

Budget Manager's Meeting Notes

February 19, 2015 (blue type indicates comments added during meeting)

3:00 pm, UCC, Room 308

1. Excel Tip –*DevelopWest*

The University of West Georgia is proud to announce a new professional development initiative that can be accessed from the convenience of your computer. This new initiative is DevelopWest. DevelopWest is an e-Learning developmental tool that you can utilize in your own time and at your own pace. DevelopWest is another method for training and it is designed to supplement traditional methods of professional learning and provide a greater opportunity for your skill development.

The goal of DevelopWest is to support your training and professional development needs through innovative, online learning that can be accessed 24 hours a day, 7 days a week. With DevelopWest, you can access a diverse library of content that encompasses 3,000 courses and 24,000 books that range from highly technical topics to software application instruction to business skills development. DevelopWest will provide you with the resources to help you improve your personal and professional goals.

The Center for Business Excellence will be facilitating open sessions on how to access and utilize DevelopWest. Please visit the CBE's website for time and dates.

How to Access:

Visit www.westga.edu/developwest

Login with your UWG ID and password

2. Introductions (standard item)-

Connie Smith and Shelly Parker from Purchasing
Amy Kent – filling in for Sharon Segovia
Alicia Hargraves – representing Human Resources

3. Report from the Controller's Office –

- **Year End Deadlines – *Randy Miller and Shelly Parker***

Please view the year end deadlines on the Controller's website at:

http://www.westga.edu/assetsDept/controller/YEAR-END_DEADLINES_FY2015_02_09_15_%283%29.pdf

Deadlines fast approaching include:

- March 9, 2015 – Last day for RFP bid requests
- March 13, 2015 – Last day for facilities project request to AEC Project Services
- April 10, 2015 – Last day for quotes to ITS for Technology Fee purchases (fund 16000)
- April 24, 2015 – Last day for Technology Fee ePRO purchases approved

Please mark your calendars. *Additional handouts were provided by Shelly Parker and Randy Miller are attached at the end.*

- **PeopleSoft Upgrade – *Randy Miller***

PeopleSoft Upgrade - The USG is upgrading the PeopleSoft financial system between March 24 and March 31 (or until validation is completed). Items to consider:

- The self-service portal (expenses/ePRO) will be closed at 5:00 pm on March 17. All transactions need to be approved, budget checked and processed no later than March 24. Training is being developed and will be available prior to the implementation date. If you miss this deadline your data will need to be ~~reentered~~. [resubmitted \[received notification this week\]](#).
- After March 24 at 5:00 pm no one on campus will have access to the system for input or approval of transactions, e.g., travel reimbursements, check requests, requisitions, budget changes, data extracts, queries, etc. until the upgrade is complete.
- Please notice the dates fall just after Spring Break. It is imperative that all transactions entered into PeopleSoft are fully approved and budget checked by the date the system is brought down—March 24.

The question was asked concerning:

- Petty cash. Liz suggested it would follow the same timeline since budget availability is checked before money is disbursed but will follow through with Rick Sears. Rick's response: "It is anticipated that we will suspend the budget validation prior to issuing the cash" due to the size of the reimbursement.
- Check request. Randy stated no checks would be issued during the down time.

Also if you have customized any standard queries or built your own, they may need to be rewritten or have the record field name changed due to changes in the upgrade. You may view a PowerPoint presentation from GA First at:

http://www.usg.edu/gafirst-fin/announcement_docs/Retrofitting_Institutional_Queries_for_9_2.pdf

Query Best Practices:

- Query names should always start with your three digit campus code (first three digits of your Business Unit) and your initials.
 - Do not name a query that you edit or create with the prefix BOR since all delivered model queries use the BOR_XXX naming convention.
- If you rename a query, both the old and new query will exist. You should delete the query with the incorrect name.
- Deleting queries:
 - Only the person who creates a private query can delete it.
 - Anyone with public query access can delete a public query

You may contact [Rick Sears](#), Assistant Vice President for Finance & Controller (95353) if you have questions or concerns about the upgrade.

4. Report from Human Resources/Payroll – Alicia Hargraves

An HR representative was unavailable for today's meeting, however, we were asked to remind everyone about the following:

- Terminating Employees - When a faculty, staff, or temporary employee terminates employment with the University, department managers need to complete the [termination notification](#) web form. Ideally the form would be submitted as soon as the last day of employment is known, but must be submitted no later than 5 days after the termination date. This form also needs to be submitted within 30 days for employees that change departments on campus.
- Joint Staffing Agreement – Please see [handout](#). [Questions were asked regarding:](#)
 - [How deficits would be treated in account 539000 \[the account code recording the reimbursement of compensation\].](#)
 - [Who covers the amount not reimbursed.](#)

The Budget Office will follow up after reviewing current process with Bursar and HR.

5. **ePAR Implementation Update – *Liz Baker for Karen Hulsey***

The ePAR committee met Friday, February 6. The following issues were discussed with the following resolutions.

