

Budget Manager’s Meeting Notes

October 19, 2017 (blue type indicates comments added during meeting)

UCC 3rd Floor Conference Room

1. Introductions (standard item)

Leslie Whitaker – Senior Budget Analyst for Office of Budget Services

2. Report from Controller’s Office

3. Report from Human Resources

5. Full Analyst Assignments – *Kristin Smith*

With recent hires in the Department of Budget Services, we have updated the complete list of our workload assignments. Please review the chart below for your areas and update your departments with their new contacts. Please note, the department paperwork for the Senior and Intermediate positions that are vacant or newly filled will be distributed to other analysts until those employees have been trained.

Analyst Assignments

September 1, 2017

Analyst	Departments
Caroline	Facilities (square footage to senior analyst), COAH, COSM, Library, FWSP (committee work)
Vacant	COSS, COE, DL, eCore, VPAA Other (not Vacancy Pool), Scholarships, ORSP, Honors, IEA
Daron	SAEM E&G, fund 13000 less Housing (includes SAEM committee work and the only PPV review for intermediate analyst), RCOB, SON
Kristin	Academic Affairs Lead; Vacancy Pool; Budget Development
Scott	B&F Auxiliaries: Director's Office, P&T, Bookstore, Telecommunications, Pub & Print, Mail room, Coliseum, Commencement, Townsend Center, Offset calculations; Health Services; Police; review business plans; and prepare Mandatory Fee forms with Michelle.
Cole	B&F Non Auxiliaries, Athletics, Housing, HR Liaison, OneUSG lead, Fringe Benefits, MER Salary budget lead, FTE Reporting backup.
Leslie (Oct 1)	Food Service, ITS, Offices of the President, UA, Capital Projects, square footage allocation, Self Support Budget Lead, backup for BOR reporting.
Michelle	Resource Analysis, revenue forecasting, quarterly amendments, ledger reconciliations, BCR, Fees, BOR ad hoc reporting

5. FY18 Position Tracking Sheets – *Kristin Smith*

Over the last few weeks, our office has sent out FY18 Position Tracking Sheets to budget managers. Worksheets will continue to be sent out for our newly filled positions in the upcoming weeks. Please email your analyst to let them know if you have not received your tracking sheets yet and they will work to get those out as soon as possible.

Please note that the tracking sheets include MER budget amendments and any other budget amendment received to the point of worksheet distribution. Additionally, the Available Budget for benefitted positions is the Permanent Budget less the ADP salary (in the Anticipated Expenditures column).

If you need help understanding the position tracking sheets or have questions about a particular entry, please contact your budget analyst.

6. Deficit Reviews – *Kristin Smith*

Many of you have received deficit notifications from your budget analysts over the past few weeks. If you have not, you should see those come to you shortly. Please work to submit the necessary BAs or Payroll Reallocations needed to clear up these deficits as soon as possible.

For those who received deficit notifications last week, you may recall seeing comments on your benefitted bi-weekly chart strings in regards to the encumbrance errors. Last month we experienced two inclement weather days that did not encumber correctly. That issue has now been resolved so those deficits (specifically relating to those two days) should be cleared in those budgets.

7. Comprehensive Administrative Review (CAR) – *Kristin Smith*

From an email from Dr. Marrero: Last April 2017, Chancellor Steve Wrigley announced a system-wide initiative called the Comprehensive Administrative Review (CAR), an effort that will focus on “creating efficiencies, streamlining processes and finding ways to be more effective with USG resources.” The CAR initiative is led by a cross-institutional steering committee of which I am the chair. Each institution within the system will have an opportunity to participate in the effort over the next two years and will provide recommendations as to how they may better utilize their resources and improve service to students. The CAR initiative will only look at non-teaching activities and roles within the institution, therefore, faculty will generally not be involved in the process unless they have been assigned administrative functions as part of their load.

We are now approaching UWG's direct involvement and participation in the USG's Comprehensive Administrative Review (CAR) process. In fact, we will be the first institution to be engaged - a place which I believe fits our Go West ideology and our continual striving to improve student outcomes.

As previously stated, the CAR is looking for ways that administrative functions can be conducted more efficiently and effectively to enhance support for delivering on the global, statewide, and local missions of USG institutions. UWG's mission and constituency served is unique within the USG. Engagement in the CAR process will assist us to better serve our mission aligned with our visional goal of becoming the best comprehensive university in America, sought after as the best place to work, learn, and succeed!

