Finance Business Operations Forum

March 5, 2025

Cal State **Monterey Bay**

Introduction & Welcome

Venkat Paruchuru

Director, Operations Support and Innovation

Cal State **Monterey Bay**

Agenda

1. Welcome by Director, Venkat Paruchuru (5 minutes)

2. Ice Breaker (10 minutes)

3. Guest Presenters: *Human Resources* (15 minutes)
   - Minimum Wage
   - Moving & Relocation
   - CHRS

4. Operations Support and Innovation Updates (40 minutes)
   - CHRS - Cont'd
   - MP6.0 : Peoplesoft upgrade
   - DOA

5. Accounting Updates (10 minutes)
   - *Payroll Transition to CSULB*
   - *Employment verification by TrueConfirm*
   - *Mileage rate*
   - *Concur for travel requests and reimbursements*

6. Business Support Services Updates

   (Procurement) (10 minutes)
   - *CSUBuy Procure to Pay (P2P)*
   - *Enterprise personal use discount code*

7. Student Financials Updates (2 minutes)
   - *Student Cashiering*

8. Closing by Director Venkat Paruchuru

   (5 minutes)

9. Q&A (23 minutes)

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Updates from Human Resources

Bobby Quiñonez, Manager for Academic Personnel and Faculty Programs

Eric Palma, Director of Talent Acquisition and Workforce Administration

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Human Resources Updates

- Minimum Wage

- Moving & Relocation (for new hires)

- CSU-wide Common Human Resources System (CHRS)

Minimum Wage

- Effective 1/1/2025: California minimum wage has increased to $16.50/hour or $2,860/month

- 254 Student Assistant Positions impacted

- **Mass** updated was completed 1/10/2025

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Moving & Relocation Guidance

- Guidance impacts negotiations with new hires

- Forms and guidelines update in progress

- Payments will be made as a one   -time, lump sum payment

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CHRS

- CSU-wide Common Human Resource System (CHRS)

- Pre-Implementation underway

- Go-live on or before April 20, 2026

CHRS

CHRS Wave 4 General Overview
Timeline & Activities

Implementation Phases

Orientation
- Identify campus resources & complete PDD
- Review CHRS project and change management approaches

Pre-Implementation
Encompasses all campus activities in preparation of campus build for Pass A

WE ARE HERE

Move to Production (MTP)
- Execute Go-Live activities

Pass A
- First pass for campus-specific testing environment
- Complete all build-related activities and unit testing of CHRS
- Change Impact Analysis

Pass C
- Final Campus validation
- Prepare for MTP

Pass B
- First campus end-to-end test extended to end-users
- Validate all functionality of CHRS

This cycle takes 18 months for CHRS

BUILD · EVOLVE · GROW

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Thank you

office phone
831.582.3389

office email
humanresources@csumb.edu

office mail
100 Campus Center, Bldg. 47
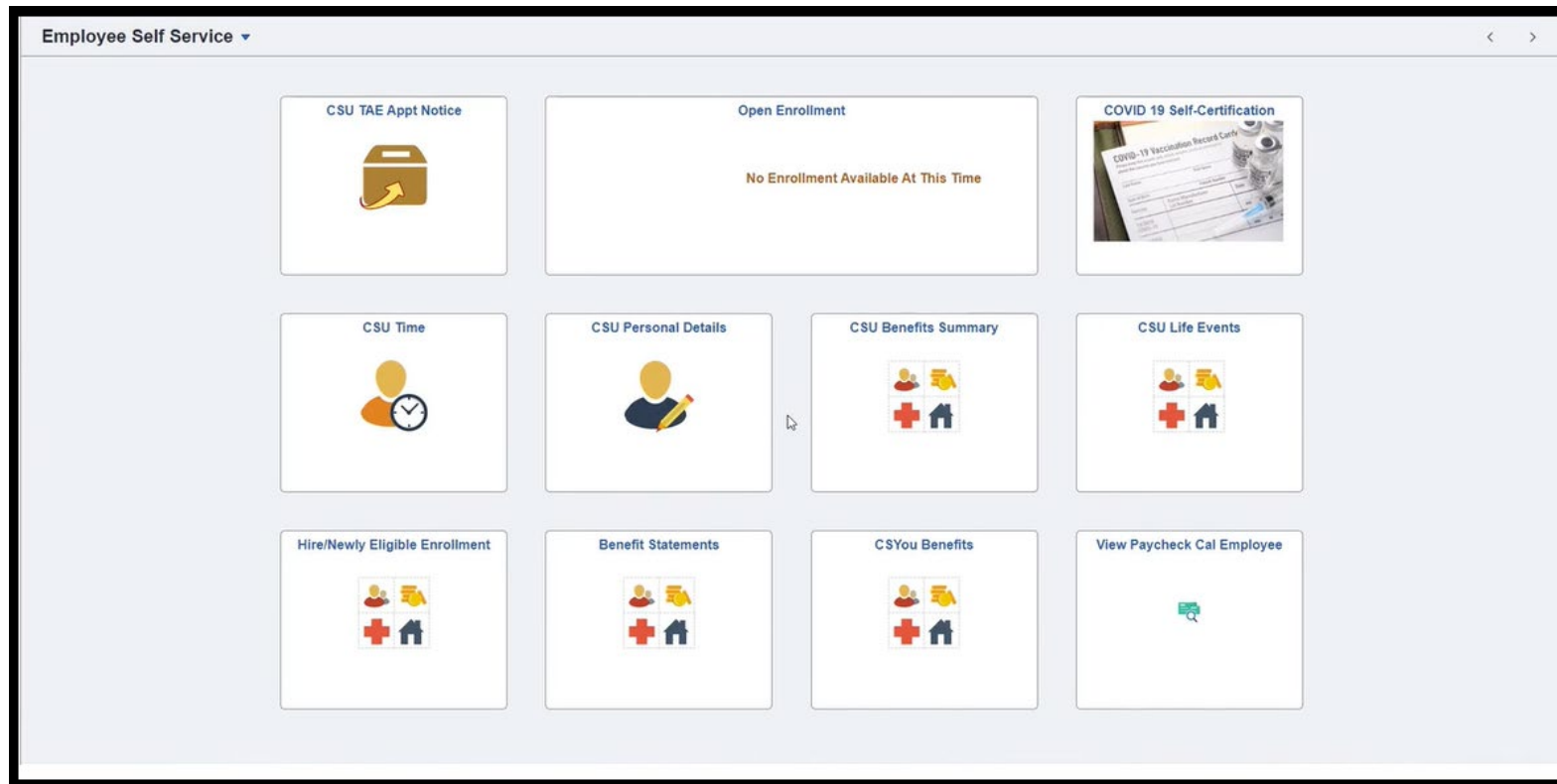Seaside, CA 93955-8001

