Answers to Your Questions

Business Partners Round Table
October 24, 2008
Emergency Notification System - ENS?

- February Agenda Item
- In the meantime, go to ENS website
Student ID # on OneCard?

- No, FERPA Confidentiality Rules
- Student ID # is in the Mag Strip
- OneCard Office has Readers
- Cost is a $60 One-Time Fee
- Contact Gina Lombardo at x86103.
Year End Question 1

• Why do Facilities Management charges hit so late?
  • Most customers would like their projects to be charged to their current year budget. For Facilities to complete a project, they need to:
    • Receive the work order request
    • Get an estimation of the work to be done
    • Send the quote to the customer; on occasion, there may be changes from the customer before we get the approval needed to start the work
    • Schedule the staff and the project
    • Get the work done
    • Close out the work order

Facilities Customer Service Center estimates this process takes two - three months.
Year End Question 2

- Can the Expenditure Transfer Deadline fall after the Requisition Deadline?
  - Trial Deadlines for this Year End
    - Requisitions will be on a Thursday
    - Expenditure Transfers the following Monday
In-the-Spotlight

• New Staff Tips
  - By Michelle Tarter, Women’s Studies
  - Scheduling for February BPRT

• nVision Excel Tips
  - By Stephanie Hunn, Accounting Services
  - Call for Help, x87286
  - Spring Training on Finance 9.0 Reporting
Reprographics Software to help with Transfer of Documents?

- They use Adobe InDesign CS 3 MAC
- Submit Adobe PDF documents
  - Convert to PDF from Word, Publisher or other software
- See IRT software information at [http://www.software.csus.edu/](http://www.software.csus.edu/)
Campus Cost Recovery - More Postage Detail?

• Mail Services will look into
• Possibilities include more detail for
  - Business Reply Mail
  - Bulk Mail
  - Large Mailings
• Not cost effective or efficient to code every individual letter
Why doesn’t IRT email departments work-order numbers?

• The system automatically emails a Call Ticket Number to the user/person with the computer problem when the work order request is placed.
• Also, IRT sends a Closing Call Ticket message when the work is complete.
• Suggestion – have the person with the computer problem forward the call ticket messages to the person phoning in the request for service.
Training/Networking for Administrative Professionals?

• As presented today by Robin Pollock, please consider attending the
  Academic Resources Conference

• Review Campus HR Offerings and Contact Kim Harrington, Coordinator
  of Professional Development & Training, at x86327
Update on University Enterprise Catering Question

- UEI is conducting a study of their Dining Services costs and fees during fall 2008

- More at February 2009 BPRT