

Financial Management Meeting

University of Wisconsin-Madison

August 10, 2021

9:30 a.m.



FH King: Students for Sustainable Agriculture

Agenda

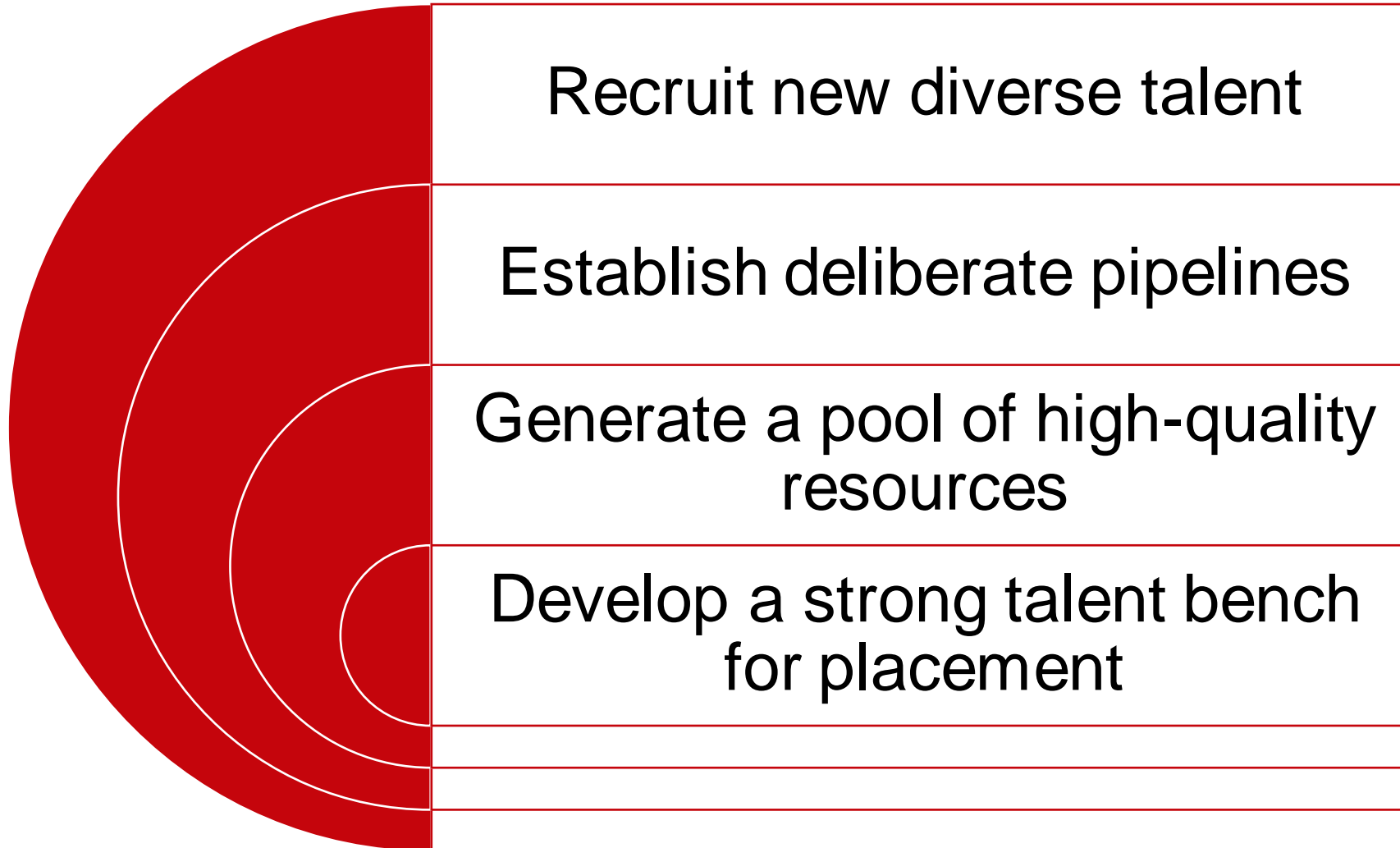
Welcome/Introduction	Dan Langer	5 Minutes
Job Rotation Program Overview	Paul Seitz/Sara Hanson	20 Minutes
Administrative Transformation Program (ATP) Update	Susie Maloney	20 Minutes
Tax Exempt Number Change	Meghann Grove	5 Minutes
New UWSA Administrative Policy 616, Driver Authorization/Student Drivers	Jeff Karcher	20 Minutes
ShopUW+ Update	Liv Goff	10 Minutes
2021 Internal Control Plan	Imad Mouchayleh	15 Minutes
Other		



Job Rotation Program

- Financial Management Meeting
- August 10th, 2021
- Paul Seitz, Director of Strategic Initiatives
- Sara Hanson, Job Rotation Program Manager

Rotation Program Objectives



Rotation Experience Objectives

Meaningful Work

Gain valuable experience with 3 to 4 rotation assignments over 2 years

1



2



Community

Build your network with fellow participants, campus leaders, and team members

3



Mentoring

Spend quality time with leaders invested in your success

4



Training & Development

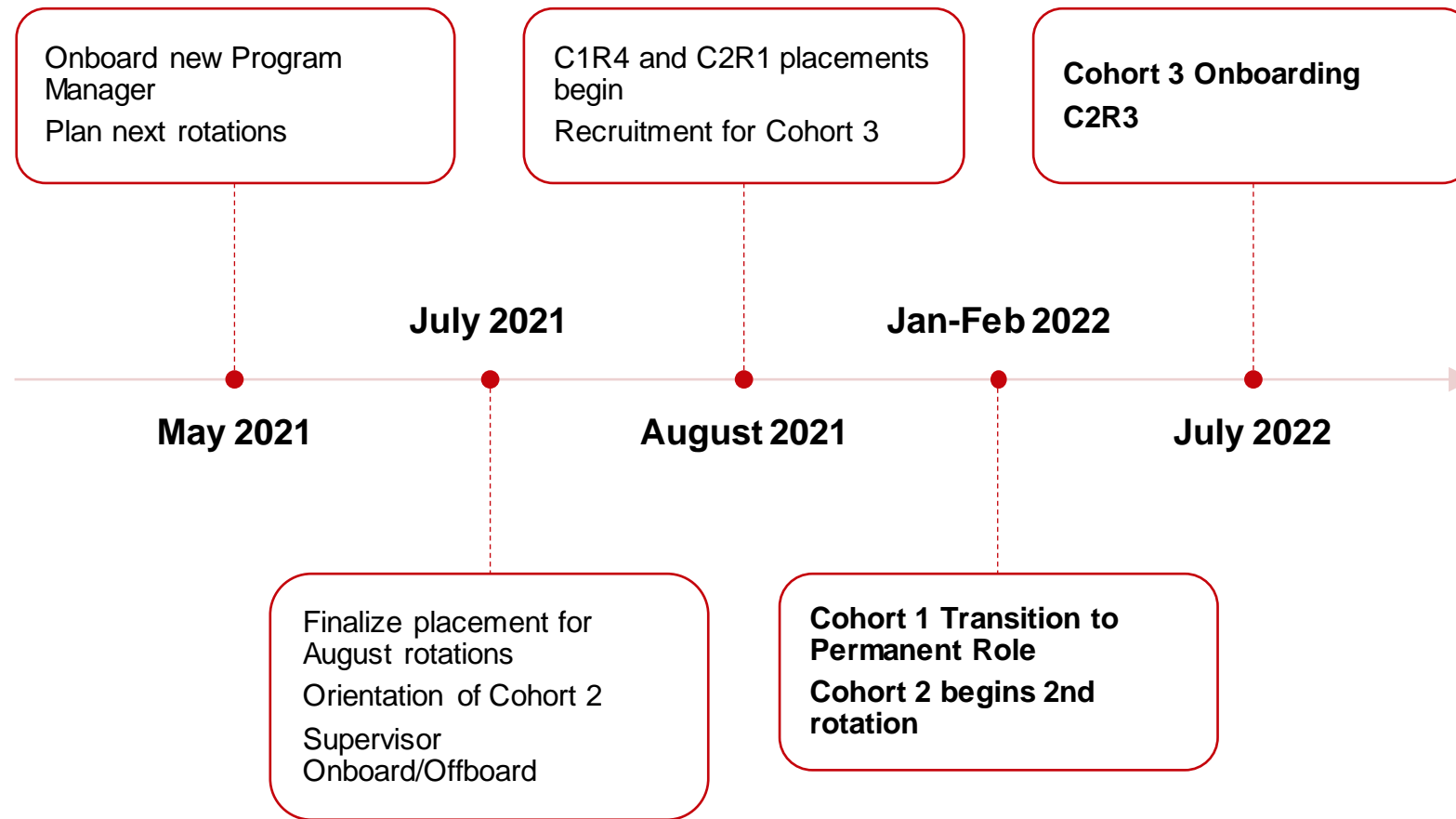
Enhance your skills through a customized learning path

