

Budget Manager's Meeting Notes

January 18, 2018 (blue type indicates comments added during meeting)

UCC 3rd Floor Conference Room

1. Introductions (standard item)

Michael Post attended for Distance Learning in Patti Jiles absence.

2. Excel Training

3. Report from Controller's Office

- a. Paperless travel expense reports will become mandatory effective February 1, 2018. Training sessions will be announced in January and job aids are available at:
<https://www.westga.edu/administration/business-and-finance/controller/travel-services/after-travel.php> under the Paperless Travel Expense Report Job Aids accordion.
- b.

4. Report from Human Resources

- a. Effective Start Dates on ePAR/PARs
 - i. Benefitted employees' hire date should be the day they actually start work or the date the change is to take effect. Typically this will be the Monday that they come for orientation (for biweekly) or the first of the month (for monthly).
 - ii. Students' or temps' hire date should be the first day of a pay period (even if that date falls on a Saturday (now) or Sunday (after OneUSG goes live and the first day of the pay period changes).
 - iii. Promotions'/transfers' effective date should be the first day of a pay period for biweekly or first of the month for monthly (which may be a Saturday/Sunday).
 - iv. 2018 - January 1 holiday/orientation January 2: All monthly and biweekly employees starting employment on January 1, 2018 and attending orientation on January 2, 2018 will have a hire date of January 1, 2018.

Note: Benefit eligibility date is the first of the month following date of hire or first day of employment if the hire date is the first day of the month.

- b. Salary Administration – Paula Kepes

5. OneUSG Update

The one-time opportunity to update ADP data with spreadsheets has ended.

- a. *Reports To* – the multi-incumbent changes as of January 9 that were sent to payroll was emailed to Budget Managers today. If you need to change something on this file, please submit a supervisor change form to payroll.

Please be aware not to submit forms with the same position number and different “Reports To” names.

Going forward, our office will updated the Filled & Vacant Positions lists on our website to include the Reports To after all updates are made in ADP.

- b. *eTime Approvers* – if the eTime approver is different than the “Reports To” supervisor, please add the name of the eTime approver in the comments. For ePARs please add this comment in the ePAR Summary section and the comments. For paper PARs, please add the comment to the comments section.
- c. *New Multi-Incumbent Positions* – if you need a new multi-incumbent position due to needing additional “Reports To,” need to revert to the normal process of submitting a budget amendment. In the comment section of the budget amendment, please put the name of the “Reports To.” You will need an ePAR to hire and/or move a person into this position. For temporary staff positions will need to submit a PA request as well.
- d. *Blackout Dates* – In order to ensure data verifications are complete and the data load for budget development is complete and accurate, the **Office of Budget Services will not be able to process any budget-related transactions the week of March 26 – 30, 2018.** This includes budget amendments, budget verifications, lapsed salary calculations, budget data requests, revenue projections, etc.

Processing of all payroll documents will be suspended the week of **March 19 – 23** due to data/system conversion from ADP to OneUSG Connect.

- e. *Summer Pay Processing* – Our processing of summer faculty pay will work the same as in the past. Do not anticipate any changes to this process due to OneUSG. If you are hiring new PT faculty to teach in the summer, you will need to submit paper PARs.
- f. *New Hires* – We will not be using OneUSG Connect for any new hire processing. You’ll continue to use ePAR or PARs until the Careers module is implemented later this year. **You will use the same format that you do today, PAR or ePAR, for your new hires.**
- g. *Changes to Existing Employees/Positions* – the Manager Self Service (MSS) module in OneUSG Connect will be used to process any changes to people, positions, or salaries beginning March 25, 2018. This module will replace ePARs, PARs, and supplemental pay forms.
- h. *Job Aids/Training* - <https://www.westga.edu/hr/oneusg/>

Please make sure to share this information with the contacts in your areas to help ensure this transition is smooth. We will continue to provide more details about this transition at the February and March Budget Managers meetings so make sure you plan on attending. Please think about inviting Dan Lewis, Tricia Durrough, Liz Baker, and/or Cole Stratton to your department/unit/college meetings to provide an overview. This will be very new to non-budget staff.

Information sharing sessions are scheduled for Friday, January 26 in the Campus Center ballroom (108.3) at 8:00am, 10:00am, and 2:00pm. We strongly encourage everyone to attend a session.

i. Important Dates for Transaction Processing –

March 5 - 20	Mon - Tues	Limited Budget Office staff availability due to training in Athens and Atlanta. Divide staff into 2 teams to ensure office coverage.
March 5 - 25	Mon - Sun	Only critical “Reports To” changes will be processed by Payroll, HR, and Budget Services due to OneUSG data extracts and migration.
March 5 - 25	Mon - Sun	Only critical new or changes to distribution codes (payroll funding chart strings) will be processed by Budget Services. Starting March 26 “reports to” supervisors will use the new MSS to request changes in payroll chart strings.
March 5 - 25	Mon - Sun	Payroll reallocations will not be entered due to OneUSG data extracts and migration. Starting March 26 “reports to” supervisors will use the new MSS to request changes in payroll charges.
March 5 – May 1	Mon - Tues	Only critical changes to department titles or creating new departments in PeopleSoft will be suspended.
March 19 - 23	Mon - Fri	Payroll transactions will be suspended due to OneUSG data migration from 5pm March 16 through March 23.
March 26 - 30	Mon - Fri	No budget related transactions. This includes budget amendments, funding verifications, lapsed salary calculations, budget data requests, revenue projections, etc. Staff will be validating the position data loaded from new payroll system into new Budget Development module in PeopleSoft. (The new system implementations have delayed this process by 2 weeks.)

