1. Budget Manager’s Meeting Notes
   March 21, 2019 (blue type indicates comments added during meeting)
   UCC 3rd Floor Conference Room

2. Report from Controller’s Office

   A. Travel Information - Anita Saunders
      Travel forum March 29th Nursing Lecture Hall 106 1:30-2:30 – check back with Anita for times before
      meeting
      • Travel Related FYE (preliminary) deadline dates
      • Upcoming encumbrances (same process as last year’s) via ePro requisitions /deadline dates match
        Purchasing’s for ePro
      • New non-employee travel forms to be available by month end (travel website under “Forms”) as
        well as new PDF Employee Travel Expense forms for use only at FYE for encumbrances sent to
        travelers by our office. Once the new forms are posted to the Travel website, please instruct your
        departments to discontinue the use of the old forms. Instructions will be provided for these forms.
      • Upcoming Travel Forum (March 29)

   B. Purchasing Year End Deadline - Sandra Robinson and Jenny Ingram
      • The Year End Calendar should be posted to the Controller’s website by today. They are already on
        the Purchasing website.
      • Some of the more pressing Purchasing deadlines are as follows. These will be posted to the
        Controller’s site but the dates are subject to change.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri - 05/24/19</td>
<td>Last day for P-Card charges without special handling (last business day in statement cycle). Use after this date should be for urgent matters only</td>
</tr>
<tr>
<td>Fri - 05/31/19</td>
<td>P-Card summaries for May 27 statements due to Purchasing (5 p.m.).</td>
</tr>
<tr>
<td>Tue - 06/04/19</td>
<td>Last day for all ePro special requests.</td>
</tr>
<tr>
<td>Tue - 06/04/19</td>
<td>Last day for ePro GeorgiaFirst Marketplace catalog orders (5 p.m.).</td>
</tr>
<tr>
<td>Tue - 06/04/19</td>
<td>Last day for electronic submission of PeopleSoft expense report. Final approval and valid budget check status for FY19 funds by 5 p.m.</td>
</tr>
<tr>
<td>Tue - 06/04/19</td>
<td>ePro requisitions for travel from June 1 through September 30 encumbering FY19 funds must be submitted by 5:00 p.m. Requisitions must break out the estimated expenditures by category and include a fully approved Travel Authorization form.</td>
</tr>
<tr>
<td>Wed - 06/26/19</td>
<td>Last day to receive items in ePro for FY19. All other items should be received once the system reopens for FY20 regardless of when the merchandise arrives. This deadline is new for FY19</td>
</tr>
</tbody>
</table>

• Purchasing will have the system down for 10 days after the Purchasing deadlines to close out old
  purchase orders, and then the system will be turned on for just the VP list to process the final PO’s
  for the year. The USG Office’s cutoff day is June 5th so there is no wiggle room in our calendar.
• April 5th is the Purchasing Forum in the Campus Center Ballroom at 10am (will discuss forms,
  FAQs, and provide How-To training).
• May 24th is the last day for P-Card charges for normal purchasing. After this date, the only purchases should be for true emergencies (from May 25th- June 25th). May 31st will be the reconciliation deadline for those P-Card purchases. Given the date, you may need to go to Bank of America’s website to print your statement for reconciling.
• For emergency use of P-Card May 25th – June 25th, on top of your normal approval you will also need VP approval, correct chart string information, budget in place, and confirmation from Purchasing. July 2nd will be the reconciliation deadline for those P-Card purchases. Given the date, you may need to go to Bank of America’s website to print your statement for reconciling.
• Funding should be in place and the correct chart string prior to purchasing.
• There will be no P-Card purchases June 26th – 30th. Contact Purchasing if you have any special circumstances.
• If you would like to cut off card access to someone in your area, please contact Jenny Ingram in Purchasing to discuss.

