

# R'FBO

## Uploads & Updates

University of California Riverside  
May 2011 Issue / Volume IV

UCRIVERSIDE | Finance & Business  
Operations

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## Deployment of iRecruit

### *Human Resources*

Gretchen Bolar, Vice Chancellor-Finance and Business Operations, would like to express her appreciation for the tireless efforts put forth by the Human Resources Steering Committee, Human Resources, and Computing & Communications in announcing the deployment of **iRecruit**, a new Human Resources online recruitment management system. The streamlined development of this system was triggered by the need to address the ever-increasing risks of outdated legacy systems. An enterprise system, iRecruit will manage the staff recruitment process including initiating recruitments, creating job descriptions and recruitment plans, obtaining appropriate approvals, managing search committees and applications, and selecting candidates.

On May 16th, the campus will deploy the first phase of this new system, a web application tool used for all campus recruitments. Additionally, several departments will act as “early adopters” and utilize the new job description and recruitment review capabilities of the system. Full campus deployment of the job description and recruitment systems will be completed in September.

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### UCPD



### Officers Recognized

*Avoid the 30*

The California Office of Traffic Safety (OTS), Mothers Against Drunk Drivers (MADD), and the Riverside County AVOID Coalition recently honored UCPD Police Officers **Michael Garcia** and **Joseph Lara** for their efforts in combatting the crime of Driving Under the Influence (DUI). Through the **AVOID the 30** program, the coalition draws upon the talents of Riverside County law enforcement agencies to work towards the shared goal of reducing the number of people operating vehicles under the influence of alcohol, other drugs, or while drowsy. This is done by active enforcement campaigns throughout the county.

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### Capital and Physical Planning

### Capital Programs Management System (CPMS)

Over the last few years, the number of campus buildings, offices, classrooms, labs, and assignable square feet has increased dramatically. As UCR has grown, so, too, have construction related regulatory requirements. This dynamic and complex environment has resulted in the need to manage campus space, renovations, and expansions via a transparent approach that is clearly understood by all involved in planning, design, and review.

Vice Chancellor Gretchen Bolar has announced the deployment of a new campus tool known as the **Capital Programs Management System** (CPMS). CPMS will be available for general use in early June. The system will provide transparency to the review process and provide stakeholders with a clear understanding of “scope, schedule, and budget” for each project.

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### TAPS



### Driver Training Initiative

University of California (UC) has a vested interest in educating those employees who may, in the performance of their respective job duties, operate vehicles making them aware of the dangers of unsafe driving practices. Because insurance costs, driven by the frequency and severity of vehicular incidents, can be dramatically reduced through effective driver training, each campus has been moving forward with the development and the implementation of campus-tailored driver training programs.

UCLA has taken the lead in this initiative. UCLA has defined four levels of driver training instruction, known as the **UCLA Driver Safety Training** program.

At UCR, **Transportation and Parking Services** (TAPS) is developing a driver training program for the campus.

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## UCPD Riverside Officers Recognized

Each year, top law enforcement officers are selected to receive an award through the MADD California 23152 Pin Program. The number 23152 is the California Vehicle Code section for DUI. The pin is earned for service that advances MADD's mission: stop drunk driving, support victims of this violent crime, and prevent underage drinking. The pin is red to symbolize MADD's commitment: to represent the victims of drunk-driving crashes and to memorialize peace officers who have been killed in incidents involving drunken drivers.

All law enforcement officers with 25 or more DUI arrests for the previous calendar year are awarded the pin. If a law enforcement department does not have any law enforcement officers who meet the 25 DUI arrest minimum, MADD recognizes the top two DUI arresting officers from the department.

For the 2010 calendar year, UCPD Riverside made a total of 48 arrests for DUI. Officer Michael Garcia, an eight-year veteran of the force, made 25 of those arrests. During this same period, Officer Joseph Lara, a five-year member of the force, made 15 of those arrests.