The Rotation Experience

Progress towards objectives:

Objective	Progress
Recruit new diverse talent to the University from a wide array of sources	Increase in size from cohort 1 to cohorts 2 & 3
Establish deliberate pipelines	Partnered with 25 separate areas for hosting cohort employee in the future
Generate a pool of high-quality, well-rounded resources familiar with multiple aspects of the University's operating environment	Rotation supervisors give feedback of supporting exploration of career pathways and see symbiotic relationship of experience for employee, department, and UW overall.
Develop a strong talent bench for placement in key administrative roles across campus (centrally and at schools/colleges)	Rotation supervisors express that they would hire their rotation employee Cohort 1 is beginning to explore permanent placement

Recent and Upcoming Timeline



Program	Name	Rotation 1 Feb 20 – Jul 20	Rotation 2 Aug 20 – Jan 21	Rotation 3 Feb 21 – Jul 21	Rotation 4 Aug 21 – Jan 22
Finance	Mariah Pampuch	VCFA Supervisor: Paul Seitz	School of Human Ecology Supervisor: Natalie Feggestad	Business Services, Accounting Services Supervisor: Omar Siddiqi	Administrative Transformation Program Supervisor: Susie Maloney
Finance	Dylan Mooney	Business Services, Disbursements Supervisor: Rusty Haines	College of Letters & Science Supervisor: John Varda	Research & Sponsored Programs Supervisor: Jenny Hackel	School of Human Ecology Supervisor: Sarah Marcotte
Human Resources	Alex Bergendahl	OHR, Talent Recruitment & Engagement Supervisor: Lauren Bowers	College of Engineering Supervisor: Jason Jankoski	OHR, Compensation Supervisor: Shana Ullsvik	Facilities Planning & Management Supervisor: Sue Fritts
Human Resources	Clara Moen	OHR, Payroll & Benefits Supervisors: Tim Delaney, Deanna Deslover	OHR, Talent Recruitment & Engagement Supervisor: Erica Fini-Marten	Housing Supervisor, Rae Herbrand	School of Medicine & Public Health Supervisor: Brianna Quamm

COHORT 2: FINANCE

Fink, Ryan

Education: Creighton University Heider College of Business, Bachelor of Science in Business Administration, Finance – Financial Analysis Track

Host: VCFA, Financial Modeling

Supervisor: Andrew Lall

Peralta, Kevin

Education: University of Wisconsin – Whitewater, Major: Economics

Host: Accounting Services - Business Services: Cash Management and Disbursements

Supervisor: Omar Siddiqi / Denise McDearmon

Weiss, Breanna

Education: Edgewood College, Bachelor of Science, Business, Finance Concentration

Host: Business Services/Disbursement Services: P-card, Procure to Pay

Supervisor: Liv Goff

COHORT 2: HUMAN RESOURCES

Sebastian Kelnhofer-Maldonado

Education: University of Wisconsin- Madison, Bachelor of Arts, Political Science, PEOPLE Scholar; Human Resource Management Certificate Program, Madison College

Host: Talent Acquisition

Supervisor: Lauren Bowers

Yong Li-Schauer

Education: University of Wisconsin – Madison M.A. International Studies (Southeast Asia); Universiti Sains Malaysia – B.A. English for Professionals; Nanchang Hangkong University – Certificate International Economics and Trade

Host: Payroll

Supervisor: Tim Delaney

Program Value



Alex assisted the TTC Project Team by working on projects related to data and salary structure, and by helping with quality assurance for employee mapping across campus.



Dylan gave on time and salary reporting requirements for grants and suggested salary cost share transfers to accommodate sponsor agreements for L&S Research Services.

Through the pandemic and a vacancy, the support and resource Clara gave Housing was critical to maintain services.



Mariah presented undergraduate enrollments of SoHE vs. other similar programs and what the job market projections are for degrees within SoHE.



Moving Forward

Recruitment for
Cohort 3

Cohort 1
Transition to
Permanent
Roles

PMDP and
Learning
Pathways

Communication
Plan

Evaluation of
program to
drive best
practice



Thank you for your time!

Questions or Comments?

Sara Hanson (she/her/hers)
Job Rotation Program Manager
Talent Acquisition | Office of Human Resources
21 N. Park St. – Suite 5101 | Madison, WI 53715
608.890.4610
sara.hanson@wisc.edu | hr.wisc.edu

