Budget Manager’s Meeting Notes  
August 18, 2016 (blue type indicates comments added during meeting)  
UCC 3rd Floor Conference Room

1. **Introductions (standard item)**

2. **Report from the Controller’s Office – Randy Miller**

   This is just a friendly reminder that if you haven’t already turned in your Internal Controls and Reconciliation forms they are due this Friday, August 19, 2016. Please contact Sarah Smitherman if you have any questions.

3. **Report from Human Resources/Payroll - Alicia Hargraves**

   a. Dual Appointment Procedures - replaces the Joint Staffing Policy. See handout.

   b. Extended Leave Replacement Program – Please visit Human Resources website at: [https://www.westga.edu/hr/leave-administration.php](https://www.westga.edu/hr/leave-administration.php) for any questions you may have.

   c. HR Employment Services Contacts – When you need assistance with job descriptions, People Admin requests, etc., please contact the following person based on divisional assignments:
      - Academic Affairs – Alicia Hargraves
      - Business & Finance Administration – Denise Fowler
      - Business & Finance Auxiliaries – Ronda Murphy
      - Business & Finance Facilities – Timika Boykin
      - President’s Division – Denise Fowler
      - SAEM – Lindsay Sneddon
      - University Advancement – Lindsay Sneddon
      - Information Technology – Denise Fowler

4. **MER Salary Increase Implementation – Karen Hulse**

   a. **New Salary Schedule for Staff**

   The Office of Human Resources, Budget Services and campus leadership have worked together to complete the new pay grade structure. We appreciate the patience of all who have needed this information during this time. The ultimate strategy is to place the University in a position where we have five-year goals and plans. The University of West Georgia will follow a phased, multi-year costing approach to reach our goals.

   As part of this process, the University worked to align jobs more closely with the current market. Addressing those jobs that had a larger difference between market pay and former pay at the University of West Georgia meant that some jobs were moved up to a different grade. As a result, the pay structure has been adapted to accommodate incumbents that have a larger gap to fill towards the goal. Simply stated the pay structure has been lowered in some cases to ensure that new hires are not mandatorily
brought in higher than incumbents in transition. The remainder of the pay scale, midpoint and maximum are reflective of the updated pay structure.

The entry points will be adjusted year to year as incumbents salaries are moved into the full structure through equity and retention increases. Merit increases will not be taken into account until the study is refreshed in approximately three years. Vacant positions will now be posted using a scale approach, established entry point to mid-point. This change will allow flexibility during the transition but again, not require a department to hire above the lowest incumbent within the UWG pay grade. The pay scale is located at: https://www.westga.edu/hr/staff-pay-scale.php

Some current employees may be below the new pay scale. Their salaries will be adjusted in Round 4.

b. *Sibson Equity Review* – The 30-day review period for questions ends August 19, 2016. Questions should be submitted to classification@westga.edu

c. *Equity Funding for Vacant Positions* – The same process as used in the past will be used in FY17 to determine the amount of equity funding to be allocated to vacant positions.

   - The Budget Office will look at how much funding was budgeted for the last incumbent.
   - If the funding exceeds the minimum equity salary no additional funding will be provided.
   - If the funding is less than the minimum equity salary funding, will be provided up to the minimum.
   - Funding will be provided to vacant positions that are still vacant in Round 4.

d. *MER Future Implementation* – This fall the Offices of Budget Services, Human Resources, and Provost will finalize the procedures for providing merit, retention, and equity increases. Due dates need to be earlier to ensure timely processing and reporting of changes.

5. **FY17 Budget Development Update – Kristin Smith**

a. All FY17 Final Budget Development worksheets for all fund codes have been sent to the VPs.

b. Position Tracking Sheets will *not* be distributed to departments at the end of August as originally stated due to the time it has taken to complete the MER reviews. The Budget Office will send out the updated FY17 Position Tracking Sheets sometime in September so we can ensure that the budget for all benefitted positions will cover the new MER salaries. When the tracking sheets are sent out to the VPs they will include all BAs that have been approved up until that date. Thank you for your patience and understanding.

c. New Positions Funded – The Budget Office has reviewed the funding levels for new FY17 positions. All funding exceeds the minimum salary requirements. See handout for listing of positions and funding amounts.

