

January 16, 2015

Check out Concur's New User Interface

As of Fri, Jan 9, the Concur Travel & Expense System is showing a new (inter)face, including bold graphics and user-friendly visual cues for many tasks.

The goal is a more modernized look and feel of the Concur platform. With the updated user interface (UI), you should expect a more intuitive interface with a new “work to zero” task list. The task list highlights items (card transactions, unsubmitted reports, reports pending approval, etc.) that need your attention.

- We encourage you to review the [transition webpage](#) for a summary of changes and a heads-up on what to expect.
- Want a more visual way to get on board? Check out the quick [overview video](#).
- All Concur step-by-steps and quick reference guides have been updated to show the new screen images.

Remember: The policies and processes you already know stay the same. For the most part, Concur's new interface changes the look of the home page and adds top-menu navigation.

Questions? Contact FinProHelp@cu.edu or 303.837.2161.

No Charge for Concur Bookings!

Happy New Year! And here's some good news to help you celebrate 2015: beginning Fri, Jan 9, you will no longer be charged the \$6 booking fee when you book domestic airline tickets online through Concur.

Note: Christopherson Business Travel (CBT) agent-assisted travel booking fees will remain at \$20.

Questions? Contact Mary.Martin@cu.edu.

Scope of Work (SOW) Review

A new PSC Procedural Statement (PPS) provides important guidance on the Scope of Work (SOW) process. SOW review must be completed prior to hiring an individual/sole proprietor who operates under a Social Security Number. There is also a revised SOW form on the PSC Forms page. Both documents are effective Jan 1, 2015.

If you work with service providers who may be independent contractors, you need to review the procedures and form carefully. In particular, note:

- On the SOW form, identify all costs proposed to be covered by the University. Independent contractors typically charge rates adequate to cover travel/other expenses. If not included in the service rate, these must be listed as additional costs on the SOW form and covered using the same procurement method as the service payment (i.e., Marketplace Payment Voucher or Marketplace Requisition).
- Do not use other, separate procurement methods (Procurement Card, Travel Card, Marketplace Purchase Order, or Non-Employee Reimbursement form) to cover costs associated with an independent contractor.

Employee Services (ES) reviews the completed SOW form to decide if the service provider will be performing the work as an independent contractor.

- Service provider classification determines whether payment is made through the PSC or through ES.

There are significant negative consequences if an institution misclassifies service providers as independent contractors. The new procedural statement and revised SOW form are designed to address this risk. (In addition, the revised form enables digital signatures.)

Questions on filling out the SOW form? Contact SOW@cu.edu.

Questions on the PSC Procedural Statement? Contact FinProHelp@cu.edu.