Purchasing Card Stress?

Relax -- It's Better Than You Think

If you've been at Weber State any time in the past few weeks, chances are you've heard a lot about P-Cards. Phrases like "recertification training" and "online statements" may be swimming around in your head -- and you may not even be sure what they mean! Here's a quick guide to help you navigate the ins and outs of the P-Card process:

Recertification Training

As the result of a recent audit, anyone who holds a P-Card is required to recertify each year. There are three different types of recertification training: P-Card Program, P-Card Travel Program and P-Card Training for Reconcilers and Supervisors. What capabilities your card has and what supervisory responsibilities you have will determine whether you need to recertify on one, two or all three trainings.

So where do you go to recertify? Recertification is now offered exclusively online through http://vista.weber.edu (also known as WebCT/Vista or WSU Online). This means you can recertify at any time of day or night, from your office or from home -- pretty much anywhere there is an internet connection. You don't even need to register for the courses in Training Tracker. Each course will go over the information you need to know, and then you'll take an online test. Don't worry if you don't pass the test the first time -- you can take it until you pass it, and there's no penalty. Once you pass, you're home free for another year! However, if at some point you want a refresher course (before you travel, for instance), you can log back in and do a bit of reviewing.

Accessing P-Card Recertification just got a little bit easier. Originally, employees had to register themselves for the courses they needed; this is no longer required. Instructions on how to get into the system are available on the Quality Support and Training website at http://departments.weber.edu/qsupport&training/. Click on the link that reads 'Learn More' under 'How Do I Register for P-Card Recertification?'. If you run into problems, you can contact Cherrie Nelson at ext. 7496 or Jennifer Evans at ext. 8534.

Online Statements

You may have noticed that the P-Card statements that were e-mailed to you on the first day of each month are noticeably absent from your inbox. That's because P-Card statements are now available online through https://pwnet.procard.com/weber/ (also known as PathWay Net). Instead of having your statement sent to you, you now have the capability of viewing your statements online and printing them out yourself. Why the change? Under the old system, supervisors and reconcilers couldn't view the transactions of cardholders until the P-Card statement was sent to them. The new system allows supervisors and reconcilers to view the transactions of cardholders at any time of the month. This will make it easier to catch mistakes before the statements are issued, not to mention that it's just more secure to have that extra oversight.

There are two different ways to log into PathWay Net: as a cardholder and as a reconciler and/or supervisor. Instructions for both can be found at the Purchasing Department's website at http://departments.weber.edu/purchasing/. Click on the link that reads 'Guide for Printing P-Card Statements'. For assistance in PathWay Net, contact Ramona Sessions at ext. 7496 or Jennifer Evans at ext. 8534.

Say Goodbye. . Say Hello!

Ramona Sessions is the new P-Card Coordinator. She is not, however, new to Weber State. Ramona worked at WSU from 1975-1990 as a secretary for the Electronics Department, as a secretary for the Sociology/Anthropology Department and as a Lab Instructor for the Business Education Department. She then left WSU to work as an office manager in an Ogden law firm. She is excited to be back at Weber. "I always loved Weber. It's such a nice atmosphere; the people here are wonderful," she says. If you have questions about the P-Card process, contact Ramona at ext. 7113 or at ramonasessions@weber.edu.

After 24 years of service to Weber State University, Barbara Mifflin has retired. Barbara was honored at a farewell reception on September 14 in The Lair. In her time at WSU, Barbara worked as a receptionist, in accounts payable, as an FRS Specialist and as P-Card Coordinator.

Barbara leaves amidst some changes in the P-Card process. "I apologize for setting up a new system and then leaving!" she says. We appreciate Barbara and wish her all the best!
"Character Code" Makes Its Return to WSU

Thomas Edison once said, “What a man’s mind can create, man’s character can control.” This statement provides a good summary for “The Character Code,” a program created by psychologist and business leadership coach Taylor Hartman.

“The Character Code” is derived from Hartman’s second book, “Color Your Future.” In it, Hartman states that personalities are innate, but character is developed and shaped. Using the Hartman Personality Profile (a set of questions used to determine personality type), a person is categorized as a Red, Blue, White or Yellow personality. Each color represents a motive which derives a personality type. Hartman published this theory in “The Color Code,” a book that focused on how to improve relationships through understanding different personalities. “Color Code” training has been available at Weber State for several years through certified trainer and Quality Support and Training Director Cherrie Nelson. Nelson has recently been certified to teach “The Character Code” and training is now available to WSU employees.