6. **FY18 Budget Development Process – Kristin Smith**
a. Dr. Marrero

b. FY18 Budget Development Calendar – Please see attachment.

7. Salary & Benefit Encumbrances – Karen Hulsey

Running the encumbrance process has been delayed until the first biweekly payroll in September posts. It was delayed due to processing changes for MER increases and waiting for fall faculty’s new row to be added by payroll.

8. ePAR Update – Karen Hulsey

Roundtable:
UWG Dual Appointment Procedures – UWG as the Home Institution

The following is instructions on the process for Dual Employment. Dual Employment is referred to in the ‘University System of Georgia (USG) Human Resources Administrative Practice Manual’ on Classification, Compensation, and Payroll’ as “the employment of staff, faculty, and students at two or more institutions within the University System of Georgia (USG) during the same period of time is a recognized method of keeping costs to a minimum and maximizing resource utilization across the USG.” The overview, definitions, and flow charts below will help clarify the Dual Employment Process. The following information is in accordance with and abides by the University System of Georgia policy on Dual Appointment.

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The following are terms and forms used throughout the Dual Employment process. Flow charts explaining the process begin on page 2. Links for the forms are provided:

Terms and Definitions

Budget Amendment (BA)
A Budget Amendment (BA) sets up funding for payment to the employee or reimbursement to the Home Institution (HI), depending on the agreement. The BA is submitted along with the Faculty Contract Amendment (FCA) for faculty, or Temporary Administrative Contract Amendment for staff, as well as a copy of the completed Dual Appointment Agreement (DAA).

Dual Appointment
Dual Appointment is defined as any service performed within the University System of Georgia by an employee whose Providing Institution is any other USG institution. Examples of Dual Appointments are:
  a. Full-Time Equivalent Dual Appointment
     Employee is shared by two or more institutions on an ongoing basis (semester or specified term) and work commitment equals one FTE. The institutions share associated costs.
  b. More than Full-Time Equivalent Dual Appointment
     1. Full Time 12-month Employees
        i. Employee is working full time for Home Institution and working outside normal business hours for a Requesting Institution; or
        ii. Employee takes annual leave from Home Institution position to work at Requesting Institution during normal business hours; or
        iii. Combination of both i. and ii.
     2. Full Time 10-month Employees
        i. Employee is working full time for Home Institution and working outside normal business hours for a Requesting Institution
c. Part Time and/or Temporary Employees – Part Time and/or Temporary Employees are eligible for dual appointments. Conditions of Part Time employment for faculty are detailed in the Academic and Student Affairs Handbook, Section 4.2.

Dual Appointment Agreement (DAA)
The University System of Georgia Dual Appointment Agreement is initiated by the employee and facilities the review and approval of the appointment details between the Home Institution (HI) and Requesting Institution (RI), including the payment and invoicing details. The DAA must be completed and fully executed prior to the initiation of the services requested.

Dual Appointment Coordinator (DAC)
Primary contact at each institution for Dual Appointment.

1. Home Institution Dual Appointment Coordinator (HI DAC)
   Primary contact at the home institution for dual appointment agreements.

2. Home Institution Dual Appointment Coordinator (RI DAC)
   Primary contact at the requesting institution for dual appointment agreements.

Employee
Employee who is performing the services for the Requesting Institution (RI).

Faculty Contract Amendment (FCA)
The Faculty Contract Amendment is used to initiate payment for a faculty employee and is submitted with a copy of the completed Dual Appointment Agreement and Budget Amendment (BA).

Home Institution (HI)
The Home Institution (HI) provides the employee to the Requesting Institution (RI). The Home Institution (HI) always pays their employee and invoices the Requesting Institution.

Requesting Institution (RI)
The USG Institution requesting the services of an employee of another USG Institution is considered the Requesting Institution (RI). The Requesting Institution reimburses the Home Institution (HI) for services rendered.

Temporary Administrative Contract Amendment
The Temporary Administrative Contract Amendment is used to initiate payment to a staff employee and is submitted along with a copy of the completed Dual Appointment Agreement and Budget Amendment (BA).