- **Notifications Update** – Dale has turned on email notification messages for all steps in the ePAR workflow with the exception of HR, Budget Services, and Payroll. Messages are sent at 7:00 am based on having an age of 0 days. Please note that this will NOT send a message as soon as a task is assigned to an individual. This will check the current task status of all open workflows each morning and send out the corresponding messages.
- **Printing** – Will not be available due to sustainability efforts. Print feature is global. Every form in system can be printed if print feature is on.
- **Training Data Base** – Received quote for training database to complete the training manual and set up training classes. Funding was approved. Waiting to hear about delivery date.
- **Pre-Populating Data** – Pre-populating data fields requires a great deal of behind-the-scenes additional work on ITS's behalf. Additionally, due to timing of transactions the most recent data is not available to pre-populate. The current form will be revised limiting the number of fields that will pre-populate with data.
- **Implementation Schedule** - No roll-out schedule is available at this time. Testing for Business & Finance is still in process and several still needs solutions.

6. **Mandatory & Elective Fees Redefined – *Liz Baker for Michelle Hawkins***

On February 12, 2015 Liz Baker forwarded an email from Tracey Cook, USG's Associate Vice Chancellor for Fiscal Affairs/Budget Director, notifying the Budget Managers of policy changes to Mandatory and Elective Fees. A summary of the changes is attached. Is any clarification or guidance needed?

7. **FY2015 Budget Development Process – *Liz Baker***

Due to the timing of the PeopleSoft Financials Upgrade a modification to the university's budget development process is required. The current budget module has many limitations when trying to change payroll and or financial data via the budget process. As a result much time is consumed during the data uploads into payroll and financials re-validating every budget line.

Changes incorporated into the upgrade have fixed some of these issues. However, during the user testing last week not all changes as well as some existing functionality were working properly. Given the difficulty in the past of changing data via the budget module and the unsuccessful testing of some changes, the proposed process is recommended.

- Budget development worksheets will be provided for the current year permanent budget. This is the same as Phase 1 in prior years.
 - Positions temporarily funded from the Provost's Office will stay where they are currently funded.
 - If a terminating PAR is received, the budget will be removed, however the position will remain in the department. The Provost Office will send the terminating PARs to the Budget Office prior to the distribution of the worksheets.
 - The position will be moved with a new PAR/Budget Amendment in the new year.
 - Lump sum positions will be funded at the initial budget amount adjusted for permanent budget amendments.
- No changes to the permanent budget will be made via the worksheets.
 - Travel and operating expenses will be set at the permanent budget as funding permits.
 - PARs and budget amendments need to be submitted to move funding across departments or among account codes.
 - Changes to the worksheets will be processed as amendments in the new year. The worksheet will not be adjusted.
- The FY2015 budget data loaded into PeopleSoft will be provided when the FY2016 permanent budget worksheets are distributed.

8. Budget Amendment Query – *Liz Baker*

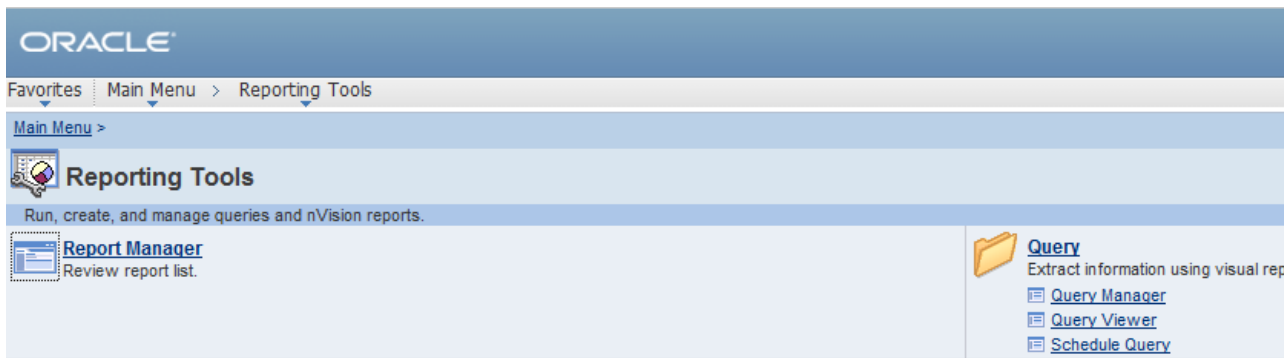
A budget amendment query is available in PeopleSoft that provides detail regarding budget amendments and is a great tool for reconciling your budgets. Instructions for running this particular query as well as query training manuals are located on Budget Services website under Budget Management Tools < PeopleSoft Queries.

PeopleSoft Queries

- [Budget Amendment Query](#)
- [Query Training](#)
- [Query Training - Advanced](#)

You may run the query for the entire university or specify by department id, budget reference, or fund. Data elements included in the query results are: account, fund, program, class, and project codes; department id; comments; budget reference; entry date; posted date; journal id; amount; who input; entry type.

If you are not sure if you have access, from the main menu in PeopleSoft select “Reporting Tools.” The next screen should be:



Then go to “Query Manager.” If you do not have this access you will need to complete a PeopleSoft security form and complete the online training located at: <http://www.usg.edu/gafirst-fin/training/online>

9. Roundtable - All

Please submit your vacant position information before the end of February by responding to Josh Reynolds email.

- This is Brenda Valcke’s last Budget Managers’ meeting with us. She and her husband is moving to France to pursue writing and starting their own business. Best of luck!
- Men/Women’s basketball teams are doing very well. Both participating in Gulf South tournaments. Have opportunity to host a playoff game March 2 if keep winning. Very Exciting!
- Rooms at the Coliseum for summer are booking fast. Act now while the deals last.
- Newnan still scheduled for opening June 1.
- March 3 the Library is hosting our own Dr. Christine Simmonds-Moore who will present “Things that Go Bump in the Night” funded by the Bial Foundation.
- BB&T lecture series will sponsor Ken Willis at the Townsend Center on April 1.
- Auxiliary Services accountant positions closes tomorrow.
- New Departmental Assistant, Christy Gamble, started in ORSP. Welcome!

