1. **Introductions (standard item)**

2. **Report from Controller’s Office – Randall Rowland**

3. **Report from Human Resources** – Next month the new Assistant Vice President for Human Resources, Christina Brogdon, will join us to introduce herself to the Budget Managers.

4. **Additional 8 Hours of Funding – Cole Stratton**
   As of Tuesday, October 2nd the BAs removing the additional 8 hours of budget in E&G funded, benefitted bi-weekly positions (account 522000) have posted. Your analyst should have emailed you the backup detail by position by now as well. Please note that non-E&G funds were not adjusted but departments can submit one-time BAs to move these excess funds if they would like.

   If you have not received the detail, please let your analyst know. As a heads up, next year the pay calendar is for 2096 hours. The university will provide the additional 8 hrs of one-time funding for E&G positions. This will need to be considered in your Business Plans.

5. **Business Plans – Scott Puckett**
   As of October 12, 2018, all auxiliary business plan templates (including fund 12xxx and 13000 for SAFBA and Campus Center) have been provided to appropriate staff members for each operational unit. The Budget Office has provided actuals data for FY17 and FY18, as well as original budget numbers for FY19. The FY19 budget numbers may be changed by departments this year to be more in line with current expectations (please submit BAs as necessary).

   The Budget Office also provided enrollment projections and revenue estimates for mandatory fee revenue (see assumptions for calculating fee-paying instances below). The initial review sessions of the Excel templates with VP(s) and/or AVP(s) are scheduled for the week of October 22nd. Final Excel reviews are scheduled the week of November 12th. Meeting invites for those sessions were sent out by Alex Posivenko. If you have not received the invite for your area, please speak with Alex or your budget analyst to confirm the dates and times.

   Final Excel files AND final narratives (preferably as Word documents) are due to Alex Posivenko on 11/26/18. Final documents are due to Budget Services on 11/30/18. Budget Services will complete a review of both documents. We ask that someone in each unit who is responsible for business plans be designated as being available during the two weeks leading up to the final due date to the BOR (12/3/18-12/14/18) in order to answer questions, make corrections/clarifications, etc. Final submission to the BOR is due Friday, December 14th (will be submitted by Budget).

   Assumptions for Calculating Fee-Paying Instances were as follows:
   - UWG 100% Online Enrollment includes eCore, eMajor, and eTuition students.
   - MOWR growth is based on Carl Vinson YOY growth %.
• Grew Fall 2019 100% Online Enrollment by 13% based on 3-year and 5-year trends, Fall 2020 by 11%, Fall 2021 by 9% and subsequent years, use CVIOG projection.
• UWG Potential Fee Paying Enrollment = CVIOG Projected Enrollment - UWG 100% Online - MOWR

If you have meetings scheduled in your departments for the purpose of discussing business plans (financial data or narratives) and would like your Budget Analyst to be included to be available for questions, guidance, etc., please reach out to Cole or Scott regarding the dates and times of those meetings. We will try to accommodate those requests in order for the Auxiliary units and the Budget Office to be more in sync prior to the VP reviews.

6. FY2020 Revenue Planning – Michelle Hawkins
   a. Miscellaneous Fees
      FY20 Miscellaneous Fee Requests are due to the System Office, Friday, December 14th. The fee request form and memo will be sent to the divisional Vice President’s by Friday, October 19th. There is no change to the fee request form from last year. The Academic Affairs Student Fee Committee will meet on October 29th to review all fee requests before they are submitted to the Provost Office for approval.
      Michelle will be requesting new Fee Request forms for existing fees that did not have forms submitted last year or didn’t have enough information on the forms submitted last year. Please keep in mind that all Miscellaneous Fees are subject to BOR review. Additionally, Practicum and Student Teaching Intern fees require BOR review every year.

   b. Mandatory Fees
      FY20 Mandatory Fee forms are due to the System Office, Friday, December 14th. The templates and memo will be sent to the divisional Vice President’s by Friday, October 19th. The template has been updated from past years. The new template and mandatory student fee participation form need to be completed for each mandatory fee. The Budget Office has pre-populated some of the data elements in the file. Please reference section five above for an outline of assumptions used to calculate fee-paying instances.

   c. Professional Graduate Tuition Differential
      We should receive the forms for the Professional Graduate Tuition Differential from the System Office the end of this week. As in prior years, our office will pre-populate historical data. We will also request the necessary data from IEA and Financial Aid.

7. FY2019 Fund Balances – Michelle Hawkins
   As of today, the Budget Office has emailed the FY2019 Fund Balance information for funds 12xxx, 13000, 14000, 15000, and 16000 to the impacted Budget Managers. This information is provided to us from the Controller’s Office. If you have questions about the balance that you see, please contact the Controller’s Office for details. As in the past, departments will need to submit BAs recognizing these fund balance amounts in revenue account 499000 if they wish to see these dollars in their budget.
   Correction: Fund 16000 fund balances will be mailed out by Michelle by next week.

8. Transferring Temporary Labor into Regular Positions – Cole Stratton
   After confirming with Data Management, it was determined that we will continue processing both hire and separation ePARs/PARs for employees moving from a temporary labor position into a benefitted position. Data Management has requested that departments submit the separation and hire paperwork at the same time so they are aware of what is happening.
Please mention the employee’s transition from Temporary Labor to Benefitted in the comments of the TL separation PAR.

