

# Weekly Bulletin No. 714, Week Commencing Monday 2nd April 2018

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## 1. Shared Services Finance Fast Track Employee Expenses

I am pleased to announce the launch of a new service being offered by Shared Services Finance - **Fast Track Employee Expenses**.

Employee expense claims submitted through to the email address [SSFexpenses@admin.cam.ac.uk](mailto:SSFexpenses@admin.cam.ac.uk) by the close of Tuesday will be paid to the employee's bank account on the following Monday by BACS (Bank Holiday arrangements as advised by Finance Division).

Our first cut-off will be **Tuesday 3rd April** for payment **Monday 9th April**.

Full details are available on the Shared Services webpage <https://www.finance.admin.cam.ac.uk/finance-staff/shared-services>. If you would like any further information or to discuss using the service please contact Shared Services.

I hope that you will find this a valuable addition to our service offering.

Issued by [Bernadette Parsons](#) - Shared Services Manager



## 2. Pension Percentage Increases

From April 2018 there are increases in the percentage rates for some pension schemes, which will affect employee contributions and departmental employer costs.

Workers paid via TES or UPS who are members of the auto-enrolment scheme will see a contribution increase from 1% to 3%. The departmental employer on-cost will increase from 1% to 2%.

MRC employer on-costs will increase to 15.9% from 14.9%.

Issued by [Alexsis Dicken](#) – Payroll Section



## 3. Marketplace - Office Depot

### **Request to consolidate non-essential low value orders with our Office Solutions supplier - Office Depot**

As part of our ongoing commitment to reducing supply chain costs and environmental impact, Procurement Services have been working with Office Depot reviewing University of Cambridge order values and volumes.

Results from the last 3 months show that over 60% of our orders were below £30, which is extremely high when compared with Office Depot's benchmarked data from over 100+ university customers of 25% below £30.

In addition, January 2018 saw 34% (280) of all orders placed by the University of Cambridge valued below £10; 135 of which were valued below £5 and 20 orders below £1.

Procurement Services would like you to consider your purchase behaviour where possible; hidden factors such as cost to process, pick, pack, deliver, receipt and invoice high volumes of low value orders inclusive of service has a significant impact on Office Depot's cost to service ourselves as a customer. Considerations such as our internal cost to purchase as well as the damaging impact on the environment through having to process more packaging and paperwork as well as increased emissions from higher delivery needs are well worth thinking about.

Given our high volume of low value orders and in line with other Universities looking to reduce hidden costs and environmental impact, Office Depot will be introducing a minimum order value of £10 effective April 3rd 2018.

Office Depot are proactively looking to help us transition to a lower volume of high value orders and rather than impose a minimum order charge, from today if you place orders below the £10 minimum order value you will receive guidance from Office Depot directly offering help and advice on how you can reduce your low value orders and thus decrease environmental impact and reduce supply chain costs.

Issued by [Elizabeth Curry](#) – Business Administration Category Manager

## 4. Managing the Budget - Tuesday 17 April

This new offering is designed for University staff with a responsibility for managing against budgets and financial targets, and who control and monitor income and expenditure. Topics covered are the theory and practice of budgeting in the University, how to interpret department budget reports and understand the causes of overspends (and underspends) against budgets. For further details and to book a place, please refer to:

<https://www.training.cam.ac.uk/fin/event/2497703>

Posted by [Helen Parker](#) - Finance Training

## 5. Monthly Accounting Timetable

To view the [status of the monthly process](#) including the month end close dates please use the following link: [Accounting Timetable](#)

[Bulletin Archive](#)