

Budget Manager's Meeting Notes

May 17, 2018 (blue type indicates comments added during meeting)

UCC 3rd Floor Conference Room

1. Introductions (standard item)

Katie Lewis – Executive Assistant, Office of Budget Services

2. Report from Human Resources – *Alicia Hargraves*

Dual Appointment Agreement Changes-

Some of the steps in the Dual Appointment process have changed with the conversion to HCM. Please see a list of those changes below. Revised example BAs are attached at the end of the agenda items. HR will be updating the DAA workflow information that is currently on their website.

- BAs for DAAs will now be set up to include account code 539000 for salary expenses and account code 558000 for fringe expenses. This is true regardless if we are the providing or requesting institutions (see BA examples).
- When UWG is the Home/Providing Institution for the DAA, the employee's payment will no longer be made through extra compensation forms. Those payments will now be directly input in HCM by HR & Payroll. This will require a new 'D' position number to be created.
- DAA position numbers, which start with 'D', will be created by the Budget Office. They will create these positions once the final DAA and signed BA has been approved by the Budget Office. Once that position number is established, the Budget Analyst will email that information to HR and the funding department.

3. Report from Controller's Office – *Randall Rowland*

a. Year End Deadline reminders

Please make sure you look at the Controller's website for the upcoming Year End Deadlines. Many of these deadlines will occur prior to our June Budget Managers' Meeting.

<https://www.westga.edu/administration/business-and-finance/controller/index.php>

June 8th and 12th are both days with heavy Year End deadlines. Please keep them in mind.

- Friday, June 8th
 - Last day for electronic submission of PeopleSoft expense report. Final approval and valid budget check status for FY18 funds by 5 p.m.
 - Last day to submit fully approved DineWest Catering invoices that are to be settled using lapsable FY18 departmental budgets to the Office of Accounting (5 p.m.).
 - Last day for fuel pumped at Central Stores to be paid from FY18. All fuel pumped after this date will be charged to FY19.
 - ePro requisitions for travel from June 1 through September 30 encumbering FY18 funds must be submitted by 5:00 p.m. Requisitions must break out the estimated expenditures by category and include a fully approved Travel Authorization form.
- Tuesday, June 12th
 - Last day for submission of non-encumbered check requests - Final approval and valid budget check status - FY18 funds. (5 p.m.)
 - Last day for petty cash reimbursements (11 a.m.)

- Last day to prepay first quarter FY19 travel (limited to airfare, registration and lodging) using FY18 funds. Final approval and valid budget check status by 5 p.m.
- Central Stores closes at 5 p.m. and remains closed until July 2 for audit and inventory.
- Petty Cash Check Requests due to A/P by 5:00 p.m.
- **Last day to submit payroll reallocations for FY2018!!!**

b. Payroll – Comp Time Pay Out

The remaining balances of compensation time earned in lieu of overtime pay is cashed out as of May 31 each year per BOR rules. The charges will post to your budget with the first biweekly paycheck in June paid on June 8 before the year end sweep. Departments will need to fund both the salary and the FICA charges. A list of charges for each of your areas will be distributed to you today with balances as of May 15, 2018. Another 16 days of potential comp time will be added to these balances.

Because the comp time “year” runs from June 1 through May 31 each year, any comp time that is requested to be taken in June must be earned in June. The June time will be charged against the next fiscal year.

The Budget Office will transfer the funds once the final numbers are determined in the first week of June. We will take the funding from your supply line unless you tell us otherwise. We need to have that information no later than May 31.

Clarified that earlier information you received from Rodney was incorrect. We are going to pay on the first biweekly in June in order to have this charged to department budgets prior to the year end sweep and to allow time for error corrections if needed.

From the BOR site:

5.3.2.2 Compensatory Time (Comp Time)

Institutions may elect to provide compensatory (comp) time, in lieu of overtime pay, for approved overtime hours for employees that are classified as non-exempt under the FLSA. The HRAP manual stipulates that comp time is provided at the rate of one and one-half hours of compensatory time for each work hour in excess of the standard forty (40) hours within the standard work week. Comp time is accrued at the end of the pay period and has a maximum accumulation of 240 hours. Employees shall utilize accrued comp time prior to utilizing other leave. Comp time accruals prior to June may not be carried forward to the subsequent fiscal year. Therefore, all comp time accrued **prior to June must be paid out** no later than the final bi-weekly pay period in June of each fiscal year.