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OSI Updates

Venkat Paruchuru

Director, Operations Support and Innovation

CHRS Employee Self -Service :

Self -Service home page for employees to manage profile, time and benefits.

CHRS Manager Self-Service

CFS MP 6.0 Application Upgrade

Timelines:

Campus Testing   :   February 10, 2025 ~~March 21, 2025~~

Move to Production (MTP):   April 25, 2025 ~~April 28, 2025~~

CFS and CFS Data Warehouse will be unavailable

From April 25, 2025 5.00PM Until April 28, 2025 9.00AM

Go Live April 28, 2025 9.00AM or Earlier

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CFS NOW

After CFS Upgrade

Recently Visited & Favorites Moved

Favorites & Homepage customizations will transfer over

CFS 9.2

Menu | Search in Menu

1 of 5

Accounts Payable

Accounts Receivable

Asset Management

Billing

General Ledger

Purchasing

CFS End User

Finance Data Warehouse (PRD)

CFS 9.2 Application Documents

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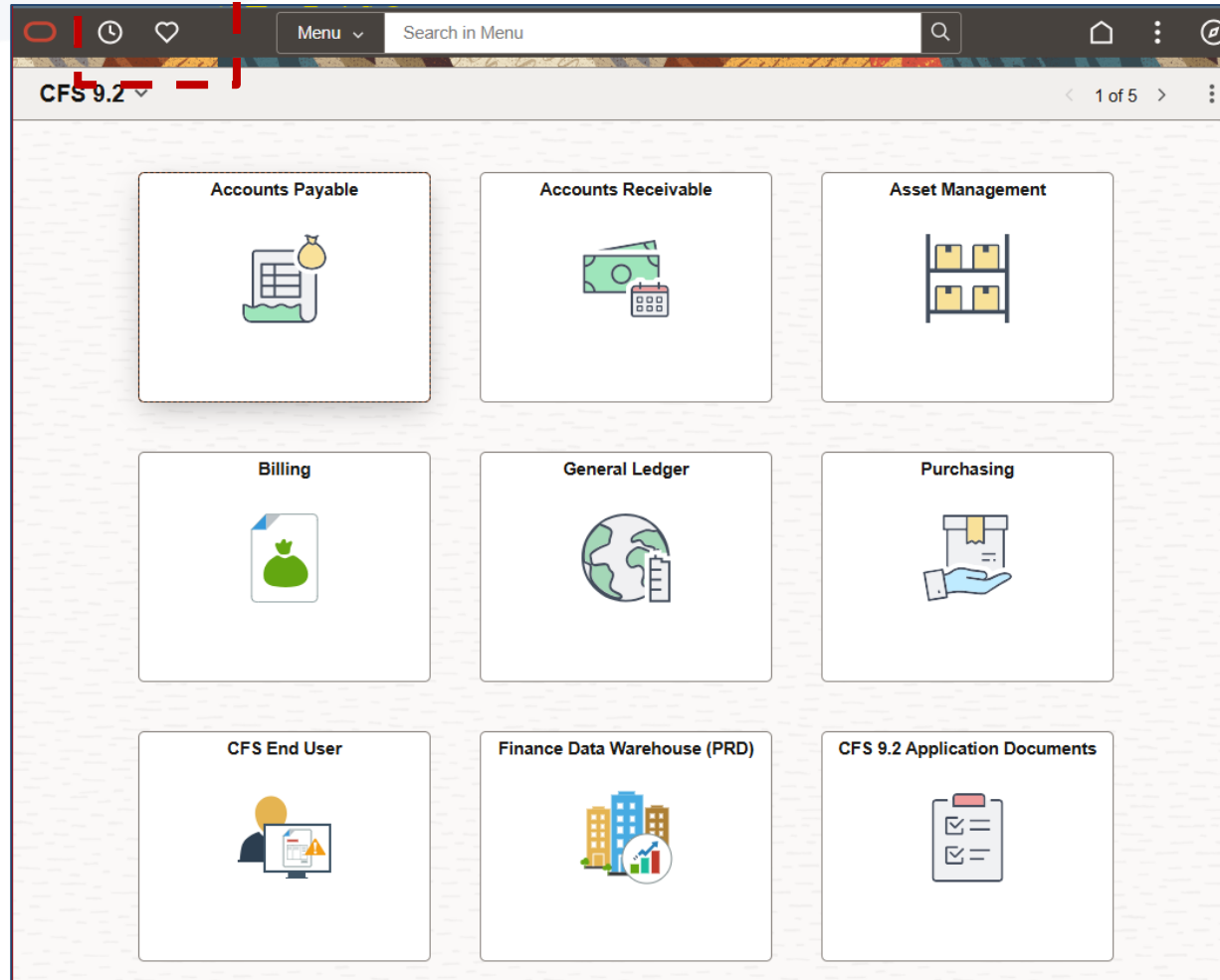
CFS Now

