May 13, 2011

Happy Spring!

Welcome to the May 2011 edition of Controller’s Connection newsletter. This newsletter will be issued each semester to provide updates and information about the Controller’s Division (CDV) that have an impact on the University community. Topic-specific editions of this newsletter will also be issued to target important departmental updates as necessary. The first of these targeted updates was issued for Payroll on April 15th. All editions of the Controller’s Connection are available on the CDV website at www.nyu.edu/financial.services/cdv/pcip. I hope you find these newsletters helpful and would appreciate suggestions you may have on its content.

Warm regards,
Kerri Tricarico
University Controller

Welcome New Employees

Over the past year, we’ve welcomed the following new employees to the CDV:

John Corr, Associate Controller
John Corr was appointed to the new role of Associate Controller which serves as the primary Financial Operations & Treasury liaison for global initiatives as well as coordinator for all project activities in the Controller’s Division. John is currently assisting NYUAD Finance with the development of financial policies and procedures and is also working on the rollout of FAME to those study abroad sites managed by the Global Programs Office. John can be reached by e-mail: john.corr@nyu.edu or by phone: (212) 998-2971.

Louis Curcio, Director of Tax Reporting & Compliance
As Director of Tax Reporting & Compliance, Lou Curcio is responsible for leading and executing the tax planning, reporting and compliance functions for the University. These responsibilities include preparing the University’s Federal, State and Local tax returns and tax filings; developing and implementing the University’s tools to track and report Unrelated Business Income; providing support to the Finance organization and other University departments for corporate tax inquiries and disclosures; and serving as primary liaison with the University’s global tax consulting partner.

Many of you attended Lou’s recent seminar on Unrelated Business Income and we look forward to hosting similar events in the future. Please direct any tax-related inquiries to Lou by email: louis.curcio@nyu.edu or by phone: (212) 998-2955.
Madeleine Fix-Hansen, Multimedia Specialist
Madeleine Fix-Hansen joins CDV as the team lead in the Communications & Training Department, working to create eLearning for the Controller’s Division policies, procedures, and systems and to enhance the Financial Operations & Treasury website presence. Madeleine can be reached by email: madeleine.fix@nyu.edu or by phone: (212) 998-2734.

Daiyana Lazala-Gordon, Manager of the Payroll Service Center
The Payroll Service Center (PSC) was launched in December 2010 and provides a one-stop shop for payroll, myTime and payroll policy inquiries. The PSC is managed by Daiyana Lazala-Gordon. Daiyana can be reached by email: daiyana.gordon@nyu.edu. The PSC can be reached by email: AskPayroll@nyu.edu or by phone: (212) 443-8463 (3-TIME).

Morgan Pfaff, Manager of Reconciliation & Analysis
The CDV Reconciliation & Analysis team is now under the direction of Morgan Pfaff. Morgan’s team is responsible for the reconciliation of University balance sheet accounts with a focus on bank accounts and student receivable accounts. Morgan can be reached by email: morgan.pfaff@nyu.edu or by phone: (212) 998-2919.

Michele Zarrella, Interim Director of Payroll Operations
In anticipation of the upcoming HRIS Replacement Project to which Gary Ufer will be assigned, Michele Zarrella has joined the CDV as the Interim Director of Payroll. Both the Payroll Operations and the Payroll Service Center teams fall under Michele’s leadership. Michele can be reached by email: michele.zarrella@nyu.edu or by phone: (212) 998-2746.

Sponsored Programs Accounting & Cost Analysis Join Sponsored Programs Administration
In December 2010, Financial Operations and Treasury welcomed José M. Roman to the newly created position of Assistant Vice President for Sponsored Programs Administration. The Sponsored Programs Accounting (SPA) and Cost Analysis departments have moved from the Office of the Controller to Sponsored Programs Administration.

Construction of a permanent “web home” for Sponsored Programs Administration is underway. In the interim, the SPA and Cost Analysis information remains a part of the CDV website and can also be located on the NYU website at the following URL: www.nyu.edu/sponsored-programs-administration.

School of Medicine Joins NYU Langone Medical Center PeopleSoft System
The NYU School of Medicine (SOM) has left the University’s financial system (FAME) and joined the NYU Hospitals Center in one comprehensive PeopleSoft financial system for the NYU Langone Medical Center. JEMS users should continue to include SOM lines in journal entries (check the "School of Medicine Lines Included” box in the JEMS Header Information panel) but the chartfields may have changed.
If a requestor does not know their new SOM chartfield, they should contact the administrator for the SOM department involved in the transaction. Please view the School of Medicine Department Administrators list online: www.med.nyu.edu/somadmins/depts/index.html.

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It's 990 Season

The University Tax Department is finalizing the University's IRS Forms 990 and 990-T for the year ending August 31, 2010. If you have received a request for information for the 990 or 990-T, we would appreciate your response as soon as possible. Please contact Lou Curcio if you have any questions by email: louis.curcio@nyu.edu or by phone: (212) 998-2955.

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Global FAME Rollout Schedule

The CDV Financial Information Systems, Accounting & Reporting, and Training & Communications teams are currently participating in the deployment of FAME and JEMS to the University’s study abroad sites. These CDV teams are collaborating with project team members from the Office of Global Programs, Program Services Office, and ITS to expand the functionality in FAME and JEMS to include the study abroad sites and provide the requisite system training. The pilot launches in London and Prague were successful and the team expects to complete the full deployment over the next few months.

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New & Updated CDV Tutorials in iLearn

The Controller’s Division continues to provide training for financial-related policies, procedures and systems in the iLearn system (accessible through the Work tab on NYUHome). CDV courses are identified in iLearn as FIN CourseNumber. The Communications & Training Department continues to collaborate with their functional partners in CDV to expand and update the training offerings. Please look for these new and updated courses in the iLearn Course Catalog:

- FIN 107: Introduction to NYU Administrative Systems
- FIN 220 - 225: NYU myTime tutorials

Updates to the following courses will be coming soon:
- FIN 003: All About AP Workflow (including Real Life Examples)
- FIN 106: Journal Entry Management System
- FIN 100: Basic Brio Reporting
- FIN 227: myTime for Human Resources Officers
- FIN 202: Unrelated Business Income

The full CDV training curriculum available on iLearn can be accessed through the following URL: www.nyu.edu/financial.services/cdv/training/.
Visit the CDV Support Library

In our continuous efforts to improve customer service, we've launched the "CDV Support Library". This web-based application provides faculty, researchers, students, administrators and NYU visitors with a tool to find guidance on financial-related policies, procedures, systems and reports. Subject areas include: accounting information, financial systems, foreign employees, payments, payroll, reimbursements, sponsored programs, tax and training. Visit the CDV Support Library online: www.nyu.edu/financial.services/cdv/help/.