

R'FBO

Uploads & Updates

University of California Riverside
February 2012 Issue / Volume VII

UC RIVERSIDE | Finance & Business Operations

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UC Working Smarter

What is the UCPath System-Wide Shared Service Center?

The [UCPath Initiative](#) will deploy an integrated payroll and Human Resource (HR) system to replace the decades old Payroll Personnel System (PPS). The system will serve all ten campuses and five medical centers. In addition to replacing PPS, a key element of the Initiative is the UCPath System-Wide Shared Service Center (hereinafter UCPath SSC). The UCPath SSC will open its doors in January 2013. Implementation of "Wave 1" locations includes UCOP, UCLA and its medical center, UCM, and UCSC. The remaining UC campuses and medical centers will transition to the new payroll and HR platform over the following two years.

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Financial Services



W-2 Statement Online Preparing your Taxes

As April 17th and the inevitability of filing a tax return fast approaches, Accounting would like to remind all UCR employees that they can receive their W-2 statement online. UCR is required by the IRS to furnish all employees with a [Form W-2](#) for each calendar year. This document details the compensation and tax withholding amounts received by an employee for the year.

[Federal regulations](#) require that employees give their consent to receive the W-2 statement in an electronic format. Once consent is given it carries forward each year and does not need to be repeated. If consent is given to receive the document online, once the W-2 statements are processed, which is usually by mid-January, employees who gave their consent will be able to view and print them.

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Computing & Communications

Lynda.Com

Online Training Library

As UCR continues to redesign and reorganize in response to resource constraints, the campus must identify tools and approaches that afford staff and faculty, alike, opportunities to work smarter and not just harder. With these new tools, come learning curves.

Recognizing the value of training in that it provides valuable insight, as well as increases productivity, job satisfaction, and performance, Gretchen Bolar, Vice Chancellor-Finance and Business Operations announced in December of last year the availability to all UCR employees of a best-of-breed online training service known as [Lynda.com](#).

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lynda.com

Printing & Reprographics



Noteworthy Working Smarter Suggestions

Get Rid of Desktop Printers

Integrating a [Multi-Function Peripheral \(MFP\)](#) into operations can save a campus unit energy and money. An MFP offers significant benefits by combining printing, scanning, copying, and faxing functions. If all campus units were to turn off desktop printers and move toward the use of a central MFP, it is conservatively estimated that the University, as a whole, could save more than \$150,000 annually in just supplies and electricity.

Additional savings can be realized. There are cost savings by not buying or replacing desktop printers and fax machines. Linking into the networked fax environment reduces costs further by eliminating the support overhead for individual modems.

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Where will the UCPath SSC be Located?

The location of the UCPath SSC has not yet been determined. In December, all UC locations were invited to submit proposals to host the UCPath SSC. UCR was one of six locations that submitted a proposal. The UCPath PMO Executive Steering Team will review all proposals, with a final decision coming by the end of this month. The primary considerations for location selection include:

- Ability to Leverage Existing Talent at UC
- Availability and Condition of Space
- Ability to Scale space as Appropriate (Expanding or Contracting)
- Local Leadership Buy-In and Support
- Real Estate and Labor Costs

How will the UCPath SSC Impact UCR?

For those employees who work in the functional areas of HR, Payroll, and (transactional) Academic Personnel, some work practices will change as UC moves to a single set of business processes. In addition, work involving most transactional processes will move to the UCPath SSC. It is expected that over time, fewer positions in the core areas of HR, payroll, and academic personnel will be required. It is too soon to know specifically when or how many positions will

be affected. If positions are eventually reduced, UC intends to minimize involuntary layoffs through attrition (retirements), re-training, and realignment of responsibilities. For directly affected staff, there may be opportunities to learn new skills or take on new roles as the nature of the work performed on campus becomes more strategic and less transactional.

How to Keep Informed?