Create/Update Journal Entries

Find an Existing Value	Add a New Value

*Business Unit 🔍

*Journal ID NEXT

*Journal Date 02/26/2025 📅

Add

After CFS Upgrade

Create/Update Journal Entries

New Window | Help

Add a New Value

🔍 Find an Existing Value

*Business Unit MB000 🔍

*Journal ID NEXT

*Journal Date 02/26/2025 📅

Add

Create/Update Journal Entries

New Window | Help

Find an Existing Value

⊕ Add a New Value

∨ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕐 Recent Searches Choose from recent searches ✏️   🔖 Saved Searches Choose from saved searches ✏️

Search by: Business Unit = MB000

∨ Show more options

Search   Clear

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Updated Search Criteria

Other Visual Changes

Rows are highlighted in search results (instead of hyperlinks)

Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Entered By	Attachment Exist	Journal Class	
MB075	ADD2428526	09/30/2024	0	(blank)	MB075	Posted	Valid	ACTUALS	AMS	USD	2	46,013.28	0	Asset Additions	CFS_SCHEDCSU	N	(blank)	>
MB075	ADJ2443653	10/01/2024	0	(blank)	MB075	Posted	Valid	ACTUALS	AMS	USD	2	0.01	0	Asset Adjustments	06803365125	N	(blank)	>
MB075	DPR2413923	08/31/2024	0	(blank)	MB075	Posted	Valid	ACTUALS	AMS	USD	44	28,256.95	0	Asset Depreciation	06803365125	N	(blank)	>

1-8 of 8 | View All

Create/Update Journal Entries

Header   Lines   Totals   Errors   Approval

Borderless tabs with underlines indicating the selected tab

Unit   MB000   Journal ID   NEXT   Date   02/26/2025

Long Description

254 characters remaining

*Ledger Group   ACTUALS   Adjusting Entry   Non-Adjusting Entry

Ledger   Fiscal Year   2024
*Source   Period   8
Reference Number   ADB Date   02/26/2025
Journal Class

Transaction Code   GENERAL   ☐ Auto Generate Lines
SJE Type   ☑ Save Journal Incomplete Status
               ☐ Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Run Control ID now available in Process Monitor

⌄ Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name
☐	29679856		1099_Supplier_Balance_Report	SQR Report	CSUAP033

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CFS Upgrade Time line & Recommendations

Start:

Friday, April 25 at 5:00 p.m.

End:

Monday, April 28 at 9:00 a.m.

System Downtime: CFS & FDW will be **unavailable** during this time

✔ Complete any tasks / processes in CFS as early as possible on Friday, April 25
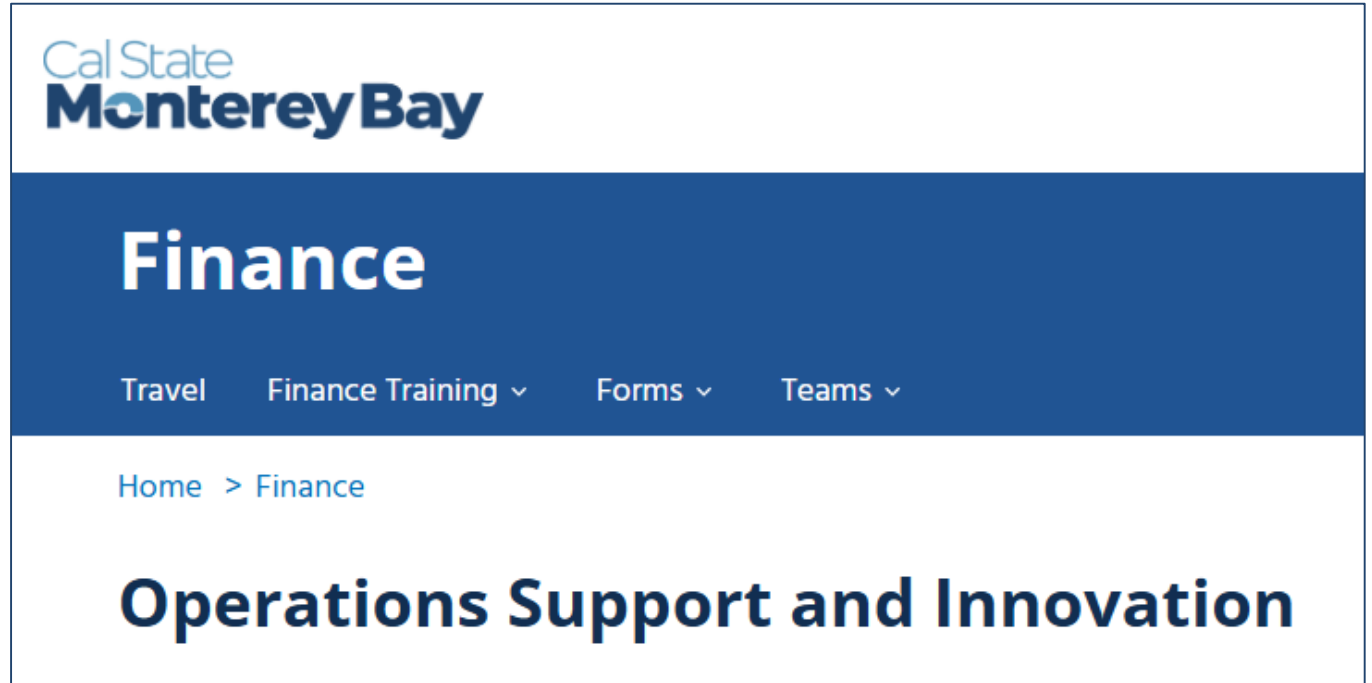
✔ Clear your browser cache before logging in to CFS after the upgrade

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Coming Soon!

CFS Guides & Tips Including

- How to add Favorites
- How to Customize Your Homepage
- How to Save Searches
- Finding Queries
- Finance Data Warehouse Videos

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Finance

Travel   Finance Training ⌄   Forms ⌄   Teams ⌄

Home > Finance

Operations Support and Innovation

OSI Website : https://csumb.edu/finance/operations-support-and-innovation

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New Delegation Of Authority(DOA) Rollout

What does DOA mean?

