Budget Manager’s Meeting Notes
April 18, 2019 (blue type indicates comments added during meeting)
UCC 3rd Floor Conference Room

1. Introductions (standard item)

2. Report from Human Resources

   A. ePAR Changes – Karen Hulsey

   The fields for the employee's 917 number, time approver, and time approver's employee ID have now been added to the ePAR form directly under the PAR Summary box.

   • Initiators should enter this information in the new data fields before submitting the ePAR. As a reminder, if a time approver is not indicated on the ePAR, it will default to the reports to supervisor.
   • The reports to supervisor is directly tied to the position number.
   • The time approver can be a separate individual authorized to review and approve time on behalf of the reports to supervisor.

   Please note that these changes were tested in Core Integrator. If you receive an ePAR that shows ‘TESTING’ in the PAR summary box, please disregard.

   • HR is working on a report that would show the 917#s for students. The idea is that this information would be added to the Employee ID listing on their website. More information to come after Karen Hulsey verifies that HR can post 917#s to their website.

   B. Summer Student Hiring Process - Mary Beth Phillips

   All students (excluding those with graduate assistantships) will be hired as 54T or 54W regardless of the semester hired. We will no longer use the 54C pay group for student hires over the summer.

   • All Students Assistants (54T & 54W) will have auto-terms effective 6/2/19 after Spring graduation. This separation date will allow students to continue working after the spring graduation date if needed. Any departments hiring students over the summer will need to submit an ePAR to rehire with an effective date on or after 6/2/19 (dates will be determined with 2019 payroll schedule is finalized). We will reevaluate this process before next summer to determine if is still applicable.
   • HR-Employment Services and/or Career Services will check the student’s summer enrollment status when reviewing the summer hire ePAR/PAR. If the student is not enrolled for 6 credit hours or greater for the summer semesters, the student will be FICA-Med (1.45%) & GA Defined (employee expense only) eligible. The department will need to budget for the FICA-Med (1.45%) for this student. HR-Employment Services or Career Services will note on the ePAR and notify the department that a Budget Amendment is needed. Please note that FICA will be effective after the review shows a student has dropped below 6 credit hours. We will not apply FICA to previous summer payrolls.
   • HR-Employment Services will run an enrollment report periodically through the summer each year to review student summer enrollment. Students whose FICA/GA Defined status needs to be changed will be entered on a shared Google Doc between HR-Employment Services, Career Services, Data Management, and Budget.
Budget Managers Meeting April 2019

- Budget Services will contact departments requesting a budget amendment should a student’s summer enrollment status change after the July 1st and mid-July review mentioned above.
- There will be NO auto terminations at the end of Summer.
- For the students graduating at the end of summer, not enrolled for fall, or not doing the same job for fall semester as during summer, a Separation ePAR will be needed.
- All summer hires that are subject to FICA & Georgia Defined will have a future change row changing their FICA status back to ‘exempt’ at the end of summer (effective 7/28/19).
- The student will be alerted via email that FICA & Georgia Defined will be taken from their paycheck because of the number of summer credits they’re taking once the enrollment report review is complete.
- Departments are encouraged to explain to their student employees the possibility of FICA/GA Defined hitting summer paychecks should they not enroll in at least 6 credit hours over the summer.
- HR to verify how student withdrawals in the summer will be impacted.

C. 2019 Summer Student Hire Scenarios – Mary Beth Phillips

Listed below are some scenarios that might pertain to student hiring for the summer.

- Student graduated in May but department needs student to work summer = 54C (even if starting in fall as a GA).
  - If the student is doing the same job, no need to post the job as casual labor
  - This will only need to be posted is this is a new job for the student.
- Student is not enrolled in summer nor spring but is for fall = 54C (there is no guarantee the student will start in fall and has yet to take any classes at UWG)
  - This will need to be posted in PeopleAdmin.
- Student is enrolled in spring and fall but not summer (or taking less than 6 credit hours) = 54T with FICA and GA Defined withholding
- Student is taking six or more credit hours during the summer in any semester (regardless of spring or fall enrollment) = 54T No FICA withholding
  - Summer enrollment will be periodically checked by HR, especially during drop/add. If the student drops below six credit hours he/she will be charged FICA and GA Defined.

Note: The last day of summer semester is July 27th. The first Effective Date of Action for fall ePARs is July 28th. If your student is starting work later in the semester, then use a later Effective Date of Action. As always, refer to the Payroll Schedule to determine the appropriate Pay Period to use.

(E.g. A student’s official day of work is August 19th (the Monday after classes start), you would submit the hiring ePAR with the Effective Date of August 11th by July 30th to Career Services.)

3. Report from Controller’s Office

A. Study Abroad Accounts - Lisa Kunkler/Melissa Williams

- Study Abroad Accounts:
  - After receiving additional information from the BOR, new departments for Agency Accounts must be set up by 7/1/19. Lisa Kunkler will be contacting everyone shortly to expedite this process.
  - Any amounts remaining in student abroad accounts on June 30th will be recognized as revenue in FY19 then moved to Fund 140000 accounts on July 1.
o Lisa will be contacting those Study Abroad trips taking place now and those that will be split between the fiscal years to decide how they should proceed in processing for the change.

**Agency Accounts:**
- Melissa will continue reaching out to departments to help determine if existing Agency Accounts will be considered student organizations or honorary accounts as those will still be treated as fiduciary accounts effective 7/1/19.
- All other Agency Accounts that are not fiduciary accounts must be spent by the end of this fiscal year (end of May).
- If you have questions about your accounts, please contact Melissa Williams.

4. **FY2020 Budget Development Updates – Kristin Smith**

- The Budget Office is currently in the process of balancing the initial FY20 budget.
- Tuition increases: 2.5% increase to undergraduate tuition and a 6% increase to base graduate tuition.
- The FY20 Budget must be submitted to the Board by May 3rd. Final budget worksheets will not be sent to departments until June. The worksheets will include the merit amounts added to positions’ budgets.
- New funding received earmarked for specific purposes.
- Tuition increase funding is not sufficient to fully fund the $1.6m loss in eTuition funding.
- We will need to implement a small reduction to our current budget level. The amount will be finalized next week.

**Roundtable**

- Lucretia Gibbs shared that there will be a FT Staff position posted to PeopleAdmin soon.