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### **HOT OFF THE PRESS** – June

*Message from Mike Hales, Interim Vice President-Administration & Finance/Chief Financial Officer (VPAF/CFO)*

Summer is approaching, and we are working towards coming Back to the Future . . . to a Reimagined U! While many of us are planning for vacations, much work is already underway to prepare for a successful fall semester.

Thanks to all of you for helping the Norse community navigate these unprecedented times!

Mike

### **DESIGNING SUCCESS**

#### **Acknowledgements & Accomplishments**

##### **The second phase of the Sbarro's construction project is complete!**

- Congratulations to the combined teams from Chartwells and NKU's Construction Management on the successful completion of the second phase of the Sbarro's construction project. The project needed careful timing as the work was scheduled during academic breaks and slow periods for the Student Union Food Court. Additionally, the efforts of the two groups allowed the entire project to be completed under budgetary guidelines. With the store 100% complete, it will now offer the full Sbarro's menu.

##### **Department Successes!**

- Congratulations to the Office of International Student and Scholar Services and the NKU Office of Information Technology for the successful implementation of sunapsis international case management software! This software will improve department workflows and aid student success through the application and immigration process.
- Kudos to the staff in Student Financial Assistance, Student Account Services, Office of the Comptroller, and IT, who worked together to create and implement the process for distributing the CARES 2 money.
- Because of the collaboration between staff in IT and Student Financial Assistance, students can now upload financial aid documents and route to ImageNow, getting necessary documents to Financial Aid quickly and electronically.
- Cheers to Student Account Services and IT for creating a myNKU mobile-friendly bill pay that provides students with a convenient way to pay their NKU bills securely from any device.

##### **Being kind and green.**

NKU has partnered with Junk King to collect reusable items. During residence hall move out, red Junk King dumpsters were located near Norse Hall and Callahan Hall. All reusable items went to charities and people in need.

##### **Check out the new SAP report!**

Kudos to Becky Brown in IT and Karen Mefford, Angela Fulkerson, Becky Bishop, and Tina Herald in the Comptroller's Office for developing a new SAP report. The report is for departmental users to show all valid commitment items. Run SAP t-code ZCI\_EXP and receive a current listing (such as that shown below) of all valid commitment items in the system with a definition of each.

Cmmt Item	Description	Description 2	Description 3
501020	Grant Personnel Pool	Budgetary account only-can only be used for budget	transfers
501020	Grant Staff Pool	Budgetary account only-can only be used for budget	transfers
501030	Grant Faculty Pool	Budgetary account only-can only be used for budget	transfers
501100	Administrative Staff Pool	Budgetary account only-can only be used for budget	transfers
501105	Admin-Contract	Employee contract paymt, employees in category 104	fringe benefits according to personnel policy
501110	Admin-Salary	Permanent full time annual salary based employees-	esempt, including grnt related activity admt tasks
501115	Admin-Hourly	Wages pd to permanent full time employees at or	based on hourly rate, nonesempt
501120	Admin-J/T Temp	Employee pay for noninstructional duties working	less than 1 calendar yr, can be full or part time

**Welcome Greg Atkins!**

Greg Atkins will be joining NKU as the new Director of Student Account Services. Greg was selected from a pool of excellent candidates. He has 33 years of experience in the student financial services area. He is coming to NKU from the University of Memphis where he is serving as the Executive Director of University and Student Business Services, which includes the responsibilities of the Bursar. Previously, Greg served as the Bursar at the University of Colorado, the University of Louisville, Drexel University, and Coe College. He also served as the Assistant Controller-Student Financial Services at Florida State University.

**GOLDEN NUGGETS**

**Hot tips to help you!**

**Email sensitive information ONLY with encryption.**

1. In Outlook, with the "Message" tab active, click the small "open" arrow icon in the corner of the "Tags" section to open message properties.
2. Set the "Importance" to "High", and the "Sensitivity" to "Confidential".
3. Click "close" and send the email as you normally would.

**Check your Word Document to review accessibility.**

1. With your Word Document open click "File" in the top bar.
2. Click "Info".
3. Click "Check for Issues".
4. Click "Check Accessibility".
5. Results will be shown on the right side of your document.

**Change your air filters at home to improve efficiency.**

Many homeowners neglect to change filters in their HVAC systems, which significantly reduces the efficiency of air conditioning and heating systems. The recommended frequency of change—normally monthly or quarterly—depends on the type of filter chosen. Changing filters improves air quality and provides additional protection against COVID-19.