Key features of the New DOA Rollout

All Funds

Improved maintenance

Approval limits

Integration capabilities with non-CFS applications

Anticipated Timeline

New form/process launching with CSUBuy Implementation
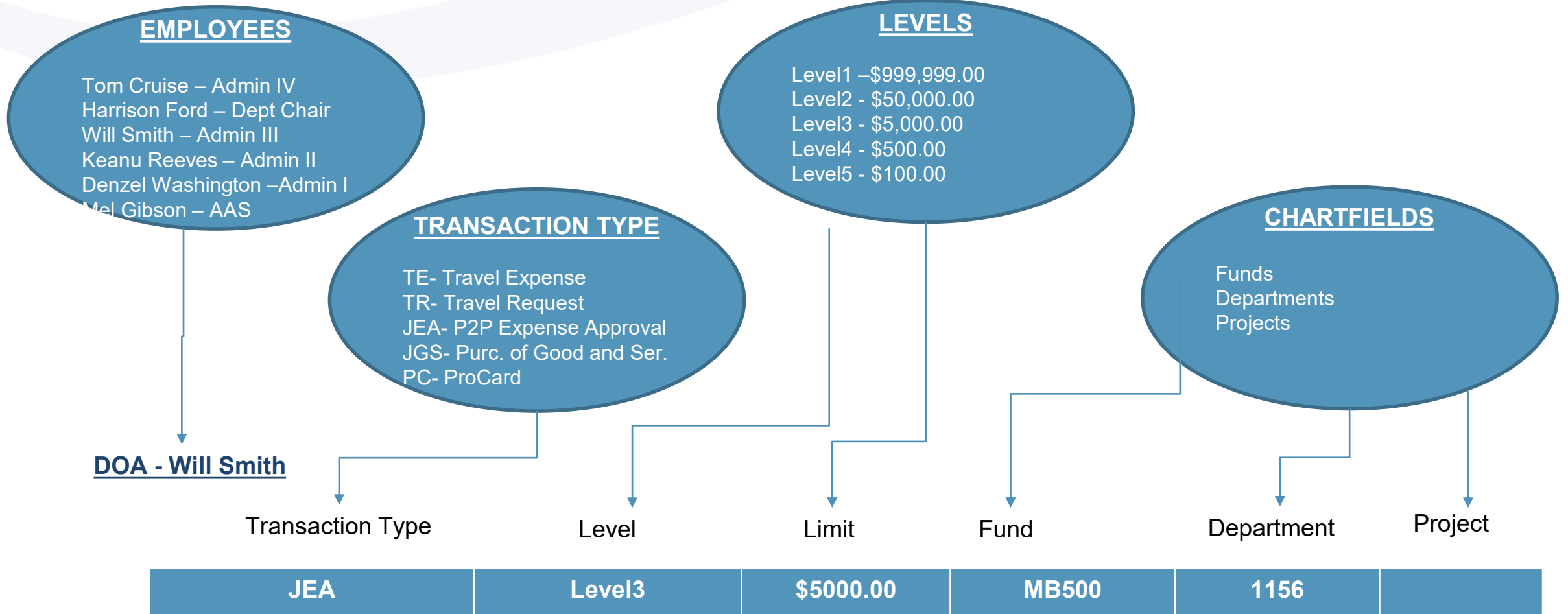
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Questions?

Accounting Updates

Michal -Anne Miller

AVP of Finance

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Payroll Transition to CSULB

- As we continue to transition payroll services to CSU Long Beach, we have created a new email address to answer stateside payroll -related questions: **MBPayroll@csulb.edu**.

- The contact information on our **Payroll website** has been updated with the new email address.

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Employment Verification by TrueConfirm

- CSUMB now utilizes TrueConfirm for employment verifications.

- Lenders, property managers, pre -employment screeners, government assistance agencies or other organization that needs a verification for a current or former employee of CSUMB can visit www .trueconfirm .com and follow the instructions on the website .

- More details available at https://csumb.edu/payroll/employment -verifications/

Mileage Rate

- The IRS has updated the mileage rate effective Jan 1, 2025, to 70 cents per mile, and the CSU travel policy reflects this update as well.

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Travel @ CSUMB: Current State

3 Steps:

1. Request for Authorization to Travel (RAT)
2. Book/arrange travel (Concur available for flight, h
   & car rental)
3. Travel Expense Claim (TEC)

Cons:

Paper process

Manually routed through AdobeSign for approvals

Little to no visibility outside of the department

Compliance with policy difficult

Existing Technology

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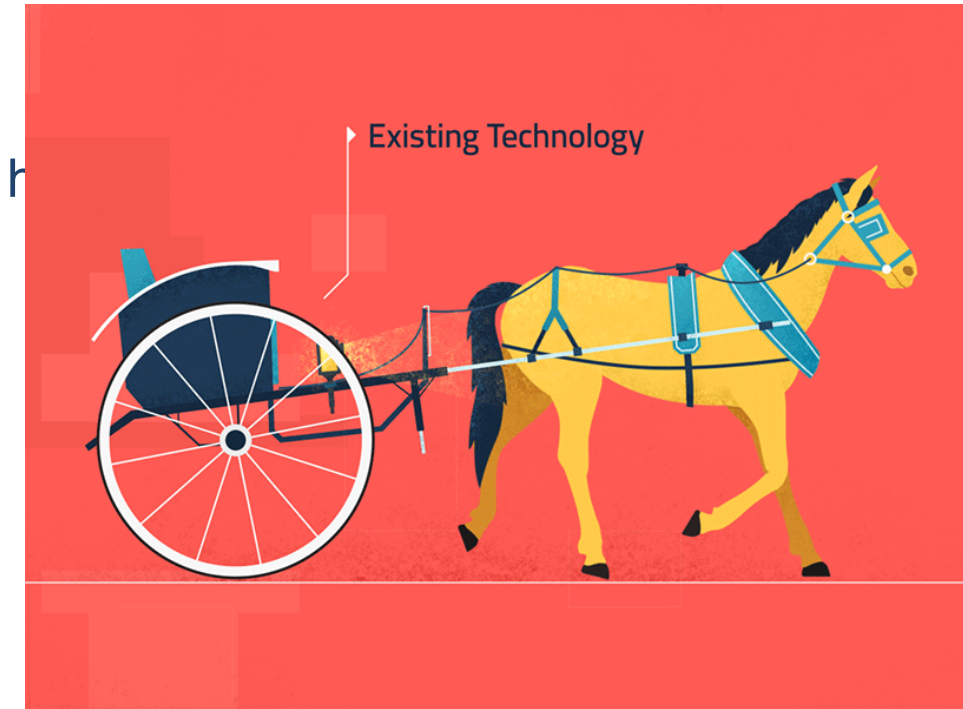
Travel @ CSUMB

