

Budget Manager's Meeting Notes

October 17, 2013 (blue type indicates comments added during meeting)

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

1. EXCEL Review (standard item)

Goal Seeking – produce a defined outcome based on a set input. Very useful in split-funded calculations. See attachment.

2. Introductions (standard item)

Keysha Patterson – new Budget Analyst, Intermediate; Office of Budget Services

Dana Sykes-Webster – representing the Library on behalf of Julie Dobbs

3. Report from the Controller's Office

a. *Change in Out of State Mandated Car Rental Contract Provider*

DOAS State Purchasing Division has announced a new mandatory contract effective October 7, 2013 for car rentals which originate out-of-state (Inter-State Airport Car Rental). The new car rental supplier will be The Hertz Corporation and the state contract number is 99999-SPD-ES40199376CR-01. The former out of state contract with National Car Rental expires September 30, 2013. State employees making reservations for out-of-state car rentals may utilize the new supplier, Hertz Corporation, beginning October 1, 2013.

b. Unable to complete the Revenue flow process presentation for this meeting. Will add to November's agenda.

4. Report from Human Resources/Payroll - Rodney Byrd

Open enrollment begins on November 11, 2013 and ends on November 22, 2013.

- Be sure you go in and check that you are **not** a smoker, if it is true.
- This is an active enrollment event so everyone must go to the website and make a selection.
- Please note some vendors have changed.

UWG Benefits Fair – November 12 from 10:00 am to 2:00 pm in the lower level of Z6.

Next month will review the process for temporary salary changes due to temporary reassignments.

5. Encumbrance Calculations & Process

ADP and PeopleSoft systems allow us to calculate the salary commitments remaining from the current date to the end of the fiscal year against our spending authority. Each institution in the USG can set up this process as best meet our needs. At UWG, the following parameters and timeline are currently used. Also, there are few issues that still need to be addressed (highlighted in yellow).

- a. Includes only permanent, benefitted employee categories/pay groups
 - Professional Exempt Monthly– 54A
 - Professional Exempt Monthly (less than 12) – 54X
 - Full Time Faculty (10 Month) – 54F

- Full-Time Faculty/Administrative (12 Month)– 54Y
 - Bi-weekly Hourly Staff – 54H
 - Bi-weekly Hourly Staff (less than 12 Months) – 54J – *The calculation is set to one standard and does not always calculate accurately. Due to the variety of staff hours in this category, should we continue to use?*
- b. Does not include temporary employment categories/pay groups
- Casual Labor – 54C/L
 - Graduate Students – 54G
 - Part Time Faculty – 54P
 - Student Assistants – 54T
 - Federal Work Study – 54W
- c. Captures compensation expenses to include from the beginning of the fiscal year through the last monthly payroll and the last full biweekly payroll.
- Salary calculation uses the data in the Job Data screen in ADP not paycheck data.
 - i. *What does this mean for changes in base salaries using FCAs?*
 - ii. Other types of extra pays.
 - Fringe calculation based on last payroll processed. FICA and retirement calculations would include costs associated with OT, extra pay, etc. since these are salary based.
 - *Given different sources of data for the two calculations do we want this calculation to drive how we process salary payments?*
 - HSA match limited to maximum reimbursement allowed: \$750 family, \$375 single. Assumes everyone who contributes, contributes to the maximum.
- d. Run at month end beginning in September
- Do not run in August due to changes still being made in Academic Affairs.
 - Do not run in December due to payrolls not completed during available scheduled work days. *Campus closed the last two weeks of the month.*
 - Do not run in a month when insufficient time is available between processing a monthly payroll and a 3rd biweekly payroll. Health insurance not charged on 3rd biweekly. Since payroll data is used for fringe, no health insurance would be encumbered.
- e. Budget Services is developing an annual calendar in conjunction with payroll and the Controller's Office to post on their website. Plan on completing by November's meeting.

6. Annual Mandatory Training (follow up from September meeting)

There are several changes to the annual training for 2013. Employees can read about these changes on the [Center for Business Excellence](#) website. Some of the most significant changes include:

- New Ethics video and compliance requirement from the University System of Georgia. Revised Risk Management & Vehicle Safety videos and assessments.
- Cart training has been combined with Vehicle Safety training
- Right-to-Know Refresher Training is no longer required of all employees. Only employees who handle chemicals as part of their job are required to take refresher RTK training. This training can be found on the [RM/EHS](#) website.