The institution’s official time recording system is the system of record for comp time. Comp time shall not be accrued and maintained outside of the time recording system. For institutions that have implemented the OneUSG Connect system, the Time and Labor module is the system of record.

Employees exempt under the FLSA are not eligible to accrue comp time.

The employee must be paid for accumulated comp time if:

1. The employee terminates employment with the institution, including retirement or transfer to another USG institution.
2. The employee's FLSA status changes from non-exempt to exempt.
3. The employee transfers between cost centers (departments) at the institution.
4. The employee's comp time exceeds 240 hours.
5. **The employee has a comp time balance as of May 31.**
6. When comp time is paid to the employee, it should be paid at the employee's current regular hourly rate since the one and one-half calculation has already been applied with the time calculation.

c. General Questions

4. FY19 Budget Development Update– *Kristin Smith*

Final FY19 Budget Development Worksheets for all fund codes will be sent out to the Budget Managers by the end of this month. These worksheets will include new allocated FY19 funds (primarily to VP budgets). There are two changes to keep in mind when reviewing these worksheets.

- As many of you know, our eTuition budget was decreased for FY19. As a result, several eTuition-funded positions (in Academic Affairs) were changed from eTuition to fund 10000. While analysts tried to make note of that on their worksheets, there is the chance that we missed adding the comment. Please look at the final Budget Prep query pasted to the bottom of your worksheets to look for those changes.
Permanent eTuition budget that was in your department was not removed based on this decrease. The only impact is to the coding of some full-time eTuition positions.
- Changes made to positions after April were not reflected on the worksheet. Since our office now has to upload our Budget Prep data into OneUSG we will be updating Budget Prep with those changes in June. You will see all of those changes when you receive your Position Tracking Sheets in July.
- As always, please look at your travel and supply fund codes on the Budget Prep query that is pasted to the bottom of your worksheets (for E&G departments). They may have changed from last year due to fund balancing.

5. Summer Student Hiring Process Reminder– *Kristin Smith*

This year we will not be using Summer Temp (54C) positions for students working in the summer who are not enrolled for summer courses (but will return to take fall courses). Instead, students will remain in their 54T Student Assistant positions and FICA will be added to their job data in HCM. This change should make the summer hiring process easier; however, there are some items to note that will change for our current processes. Please keep in mind for that a student must be enrolled in fall courses to be classified in a student position for the summer.

As in the past, GAs can be hired in SA positions for the summer if they will be enrolled in the fall. All students who are working in the fall will need fall rehire/change ePARs/PARs.

The FY19 Tech Fee has been received and approved. This will be used to review your ePARs that require FY19 Tech Fee budget.

6. OneUSG Transition Updates – *Cole Stratton*

On Monday, April 9th an email was sent out to the Budget Managers' regarding some common concerns we've received since the HCM conversion. Please see the responses to those concerns below:

- a. **Payroll Distribution Reports** – Please request these reports from Payroll in the future at payroll@westga.edu
These reports will be available after a payroll runs. Randall to check to see if Payroll can ensure that reports sent to departments after 7/1/18 will include all FY19 payrolls.

- b. **Vacant Time and Labor Approvers:**

We have noticed in HCM that when a Time and Labor Approver is separated the system still has the separated supervisor listed as the Time and Labor Approver. We currently have a ticket in to Shared Services to see if there is a best practice to handle these situations. In the interim, if a Time and Labor Approver is separated we will need a Supervisor Change Request Form changing the Time and Labor Approver for all employees for whom the separated supervisor approved time.

- c. **Who to Contact** – Where help requests from departments need to be sent:
 - Absences, Benefits, Direct Deposit, Taxes, Time, and Time Approvers – Payroll at: payroll@westga.edu
 - eMail addresses, Phone Number changes, and Job Data (for Budget Services) – Employment Services at: employment-services-list@westga.edu
 - Login Problems – UWG ITS Helpdesk at: servicedesk@westga.edu
 - Position Data and Reports To Supervisors – Budget Services at: Budget-services@westga.edu
 - The [OneUSG Implementation Support Team <oneusg-list@westga.edu>](mailto:oneusg-list@westga.edu) email will be disabled soon.

