**Budget Manager’s Meeting Notes**



January 19, 2022 (blue type indicates comments added during meeting)

1. **Introductions (standard item)**

Welcome to Linda Mazzola who is working with the VP of Student Affairs and Harry Nelson who is our new Post Award Specialist.

1. **Purchasing Updates**

* **Spring 2022 Purchasing Forum**

The Spring Forum will be help Wednesday, February 23rd from 1:30-3pm in the Campus Center (with a virtual option)

* **PeopleSoft ePro blackout week due to SHARE Supplier conversion by USG**

We will have a blackout week per USG for SHARE Supplier Conversion on 2/28/2022-3/4/2022. The Controller's Office & Purchasing will announce earlier cutoff dates for end users the week before in order to process all Expense reimbursements & ePro requisitions in the queue prior to the **conversion week. More details to come.**

* **Year-End Procurement Requests**

1. **Ad Hoc Salary Change – *Karen Hulsey and Matt Paintin***

Faculty MCOPS/additional pays:

See attachment after Roundtable section

1. **Electronic Budget Amendment (eBA)**

* The electronic BA will be fully rolled out to all divisions by the end of January. We have trainings set up for January 12th, January 19th, February 8th, February 23rd, and March 17th so please share that with your area to ensure that everyone is trained. Access to the eBA will only be given after initiator and/or approver training has been attended. Matt and El in our office will be contacting those approvers that we have listed for your areas that still have not received training. We are working with those approvers to do custom training when possible, to ensure that they do not cause bottlenecks in the workflow. Below are those approvers that still do not have training. Please assist us in working with those approvers to obtain training before the end of the month.

Any approver who has not attended training by January 31st could cause a bottleneck in workflow for that department/division as they will not be given access to eBA until they attend training. If possible, we can try to do one off trainings to prevent this if we are informed of that need.

**See attached listing for those who still need training.**

* For the time being, we will not process grants in the eBA system given the vacancies in the ORSP department. Instead, those will continue to go through the current email process you are using. We will notify you once the Post-Award staff is hired and the eBA workflow has been updated. For now, grants BAs that would typically flow through Darlene will be reviewed by Lucretia Gibbs.
* Below is the approved AA workflow for eBAs. This information is also on the training presentation and user guide that will be on our website soon.

AA eBA Workflow

Department Initiated

Initiator Ad Hoc Approver 1:

Initiator Ad Hoc Approver 2:

Budget Manager

Budget Manager Ad Hoc Approver 1: Lucretia

Budget Manager Ad Hoc Approver 2:

Budget Manager Ad Hoc Approver 3:

Budget Manager Ad Hoc Approver 4:

Authorized Approver

Final Ad Hoc Approver 1: Dean

Final Ad Hoc Approver 2: Dr. Preston

Central-AA Funded

Initiator Ad Hoc Approver 1:

Initiator Ad Hoc Approver 2:

Budget Manager

Budget Manager Ad Hoc Approver 1: College-Level Budget Manager

Budget Manager Ad Hoc Approver 2:

Budget Manager Ad Hoc Approver 3:

Budget Manager Ad Hoc Approver 4:

Authorized Approver

Final Ad Hoc Approver 1:

Final Ad Hoc Approver 2:

* Feedback – for those of you that have attended training, please let us know if you found any of that to be unclear or if additional information was needed. For those of you who are currently using eBA, please let us know if you have experienced any issues in the system of if you have any suggestions for improvement. We are currently working on the Department Request Form with ITS and will be reviewing the Elective Fee Request Form next.

1. **Reserve Reporting**

Starting in FY22 all USG institutions were asked to review their current reserve balances (carryforward balances) for Indirect Cost Recoveries, Departmental Sales and Services, Technology Fees, and Tuition. For each fund we were asked to come up with a plan on how we would spend down those balances strategically over the next five years and come up with an appropriate reserve balance that we need to keep annually for unforeseen costs and seed funding. On January 18th, we had to submit our quarterly review of our plan that was submitted. This review will happen quarterly going forward with the intent of having each institution explain what has been spent in that quarter on the strategic plan(s) identified and to explain in changes to plan that quarter.

To assist us in making this process as smooth as possible in subsequent quarters, I have provided some points below that you are encouraged to share with your areas.