Two important elements of the administrative review will soon be underway in partnership with Huron Consulting's and UWG:

- An Activity Assessment will be conducted with a select group of employees at each participating institution to better understand how resources are allocated to perform administrative functions. At UWG, the assessment will include up to 800 individual employees. Participation in the assessment is mandatory for the selected individuals. For those selected to participate, you will receive an email with more detail in the next week preparing for the open assessment period, October 30 - November 10.
- An Opportunity Identification Survey will be conducted with supervisors, managers and select focus groups. The goal of the Opportunity Identification Survey is to collect information on functions and processes that work well and those that need improvement or otherwise present an opportunity for improved administrative effectiveness, efficiency, and best practices. The Opportunity Identification Survey will be conducted the week of November 13-17.

To further provide CAR information and expectation to the campus community, we will be holding two Town Hall information sessions to address project details and objectives. I encourage you to join me in one of the two upcoming sessions. The times and locations for the Town Hall meetings are:

- Wednesday, October 25, 9-10am in Campus Center Ballroom, Room 108.2
- Thursday, October 26, 4:15-5pm in Tanner School of Nursing (SON), Room 106

Thank you in advance for your valuable contribution to the CAR project!

8. Monthly Salaries – *Kristin Smith*

As of 7/1/17, monthly salaries should be evenly divisible by the number of monthly payrolls for that employee type. This was communicated from Juanita Hicks on July 21st on her email introducing the new Staff Pay Scale. As you process new hire or reclassification PARs for employees in these categories, please keep this salary rounding in mind.

From Juanita Hicks email: The Staff Pay Scale for FY18 has been posted ([click here to view](#)). Because the pay scale is being released after July 1, 2017, there are important points that the campus will need to be aware of as we manage salaries for new and current employees. These points are as follows:

- Vacant E&G positions from FY17 will be funded by the institution for equity upon the position being filled. Departments will not have access to the funds prior to a new incumbent being placed.
- Newly allocated FY18 E&G funded positions will be funded by the institution to the new equity minimum institutionally upon the position being filled if required.
- New FY18 positions and reclassifications created with existing departmental resources will not be funded by the institution for equity. With reference to the previous sentence, notification will be given to departments individually if they have an employee below the equity threshold and a budget amendment will be required to adjust the salary.
- Beginning FY18, *exempt staff-*, also known as *monthly staff-*, salaries should be rounded to the nearest dollar and evenly divisible by 12 when establishing a monthly payment rate. This activity mitigates error when systematically translating salary data within the payroll and financial systems. Rounding for vacant FY17 and newly allocated FY18 that are eligible for equity will be funded by the institution. Self-supported and newly created FY18 positions with existing departmental resources will require a budget amendment. Notification will be given to departments individually if they have an impacted staff member.

9. **Bi-Weekly Effective Dates – Kristin Smith**

Please remember that bi-weekly effective dates should be the start of a bi-weekly pay period. The Pay Period Schedule details can be found on HR's website at the following link:

<https://www.westga.edu/hr/payroll-schedules.php>

10. **OneUSG – Cole Stratton**

a. *Supervisor (Reports To) data*

Departments were contacted a few weeks ago to review the supervisors (the person who hires, terminates, and evaluates) listed in ADP for verification. **This needs to be reviewed by 10/20.**

Between now and when we go live March 25, if you need to change the supervisor, please use the ePAR or PAR forms. **All new PARs submitted should ensure that the 'Reports To' provided matches the supervisor on Cole's list that was sent out. If that is changing, please note that on the PAR.**

b. *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. The conversions for SAs will take place in December. The conversions for GAs and PT Faculty will take place in January.

c. *Vacant Positions*

Vacant positions in ADP will not be transferred into the new OneUSG payroll system. The best approach would be to eliminate all vacant positions in ADP not needed prior to loading into PeopleSoft payroll. Budget Managers, work with your departments to eliminate any vacant positions by the end of January (if they will not be filled this year).

11. **FY2019 Fee Update – Michelle Hawkins**

- BOR doing more scrutiny on fee requests; promoting minimal increase to support affordability.
- New Administrative Fee Review committee for Academic Affairs. Michelle serves on this committee.
- Every fee assessed a student for anything needs to have some type of form completed and approved by Vice President and President. **The BOR will review all fees charged to a student, even if the fee is one that doesn't require BOR approval (it will just be reviewed).**

Roundtable

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