Example of the Dual Appointment Process - Home Institution (HI) is UWG and Requesting Institution (RI) is Georgia Southern University (GSU):
First Step - Section A

a. Employee completes Section 'A' of the Dual Appointment Agreement (DAA).

b. Employee and employee's direct supervisor agree to the engagement and sign where indicated.
c. Employee forwards the agreement to RI Dual Appointment Coordinator (DAC) who works with the HI DAC to complete the form.

Second Step - Sections B, C, and D

a. RI and HI DACs, in communication with the respective departments, complete 'Section B' - Dual Appointment Coordinator Information; 'Section C' – Employee Information, Home Institution Commitment, Requesting Institution Requested Commitment and Requesting Obligations; and 'Section D' - Payment and Invoicing details:

**Section B:**

![Section B - Dual Appointment Coordinator Information]

**Section C:**

![Section C - Employee Information]
### Current Obligations *

<table>
<thead>
<tr>
<th>Institution</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Standard Hours</th>
<th>Begin Term Date</th>
<th>End Term Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If Employee’s duties at Home Institution are non-instructional, only required to fill out Institution and Standard Hours. If Employee’s duties are instructional, all columns are required.

### Requesting Institution Requested Commitment

- **Institution Name**
- **Request Date**

**Requested Dates of Service**

**New Background Check Needed for Position?**
- Yes [ ]
- No [ ]

**Need for and description of services to be performed**

Justification for obtaining services from another USG employee in lieu of obtaining such services from a person not presently employed by Institution.

### Requested Obligations *

<table>
<thead>
<tr>
<th>Institution</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
<th>Standard Hours</th>
<th>Begin Term Date</th>
<th>End Term Date</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>

*If Employee’s duties at Requesting Institution are non-instructional, only required to fill out Institution and Standard Hours. If Employee’s duties are instructional, all columns are required.

For More than Full-Time Equivalent Dual Appointment of full-time, benefitted Employees (not Shared), is the compensation pensionable?
- Yes [ ]
- No [ ]

*Refer to the Additional Compensation/Overload policies for Faculty and Staff.*
Section D:

<table>
<thead>
<tr>
<th>Compensation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount</strong></td>
</tr>
<tr>
<td>Fee for Service</td>
</tr>
<tr>
<td>FICA – 6.2%</td>
</tr>
<tr>
<td>FICA (Med) – 1.45%</td>
</tr>
<tr>
<td>Health &amp; Welfare Benefits</td>
</tr>
<tr>
<td>Retirement</td>
</tr>
<tr>
<td>Background Check</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Estimated Reimbursable Expense (travel, parking, etc.)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

**Home Institution Invoice and Payment Details**

- The Home Institution will invoice the Requesting Institution:
  - [ ] One Time (End of Service)
  - [ ] Quarterly
  - [x] Monthly
  - [ ] Other (specify)

- The Home Institution will pay the Employee:
  - [ ] Monthly
  - [ ] Biweekly

b. HI DAC forwards DAA to employee for signature in 'Section C' - Employee Signature, as well as Appendix A (for part-time appointments only. See 'Appendix A' further in the document for details).

c. Employee signs and forwards DAA to HI DAC.

Third Step - Section E

d. HI DAC forwards agreement to RI DAC.
e. RI DAC forwards agreement to the RI Dean/Administrative Department Head & GSU President/Designee for signature in Section 'E' where indicated. RI DAC forwards agreement to HI DAC when complete.

f. HI DAC forwards to Business Manager of College/Department for the Dean/Administrative Department Head approval in Section 'E' under 'Home Institution Signatures' where indicated.

g. Business Manager sends agreement to Provost's office for VP Academic Affairs signature in Section 'E' under 'Home Institution Signatures' where indicated.

h. Provost's office forwards DAA to President's office for the President's signature in Section 'E' under 'Home Institution Signatures' where indicated.

Section F
No additional approval signatures needed at this time for Academic Affairs. If the DAA is for a staff member from another division, contact the UWG DAC for clarification on signatures, as the Vice President for that division will need to sign in this section.
Appendix A – Part Time Compliance Statement

For part-time appointments only. If part-time, the employee signs here in second step.

Acknowledgement of the USG Part-time Policy Compliance Statement (Refer to the Academic & Student Affairs Handbook, Section 4.2, Definition of Part-Time).