The best way to keep informed of ongoing developments is by regularly checking the [UCPath SSC website](#) and reading campus communications, including upcoming editions of [R'FBO Uploads and Updates](#). Updates on all UC Working Smarter Initiatives can be found at the [Working Smarter website](#).

Capital Programs

In Memory of... Nita Bullock

It is with a deep feeling of loss and sadness that we announce the passing of our friend and colleague Nita Bullock. Nita passed away on the evening of Friday, February 10, 2012. She had been hospitalized at Kaiser in Riverside, battling a kidney infection.

Nita began her tenure at the University of California, Riverside, in 1999, as the campus Physical Planner. During that time she project managed several planning initiatives,



including the 2005 Long Range Development Plan (LRDP), the 2nd Amendment to the 2005 LRDP, the East-Southeast Area Study, the East Campus Entrance Area Study, the Campus Aggregate

Master Plan Study, the Campus Signage Program, and the Campus Design Guidelines. By 2011, Nita had advanced to the position of Director of Physical and Environmental Planning/Campus Landscape Architect.

Nita held a master's degree in Landscape Architecture from Cal Poly Pomona. She had previous planning experience working for the City of Moreno Valley. Nita also had professional affiliations with the American Society of Landscape Architects, American Institute of Certified Planners, and the Association of Environmental Professionals.

On a personal note, the many of us who had the privilege of working with Nita will miss her quick wit and commitment to environmentally sensitive physical planning. Her dedication to enhancing UCR's physical environment serves as an inspiration to the campus community.

Nita is survived by her husband Robert L. (UCR Class of 1969), son Robert, daughter Katherine, and two grandchildren. Nita was an avid gardener, often sharing the bounty of her home garden with friends and co-workers.

As we are informed about arrangements for memorial services, we will pass along the information. For those of you wishing to express your respects in the meantime, please send your well-wishes to the following address:

UCR Capital Programs
Attention: Ms. Leslie Rose
1223 University Avenue, Suite 240
Riverside, CA 92521-0101
Tel: (951) 827-2432
Email: leslie.rose@ucr.edu

All of your expressions of support will be passed along to the family.

UCPath Initiative

System-Wide Shared Service Center

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What Functions will be Include in the UCPath SSC?

The UCPath SSC will provide transitional support for the following functions: Payroll, Benefits Administration, Leave Management, and Workforce Administration. While the major functions of the UCPath SSC have been decided, work is now underway to determine business processes at the detail level.

What Functions will not be Included in the UCPath SSC?

Many services are best performed at the local level and will continue to be provided by campus and medical center staff. Examples of services that will not be provided by the UCPath SSC include:

- Employee and Labor Relations
- Talent and Performance Management
- Staffing and Recruitment
- Learning Services

How is the UCPath SSC Different from Local Shared Service Center Initiatives?

With the current economy and cuts to higher education funding, the UCPath Project Management Office (PMO) is working closely with campus and medical center leadership and project management teams to draw on local lessons learned and identify best practices for streamlining end-to-end business processes. Local projects, including efforts at UCR, contribute toward the maximization of long-term cost savings by standardizing business processes, reducing redundancy, and delivering consistent, high-quality service on campus and across all UC locations.

UCR, like many other UC campuses, has its own shared service centers initiative. The System-Wide Shared Service Center is an extension of this initiative.



The USGBC Leadership in Energy and Environmental Design (LEED) program is the de-facto national rating system for sustainable building design and construction. This program has been embraced throughout the UC system as each campus strives to reduce the environmental impact of its capital projects. UCR is adopting an ambitious goal to design and construct all new and renovation projects to a LEED Silver standard at minimum. The campus is committed to certifying all projects through the USGBC to ensure projects meet the rigorous review afforded through third-party verification. While ambitious, UCR is intentionally pushing the envelope to set a high standard for the continued development of the East Campus and the future build-out of the West Campus. Currently the UC system has 56 LEED certified buildings, including two that are LEED Platinum certified.