* All BAs recognizing fund balance (carry forward) in revenue account 499000 will also be processed with the project ID RESERVES. Our eBA instructions have been updated with this detail and the VPs will be informed in an EAC meeting. This is at the recommendation of the system office as a means for them to also track our strategic spending. This will also allow us to track the use of reserve funds more easily which should help with our quarterly reviews. Please start adding these to your reserve eBAs going forward and keep in mind that this project ID will be on the spending side so that will need to be used as purchases are made.
* Budgeting reserve balances is not the same as spending those balances. Our reporting is based on actual spending each quarter, not just what we’ve budgeted so please keep that in mind as you provide those details each quarter.
* The system office is specifically looking for our strategic use of reserve funds. What is strategic versus operational is determined at the department/division level. For some, adding on fulfilling GA/SA opportunities is a strategic use of funds but for others it is operational. If you are a department that earns revenue in one fiscal year but doesn’t have to cover the expenses until the next FY (or vice versa), then that is likely operational and not strategic. If you are using reserves to cover normal operations because of lower revenues this year, that is also likely operational and not strategic (many VPs agree that this is not a practice that should continue).
* Most of our Q2 review stated that expenses would take place in Q3 or Q4. Please make sure that is followed through over the next few months. I will be reaching out to everyone in early March to see if anyone has questions and to make sure everyone is working on spending those funds if we committed to doing so. We can adjust our plans if needed, so please make sure to inform me if that is something your department is exploring.

Please let us know what would make this process easier for all of you each quarter. Would having a Google Sheet be more useful? Would developing the plan by quarter make things easier up front? This is new to everyone and the system office has not provided a ton of guidance so we’re open to your thoughts and opinions.

1. **CARES funding updates**

For FY22, our top priority for CARES funds is to cover as much of our lost revenues, be it in tuition, auxiliary, or other self-support unit, to avoid budget cuts this fiscal year. We were just approved to distribute out summer/fall 2021 lost revenues right before the holiday break. If any of your areas received those funds, the budget and transfers have been processed and you will receive those details from your budget analyst by the end of this week. We will not be able to distribute for the spring until the census date has passed. Given that we must expense all of these grant funds prior to mid-May, we will not be able to use these grant funds for summer lost revenues should they exist.

We will use a small portion of these funds for covid-related expenses but those will require the approval of Dr. Kelly and the system office. Please keep that in mind if your division is in need (so far only Health Services and Housing has been approved for emergency use of these funds).

1. Semester Based Class Codes- Scott

In mid-Fall, we updated detail codes for all term-based revenues (i.e. any revenue associated with a specific semester). This includes tuition, mandatory fees, course fees, housing/dining plans, etc. This change will allow us to better track revenues by semester by utilizing the class code field. For example, many course fees have historically been collected in class 11000. Now they will be collected in 11981 (Fall), 11983 (Spring), and 11985 (Summer). Additionally, waivers will be reflected in 11982 (Fall), 11984 (Spring), and 11986 (Summer). Similarly, now many auxiliary revenues will be collected in a 42181, 42183, and 42185, rather than the generic 42100. The associated spending authority will still reside in the generic class codes, so you don’t have to change the chart strings you use for spending.

Note, we are still in need of some cleanup regarding this change for both budget and actuals. If you have any questions, reach out to Scott or your analyst.

1. Graduate Tuition Differentials- Scott

The semester-based revenue changes above apply to tuition differentials also. However, in addition to the cleanup still needed for the class code changes, we have also recently noticed that some of our differential revenues are still going to our old differential-specific department IDs. Apparently, we missed some of the detail codes when we made this change in FY21. We are aware of two (Computer Science and Nursing MSN). Scott will be submitting detail code change requests to correct these in the next week or two. If anyone notices any others that need to be corrected, please reach out to Scott or your analyst.

1. **Updates in Budget Services**

Please see the Department Listings section of the Budget Services website to confirm who your analyst is for a specific department. Given the large number of changes across campus, there are some areas that now have more than one analyst. We have tried to keep one analyst over a college/unit/division where we can but were not able to do so for all areas to keep workload distributed fairly.

[**https://www.westga.edu/administration/business-and-finance/budget/department-listings.php**](https://www.westga.edu/administration/business-and-finance/budget/department-listings.php)

1. **Upcoming Deadlines/Meetings:**

On January 18th our Mandatory Fees, Elective and Course Fees, Housing and Dining rates, and Reserve Reporting are all due to USG. February 14th is our budget hearing with USG. Our 3rd quarter review of reserves will be due April 18th and around that time we will know if our suggested fees and state allocation requests will be approved/granted. The FY23 initial budget has to be submitted to USG on May 2nd.

