

Budget Manager's Meeting Notes

November 21, 2013 (blue type indicates comments added during meeting)

3:00 pm, Aycock Hall, 2nd Floor Conference Room

1. EXCEL Review (standard item)

See review of Budget Development Worksheet below.

2. Introductions (standard item)

- Thad Dooley will be replacing Kari Cunningham in Auxiliary Services for the next few months as she is on maternity leave.
- Stephanie G. Smith attended in place of Alex Posivenko in Housing.

3. Report from the Controller's Office – *Rick Sears & Randy Miller*

- Financial Assurance forms –
 - A few forms have not been signed and/or returned from the June 30, 2013 reconciliation.
 - Please review the list of Authorized Approvers on Controller's website located at: http://www.westga.edu/controller/index_16157.php
 - If the approver has changed from the list on the website, please submit an approver change form which may be found on the Controller's website at: http://www.westga.edu/controller/index_11150.php
 - No Vice President signature required for agency accounts. Study Abroad accounts still need VP signature.
 - The SAFBA forms will route to the advisor, CSI, then to the VP of SAEM.
- PeopleSoft Upgrade –
 - Down times **tentatively** set at noon, Thursday, Dec.12 to noon (??) on Monday, Dec 16. Probably should not count on availability on the 16th.
 - Deadlines for submitting transactions to the Business Offices (Cashiers, Controller, Budget, Purchasing, etc.) will be distributed early next week.
 - All users will be forced to change their passwords after this upgrade **even if you have already implemented the new password configuration rules.**
 - For more specifics, please refer to the October 2013 Budget Managers' meeting notes on Budget Services' website.

4. Report from Human Resources/Payroll - *Rodney Byrd*

- Employee Categories – Payroll and Budget Services have updated an aid that provides departments with general processing information regarding the different employee types. This will be placed on Budget Services website in the “Budget Management Tools” under “Position Management **by December 1.**
- Holiday Alternative Schedule form –
 - If there is a need or request for hourly or monthly staff to work during any days of the break, approval must be obtained from the supervisor and respective VP/Dean.
 - Completion of the Authorization to Work form is required before employees can be approved to work during the December 2013 closure.
 - The completed form must be returned to HR no later than December 6, 2013.

- The supervisor must certify that appropriate supervision will be in place for all employees requesting to work. Supervisors are encouraged to include all of their requests on **one** form.
- Dean's may replace the VP signature in the division of Academic Affairs.
- Director's reporting directly to Dr. Marrero may replace the VP signature for their staff. For their time, they will need Dr. Marrero to sign.
- The form was emailed to all staff and faculty on November 20.
- If you would like to take unpaid leave, update eTime prior to December 18. **Supervisors need to email Rodney Byrd in Payroll confirming the unpaid leave.**
- Deadlines for updating personal information in ADP
 - Must update personal contact information in ADP no later than December 31, 2013.
 - Needed for W-2 creation and notification.
 - Can choose to have W-2 sent electronically to go paperless!

5. December Due Dates for Payroll Paperwork – *Karen Hulsey*

December Due Dates to Budget Services –

December 2	1 st December Biweekly payroll changes.
December 2	Academic Affairs Faculty, GAs, and Monthly Staff December payroll changes due to Alicia Hargraves
December 3	Faculty, GAs, and Monthly Staff December payroll changes
December 6	2 nd December Biweekly payroll changes
December 13	January 2014 - 1 st Biweekly payroll changes

6. Split-Funding Salaries – *Karen Hulsey*

When positions are funded with more than one chart string (using different fund code, department id, program code, etc.), determining the percentage split may be difficult especially when the dollar amounts from each source are limited. Karen Hulsey has created an Excel template you may use to assist you in your calculations. It's located on Budget Services website under "Position Management" in the "Budget Management Tools" section at: http://www.westga.edu/budget/index_16483.php.

7. Revenue – *Liz Baker*

A new training class is offered to walk participants through many aspects of revenue definitions, coding, and tracking.

