Financial Services and Computing & Communications (C&C)

Following a 2009 assessment of the Payroll Personnel System (PPS) by University of California (UC) controllers and other critical stakeholders, UC has embarked on the implementation of a single payroll system with modern capabilities to meet the complex operational and workforce needs of the University system-wide. One of the goals of the project is to enhance and standardize the reporting and tracking of time and attendance records submitted by each of the UC locations.

In early 2010, UC Riverside’s Finance and Business Operations (FBO) Systems Steering Committee tasked a Time Reporting Work Group (TRWG) with developing a plan to deploy an online time and attendance reporting application to replace the manual/paper based process which has been used on the campus for decades. The TRWG was asked to first focus on the requirements for a system for exempt status employees.

Local Policies & Procedures

Smoking / Tobacco
Use and Sale on Campus
Policy 850-65

One of the primary goals at UC Riverside is to promote a safe and healthy atmosphere for students, faculty, staff, and visitors on the campus.

The Smoking/Tobacco Use & Sale on Campus (850-65) policy and associated procedures are intended to protect the rights of all individuals on campus to breathe smoke-free air through the controlled sale and use of tobacco products.

The document now provides a map of the ten designated smoking locations on campus.

Capital Programs
Annual
Fall Space Survey

With the 2011 Fall Departmental Survey, the Capital Programs Division is currently collecting facilities information from all campus units. This survey, also conducted each spring, is an integral part of keeping the Facilities Management System (FMS) current. The system provides space planning and management information for the campus, UCOP, and selected California state agencies. Primary uses of the information include capital project planning, space management, risk management, and support for operational and maintenance of plant funding. At the campus level, the data is used to populate room information in other systems and to provide valuable information to emergency responders. For more about the 2011 Fall Departmental Space Survey, please email sharyl.murdoch@ucr.edu or call her at 2-2126. All surveys must be completed by 10/28/11.

Red Permit
Working Smarter by Increasing Flexibility

In an effort to accommodate work assignments which require faculty and staff to travel to multiple locations on the campus, Red parking permits are now valid in other Red or Blue lots for up to four hours. The exceptions are Red lots 4 and 19. Previously, a period of two hours was the maximum time allotted for parking in a lot other than the Red parking permit’s assigned lot. Blue parking permits continue to limit parking in a lot other than the Blue parking permit’s assigned lot to a maximum of two hours.

Further information is available at the TAPS website.
Finance and Business Operations

NEW! Director of Risk Management
Nida Niravanh

The Assistant Vice Chancellor of Finance and Business Operations, Georlann Carlson, is pleased to announce the appointment of Ms. Nida Niravanh as the campus Director of Risk Management. Ms. Niravanh has capably served UCR in the role of Liability Programs Manager since August 2009. Prior to her tenure on campus, Ms. Niravanh held positions of increasing responsibility at the Los Angeles Unified School District, WNC First Insurance Services, and MetLife Property and Casualty Insurance Company. She earned her undergraduate degree at San Diego State University and her Juris Doctorate at San Joaquin College of Law. Ms. Niravanh appointment as the campus Director of Risk Management became effective on Monday, September 26, 2011. To learn more about how Risk Management serves to protect the interests and assets of UCR, as well as collaborate with campus units and stakeholders to promote a safe and secure campus environment, visit the Risk Management website.

UCPD

NEW! Assistant Chief of Police
John Freese

On August 1, 2011, University of California Police Department Riverside (UCPD R) Chief of Police Mike Lane announced that acting Assistant Chief of Police John Freese was being promoted to Assistant Chief of Police. John is an UCR alumnus. Moving up the ranks, serving as an officer, corporal, detective, sergeant, lieutenant, and most recently the acting Assistant Chief of Police, he has been a member of UCPD R for 17 years. Over this period, John has taken on many assignments, including overseeing the Patrol and Investigative divisions. Throughout his tenure on the force, he has been recognized by the department, the University, and the City of Riverside for his exemplary service and demonstrated leadership. Congratulations to Assistant Chief of Police John Freese from all members of the UCR community.

Financial Services and C&C

Time and Attendance Reporting System

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The new Time and Attendance Reporting System for exempt status employees was rolled out as a pilot in March of 2011, to the Office of the Chancellor, Computing and Communications and select FBO units. In brief, the automated system allows:

- Employees to record and submit monthly time and attendance information online;
- Supervisors to review, return an incorrect or incomplete submission to an employee for correction and re-submission if necessary, and approve;
- Payroll coordinators to forward approved records to the UC Office of the President (UCOP) payroll system for processing without having to be manually re-keyed and
- Authorized users to access reports through query/search functionality.