Part-time faculty are non-tenured faculty employed at a single USG institution or at more than one USG institution and are subject to the following conditions:

1. Are employed as-needed, on a per-course, per semester limited term basis at the discretion of the institution and will receive no compensation unless a part-time assignment is given
2. Are not accruing time toward tenure
3. Are required to sign a letter of agreement for each appointment period and are not issued contracts
4. Are not the same as adjunct (courtesy) faculty appointments
5. Are not eligible for USG benefits, unless the part-time appointment is regular and .5 FTE or

6. Are required to work an average of less than 30 hours per week over the academic year. Hours worked per week are based on Contact hours. See conversion chart in the Employee Categories policy in the Human Resources Administrative Practices Manual, http://www.usg.edu/hr/manual/employee_categories to determine the number of contact hours that can be assigned to the part-time faculty to meet the less than 30 hours per week condition

A faculty member employed at an institution at a .75 FTE or greater, other than in a temporary status based on the definition in the Employee Categories policy in the Human Resources Administrative Practices Manual, http://www.usg.edu/hr/manual/employee_categories, must be considered benefits eligible and treated accordingly.

Compliance Statement:
I certify that I have read the above policy and am in compliance with this policy.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Date</th>
<th>Signature</th>
<th>Email</th>
</tr>
</thead>
</table>
Appendix B – Dual Appointment Delayed Agreement Execution Justification
Complete this section if the form is being initiated after the work has already commenced.

Appendix C – Dual Appointment Agreement Addendum
A new form is only required if one of the following has changed:
1) Pay
2) Work obligations
Appendix D – Dual Appointment Verification of Work

UWG DAC will work with the College/Department Business Manager to complete this section prior to the first payment being issued.

![Appendix D – Dual Appointment Verification of Work](image)

The signatures below certify that the employee is currently performing or has performed the services agreed upon in the attached Dual Appointment Agreement between the above dates of service to the satisfaction of the Requesting Institution. The signatures also affirm that the services are expected to continue as applicable.

<table>
<thead>
<tr>
<th>Requesting Institution DAC</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
</table>

Compensation and Invoicing

a. UWG DAC forwards a copy of the completed DAA to the offices of the Provost, Budget Services, Bursar's Office, and the respective Dean's office Business Partner.

b. UWG pays our employee per the agreement via a Faculty Contract Amendment (FCA) if faculty, or a Temporary Administrative Contract Amendment for staff.

c. UWG Bursar's office invoices RI (GSU in this example) for payment.

d. UWG DAC sends updated Dual Appointment tracking sheet to the offices of the Provost, Budget Services, Accounts Payable, and the respective Dean's office Business Partner each month for validation.

Additional Paperwork Requirements

Full-Time Faculty at UWG:

i. Required for Compensation:

1. Completed DAA

2. [Budget Amendment](#) - Process BA transferring funds into the 539000 account to ensure funds are available to pay the employee (see BA example for UWG as the requesting institution).

3. [Faculty Contract Amendment](#)

Part-Time Faculty (UWG as the Home Institution):

a. Required for Compensation:

1. [Personnel Action Request form](#)

2. [Budget Amendment](#)
b. **Required in Provost’s office:**
   
   The same paperwork requirements apply as for all part-time faculty, including:
   
   1. ATE
   2. Letter of offer
   3. Transcripts
   4. 3 letters of recommendation
   5. Advance Data for Banner form

   c. **Required in HR:**
   
   The same paperwork requirements apply as for all part-time employees, including:
   
   1. I-9
   2. Federal and State Tax Withholding forms
   3. Personal Data Sheet
   4. Direct Deposit Notification and Authorization forms
   5. Confidentiality Statement
   6. Security Questionnaire
   7. Authorization Form for Consumer Reports

   **Staff:**

   a. **Required for Compensation:**
   
   1. Completed DAA
   2. **Budget Amendment** - Process BA transferring funds into the 539000 account to ensure funds are available to pay the employee (see BA example for UWG as the requesting institution).
   3. **Temporary** Contract Amendment

   *Please note that paperwork requirements must adhere to the payroll deadline that corresponds with the employee type. Please view payroll schedules [here](#).*