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
<table>
<thead>
<tr>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit new diverse talent</td>
</tr>
<tr>
<td>Establish deliberate pipelines</td>
</tr>
<tr>
<td>Generate a pool of high-quality</td>
</tr>
<tr>
<td>resources</td>
</tr>
<tr>
<td>Develop a strong talent bench</td>
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<tr>
<td>for placement</td>
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</tbody>
</table>
Rotation Experience Objectives

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

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

**Training & Development**
Enhance your skills through a customized learning path

**Mentoring**
Spend quality time with leaders invested in your success
## Progress towards objectives:

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

May 2021
- Onboard new Program Manager
- Plan next rotations

July 2021
- Finalize placement for August rotations
- Orientation of Cohort 2
- Recruitment for Cohort 3

August 2021
- C1R4 and C2R1 placements begin
- Onboard/Offboard Supervisor

Jan-Feb 2022
- Cohort 3 Onboarding
- C2R3

July 2022
- Cohort 1 Transition to Permanent Role
- Cohort 2 begins 2nd rotation
<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Rotation 1</th>
<th>Rotation 2</th>
<th>Rotation 3</th>
<th>Rotation 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance</td>
<td>Mariah Pampuch</td>
<td>VCFA</td>
<td>School of Human Ecology</td>
<td>Business Services, Accounting Services</td>
<td>Administrative Transformation Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisor: Paul Seltz</td>
<td>Supervisor: Natalie Feggstad</td>
<td>Supervisor: Omar Siddiqi</td>
<td>Supervisor: Susie Maloney</td>
</tr>
<tr>
<td>Finance</td>
<td>Dylan Mooney</td>
<td>Business Services, Disbursements</td>
<td>College of Letters &amp; Science</td>
<td>Research &amp; Sponsored Programs</td>
<td>School of Human Ecology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisor: Rusty Haines</td>
<td>Supervisor: John Varda</td>
<td>Supervisor: Jenny Hackel</td>
<td>Supervisor: Sarah Marcotte</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Alex Bergendahl</td>
<td>OHR, Talent Recruitment &amp; Engagement</td>
<td>College of Engineering</td>
<td>OHR, Compensation</td>
<td>Facilities Planning &amp; Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisor: Lauren Bowers</td>
<td>Supervisor: Jason Jankoski</td>
<td>Supervisor: Shana Ullsvik</td>
<td>Supervisor: Sue Fritts</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Clara Moen</td>
<td>OHR, Payroll &amp; Benefits</td>
<td>OHR, Talent Recruitment &amp; Engagement</td>
<td>Housing</td>
<td>School of Medicine &amp; Public Health</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supervisors: Tim Delaney, Deanna Deslover</td>
<td>Supervisor: Erica Finl-Marten</td>
<td>Supervisor, Rae Herbrand</td>
<td>Supervisor: Brianna Quamm</td>
</tr>
</tbody>
</table>
## COHORT 2: FINANCE

<table>
<thead>
<tr>
<th>Name</th>
<th>Education</th>
<th>Host</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fink, Ryan</td>
<td><strong>Education:</strong> Creighton University Heider College of Business, Bachelor of Science in Business Administration, Finance – Financial Analysis Track</td>
<td><strong>Host:</strong> VCF, Financial Modeling</td>
<td><strong>Supervisor:</strong> Andrew Lall</td>
</tr>
<tr>
<td>Peralta, Kevin</td>
<td><strong>Education:</strong> University of Wisconsin – Whitewater, Major: Economics</td>
<td><strong>Host:</strong> Accounting Services - Business Services: Cash Management and Disbursements</td>
<td><strong>Supervisor:</strong> Omar Siddiqi / Denise McDearmon</td>
</tr>
<tr>
<td>Weiss, Breanna</td>
<td><strong>Education:</strong> Edgewood College, Bachelor of Science, Business, Finance Concentration</td>
<td><strong>Host:</strong> Business Services/Disbursement Services: P-card, Procure to Pay</td>
<td><strong>Supervisor:</strong> Liv Goff</td>
</tr>
</tbody>
</table>

## COHORT 2: HUMAN RESOURCES

<table>
<thead>
<tr>
<th>Name</th>
<th>Education</th>
<th>Host</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sebastian Kelhofer-Maldonado</td>
<td><strong>Education:</strong> University of Wisconsin- Madison, Bachelor of Arts, Political Science, PEOPLE Scholar; Human Resource Management Certificate Program, Madison College</td>
<td><strong>Host:</strong> Talent Acquisition</td>
<td><strong>Supervisor:</strong> Lauren Bowers</td>
</tr>
<tr>
<td>Yong Li-Schauer</td>
<td><strong>Education:</strong> 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</td>
<td><strong>Host:</strong> Payroll</td>
<td><strong>Supervisor:</strong> Tim Delaney</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Recruitment for Cohort 3</th>
<th>Cohort 1 Transition to Permanent Roles</th>
<th>PMDP and Learning Pathways</th>
<th>Communication Plan</th>
<th>Evaluation of program to drive best practice</th>
</tr>
</thead>
</table>