C. Agency Accounts & Study Abroad Accounts - Lisa Kunkler
• In order to comply with GASB 84 standards there will be changes to Agency Accounts starting next fiscal year. Accounting is currently reviewing all of our existing Agency accounts to see if they qualify as fiduciary (custodial) funds.
  o In general, all student organizations accounts will likely continue to function as they currently do. The Office of Accounting will be reaching out to the individual accounts that need clarification or that do not meet the criteria to provide further guidance.
  o Please understand that this is based on what we know today, and is subject to change with further BOR guidance.
  o You may have heard these funds need to be spent by the end of the fiscal year. This guidance only pertains to certain accounts and we have been in touch with those responsible for those accounts.
  o We will have more information regarding Agency Account changes after the April Shared Services conference.
  o They will be accounted for with a fund 14000 department (sales and service) and be issued a home department ID for budgeting purposes.
• A meeting is scheduled for April 12 at 2PM in the Hubbard Dining room in Z-6 to discuss the new Business Procedure Manual section 21: Study Abroad Programs. The meeting invitation was sent out by Lisa Kunkler on Monday (3/18). This will be an informal meeting and we will share the information that we have and how we are going to be handling the setup of these accounts. We will have representatives from accounting, travel, and budget present to answer as many of your questions as we can.
• Melissa Williams will attend the April meeting to share more details.

D. Summer Faculty Payment Timeline – Lisa Kunkler
Please note that the 2019 Summer Faculty Payroll Schedule has very little flexibility in changing dates given the time we have to have date input into OneUSG. Please make sure to adhere to the timelines below to ensure faculty payments are made in the correct month/session.

This schedule pays Faculty, Part-time Faculty, Graduate Assistants and Graduate Research Assistants ONLY

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>VPAA Deadline</th>
<th>Maintenance Deadline</th>
<th>Payroll to SSC Deadline</th>
<th>Paycheck Issue Date</th>
</tr>
</thead>
</table>

Budget Managers Meeting March 2019
### Session I (Maymester)
- **May 10 – May 24, 2019**
- **May 10, 2019**
- **May 14, 2019**
- **May 23, 2019**
- **May 31, 2019**

### Session II
- **June 3 – July 23, 2019**
- **June 3, 2019**
- **June 7, 2019**
- **June 21, 2019**
- **July 24, 2019**
- **June 30, 2019**

### Session III
- **June 3 – June 25, 2019**
- **June 3, 2019**
- **June 7, 2019**
- **June 21, 2019**
- **July 24, 2019**
- **June 30, 2019**

### Session IV
- **June 28 – July 23, 2019**
- **July 8, 2019**
- **July 11, 2019**
- **July 24, 2019**
- **July 31, 2019**

### Session II & III deadlines listed are tentative.
- June SSC Deadlines may be affected by the blackout dates needed for OneUSG rollout this July.
- Session II is split into two equal payments:
  - June 30, 2019
  - July 31, 2019
- Deadline to VPAA for new faculty to receive their paycheck in the August payroll, and benefits effective August 1st, is **July 10, 2019**.
- OneUSG blackout dates are June 7(5pm)-13 and June 21(5pm)-25.

**Any non-faculty summer paperwork or payments will comply to the normal monthly and bi-weekly payroll schedules on HR’s website.**

### E. Payroll Approvals – Lisa Kunkler
Payroll was made aware in the payroll process that the final step of approving payroll had been missed. If a supervisor does not approve their employee’s time sheet, Payroll is forced to batch approve the time sheets so that an employee does not miss hours on their paycheck. The step that Payroll missed is that we weren’t following up with the approvers for the time sheets that had time that was not approved by the supervisor. The instructions for managers to approve the time after the fact are attached to the end of the agenda notes. Payroll will be following up with emails to individuals that will need to complete this approval. Best practice is to approve the time prior to the employee being paid so errors can be detected but the final step this ensures the supervisor approves the time.

Emails will be sent after each payroll. If you don’t receive an email, that means everything is ok with your approvals.
Please follow the instructions to locate the area to approve as a supervisor (once the batch approval has taken place). If you are unsure, please contact Payroll.

### 3. Report from Human Resources

**A. Summer Faculty Earnings Codes – Alicia Hargraves**
This is a follow-up item from last month’s meeting:
- Summer Earnings Codes: HR, after consulting with Shared Services has confirmed the following Earnings Codes will be used for Summer 2019 Faculty Templates. Please contact Alicia Hargraves in HR for specific questions about this coding.
  - SNF - 516250 - duties outside of normal academic contract. **These are non-retirement eligible.**
SUF - 516200 - in addition to academic contract or academic faculty administrative assignment. These are retirement eligible.

SUM - 513000 – teaching. These are retirement eligible.

REG - account number of positions. Typically used for PT Faculty (512100)

Is a new FT faculty (who begins in the fall of 2019) is teaching in the summer, they will be hired as a PT Faculty in the summer. PAR is needed.