These dates will be shared at the next PAC meeting.

6. Budget Development FY19

Given the increased workload caused by the OneUSG implementation, the entire Budget Development process will be pushed up this year. The Budget Office will begin creating the FY19 Budget Development Worksheets on Thursday, February 1. As a result, the last day to submit permanent FY18 Budget Amendments will be **Friday, February 2nd**. Additionally, if you have position changes that you would like to be reflected on the FY19 budget worksheets, those changes will need to be in our office prior to February 2 as well. Please work with your departments to make sure this information is communicated to everyone.

Between February 5th and June 30th, any permanent changes to positions and other budgets can be made with FY19 Budget Amendments (for the permanent budget required) and temporary FY18 Budget Amendments for the amount needed in FY18. This is the same as what we’ve done in the past years.

Date	Day	Action
Dec & Jan	n/a	<ul style="list-style-type: none"> a. Budget Analyst review FY2018 worksheets, noting items of interest. b. Analysts create new multi-incumbent positions for supervisors. c. Analysts balance positions tracking sheets to ADP and PeopleSoft. d. Analysts inactivate vacant positions when possible. e. Analysts work to remove any excess permanent budget from split funded positions.

		f. Analysts work to ensure permanent budget in place to cover benefitted salaries. g. Analysts to change head counts to 1 (end of December and January)
January 22-26	Fri - Fri	Create & Test Budget Development Worksheet Template and Files used to load data onto BDW (ADP and PeopleSoft). Create special tuition self-support template (10500) Michelle & Kristin
February 5	Monday	Run ADP and PeopleSoft queries for worksheets. Prepare pivot tables for analysts' use. January updates to ADP made.
February 2	Friday	Last day to submit FY18 permanent budget amendments that will appear on the worksheets to Budget Services
February 5-23	Mon - Fri	Analyst load data and review findings on FY18 Budget Development Worksheet/Templates for all funds.
February 14-27	Wed - Tues	Kristin to review worksheets for her analysts. Liz to address worksheet questions from her analysts.
February 16-28	Fri - Wed	Analysts review and updated returned worksheets from supervisor. All corrections made and returned to supervisor for finalization.
February 19-21	Mon - Wed	Update revenue estimates. Analyst will need to adjust self-support worksheets for the new revenue numbers.
February 22	Thurs	Michelle to review revenue numbers with Liz.
February 23	Friday	Run vacant position report and send to Budget Managers.
February 26	Monday	Last day to send in department requests (adds, deletion, changes) until May 1.
February 28	Wednesday	Departments submit vacant position changes to Budget Office.
March 1-2	Thur-Fri	Analysts inactivate vacant positions in ADP based on returned list from departments. Update BDWs with these changes moving necessary salary and fringe budgets to supplies (training to come). This is changed from March 7-9.
March 2	Friday	User Acceptance Testing for new Budget Prep Module
March 7-9	Wed-Fri	Kristin to review analysts' BDWs updated with vacant position inactivation.
March 9-14	Fri-Weds	Analysts finalize worksheets.
March 12-16	Mon - Fri	Michelle to complete Third Quarter BA – due to BOR on March 16th.
March 5-19	Mon-Mon	OneUSG training
March 19 - 23	Mon - Fri	No payroll transactions will occur due to OneUSG data migration.
March 26 - 30	Mon - Fri	NO Budget Amendments processed due to OneUSG system transition.
March 29	Thursday	Load OneUSG data into new Budget Prep module.
April 17-18	Tues-Wed	Tentative date FY2019 allocations received
April 23	Monday	Data entry completed in Budget Prep Module; Balancing begins
April 30	Monday	Prepare schedules for submission to BOR
May 4	Friday	FY2019 Budget Due to BOR

*Budget Development Worksheets will be sent to all non-20000 Budget Managers in May. If our office has time in March we will attempt to send those out but that may not be possible given the OneUSG training and data validation. No changes will be made to the worksheets by departments except for grants (fund 20000). All FY19 budget changes can be made with FY19 BAs. Grant worksheets will be sent to Darlene at the end of February and she will have 1 ½ weeks to update them and send them back to Budget.

7. Split Position Budget Review

In preparation for FY19 Budget Development our office is reviewing the permanent budget in split-funded positions. The purpose of completing this review is to find positions that have budgets that are in excess or deficit of the salary for the position's split. The Budget Prep module budgets by percentages, not whole dollar amounts, which means that excess budget cannot exist on one side of a split position.