**Payroll tips**

- NKU Employees can now submit changes to their W-4 tax forms for Federal, Kentucky, Ohio, and Indiana electronically through Employee Self Service: <https://inside.nku.edu/hr/payroll/online-w4.html>
- Online W-2 enrollment has been activated for 2021. NKU employees may enroll to receive their W-2 forms online instead of having them mailed to their homes on Employee Self Service: <https://inside.nku.edu/hr/payroll/online-w2.html>
- Work is currently underway for employees to be able to submit bank deposit enrollment and change requests online via Employee Self Service. In the interim, the IT team, in conjunction with the Payroll Department has set up a secure dropbox for submission of bank deposit requests. To receive an invitation to the secure dropbox, please contact Kellie Ziesemer [ziesemerk1@nku.edu](mailto:ziesemerk1@nku.edu) or Stacey Horan [horans@nku.edu](mailto:horans@nku.edu) in the Payroll Department.

**It is almost time to review your FY22 budget.**

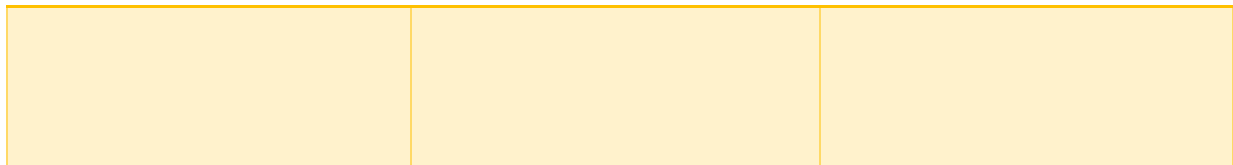
The Budget Office is working to load the FY22 Budget to SAP by July 1, so please review your operating budgets in Smart View to make sure they are as you expect. For the personnel budgets, please be patient as we work through the budgeting impact of the Tier 3 conversions to TIAA. Feel free to contact the Budget Office at 859.572.6626 with any questions. We appreciate all of your efforts and everything you do to support student success!

**Year-end closing procedures are available online.**

Year-end closing season is here! Please look at the [Office of the Comptroller's website](#) to find a complete list of closing procedures and important deadlines.

**LIGHTING THE WAY**

**Employee Spotlight**





**Joshua Kinney**  
**Accounting Specialist**  
**Business Operations and**  
**Auxiliary Services**

If you have ever made a copy on campus, then you can thank Josh. Josh started with the Office of Business Operations and Auxiliary Services when he was an undergraduate student here at NKU. After graduation, he worked as an accountant with Ashland Oil before returning to NKU as an Accounting Specialist in Business Operations and Auxiliary Services.

Although Josh has a number of responsibilities, the majority of his time is spent as the in-charge administrator of the campus multi-function/copier and individual printer program. He is responsible for the daily operation of over 90 multi-function machines and 50 individual printers. Josh uses a wide skill set—technical knowledge, business partner management, and customer service, just to name a few—in his daily management of these programs.



**Marites Claybern**  
**Custodian**  
**Operations & Maintenance**

Marites has been a part of the NKU family for a little over 5 years. Her friends call her Tess. She is responsible for cleaning the classrooms, lobbies, entrances, and restrooms on the first floor of the College of Business. Tess feels a sense of pride and accomplishment completing her duties each day.

Tess loves greeting people throughout the day and helping students to find their way through the building to their classes.

Tess also volunteers to mentor students in Campbell County's Project Search program. She loves helping these students build skills for future employment.

In her free time, Tess enjoys curling up with a good book and her favorite snacks. She can speak two languages and loves being outside working in her garden. Reading comic books is a guilty pleasure of hers.

Tess's top strengths are Creativity, Kindness, Teamwork, Perseverance, and Humor.



**Teresa Walker**  
**Custodian**  
**Operations & Maintenance**

Teresa Walker joined the NKU family 7 ½ years ago. She primarily works in Steely Library on the first, third, and fourth floors. Teresa's favorite thing about her job is all of the people she gets to connect with each day. She loves to make everyone smile.

Teresa is one of our volunteer mentors for students in Campbell County's Project Search program. She really enjoys helping these students build skills for a successful future.

Teresa doesn't have a whole lot of free time, but when she does, she enjoys going on a hike or getting a chance to play with her grandkids. Family is very important to her.

Something you might not know about Teresa is that she graduated from NKU in December 2020, earning her bachelor's degree from the College of Arts & Sciences.

Teresa's top strengths are Honesty, Kindness, Leadership, Perseverance, and Zest.