UMBC

AN HONORS UNIVERSITY IN MARYLAND

SHARED SERVICES CENTER UPDATE

JULY 2016

Vision

Meeting the needs of UMBC one Shared Service Center at a time.

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PHASE II CENTER UPDATES

The next two Shared Services Centers, COEIT and Student Affairs, are working behind the scenes to become fully established SSCs. Many of the standard issues to be addressed prior to full establishment have been addressed. Some more difficult conversations are currently taking place around finding appropriate space and filling key positions. Both centers want to be sure that everything is in place prior to go-live. One size does not fit all!

In the interim, many significant business process improvements (BPI) have been made. These include RT task tracking in COEIT and Student Affairs. Student Affairs has also gone completely paperless for payroll record keeping (No more file cabinets! More space!). Additionally, new workflow processes have been implemented for student organization expenditures. The plan is to continue BPI while working through the logistics issues, with go-live still scheduled for FY17. Hang in there, COEIT and Student Affairs!

BUSINESS PROCESS IMPROVEMENT UPDATES

NEW INITIATIVES IN HUMAN RESOURCES

PageUp Applicant Tracking

The Department of Human Resources has completed the procurement and contract process to purchase an applicant tracking system called PageUp. An applicant tracking system (ATS) is a software application that enables the electronic handling of recruitment and hiring.

An ATS will provide substantial benefits to the UMBC community. Some of the features to look forward to include:

- The system is Internet based and can be accessed externally.
- The Personnel Requisition form will be automated and allow for electronic submission and approvals.
- Search committee members will be able to easily share and view

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application materials.

- Hiring departments will be able to view the status of their Personnel Requisition and selection paperwork at any time.
- Email templates will be provided in the system to easily communicate with applicants regarding the status of their application (request for additional information, regret of not being selected, etc.)
- EEO survey data will be collected electronically (labels will no longer be needed).
- The hiring department will be able to post dates and times for interviews and have the invited candidates self schedule the interview appointment.
- The ability to track the effectiveness of advertising sources and much more!

In addition, the system will greatly improve the application and hiring experience of our applicants thus improving our marketing brand. Features include:

- The ability to submit an application 24/7 on a mobile friendly platform.
- The ability to auto populate the application using a resume or LinkedIn account.
- The ability to upload requested documents (cover letters, resumes, writing samples, etc.).
- The ability to create an account to view the status of each application submitted.
- The ability to receive prompt communications from the hiring department.
- The ability to sign up and receive alerts for positions of interest at UMBC and much more!

Human Resources and the Employment Unit are very excited to begin the implementation of the system. We estimate that training for campus users will begin in the fall.

CONTRACT AND GRANT ACCOUNTING

Updates to the Effort Reporting Process

- Effort certification is still required for fall (due March 31st) and spring (due **September 30th**). Please note the due date for spring enrollment reports changed from August 31 to September 30 to provide flexibility for Faculty who are off campus during summer months. Strict adherence to effort reporting deadlines are impertive to ensure UMBC remains compliant with Federal regulations.
- OCGA will continue to contact business managers when effort certification is ready to be completed.
- Individual reminders will be sent to business managers 2 weeks later for incomplete certifications.
- Two weeks before deadline communication from senior leadership will be addressed to the departmental Deans.
- Retro's may impact effort reporting certification and must be recertified. A new analysis process is in place to determine if recertification is needed. If so, recertification needs to be done at the same time as the retro is processed.
- Effort reporting guidelines can be found here: **http://cga.umbc.edu/misc/**

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Need to know who to contact for what???

REGARDING	CONTACT
How to complete effort reports	Joanna Napoli, jnapoli21@umbc.edu or phone ext. 51630
Retro review process	Tammy Ray, Tammy.Ray@umbc.edu or phone ext. 51503
Feedback or suggestions	Sasha Hudson, shudson@umbc.edu or phone ext. 51489
If the current contact for effort reporting coordination is inaccurate	Joanna Napoli to update this information via e-mail jnapoli21@umbc.edu.

OFF-CAMPUS BILLING

So, you've got that one vendor that has stopped answering the phone **AND** email, but you still need to collect funds from them. Off-Campus Billing can help you collect funds! What about collecting from employees who have left the University? Yes, those can be collected too!

Advanced Sick Leave	**Payroll Overpayments**
Unreturned University Property (Laptops)	**Unauthorized Travel Expenses**

The original form should be submitted by campus mail or hand delivered to:

Student Business Service
Attn: Off Campus Billing
3rd Floor Administration Building

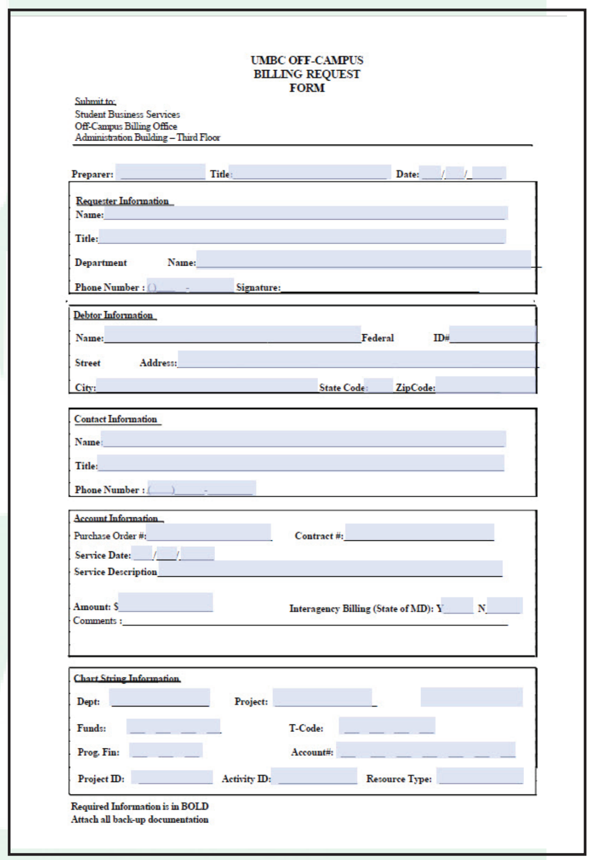
The requesting department receives credit for the invoiced amount. This credit is provisional, pending receipt of payment for the debtor.

The Chartstring account number must be a revenue account. Crediting an expense account is not accepted.

The credit will appear on your general ledger reports with a Journal ID:

BIxxxxxxxx

For more information email Jasmine Zacharias, zacharia@umbc.edu.


UMBC OFF-CAMPUS
BILLING REQUEST
FORM

Submit to:
Student Business Services
Off-Campus Billing Office
Administration Building – Third Floor

Preparer: ________ Title: ________ Date: ___/___/___

Requester Information
Name:
Title:
Department Name:
Phone Number : ( ) - Signature:

Debtor Information
Name: Federal ID#
Street Address:
City: State Code: ZipCode:

Contact Information
Name:
Title:
Phone Number : ( ) -

Account Information
Purchase Order #: Contract #:
Service Date: ___/___/___
Service Description
Amount: $ Interagency Billing (State of MD): Y___ N___
Comments :

Chart String Information
Dept: Project:
Funds: T-Code:
Prog. Fin: Account#:
Project ID: Activity ID: Resource Type:

Required Information is in BOLD
Attach all back-up documentation

http://sbs.umbc.edu/off-campus-billing/