Most of the deficits we found are due to the salary rounding that happened in FY18 so they are only a few dollars so amendments are needed to fund that difference.

The excess budget also needs to be addressed by moving that funding to another benefitted position in that department (with the same fund code) or to another chart string. We need to ensure that there is just enough budget in the split position to cover the salary. Please prepare amendments to remove the excess budget based on your analyst's email.

If your analyst has already emailed you regarding these positions, please prepare & submit any BA(s) to our office by **Friday, January 26th**. The remainder of the emails will be sent out early next week with a BA deadline noted in the email.

If your analyst has not emailed you yet, they will still send a list of split-funded positions with budget issue. Those issues will be resolved in Budget Prep.

8. Conflict of Interest

The University System of Georgia participates in an Ethics Awareness Week each November to reinforce our commitment to the highest ethical and professional standards of conduct. Part of maintaining an ethical culture is properly managing outside activities and avoiding conflicts of interest. The State of Georgia has conflict of interest and disclosure laws that are directly applicable to USG employees. It is important for USG employees to be aware of these laws and also the relevant USG policies governing conflict of interest, gratuities and malfeasance reporting. Accordingly, please ensure all University System employees are made aware of the following important compliance requirements related to conflicts of interest, outside activities, gratuities, malfeasance reporting and mandatory disclosure reports.

Conflicts of Interest

Employees must avoid even the appearance of a conflict of interest. An appearance of conflict exists when a reasonable person will conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by personal interest. It is, of course, almost impossible for an employee to avoid every possible instance of a conflict; however, an employee may "cure" or otherwise mitigate a conflict through proactive disclosure to a supervisor and through taking steps to mitigate the conflict as recommended by HR, legal, compliance, ethics, etc. For more information, please reference, [Ethics Policy](#), [Gratuities Policy](#), and [Outside Activities Policy](#).

Outside Activities

In accordance with [BOR 8.2.15 Outside Activities](#), employees must secure written approval from the institution president or designee prior to engaging in outside activities such as consulting, teaching, speaking, and participating in business enterprises. **Institutional leadership should ensure each employee is aware of the approval process for outside activities and to whom the authority to approve outside activities has been delegated.** Please refer to [BOR 8.2.15.2 Consulting](#) for guidelines regarding faculty consulting. Institutional leadership should ensure that each faculty member is aware of the approval process for consulting.

Gratuities

The USG [Gratuities Policy](#) generally prohibits employees from receiving gifts from vendors or lobbyists. There are certain exceptions around what is considered a “gift” as detailed in the Gratuities policy to include an occasional meal and promotional items generally available to the general public. There is another important exception related to travel and other expenses paid by a 3rd party to permit participation in a meeting, demonstration, or training related to official or professional duties. **Under these circumstances, written approval must be obtained in writing and in advance from the institution president or designee.** For more details, please refer to [BOR 8.2.13.1](#).

Malfeasance Reporting

USG employees have an affirmative duty to report wrongdoing and to refrain from retaliating against those who do report violations. Additionally, it is the policy of the USG to refer all criminal acts to law enforcement for investigation. In accordance with USG policy, any incident involving suspected criminal malfeasance shall be reported to the USG Director of Ethics and Compliance once an initial determination has been made that employee malfeasance may have occurred. Malfeasance reports involving financial fraud should also be sent to the USG Chief Audit Officer and Fiscal Affairs. For additional details, please see, [BPM 16.4.5 Malfeasance Reporting](#).

Prohibition from Transacting Business with Own State Agency: Georgia law prohibits any fulltime employee, for himself or on behalf of any business, or for any business in which such employee or member of his family has a substantial interest to transact any business with the agency by which such employee is employed. Georgia law does not prohibit full-time USG employees from serving as members of the governing boards of private, nonprofit, educational, athletic, or research related foundations and associations which are organized for the purpose of supporting institutions of higher education in this state and which in furtherance of this purpose may transact business with such institutions or with the Board of Regents of the University System of Georgia. For more information, reference O.C.G.A. § 45-10-23.

Required Disclosure for Business Transactions with other State Agencies:

Georgia Law requires all state employees to disclose all business transactions with the State of Georgia or any state agency where such transactions were made on behalf of the state employee or behalf of any business in which the state employee or member of his or her family has a substantial interest. Disclosure reports for transactions occurring in calendar year 2017 are due on or before January 31, 2018. This reporting requirement will not affect most USG employees. Reports must be electronically filed. If an employee has not transacted business with the State of Georgia, then no report is required. Additional information regarding required disclosure can be located at the following link: www.ethics.ga.gov. If you have any questions or concerns about any of the information contained in this memorandum, please do not hesitate to reach out to us.

Roundtable

Please note that your Benefitted Bi-Weekly accounts (522000) may be over-encumbered in PeopleSoft due to the Inclement Weather days. This will hopefully be resolved the first week in February when the encumbrance journal is reran (assuming we have no Inclement Weather days that pay period!)

Housing Preview Day is this Sunday.