In its mission "To promote sustainable strategies and responsibility for the Inland Empire's environmental legacy and built environment, fostering a healthy, prosperous and improved quality of life," the Inland Empire Chapter of the USGBC is committed to building a network of resources throughout the IE and beyond, for the purposes of information exchange, ongoing education, and advocacy. The chapter believes it is up to each of us as individuals, professionals, and organizations to come together to explore the possibilities and to collaborate for the long-term benefit of the Inland Empire region and the viability of our planet."

Capital Programs

Tim Ralston

Elected to the Inland Empire Chapter of the U.S. Green Building Council

Tim Ralston, Associate Vice Chancellor-Capital Programs was recently elected as a member of the Board of Directors for the Inland Empire Chapter of the U.S. Green Building Council (USGBC). The U.S. Green Building Council (USGBC) is a 501c3 nonprofit organization committed to a prosperous and sustainable future through cost-efficient and energy-saving green buildings. Since its inception in 1993, the Council has grown to more than 18,000 member organizations and a network of 78 chapters, affiliates, and organizing groups.

With his strong commitment to sustainability, AVC Ralston service as a USGBC Inland Empire Chapter board member will go a long way in furthering sustainability awareness and best practices on campus and throughout the entire Inland Empire. He brings over 20 years of capital planning and programming experience in higher education and is a licensed architect. In his current position, AVC Ralston is a strong advocate for the campus in satisfying UC Sustainability policy objectives.

AVC Ralston, along with all the Inland Empire Chapter board members, invites members of the UCR campus community to learn more about the work of the Council by visiting www.usgbc.org.

Printing and Reprographics

Get Rid of Desktop Printers

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This leads to reducing the need for computing and communications support, since a networked fax server can support hundreds of personal computers on each port. The normal steps in using a copier for printing and a separate fax machine can be a time consuming process, which results in a significant hidden overhead cost. An MFP provides a simple to operate interface that allows an individual to quickly and easily access the capabilities of the MFP for copying, printing, scanning, and faxing.

Working with the [Printing and Reprographics](#) department, a campus unit can develop and implement office business rules that will save money by directing printing, scanning, copying, and faxing functions to a less expensive centralized MFP. For additional information about working smarter with an MFP, campus units are encouraged to contact Eugene Borg at 2-6128 or Dallas Johnson at 2-6127.



Campus Directory 2012

The [Printing and Reprographics](#) department offers, on demand, printed copies of the 2012 campus directory. The 2011 campus directory consisted of two separate publications—one listing departments and one listing employees. The 2012 campus directory is combined into one publication.

By using a process of one-to-one ordering, the Printing and Reprographics department eliminates waste. This goes a long way in supporting campus sustainability efforts. Additionally, the 2012 campus directory is printed on recycled paper stock which is certified by the [Forest Stewardship Council](#).

To order the 2012 campus directory at a cost of \$8.95 per copy, visit the Printing and Reprographics work [order system website](#). In placing an order, indicate in the footnotes section of the work order the number of copies being requested for printing. Upon completing the order, the coil bound publication will be printed and delivered within a few days. For additional information about the 2012 campus directory campus units are encouraged to contact Kathy Blondel at 2-6126.

Financial Services

W-2 Statement Online Preparing your Taxes

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Benefits of Receiving Form W-2 Electronically

- Online delivery provides access to the W-2 statement earlier than traditional mail.
- Online delivery eliminates the chance that the W-2 statement will get lost, misdirected, or delayed during delivery or misplaced after the employee receives it.
- Access is available at the same secure website at which an employee can access direct deposit and wage information.
- Employees can receive a W-2 even while traveling or on assignment away from home.
- Employees can retrieve and print multiple copies of a W-2 statement at any time of day and on weekends.
- Employees are contributing to cost savings.

