1. **Introductions** (standard item)

2. **Report from Controller’s Office – Lisa Kunkler, Melissa Williams and Randall Rowland**
   - Changes to Agency Accounts – Melissa Williams
     - In order to comply with GASB standards there will be changes to Agency Accounts and Study Abroad Accounts starting next fiscal year. Accounting is currently reviewing all of our existing Agency and Study Abroad accounts to see if they can qualify as custodial funds.
       - Agency Accounts that meet the definition for custodial funds will function very similarly as they do now in the future. If an Agency Account doesn’t qualify as a custodial account, they will probably be converted to fund 14000. All agency accounts should remain to Melissa’s knowledge, they will just be treated differently.
       - We are still awaiting more information on the coding for Study Abroad. We believe they work like eCore with a 10% carryforward, but that has not been verified yet. More information to come in December.
       - To determine if an account meets the requirements to be a custodial fund, the following questions should be asked. If the answer is yes to all, they are not custodial funds.
         1. Are the agency’s assets controlled by the institution (UWG)?
         2. Are the revenues generated by the institution (UWG)?
         3. Does the institution (UWG) have decision making authority?

   - New Vendors – Lisa Kunkler
     - New Vendors need to include the W-9, the Vendor profile and the Direct Deposit Form. This includes candidate Travel and check requests. Per State Policy issuing a check is supposed to be an exception. All of the forms are located under Forms on the Controller’s website.
     - There will be another PeopleSoft Financials upgrade in December that will move Financials to Single Sign-On (the Duo sign in). We are told that if you open OneUSG and PS Financials in the same browser you won’t have to sign in through Duo multiple times.

3. **Report from Payroll – Lisa Kunkler**
   - New Hires –
     - Direct Deposit information does not always get through the processes before the first payroll processing. This means the first paycheck may be paper. If the individual goes in to OneUSG Connect they can change and view their direct deposit information. Please let your new hires know they may receive a paper check. The checks are mailed from North Carolina the Wednesday before the pay date and typically arrive that Friday, Saturday, or the next Monday.
     - An individual can go into OneUSG and view their paycheck. It is normally there on the Wednesday afternoon (or two days) prior to the pay date. The payroll calendar is published on the UWG web site under Human Resources. If you don’t see your paycheck on the Wednesday before the pay date, please contact Payroll immediately.
If tax information is not completed properly and/or received in time to get it keyed into the system, taxes are withheld at the single rate with no deductions until the proper tax withholding documentation is received.

- Approvers must use the Team Tile to approve time. There are two ways to approve absences and depending on how the employee puts the absence in the system will determine the path to approve the absence. If you receive an error when approving absences, go through the team tile to approve the absence. If it appears frozen, forecast the absence and that seems to unlock the time sheet.
- Relocation expense - With the tax law enacted January 2018, all moving expense reimbursements are taxable in 2018. Please budget accordingly. The Offer Letter is being revised to update the Relocation Expense verbiage to alert the employee to the taxes.
- Payroll Distribution Reports - We have adjusted the payroll distribution reports and will continue to send them out after the end of the month as soon as possible. Lisa has a list of several individuals that want the report after every biweekly. She is working to make this process routine (but things keep changing).
- If you are still seeing terminated students on your Reports To list, please send that list of students to Payroll to correct. The issue that caused this should be resolved for the future.

4. **Report from Human Resources – Lindsay Sneddon and Tracy Williams**

HR alerted every one of OneUSG blackout periods this December as other cohorts come on board. We are being told December 7-12 and December 21-26 may be the timeframes. More on these dates and how we will handle leave and time approval will be shared as we receive that information.

5. **Report from Purchasing – Jenny Ingram**

Reminder that the UWG Local Vendor Fair will be held on October 12th.

6. **Federal Work Study Process Changes – Kristin Smith**

We’re seeing a few common questions regarding the FWSP changes so we wanted to take the time to address some of those issues again.

- Please contact Budget Services if you have questions regarding FWS position numbers. Budget contact information is located on the Budget Services website: [https://www.westga.edu/administration/business-and-finance/budget/who-to-contact.php](https://www.westga.edu/administration/business-and-finance/budget/who-to-contact.php)
- Please make sure that you are listing the Reports To position as Carla Powers (10045556) in the body of the ePAR. You will list the actual time approver name and employee ID in the ePAR Summary and comments.
- You will only need one FWS position number per home department since the change in the Reports To procedures. You can have different Time Approvers for different student hires in the same position number. To do this, you will need to specify the time approver on the ePAR Summary and comments for each FWS hire.
- If you are unsure what your FWS position number is, please see the following report listed on the Budget Services website. This report is updated weekly. [https://www.westga.edu/administration/business-and-finance/budget/assets/docs/business-management-tools/8-20-18_ReportsTo-TA_Cleanup.xlsx](https://www.westga.edu/administration/business-and-finance/budget/assets/docs/business-management-tools/8-20-18_ReportsTo-TA_Cleanup.xlsx)
On August 28, 2018 Kristin Smith sent this email to department contacts that have Federal Work Study positions in addition to the Budget Managers of those areas.