- **3 Steps: all in Concur**
  - Travel Request
  - Book/arrange travel
  - Expense Report

- Pros:
  - Electronic process = efficient
  - Automatic workflow for approvals
  - Visibility centrally of all approved travel
  - Compliance with policy improves drastically (much is automated)
  - Faster reimbursement of out   -of-pocket costs

Concur for travel requests and reimbursements

- End -to -end travel solution

- Web -based application

- Mobile app option

- Used by 10 other CSU campuses (including the CO)

- Low cost, high efficiency

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Labs

- Office of President and University Advancement : March 12th (10AM -12PM)

- Enrollment Management and Student Affairs : March 19 (10AM - 12PM)

- Academic Affairs: March 21 (10AM - 12PM)

The open labs are scheduled for the week of the March 24th, running daily from 10 AM to 12 PM. Due to limited seating, registration is required to attend. Further details will be included in the email being sent out this week.

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BSS Updates

Sandra Amorim Ruiz

Director, Procurement and Contract Services

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Meet the Team!

Reyola Carlisle

Lead Senior Contracts Analyst

531-582-3506

Eva Salas

Strategic Procurement Specialist

531-582-3751

Marcus Medina

Procurement Specialist

531-582-4073

Oscar Lemus-Murguia

Procurement Specialist

531-582-5058

Calista Gasbarri

Property Specialist

Cards Services Program Specialist

531-582-4619

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CSUBUY P2P Introduction

CSUBUY P2P: Campus Grouping

Acceleration Group 1
SA: Carrie Schmidt

- Maritime
- East Bay
- San Jose
- San Francisco

Acceleration Group 3
SA: Sara Rumiano

- Northridge
- Channel Island
- Dominguez Hills
- Long Beach

San Diego
SA: Tu
McClurg

Acceleration Group 2
SA: Nicole Lack & Michael McNairn

- Stanislaus
- Sacramento
- Monterey Bay

Acceleration Group 4
SA: Tawny Fleming

- San Bernadino
- Pomona
- Los Angeles
- Fullerton

Live CSUBUY Campuses

Note: Strategic Advisor assignment may change as project progresses

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CSUBUY
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

CSUBUY P2P : Acceleration Timeline

Resource Planning & Campus Assessments

Acceleration Implementation

Deployment & Hypercare

	2024						2025									2026		
NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR

Production Readiness Activities

DOA Enhancements & Integration Build

DOA Stabilization

San Diego Resource Planning & Assessment

San Diego Implementation

Deployment & Hypercare

Critical Engagement Legend

⭐ Kick-Off

⭐ In-Person Sessions

⭐ Go-Live

Note: Timeframe for critical engagement are subject to change

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5%

p2p.calstate.edu

Procure-to-Pay (P2P) Objectives
Implement strategic, standardized process
Increase efficiencies by eliminating manual touchpoints
Mitigate risk and increase cost savings

Timeline chart:
- Mobilize & Kickoff
- Configuration & Build – Functional
- Supplier Cleanse & Onboarding
- Train-the-Trainer
- Training
- UAT Testing
- Cutover
- Change Management
- Deployment & Hypercare
- 2025: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
- 2026: JAN FEB MAR
- Configuration & Build - Integrations
- Integration Support
- Sys. Integr. Testing
- UAT Testing
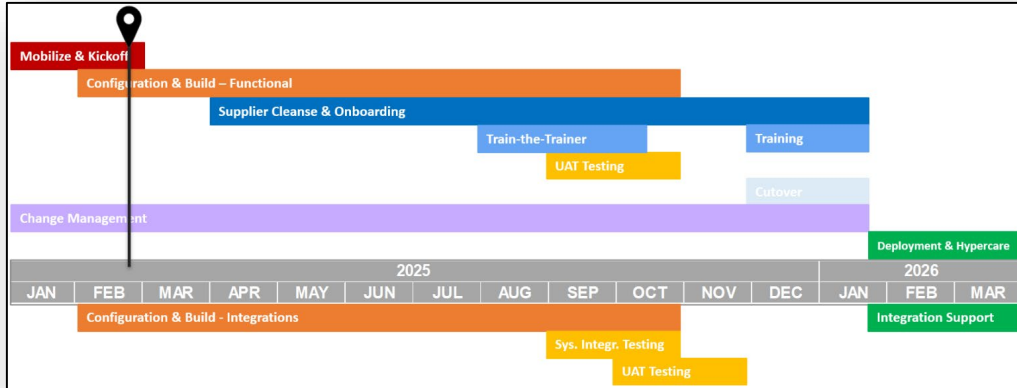
Acceleration Group & Strategic Advisor Assignment

Acceleration Group 1
SA: Carrie Schmidt
- Maritime
- East Bay
- San Jose
- San Francisco

Acceleration Group 2
SA: Nicole Lack & Michael McNairn
- Stanislaus
- Sacramento
- Monterey Bay

