

**University of Nevada, Reno Network Meeting  
Joe Crowley Student Union Ballroom A (4<sup>th</sup> Floor)  
November 12, 2007  
9:00 a.m. - 10:30 a.m.**

**MINUTES**

**1. Introduction:**

Deborah Fisher was announced as the interim administrative assistant in Geological Sciences.

**2. Professional Development & Training Updates, Carole Anderson, PD&T**

Carole highlighted the follow classes that are available in November.

Retirement-Making the Most of the Retirement Plan Alternative November 17, 2008  
PERS-Ready to Retire November 18, 2008  
PERS-Planning Ahead for Retirement November 18, 2008

Remember to sign up and take a free online training course through the Professional Online Development (N-POD) system. N-Pod can be located at <http://www.unr.edu/vpaf/hr/development/npod.html>

For information or registration regarding training classes please visit the Professional Development and Training web site at <http://www.unr.edu/vpaf/hr/development/training.html>

**3. HR Reminders- Donnie Andrews, Human Resources**

Donnie wanted to remind everyone that cut off for December will be Friday December 5, 2008.

Donnie announced that the Faculty Human Resources office is currently doing an audit of all federal I-9 forms that the office currently has on file. If the I-9 is in need of corrections to the forms memos will be sent out to department to obtain a new I-9 form for that employee. This will ensure compliance of federal standards for all forms on file. You can find more information on I-9 forms on the Human Resources web site under the forms page by searching for I-9 and choosing I-9 memo. Or go to this link [http://www.unr.edu/vpaf/hr/forms/forms.asp?search=I-9&cat\\_field=allcats](http://www.unr.edu/vpaf/hr/forms/forms.asp?search=I-9&cat_field=allcats)

Donnie is and will continue to be doing training on Faculty Contracts and Web HRMS training. For more information please email Donnie at [donnie@unr.edu](mailto:donnie@unr.edu)

For more information contact the Human Resource department at 784-6082 or visit <http://www.unr.edu/vpaf/hr/index.html>

**4. e-SEARCH- Jennifer Grogan, UNR Faculty HR**

**Updates**

**Background Checks for Administrative and Academic Faculty**

Many departments are requiring that a background check is conducted on all faculty new hires. This is a “best” practice and HR encourages your department to include the optional background check as part of the hiring process. The background checks are initiated by Human Resources and prices start at \$47.19 per applicant depending on the package you choose. The best part is that results are returned within 3-5 working days! Please contact Jennifer or Kim for more information.

**Reminders/Tips**

**To Write a Great Job Ad, Think Like a Candidate**

<b>DO</b>	<b>DON'T</b>
Give each job a snappy title-skip the abbreviations and add the details	Mistake the HRMS entries for ads-use real language, not internal jargon
Start by selling the job-and your institution-not by screening the candidate	Bog things down with required info-save that for when prospects become applicants
Show a little personality-your model should be online dating, not online tax filing	Send people to a generic web site and expect them to track down the ad

For more information contact Human Resources at 784-6082 or visit <http://www.unr.edu/vpaf/hr/>

**5. Accounts Payable Reorganization-Bob Andrews, Controller’s Office**

Bob handed out a new organization/contact sheet for the Accounts Payable department. This sheet is attached on the last page of these notes.

**6. Update- Celia Culver, Copy Center**

Celia wanted to remind everyone that the campus Copy Center is still available to do your campus print jobs. They can also do work for any non-profit organizations or copies for employee private needs. The Copy Center services include:

- Color copies any size up to 12”x18” on several types of stock all \$0.35 each
- Black copies on white, pastel, or bright paper up to 11’x17”

- Bound book with color inserts, tabs, and color covers
- Booklets (collated, and stitched in center) from 5.5”x8.5” to 11”x17”, color and black
- Posters, brochures, flyers, reports
- Shrink wrapping
- Folding
- Trimming
- Binding (plastic coil and spiral)

For more information please contact Celia Culver at 784-6810 or email [copycenter@unr.edu](mailto:copycenter@unr.edu)

**5. Administrative Manual Updates- Alissa Mortensen, Office of the Provost**

Alissa Handed out the following section of the Administrative Manual that has recently been updated.

Policy for Hosting Purchases of Meals, Refreshments, and Gifts	1,069
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5. Flowers, Invitations & Greeting Cards

Flowers purchased for decorative purposes or the costs of printing and mailing invitations to official university events or functions are not considered gifts and may be paid from any university account.

