



Council of the University of Idaho Business Officers

Summary Notes

May 10, 2012 10 a.m. – 12 p.m. pst

FY13 Reappointments, Payroll Office Announcements & Reminders – Cretia Bunney & Jill Robertson

The Budget Office & Payroll Office ask that everyone make sure that EPAFs are completed to ensure stipends are correct in FY13. Any lag in putting the stipend back on may cause benefit issues for that employee. If you are processing reappointment EPAFs for temporary employees please make sure you process the 2% increase and that the salary amounts match those sent with their salary agreements. Instructions for reappointing employees will be sent out in the beginning of June. Let Jill in the Budget Office know if deferred pay or FTE is changing for FY13 in order to help ensure the reappointment EPAF is correct.

Merit Increases and Mid-career Faculty Awards – Trina Mahoney. 100 faculty and 200 staff members across the university will be given a merit raise in the amount of \$1500 for faculty and \$800 for staff. These awards will be split between gen ed funding and non-gen ed funding. Each department is asked to send their top candidates to the Budget Office, the candidates submitted must be benefit eligible employees. Please flag any part time employees. Each college/department is only allowed to give increases to their allocated number of employees. Colleges/departments can give fewer employees raises but cannot give more employees raises. A memo was sent from the President's Office to fiscal officers outlining the rules; please refer to the memo if you have any questions. The target date for payment of merit increases is the first paycheck in September.

Mid-career faculty awards were given out to 9 faculty members this year. The awards are in the amount of \$5K for two years. Half of the \$5K will be paid with central funds and the remainder will be covered by the units. Patti Heath will initiate the EPAFs and get the budget information from units. The target date for payment of bonuses is the second paycheck in September.

Cautions about Customs, Custom Brokers and Export Control – Chris Johnson

If any of the colleges or departments import anything internationally please contact Julia McIlroy in Purchasing for assistance. The Purchasing department has customs brokers that they work with and they will assist with the customer process. Please make sure your faculty/staff members are careful with any software sharing that they do with international partners. Contact Purchasing for more information on the Homeland Security rules and regulations concerning traveling internationally with software.

Draft Year End Schedules – John Keatts & Ron Town

The year end schedule is expected to be finalized early next week. Dates should be about the same as last year with some timeframes moving up one day. A Banner upgrade is being completed this month but there should be no user impacts.

Office of Sponsored Programs General Update

The space survey is going on currently and everyone is asked to fully participate in the process.