

Budget Manager's Meeting Notes

September 21, 2017 (blue type indicates comments added during meeting)

UCC 3rd Floor Conference Room

1. **Introductions (standard item)**
2. **Report from Controller's Office**
3. **Report from Human Resources – Rodney Byrd**

Yesterday, a change in reporting time not submitted in ADP was sent to all faculty and staff and is effective with the current biweekly pay period (9/9/17 – 9/22/17). **Please be sure you review this at your department/unit meetings and with anyone who approves time for biweekly staff and students.** Failure to comply will result in a delay in payment.

IMPORTANT NOTICE!

This email applies to the pay period 09/09/17 - 9/22/17

- The DEADLINE for supervisors to REVIEW and APPROVE each of their employee's time card is Friday, September 22, 2017 at 3:00 P.M.
- If you are unable to see any one of your employee's timecards, please contact payroll immediately! This may occur due to a number of reasons (multiple jobs, transfer punches, etc.)
- Paper timesheets **WILL NOT** be accepted if an employee has been entered into ADP prior to Friday, September 22nd. If a paper timesheet is submitted to a supervisor, it becomes the responsibility of the supervisor to enter the time into the employee's time card in ADP and approve accordingly.
- Supervisors should record any in/out punches that occur after the 3:00 p.m. deadline. They should also review each employee time card and correct any "missed" or "incorrect" in/out punches prior to approval. PLEASE LOOK AT EACH TIME CARD INDIVIDUALLY. DO NOT MASS APPROVE YOUR TIME CARDS.
- Once eTime has been approved, the employee should not attempt to clock in/out. Doing so will cause an error.
- Any hours missed or not processed in eTime will be processed on the **next** payroll date. Off-cycle checks will only be approved if USG guidelines for off-cycles are met. Going forward, off-cycle checks will be processed the Friday after the scheduled pay date. Beginning September 22, 2017, our next off-cycle pay run will be Friday, September 29, 2017.

We strive for timely and accurate payment of all employees and the time approvers play a key role in this function by following the above guidelines. Please know that the UWG HR/Payroll team is available to assist with any questions. Please feel free to contact us at payroll@westga.edu. Thank you for doing your part in making UWG the best place to work, learn, and succeed!

4. Graduate Students

The Budget Office received several questions regarding the need to establish new positions for Graduate Assistantships based on updated information provided departments from the Graduate School. The answer is “no” with the following clarification from the Graduate School.

Last year we started making a distinction between hiring graduate students in a “Graduate Assistantship” position versus a “Student Assistant” position. Graduate Assistantships by definition are provided tuition waivers. For the position to be classified as a Graduate Assistantship [and receive a tuition waiver] it must fit one of the following job description types. *[provided by the Office of Graduate Admissions]*

a. Teaching Assistants, Level 1 (TA1)

Graduate students appointed to the position of TA1 may not have primary responsibility for a course or serve as the instructor of record, but may assist in the instructional process by serving as discussion leaders in breakout sections, grading papers, proctoring exams, working in approved tutoring/instructional support programs, and/or assisting the primary instructor of record in other ways. The department chair and graduate program director shall determine that the credentials of a student assigned as TA1 qualify the individual to assist in instruction activities.

b. Teaching Assistants, Level 2 (TA2)

Graduate students appointed to the position of TA2 will have completed more than 18 hours of graduate course credit in the appropriate discipline and will have completed training facilitated by their College or program. TA2s may have primary instructional responsibility for a course and may have autonomy for teaching, assigning grades, and providing laboratory instruction/setup as part of a regularly scheduled course. TA2s must be under the supervision of a faculty member that teaches in the discipline. The department chair and graduate program director shall determine that the credentials of a student assigned as TA2 qualify the individual to undertake the assignment of instruction. Keep in mind that programs that wish to hire teaching assistantships must be approved to offer them. Currently, the only programs that are approved to offer teaching assistantships are History, English, Psychology, and Sociology.

c. Research Assistantships

Research Assistantships (RAs) are research positions that allow graduate students to conduct research of a scholarly nature, normally under faculty supervision. While not a requirement, in many cases the source for RA salaries and tuition may be an external funding source (NSF, NIH, etc.) and thus not paid by a unit of the institution. The work of an RA can include, but is not limited to, the collection and analysis of data, the development of theoretical analyses and models, and/or the production or publication of scholarly research or creative work that supports his or her own professional agenda and may benefit the University, faculty or academic staff supervisor, or granting agency. Other work, such as instructional support, may be included in the general job duties of a research assistant.

d. Pre-Professional Graduate Assistantships

Pre-Professional Graduate Assistantships (GAs) are assistantships that provide general administrative support to academic and administrative units within the University. Whenever possible, the duties assigned to graduate assistants should be relevant to the graduate program and the professional goals of the students.

The following guidelines should be used when determining the work assignments and workload for assistantships:

- Assistantships best serve the student, the hiring unit, and the student’s academic department when they are used as an integral component of the graduate education experience.
- Assistantships should enhance the educational experience by exposing the student to the professional activities of their disciplines, involving them in university activities related to their academic and professional interests, and affording them the opportunity to work closely with faculty and professionals.
- Assistantships should provide high quality support for the academic mission of the University.

To be eligible for an assistantship, students must meet the following criteria. Students admitted provisionally to a program are not eligible for an assistantship.

- Earned a Bachelor’s degree.
- Have applied for and been accepted to a graduate degree program of study at UWG.
- Be enrolled as a full-time student in a graduate program of study.
- Have maintained a 3.0 GPA in previous and current graduate course work.
- Meet the requirements to be eligible for employment in the US.
- International students may have to meet a higher standard for full-time employment than what an individual program requires. For instance: Computer Science may consider 6 credit hours for full-time, but an international student must be enrolled in 9 hours in order to remain in the country.
- The work that will be performed by the student must be performed in state.
- Students who are provisionally admitted, enrolled part-time, or not in good academic standing may not be hired as graduate assistants.

If the position does not meet the parameters above, the graduate student will be hired in a Student Assistant position, not a Graduate Assistantship position. That means they will **not** receive a graduate assistantship tuition waiver. If you need additional information regarding job descriptions for Graduate Assistantship positions, please visit the following website:

https://westga.col.qualtrics.com/SE/?SID=SV_899ASLtl7VrsSnH

5. New Analyst Assignments

With the restructuring of the Office of Budget Services has restructured with the addition of a new position and the moving of salary increase management, ePAR

Analyst	Departments
Caroline	Facilities (square footage to senior analyst), COAH, COSM, Library, FWSP (committee work)
New	COSS, COE, DL, eCore, VPAA Other (not Vacancy Pool), Scholarships, ORSP, Honors
Daron	SAEM E&G, all fund 13000 (includes SAEM committee work and the only PPV review for intermediate analyst), RCOB, SON
Kristin	Vacancy Pool

5. FY19 Budget Development

6. Federal Work Study Payroll Reallocations – *Jo Etta Miller*

All payroll reallocations or corrections that involve a federal work study charge need to be reviewed by Jo Etta Miller in the Vice President for SAEM's office prior to processing.

Roundtable

- Today is the National Pecan Cookie Day