“Character Code” (Training Tracker course # 300-01) is comprised of four parts that will take place on Oct. 19, Oct. 26, Nov. 2 and Nov. 9. Each part is held in Lampros Hall Rm. 201 from 2:00 - 4:30 p.m. “Color Code -- The Basics” (Training Tracker course #300-18) is a prerequisite to the “Character Code” course and is being taught Oct. 12. “The goal of ‘Character Code’ is to help people build their character by using the ‘Color Code.’ Individuals are encouraged to identify their limitations and find an antidote from one of the other colors,” says Nelson. “Taylor Hartman has developed this program in a way that’s really entertaining and fun. I’m glad that we have this program at Weber State.”

To register for “Character Code” or “Color Code,” log on to Training Tracker at https://portal.weber.edu/trainingtracker/, or call Cherrie Nelson at ext. 7496.

Forgotten How to Use Training Tracker?

- Log on to https://portal.weber.edu/trainingtracker
- Select ‘Classes/Schedule’ from the pull-down bar
- Select ‘Show Only Scheduled Classes’
- Select the class you wish to attend
- Select ‘Add to My Schedule’

BE SURE TO READ ALL OF THE INSTRUCTIONS ASSOCIATED WITH THE CLASS YOU REGISTERED FOR!

For a list of available training opportunities and more detailed instructions on how to register for classes, contact the Quality Support and Training office for a copy of the ‘Learn’ catalog.

Outstanding Performance Award Recipients Named

Administrative Services would like to congratulate the recipients of the Spring 2004 Outstanding Performance Awards. The employees listed below have been selected from the submitted nominations based on their exemplary service to other WSU employees and students. Be sure to congratulate them if you happen to see them on campus!

Joan Davies, FM - Systems Support
Sue Pech, HR - Compensation, Benefits & Operations
Todd Lloyd, FM - Plumber
Marty Downey, FM - Custodial
Vivian Donaldson, Athletics - Assistant to the Wildcat Director
Ron Smith, FS - Director of Accounting Services
Mike Whetton, FM - Stores & Motor Pool Manager
Chad Davison, FM - Electrician
Loutish Langston, FM - Custodial
Ben Read, FS - Payroll Manager
Michael Gilchrist, FM - Custodial
Stan Holmes, FM - Computing Support
Paul Grua, Athletics - Assistant Sports Info. Director
Darin Hogge, Athletics - Assistant Sports Info. Director
Ruth Rios, FM - Custodial
Doris Hofer, FM - Custodial

Kudos!

To: Facilities Management Landscape Crew
From: Brian Shuppy
Re: University Grounds

I just wanted to let you know that I and many others have noticed huge improvements in campus grounds and facilities. I have only been here ten years, but I’ve never seen the lawns look as nice, the fountains all running and maintained, new benches, new cement and railings, new sprinklers, cleanliness…I could go on and on. THANK YOU for whatever you’re doing to make this happen.
Nomination Form

Administrative Services
Division Outstanding Performance Award

<table>
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<tr>
<th>Date:</th>
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<tbody>
<tr>
<td>Person making recommendation (name):</td>
</tr>
<tr>
<td>Person or group being recommended (list all names):</td>
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</tbody>
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Please state what, in your opinion, this person/group has done that should be recognized for outstanding performance and achievement. See the back of this form for criteria. For group nominations, include a thorough description of each individual’s contribution. Additional sheets will be accepted only for group nominations. For individual nominations, please limit your comments to this form only.

☐ I agree with the above statement

Signature (person making recommendation)  Signature (department director/manager)

Nomination Forms will be semi-annually reviewed and awardees selected by the Rewards and Recognition Committee. Fall nominations are due December 31. Spring nominations are due June 30.

*When complete, send this form to Quality Support and Training, M/C 1006.*
What Makes a Top Performer?

What employees and managers at WSU feel make an outstanding employee:

- Outstanding communication skills
- Terrific flexibility
- Great problem solver
- Great problem preventer
- Safety advocate
- Outstanding effort
- Very responsible
- Very reliable
- Goes the extra mile
- Great customer service
- Self-starter
- Very productive

If you take all of these skills and apply them to our performance review (PREP) criteria, this would be your outstanding performer:

- Outstanding job knowledge
- Outstanding quality
- Outstanding self management
- Outstanding community and teamwork (interpersonal relations)
- Outstanding leadership