Lucretia Gibbs to share the update Summer Faculty Template and its instructions soon.

**B. ePAR Changes—Karen Hulsey**

An email was sent to all ePAR Users on 3/17/19 regarding the recent improvements made to the ePAR. Please let Karen Hulsey know if you did not receive that email but you are an ePAR user.

Over the past year of working with OneUSG, we have identified a few additional fields of information we need from you to process the ePAR forms quickly and efficiently.

- **Banner ID (917 number) -** We have a field in OneUSG specifically for the banner ID and it has been very helpful having this data in the system. This number is also used as the time clock badge number which must be entered in the badge field for the employee to clock in at the time clock. Please be sure to add the banner ID on the ePAR in the PAR Summary box when initiating an ePAR (not for initial hires).

- **Time Approver -** The time approver in OneUSG is the name of the person who is approving the employee's time card. Unlike the 'Reports To' supervisor which is assigned to the specific position number, the time approver is entered using the time approver's name and the time approvers OneUSG employee ID. If the time approver is not the same individual that supervises the employee, we must have this noted on the ePAR in the PAR summary box. This individual will not be able to access the time cards to approve until we have entered their name and employee ID on the time approver panel within OneUSG. If this is not noted on the ePAR, the time approver will default to the reports to supervisor.

- When initiating an ePAR, if an employee has ever worked for UWG and already has an established employee ID, you should always choose the 'Rehire' option instead of the 'New Hire' option in the 'Type of Action' / 'Reason for Action' fields at the top of the form. While the employee may be new to your department, they would not be new to UWG and would therefore be considered a 'Rehire'. If you are unsure of the employee ID, please refer to the 'Employee ID Lookup' link on the Human Resources website.

- Please use the comments section of the paper PAR to make comments requested above.

Additional resources can be found on the Human Resources website under HR Tools > Electronic PAR.

The Center for Business Excellence also hosts monthly ePAR training sessions. Registration can be completed through DevelopWest.

If you have questions or experience issues with the system, please email the ePAR team at epar-list@westga.edu.

Reclass Deadlines (Alicia Hargraves): Reminder that the end of April is the deadline to for July 1st reclassifications. Those deadlines are found under Class & Comp on the HR website. Look for emails in the upcoming weeks.

**4. Administrative Faculty conversion from 12 to 10 months – Kristin Smith**
In response to the question asked last month, no one in Budget or HR is aware of this change.

5. FY2020 Budget Development Calendar – Kristin Smith

Please be aware that this Friday, March 22nd, is the final day to submit FY19 Permanent Budget Amendments. After that time, you will be asked to submit a temporary FY19 BA to cover any additional funding required for the remainder of the year and a FY20 permanent BA to cover any permanent adjustments needed (for an entire fiscal year).

- An email was sent out to the Budget Managers on 3/21/19 to confirm that permanent BAs for self-support merit adjustments are due to the Budget Office no later than Friday, March 29th. If no BA is received for these self-support budgets, the Budget Office will adjust the budgets on your FY20 worksheets where they are available to cover the additional merit and associated fringe.

Roundtable

- Topics for April Budget Managers’ Meeting
- Upcoming Topics: YE process changes for Academic Affairs (April meeting), Changes to June Payroll deadlines.
- Library events: April 5th there will be a discussion on Changing Political Climate. On April 11th the Spring Book Discussion will take place featuring the book Unmarriable. This discussion will feature the author Soniah Kamal. This even will be held at 7pm in the Campus Center Ballroom.
Managers are responsible for approving employees’ Reported Time. Best practice is to approve time daily. If time is not approved prior to payroll processing, it must be approved through TL Approval Compliance Data.

1) Log into OneUSG Connect.

2) Navigate to TL Approval Compliance Data:
   a. Click **NavBar** button in the top right corner of the screen.
   b. Click **Navigator**.
   c. Click **Manager Self Service**.
   d. Click **Time Management**.
   e. Click **Approve Time and Exceptions**.
   f. Click **TL Approval Compliance Data**.

3) Click **Get Employees**. Employee’s with time needing approval will generate at the bottom of the page.
4) Click on employee’s last name.

5) You will land on a page listing the employee’s Reported Time needing approval.
   a. Review the time.
   b. Click the check boxes next to the time needing approval. If all listed time needs approval, click Select All.
   c. Click Approve.