

Budget Manager's Meeting Notes

November 16, 2017 (blue type indicates comments added during meeting)

UCC 3rd Floor Conference Room

1. Introductions (standard item)

Matt Paintin – Budget Analyst Intermediate

2. Report from Controller's Office – *Lisa Kunkler & Anita Saunders*

- Paperless Travel Report rollout to campus on January 1st.

Travel no longer requiring signed paper copies of Travel Authorization; however, it is suggested to keep a copy for yourself or office for audit purposes. The Paperless process is just for Travel Expense reimbursements. This process will allow approvers to continue to attach documentation without sending the report back. A video tutorial will be available soon.

- PeopleSoft Financials upgrade to take place end of November. PeopleSoft financials will be unavailable on Friday, December 1, 2017. Please prepare accordingly.

Peoplesoft Financials will be down at 7pm on Thursday, November 30th. The system will open up again at 7am on Monday, December 4th. The look will change to a tile view. Budget has shared a link to a short YouTube video that walks through these changes. Travel & Expense reports need to be in save status with the initiator or received all approvals by Thursday, November 30th to avoid having them wiped from the system.

3. Report from Human Resources – *Rodney Byrd & Denise Colquitt*

- Holiday Payroll Schedule

Payroll to send out an email reminder of the Holiday Payroll schedule by next week. There are two reduced services days this year (December 21-22). Employees can opt to work these two days or take them off using vacation leave or taking uncompensated leave.

Employee must have active status in ADP the day before and the day after the winter holiday to get the holiday leave time.

If employee works during the days the campus is closed (December 25-January 1st), supervisor approval must be obtained and HR notified.

- Other year-end processing considerations

The 2nd Bi-weekly payroll (December 2-15) has eTime due on December 15th. Also, the 1st January payroll needs to be submitted on December 15th as well given the short deadline when we return in January.

Payroll informed Budget Managers that the December faculty payroll would be at the end of this month this year. Since 11/29, that has been redacted and the December faculty payroll will be December 15th (this is the last year).

4. Fund 14000 Fund Balances – *Kristin Smith*

Fund balances were shared with your Divisional Budget Manager on Wednesday, November 15th. Please contact your Divisional Budget Manager for this information. Please remember that revenue account 499000 is used for fund balance budget amendments. The fund balance file given to your Divisional Budget Manager can be used as the backup documentation.

5. Payroll Encumbrance Issue – *Cole Stratton*

Please be aware that the November encumbrance journal was not run for the 54A and 54F pay groups due to an error caused in processing the biweekly payroll. Until the December encumbrance, you will have to solely rely on your position tracking sheets to calculate lapsed salaries in these pay groups. The encumbrance file for all other benefitted pay groups has posted. Please contact your Budget Office analyst if you have any questions about particular lapsed salary calculations until this issue is resolved next month.

6. OneUSG Update – *Cole Stratton*

a. Supervisors and Lump Sum Positions

In the new system, the supervisor now resides on the position not the person. You will need a separate position number for multi-incumbent positions when supervisors are different.

This is the hire/fire supervisor. This supervisor will also be the paperwork initiator in the new OneUSG system; however, that can be delegated after the conversion. After the initial change to One USG, one position can have different time approving supervisors.

- Effective January 1, 2018 we will implement the change.
- In the next few days, the Budget Office will send a list of positions with multiple supervisors as identified by the departments last month.
- Please let us know if you need to have all the supervisors currently listed. This is due **by December 8**.
- If yes, we will create new position numbers for you and move the budget permanently from the existing position to the new position number. Departments will need to identify the amount of permanent budget needed for each position. *If position has no permanent budget in place, Budget will move temporary budget on the position tracking sheets (no BA processed for these transactions).*
- We'll update the list that you return with the new position numbers.
- GA and PT Faculty PARs currently in the Budget Office will be updated with the new position numbers.
- No PARs will be needed for student employees currently in employed in ADP. Budget and Payroll will work together to change the position numbers in ADP.

b. Vacant Positions

Any vacant positions in ADP at the time the data is transferred into the new OneUSG payroll system will be inactivated per the OneUSG Connect implementation plan. We have no control over this action. New position numbers will be auto-generated by the system with a different numbering system. Since we do not know the new numbering system we cannot carry over vacant positions or create placeholders for them. In preparation for this change:

- We'll send you a list of vacant positions as of February 22, 2018.
- Any budget in the position plus fringe will be moved into the departments operating expense line. If you do not want it in the chart string of the position, please return the list with the new chart string no later than **March 2, 2018**.

- The Budget Office will inactivate all vacant positions and make the budget changes **March 7-9, 2018**.
- The best approach would be to eliminate all vacant positions in ADP that will not be filled by March 7. An “All Position” report will replace the current “Filled Position” report that the Budget Office posts on its website and will be updated weekly beginning in January.

Be proactive and work with your analyst to clean up your vacant positions now!

7. FY2019 Fee Update – Michelle Hawkins

Thank you all for your cooperation throughout the new fee review process. Following is the remaining timeline.

- a. Thursday, November 16th – Initial review of Elective Fees and Dining Rates with Mr. Sutherland.
- b. Friday, November 17th - Mandatory Fee requests are due to the Budget Office.
- c. Thursday, November 30th – Dining Rates due to Board of Regents.
- d. Tuesday, November 28th – Final review of Mandatory/Elective Fee requests with Mr. Sutherland.
- e. Monday, December 11th – Final review of Mandatory/Elective Fee requests with Dr. Marrero.
- f. Friday, December 15th – Mandatory Fees, Elective Fees and Special Charges, 5-Year Auxiliary Plans due to Board of Regents.

Roundtable

- Would anyone be available for a Budget Managers’ meeting December 14? The meeting primarily would be to discuss upcoming changes with OneUSG implementation.