoup!





## **Margaret Shoup Retires on June 5th**

Margaret has been an essential fixture in the Payroll department as a Financial Analyst serving DU for over 25 years. Her keen eye for numbers and her quick wit have made her nearly indispensable. Although her many talents will be put to good use in retirement, DU won't easily forget how much her laudable career has inspired us all to do our best and strive for excellence. Thank you, Margaret, for your incredible contributions to DU and the Payroll department. You will certainly be missed and we hope you enjoy your future adventures with your family during your retirement.



Join us on May 18th to celebrate Margaret's retirement. Please [RSVP](#) by May 4th.

## Shifting Responsibilities

In planning for this exciting life milestone, Margaret has been working diligently to shift responsibilities to different areas based on the task. While her last day is June 5th, the shift in responsibilities is **effective IMMEDIATELY**. Please begin directing the following tasks to the emails listed below:

- All Non-Benefited Hiring Duties (including questions about non-benefited hires, the non-benefited hire system, NBJCR's and manual hires) are handled by Employment Services in HRIC. Employment Services is led by Shaunda Norman, Director of HR Operations, and supported by Kaylyn Sanderson and Jennifer Taylor, Employment Specialists. Send questions and requests to [employmentservices@du.edu](mailto:employmentservices@du.edu).
  - Non-Benefited Timesheets in PioneerTime will continue to be managed at the supervisor level with support from the Operations team in UFS at [ContactUFS@du.edu](mailto:ContactUFS@du.edu)
  - All Payroll Redistribution Forms and Questions will be handled by the Payroll Department, [Payroll@du.edu](mailto:Payroll@du.edu).
  - All Grant Timesheets will continue to be sent to [granttimesheets@du.edu](mailto:granttimesheets@du.edu). Grant timesheets are handled by the Payroll Department.
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## News from the Payroll Office

### Recording Cash Tips

Employees who earn tips (such as golf course or Beans employees) must record these tips on their timecard. All cash and non-cash tips received by an employee are considered income and are subject to Federal Social Security, Medicare and State taxes. The supervisor should use the **Tip\$** pay code to enter the tip amount on the timecard. This pay code is for reporting purposes only and will not affect the employees' pay. Check out the [UFS Knowledge Base Article on Entering Tips](#) in Pioneer Time to learn more.



### Manual Paycheck Request Form



Previously referred to as a *Hand Check*, a **Manual Paycheck** is an off-cycle check printed or direct deposited for payroll purposes. Manual paychecks are generally issued when an error on an employee's paycheck needs to be corrected before the next pay period or in the case of a termination. Please direct DU colleagues to this [Manual Paycheck Request Form](#) for instructions on how to request a manual paycheck.

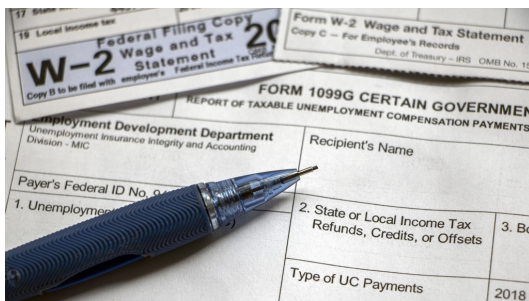
## Taxable Gifts

Did you know that ALL gifts to employees that are purchased with DU funds are subject to tax in accordance with federal tax laws & regulations?

All cash gifts, gift cards and gift certificates (regardless of the amount) and all non-cash gifts with a value of over \$100 must be reported to Payroll Services by the unit that purchases the gift. Don't wait until year end, submit a [Taxable Gift Form](#) whenever your department funds are used for cash, gift cards or larger non-cash gifts for employees.



## Electronic W-2 Enrollment



As the tax season draws to a close, it's time to get prepared for next year. To save time, save trees and reduce the risk of fraud, encourage employees to sign up for electronic W-2's. Visit the [UFS Payroll Page](#) for instructions.

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***Fiscal Year end is approaching. As in prior years, UFS will be sending out an email in June with Important Fiscal Year End Dates and Deadlines.***



## Bursar's Office Announcements

### A New Cashiering System will be launched 7/1/23!

The new system is called Transact and will replace the current iPayments system. The implementation process has just started, so stay tuned for more information and training as we get closer to July.

### Need to make tuition rate changes or add new programs?

Reach out to [Jessica Lenhardt](#) for Law School, 202340, update/changes need to be received by 4/19. For Summer quarter, 202350, update/changes need to be received by 5/17.

#### Summer Term Billing Dates Approaching

5/1/23 - Summer Semester 2023 (Law)  
6/1/23 - Summer Quarter 2023

*For more information on the type and number of Student Tax Forms that the Bursar's Office Processed for 2022, check out our infographic!*

[Tax Form Infographic](#)

## Campus Receivables

### Detail Code Clean-Up Instructions

Please run the **WFR2010 Detail Code by FOAP** report for your division. Let [Carole Eigsti](#) know what detail codes are no longer active or FOAP's that need correcting so she can clean up the table for year end.

