The University of Illinois System is among the preeminent public university systems in the nation and strives constantly to sustain and enhance its quality in teaching, research, public service, healthcare, and economic development.
We provide accounting support for general ledger, property accounting, and financial reporting needs. Payment support is provided through centralized adjudication and processing of payment requests. Payroll is calculated and distributed, benefits coordinated, and payroll taxes filed and reported. We also support all three universities in the calculation and negotiation of rates applicable to sponsored projects.

Controller unit operations ensure financial compliance with University of Illinois System policies and procedures, federal, state, and local laws.
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MESSAGE FROM THE
SENIOR ASSISTANT VICE PRESIDENT,
CONTROLLER, AND DEPUTY COMPTROLLER

I am proud to share the fiscal year 2022 report for the Controller’s Office. From the implementation of the University System’s new user-friendly and intuitive travel and expense management application Chrome River, to providing continued customer outreach and training opportunities, there have been many significant accomplishments.

University Payables, System Government Costing, University Payroll & Benefits, and University Accounting and Financial Reporting had numerous accomplishments and assisted the universities in various ways. Our goal is to protect the system’s financial resources, deliver a wide range of services to the university community, and ensure compliance with state and federal requirements. Our efforts are grounded in a commitment to enhance the teaching, research, public service, healthcare, and economic development missions of the University of Illinois System.

Considering the volume and complexity of the daily work of the 150 staff across the three universities, the number of projects and initiatives accomplished over the past year have been impressive. With fiscal year 2023 projects and initiatives, including completion of the new equipment certification training curriculum and implementing innovative and efficient invoice processing technologies, I am very excited about the opportunities for additional improvements.

Brent Rasmus
Senior Assistant Vice President,
Controller, and Deputy Comptroller
OUR MISSION

**System Government Costing**

Supports the sponsored project portfolio by developing cost recovery rates which allow the universities to recover from sponsored projects. Our contributions help reduce administrative and regulatory burden so faculty can focus on research and students, promote educational and training opportunities for postdoctoral and graduate students, and facilitate student-focused teaching and learning.

**University Accounting and Financial Reporting**

Provides excellent customer service to the university community and promotes the achievement of unit-level and university-wide programmatic goals through the utilization of best business practices and generally accepted accounting principles.
University Payables

Upholds the university’s mission by providing accurate and timely payment processing and support services to our customers. We demonstrate understanding, professionalism, and excellence while protecting the fiscal integrity of the University of Illinois System and ensuring compliance with federal and state regulations.

University Payroll and Benefits

Serves the system community by providing solutions, educating employees, and ensuring compliance in order to support the system’s mission.
WHAT WE DO

**System Government Costing**

System Government Costing supports all three universities in the calculation and negotiation of rates applicable to sponsored projects, allowing for cost recovery of hundreds of millions of dollars across the entire University System. The department’s responsibilities include:

- Facilities & administrative rate development and proposals, audit, and negotiation
- Tuition remission rate development and proposals, audit, and negotiation
- Fringe benefit rate development and proposals, audit, and negotiation
- College and department service activity rate and fund reviews, calculations, training, and monitoring
- Federal Cost Accounting Standards Board Disclosure Statements (DS-2)
- Higher Education Research & Development surveys (HERD)

**University Accounting and Financial Reporting**

University Accounting & Financial Reporting (UAFR) is a system-wide service center that supports the financial accounting and reporting needs of the University of Illinois System. UAFR maintains the overall integrity of accounting records, monitors compliance with various externally imposed restrictions, and provides training and guidance to the business community at all three universities on a variety of complex accounting matters. UAFR also produces external financial reports in accordance with bond indentures, generally accepted accounting principles, and governmental regulations.
University Payables

University Payables (UPAY) processes payments to vendors and reimbursements to employees and visitors for travel and other expenses for all locations of the University of Illinois System. UPAY manages the system’s travel and expense management application (Chrome River), along with the purchasing and travel card programs. UPAY maintains the vendor database for the university. Necessary reporting and system analysis are provided for audit requests, 1099 MISC tax reporting, and ad hoc requests for expenditure information.

