## Jeopardy

<table>
<thead>
<tr>
<th>CMS</th>
<th>Time Keeping</th>
<th>Budget/ Purchasing</th>
<th>Travel</th>
<th>Who’s Who</th>
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If you’re interested in receiving a copy of this PowerPoint presentation to use as a template for your own department, please email: mummawh@csus.edu
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Which menu item in CMS Financials is used to see whether items from a purchase order have been received?

Activity Summary

Document Status

Query Viewer
Activity Summary
When you drill down on Rev/Exp Actuals, what should you do while it’s processing?

Just wait a second, it won’t take long to load.

Keep clicking on it, it just takes a few clicks before it will come up.

Go get some coffee or run an errand, you’re going to be waiting a while.
Go get some coffee or run an errand, you’re going to be waiting a while
Which menu item in CMS HR is used to hire student assistants

- Time & Labor
- Organizational Development
- Workforce Administration
Workforce Administration
What will be the term code for the Fall 2010 semester in CMS HR / Student Admin?

2010
2018
2108
When entering a part-time faculty contract into CMS which of the following is correct?

- The sequence number will always be 0.
- The Department must approve the contract.
- The Fall 2008 term is 2088.
The Fall 2008 term is 2088.
Is the key date for Student Assistants always the same and if so, what is the date?

Yes, it’s always the same and it’s the 10th of every month

1. Yes, it’s always the same and it’s the 30th of every month

No, it changes. It’s usually around the 10th of the month, but it depends if that falls on a weekday.
Yes, it’s always the same and it’s the 10th of every month
What office do you send requests for new position numbers?

Payroll

Academic Affairs

Budget
Budget
What is the job code for Regular Student Assistants?

1880
1870
1874
What day of the month do ISAs get paid?

The 30th
The date varies, but it’s always at the end of the month
The 10th
The 10th
Which of the following is correct in regards to how a Personal Holiday is recorded?
You don’t key it into CMS but note it on the hardcopy attendance form.
It is always keyed into CMS and noted on the attendance form as 1 no matter what the timebase is of the individual.
It depends on the timebase of the individual but would normally be 8 for fulltime and 4 for halftime and should be keyed into CMS and noted on the attendance form.
It depends on the timebase of the individual but would normally be 8 for fulltime and 4 for halftime and should be keyed into CMS and noted on the attendance form.
Who is the College of SSIS’s Budget Analyst?

Debra Deakin
Elena Compo
Stacy Hayano
Elena Compo
What office is Expenditure Transfers sent to?

Accounting Services

Accounts Payable

Budget
Accounting Services
What is the “leeway” amount for departments given by the Dean’s Office to be either over or under on budget at the end of the year?

$1000
$300
$200
$200
What’s the best way to go about getting reimbursed for food purchases?

If it’s over $50, a Direct Pay Request
If it’s over $50, a petty cash reimbursement
Charge it to the Procurement Card
If it’s over $50, a Direct Pay Request
Which of the funds below should NOT be used for purchase of alcohol?

Trust Account (Xxxxxx)
Lottery Fund (CLXXX)
CCE Fund (TESSS)
Lottery Fund
(CLXXX)
Who is the buyer for Travel in Procurement?

Dale Clack
Michelle Bianco
Leah Davis
Leah Davis
What is the per diem amount for lunch?

- $9
- $10
- $15
What is the highest amount a travel advance can be?

$1000

50% of the total travel cost

90% of the total travel cost
90% of the total travel cost
If an advance was given to the employee, you need to indicate that on the travel claim form.

True
False
True
What’s the latest you can turn in a claim for an advance?

6 months
30 days
2 weeks
30 days
Who is the Student Assistant Payroll tech?

Dante Jadavi
Donna Ryan
Jackie Fierros
Donna Ryan
Who in the Dean’s Office is primarily responsible for Faculty/Staff timekeeping?

Heather Mummaw
Angelina Gutierrez
Leigh Barber
Leigh Barber
Who in the Dean’s Office is responsible for approving Part-time Contracts in CMS?

Leigh Barber
Heather Mummaw
Robin Pollock
Leigh Barber
Who is the Procurement Buyer for Office Max?

Dale Clack
Dave Shannon
Michelle Bianco
Michelle Bianco
Who would you call if you had a question about whether a check was available (if it’s not in the Dean’s Office)?

Elvia Garcia in Disbursements
Dante Jadavi in Payroll
Susan Johnson in Accounts Payable
Elvia Garcia in Disbursements
Final Jeopardy Question

The Personnel Action File (PAF) for each full-time faculty member is retained in which of the following locations?

Human Resources
The Department Office
The Dean’s Office
The Dean’s Office