

### Common University Acronyms

<b>ABOR</b>	<b>Arizona Board of Regents</b> - The governing body for the State of Arizona's public university system which includes the University of Arizona (UA), Arizona State University (ASU), and Northern Arizona University (NAU)
<b>AHSC</b>	<b>Arizona Health Sciences Center</b> - Includes the Colleges of Medicine, Nursing, Pharmacy and Public Health, University Medical Center (UMC) and University Physicians Healthcare (UPH)
<b>ASUA</b>	<b>Associated Students of the University of Arizona</b> - Student Government
<b>AP</b>	<b>Accounts Payable</b> – FSO’s Accounts Payable Office is located in Room 402 of the University Services Building.
<b>BI</b>	<b>Business Intelligence</b> - collecting, integrating and analyzing myriad types of information to obtain historical, current and predictive views of business operations.
<b>CR</b>	<b>Cash Receipt</b> - The Cash Receipt (CR) document is used to record cash and checks received by units, for subsequent deposit into bank accounts by the Bursar's Office
<b>DI</b>	<b>Distribution of Income and Expense</b> - The DI document is used to distribute the income or expense assets and liabilities from a holding account to one or more appropriate account(s) when one account has incurred expenses or received income on behalf of one or more other accounts. It can also be used to move income, expenses, assets and liabilities to other sub-accounts, object codes, or sub-object codes.
<b>DV</b>	<b>Disbursement Voucher</b> - The Disbursement Voucher (DV) document is used to reimburse employees and nonemployees for expenses incurred while conducting university business and to pay other vendors for performing a service, or providing material goods for the university
<b>ERE</b>	<b>Employee Related Expense</b> - The expenses the University incurs on behalf of an employee in addition to salary expenses. ERE is comprised of FICA, Retirement, Unemployment Compensation, Worker's Compensation, Liability Insurance, Health/Dental/Life Insurance, and Dependent Care Assistance
<b>ETE</b>	<b>Extended Temporary Employment</b> - Classified staff positions established for a period of six months to twenty-four months. ETE employees are benefits-eligible, but are not placed in lay-off status at the completion of their assignment.
<b>FERPA</b>	<b>Family Educational Rights and Privacy Act (1974)</b> is a Federal law that protects the privacy of student education records.
<b>FICA</b>	<b>Federal Insurance Contributions Act</b> - Social Security taxes

<b>FM</b>	<b>Facilities Management</b> Department - Assists departments and the University with maintenance, custodial and building service needs
<b>FSO</b>	<b>Financial Services Office</b> - Assists departments with all financial aspects of University business (account information, accounts payable, travel, payroll)
<b>FTE</b>	<b>Full-Time Equivalent</b> - A numerical designator for an appointment based on 100% for full-time. An FTE for a full-time employee is 1.00. (An individual working for 20 hours per week would be employed in a .50FTE.)
<b>GEC</b>	<b>General Error Correction</b> - The General Error Correction (GEC) document is used to correct inappropriate or erroneous accounting string data for General Ledger entries generated from other financial transactions.
<b>HR</b>	<b>Human Resources</b> Department - Assists employees and departments with employment, benefits, employee relations, compensation, training and development and organizational effectiveness needs
<b>IB</b>	<b>Internal Billing</b> - The Internal Billing (IB) document is used to bill for goods or services provided by one university department to another university department, reflecting income to the provider and expense to the customer.
<b>ICA</b>	<b>Intercollegiate Athletics</b> – The University’s Athletics Department
<b>ILC</b>	<b>Integrated Learning Center</b> – located on the UA mall – 1500 E. University Blvd.
<b>ISW</b>	<b>Information Services Web</b> - Web access to financial and payroll reports, applications, and forms.
<b>KFS</b>	<b>Kuali Financial Systems</b> – the modular financial accounting system developed by the Kuali Foundation that is being used by UAccess Financials
<b>MRB</b>	<b>Medical Research Building</b> – located at 1656 E. Mabel St.
<b>PAF</b>	<b>Personnel Action Form</b> - A document that contains detailed information about an employee and the funding for the employee's position.
<b>PI</b>	<b>Principal Investigator</b> - The person assigned responsibility for program and budgetary management of a grant or contract.
<b>PO</b>	<b>Purchase Order</b>
<b>OGC</b>	<b>Office of the General Counsel</b> - In-house counsel providing legal advice, education and representation for the University.

<b>SAC</b>	<b>Staff Advisory Council</b> - Fosters and enhances communication between the classified staff and the University community. Provides a forum for discussing and defining the role of classified staff in the University. Represents and advocates concerns within the University community and statewide; Ensures inclusion of classified staff on University committees.
<b>SSN</b>	<b>Social Security Number</b>
<b>UHAP</b>	<b>University Handbook for Appointed Personnel</b> - Manual containing policies and information pertaining to appointed personnel of The University of Arizona.
<b>UIS</b>	<b>University Information Services</b> - Database warehouse used to access and generate information from a variety of university business systems
<b>UITS</b>	<b>University Information Technology Services</b> - represents the coming together of several existing units: Office of Student Computing (OSCR), Learning Technologies Center (LTC), and the units formerly known as Center for Computing & Information Technology (CCIT)
<b>UMC</b>	<b>University Medical Center</b> - A private, non-profit hospital located at the Arizona Health Science Center (AHSC), adjacent to the U of A. Affiliation with the University enables UMC to take a lead role in offering the latest treatments as well as routine medical care and wellness programs
<b>USA (Building)</b>	<b>University Services Annex</b> – Building located at 220 W. Sixth Street
<b>USB</b>	<b>University Services Building</b> – Located at 888 N. Euclid