- Any person who handles revenue issues needs to attend the class.
- It is recommended that you attend this class prior to attending the revenue reports class.
- Please notice the announcements in the Daily Report or visit the university's training/event website to sign up at:

<http://events.westga.edu/EventList.aspx?fromdate=11/20/2013&todate=2/17/2014&display=Month&view=Summary>

- You may also view the training opportunities on the Center for Business Excellence website:

<http://www.westga.edu/training/>

- Questions were asked regarding the Credit by Exam revenue.
 - Where does it go? - Regardless of the class the Credit by Exam revenue is assigned to

- the English department.
- Who should have access to spend the revenue? – The options shared were:
 - To the Registrar to cover the cost of adding the class to the student record.
 - To the academic department to cover the cost of grading the exams.
 - To the university as general overhead since the student is only assessed this fee and does not pay general tuition for the credits earned.
- Liz will follow up.

8. I-Strategy Reporting System – Liz Baker

The USG has provided another reporting option in our PeopleSoft Financials using a report writer called I-Strategy. Instructions for use are on Budget Services website under “Budget Management Tools” at: http://www.westga.edu/budget/index_16483.php

You will need to complete a new “Security Request” form which is located on the Controller’s website at: http://www.westga.edu/controller/index_11150.php

Training sessions will be scheduled starting in January 2014. Please watch for the announcements in the Daily Report.

9. FY2015 Budget Development – Kristin Smith

FY15 Tuition and Fee Change Requests:

- Memos regarding tuition and fee change requests have been distributed to the Vice Presidents.
- Following are the due dates for any fee changes. Academic Affairs will have shorter deadlines for Provost Office review. [Lucretia Gibbs shared that Academic Affairs deadline will be on week earlier.](#)
- [eTuition will be due later in the spring.](#)
- [Lucretia requested that academic departments submit their course fee changes as a group from the Dean’s office.](#)

FY 2015 Fee Request Calendar				
Fee	To Budget Services	To VPBF	To President	To BOR
Mandatory Fee(s)	Monday, December 02, 2013	Dec 9 or 10, 2013	Dec 10 or 11, 2013	Friday, December 13, 2013
Miscellaneous Fee(s)	Monday, December 09, 2013	Week of Jan 6, 2014	Week of Jan 6, 2014	Monday, January 13, 2014
Food Services Fee	Friday, December 13, 2013	Week of Jan 6, 2014	Week of Jan 6, 2014	Monday, January 13, 2014
Housing Fee	Friday, December 13, 2013	Week of Jan 6, 2014	Week of Jan 6, 2014	Monday, January 13, 2014
Graduate Tuition	Monday, December 16, 2013	Week of Jan 13, 2014	Week of Jan 13, 2014	Friday, January 17, 2014
Prof Graduate Tuition	Monday, December 16, 2013	Week of Jan 13, 2014	Week of Jan 13, 2014	Friday, January 17, 2014

Review of Budget Development Worksheet Changes:

- Review the Budget Development Worksheet template for FY15.
 - [The account code column was removed. The pay group will provide the account code. Budget Services will update the pay group chart on the website with the FY15 fringe rates after January 1, 2014.](#)
 - [In the FY2015 Salary Adjustment column changed the input to just the change in rate versus the full new rate.](#)

- Comment boxes were added to input cells to aid in completing the forms.
- Will send out draft template for Budget Managers' review on December 1. Comments due back by **December 6**.
- A worksheet training session will be scheduled in January.
- Budget development calendar/timeline will be available in January.

Roundtable:

- Athletics – press conference today to announce new football coach.
- Housing – Brett Wright new employee in Housing Office.
- Library – JFK exhibit in lobby of library through December 6. In February will have Abraham Lincoln exhibit.
- SAEM – the advising function of the Excel Center has become its own department called the Advising Center and the Office of Graduate and International Admissions will be separated from the Office of Admissions. The locations of the functions are moving as well.
- Provost – In the process of searching for a Provost and Dean of the School of Nursing.

Academic Affairs:

- 1. FY15 Faculty Contract Calendar** – the proposed faculty contract development calendar reviewed at last month's meeting was discussed with the Provost's Office and will remain unchanged. It will be posted to Budget Services website by the end of the calendar year.
- 2. Faculty Contract Amendments** – a meeting is scheduled next Wednesday for review of new process and development of new form to include Payroll, Budget Services, and Provost Offices.