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CONNECTIONS

OFFICE OF
UNIVERSITY CONTROLLER

March 12, 2007

Marching along

This issue of Connections marches on with the latest on the PSC Procedural Statement *Personal Technology and Telecommunications*, a new tool for checking out your fiscal roles, and a DRAFT Administrative Policy Statement to review. Plus, it's time to start thinking about fiscal year end. If you've got something you'd like to see on the year-end calendar, contact Joy.Vidalon@cusys.edu.

WIRELESS TELECOMMUNICATIONS
Update

The effective date of the PSC Procedural Statement (PPS): *Personal Technology and Telecommunications* has been changed from March 1st until March 15th. in order to accommodate the HRMS upgrade. In response to the new effective date, the 90 day period for full implementation will run through June 15th.

For now, you can keep wireless telecommunications on your mind by perusing the following questions posed to the Finance & Procurement Help Desk:

Why is this PPS being implemented?

The PPS implementation is in response to the University of Colorado Performance Audit conducted by the Office of the State Auditor during 2005. The audit expressed concern about incomplete department policies, lack of regular equipment and service plan reviews, and lack of monitoring to ensure appropriate use. The audit recommendation stated that, *"The University of Colorado should finalize and implement a University-wide cell phone policy... and ensure that it addresses personal usage, criteria for issuance, guidance on selection of plans, and monitoring processes."* The goal of this PPS is to satisfy the audit findings while simultaneously:

- giving employees and affiliate fiscal staff the flexibility they need relative to wireless telecommunications;
- providing reasonable assurance that wireless telecommunications usage and expenditures are based upon consistently-applied, cost effective, safe practices; and that such usage and expenses are in compliance with all applicable rules, regulations, policies, and procedures; and,
- ensuring the University can readily inventory its wireless telecommunications equipment and identify its recipients.

What is covered by this PPS?

Cellular phones; satellite phones; PDA/handhelds with wireless connectivity; and any other device that can be used as a wireless communication.

What is this PTA # I keep hearing about?

The PTA # is the Personal Technology Authorization Number. If you have wireless telecommunications provided by the University, or if you use your personal cell phone/PDA for business calls and want to be reimbursed for these calls on a recurrent basis, then you will need a PTA #. The PTA is generated by completing the Technology Request in the Finance System.

Where can I learn more?

Check out the **Personal Technology & Telecommunications** initiative page for the latest information including the PPS, process flow charts, Step-by-Step guides to Technology Requests, and other news.
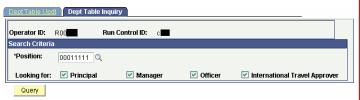

WHAT'S YOUR ROLE?

Wondering if you have a fiscal role? You can use the new Finance System tool - Department Table Inquiry - to find out. Log in to the Finance System; select General Ledger→ ChartFields→Department Table Inquiry. Enter your Run Control ID and click SEARCH. When the Dept Table Updt/Dept Table Inquiry screen appears, select Dpt Table **Inquiry**, enter your position number, and click Query.

Your fiscal roles are displayed on a new screen as shown below.

Don't know your position number? Back on the Dept Table Inquiry page, click on the magnifying glass to open the Look Up Position page where you can search for your position number by Employee ID, Name, or Home Department.

DRAFT APS – COMMENT PERIOD

The DRAFT Administrative Policy Statement Collection of Personal Data from Students and Other Customers is available for comment. It provides guidance for collecting personal data (legal name, social security number, current address, etc.) from students and other customers of the University and for using these data in business and regulatory processes. Send your comments to Normandy.Roden@cusys.edu by April 13th.

APRIL BRINGS CAMPUS FORUMS

Mark your calendars for the spring forums presented by the Office of University Controller (OUC).

Boulder	April 6 3:30-5 *&* April 11 1:30-3
Colorado Springs	April 13 9-10:30
Downtown Denver	TBD
Fitzsimons (Anschutz)	April 19 10-11:30
9th & Colorado	April 9 10-11:30

Forum locations and registration information will be announced via the useralert list, campus e-mail, the portal, and the OUC/PSC newsletters.