Administrative Transformation Program

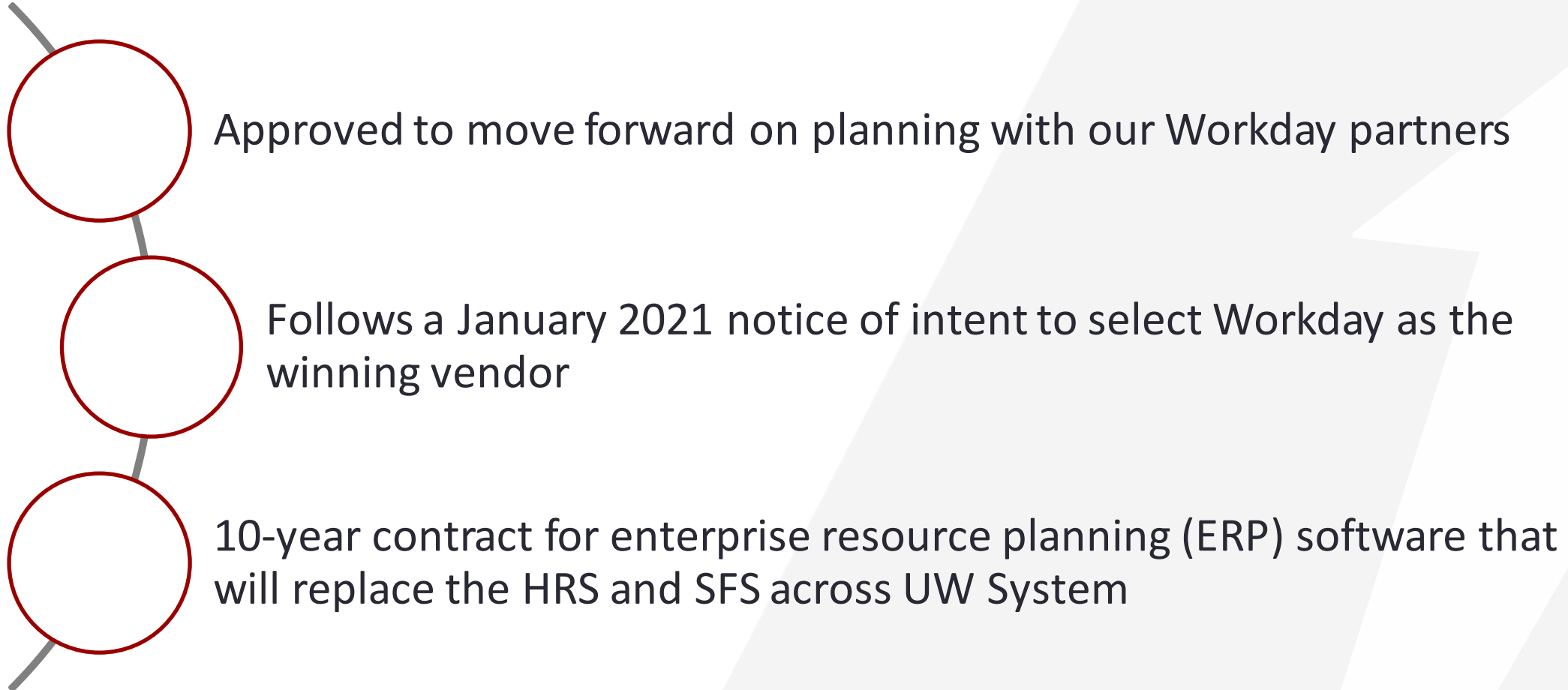
Presented by
Susie Maloney
August 10th, 2021



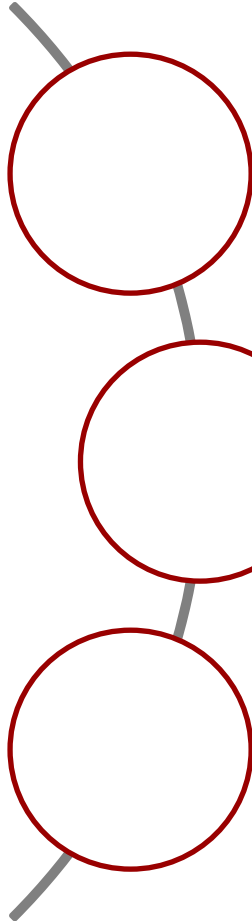
Agenda

- General Updates
- Timeline
- Master Lease
- Planning Stage Deliverables
- Questions

Workday Contract Approved



System Implementation Partner RFP

- 
- System implementation (SI) partner request for proposals (RFP) released on June 30 – closed August 6
 - Written based on the Workday selection
 - SI partner is critical to the success of large-scale software implementations

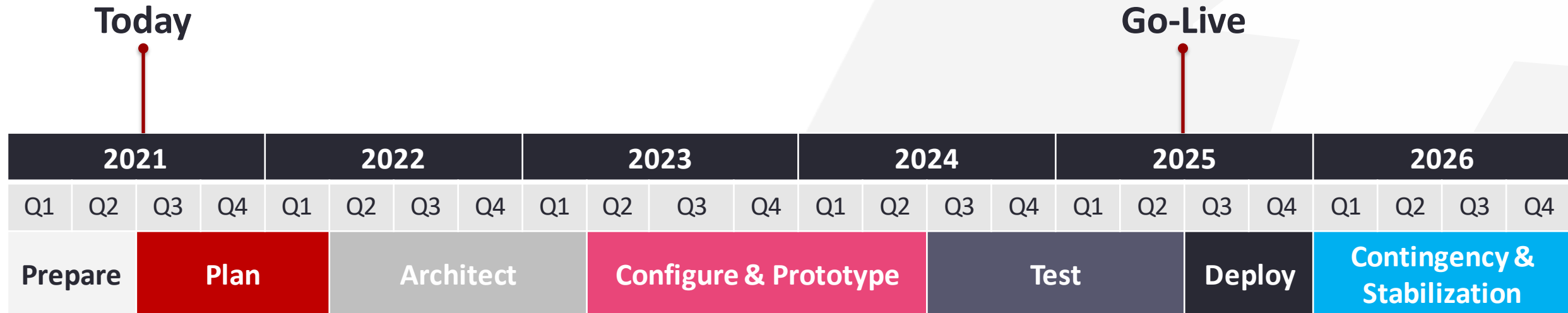
Single Workday Implementation Stage

Move from two-phase implementation timeline to a single, concurrent implementation stage across UW System



Tentative Timeline and Milestones

Schedule is subject to adjustment based on analysis and decisions finalized during Plan and Architect Stages



Master Lease Progress

Obtaining approval to use the master lease is a significant dependency for several ATP milestones

- ATP leadership met with Department of Administration (DOA) in mid-July
- Conversation continues to progress
- Follow-up work includes:
 - Updating program charter
 - Providing more detail about program budget
 - Analyzing accounting rule changes and impacts on master lease application
 - Highlighting statewide benefits from Benefits Register