Joint Staffing Procedures – University of West Georgia

The following is instructions on the process for Joint Staffing, as stated by the [University System of Georgia \(USG\) Business Procedures Manual, Section 5.3.3 – Joint Staffing](#) as “[The practice of employing faculty and other personnel by two or more institutions within the system during the same period of time is a recognized method of keeping costs to a minimum](#), and the [USG Inter-Institutional Faculty Appointments, Section 4.3.4](#), which states that the “[process for the exchange of funds for salary and benefits between institutions must follow the 5.3.3 Payroll Policy for Joint Staffing in the USG Business Procedures Manual.](#)” The overview, definitions, and flow chart below will help clarify the joint staffing process.

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

Joint Staffing: Joint Staffing 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 Joint Staffing practices are:

- Employees providing services in addition to their normal workload at their Providing Institution.
- Institutions sharing an employee who is providing services at two or more institutions and the institutions share costs associated with salary and benefits.

Providing (Home) Institution: The Providing Institution provides the employee to the Requesting Institution. The Providing Institution always pays their employee, due to the complexities of payroll reporting.

Requesting Institution: The USG Institution requesting the services of an employee at another USG Institution is considered the Requesting Institution. The Requesting Institution is the one responsible for initiating the Joint Staffing process.

Joint Staffing Agreement: The University System of Georgia Joint Staffing Agreement is the agreement between two institutions, where the Requesting Institution requests the services from an employee at another USG Institution. **This agreement should be completed and fully executed prior to the initiation of the services requested.** Out of courtesy and process exigency, faculty should notify their respective Dean’s office if they enter into an agreement with another USG institution as soon as possible.

Faculty Contract Amendment: The Faculty Contract Amendment is used to initiate payment for the employee.

Budget Amendment: A BA is submitted along with the Faculty Contract Amendment through the normal process flow.

The following University System of Georgia regulations apply to Joint Staffing:

- State employees performing joint staffing duties must hold a Master’s Degree.
- State employees may not be paid directly for services rendered to another USG Institution or State of Georgia Agency. University System of Georgia policy requires wages to be paid to the employee by their Providing Institution.
- The employee’s Providing Institution is reimbursed by the Requesting Institution for the wages, FICA and retirement costs (if applicable) once the Requesting Institution receives an invoice from the Providing Institution.

Example of the Joint Staffing Process with UWG as the Providing Institution:

1. Initiating agreement - Requesting Institution (e.g. GSU) issues the Joint Staffing Agreement (refer to Document 1) to the Providing Institution (e.g. UWG)

Items 1-4 of JSA are completed by GSU. The employee completes items 5-7. Once GSU's President approves, the agreement is submitted to UWG's Human Resources for verification.

2. Verification and approval

UWG's HR sends agreement to employee's Dean's office for review and approval by signing line 8. The agreement is then sent to the Provost then to the President for approval.

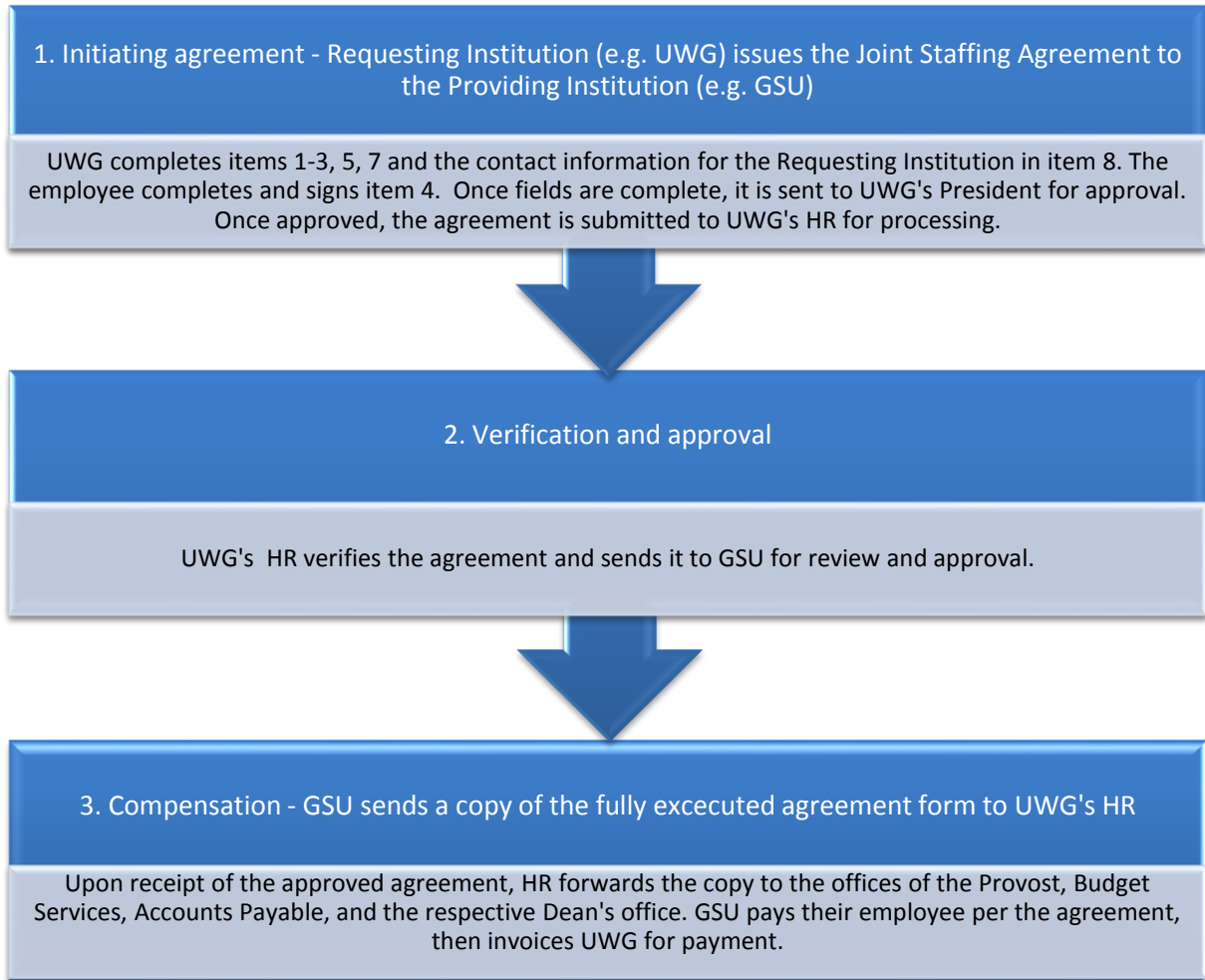
3. Compensation - UWG's HR sends a copy of the fully executed agreement form to the offices of the Provost, President, Dean's office, Bursar, and Budget Services, as well as the requesting institution.