Please let us know of other concerns you may have. Thanks again for your continued assistance.

Roundtable:

- [Departments would like to see Time-Rounding training.](#)

- First Year Programs will move from SAEM to VPAA effective 7/1/18
- Randall will share the Accrual Journal by Employee with Budget and departments sometime in July. This accrual is based on the 2nd Bi-Weekly paycheck in June.

Academic Affairs Only

7. Summer Faculty Payments – *Kristin Smith*

Please be on the lookout for emails from Budget Services in regards to your Summer Session I templates. We will need to resolve all issues today to ensure they meet the payroll deadline.

Also, in case you were not aware, we have confirmed the following earnings code structure for summer payroll with USG. This information can also be found on the Summer Template Instructions tab. Please start reviewing your FY18 & FY19 budgets for the upcoming sessions to ensure that funding is in the correct place based on the new earnings codes.

Earnings Codes

SUF – 516200 – administrative or other duties besides teaching

SUM – 513100 – teaching (full-time faculty)

REG – 512100 – teaching (part-time faculty)

Summer Session Payroll Schedule Summer 2018

This schedule pays faculty only

Session	Dates	VPAA Deadline	Paycheck Issue Date
Session I (Maymester)	May 11 – May 29, 2018	May 9, 2018	May 31, 2018
Session II	May 31 - July 24, 2018	June 4, 2018	June 29, 2018 July 31, 2018
Session III	May 31 - June 22, 2018	June 4, 2018	June 29, 2018
Session IV	July 27 - July 23, 2018	July 6, 2018	July 31, 2018

- Session II is split into two equal payments:
 - June 29, 2018
 - July 31, 2018
- The full-time faculty May pay date is **May 31, 2018**.

Dual Appointment Amendment Samples

Home/Providing Institution Example for Staff:



University of West Georgia
Budget Amendment Request
For Dual Appointment Agreements-UWG as Home Institution

Date: 5/15/2018

REVENUE (Account Codes 4xxxxx)										
Budget										Amendment
Revenue Description	Ledger	Year	Account	Fund	Dept.	Program	Class	Project	Amount	
	REVEST									
	REVEST									
										\$0.00

PERSONAL SERVICES (Account Codes 5xx000)											
Budget										Amendment	
Department	Position Number	Employee Name	Ledger	Year	Account	Fund	Dept.	Program	Class	Project	Amount
Budget		DAA	ORG_BD	19	539000	10600	1045104	16200	11000		(\$10,000.00)
Budget		DAA-Fringe	ORG_BD	19	558000	10600	1045104	16200	11000		(765.00)
Budget		Suzie Que	ORG_BD	19	526250	10600	1045104	16200	11000		10,000.00
Budget		FICA	ORG_BD	19	551000	10600	1045104	11100	11000		765.00
			ORG_BD								
			ORG_BD								
			ORG_BD								
ADP Budget Amount U Processor										Date	\$0.00

NON-PERSONAL SERVICES (Account Codes 600000, 700000, 800000)										
Budget										Amendment
Department	Ledger	Year	Account	Fund	Dept.	Program	Class	Project	Amount	
	APPROP_BD									
	APPROP_BD									
										\$0.00

PROJECT/GRANT											
Budget										Amendment	
Department	Position Number	Employee Name	Ledger	Year	Account	Fund	Dept.	Program	Class	Project	Amount
			PROJ_GR_BD								
			PROJ_GR_BD								
			PROJ_GR_BD								
			PROJ_GR_BD								
										\$0.00	

Comments: Account codes used in this example are per the Board of Regents Business Procedures Manual 5.3.3 - Dual Appointment. Extra compensation for Dual Appointment is non-retirement eligible.

Official Approver/PI _____ Date _____
 Vice President (if required) _____ Date _____
 Budget Mgr/Dean/Direc _____ Date _____
 Office of Budget Services _____ Date _____

Please check one box only:
 One-Time Budget Adjustment
 Permanent Budget Adjustment
 Permanent budget adjustments are carried forward into the next fiscal year.