Planning Stage Deliverables



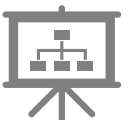
Project Management



Refine project management processes

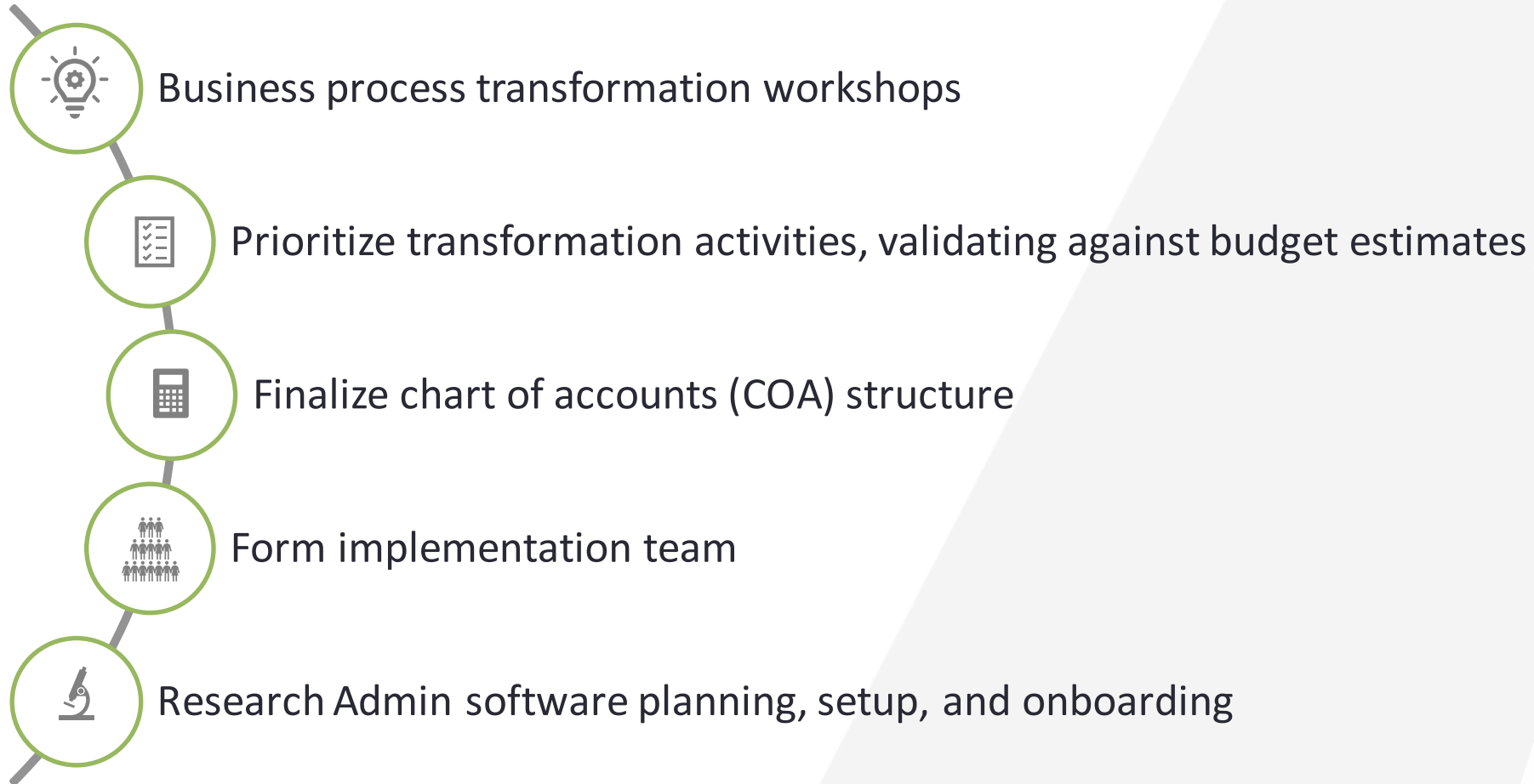


Finalize project scope, budget, and schedule

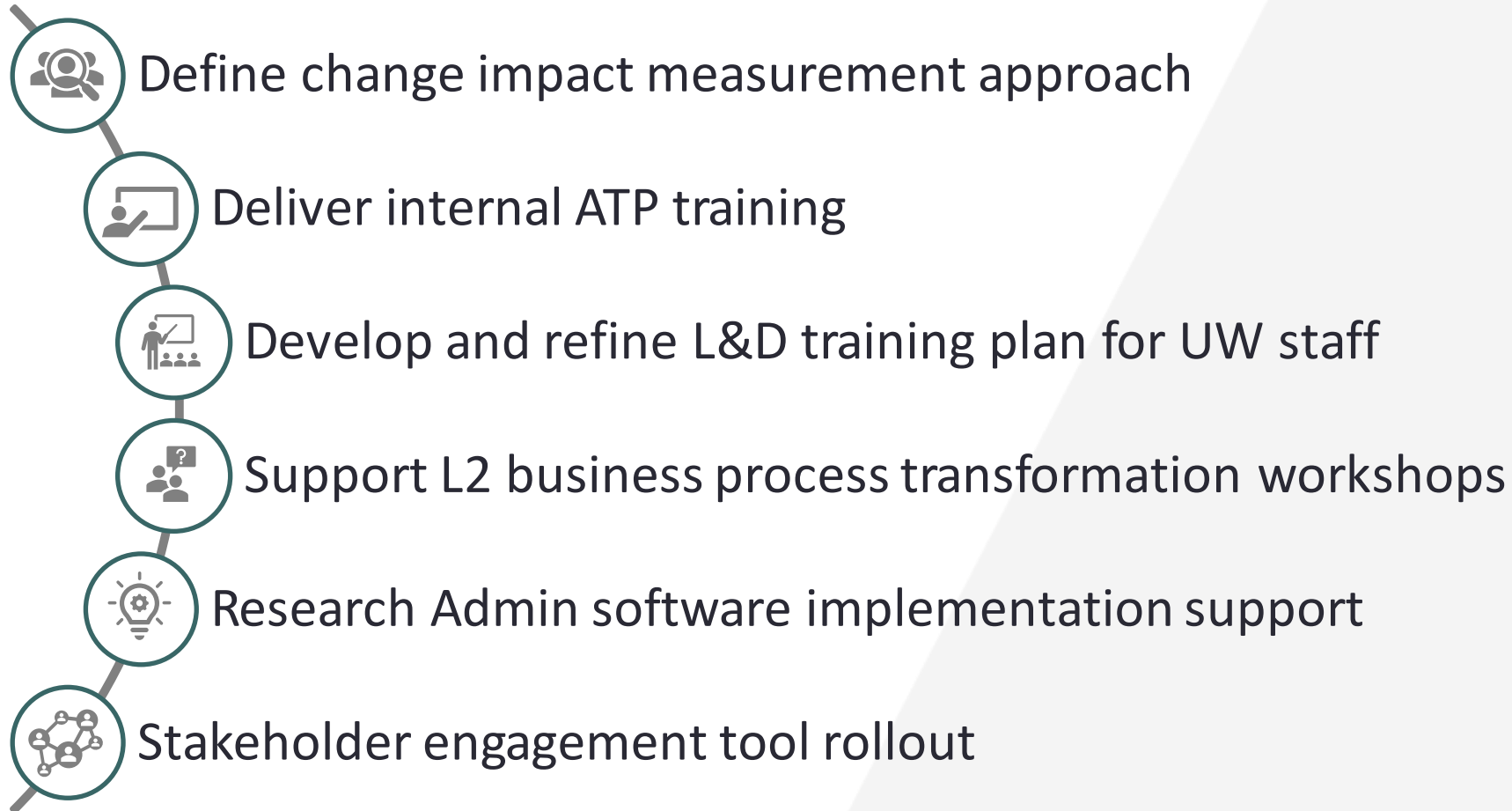


Future State Support Model design and planning

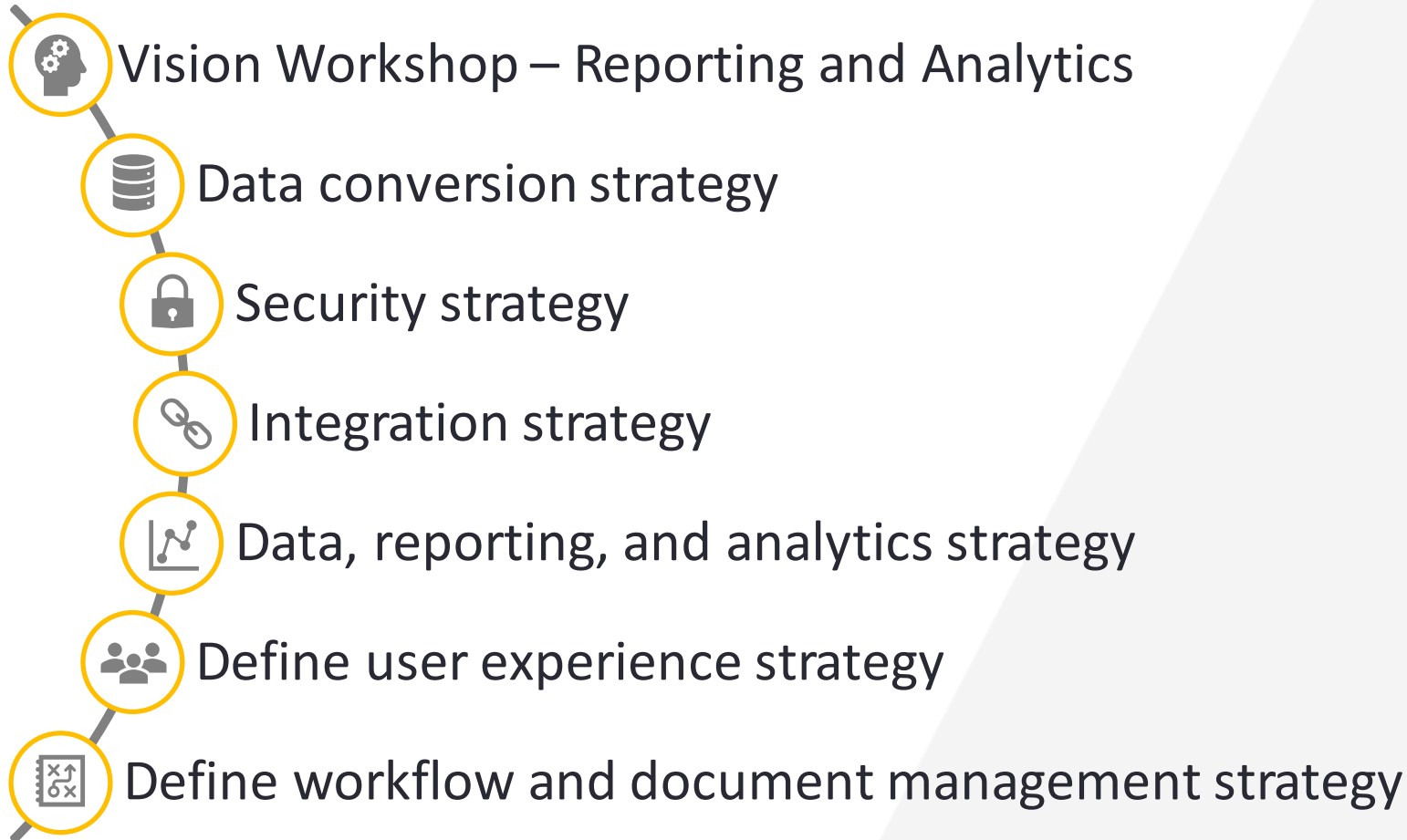
HR, Finance, and Research Administration Workstreams



Change Management



Information Technology



Questions or Feedback?

Send your comments to atp@vc.wisc.edu



Tax Exempt Number Change

Meghann Grove
Travel & Cards
Division of Business Services

Tax Exempt Number Changes

- **New Number:** ES: 008-1020421203-13
- No change in exemption status/rules
- New number is effective immediately, but merchants can accept old number until early 2022
- Purchasing Card updates:
 - Account information updated 07/22/2021
 - Not planning a mass-reissuance; cards will be replaced as they expire or are replaced due to fraud/loss
 - Cardholders are required to present tax exemption documentation to vendors at the point of sale

Updated Tax Exempt Documentation

- UW Tax Exempt Certificate and Letter issued June 2021 is available at <https://www.Wisconsin.edu/travel/policies/Wisconsin-state-sales-tax-exemption/>
- Tax Exempt Wallet Cards are available by request from Divisional Business Offices
 - Divisional Business Offices may request a supply of cards by contacting uwtravel@bussvc.wisc.edu.

New UWSA Administrative Policy 616 Driver Authorization/Student Drivers

Jeff Karcher
Risk Management
Division of Business Services

Overview of New UWSA Administrative Policy 616

- UWSA has published their new [Administrative Policy 616, University of Wisconsin Student Drivers Under the State's Liability Protection](#)
- New policy was developed by UWSA and State of WI Department of Administration to further ensure State Vehicle Use is business purposes only.
 - Emphasis on [Table in Section 6 of UWSA 616](#)

Key Aspects of UWSA Administrative Policy 616