Upon receipt of the approved agreement, an FCA, BA and copy of the agreement are initiated from the college and are sent for approval to the Provost's office for Provost and President approval, then to HR, then Budget, and finally Payroll.

4. Invoicing - HR will send a joint staffing tracking sheet to the offices of the Bursar, Provost and Budget the first of every month (will default to previous Friday if the first falls on a weekend or holiday).

Bursar's office will notify HR when invoices are paid via the joint staffing tracking sheet. An updated tracking sheet will then be shared with the offices of the Provost, President, and Budget from HR. The Provost's office will share the tracking sheet with the respective Deans' offices.

Example of the Joint Staffing Process with UWG as the Requesting Institution:





**BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA**

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VICE CHANCELLOR FOR FISCAL AFFAIRS/TREASURER
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February 11, 2015

USG Chief Business Officers:

The Board of Regents (BOR) of the University System of Georgia (USG) met on February 11, 2015 at the Board Offices in Atlanta, Georgia. During this meeting, changes were made to the following BOR policies regarding Mandatory and Elective Fees:

Section 7.3.2.1 Mandatory Student Fees

Section 7.3.2.2 Elective Fees and Special Charges

Section 7.3.4.3 Waiver of Mandatory Fees

Section 7.3.4.3 Waiver of Fees for U.S. Military Reserve and GA National Guard Combat Veterans

These changes were originally presented for review and feedback at the meeting on January 6, 2015. Attached as Exhibit A is a document which shows the updated policy language as well as the previous language with the additions/deletions highlighted.

Effective Fall 2015, the categories of fees that require student input and Board approval has expanded in scope. Fees requiring student input and Board approval are those assessed to any one of these groups of students on one or more of campuses of your institution:

- All students;
- All undergraduate students;
- All full-time undergraduate students; or
- Any standard subgroup of students based on grade level or previous credit hours earned (e.g. all Freshman students or any students with more than 59 credit hours earned).

Please note, the intent of the policy change is to provide greater transparency and Board oversight to fees that are a condition of enrollment and that affect a significant portion of the student body. Therefore, the following occurrences do not exempt the fee from the requirement of Board approval and student input:

- The fee is waived for distance learning students;
- The fee is waived for residential students;
- The fee may be refunded later in the semester; or
- The student receives a cash equivalent (such as a dining cash card) in the amount of the fee.

Additionally, the Board has expanded and clarified policy in regards to degree program fees and course fees. Institutions that charge fees to all students in a specific degree program or to all students within a course, where the fee does not meet the definition of a laboratory fee or supplemental course material fee, must seek Board approval for this fee. Degree program fees and course fees do not require a vote by a student fee committee. To be considered a “supplemental course material fee”, the fee should cover specific costs, such as art materials, course packets/kits, museum admissions, travel to off-campus

learning sites, safety equipment, software/videos, and special equipment. Fees should be assessed at the minimum level required to support the cost of these course materials. Supplemental course material fees cannot be assessed for purposes of course development, salaries, or other intangible costs.

Institutions that currently charge fees to students that now require Board approval, but did not under the old policy, will receive a **one-year grace period** to continue to charge these fees as elective fees without Board approval. In subsequent years, the existing fees granted the one-year grace period will be subject to the review and approval requirements of the new policy, which could result in the termination of the fee or a change in the fee classification. However, new fees proposed for Fall 2015 are subject to the revised policy this year.

In order to ensure your institution complies with the revised policy, please review all **new** elective fees and special charges proposed for Fall 2015. Any new fee that requires Board approval must be submitted on the attached templates to your budget analyst by Friday, February 20th. Mandatory student fee participation forms (where applicable) must be submitted by Wednesday, March 11th.