Acceleration Group 3
SA: Sara Rumiano
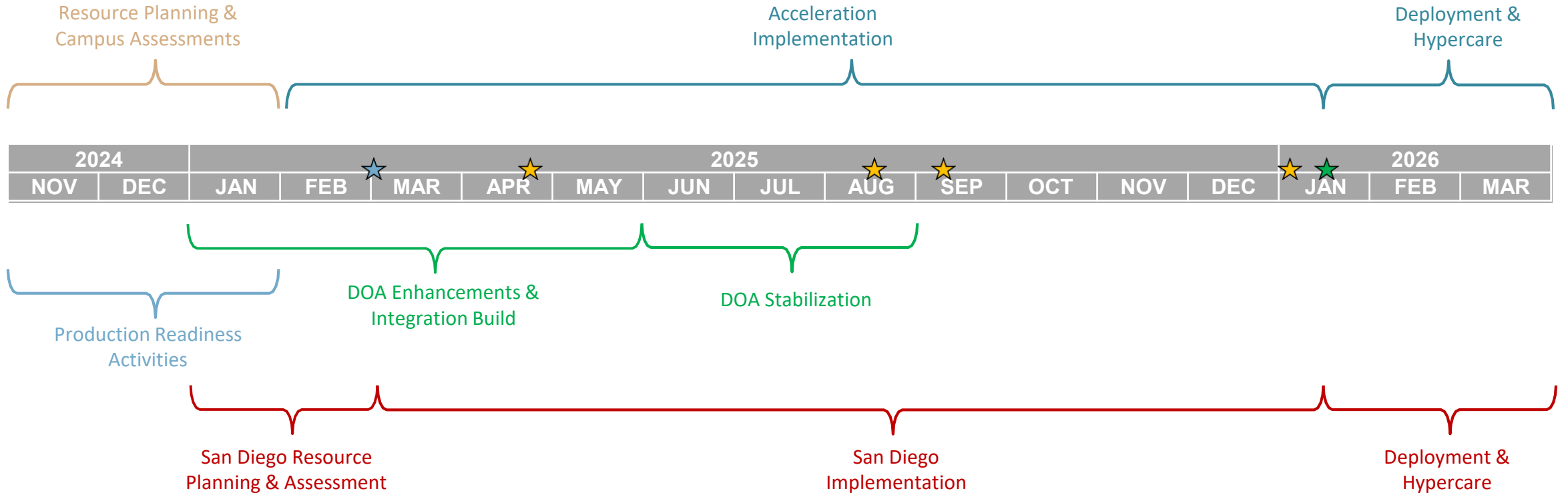- Northridge
- Channel Island
- Dominguez Hills
- Long Beach

Acceleration Group 4
SA: Tawny Fleming
- San Bernadino
- Pomona
- Los Angeles
- Fullerton

San Diego
SA: Tu McClurg

Live CSUBUY Campuses

Recently Completed
- Identified additional Core Team members incld. Strategic Advisors.
- Confirmed Project Plan, Timeline and workstreams.
- Completed Campus Assessments to understand campus' current state for procure-to-pay and related activities. Result in Campus Assessment Themes.
- Kicked off DOA Enhancement and Integration Project.
- Assigned Campus Resource Grids for campus to provide campus team members.

In Progress
- Continue efforts to complete Acceleration Dependencies.
- Designing and building of DOA module and integrations.
- Confirming Campus Resource Grid.
- Planning and scheduling official Acceleration Kick-off meeting.
- Analyze campus assessment results to identify themes to address in configuration or through change management efforts.
- Planning for CSUBUY & CFS Configuration Workshops.

Coming Soon
- Schedule and publish CSUBUY & CFS Configuration Workshops.
- Execute CFS Configuration Workshops.
- Prepare homework templates to assign for campus completion.

Risks
- Resource constraints with multiple competing priorities (CSUBUY, Concur, MP6 Upgrades)

CSUBUY P2P: Campus Assessment Themes – General

1 **Campuses are EXCITED about CSUBUY Implementation**
Majority of campuses shared excitement about implementing CSUBUY.

2 **Increase Supporting Administrator Participation in P2P** Procurement is primarily responsible for ensuring/gaining compliance approval by supporting departments for all requests via email, fillable PDF, and/or campus workflows.
- Will be a **significant benefit** as the responsibility will shifts and automatically route to the support administrator to confirm compliance to their policy and/or procedure before reviewing, approving or rejecting the request.

3 **Varying Accounts Payable Business Practices** Pay cycles, wire payments, high dollar checks are well defined and managed by each campus.
- Receipt of invoices from suppliers is challenging.
- Matching: Generally, campuses has 2-way matching, where all invoices are approved by department regardless of receipt entry.

4 **Receiving & Property Management Processes Managed by Other Campus Teams**
- Generally receiving activities are not integrated with Procurement and/or AP teams.

CSUBUY P2P: Recommended Campus Preparation Activities

- Delegation of Authority (DOA)
  - Encourage and support your campus through the discussions and understanding of DOA

- Supplier
  - Supporting the effort to determine the right contacts for supplier invitation

- Out of Scope Voucher Activities
  - Student, Employee, Travel, and Candidate Reimbursements
  - Encourage your campuses to begin determining how/where these transactions should be managed

- Punchouts
  - Reduction in the P-card reconciliation activities results in punchout activities.
  - Requisition > Purchase Order > Voucher

- Teams "Living in Two Worlds"
  - Develop a plan on how best to transition from CFS to CSUBUY

CSUBUY P2P : Implementation – DOA

Each campus will review the systemwide financial Delegation of Authority (DOA) Standards and analyze current campus DOA process to align the campus process with the systemwide standards. Below is the recommended DOA setup.