- UWSA directed compliance steps are outlined at UW-Madison, Office of Risk Management website under the following Section:
 - [Driver Authorization page under the Important - Vehicle Use Prohibitions/Restrictions](#)
- University of Wisconsin Student Drivers must meet the requirements of university business use as defined in [UWSA Policy 616](#).
 - Note - Student Organizations are not provided liability coverage through the State of WI Self-Funded Liability Program unless in compliance with [UWSA requirements](#) of co-sponsorship.
- Student Drivers renting a vehicle from UW Fleet will be required to document the name of the authorizing campus official through the [Fleet Reservation System](#) (document in the *Customer Comments field*) or directly at the Fleet counter prior to vehicle being released.

Questions

- Please contact below with any questions:

Thank you

[Jeff Karcher](#)

Director of Risk Management

UW-Madison

Office of Risk Management

21 North Park Street, Office 5394

Madison WI 53715-1218

Telephone (608) 262-8925

Email: jhkarcher@wisc.edu

Website: http://www.bussvc.wisc.edu/risk_mgt

ShopUW+ Project Update

Liv Goff

P2P / Disbursements

Division of Business Services

P2P Project Phase 1 Update

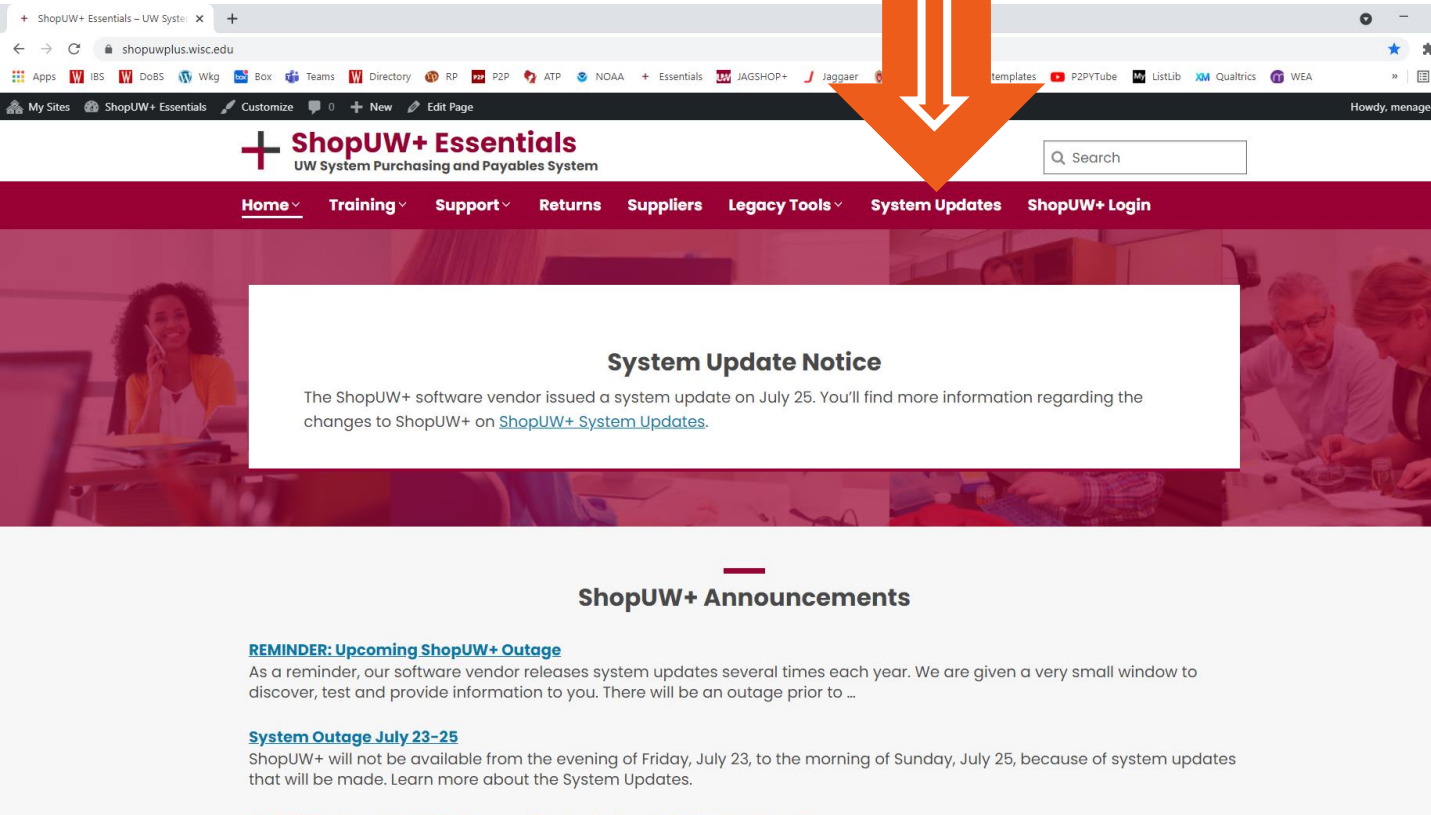
- The project team is currently focused on monitoring cycle time and transaction volume, and on ShopUW+ performance optimization
- The Governance Group meets twice weekly to advance fixes and enhancements by:
 - Reviewing open tickets
 - Discussing suggestions for improvements
 - Advising on changes needed to job aids and training materials
 - Advising on and reviewing stakeholder communication related to system changes
- Categories of fixes/enhancements include workflow modifications, configuration changes, interface modifications, enhanced job aids, inserted hyperlinks
- To date, 82 fixes/enhancements completed; 24 in progress; many more prioritized for future improvements
- Quarterly Release 21.2 - July 26-August 3 intermittent system issues experienced worldwide
- Continued clean-up of shared supplier file