If you have questions, please do not hesitate to call me.

Sincerely,



John Brown
Vice Chancellor for Fiscal Affairs

JB/stf

Attachments

Cc: Henry Huckaby
Steve Wrigley
Tracey Cook

Exhibit A
BOARD OF REGENTS POLICY MANUAL REVISIONS
Language approved February 11, 2015

7.3.2.1 Mandatory Student Fees

Mandatory student fees are defined as fees that are assessed upon enrollment to all students, all undergraduate students, or all full-time undergraduate students on one or more campuses of an institution. Fees assessed to one of the aforementioned groups of students with an exclusion for distance learning students are also defined as mandatory fees. Mandatory fees may be required by the Board of Regents or by the institution subject to approval by the Board of Regents. Specifically included in the definition of mandatory student fees are those fees due prior to registration that may be refunded later in the semester and fees for which the student receives a cash equivalent in the amount of the fee.

Mandatory fees shall include, but not be limited to:

1. Intercollegiate athletic fees;
2. Student health service fees;
3. Transportation or parking fees (if the latter are charged to all students);
4. Student activity fees;
5. Technology fees;
6. Facility fees; and (BoR Minutes, January 2010)
7. Mandatory food service fees.

Purposes and rates for all mandatory fees shall be approved by the Board of Regents at its meeting in April to become effective the following fall semester. Exceptions to this requirement may be granted upon recommendation of the Chancellor and the approval of the Board of Regents. When there is a change in the purpose of the mandatory fee, it shall be subject to approval by the Board of Regents (BoR Minutes May 2010). All mandatory fees assessed to students enrolled in twelve (12) credit hours or more shall be assessed at the Board approved rate. Institutions may prorate mandatory fees on a per- credit-hour basis for students taking fewer than twelve (12) credit hours. Institutions may elect to reduce Board-approved mandatory fees for students enrolled in summer courses.

Proposals submitted by an institution to increase mandatory student fees, proposals to create new mandatory student fees, or a change in the purpose of a mandatory fee, shall first be presented for advice and counsel to a committee at each institution composed of at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents (BoR Minutes, June 2009, revised May 2010). The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee (BoR Minutes, January 2010).

All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents (BoR Minutes, June 2009). The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee (BoR Minutes, January 2010).

Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students (BoR Minutes, January 2010). All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BoR Minutes, 1999-2000, p. 364).

7.3.2.2 Elective Fees and Special Charges

Institution presidents are authorized to approve elective fees and special charges as outlined below; however, any fee or special charge that is required to be paid by any standard subgroup of students based on grade level or previous credit hours earned shall undergo the same approval process as mandatory fees. Any elective fee or special charge that is required to be paid by all students in a specific degree program or in a specific course, with the exception of laboratory fees and supplemental course material fees, shall be approved by the Board (BoR Minutes, January 2010), but shall not require review by a student fee committee.

Housing Fees

Housing fees are defined as fees paid by students who live in institutional residential facilities. All housing fees, except for housing fees that are proposed to support debt service and operating costs on new housing projects funded with private funds, shall be approved by the institution president in April of each year. The housing fees that support debt service shall be approved by the Board (BoR Minutes January 2010). Each institution shall notify the Chancellor annually of all institutionally-approved housing fees (BoR Minutes, February 2007; January 2010).

Food Service Fees

Food service fees are defined as fees paid by students who elect to choose an institutional food service plan. Food service fees assessed to all undergraduate students, all full-time undergraduate students, or any standard subgroup of students based on grade level or previous credit hours earned are not considered an elective fee and must be approved by the Board as a mandatory fee. This includes food service fees due prior to registration that may be refunded later in the semester and food service fees for which the student receives a cash equivalent in the amount of the fee. All elective food service fees and those required for residential students shall be approved by the institution president in April of each year. All food service fees that support debt service shall be approved by the Board. Each institution shall notify the Chancellor annually of all institutionally-approved food service fees (BoR Minutes, January 2010).

Other Elective Fees and Special Charges

Other elective fees and special charges are defined as those fees and charges that are paid selectively by students. These fees and charges may include, but are not limited to:

1. Resident hall deposits;
2. Penalty charges;
3. Non-mandatory parking fees and parking fines;
4. Library fines;
5. Laboratory fees;
6. Post office box rentals; and
7. Supplemental course material fees to cover specific costs, such as art materials, course packets/kits, museum admissions, travel to off-campus learning sites, safety equipment, software/videos, and special equipment (BoR Minutes, January 2010).

Institutional presidents are authorized to establish and adjust these fees, as appropriate. Prior to implementation of such fees, institutions shall be required to report to the Chancellor any establishments and

adjustments made thereto under procedures established by the USG chief fiscal officer (BoR Minutes, January 2010).

Continuing Education Fees

Institutional presidents shall be authorized to establish fees for non-credit-hour courses and programs as defined in [Section 5.2 of this Policy Manual](#).

