

Budget Manager's Meeting Notes

February 15, 2018 (blue type indicates comments added during meeting)

UCC 3rd Floor Conference Room

1. Introductions (standard item)

Tracey Williams is the new HR Business Partner for B&F.

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. MOU Process – Melissa Williams to share at March meeting.
Paula Kepes confirmed that DAAs are not needed for honorariums.

4. Report from Human Resources – Paula Kepes

- 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.

- Paula will contact Career Services about termination dates required for students. We are hearing that are enforcing that employees be terminated at the start of a pay period.
- b. Salary Increase Approval Requirements –
 - A copy of the draft Salary Administration Policy was handed out in the meeting. The final copy will be made available by HR in early March. Townhall meetings are schedule as well to discuss the final policy. HR requests that the draft copies provided are not circulated as things may change on the final copy.

- c. New Salary Administration Policy –
- A copy of the draft Salary Administration Policy was handed out in the meeting. The final copy will be made available by HR in early March. Townhall meetings are schedule as well to discuss the final policy. HR requests that the draft copies provided are not circulated as things may change on the final copy. This is for staff only. Another policy will be developed for faculty in the near future.
 - This policy change was initiated by the BOR. It was effective 10/2017.
 - There are two separate rules to look at: the Threshold Rule and the Pay Grade Minimum Rule. The Threshold Rule is used primarily when an employee is staying the same role but receiving a salary increase. The Pay Grade Minimum Rule is applied with an employee is moving into a different role.
 - The Board will now review salary increases for existing employees if they exceed a certain threshold. This threshold will be calculated each year and equates to 10% plus the maximum merit defined by the Board that fiscal year. This threshold will be for any change to an employee's salary except for salary annualizing (changing from 9 months to 12 months at the same rate, for example).
 - The threshold calculation will be done for each employee receiving a salary increase and will be conducted by the HR Business Partner and the Employee Supervisor.
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5. OneUSG Update – *Kristin Smith*

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

- a. *Reports To* – If you need to change a reports to please use the form on HR's website. 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~~ the OneUSG website to include the Reports To after all updates are made in ADP.

Tuesday, February 13th, Cole Stratton shared a Reports To Google file with everyone to review our most recent list of Reports To by position. Please review this file and submit Supervisor Change Forms if corrections are needed.

- 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. If a separate eTime approver is **not** identified the supervisor will be the eTime approver.
- c. *New Multi-Incumbent Positions* – if you need a new multi-incumbent position due to different "Reports To" supervisors, please revert to our current process of submitting a budget amendment and an ePAR/PAR moving the person into a new position number. In the comment section of the budget amendment, please put the name of the "Reports To." 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. The payroll and budget staff will not have access to these systems so no processing can occur.

Every time a new Cohort is added to OneUSG all institutions will experience a black out period.

- e. *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 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.

f. *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 were shared at the next PAC meeting.

- g. *MSS Workflow Replacing ePARs/PAR* – the Project Implementation team has decided to delay the implementation of replacing the ePARs/PAR with the automated workflows in OneUSG. MSS will still be used for time approval and absence requests beginning March 25.

A soft rollout will begin May 6 with a few departments to pilot the new system. Everyone will transition to the new MSS workflow system on **June 3**. This will be used for everything **except** new hires. HR is working on using the PA system as the PAR for any hires only (new and rehire) except for faculty (will still use paper PARs for faculty hires and rehires until further notice). All other actions for all employee types will convert to MSS effective June 3. More information to come. MSS will only be used for making changes active UWG employees.

We believe there will be three types of delegations: eTime, Reports To (also is the evaluator), and Initiator. This will have a start and end date for the delegation.

6. Encumbrance Journal

The encumbrance projection journal posted this Monday (2/12/18). Please review any deficits that may have appeared since this journal posted.

The April Encumbrance will be \$0 due to the OneUSG conversion. For this reason, no lapsed salary budget will be moved during this time. Please submit your lapsed BAs before the April encumbrance.

7. Revenue Reviews – Michelle Hawkins

Our office is currently reviewing revenue collections against projected budgets. Michelle Hawkins and/or your Budget analyst will be contacting you over the next few days if we have questions regarding revenue collections for a department. Please work with us to answer these questions as soon as possible.

8. Budget Development FY19

Budget Analysts are in the process of creating FY19 Budget Development Worksheets for all funds. Fund 20000 grant worksheets will be completed by the end of February and those will be sent to ORSP for completion. As stated in the January meeting, our office will not be sending out initial worksheets for corrections from departments given the compressed timeline due to OneUSG implementation.

9. Year End Calendar (Controller)

The Year End Calendar has not been finalized at this time. Below is an initial draft that is subject to change.

The University of West Georgia		
Year-End Deadlines (Preliminary)		
FY2018		
<u>Day/Date</u>	<u>Last Year</u>	<u>Description</u>
Wed - 03/07/18	Wed - 03/08/17	Last day for RFP (Request for Proposal) bid requests.