NEW

ShopUW+ Essentials – System Updates Page

Your resource for staying up-to-date on changes to ShopUW+

System Updates Page



ShopUW+ Essentials
UW System Purchasing and Payables System

Home Training Support Returns Suppliers Legacy Tools **System Updates** ShopUW+ Login

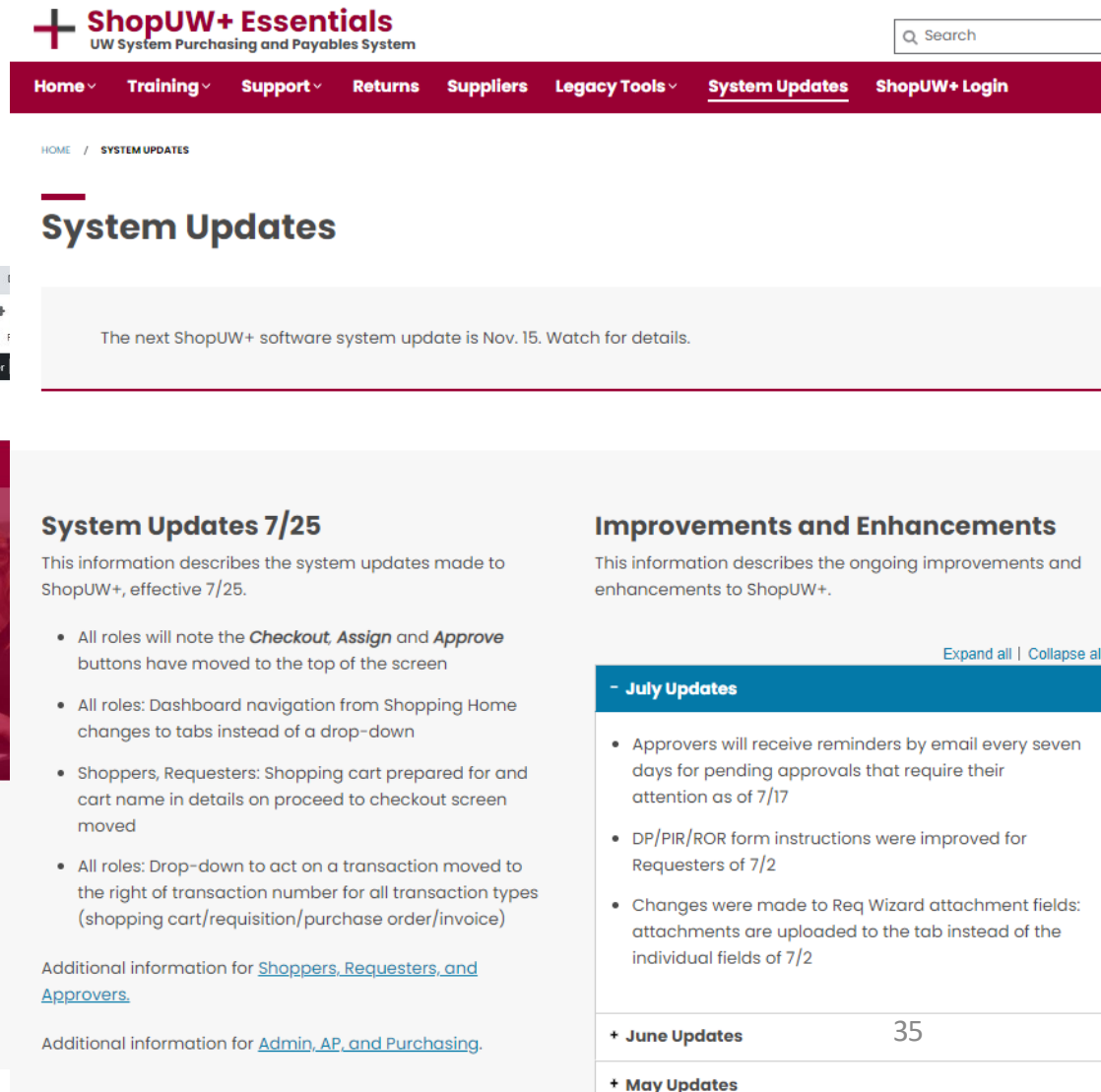
System Update Notice

The ShopUW+ software vendor issued a system update on July 25. You'll find more information regarding the changes to ShopUW+ on [ShopUW+ System Updates](#).

ShopUW+ Announcements

REMINDER: Upcoming ShopUW+ Outage
As a reminder, our software vendor releases system updates several times each year. We are given a very small window to discover, test and provide information to you. There will be an outage prior to ...

System Outage July 23-25
ShopUW+ will not be available from the evening of Friday, July 23, to the morning of Sunday, July 25, because of system updates that will be made. Learn more about the System Updates.



ShopUW+ Essentials
UW System Purchasing and Payables System

Home Training Support Returns Suppliers Legacy Tools **System Updates** ShopUW+ Login

HOME / SYSTEM UPDATES

System Updates

The next ShopUW+ software system update is Nov. 15. Watch for details.

System Updates 7/25

This information describes the system updates made to ShopUW+, effective 7/25.

- All roles will note the **Checkout**, **Assign** and **Approve** buttons have moved to the top of the screen
- All roles: Dashboard navigation from Shopping Home changes to tabs instead of a drop-down
- Shoppers, Requesters: Shopping cart prepared for and cart name in details on proceed to checkout screen moved
- All roles: Drop-down to act on a transaction moved to the right of transaction number for all transaction types (shopping cart/requisition/purchase order/invoice)

Additional information for [Shoppers, Requesters, and Approvers](#).