On March 15, 2011, at a luncheon held at the Riverside Marriott, Officer Garcia and Officer Lara were honored for their efforts. These two officers, along with the entire UCPD Riverside unit, serve to making the UCR campus safer for our students, faculty, and staff.

**Congratulations Officer Garcia and Officer Lara.**

## Driver Training Initiative

In the near future, all campus units will be informed about driver training requirements. Managers will be asked to identify those employees within their respective units who operate a university vehicle, as well as whether any of their employees transport passengers in university vehicles.

In collecting this information, TAPS is seeking to place UCR employees into one of three broadly-defined categories: 1) those who are not required or asked to operate a university vehicle; 2) those whose job duties require them to infrequently operate a university vehicle; and 3) those whose job duties require them to frequently operate a university vehicle or who transport passengers in a university vehicle, including to and from UCR. Employees who are not identified by their managers as having a requirement to operate a university vehicle will not need to take part in the driver training program.

Employees identified by their respective unit managers as being infrequent operators of university vehicles will be required to complete an online training course. This training will consist of two modules, each session requiring 40-45 minutes to complete. The course will be offered through the UC Learning Center, similar to the online UC Ethics training.

Employees who frequently operate a university vehicle or those employees who transport passengers in a university vehicle will be invited and obliged to attend and complete a one-day training course. This six-hour session will have a classroom component of about two hours and a behind-the-wheel training portion of about four-hours. This training will be a requirement for all vanpool drivers.

Finally, TAPS will offer a Motorized Cart training course. The two-hour course will be required for all employees, including employed student assistants, who operate motorized carts on campus. This course will be in addition to the other courses.

More information on the Driving Training Initiative will be provided in upcoming editions of the *R'FBO Uploads & Updates*. In the interim, if there are questions about this initiative, please feel free to contact TAPS at (951) 827-5508.



## iRecruit

Contributing to the campus sustainability efforts, iRecruit will also serve as a repository of all applications, eliminating the need for paper copies. The system is fully integrated with the Enterprise Access Control System (EACS) and the [R'Space](#) portal. It will provide stakeholders clear visibility of recruitment activity in their particular area of responsibility.

Again, Vice Chancellor Bolar would like to acknowledge a "job well done" to all those involved in the designing, developing, and deploying of this important campus tool. More information concerning the deployment of iRecruit, as well as training for campus Systems Access Administrators and individuals who will be using the system, will be provided in the weeks ahead. Please feel free to address any immediate questions to: [irecruitfeedback@ucr.edu](mailto:irecruitfeedback@ucr.edu).

## Capital and Physical Planning

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### Capital Programs Management System (CPMS)

During the upcoming weeks, it is important that each Chief Financial and Administrative Officer (CFAO), working with their respective vice chancellors and deans, develops a framework within the organization for the review and approval of capital projects.

To assist with this effort, each CFAO will be invited to participate in meetings that will introduce CPMS to the campus. These meetings will also serve as an opportunity to discuss various approaches to capital planning, as well as identify and share best practices relating to reviews and approvals.

Information about CPMS, including training, will be forthcoming. Additional background material can be found at the [CPMS website](#). Questions and concerns can be directed to [cpmsfeedback@ucr.edu](mailto:cpmsfeedback@ucr.edu).

Those employees identified by their respective unit managers as being infrequent operators of university vehicles will be required to complete an online training course.

## Computing and Communications

### Working Smarter

#### *iReport Email Notification Tool*

Approximately one year ago, [Computing and Communications](#) (C&C) successfully deployed a web-based tool known as [iReport](#). This tool has enabled electronic access to a wide variety of reports created from the Payroll Personnel System and the Student Information System.

During these past twelve months, campus System Access Administrators (SAAs) have created 547 iReport users within the Enterprise Access Control System (EACS). These users have access to 688 distinct report titles and some 75,000 actual reports. Nearly half of these users are using the iReport "My Favorite Reports" feature that allows quick access to the various reports contained within the system. Clearly, iReport not only provides a more efficient report distribution system, but also saves millions of sheets of paper and greatly contributes to the ambitious sustainability goals of the campus.