9. **Position Funding Changes – Cole Stratton**
As we work to improve our processes with the continued implementation of OneUSG and create efficiencies, the Budget Office in conjunction with Human Resources has updated the process for changing the funding of a position. In addition to a budget amendment, we will no longer require an ePAR/PAR and a modification request in PeopleAdmin. We will use the budget amendment only as the source document for the funding change. This change will require that the effective date(s) of the change be added to the comment section of the amendment form. Whatever you would write in the comment section of the ePAR/PAR will now be added to the budget amendment comments.

Please note that if the funding change is for a certain period within the fiscal year, your comments will need to include the beginning and end effective dates in the comments (like our grant splits). Also, if there is any other change to the position or employee, an ePAR/PAR will be needed (and possibly a PeopleAdmin request).

10. **Work West Compliance Refresher Training – Kristin Smith**
An all employee email was sent out this Tuesday, October 16th reminding everyone of the annual refresher trainings. All training modules should be accessed via DevelopWest using your UWG login username and password. The due date to complete these trainings is **Monday, November 5th**. This is only for employees who have been employed by the university prior to January 1, 2018.

11. **December Payroll Deadlines – Kristin Smith**
The due dates for the December & 1st Bi-Weekly January payrolls will be pushed up based on the system-wide blackout that will take place December 7-12 (5pm both ends) & December 21-26 (5pm both ends) for the OneUSG rollout to UGA. The tentative December payrolls below should give you an idea of when paperwork may be due.

### One USG Connect Bi-Weekly On-Cycle Payroll Schedule (Internal Use)

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Campus to Career Services</th>
<th>Deadline to Budget Services</th>
<th>Time Card Approval Deadline</th>
<th>Pay Date</th>
<th>Payroll Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/02/18</td>
<td>12/15/18</td>
<td>11/26/18</td>
<td>11/29/18</td>
<td>12/14/18</td>
<td>12/21/18</td>
<td>2 BW Dec</td>
</tr>
<tr>
<td>12/16/18</td>
<td>12/29/18</td>
<td>11/26/18</td>
<td>11/29/18</td>
<td>12/20/18</td>
<td>01/04/19</td>
<td>1 BW Jan</td>
</tr>
<tr>
<td>12/30/18</td>
<td>01/12/19</td>
<td>12/20/18</td>
<td>01/02/19</td>
<td>01/11/19</td>
<td>01/18/19</td>
<td>2 BW Jan</td>
</tr>
</tbody>
</table>

### One USG Connect Monthly On-Cycle Payroll Schedule (Internal Use)

<table>
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<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Deadline to Budget Services</th>
<th>Time Card Approval Deadline</th>
<th>Pay Date</th>
<th>Payroll Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/01/18</td>
<td>12/31/18</td>
<td>12/04/18</td>
<td>12/17/18</td>
<td>12/31/18</td>
<td>December Monthly</td>
</tr>
</tbody>
</table>

Payroll will share the final deadline dates by the end of this month pending PAC approval. Once the updated Payroll Schedules have been approved they will be shared on the Payroll website.
Additionally, we are looking at moving up Payroll deadlines in the future as we transition into the Careers module. The Careers module will require us to change several of our processes. Stay tuned for more information about Careers.

12. **Quarter Deadlines for In-Range Adjustments and Reclassifications – Kristin Smith**

Wednesday afternoon Tracy Williams in HR sent out a reminder of the deadlines for In-Range Adjustments and Reclassifications. Please see that information below. If you have any questions, please contact Tracy Williams or your HR Representative.

*This message serves as a gentle reminder that the offices of Human Resources and Budget Services are utilizing specific time periods this year to monitor and process all requests for in-range adjustments and reclassifications. The deadline for this quarter is **October 31, 2018**. This deadline does not apply to requests to fill a vacant position.*

*For more information, please review the [Board of Regents Salary Administration Policy presentation](#) on the UWG HR webpage. The quarterly process schedule is also pasted below for your reference:*

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Submit Request by EOM</th>
<th>Evaluate</th>
<th>BOR Approvals</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>1</td>
<td>July</td>
<td>August</td>
<td>September</td>
<td>October</td>
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<td>2</td>
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<tr>
<td>3</td>
<td>January</td>
<td>February</td>
<td>March</td>
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<tr>
<td>4</td>
<td>April</td>
<td>May</td>
<td>June</td>
<td>July</td>
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</tbody>
</table>

**Roundtable**

- Scott Puckett will be out of the office for two weeks starting 10/31 to welcome his new baby to the world. Congrats!
- Lucretia Gibbs shared that the Provost Office has an open Administrative Support – Senior position. This will be an internal posting open for five days starting today or tomorrow.
- Darlene McDaniel shared that ORSP has a Pre-Award Specialist position open.
- The Library will be hosting an Americans in WWI exhibit October 22-November 16. Professor Jennifer Keene is scheduled to speak on the exhibit Thursday, October 25th.
- Don’t forget, Homecoming is this Saturday!
- Cole shared that we will start discussing MSS (Manager Self Service) again in the upcoming months. We should start rolling out Careers in the Spring and MSS will follow shortly after that. Both Cole and Paula explained that Careers will replace Applicant Tracking and MSS will replace Position Management and most of our payroll documents (if not all).