The system has performed well during the pilot phase and user feedback has been extremely positive; consequently, the FBO Systems Steering Committee recently approved the deployment of the system for all exempt status employees across the campus. The system will be rolled out using a schedule, similar to that used in the deployment of ePay, with phased (unit by unit) implementation expected to occur during the period November 16, 2011 through January 30, 2012.

Vice Chancellor Bolar would like to acknowledge a “job well done” to all those involved in the design, development, and deployment of this important campus tool. She cites the outcome of this effort as “Yet another example of administrative efficiency in action.”

Efforts to automate time and attendance reporting for non-exempt status employees are now underway. Additional information concerning the deployment of the Time and Attendance Reporting System will be provided in the weeks ahead. Look for information in upcoming editions of R’FBO Uploads & Updates.

Environmental Health & Safety

NEW! Assistant Controller
Pauline Librenjak

The UCR Financial Services Division is pleased to introduce a new member of their professional staff. Ms. Pauline Librenjak joined the division, as the new Assistant Controller, in August of this year. As the Assistant Controller, Ms. Librenjak reports directly to Associate Vice Chancellor Bobbi McCracken. Serving as the deputy of the Financial Services Division, she is charged with management oversight of the General and Plant Accounting and Extramural Funds groups. Her responsibilities include but are not limited to the development and management of accounting-related processes involving the general ledger, cash management, access and control, and year-end closing and audit.

Ms. Librenjak brings over 25 years of accounting and business management experience in progressively responsible positions in both the non-profit and for profit business sectors. She earned a Bachelor of Science degree in Business Administration from Chapman University and holds certificates in Human Resource Management and Non-Profit Management. With a variety of interest outside the workplace, Ms. Librenjak is an active member of the Riverside community.
Policies and Procedures

An Overview

Policies and Procedures serve to strategically link the mission of the University to the day-to-day operations of each campus unit. Well-written policies and procedures provide guidance to faculty, staff, and students in the conduct of their duties and allow senior management to oversee operations without constant intervention.

For any enterprise—including a university, there are four basic considerations in determining whether to develop and implement policies and procedures:

1. **Operational Needs:** Policies and procedures ensure that fundamental organizational processes are performed with consistency and meet the requirements of the University in achieving its overall mission.

2. **Risk Management:** Established policies and procedures are identified by the Committee of Sponsoring Organizations (COSO) as internal control activities implemented to effectively address risks.

3. **Continuous Improvement:** Policies and procedures are established to improve processes by implementing a Plan-Do-Check-Act (PDCA) approach that builds strong internal communication practices.

4. **Compliance:** Well-defined and documented policies and procedures demonstrate effective internal controls that effectively address applicable regulations and standards.

Policies and procedures seem to be of the same nature. The distinctions commonly drawn between policies and procedures can be subtle, depending upon the nature of the organization and the level of operations being described in the policy statements. Nevertheless, there are common characteristics that can help discern policies from procedures; they are:

- Widespread Application – Policy
- Narrow Application – Procedure
- Changes Less Frequently – Policy
- Prone to Change – Procedure
- Usually Expressed in Broad Terms – Policy
- Often Stated in Detail – Procedure
- Statements of “What” and/or “Why” – Policy
- Statements of “How,” “When,” and/or and sometimes “Who” – Procedure
- Answers Major Operational Concerns – Policy
- Describes Processes – Procedure

For additional information or guidance about developing, maintaining, or updating policies and procedures, email UCRpolicy@ucr.edu or call (951) 827-8246.

Local Policies & Procedures

Smoking / Tobacco
Use and Sale on Campus

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In October of this year Governor Brown signed into law Assembly Bill 795. The new law provides public colleges and universities throughout California with tools to enforce existing campus smoking policies. It serves to enhance the enforcement of local and system-wide smoking and tobacco policies on the campuses of the California Community Colleges (CCC), California State University (CSU), and the University of California (UC). AB 795 goes into effect on January 1, 2012.

For comments or questions regarding this policy and the associated procedures, please email UCRpolicy@ucr.edu or call (951) 827-8246.