University Payroll and Benefits

University Payroll & Benefits (UPB) facilitates accurate, timely payment and benefits enrollment of employees at each of the three universities. UPB facilitates the payroll calculation, manages the payroll schedules, processes payroll adjustments and corrections, and appropriately withholds statutory taxes and payroll deductions. Taxes and health coverage information are reported on employee tax forms W-2, 1042S and 1095C. Payroll taxes are filed and deposited according to the frequency required by law. Customer support is provided to employees, departments, and visitors regarding payroll and benefits topics, foreign national payments, and taxation.
Customer Training

- Educational emails and newsletters to the departmental business community.
- Frequent Business Manager Group presentations.
- Numerous Business Administrators Certification Program Training sessions.
- Continued the Service Activity Advanced Certificate training course, which provides comprehensive, cohort-based, instructor-led training, requiring 6 half-day sessions.
- Issued weekly educational emails to an audience of 5,000+ readers.
- UIC Facilities & Administrative Federal Rate space survey training to 89 trainees.
- Implemented 3 courses in the new Time Reporting Certification Program.

Special Projects

- Met with 360 UIC units in connection with the UIC Facilities & Administrative Rate Proposal.
- Developed policy updates based on the changing needs of the universities.
- Implemented an intuitive and user-friendly P-Card, T-Card, and travel reimbursement application, with over 86,000 expense reports processed since February 2022.
- Eliminated optional state tax withholding on foreign non-wage payments, which results in more net financial aid for impacted students.
- Paper check reduction project generated savings by reducing back-end processes such as returned mail, state escheatment, postage, and increased rebates from the credit card provider. Electronic payments have increased from 3,100 to 7,000 in 18 months.
INITIATIVES IN FY22

Mandated Work

• Successful completion of FY2021 external audit with new audit firm and new reporting requirements.

• Tracking and reporting for the Family First Coronavirus Response & The American Rescue Plan Acts.

• Implemented the first phase of the State University Retirement Systems Deferred Compensation Plan.

• Developed and implemented the reporting and taxation for Union Negotiated Vacation Payouts.

Efficiencies Created

• Reduced manual tasks by enrolling 27 vendors in new automated invoice presentment and adjudication technologies.

• Implemented Robotic Process Automation for creation of new accounting strings.

• Continuous improvements of system-wide processes, such as credit card fee processing, and supporting automated mass-entries for departmental users.

• Implemented streamlined process for paying employees outside of the United States.

• Successfully implemented the modern and intuitive travel and expense management application Chrome River, saving time for faculty and staff.
HIGH VOLUME OF SYSTEM-WIDE SERVICES

Controller units complete millions of transactions in support of university financial operations on an annual basis.

**PAYMENT CARDS:**
- Administered $57 million card program, involving over 7,700 cards, creating efficiencies when making small purchases
- 197,000 PCard transactions
- 21,000 TCard transactions
- $3 million estimated card program revenue

**PAYROLLS CALCULATED:**
- $2.8 billion in wages processed accurately, efficiently, and timely
- $900 million in employee deductions remitted correctly, involving over 240 different types of deductions

**PAYROLL ADJUSTMENTS:**
- 55,851 payroll adjustments processed

**VENDOR PAYMENTS & EMPLOYEE REIMBURSEMENT:**
- 485,000 transactions

**TAX REPORTING:**
- 195 Sales Tax returns involving 24 taxing jurisdictions
- 67,743 W-2’s issued
- 1,931 1042S statements
- 32,083 Affordable Care Act tax statements

**STATE ESCHATEMENT:**
- 4,800 records added
- 900 resolved
- 3,900 remitted to state

**BANK RECONCILIATIONS:**
- 33 bank accounts reconciled on a monthly basis, accounting for billions of receipt and disbursement transactions

**APPROPRIATION VOUCHERS:**
- 8,000 state appropriation vouchers processed for $640 million

**ACCOUNTING STRING UPDATES:**
- 3,100 accounting string updates for department business operations
HIGH VOLUME OF SYSTEM-WIDE SERVICES

DEBT SERVICE TRANSACTIONS:
• $370 million processed for principal and interest payments

INVESTMENT TRANSACTIONS:
• $14 billion of investment sales and purchases involving 45,000 of transactions reconciled and tracked

