



Office of the Vice President for HSC/UNM Finance
and University Controller
1 University of New Mexico
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Albuquerque, NM 87131

MEMORANDUM

To: All University Departments
From: Ava J. Lovell, CPA
VP for HSC/UNM Finance & University Controller
Date: October 29, 2010
Re: Reduction/Elimination of Services Provided by Financial Services

Due to the financial position of the state, over the past year and a half the University has had to respond to budget reductions and rescissions. As a result of the reductions, the Financial Services Division has reduced its budgets by a total of \$1,226,922.00 including 19.6 FTE.

This loss of staff and budget has affected our ability to provide some services to the University Community. In order to decide which services would ultimately be affected, a thorough review of all services within the Division was conducted. Core mission functions which need to stay intact, were defined as processes related to payroll, student services accounting/cashiering, pre-award/contract & grant accounting, cash management/investments, budgeting/state funding, procurement contracting, systems integrity, reporting integrity, hiring/performance coaching, and compliance/external audit processes. Accordingly, services outside of these core mission functions may result in slower response times, reduction, or elimination.

Thus, you currently may experience the following:

- Requests for ad hoc reports and documentation for departments will be completed when workload permits.
- Responses to email and phone calls may be delayed.
- Training/workshops will go from monthly to quarterly or be eliminated.
- Walk-in hours: Payroll has already shortened their office hours to 10 a.m. – 2 p.m. Several other offices will likely shorten their walk-in hours as well. Changes will be communicated beforehand to all affected departments.
- Financial Services Support Center (FSSC) has been eliminated; however, some services previously performed by FSSC will be absorbed by Finance Systems Management (FSM). Due to reduction in staff, the turnaround time will be slower. (For example: chart of accounts maintenance requests may take up to 2 weeks, FUPLOADS and UPLOADS may take 3 days, etc.)

Further alignments, reductions, and elimination of services may be necessary in the event of future budget reductions.