Moving Forward
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

Approved to move forward on planning with our Workday partners

Follows a January 2021 notice of intent to select Workday as the winning vendor

10-year contract for enterprise resource planning (ERP) software that will replace the HRS and SFS across UW System
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

- Maintains focus on Benefits Realization
- No need to maintain Workday, HRS, and SFS at same time
- Reduces risk to payroll and financial reporting
- Yields cybersecurity improvements sooner
- Better data transparency
- Delivers process improvements sooner
Tentative Timeline and Milestones

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

- Business process transformation workshops
- Prioritize transformation activities, validating against budget estimates
- Finalize chart of accounts (COA) structure
- Form implementation team
- Research Admin software planning, setup, and onboarding
Change Management

- Define change impact measurement approach
- Deliver internal ATP training
- Develop and refine L&D training plan for UW staff
- Support L2 business process transformation workshops
- Research Admin software implementation support
- Stakeholder engagement tool rollout
Information Technology

Vision Workshop – Reporting and Analytics
- Data conversion strategy
- Security strategy
- Integration strategy
- Data, reporting, and analytics strategy
- Define user experience strategy
- Define workflow and document management strategy
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


• 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:
  o Reviewing open tickets
  o Discussing suggestions for improvements
  o Advising on changes needed to job aids and training materials
  o 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
ShopUW+ Essentials – System Updates Page

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

<table>
<thead>
<tr>
<th>System Updates 7/25</th>
<th>Improvements and Enhancements</th>
</tr>
</thead>
<tbody>
<tr>
<td>This information describes the system updates made to ShopUW+, effective 7/25.</td>
<td></td>
</tr>
<tr>
<td>- All roles will note the Checkout Assign and Approve buttons have moved to the top of the screen.</td>
<td></td>
</tr>
<tr>
<td>- All roles: Dashboard navigation from Shopping Home changes to tabs instead of a drop-down.</td>
<td></td>
</tr>
<tr>
<td>- Shoppers, Requesters: Shopping cart prepared for and cart name in details on proceed to checkout screen moved.</td>
<td></td>
</tr>
<tr>
<td>- 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).</td>
<td></td>
</tr>
<tr>
<td>Additional information for Shoppers, Requesters, and Approver. Additional information for Admin, AP, and Purchasing.</td>
<td>- Approver will receive reminders by email every seven days for pending approvals that require their attention as of 7/17.</td>
</tr>
<tr>
<td>- CR/FR/RO form instructions were improved for Requesters of 7/2.</td>
<td></td>
</tr>
<tr>
<td>- Changes were made to Req Wizard fields: attachments are uploaded to the tab instead of the individual fields of 7/2.</td>
<td></td>
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<tr>
<th>July Updates</th>
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<tbody>
<tr>
<td>- June Updates</td>
<td></td>
</tr>
<tr>
<td>+ May Updates</td>
<td></td>
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</tbody>
</table>
### ShopUW+ Utilization Stats – All Campuses

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

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

Req to Check - Overall Cycle Time
4/16/2021-7/27/2021

- 0 Days (4.6%)
- 1 Day (23.8%)
- 2-5 Days (31.6%)
- 6-10 Days (15.1%)
- 11-29 Days (14.5%)
- 30+ Days (10.4%)

Req to PO - UW Cycle Time
4/16/2021-7/27/2021

- 0 Days (75.2%)
- 1 Day (7.6%)
- 2-5 Days (7.7%)
- 6-10 Days (4.3%)
- 11-29 Days (4.6%)
- 30+ Days (0.5%)
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

• Business process and administration
  - Cyber Security Review
  - JAGGAER Accessibility
  - Funding Model
  - eSignature Platform
  - LexisNexis

• Research Materials Manager
  • Spend Analytics

• Wiser Integrations
  • ShopUW+ Standardized Reporting
  • IT Purchasing & Controls
  • Recurring/Scheduled Invoices
Approved Phase II Plan – 15-month timeframe
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

Control environment
1. Demonstrates commitment to integrity and ethical values
2. Exercises oversight responsibilities
3. Establishes structure, authority, and responsibility
4. Demonstrates commitment to competence
5. Enforces accountability

Risk assessment
6. Specifies suitable objectives
7. Identifies and analyzes risk
8. Assesses fraud risk
9. Identifies and analyzes significant change

Control activities
10. Selects and develops control activities
11. Selects and develops general controls over technology
12. Deploys through policies and procedures

Information and communication
13. Uses relevant information
14. Communicates internally
15. Communicates externally

Monitoring activities
16. Conducts ongoing and/or separate evaluations
17. Evaluates and communicates deficiencies

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
• Risk Assessment

  • Specifies Suitable Objectives
  • Identify and analyze risk
  • Assess fraud risk
  • Identify and analyze significant changes
• 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