

Finance and Administration (FAS) Fall 2019 Newsletter

The FAS newsletter, to be issued no more than once a semester, is intended to provide brief change updates or reminders related to certain administrative processes. Newsletters are archived and accessible at <https://www.coloradomesa.edu/finance-administrative-services/index.html>

Human Resources (HR)

- In order to protect an employee's personal information for **direct deposit**, employees should update bank account information for payroll direct deposit only in person. Please do not email any personal information such as bank account numbers or social security numbers.
- If you move, please contact HR to update your **address** so your benefits and retirement information is kept current.
- For tips on an **ergonomic workstation**, see <https://www.coloradomesa.edu/human-resources/occupational-health-safety/workers-compensation.html>. Employees can perform a self-assessment or schedule an ergonomic evaluation by contacting Luke Jackson at 970-248-1820 or ljackson@coloradomesa.edu.
- **Volunteers assisting CMU** are required to complete paperwork and a background check **before** volunteering on campus. The Volunteer packet is at <https://www.coloradomesa.edu/human-resources/forms-manuals.html> under "Volunteer Forms". Submit to HR when complete. Once approved, the individual may volunteer within the approved department for up to two years, at which time they need to re-apply.
- Benefit eligible employees are eligible for a **tuition waiver** and tuition discounts for their dependents. Forms and instructions can be found under "Tuition Waivers & Discounts" at <https://www.coloradomesa.edu/human-resources/policies-procedures.html>. Requests must be approved and submitted before the first day of class.
- **The Annual Benefits Fair** for Faculty and Administrative employees will be on November 5-6. Biometric screenings will be held from the 5th to the 7th on the main campus and on the 8th at WCCC. Employees will be able to make changes to medical, dental, vision and voluntary life insurance plans for CY2020. An email with sign up information will be sent later.
- Insight Financial Solutions, CMU's **retirement** plan advisor, will be on campus the first Monday of each month to assist employees with their retirement planning. Appointments can be scheduled at <https://www.signupgenius.com/go/60b0c45afab23a3fb6-retirement>. Or you may contact Kevin or Jason from Insight directly at 970-986-4503. A TIAA representative will be on campus November 5-7 offering one-on-one meetings with employees; HR will email TIAA signup instructions at a later date.

Payroll

- Please download **updated 2019-20 forms** for any submissions to payroll from: <https://www.coloradomesa.edu/accounting-financial-services/student-payroll.html>. New forms include pay schedules, student employee fund allocation worksheets, work authorization cards, and returning student employee worksheets. **Work authorization card** instructions are also now available at the same site.
- Please email all student and employee payroll questions to payroll@coloradomesa.edu.

Student Worker Sharing Initiative

If you need assistance of a student worker(s) on a short-term basis to assist with a project or task, see CMU's new Student Worker Sharing Initiative. If you are able to potentially participate in this program—either by sharing or receiving—you will need to opt in to receive email notifications, which does not commit you if there is not a match. All departments with student workers are encouraged to sign-up. Program details and instructions can be found at <https://www.coloradomesa.edu/accounting-financial-services/student-worker-sharing-initiative.html>

Since this is a new initiative, we are anxious to receive your feedback and suggestions for improvement. Please pass those along with any questions to Ashley Brenner at abrenner@coloradomesa.edu.

Budget Office

If you have any budget related inquiries, please contact:

- Whitney Sutton, Budget Director at 970-248-1078 or wsutton@coloradomesa.edu
- Jennifer Schmalz, Budget Services at 970-248-1842 or jbschmalz@coloradomesa.edu

Food Service

- The dining center in the University Center has a new look and name: The Caf. Check it out!
- Joe Winegardner, CMU's Sodexo General Manager, will be retiring at the end of August. Shelly Duran is the new General Manager and can be reached at 970-248-1676 or srduran@coloradomesa.edu. Also new to Sodexo are CMU Marketing Coordinator, Allison Billings, 970-248-1344 or abillings@coloradomesa.edu, and Catering Manager at CMU, Karl Krupp, 970-248-1027 or kkrupp@coloradomesa.edu.

Bookstore

- Faculty will receive a separate email from (CMU BOOKSTORE) on September 13th regarding spring 2020 **book adoptions**. Book adoptions are due on October 4th, for every class. Faculty are asked to complete the adoption process and submit, even if using the same book each semester. Any questions on textbook adoptions please contact Brandon Cummings at 970-248-1347 or bacummings@coloradomesa.edu.
- The bookstore can assist with ordering **classroom supplies and recognition gifts** or staff t-shirts. Contact Doug Frazier at 970-248-1466 or dfrazier@coloradomesa.edu at least a month in advance.

