

## Cuibo Meeting

**Date:** Thursday, May 14 2015

**Time:** 10 am

**Duration:** 1 hour

**Room:** Commons-Crest Room

### Items Discussed:

- **How-to-Pay Committee sharing and explaining the How to Pay Flow Chart of Expenses and where to submit documents**
  - Went over the categories of the flow chart and explained different scenarios and how each scenario would be paid
  - Flow chart with links will be posted on HR website under the How to Pay tab
  - [hrpay@uidaho.edu](mailto:hrpay@uidaho.edu) replaces the How to Pay email. Direct questions to new email address
- **Final Updates on the Purchasing Service Contract Program**
  - New web-based workflow program will roll out on 07/01/2015
  - As of 07/01/15 Paper contracts will no longer be accepted for review or processing
  - The online service agreements application will be housed in VandalWeb under the employee menu and all employees will have access to the application
  - Purchasing Department will provide three trainings in June
  - Wednesday June 3, Wednesday June 10, and Wednesday June 17
- **Consolidated Fringe Benefit Rates**
  - The university has been working to evaluate the cost/benefit of implementing a consolidated fringe rate methodology for charging benefits across all campus budgets, including grants and contracts
  - This will replace the current practice of charging multiple rates for employees based on their individual compensation levels
  - Proposed 3 rates, 3 E codes. One for faculty, one for staff, one for students
- **CEC Process Feedback**
  - Looks like this process will be used again next year
  - Requests came up for some changes to the new process. One request that was made, was the departments would like a small pool of money to be created/set aside for the managers to give out raises to their department members at their control
- **Other Business updates or information the group would like to share**
  - FY16 local budgets are due to be turned in by 05/15/2015
  - General Accounting and Controller's websites have the Year End Calendar posted on them