1 Determine Campus/Business Unit which need a DOA Structure

Create Expenditure or Transaction Type (P2P: Purchase of Goods & Services)

4 Assign Dollar Thresholds for all Levels for all Expenditure & Transaction Types

3 Identify Individuals that should have DOA authorization

5 Assign Individuals to Levels

6 Assign Individuals to Chartfields
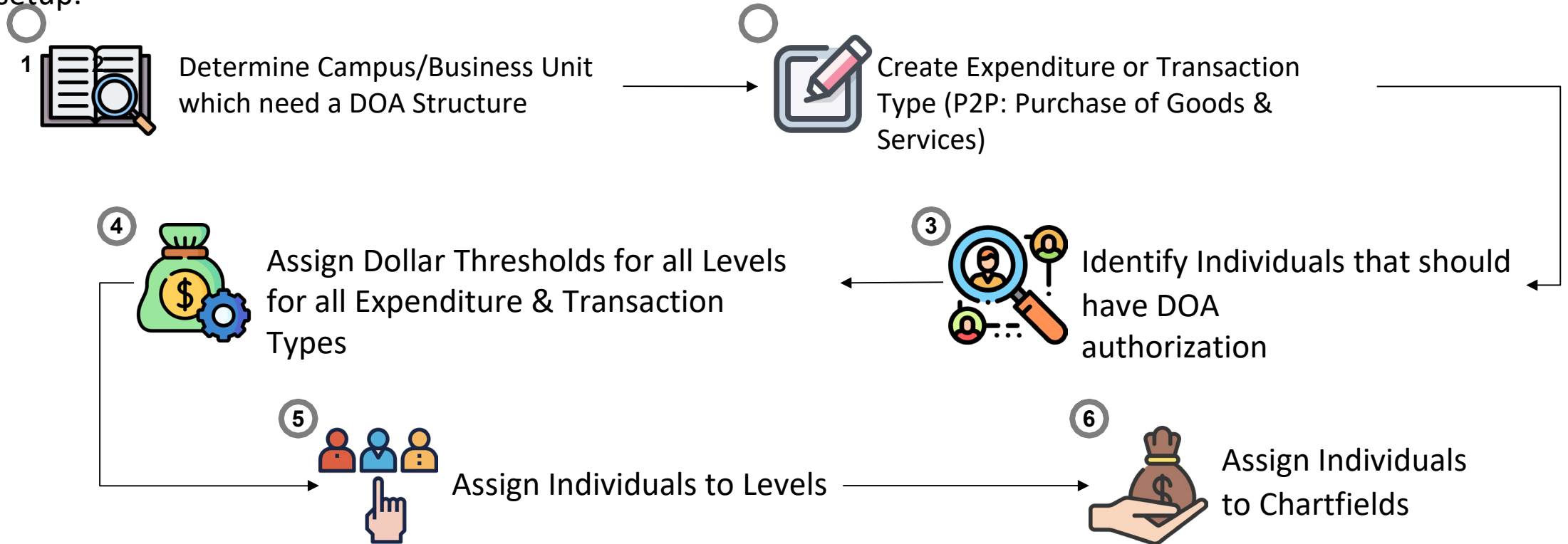
Campus Leadership Ask: Initiate critical conversations with campus leaders and teams to begin evaluating campus financial DOA, identify change impact based on systemwide DOA Standards, communicate and reinforce new DOA.

CSUBUY P2P : Implementation – Supplier Cleanse & Onboarding

Each campus will evaluate the supplier list to determine which supplier to onboard into CSUBUY and cleanse the supplier contact information for onboarding. Below is the high-level supplier cleanse and onboarding process.

Cleanse Supplier Information with Current Data

Analyze & Determine Suppliers to Onboard

Manage Supplier Onboarding Status & Outreach
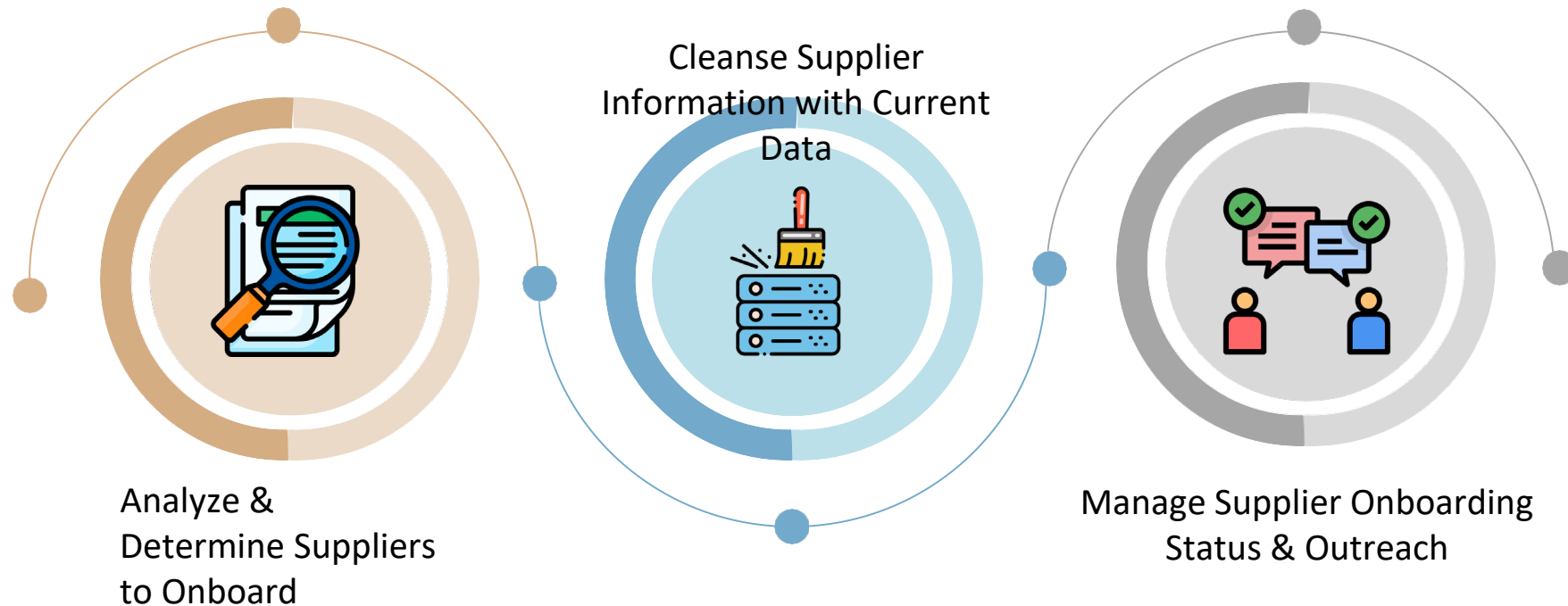
Campus Leadership Ask: Identify and provide Campus Teams with enough resources to evaluate, cleanse and monitor the supplier onboarding status.