EQUIPMENT TRACKING:
• 17,500 equipment records added to inventory tracking
• 25,000 inbound equipment items delivered at surplus warehouses

INVOlUNTARY WITHHOLDING:
• 2,271 orders

SERVICE ACTIVITY RATES:
• 180 individual rate reviews completed

PLANT FUND COMPLIANCE:
• $139,000,000 of transactions reviewed

SERVICE CENTERS:
• $335 million in recoveries from 630 service center funds as a result of System Government Costing’s operations

COLLABORATION HIGHLIGHTS

Partnered with the UIUC Grainger College of Engineering to identify enhancements to their Timetracker timesheet application to allow for broader deployment across the university.

Worked in close contact with the UIC Hospital to compile the FY21 Health Services Facilities System financial statements.

Partnered with the HR offices at each of the universities and other System Office units to develop an automated payroll payment process for international employees. These improvements simplified the previously very complicated, time intensive, and inefficient process for departmental HR staff and employees working internationally.

In collaboration with the purchasing offices at each of the universities, migrated the new vendor creation request process from paper to electronic as part of the Source-to-Pay Collaboration.
AWARDS & ACCOMPLISHMENTS

**Professional Staff Leadership Academy**
John Laroe
Laura Barnett

**Distinguished Employee Leadership & Team Award (DELTA)**
Roger Fredenhagen
Anne Larimore - nominated

**UIC Award of Merit Recipient**
Jenny Li

**Service Activity Advanced Certification Track**
Ardith Flight
Ben Liles

**HR Supervisory Series**
Roger Fredenhagen

**Certified Business Administrators Certification Program**
Phil McCarthy
Mark McGiles
Sherri Vollious
Bridget To

**Fundamental Payroll Certification (FPC)**
Teresa Guzman

**Master of Business Administration**
(Concentration in Supply Chain & Operations Management)
Caryl Ewangan
SYSTEM GOVERNMENT COSTING
Service Activity Advanced Training Feedback

“The facilitators were like a breath of fresh air in the morning. I enjoyed learning about Government Costing, policies to be followed, and the process necessary to appropriately calculate rates.”

“I sincerely appreciated the course pace, enthusiasm, available help offline and during, and the camaraderie. I feel introduced into a nice family.”

“I greatly appreciated the camaraderie and wealth of knowledge among your team as you can tell... You’re truly an awesome team.”

“This training has been one of the very best trainings I’ve had throughout my time with the university.”

“I really liked learning all this new information and the guidelines, resources, and fabulous team that could assist me at anytime during the new road we will explore within our college and departments.”
POSITIVE CUSTOMER FEEDBACK

UNIVERSITY PAYROLL AND BENEFITS

“I wanted to personally thank you and your team for working so closely with us on the payroll issue this week.”

UNIVERSITY PAYABLES

“Anytime I have reached out for her for help, she is always eager to help me and responds as quickly as she can. She is always so positive, willing to help, and never gets upset. She really is a gem to work with.”

UNIVERSITY ACCOUNTING AND FINANCIAL REPORTING

“... a knowledgeable and deserving person, I’m honored to get to work with you!”
NEW INITIATIVES FOR THE COMING YEARS

System Government Costing

- Complete Information Technology Financial Management (ITFM) software initiative, which is to review and potentially obtain third-party vendor software that would assist our service centers in performing rate calculations for the University of Illinois System.

University Accounting and Financial Reporting

- Implement new certification courses to improve training for departmental staff with equipment tracking responsibilities, resulting in greater compliance with state and University System requirements.

University Payables

- Expand functionality of electronic invoice presentment and invoice adjudication technologies for greater efficiency.
- Deploy easier, more intuitive software for departmental business staff to submit non-purchase order vendor payments.

University Payroll and Benefits

- Staff development activities: expand process documentation and develop more structured on the job training.
- Convert the foreign national electronic payment form to an online application for better customer service.
- Expand use of robotic process automation to create more efficiencies in repetitive processes, allowing staff time to be redeployed to other areas.
## Contact Us

**OFFICE OF SENIOR ASSISTANT VICE PRESIDENT, CONTROLLER AND DEPUTY COMPTROLLER**

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