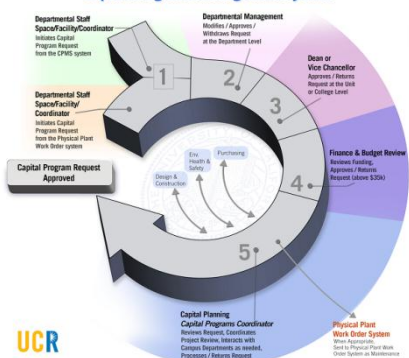
The process for requesting an electronic version is quick and easy. Just follow these steps:

1. Log on to [At Your Service Online](#) (AYSO).
2. Select the **W-2** prompt under the *Income & Taxes* panel.
3. Follow the instructions provided after clicking on the Delivery Method prompt.

To confirm your selection, go back into the W-2 Select Delivery Method and make sure the following statement is present: "You have chosen to receive your W-2 electronically." Save paper and save time by signing up for electronic Form W-2.

Capital Programs

Capital Programs Management System



Capital Programs Management

CPMS Overview

As reported in [Volume IV of R'FBO Uploads & Updates](#), Gretchen Bolar, Vice Chancellor-Finance and Business Operations, announced the deployment of a new campus tool known as the Capital Programs Management System (CPMS). The application is now available for general use and Capital Programs is developing a manual to provide guidance in successfully using the system and, where appropriate, recommend business rules.

CPMS is designed to meet evolving campus business requirements in support of capital planning, design, construction, and maintenance. The system features the following capabilities:

- Common Verbiage and Definitions
- Common Planning and Approval Processes
- Tightly Integrated, Seamless Service
- Transparent Project Scope, Timeline, and Funding Sources and Requirements

In the past, an organization initiated a request for renovation or remodeling work through the Physical Plant Facilities Work Order System (FAMIS). With its inception, each of these requests is now submitted using CPMS, which is integrated with FAMIS to provide seamless service to the requestor.

This web enabled method of submitting, reviewing, approving, and reporting on capital project requests, provides each campus stakeholder with a clear understanding of the scope, schedule, and budget of a particular project. The system provides transparency to the review process.

Currently, there are over 40 requests being tracked in CPMS. Overall, user response has been favorable with helpful suggestions to further enhance the system in future versions.

To learn more about CPMS, visit the [Capital Planning Management System website](#). Questions about the system may be addressed to cpmsfeedback@ucr.edu. For general assistance, contact the Help Desk by telephone at x2-3555 or email to helpdesk@ucr.edu.

Computing & Communications

Lynda.Com

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This website offers over 1,000 online courses on a wide range of topics from Adobe to web development. The number of courses, level of instruction, and timeliness of material offered in a whole host of MS Office applications is particularly noteworthy. This comprehensive assortment of online training offers all campus units a valuable resource to address ongoing training needs. The service can be accessed by faculty and staff from the [R'Space portal](#) by clicking on the Lynda.com - Software Training Library option listed within the Authorized Application window. Lynda.com is a valuable resource that assists members of the UCR community in meeting the challenges of both system-wide and campus working smarter initiatives. It can aid individuals in achieving these "smarter" approaches. Clearly, this on line training library will assist UCR in its efforts to continue to become more effective and efficient in all operational areas.

With the inclusion of the [Certificates of Completion Program](#), there is an added incentive that rewards individuals for completing a course in its entirety. Upon completion of a course, a certificate is automatically generated that is viewable online and may be downloaded or emailed and included in one's personnel file.

Instructions to gain access to Lynda.com can be found by visiting [How to Access Lynda.com](#). To learn more about this training resource visit [Lynda.com Online Training](#).



Did You Know?

The UCR Pipe Band was formed in the year 2000 after overwhelming crowd response to their performance during a graduation ceremony.

Mike Terry, who also serves as the Asst. Director of Plant Services, responded to the challenge to assemble a Pipe Band team after the campus moved to Division I athletics.

For more information, go to <http://pipeband.ucr.edu>

Environmental Health & Safety

The UC Safety Spotlight newsletter provides links to posters, training, presentations, videos, and other resources that will help develop a robust safety program. For more information visit the [UC Safety Spotlight website](#).

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