University funds cannot be used to purchase flowers, gift cards, donations of cash or university promotional logo items, or greeting cards, and the like, for or on behalf of any university employee, or for ill or bereaved employees or employees being recognized on account of a holiday or special event.

University departments and divisions will not use university funds to purchase or send holiday or other greeting cards within NSHE. University funds may be used to purchase or send holiday or other greeting cards to donors.

6. Gifts, Plaques & Framing – Employees

Monetary gifts to employees, including gift certificates or gift cards, or anything that might be perceived as a gift, including items given as a thank you for or in recognition of services provided, cannot be purchased from any university account, EXCEPT in the following instances:

- If such gift or award was awarded through a documented competitive process (Note: these payments are required to be processed through the Payroll office); or
- If such gift or award was presented in recognition of an employee’s retirement from the university or lengthy service to the university (more than 10 years), provided this gift or award has been approved by the appropriate dean and/or

vice president and is documented on a completed host form, charged to a host account and does not exceed \$250; or

- If the plaque, award or framed artwork was purchased for permanent display in a university owned building.

7. Donations and Other Payments

Payments to external organizations for other than goods or services received by the university, and donations or transfer of university funds or property to charitable, scientific or educational organizations are not permissible.

This policy does not preclude the purchase of tickets or tables for events hosted by these entities subject to preapproval by the President's office.

8. **TTFS: Faculty Evaluations**

You can find information regarding the Administrative and Academic Faculty evaluations on the Human Resources web site at <http://www.unr.edu/vpaf/hr/faculty.html> Under the Heading Academic and Administrative Faculty Evaluation Process

Tim McFarling and Carole Anderson will be holding evaluation work shops on December 3<sup>rd</sup> and 4<sup>th</sup> in the Joe Crowley Student Union Ballroom C. For more information or to sign up for these workshops please visit the PD & T Training Calendar at <http://www.cis.unr.edu/Training/Events.aspx>

# Accounts Payable (AP) Department-UNR

as of November 11, 2008

<u>Vendor Breakdown</u>	<u>AP Processor</u>	<u>Phone Number</u>	<u>Lunch</u>	<u>Work Hours</u>
<b>A thru J</b> - Merchant Names Processes all Participant Support payments.	<b>Jeanie Pratt</b>	775-682-9012	11:30am to 12:30pm	7:30am to 4:30pm
<b>K thru Q</b> - Merchant Names Processes all Utilities and Telephone Payments	<b>Julie Seekins</b>	775-682-9016	12:00pm to 1:00pm	8:30am to 5:30pm
<b>R thru Z</b> - Merchant Names Processes all refunds except Travel.	<b>Georgenne Hagen</b>	775-682-9015	1:00pm to 2:00pm	8:00am to 5:00pm

**NOTE** - AP Processors have 5 working days (from the AP date stamp) to process the requested payment.

Wire Transfers. Checks that  
need to be stopped or canceled.  
Request for copies of issued  
checks.

<b>Denise Miller</b>	775-784-4159	11:30am to 12:30pm	7:00am to 4:00pm
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**NOTE** - **Wire requests** are due no later then 9:00am on the day before the wire needs to be sent out.

Reviews and inputs journal  
voucher (JV) forms, transfer  
voucher (TV) forms, Intra-  
Institutional (II) vouchers and  
Internal Purchase Orders (IPO)

<b>Jennifer Bingham</b>	775-682-9013	12:00pm to 1:00pm	8:00am to 5:00pm
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Answers main Phone,  
Opens/Distributes Incoming  
Mail, Scanning/append/index  
documents

<b>Kathie Lilly</b>	775-784-4168	12:30pm to 1:30pm	8:00am to 5:00pm
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Auditor of all AP payments  
including Independent  
Contractor payments and  
Guest speakers.

<b>Terry Stafford</b>	775-784-4170	1:00pm to 2:00pm	8:00am to 5:00pm
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Independent Contractor, Guest  
Speakers, foreign participant  
support payments.

<b>SJ Yoon</b>	775-784-6663	<b>Not AP Department</b>	8:00am to 5:00pm
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Stalled dated Checks,  
Processes W-9, Updates  
Vendor information.

<b>Barbara Ericksen</b>	775-682-8390	<b>Not AP Department</b>	8:00am to 5:00pm
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