7.3.4.2 Waiver of Mandatory Fees

An institution may waive mandatory fees for:

1. Students who are enrolled for fewer than six (6) credit hours.
2. Students enrolled in summer courses.
3. Students who reside or study at another institution.
4. Students enrolled in practicum experiences (e.g., student teachers) or internships located at least 50 miles from the institution.
5. Students enrolled in distance learning courses or programs who are not also enrolled in on-campus courses nor residing on campus. If a student is enrolled in courses from more than one institution during the same term, only the home institution will charge the approved technology fee to the student. Students who participate in distance education offerings as transient students will not be charged a technology fee by the transient institution. No separate technology fee shall be established for collaborative distance learning courses or programs.
6. Students enrolled at off-campus centers, except that the institution shall be authorized to charge select fees to these students for special services subject to approval by the Board of Regents.
7. Members of the armed services utilizing the military's tuition assistance programs to attend the institution (BoR Minutes, Nov. 2014).

7.3.4.3 Waiver of Mandatory Fees for U.S. Military Reserve and Georgia National Guard Combat Veterans

Eligibility

Eligible participants must be Georgia residents who are active members of the U.S. Military Reserves and/or the Georgia National Guard and were deployed overseas for active service in a location or locations designated by the U.S. Department of Defense as combat zones on or after September 11, 2001, and served for a consecutive period of one hundred and eighty-one (181) days, or who received full disability as a result of injuries received in such combat zone, or were evacuated from such combat zone due to severe injuries during any period of time while on active service. Additionally, eligible participants must meet the admissions requirements of the applicable USG institution and be accepted for admission.

Benefits

Eligible participants shall receive a waiver of all mandatory fees.

Students receiving this waiver shall be eligible to use the services and facilities these fees are used to provide, except for mandatory food service fees. This waiver shall not apply to housing, elective food service, any other elective fees, special fees, or other user fees and charges (e.g., application fees).

BOARD OF REGENTS POLICY MANUAL REVISIONS
Changes from February 11, 2015

7.3.2.1 Mandatory Student Fees

Mandatory student fees are defined as fees that are **assessed upon enrollment to paid by all students, all undergraduate students, or all full-time undergraduate students on one or more campuses of an institution. Fees assessed to one of the aforementioned groups of students with an exclusion for distance learning students are also defined as mandatory fees. Mandatory fees may be** as required by the Board of Regents or as required by the institution subject to approval by the Board of Regents.

Specifically included in the definition of mandatory student fees are those fees due prior to registration that may be refunded later in the semester and fees for which the student receives a cash equivalent in the amount of the fee. ~~When there is a change in the purpose of the mandatory fee, it shall be subject to approval by the Board of Regents (BoR Minutes May 2010).~~

Mandatory fees shall include, but not be limited to:

8. Intercollegiate athletic fees;
9. Student health service fees;
10. Transportation or parking fees (if the latter are charged to all students);
11. Student activity fees;
12. Technology fees; ~~and~~
13. Facility fees; ~~and~~. (BoR Minutes, January 2010)
14. **Mandatory food service fees.**

Purposes and rates for all mandatory fees shall be approved by the Board of Regents at its meeting in April to become effective the following fall semester. Exceptions to this requirement may be granted upon recommendation of the Chancellor and the approval of the Board of Regents. **When there is a change in the purpose of the mandatory fee, it shall be subject to approval by the Board of Regents (BoR Minutes May 2010). All mandatory fees assessed to students enrolled in twelve (12) credit hours or more shall be assessed at the Board approved rate.** ~~An institution may waive mandatory fees for students who are enrolled for fewer than six (6) credit hours. Alternatively,~~ Institutions may prorate mandatory fees on a per-credit-hour basis for students taking fewer than twelve (12) credit hours. Institutions may elect to reduce Board-approved mandatory fees for students enrolled in summer courses.

Proposals submitted by an institution to increase mandatory student fees, proposals to create new mandatory student fees, or a change in the purpose of a mandatory fee, shall first be presented for advice and counsel to a committee at each institution composed of at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents (BoR Minutes, June 2009, revised May 2010). The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee (BoR Minutes, January 2010).

All mandatory student fees collected by an institution shall be budgeted and administered by the president using proper administrative procedures, which shall include the advice and counsel of an advisory committee composed at least fifty percent (50%) students, except in special circumstances when a general purpose fee is instituted system-wide by the Board of Regents (BoR Minutes, June 2009). The committee shall include at least four students, who shall be appointed by the institution's student government association. Institutions and student government associations should make a concerted effort to include broad representation among the students appointed to the committee (BoR Minutes, January 2010).

Mandatory student fees shall be used exclusively to support the institution's mission to enrich the educational, institutional, and cultural experience of students (BoR Minutes, January 2010). All payments from funds supported by student mandatory fees shall be made according to approved business procedures and the appropriate business practices of the institution (BoR Minutes, 1999-2000, p. 364).

7.3.2.2 Elective Fees and Special Charges

Institution presidents are authorized to approve elective fees and special charges as outlined below; however, any fee or special charge that is required to be paid by ~~all full-time, undergraduate students at the institution~~ **any standard subgroup of students based on grade level or previous credit hours earned shall undergo the same approval process as mandatory fees. Any elective fee or special charge that is required to be paid by all undergraduate students in a specific degree program or in a specific course, with the exception of laboratory fees and supplemental specific course material fees for supplementary costs, shall be approved by the Board (BoR Minutes, January 2010), but shall not require review by a student fee committee.**

Housing Fees

Housing fees are defined as fees paid by students who elect to live in institutional residential facilities. All housing fees, except for housing fees that are proposed to support debt service and operating costs on new housing projects funded with private funds, shall be approved by the institution president in April of each year. The housing fees that support debt service shall be approved by the Board (BoR Minutes January 2010). Each institution shall notify the Chancellor annually of all institutionally-approved housing fees (BoR Minutes, February 2007; January 2010).