Fri - 03/09/18	Fri - 03/10/17	Project Request Form - Last day for requests submitted to Planning & Construction Project Services.
Fri - 03/30/18	Fri - 03/31/17	Last day to submit ITS project requests.
Fri - 04/06/18	Fri - 04/07/17	Quotes to ITS for Tech Fee (Fund 16000) purchases.
Fri - 04/20/18	Fri - 04/21/17	Last day for ITS Tech Fee (Fund 16000) purchasing approvals in ePro.
Fri - 04/27/18	Fri - 04/28/17	Last day for RFQ (Request for Quote) bid requests \$25,000 or greater.
Mon - 04/30/18	Mon - 05/01/17	Last day for ePro special requests between \$5,000 and \$25,000, not on statewide contract.
Thu - 05/03/18	Thu - 05/04/17	Last day for sole-source bid requests.
Thu - 05/03/18	Thu - 05/04/17	Project approval for public works projects due to Planning & Construction Services by 4:30 p.m.
Fri - 05/11/18	Fri - 05/12/17	Last Day - Request for New or Replacement Fleet Vehicle Approvals
Mon - 05/21/18	Mon - 05/22/17	Last day to submit Payroll Reallocation Forms to Budget Services in order to impact FY18 (due by 5:00 p.m.)
Fri - 05/25/18	Fri - 05/26/17	Last day for Budget Services to send Payroll Reallocation Forms to Payroll Department in order to impact FY18 (must have been previously submitted to Budget Services by 5/21/2018)
Fri - 05/25/18	Fri - 05/26/17	Last day for P-Card charges without special handling (last business day in statement cycle)
Wed - 05/30/18	Wed - 05/31/17	No cash advances issued for travel with return date after May 31 st .
Thu - 05/31/18	Thu - 06/01/17	Last day for all ePro special requests.
Fri - 06/01/18	Fri - 06/02/17	P-Card summaries for May 27 statements due to Purchasing (5 p.m.).
Tue - 06/05/18	Tue - 06/06/17	Last day for ePro GeorgiaFirst Marketplace catalog orders (5 p.m.).
Wed - 06/06/18	Wed - 06/07/17	P-Card Journal due to Accounting
Fri - 06/08/18	Fri - 06/09/17	Last day for fuel pumped at Central Stores to be paid from FY18. All fuel pumped after this date will be charged to FY19.
Fri - 06/08/18	Fri - 06/09/17	Last day – Electronic submission of PeopleSoft expense report – Final approval and valid budget check status – FY18 funds. (5 p.m.)
Fri - 06/08/18	Fri - 06/09/17	Last day for first quarter FY18 travel (airfare, registration and lodging) to be paid from FY18 funds. Final approval and valid budget check status - FY18 funds. (5 p.m.)
Fri - 06/08/18	Fri - 06/09/17	Last day for submission of non-encumbered check requests - Final approval and valid budget check status - FY18 funds. (5 p.m.)
Fri - 06/08/18	Fri - 06/09/17	Last day for petty cash reimbursements (11 a.m.).

Fri - 06/08/18	Fri - 06/09/17	Last day to submit fully approved DineWest Catering invoices that are to be settled using lapsable FY18 departmental budgets to the Office of Accounting (5 p.m.).
Mon - 06/11/18	Mon - 06/12/17	For special travel from June 1 through September 30 th , travel authorization must be received in Travel Services by 12 p.m. (noon) – Attn: Anita Saunders.
Tue - 06/12/18	Tue - 06/13/17	Central Stores closes at 5 p.m. and remains closed until July 2 for audit and inventory.
Tue - 06/12/18	Tue - 06/13/17	Printed, signed expense reports with all supporting documentation must be received in Travel Services by 12:00 p.m. (noon). Must have been fully approved and valid budget checked by June 8th deadline for guaranteed FY18 funds.
Tue - 06/12/18	Tue - 06/13/17	Petty Cash Check Requests due to A/P by 5:00 p.m.
Wed - 06/13/18	Wed - 06/14/17	Campus Charges and Internal Billings due to the Office of Accounting (12 p.m. - noon).
Wed - 06/13/18	Wed - 06/14/17	ETFs (Expenditure Transfer Forms) due to the Office of Accounting (12 p.m. - noon).
Wed - 06/13/18	Wed - 06/14/17	Last day for general budget amendments (5 p.m.).
Fri - 06/15/18	Fri - 06/16/17	Final deadline for transactions to pass Budget Check by 5:00 p.m. All remaining transactions are subject to deletion.
Thu - 06/21/18	Thu - 06/22/17	Accounting to provide Payroll Accrual information to Budget Services by noon
Mon - 06/25/18	Mon - 06/26/17	Budget Services to provide recommended adjustments to Payroll Accrual to Accounting by noon
Mon - 06/25/18	Mon - 06/26/17	Financial Aid Locked & Final Student Refunds Posted (12 p.m. - Internal)
Mon - 06/25/18	Mon - 06/26/17	Bookstore begins limited access operations to coordinate physical inventory counts (Mon - Thurs)
Mon - 06/25/18	Mon - 06/26/17	Download P-Card MTD activity to summary to Accounting by noon
Tue - 06/26/18	Tue - 06/27/17	Final Warehouse Inventory due to Accounting by 5:00 p.m.
Wed - 06/27/18	Wed - 06/28/17	Final Payroll Adjustments to Accounting by 9:00 a.m. or will be posted as FY18 activity
Wed - 06/27/18	Wed - 06/28/17	Last Day in FY18 for A/P processing without Director of Accounting approval
Fri - 06/29/18	Fri - 06/30/17	Bookstore reopens for full operations on Friday
Mon - 07/02/18	Mon - 07/03/17	Final Physical Inventories for Auxiliary Enterprises to Accounting by 5:00 p.m. (fully costed and ready for final adjusting entries)
Thu - 07/05/18	Wed - 07/05/17	June P-Card statement due to Accounting by noon to assess need for further accruals
Fri - 07/06/18	Fri - 07/07/17	Download P-Card MTD activity and provide summary to Accounting by noon

Roundtable

- Caroline McWhorter will be transitioning from Budget Services to the Library effective Monday, February 26th. While that analyst position is vacant, our office will be distributing the workload amongst the other Intermediate Analysts and the Assistant Director. Look for that position to post in mid to late March.
- Katie Lewis will fill the vacant Executive Administrative Support position in the Budget Office beginning next Monday, February 19.