Home/Providing Institution Example for Faculty:



University of West Georgia
Budget Amendment Request
For Dual Appointment Agreements-UWG as Home

Date: 5/15/2018

REVENUE (Account Codes 4xxxxx)										
Budget										Amendment
Revenue Description	Ledger	Year	Account	Fund	Dept.	Program	Class	Project		Amount
	REVEST									
	REVEST									
										\$0.00

PERSONAL SERVICES (Account Codes 5xxx000)											
Budget										Amendment	
Department	Position Number	Employee Name	Ledger	Year	Account	Fund	Dept.	Program	Class	Project	Amount
Budget		DAA	ORG_BD	19	539000	10600	1045104	16200	11000		(\$10,000.00)
Budget		DAA-Fringe	ORG_BD	19	558000	10600	1045104	16200	11000		(765.00)
Budget		Suzie Que	ORG_BD	19	516250	10600	1045104	16200	11000		10,000.00
Budget		FICA	ORG_BD	19	551000	10600	1045104	11100	11000		765.00
			ORG_BD								
			ORG_BD								
			ORG_BD								
ADP Budget Amount Up Processor										Date	\$0.00

NON-PERSONAL SERVICES (Account Codes 600000, 700000, 800000)										
Budget										Amendment
Department	Ledger	Year	Account	Fund	Dept.	Program	Class	Project		Amount
	APPROP_BD									
	APPROP_BD									
										\$0.00

PROJECT/GRANT											
Budget										Amendment	
Department	Position Number	Employee Name	Ledger	Year	Account	Fund	Dept.	Program	Class	Project	Amount
			PROJ_GR_BD								
			PROJ_GR_BD								
										\$0.00	

Comments: *Account codes used in this example are per the Board of Regents Business Procedures Manual 5.3.3 - Dual Appointment. Extra compensation for Dual Appointment is non-retirement eligible.*

Official Approver/PI _____ Date _____ Vice President (if required) _____ Date _____

Budget Mgr/Dean/Direc _____ Date _____ Office of Budget Services _____ Date _____

Please check one box only:

One-Time Budget Adjustment

Permanent Budget Adjustment

Permanent budget adjustments are carried forward into the next fiscal year.

Requesting Institution Example for Faculty or Staff:

*Please note that funding source does not have to be in 5xx000 accounts.



**University of West Georgia
Budget Amendment Request
For Dual Appointment Agreements-UWG as Home**

Date: 5/15/2018

REVENUE (Account Codes 4xxxxxx)										
Revenue Description	Ledger	Budget							Amendment Amount	
		Year	Account	Fund	Dept.	Program	Class	Project		
	REVEST									
	REVEST									
	REVEST									
										\$0.00

PERSONAL SERVICES (Account Codes 5xx000)											
Department	Position Number	Employee Name	Ledger	Budget						Amendment Amount	
				Year	Account	Fund	Dept.	Program	Class		Project
Budget		DAA	ORG_BD	19	5xxxxxx	10600	1045104	16200	11000		(\$10,765.00)
Budget		AA-Fee for service	ORG_BD	19	539000	10600	1045104	16200	11000		10,000.00
Budget		DAA Fringe	ORG_BD	19	558000	10600	1045104	16200	11000		765.00
			ORG_BD								
			ORG_BD								
			ORG_BD								
			ORG_BD								
ADP Budget Amount Updated: Processor				Date						\$0.00	

NON-PERSONAL SERVICES (Account Codes 600000, 700000, 800000)										
Department	Ledger	Budget							Amendment Amount	
		Year	Account	Fund	Dept.	Program	Class	Project		
	APPROP_BD									
	APPROP_BD									
	APPROP_BD									
										\$0.00

PROJECT/GRANT										
Department	Position Number	Employee Name	Ledger	Budget						Amendment Amount
				Year	Account	Fund	Dept.	Program	Class	
			PROJ_GR_BD							
			PROJ_GR_BD							
			PROJ_GR_BD							
										\$0.00

Comments: Account codes used in this example are per the Board of Regents Business Procedures Manual 5.3.3 - Dual Appointment.

Official Approver/PI _____ Date _____	Vice President (if required) _____ Date _____	Please check one box only: <input checked="" type="checkbox"/> One-Time Budget Adjustment <input type="checkbox"/> Permanent Budget Adjustment <i>Permanent budget adjustments are carried forward into the next fiscal year.</i>
Budget Mgr/Dean/Director/AVI _____ Date _____	Office of Budget Services _____ Date _____	
Budget Office Use Only _____		