Additional information for [Admin, AP, and Purchasing](#).

Improvements and Enhancements

This information describes the ongoing improvements and enhancements to ShopUW+.

[Expand all](#) | [Collapse all](#)

July Updates

- Approvers will receive reminders by email every seven days for pending approvals that require their attention as of 7/17
- DP/PIR/ROR form instructions were improved for Requesters of 7/2
- Changes were made to Req Wizard attachment fields: attachments are uploaded to the tab instead of the individual fields of 7/2

June Updates	35
May Updates	

ShopUW+ Utilization Stats – All Campuses

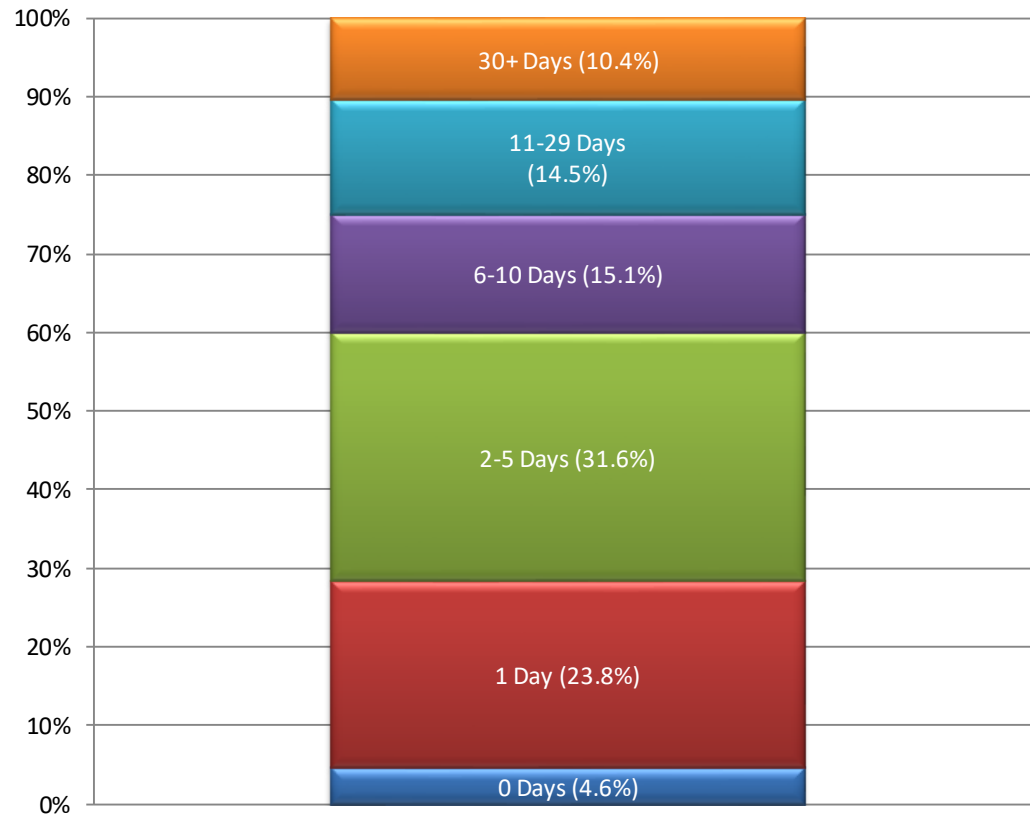
ShopUW+ PO Transactions | 4/16/2021– 7/27/2021

Organization	Purchase Order Count	Purchase Order Dollars
UW - Systemwide	161	\$ 7,995,278
UW - Superior	241	\$ 2,031,465
UW - Whitewater	457	\$ 11,067,400
UW - Platteville	716	\$ 5,351,443
UW - River Falls	757	\$ 8,472,163
UW - Stout	790	\$ 4,582,527
UW - Parkside	878	\$ 9,662,730
UW - Green Bay	958	\$ 11,236,170
UW - Eau Claire	969	\$ 3,752,532
UW - Oshkosh	1,076	\$ 12,468,828
UW - Stevens Point	1,162	\$ 6,830,992
UW - La Crosse	1,532	\$ 14,539,417
UW - Milwaukee	2,699	\$ 42,057,689
UW - Madison	43,686	\$ 180,140,427
	56,082	\$ 320,189,062

ShopUW+ Utilization Stats – All Campuses

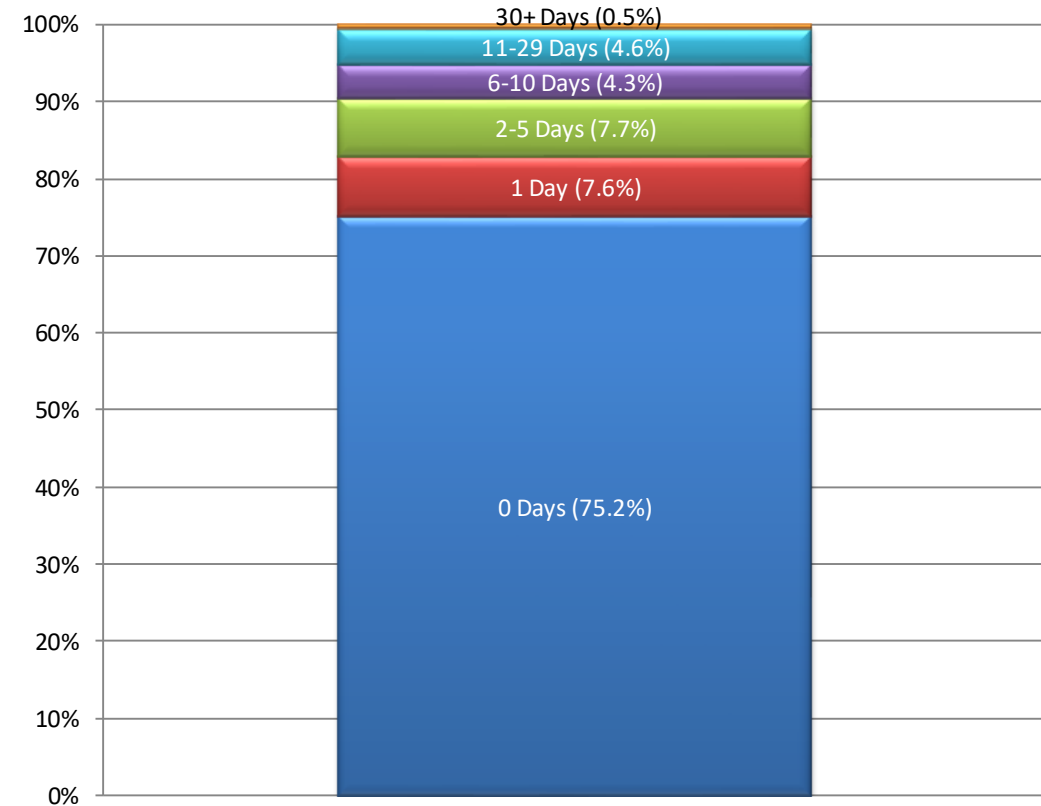
Req to Check - Overall Cycle Time

4/16/2021-7/27/2021



Req to PO - UW Cycle Time

4/16/2021-7/27/2021



P2P Project Phase 2 Planning Update

- After a series of four Phase 2 Prioritization Workshops, a team was formed to drive, shape, and refine recommendations for P2P Phase 2 scope, budget estimates and timeline.
- The Phase 2 Recommendations went to Executive Sponsors for review at the end of July. The team was given approval to proceed to Phase 2 formal planning.
- Modules
 - Contracts+
 - Supplier Manager
 - Sourcing
 - Research Materials Manager
 - Spend Analytics
- Business process and administration
 - Cyber Security Review
 - JAGGAER Accessibility
 - Funding Model
 - eSignature Platform
 - LexisNexis
 - Wiser Integrations
 - ShopUW+ Standardized Reporting
 - IT Purchasing & Controls
 - Recurring/Scheduled Invoices

