
Flash Report | May 05, 2021

1 message

Flash News <flashnews@udallas.edu>
Reply-To: Flash News <flashnews@udallas.edu>
To: "Mrs. Shelley Gayler-Smith" <sgayler@udallas.edu>

Wed, May 5, 2021 at 5:51 PM

UNIVERSITY OF DALLAS

FLASH REPORT

Wednesday, May 5

Please send items to flashnews@udallas.edu by Monday at 3 p.m.
for consideration in the Wednesday Flash Report.



COVID UPDATES

The [COVID-19 Preparedness Committee](#) meets twice weekly and will continue to do so throughout the spring semester to continuously evaluate all things regarding COVID and UD. If you have any questions which you would like the COVID committee to answer, please submit them [here](#) for discussion at our CVIT meetings.

Outlook for Fall 2021: In case you missed it, President Jonathan J. Sanford sent a memo to UD students, faculty and staff regarding the outlook for the next academic year. Read the memo [here](#).

General Counsel Message

The Office of General Counsel is preparing to roll out a new contract management software program (DocuSign CLM) during the summer months for use university-wide. DocuSign CLM will streamline contract drafting, and the review, execution, and storage processes. Between now and the implementation of DocuSign CLM, please use this form to submit contracts for legal review: [Contract Review Request form](#).

If you have any questions, please contact Heather Lachenauer at hlachenauer@udallas.edu.

HR Updates

Naturally Slim: Enrollment Period Now Open - New Class Starts May 24

University of Dallas is offering you the chance to lose weight and improve your health—at no cost to you—with a program called Naturally Slim®.

Unlike diets, which rely on your willpower and “eat this and not that” advice, Naturally Slim teaches you simple, repeatable skills to help you lose weight, keep it off, and improve your health in the real world, without giving up the foods you love.

You can access the program via computer or mobile device so you can complete it at a time and place that is convenient for you.

To be considered*, you must complete the online application by **May 9**. Don't wait. Space may be limited!

Visit www.naturallyslim.com/uDallas to apply and learn more. Participating in Naturally Slim meets one of the requirements for the 2022 Wellness Credit. For more information about the 2022 Wellness Credit, please visit <https://www.udallas.edu/offices/hr/wellness.php>

**Employees and spouses enrolled on the BCBS medical plan are eligible to apply to the program.*

Mobile Health - March to Mississippi Team Challenge Results

Congratulations to all of the teams who completed the March to Mississippi Team Challenge through Mobile Health. 10 out of 15 teams reached one million steps in four weeks. The teams who reached one million steps are:

Walking Woodchucks - 1,818,516
Cardinal Crusaders - 1,799,022
Sole Mates - 1,699,956
Facilitators - 1,684,222
Check Us Out - 1,671,457
Constantin Killers - 1,515,403
COB - 1,489,247
UD Athletics - 1,422,547
Mike, Ryan & Others - 1,344,351
STEAM Striders - 1,310,816

Congratulations **Marisa Darby, Michael Cosgrove and Robert Walsh** for winning a \$25.00 Amazon Gift Card from the March to Mississippi Team Challenge! Employees

who participated in the Team Walking Challenge and met their 1,000,000 step goal were entered into this raffle.

Stay tuned for our next team challenge starting in July 2021. You must participate in two Mobile Health individual or team challenges to earn the \$50.00 wellness credit on 2022 medical benefit contributions. Go to [HR - Wellness](#) for more information about this and other wellness programs offered by UD.

Questions? Contact Eva Avila, Sr HR Generalist (972) 721-5255 or eavila@udallas.edu

Civil Rights Update

Civil Rights Information Session

As a reminder, the Civil Rights Information Sessions, communicated in former President Hibbs' [Jan. 25 email](#), are mandatory. Both faculty and staff are required to attend one session over the course of the spring semester. **Please note: there is only one more virtual session remaining! This session will be on Wednesday, May 12 at 12 pm. We will not be hosting any virtual sessions after May 12, so if you are working remote, please sign up for this session.** Please sign up for any session, in-person or zoom, [here](#). The in-person sessions will take place in the CFH Catholic Foundation Boardroom on Thursdays at 12 pm and Fridays at 8 am for the remainder of the semester, as well as on select Wednesdays at 12 pm. If you are not able to attend any of these sessions, please contact Maggie Chavey at machavey@udallas.edu as soon as possible.

Staff of the Month



Tracy Armato

Assistant Controller

For the past 8 years, Tracy has served as the Assistant Controller and an integral part of the Business Office. Not a day goes by that Tracy doesn't have a smile on her face. Her positive attitude makes her well known across campus as someone who works as a team player in coming up with solutions that benefit all parties. She serves as a great motivator and mentor for all members of the Business Office staff. One of the most time consuming projects that she is in charge of is the annual financial audit, working side by side with our external auditors, BKD. As a result of her hard work, dedication and ability to work well with others, all audits have been completed timely, efficiently, and without comments for the past 5 years. In her off-campus time, Tracy likes to walk her dog "George", spend time with her husband and 5 children and is an active member of Church of Incarnation. Tracy, thanks for all you do for us in the Business Offices and for the University of Dallas.

Employee Updates

Welcome, New Employees!

5/3 - Roshana Fernando - Executive Assistant (Office of the Provost)

Leaving Employees, Thank You for your service!

5/7 - Vicky Morris-Dueer - Assistant Provost, Institutional Effectiveness

Congratulations, Job Changes & Promotions!