#### Instructions for running WFR2010 Detail Code by FOAP

- In the Printer field, enter DATABASE
- Enter Parameters:  
01: Orgn Code: (can enter either a specific Org or Division code)



02: As of Date: Leave blank

03: Inactive Codes: Leave blank to show all active codes

- Click SAVE
- Select "Related" at the top right of the screen and Review Output
- Click the 3 dots next to "File Name" field, then select the .txt file that was generated
- Select the Tools drop box (upper right corner), then select "Show Document" (Save and Print)
- Select "Yes" to show in browser, then save as a .txt file to pull into Excel

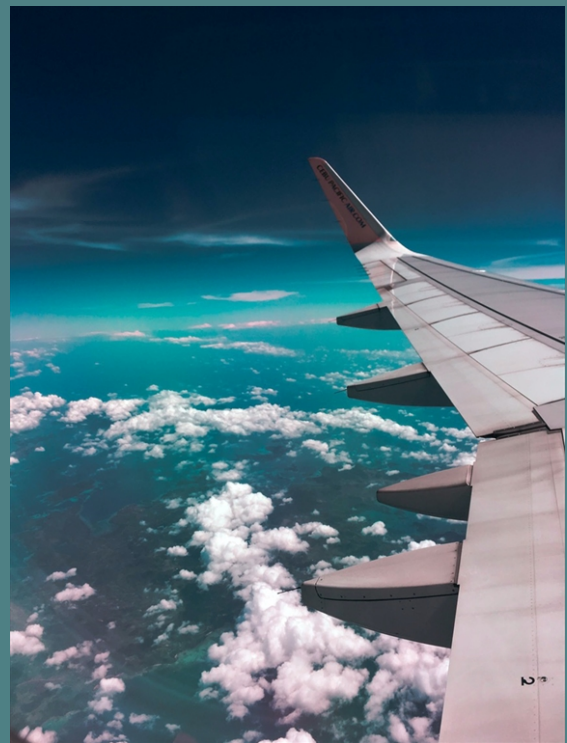
## Travel Tips

### Tip #1 - When should I contact a Christopherson Business Travel (CBT) agent?

There are several scenarios where it may be worthwhile to work with a [CBT agent](#) to book your travel...

- Complicated/multi-leg trips
- Booking group travel
- Traveling for business and bringing family
- Lost luggage
- Missed a flight or just need help rescheduling travel

CBT agents charge a service fee when booking travel directly, but many times the convenience and time savings is worth the \$17-\$26 bucks! Check out the "Company Notes" page in [Concur](#) or the [UFS Employee Travel web page](#) for CBT contacts and travel tips. A [CBT Fee Chart](#) is found in the UFS Knowledge Base.



**Tip #2 - I have a conference coming up and want to book my hotel stay using the discounted conference rate?** No problem! Book your air travel and car rental through the Pioneer Travel & Expense system (or with a CBT agent) and book your hotel reservation using your P-Card.

**Tip #3 - Determining Per Diem amounts prior to a trip.** To determine how much the daily per diem amounts will be for your trip, you can create a temporary expense report, then navigate to the Travel Allowances page to [enter a sample itinerary](#) in Concur. Use this sample itinerary to [calculate the per diem](#) reimbursement amounts. You can also visit the [www.GSA.gov](http://www.GSA.gov) site to determine per diem rates based on

location. You can then delete the temporary expense report and the itinerary. *Note: Per diem cannot be submitted on your expense report until AFTER your trip occurs.*

## New Procurement Resources

The Procurement team has published the following 4 new UFS Knowledge Base Articles. Please use these resources to learn about Procurement terms, processes and workflows.

[Procurement Contract Workflow Instructions](#)

[Procurement Definitions](#)

[Procurement Contract Checklist](#)

[Requisition Document Requirements](#)

## UFS Spring Drop-In's Happening Now



### Travel Drop-Ins

For assistance booking travel or reconciling your travel expense report.

Anderson Academic Commons #212

9-11 am

April 20 | May 4, 18 | June 1, 15

### Procurement Drop-Ins

For assistance with Procurement questions and contracts related to goods & services.

Anderson Academic Commons #325

9-12 pm

April 26, May 24, June 28

## UFS Project Updates

**PaymentWorks** - The University of Denver has selected PaymentWorks as our vendor onboarding tool to manage vendor intake, which includes collecting, validating, and managing all vendor information. This system is also the most secure method for protecting sensitive vendor information, such as banking information, reducing security and fraud risks. The implementation is in testing with a pilot group. More information is coming soon on the UFS website and knowledge base.

**Procure-to-Pay (P2P)** - The demo process is complete. The steering committee will be reviewing the project team's recommendations by the end of April.

### Did You Know ?

#### There are 2 Types of Direct Deposit

PAYROLL direct deposit is for Paychecks and ACCOUNTS PAYABLE direct deposit is for Expense Reimbursements. To save time, paper and reduce the risk of fraud, encourage employees to sign up for BOTH types of direct deposit via my.DU.edu. Here's how:

- Go to [my.DU.edu](https://my.du.edu)
- Search for "Direct Deposit"
- For Payroll direct deposit: Select "Set up Paycheck Direct Deposit"
- For Accounts Payable direct deposit: Select "Set up Direct Deposit" for Expense Reimbursements

Need more help? Visit our [Payroll](#) or [Paying for Goods & Services](#) website for more information!

Thank you for reading the USF Quarterly Business Officer Newsletter. Please let us know what you think!

[Provide Feedback](#)



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