**Financial Affairs Collaboration Team (FACT)**

**January 6, 2016**

**Minutes**

**Present:**

Alejandre, Anderson, Badulis, Calderon, Chester, Contreras, DeLeon, Escamilla, Fuller, Guzman, Henderson, Iannolo, Kelley, Kuenz, Lindsey, Maculsay, Prado, Salge, Smith, Valencia, Walls

**Absent:**

Aguirre, Apodaca, Farre, Hansen, Henderson, Stanton, Watkins

**Guest**

Laura Carrizales and Michelle Behne – Electronic CIA Form

Laura and Michelle presented on the new online CIA Form process.

* Form is only friendly with Internet Explorer currently (will be noted on the website).
* There is a process guide online for users on how to select items and submit the form.

**General**

**Accounting**

**Auxiliary Financial Services**

1. UEC Self-Service Portal

Effective February 1, UEC payroll process is transitioning to self-service portal. The portal allows for employees to access leave balances, paystubs, W2s, etc., and therefore manual stubs will no longer be printed. Employees have been notified that they can log in now and begin using the portal. If users have questions they can contact Siska Purnawan at x73938.

Lisa also distributed the Auxiliary Fact Sheet handout (attached).

**Budget**

1. Verify “Reports To” information on all positions

Dena reminded the group to verify the “reports to” on the position management query for their area. Divisions/Colleges should make updates as needed. AF departments can contact Alex Maculsay with changes.

1. Intra-Department Budget Transfers accepted this month

An email was sent today that intra-department budget transfers are now open.

1. CSU Business Conference – March 28-30

Dena distributed a handout with information on the CSU Business Conference held March 28-30 at Oakland Marriott City Center –if interested in attending.

**Support Services**

1. John Salazar was hired and has started as the new Logistical Services Supervisor in Mail Services/Receiving/Property– he can be reached at x73151.
2. A communication has been sent to Colleagues regarding the 2016 Mileage Reimbursement rate, which has decreased. The travel website will be updated if it has not been already. The new rates have been changed in Concur. For questions contact Cindy Levin at x73244.