5/3 - Sarah Baker - Lead Residence Coordinator

5/3 - Marissa (Moey) Brown - Director, Student Activities

5/3 - Nathan Ramsey - Student Conduct Officer

Finance Memos & Procedures

Fiscal Year-end May 31, 2021 Cut-off Audit Close Procedures

The fiscal year end for the University of Dallas is quickly approaching, and we are planning for the year-end 2021 financial audit. In order to meet our deadlines for the audit, we request your help in the processing of expenses and cash receipts. The following are the due dates and processing deadlines concerning the year-end close.

May 17: "Receipt of Products" and "Completion of Services"

ALL product purchases and non-routine services that must be purchased as part of the current fiscal year need to be received or completed by **Mon., May 17** so that the expense will be recognized properly.

Please order all necessary items and schedule services **NOW**. This will allow sufficient time to receive products and complete services by May 17 so CRVs and Expense Reimbursement Requests can be submitted on a timely basis (see due dates outlined

below).

Please notify the Business Office (Deborah Zimmerman) of major exceptions (greater than \$15,000) to the May 17 delivery date.

June 4: Final Due Date – CRVs, Expense Reimbursements, and Credit Card Reconciliations for purchases or services in FY 2021

Check requests for vendor payments for all fiscal year 2021 purchases and services need to be turned in to the Business Office as soon as practical but no later than Friday, June 4. Include a packing slip with date of receipt for all CRV's. **Expenses turned in after this date will need to be explained, unless we are notified that the invoices are outstanding.**

All credit card transaction envelopes for Fiscal Year 2021 must be submitted and approved no later than Friday, June 4. All Expense Reimbursements need to be submitted for payment as soon as practical but no later than Friday, June 4.

CASH RECEIPTS:

May 27 at 5:00PM: Cash and Checks Received (Deposits) due

ALL FUNDS RECEIVED (CASH and CHECKS) must be delivered to the Business Office by Thurs., May 27 at 5 pm for final deposit. Deposits received **AFTER MAY 27** must include a detailed description of the deposit along with the fiscal year in which the deposits apply.

Petty Cash

If you have a Petty Cash Box, bring it current and gather all receipts, as we will be reconciling all Petty Cash boxes between now and May 28.

Thank you in advance for your cooperation in this matter. Copies of the UD "Deposit Policy and Procedures" along with "Determining in Which Fiscal Year a Bill Should Be Charged" are included in this email for your review. Please call **Deborah Zimmerman at ext. 5177** if you have any questions.

Deposit Procedures for Campus Organizations, Clubs and Departments

If your department accepts cash, checks or credit cards for deposit to University accounts, please review the following procedures to ensure that your deposit is posted properly.

1. Please **hand deliver** all payments (checks, cash or credit card), with your completed deposit slip to the Business Office. Give the deposit to the Bursar or his designated representative. Deposits must be deposited into the University bank account **within 3 days of your receipt**. It is always prudent to keep a copy of the receipt given to you for your records as proof of deposit. (Keep for a minimum of six months.)
2. **Do not** use campus mail for the delivery of deposits to our department.
3. To prepare and verify your deposit, please follow these important steps:
 - Ensure that each individual check has the appropriate **endorsement stamp** on the back, and includes the appropriate Fund, Organization and Account number. (In the event that the check is returned "NSF", we need this code to know which account to charge.)
 - Include separate adding machine tape for checks, cash, and coin, and then separate tape for the combined total of the deposit.
 - Complete and include the Departmental Deposit form. Incomplete forms may result in your deposit being returned, or delayed.

*Timely deposit of these funds allows for accurate processing. Checks that are held in departments longer than 3 days have proven to have a high NSF rate, and have historically had collection problems.

Questions:

If you have any questions, please contact **Scott Salzman** at 972-265-5734.

In what accounting period do you charge for services and product?

The question often arises as to when an expense is incurred and recorded for goods and services received during the year. The reason for the question is due to the confusion that arises when you try to link the payment of an invoice to an accounting period.

The rule that the University and all businesses must follow is a simple one and is not typically subject to change:

- For services, the expense is properly recorded in the month the service is rendered. The actual payment of the invoice has no bearing on the date of the expense recognition.
- For products received such as supplies, lab equipment and other tangible items, the recognition date is the date the item is received by the University. In rare cases and usually only at year end, we will actually look at the date that the item was shipped in order to accurately reflect the proper date of expense recognition. A shipping document and the date received should be included with all CRV's for purchase of products.
- For the reimbursement of travel expenses, the date that the trip was taken is the proper date to record the expense. Therefore, prompt submission of travel expense reimbursements is critical.

When you take into consideration the fact that the vendor will always bill the University after the services have been rendered and/or product is received, you can quickly understand the importance of submitting invoices for payment to the business office as quickly as possible. The business office is usually not aware of the service or the product until receipt of the invoice from the vendor.

Accordingly, year-end purchases are most susceptible to problems since we are moving from one fiscal year to another. Therefore, it is important that each of you submit promptly year-end invoices to the business office so that they can be posted in the proper fiscal year.

Information Systems & Technology Update

Password Reset Policy Reinstated

This is a notice to faculty and staff that the university's password reset policy is in effect once again. As a refresher, this policy requires you to change your Network/Single Sign-On password within the notified change window. **You have between now and May 18, 2021 to change to your password.** Instructions on how to change your password can be found on the UD website [here](#).

The password policy was suspended from March 2020 to February 2021 to accommodate our transition to a remote work/learning environment.

If you need any assistance or technical support please submit a help desk request to support@udallas.edu

Events to Anticipate

May 5

[La Santa Messa: Italian-Language Mass for Summer and Fall Romers | 5 PM Church of the Incarnation](#)

May 15

[Baccalaureate Mass | 6:30 PM | Braniff Mall](#)

[President's Graduating Reception for Spring 2021 Graduates | 8-10 PM | Braniff Mall](#)

May 16

[Spring Commencement 2021 | 9 AM | Toyota Music Factory](#)