7. **HCM/OneUSG Updates – Cole Stratton**

   - Transferring Students into Regular Positions: Shared Services is now saying when we hire someone who was actively employed as a student and they are now moving into Regular position to process as a position change not a termination/rehire. HR will need to update the USG Service Date and Benefits Service Date to reflect the effective date of the move to the benefitted position. We are verifying if this same process can be used when converting an active temporary labor employee to FT. We are also awaiting a decision on the action type to use on ePARs when you are making this change. We do not have those answers yet. We will also ask HR about hiring active students that are not in your area and get back with everyone in our next meeting.
   - More information on MSS is coming soon.

8. **PAR Processing – Kristin Smith**

The Budget, Employment Services, and Payroll offices are reviewing the PAR process this fall due to several issues we’ve identified with the implementation of OneUSG. To aid in this process, please let us know how PARs are processed in your area. Our office is aware that many times the employee who initiates PARs/ePARs may not be responsible for budgets or position creation which is causing some issues.

   a. How many of your budget contacts are PAR/ePAR initiators or are part of the new hire process?
   
   b. Do they only know about new hires made in the department after the fact? Is this different for different types of hires (students vs. benefitted)?
   
   - The feedback we received seemed to indicate that much of the issue is with PeopleAdmin. Specifically the workflow of PA (as those with budget authority may be in the workflow after the posting has already been reviewed by HR and Budget). Also, those hiring in PA may not communicate this to the parties responsible for creating the hiring paperwork.
   
   - Another issue discussed was the need for a standard training or procedures for hiring managers to make sure they know all of the steps.
   
   - It was also mentioned that departments are not receiving the written offer letter from HR for weeks after the verbal offer. This is holding up the hiring process for those departments who do not complete the hiring paperwork until they receive this official letter. Some departments are preparing the PAR with the verbal offer because they do not want to risk the employee not getting into the system in time to be paid.

9. **Customer Service Survey – Kristin Smith**

This is just a reminder that our office has a Customer Service Survey that can be found on each analysts’ email signature and on the home page of our website below:
As we receive feedback from this survey we will create improvement plans that will be shared with the Budget Managers at subsequent meetings.

10. **Budget Adjustment for Extra Day in FY2019 – Cole Stratton**

The BA removing the additional 8 hours of budget from funds 10000/10500/Institutional 10600 will post shortly. The backup for the BA will be emailed out to the Budget Managers for these departments after the amendment posts in PeopleSoft. Please let us know if you have any questions. Please do not submit BAs to move this additional 8 hours of budget.

11. **Fringe Cleanup – Cole Stratton**

The first fringe cleanup for funds 10500 & Institutional 10600 have posted. The fund 10000 BA should post next week. This cleanup cannot take place until after the monthly encumbrance journal posts. **Next encumbrance journal should be posted by next Thursday or Friday per Randall.**

12. **Deficit Reviews – Kristin Smith**

By now, most of you should have received your first deficit reviews from your analysts. If you have not received this information yet, you should before the end of this month. Please work to resolve these deficits with your departments as soon as possible.

13. **FY19 Mandatory Fee Budget Adjustments – Michelle Hawkins**

The Budget Office has sent out the adjusted FY19 Mandatory Fee revenue projections to the departments impacted with changes. We have already received several of the adjustment BAs necessary based on the updated projections. Please work on sending any remaining adjustment BAs to us as soon as possible.

14. **FY19 Auxiliary Business Plan Updates – Michelle Hawkins**

FY19 Business Plan Templates will be distributed to departments by 09/28/18. Historical data for FY17 and FY18 and initial budget data for FY19 will be prepopulated in each template. For further guidance, please refer to the email sent by Alex Posivenko on September 13, 2018.
15. **Payroll Deadlines – Kristin Smith**

This month our office received a large volume of payroll documents after the Budget Services deadlines. Please make sure your departments are aware of the bi-weekly and monthly payroll deadlines to help ensure that this paperwork is processed to HR & Payroll in time for them to have all of the data entered before the Shared Services deadlines. The payroll schedules can be found on the Human Resources website:

[https://www.westga.edu/hr/payroll-schedules.php](https://www.westga.edu/hr/payroll-schedules.php)

**Roundtable**

- Accounting hoping that the Rollover Balances will be available within the next two weeks.
- Please email Randall with any Accounting topics you’d like him to discuss in future meetings.
- Please let the Interim Custodial Director, Herman Howard, know if you are unhappy with any of your buildings. He is working on improving custodial services.
- Dr. Jill Drake started 9/1 as the new Associate VP of Academic Affairs.
- Home Football game against Florida Tech this weekend. Stop by the Wolf Experience tailgate.
- Shelly Parker started working part time for the History department on 8/26 assisting Janice Ridgeway with History and Public History.
- West Georgia Autism now a charity you can donate to through Kroger Community Rewards.
- The new Executive Director of ORSP, Roger Wareham, started this month.
- Jo Etta Miller is retiring 1/1/2019. They are working on posting her position for 5 days to internal candidates only starting 10/1. They plan on starting the selected candidate by 11/1 to allow two months’ time for training.
- The Library will be hosting the ‘A History of West Georgia College & UWG’ on Tuesday, October 2nd.