While many reports are produced on regular schedules, others are generated less frequently or created by exception. Over time, C&C has received requests to provide an automated method of notifying users that ad hoc and exception reports have been completed and are available within the system.



In response, C&C is pleased to announce a new iReport e-mail notification tool. This capability is an enhancement to the existing "My Favorite Reports" feature. When viewing "My Favorite Reports," users will now see an "E-mail Notification" column. Users now have an option of being notified when a report has been created and is available within iReport simply by appending the report to their favorites and clicking "E-mail Me." Every time a report listed on their favorites is generated and becomes available within iReport, users will receive an email notification. If users no longer wish to receive notifications, they may simply click "Remove" under the "E-mail Notification" column.

C&C continues to appreciate the efforts of their colleagues in Human Resources, Financial Services, and Student Affairs who have been key in the development and support of iReport. Questions and concerns may be sent to [ireportfeedback@ucr.edu](mailto:ireportfeedback@ucr.edu).

## Purchasing



### Update to eBay

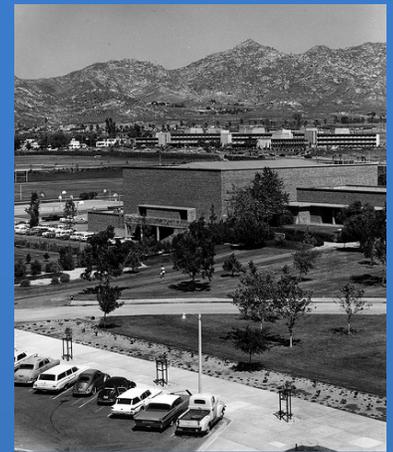
The Enterprise Access Control System (EACS) provides System Access Administrators (SAAs) a single web tool to efficiently grant users access to UCR's Purchasing Application, **eBuy**. The following eBuy roles are available: 1) SubRequestor, 2) Requestor, 3) Transactor, and 4) Receiver. To learn more about these roles, SAAs may visit <http://cnc.ucr.edu/ebuy/roles.html>.

A recent review of all eBuy roles has revealed a potential for conflicts regarding proper separations of duties. Specifically, the areas of concern are:

- The current eBuy **Transactor** role includes the ability to authorize payments.
- The current eBuy **Receiver** role includes the ability to initiate requests to purchase.

To address these concerns, the Transactor role will no longer automatically include the option to authorize payments. Further, the Receiver role will no longer automatically include the option to create requests to purchase. When necessary and appropriate, it will still be possible to assign multiple roles to the same individual. SAAs may, after careful consideration and review of Purchasing and Receiving assignments within their respective units, elect to add the Receiver role to authorized Transactors or add the Requestor role to authorized Receivers. SAAs are advised that they should add these roles only when deemed necessary and appropriate for their respective units. These actions can be accomplished through a new capability in EACS. For more information regarding Separations of Duties, SAAs are encouraged to review [Financial Risk Control Requirements and eBuy Separation of Duties](#).

All are invited to visit the new [eBuy website](#). This online tool includes information on eBuy roles, SAA information, eBuy Online Training details, an archive of past eBuy Splash Screen Announcements, and much more. Over the next several months additional support will be made available and highlighted on the website. Again, all are encouraged to check the website over the next several weeks to view additional information relating to: eBuy Agreements; eBuy and EACS; and eBuy Vendors. Question or concerns may be directed to Russ Lewis, UCR Director of Materiel Management, at (951) 827-3009.



## Did You Know?

UCR is raising money to remodel the physical education gym into a state-of-the-art **practice center**. You can help and play a part in this renovation by purchasing a piece of the old practice gym floor. To find out more on how you can honor UCR memories and history through the purchase of a commemorative floor keepsake, please visit: [Building Champions Initiative](#).

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