Food Service Fees

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9. Penalty charges;
10. Non-mandatory parking fees and parking fines;
11. Library fines;
12. Laboratory fees;
13. Post office box rentals; and
14. **Supplemental** course **material** fees to cover **supplementary specific costs for specific courses**, such as art materials, course packets/kits, **museum admissions, travel to off-campus learning sites**, safety equipment, software/videos, and special equipment (BoR Minutes, January 2010).

Institutional presidents are authorized to establish and adjust these fees, as appropriate. Prior to implementation of such fees, institutions shall be required to report to the Chancellor any establishments and

adjustments made thereto under procedures established by the USG chief fiscal officer (BoR Minutes, January 2010).

Continuing Education Fees

Institutional presidents shall be authorized to establish fees for non-credit-hour courses and programs as defined in [Section 5.2 of this Policy Manual](#).

7.3.4.2 Waiver of Mandatory Fees

An institution may waive mandatory fees, ~~excluding technology fees~~, for:

1. **Students who are enrolled for fewer than six (6) credit hours.**
2. **Students enrolled in summer courses.**
- ~~1.~~ 3. Students who reside or study at another institution.
- ~~2.~~ 4. Students enrolled in practicum experiences (e.g., student teachers) or internships located at least 50 miles from the institution.
- ~~3.~~ 5. Students enrolled in distance learning courses or programs who are not also enrolled in on-campus courses nor residing on campus. If a student is enrolled in courses from more than one institution during the same term, only the home institution will charge the approved technology fee to the student. Students who participate in distance education offerings as transient students will not be charged a technology fee by the transient institution. No separate technology fee shall be established for collaborative distance learning courses or programs.
4. 6. Students enrolled at off-campus centers, except that the institution shall be authorized to charge select fees to these students for special services subject to approval by the Board of Regents.
7. ~~An institution also may waive mandatory fees for~~ Members of the armed services utilizing the military's tuition assistance programs to attend the institution (BoR Minutes, Nov. 2014).

7.3.4.3 Waiver of Mandatory Fees for U.S. Military Reserve and Georgia National Guard Combat Veterans

Eligibility

Eligible participants must be Georgia residents who are active members of the U.S. Military Reserves and/or the Georgia National Guard and were deployed overseas for active service in a location or locations designated by the U.S. Department of Defense as combat zones on or after September 11, 2001, and served for a consecutive period of one hundred and eighty-one (181) days, or who received full disability as a result of injuries received in such combat zone, or were evacuated from such combat zone due to severe injuries during any period of time while on active service. Additionally, eligible participants must meet the admissions requirements of the applicable USG institution and be accepted for admission.

Benefits

Eligible participants shall receive a waiver of all mandatory fees, ~~charged by USG institutions including, but not limited to:~~

- ~~1. Intercollegiate athletic fees;~~
- ~~2. Student health services fees;~~
- ~~3. Parking and transportation fees, where such fees are mandated for all students;~~
- ~~4. Technology fees;~~
- ~~5. Student activity fees;~~

- ~~6. Fees designated to support leases on facilities such as recreation centers, parking decks, student centers, and similar facilities; and,~~
- ~~7. Any other such mandatory fees for which all students are required to make payment.~~

Students receiving this waiver shall be eligible to use the services and facilities these fees are used to provide, **except for mandatory food service fees**. This **waiver** benefit shall not apply to housing, **elective** food service, any other elective fees, special fees, or other user fees and charges (e.g., application fees).

2/19/15 BMM
From Randy Miller

FY15 YEAR END TRAVEL DEADLINES

FY15 Year End Processing Dates as related to Travel have been UPDATED and are available from the link on the Office of the Controller's website. Note that these preliminary dates are subject to revision as additional information is received from various state agencies. Please continue to monitor the Daily Report for future releases.

05/29/2015 Last day for Prepaid Airfare and Registration for FV16 travel (1ST Qtr Only) to be paid from FV15 funds.

IMPORTANT NOTE: All other travel expense with departure date in FV15 and return date in FV16 will be reimbursed with FV16 funding.

6/10/2015 5:00 p.m. Last day for PeopleSoft electronic data entry in the Expense module. Expense reports for reimbursement (including travel) must be electronically approved by all approvers and have a status of valid budget check to be considered eligible for payment against FV15 funds. Expense reports in pending or submitted statuses or those not fully approved at the department and project level will be marked as "denied" and purged from the PeopleSoft System.

6/12/2015 12:00 p.m. (Noon) If unable to submit electronic expense report by 06/10/15 deadline for travel with return date on or before 6/0/15, please contact Randy Miller (rcmiller@westga.edu) to make special arrangements to encumber FV15 funds with an approved travel authorization. Total travel expense per trip must be greater than \$500.00 after prepayments. Approved travel authorizations must be received and date stamped in the Office of the Controller by 06/12/15 12:00pm (Noon) deadline for anticipated travel with return date on or before 6/30/15 in order to encumber FV15 funds. Failure to do so will prohibit use of FV15 funds for FV15 travel expenses.

