Agenda – CAPAC
February 15 – 2-3:00 pm
LSC 308-310

1. Strategic Partnership for Furniture Purchases – Farah Bustamante
   - New Furniture Vendors rolled out Jan 1. Herman Miller (Workspace Resources) (Dealer of 300 lines of furniture) for new purchases going forward.
   - Only use CCI for matching existing CCI furniture, custom, or KI (Kruger International). Cannot use Officescapes. This new partnership will provide scholarships, diversity-related initiatives, etc.
   - Shop Catalogs set up for only Herman Miller and CCI.
   - Buying furniture on a Pcard is a violation.
   - Varidesk (sits on top of desk) is not an allowed purchase by CSU or the Ergonomics department. See Frank Gonzalas for available sit/stand desk options. Varidesks can cause additional ergonomic issues.
   - Surplus Property "used" furniture can be purchased on a PCard. Make notation on requisition of circumstances.

2. Revisions to PCard Handbook – Farah Bustamante (revised red-lined handbook sent out to CAPAC listserv 2/13/17)
   Procurement is working toward a paperless Pcard system and updating rules to move toward this end. Farah reviewed the highlighted changes:
   - PCard for students has new rules. Student employees must be paid for one period and listed as active employee in Oracle. Student must be working in the department requesting the PCard – Page 3
   - Ability to archive monthly statement after signature routing (no need to print anymore; however, departments can still require printing). PCard Monthly statements can be signed electronically using DocuSign, EchoSign and Adobe Sign. Adobe Acrobat cannot be used for electronic signatures. Ability to electronically sign cardholder statements using an approved method – Page 5
   - Formalized rules on tax exempt status for online vendors is in the handbook - Page 18
   - VISA and Passports is considered travel and is a PCard violation. Addition of travel visas, passports and other employee related travel expenses as violations – Page 20
   - Addition of furniture as violation – Page 20
   - Clarification on EBay purchases (Buy it Now) – Page 21
   - KFS is the official record for receipts (no need to retain hard copy receipts, pictures of receipts are OK, however, department can still require signatures.) Electronic receipts should be submitted in .pdf or .tiff files for upload. If your department is going electronic, save statements and receipts on a shared drive. These are State of Colorado rules. Federal Grants may have different requirements for receipts. Follow grant rules for sponsored accounts – Page 22
   - Maintenance and equipment rental allows U-Haul.
   - Recovery of sales tax is now in handbook.
   - RamCash is a cash equivalent and a purchase will be a PCard violation.
   - Vehicle trailer purchases not allowed are considered a PCard violation. Contact Procurement if your department needs an exemption toward these rules.
   - Do not use Sam's Club for CSU use.
   - May have Card revocation up to one year for three Pcard violations.
   - One personal purchase can lead to card revocation.
   - Employee must be active not "current"
   - Electronic document retention – keep paper 6 + current (7) year

- Car rentals – personal card must purchase both insurance & be reimbursed – use travel card – contact Grant, see website
- Travel expenses prohibited.

Procurement is considering convening a group to discuss how to modernize the PCard system. New PCard Manual will be posted on website end of this week or next week.

3. Requisition Ad Hoc Process – Farah Bustamante
Do not adhoc requisitions to a purchase agent. Agents do not check their personal Kuali action lists. The requisition may be stuck if adhoc'd through routing.

4. Glacier Software – Questions and Answers – David Leathers
New international software for international students, international employees called Glacier software. Currently have 1000 people signed up.
Allows new international employees to login anywhere in the world to take care of tax paperwork before they arrive in the USA.
Examples: If international person is here to speak at a conference (provide a service) then it is not a taxable event. If an international person were coming to attend the event, it would be a taxable event. This person would use the Glacier system to provide documents.

Foreign vendor buy software, where is the software stored- if in US then taxable. Check with David for specific Foreign Vendor purchases.
Send new international employees names to David Leathers. David sends the Glacier Software link and sets up a password for the person to access the system.
Travel also watches for foreign travelers to notify international tax of people coming in.

The software also tracks Scholarships for international students, RamCash, or any type of compensation will be tracked in the Glacier system.

System question: Can the TMS system provide David or the Tax Office a report when an international employee is hired vs departments manually notifying the Tax department.

Do not send new international employees or students to the tax office for appointments any longer.

5. Authorized Business FPI - RamCash – Erin Mercurio & Grant Polzer
FPI 2-1 Updated and posted on website. Incentive gift cards must have OSP approval for 53 sponsored projects. If another account is used, Incentive gift cards must have Controller approval. Send to Campus Services, they will work with the Controller for approval. An approval email will be sent back for attachment to the KFS purchase document.
RamCash is considered a cash equivalent. When RamCash is given as a prize, awards or incentive it is considered a taxable event because receiving any cash equivalent is considered compensation. Treat the same as gift cards. Can use RamCash for authorized business functions. College/Departments responsible for tracking remaining balances on the RamCash cards.

6. State Rules Update – Tracy Hutton
State of Colorado has an ongoing review of all personnel rules. Below are some current changes.
   - Medical certification removing the reference to this document. A general statement was included about medical certification rather than a specific form.
   - Sick Leave can be used for any child regardless of age.
   - Adding additional wording for in-range pay adjustment for skill competencies.

- A career growth plan can be created with HR for a state classified employee to be moved up within a pay range.
- Creating a draft plan for this wording- hoping to be in place before the fiscal year end.

Updated rules have been published on the State of Colorado's Website.

7. HR Updates – Electronic Form I-9 System – Nick Cummings
The I-9 update was sent out to the CAPAC listserv. HR meeting is videotaped and available to watch on HR Website.

8. HR Updates – FLSA TimeClock Plus Electronic Time Sheet Status & Oracle pop-up – Nick Cummings
TimeClock Webpage has answers to questions on the TimeClock project. Nick Cummings will keep website updated as new information is gathered. A pricing page was sent out to departments to purchase clocking equipment if needed. It is not required to use the system but an option.
If currently using paper timesheets, continue until HR send word to stop.
Non-student hourly, student, GSA new pop up window in Oracle for medical insurance requirements. Need to know if working more than 30 hours per week for 90 days or more. The employee will be offered medical insurance immediately. Email Terri Suhr with questions. The Benefits group will be sending out an email today.

http://hrs.colostate.edu/hr-liaisons/timeclockplus.html

9. Update on ACAdA – Advisory Committee for Administrative Applications Committee - Staci Folot and/or Gabriele Engler
No meeting – no update.