Approved Phase II Plan – 15-month timeframe

Priority	Workstream	Int	Ext	Description	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
				Significant Events	21.2 Release		Alamba Imp - Fin Admin	Audit / SFS Upg Alamba (cont)	21.3 Release	Holiday Break	MSN AVC		22.1 Release			FYE	22.2 Release			
				Phase 1 Optimization / Phase 3 Preplanning	Phase 1 Optimization										Phase 3 Preplanning					
1	GOV	M	L	Cyber Security Review	Phase 2 Resource Alignment & Pre-Planning	In-progress														
2	GOV	M	M	JAGGAER Accessibility		In-progress and Ongoing														
1	GOV	M	L	Funding Model		Deadline for EDC in Jan '22														
2	GOV	H	L	eSignature Platform (optional)		Precedes Contracts+ Test														
1	GOV			LexisNexis		Precedes TSM Test														
1	PO/AP	H	L	WISER Integrations		Required														
1	PO/AP	M	M	ShopUW+ Standardized Reporting		Flexible Timing														
1	PO	H	M	IT Purchasing & Controls		Discovery	Flexible Timing													
2	AP	L	L	Recurring/ Scheduled Invoices									Flexible Timing							
1	AP	H	H	Supplier Manager		Prep	Design / Configure			Test/Train			Deploy / Stabilize							
1	PO	H	H	Research Materials Manager			Discovery		Preparation		Design / Configure			Test		Prepare for Deployment/Train		Deploy/ Stabilize		
2	PO	H	M	Contracts+			Verify & Optimize		Preparation		Design / Configure			Test		Prepare for Deployment/Train		Deploy/ Stabilize		
2	PO	M	M	Sourcing		Discovery			Preparation		Design / Configure			Test		Prepare for Deployment/Train		Deploy/ Stabilize		
3	PO	H	M	Spend Analytics				Discovery							Planning	Design / Configure		Test/Train		Deploy/ Stabilize

Questions?



Internal Control Plan-2021

Imad Mouchayleh

Financial Internal Control Advisory Services

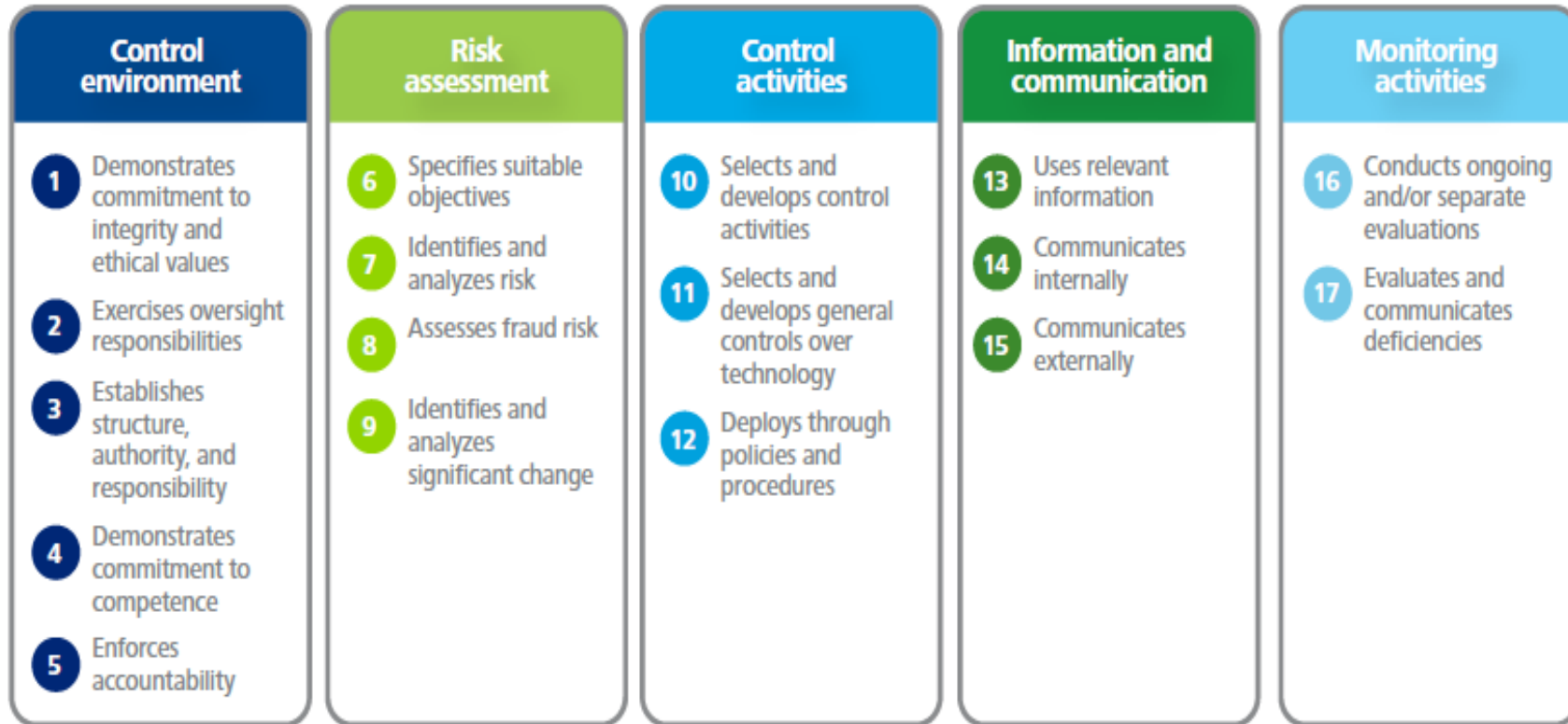
Division of Business Services

Background

- Required by DOA
- System provides guidance
- Each campus develops its own plan and submits it to UWSA
- System submits UW Internal Control Plan to DOA

UW-Madison Internal Control Framework

COSO's 17 principles of internal control – summarized



Source: Audit Committee Brief, March 2014. Deloitte Development Corporation. All rights reserved.

Excerpt – 1

- Demonstrate Commitment to Integrity and Ethical Values
 - Vision statement
 - Strategic priorities
 - Codes of ethics
 - Sexual harassment and sexual violence policies
 - Madison Equal employment opportunity and affirmative action

Excerpts – 2

- Risk Assessment
 - Specifies Suitable Objectives
 - Identify and analyze risk
 - Assess fraud risk
 - Identify and analyze significant changes

Excerpt – 3

- Control Activities
 - Objectives of internal control
 - Levels of internal control
 - Type of internal control
 - Assessing internal control

Questions? / Other Topics?

Thank you for joining!

Future Meeting Dates:

Tuesday, October 12, 2021

Tuesday, December 14, 2021



FH King Free Produce Market