**Roundtable:**

**MCOP/Ad Hoc Pay Scenarios:**

FT faculty in 54F position number is transferring to a 54Y, administrative faculty position number

1. Submit a MSS transfer / intra-institutional transfer transaction
2. If base pay is increasing, select ‘yes’ for salary change
3. Annual/monthly salary should be for base only on this transaction
4. A comment may be added to notify all reviewers/approvers that an administrative stipend will be submitted separately via a supplemental pay transaction
5. Submit MSS supplemental pay transaction in MSS
   1. Amount should be full supplemental pay amount (either annual total; 10 or 12 months, or total stipend, if it is for a defined term for a specified number of months)
   2. Defined term pay form should be attached to the MSS transaction. Signatures are not required on the actual form that will be attached but the form is required to gather the additional information needed to review and code the transaction appropriately
   3. HR business partners assign the earnings code and comp rate codes using the supplemental pay matrix provided by USG and the justification /comments on the transaction detailing what the payment is for
   4. The assignment of the earnings and comp rate codes drives the account code associated with the Budget review/approval
   5. All supplemental pay is entered as a separate line in OneUSG so must have the applicable codes assigned before it can be processed

FT Faculty in a 54Y position number is transferring back to a 54F position number

1. Submit MSS transfer / intra-institutional transfer transaction
2. Select ‘Yes’ for salary change
3. On the salary adjustment page, enter the applicable monthly rate in the base salary “new amount” field and enter a zero in the supplemental pay field
4. The annual rate may not calculate correctly as it is based on current salary and pay frequency; not the pay frequency after the transaction is approved (Ex. Employee is currently 12 month 54Y but until the transfer transaction is approved and updates the employee’s record from a 12 month to a 10 month pay group frequency, the system only calculates at the current 12 month frequency & rate

Graphical user interface, text, application, email

Description automatically generated

1. Add a comment that the supplemental pay is ending and confirm the total new base salary, not including the supplemental pay
2. If there are multiple supplemental pays tied to this employee, and the other supplemental pays should continue regardless of this transfer, adjust the base only and add a detailed comment of what the base salary should be and what the remainder of the supplemental pay amounts should be with a new total for both base and supplemental pay.
   1. This will assist with verification of the correct salary when the transaction is processed by HRIS
   2. It is also helpful to note the other supplemental pay amounts, the timeframe of each, and what each one is for

Please use Ad Hoc Salary changes for a change to an employee’s base salary and the Supplemental Pay for adding a stipend (either temporary or permanent) on top of an employee’s base salary.

eBA Training List:

|  |  |  |
| --- | --- | --- |
| *Division* | *Sub-Division* | *Name* |
| AA | CACSI | Andrew Carter |
|  |  | Andrew Edelman |
|  |  | Clint Samples |
|  |  | Cody Mason |
|  |  | Gregory Payne |
|  |  | James Mayer |
|  |  | Keith Bohannon |
|  |  | Landewatte DeSilva |
|  |  | Larry Rivers |
|  |  | Leah Haught |
|  |  | Lok Lew-Yan-Voon |
|  |  | Margaret Adams |
|  |  | Maria-Elena Doyle |
|  |  | Marjorie Snipes |
|  |  | Matthew Franks |
|  |  | Michael Gordon |
|  |  | Nancy Pencoe |
|  |  | Nicholas Sterling |
|  |  | Randa Harris |
|  |  | Randal Kath |
|  |  | Ryan Currier |
|  |  | Satyanarayana Mruthinti |
|  |  | Stephanie Smith |
|  |  | Travis Self |
|  |  | Victoria Geisler |
|  |  | Xiaofeng Gu |
|  | CACSI Total |  |
|  |  | GIna Brandenburg |
|  |  | Jennifer Pecoraro |
|  |  | Kimberly Bingham |
|  | COE Total |  |
|  | Extended Learning | Glen Davis |
|  | Extended Learning Total |  |
|  | Library Total |  |
|  |  | Teresa Yates |
|  | Mass Comm Total |  |
|  |  | Winston Tripp |
|  | RCOB Total |  |
|  |  | Laura Caramanica |
|  |  | Tammy McClenny |
|  | UC | Ashley Dycus |
|  |  | David Newton |
|  |  | Emily Richardson |
|  |  | Essence Collins |
|  |  | Ian Davis |
|  |  | Robert Schaefer |
|  |  | Sheikh Drammeh |
|  | UC Total |  |
|  |  | Patricia Jiles |
|  | USG Total |  |
|  |  | Deirdre Haywood-Rouse |
|  | VPAA Total |  |
| AA Total |  |  |
|  |  | Sheree Srader |
|  |  | Justin Mayercik |
|  |  | Philip Hand |
| AS Total |  |  |
|  | VPBFS Total |  |
| B&FS Total |  |  |
|  |  | Ambrose Moncayo |
|  | Auxiliary Total |  |
| B&FS-AUX Total |  |  |
| PRES | Legal Affairs | Kristina Carman |
|  |  | Myron Richards |
|  |  | Russell Crutchfield |
|  | President Total |  |
|  | Health Services | Corey Hindman |
|  | Health Services Total |  |
|  |  | April Stewart |
|  | VPSA Total |  |
| SA Total |  |  |
|  |  | Ronald King |
|  |  | Leigh Hussey |
|  |  | Katie Theobald |
|  |  | Meredith Brunen |
|  |  | Nichole Fannin |
|  | UA Total |  |
|  | UCM | Brandy Barker |