

## PAAC Meeting Notes- 1/21/2015

### Announcements:

E-verify- for federal contracts only- Sponsored Programs will assist HR in running reports to identify individuals who have been paid by the contracts for 120 days and have not yet been e-verified. There have not been any instances of this, but an external audit suggested to have tighter control in this area.

Procurement SPG Update- Policy updates were forwarded to Tier 2 and to PAAC. In the new SPG Procurement Services has raised the purchasing threshold to \$10,000. That means that purchases can now be made up to \$10k without competitive bidding. The SPG also highlights proper use of the Pcard which can be used to back up the Medical School's stance regarding Pcard usage.

E-mail groups- There are now 2 PAAC e-mail groups. One (Core) that includes the departmental representatives that attend PAAC, and one ( PAAC-All ) that is expanded for all interested parties. Please verify that we have the correct individuals for each group.

Professional Development Opportunities- See NCURA and SRA websites for upcoming meetings.

### Subgroups:

PAAC Subcommittees- the subcommittees will be disbanded, except for the Metrics Committee. Volunteers are needed. Sue Kelch will remain the lead. Goals are to determine what metrics will be useful going forward.

New subcommittee will be established to review the enhancements list. Will be led by Emily Hamilton. Need 3-4 volunteers. Carol Bowen, John Harris, Anne Many and Susan Agnew have volunteered.

### Shared Services Presentation:

Lisa Harris- Shared Services- How changes coming in April will impact the Medical School. Presentation sent out via e-mail. The presentation explains what changes are happening on campus, not all of it applies to the Medical School.

What does apply to the Medical School:

JE approvals for any one line over \$10,000

New fields for the JE (new JE template will be released)

The Approver Table for financial and AP transactions. (departments have the choice of using)

Auto-reconciled transactions in eRecon – see spreadsheet with list of items that will be auto-reconciled

New search fields and columns in eRecon.

Management reports- Lisa will attend February meeting to demonstrate the reports. For in-scope units, some of the reports will be mandatory. UMHS is reviewing what reports could be mandatory in the Med School.

There will be a new online form to use for hosting that requires only a shortcode. We will get confirmation from Lisa Harris/the SSC as to whether or not the Med School can utilize this form or the ability to upload documents directly to eRecon.

JE workflow- Requestor and creator can be the same. Requestor and Approver cannot be the same.