Parking Services

- All parking lots are enforced from 6 am until 6 pm, Monday through Friday, unless otherwise posted. Parking passes can be purchased online at <https://www.coloradomesa.edu/parking/index.html>.
- For parking questions, including questions regarding tickets, guest parking, and permits, please stop by the Parking Services located at the University Center Information Desk from 8am until 5p, Monday through Friday, or contact Parking Services at 970-248-1921 or parking@coloradomesa.edu.

Purchasing and Accounts Payable

- In preparation for upcoming **changes with mail services**, please email Suzanne Ellinwood at sellinwo@coloradomesa.edu, with the dates and quantities of any planned bulk (more than 250 pieces at one time) mailings your office will send from September 1 through December 31, 2019, to allow for a timely and orderly processing. Separate information will be provided in the coming weeks on the upcoming changes. Campus Mailroom Operations will continue uninterrupted.
- Open lab training is now available on how to reallocate **OneCard charges** (Access OnLine platform). For a schedule of options, please see <https://www.coloradomesa.edu/purchasing/events.html>. To reserve a space, please email to sign up at: purchasing@coloradomesa.edu

IRIS: Integrated Resources for Information and Solutions

IRIS provides one single place where students can get answers about academic advising, registration, financial aid, and student accounts. IRIS provides the following services:

- Academic Advising
 - Building schedules
 - Exploring majors and careers
 - Connecting with campus resources
- Registrar
 - Assisting with the registration process
 - Updating records
 - Explaining academic policies
- Financial Aid
 - Understanding the financial aid process
 - Completing requirements
 - Identifying financial resources
- Student Accounts
 - Assisting with payments
 - Explaining E-PAY
 - Completing financial counseling

Faculty, staff, and students are encouraged to tell students inquiring with questions in these areas to “ask IRIS”. IRIS provides front line customer service for the offices of Financial Aid, Registrar, and Student Accounts. Students can contact IRIS either by going to the first floor in LHH, by phone at 970-248-1177, or by contacting iris@coloradomesa.edu.

Office of Student Accounts

Refund checks will now be printed every two weeks and mailed out two days after printing. Direct Deposit refunds will continue to be processed daily. If you work with students, please encourage them to setup an Electronic Refund account in ePay. They can do so at: <https://www.coloradomesa.edu/epay/index.html>.

Financial Aid

Important Financial Aid Dates:

Date	Activity
August 9, 2019	Financial Aid Rolls to Student Accounts
August 14, 2019	Direct Deposit Refunds Issued
August 16, 2019	Paper Check Refunds Available
August 19, 2019	MAVWorks Application Opens – www.coloradomesa.edu/mavworks Not Pell Eligible, 3.0 GPA, Fulltime Awards issued after census
September 13, 2019	Delayed Disbursement Rolls to Student Accounts
September 19, 2019	Delayed Disbursement Refunds Available
October 1, 2019	2020-2021 FAFSA Opens – Encourage Students to Apply www.studentaid.ed.gov
October 1, 2019	2020-2021 CMU Foundation Scholarship Application opens – Encourage Students to Apply www.coloradomesa.edu/financial-aid/scholarships/cmu
October 14, 2019	Foundations in Personal Finance Online Class Registration opens – email Heidi Waggoner at HWaggoner@coloradomesa.edu
November 29, 2019	Last day to apply for Fall 2019 Financial Aid
December 12, 2019	Last day to receive Financial Aid for Fall 2019

1. Foundation Scholarships are now on the student's Award Letter and visible in Banner, RPAAWRD.
2. Financial Aid website has been updated to provide students a better experience in finding financial aid information: <https://www.coloradomesa.edu/financial-aid/index.html>
3. Coming this fall, the Financial Aid Office and Registrar's office will be rolling out some new electronic forms using CMU's new electronic forms solution, SoftDocs. It will allow students to complete, electronically sign, upload documents and submit forms directly to the person/department. Roll out will continue over the next year to other forms and other departments on campus

Facilities Services

To help keep track of what needs attention, students, faculty and staff are encouraged to submit **work orders** for anything related to campus buildings or grounds that is not working properly, by going online to <https://www.coloradomesa.edu/facilities/work-orders.html>.

Road Closures *(next page)*

Due to construction, there are changes to traffic and parking as noted on the map below.