CSUBUY P2P : Implementation – CMS Authority to Configure CFS

Each campus will provide systemwide CSUBUY CMS Core Team members with the necessary information and the authority required to configure the new CFS Business Units for CSUBUY. Configuration includes the following.

CFS User Security and Access
Setup new CFS Users and provide all identified users with CSUBUY Roles.

CFS Business Unit Setup
Configure new business units for CSUBUY including procurement/AP processing options, locations, tax codes, pay cycles, claims and job scheduling.

DOA Module
Configure DOA for campus including DBLink setup and dollar level thresholds.
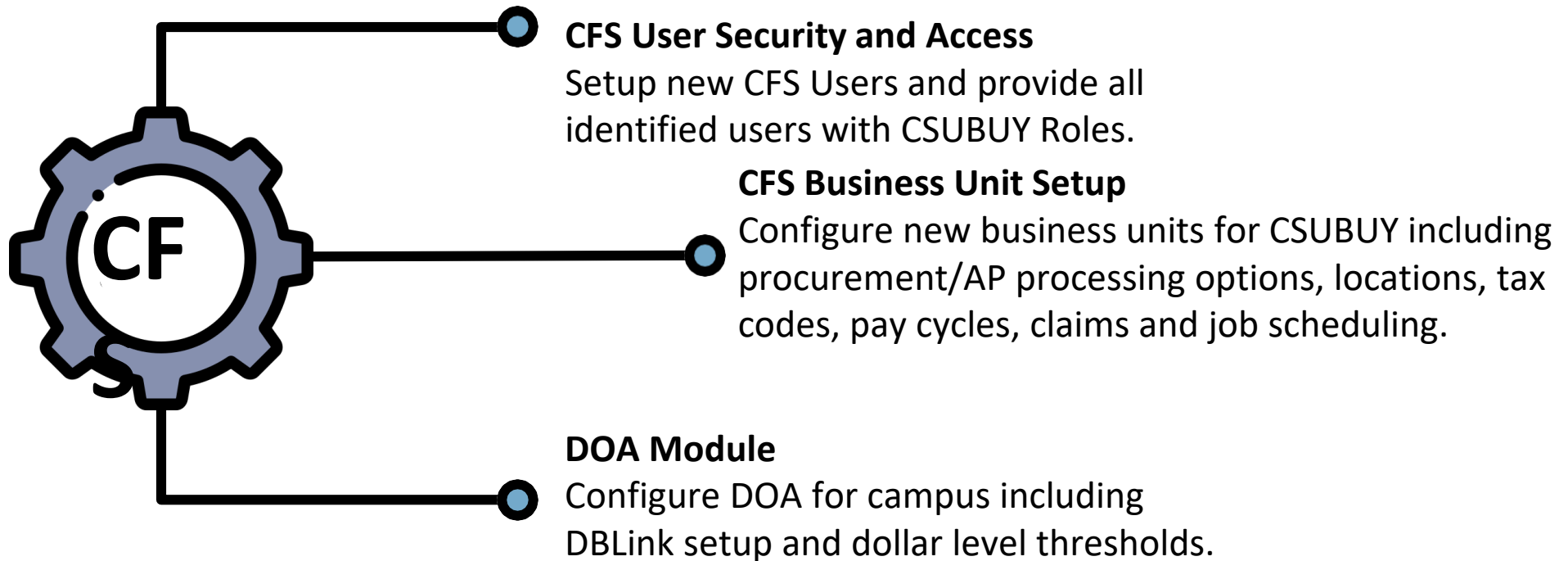
Campus Leadership Ask: Provide systemwide CSUBUY CMS Core Team members with the authority to configure CFS on the campus' behalf.

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Enterprise Discount Code

Contact procurement@csumb.edu for the discount code

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Student Financials Update

Roselyn Pasikala

Student Accounts Receivable Technician

Cal State **Monterey Bay**

Student Cashiering

Location: Mountain Hall, Suite B101

Office Hours: Monday - Friday
9:00 - 12:00 & 12:30 - 4:00

Phone: 831-582-4022

Services Offered:
- Accept cash or check payment
- Explanation of tuition bills
- Discussion of payment options, including special payment plans
- Assistance with third-party sponsorship payments
- Replacement ID cards for students
- ID cards for all staff and faculty

Survey

We encourage you to provide feedback not only on today's presentation but also any suggestions for future BOF topics.

Survey link - https://app.smartsheet.com/b/form/c276cf3740374c54a980a059593b2190

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Business Operations Forums Presentations

Business Operations Forum Presentation slides are available on the "Business Operations Forums" section of the Finance web page.

Today's presentation will be included shortly.

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Finance Office Hours

Accounts Payable

Weekly on Fridays (3/7/2025) at 10:30 a.m.

https://csumb.zoom.us/j/85852409909

Purchasing & Contract Services (BSS)

Bi -weekly on Thursdays (3/13/2025) at 11:00 a.m.

meet.google.com/jbt   -vrps -ofz

Please contact financeasc@csumb.edu for details.

Closing remarks
& Questions?