6/15/2015 12:00 p.m. (Noon) Printed, signed expense reports for electronic travel submissions through PeopleSoft for 6/10/15 deadline must be received and date stamped in the Office of the Controller. As noted above, electronic expense reports must have been fully approved, have a status of valid budget check, and all supporting documents be in order to utilize FV15 funds.

Please refrain from data entry into PeopleSoft Expenses after 6/10/15 as transactions will be purged from the system and placing FY15 funds at risk. Travel reimbursements for trips encumbered with specifically approved travel authorizations as well as any other travel which was not submitted electronically in the PeopleSoft expense module by the 06/10/15 deadline will be issued in FY16 once open for business. No travel cash advances will be issued for trips with return dates later than 05/31/15. If questions, please contact Randy Miller, Asst Controller, at ext. 95329 or at rcmiller@westga.edu.

Shelly Parker
2/19/15 BMM

Budget Manager's Meeting-February 19, 2015

PS upgrade
ePro and GA First Marketplace will be unavailable after March 17th at 5:00 p.m. ALL requisitions should have a valid budget check before this time or they will be "lost forever". Any requisitions that have a budget error will not be processed either. Please cancel those requisitions to prevent any issues with the upgrade.

The PCard is an option for purchases during the period that ePro is not available. If your department has an emergency purchase that needs to be processed, please call Purchasing for assistance.

We expect the upgrade to bring changes for the processing of ePro requisitions. Not sure how different it will be until after user acceptance training next week. I have heard that GA First Marketplace will look different and the link will be located in a different area. Tricia will be attending "train-the-trainer" sessions and will determine what kind of training will be needed for requesters on our campus. This could be group training sessions and/or updated guides.

Account Code Changes
All USG Institutions will be using SHARE account codes after July 1st. These account codes are now loaded into PeopleSoft. Account codes auto populate in the chart string according to the category code (this is another reason it is important to choose a correct category code ©). Some of these codes will be different than what you are used to using in the past, for example: 714130 Supplies will now be 714100. For a listing of available account codes for a requisition, click on the magnifying glass beside the account code field at the chart string information. Almost all codes that you will use when placing orders will begin with 71XXXX, so enter 71 in the account search field and click look up. This will populate all account codes in the 700000 range. If you know that your purchase is an asset, populate the search field with 8 and all B00000 account codes will populate. The account code descriptions that are prefaced with # in this listing will become obsolete after July 1, 2015. Please do not choose these account codes as we will be required to manually change each incorrect value on open encumbrances before July 1st.

Yr End - encumbrance clean up
All departmental budget managers should review the open encumbrance report that is posted to the Purchasing webpage weekly for encumbrances that should be closed.
<http://www.westga.edu/purchasing/973.php> Just because the lines on the requisition are checked as received does not mean that a payment will process. A payment will not process until an invoice is received in Accounts Payable. If you are sent the invoice, AP has no way of processing payment. If any open encumbrances need to be canceled, it is best to do this BEFORE the year end spend frenzy in order for the funds to revert back to your account for use this year. We cannot cancel p.o.'s unless the supplier gives notice that the product cannot be delivered or payment was processed using another method (PCard). As long as there is an encumbrance, delivery and payment can be processed in the future fiscal year without any problems. However, if the p.o. has to be closed or canceled in the future fiscal year, all funds revert back to the state surplus and will not be available for your department to use again (unless aux., student activity, tech fees or revenue fund code).

Randy Miller
2/19/15 BMM

PS v9.2 UPGRADE IMPLEMENTATION

PeopleSoft Financials Upgrade Downtime

A tentative cutover timeline has been drafted for PeopleSoft Financials upgrade that will include an application downtime of three business days in addition to whatever time it takes Institutions to validate and sign-off on the upgrade. A draft timeline includes the following:

Tuesday, March 11 - Tuesday, March 24 - institutions to clean up workflow approvals

Tuesday, March 24 at 5 pm - All institutional users will be locked out of the system and application downtime begins.

March 24¹¹ at 5pm through March 30¹¹ at Bam - ITS will be working 24 hours a day on the completion of the upgrade from version B.9 to 9.2.

Monday, March 30¹¹ at Bam - Upgraded 9.2 application will be turned over to defined Institutional users for validation and sign-off. Once validation and sign-off has been completed by institutional users, they can begin entering transactions.

Expense and eProcurement Institution Cutoff Dates

Expenses Module

9.2 Upgrade. ITS Cutoff Date - Tuesday, March 11¹¹ at 5:00pm:

1. Cutoff Travel Authorization entry in Self-Service Portal
2. Cutoff Cash Advance entry In Self-Service Portal
3. Cutoff Expense Sheet entry In Self-Service Portal

Note: Core users with the appropriate security roles will continue to have access to the Travel and Expenses Center in PeopleSoft Financials in the event a transaction needs to be updated or processed during the time that Expenses is unavailable to Institutional end users.

EProcurement

9.2 Upgrade. ITS Cutoff Date - Tuesday, March 17¹¹ at 5:00pm:

- Cutoff access to ePro Requisition entry for the following roles:
 1. BOR_EP_REQUESTER_YE_CUTOFF
 2. BOR_EP_MAINT_REQ_YE_CUTOFF
 3. BOR_EP_MAINT_REQ_SCI_YE_CUTOFF

Note: Institutions that do not wish to have the ePro Requisition entry cutoff on this date should use the regular BOR roles without the YE_CUTOFF ending.

Emergencies should be handled by contacting the Purchasing Services department.