All training modules can be accessed using Course Den. The Course Den password will be the same password as your Gmail account. Employees should watch each video and complete each assessment.

It is highly recommended that employees review the instructions on how to access all training modules. These instructions can be found on the Center for Business Excellence Mandatory Training webpage. The Center for Business Excellence will maintain a weekly update of employees' completion of the

refresher training on the CBE website. If the status reflects “Completed” the employee has completed the module successfully. If the status cell is blank, the employee has not completed the module successfully.

The refresher training is for all employees with an original hire date prior to January 1, 2013. This includes full-time, part-time, students, casual labor and graduate assistants. It is the responsibility of all supervisors to ensure their employees participate in the required training. The deadline for training to be completed in **November 1, 2013**.

7. Calculating Remaining Balances in Salary Lines

Karen Hulsey, from the Budget Office, has prepared a calculation worksheet to guide you through the calculation of determining temporary, uncommitted salary balances available for other needs. Preview presented at meeting. The template will be placed on Budget Services website soon. Stay Tuned!

8. PeopleSoft 8.52 Upgrade

Currently the USG ITS is implementing an upgrade to PeopleSoft Financials. The upgrade is divided into two parts—foundational and application. The foundational refers to hardware, operating systems, database, and People Tools and is anticipated to be completed mid-December 2013.

As part of the foundational upgrade users of PeopleSoft financials need to ensure their workstations are configured correctly.

- *Operating System* – Windows 7; XP and MAC OS not supported. *Liz was asked to clarify with ITS-Athens. They responded as follows: You may continue to use MAC/Apple products to access PeopleSoft for the more common daily transactions (expenses, ePro, budget progress, budget overview, etc.). If you utilize development tools like PS Quest, Crystal, nVision, etc. you will need a PC with Windows 7. You cannot use a MAC for this activity after the upgrade.*
- *Browsers* – Please be sure you have these versions of your browser: Chrome 13+, Firefox 7+, Internet Explorer 9 (issues with IE10), and Safari 5 & 6.
- *Oracle Client* – 11G
- *Microsoft Office* – 2007 or 2010
- If you are unsure which versions you have, please submit a helpdesk ticket.

Password configuration:

- Password history retention changes from 3 choices to 8.
- Password needs to 10 characters with one upper case and 2 numeric. Currently only need 8 characters.

Queries:

- Run in the production database to provide real time reporting.
- Access location changed from “BOR Reporting Instance” to “Reporting Tools” on left menu bar.
- If writing/modifying queries, please do so in the F89PLAY database. May impact production otherwise.
- Only queries that meet the naming convention standard will be transferred in upgrade.
 - Starts with 3 digit business unit (540 for UWG), underscore, then 2 letter initials, underscore, query name.
 - Has run since May 2012.

- Initial query cleanup occurred in September 2013.
- Final cleanup completed before Thanksgiving.
- Only need one security role to access based on activity level.

Testing:

- October 28 – November 1. Must return sign off by end of day on Monday, November 4.
- UWG Budget Staff scheduled to test Budget Prep module
- Testing will involve integration with GL, Banner, ADP, etc.
- Chief Accounting Officer responsible for coordinating testing activity on each campus.

Go Live Date:

- Either the first or second weekend in December.
- PeopleSoft will be down for two business days prior (Thursday, Friday) and one to two business days after (Monday, Tuesday). If you need items processed (ePro, reimbursements, checks cut, etc.) plan ahead of time. *Liz was asked to clarify with ITS-Athens: Yes. We will not have access to ePro, expenses, GL, budget modules, grants, AP, Asset Management, Set Up Financials, etc. or process any checks, amendments, transfers, etc. You may be able to log in, but what you produce will be “junk.” The time periods being considered are either December 5-10 or December 12-17 of 2013. That’s 7 weeks from now. I’d start submitting semester-end transactions sooner versus later.*

Liz was asked if “Run Controls” would be deleted. ITS-Athens answer: No. They will not be cleaning up Run Controls at this time. Once a Run Control is created it cannot be deleted.

9. Summer Sessions I, IIA, and III Retirement Benefits for Grants

In the spring and early summer we had conversations regarding the recording of retirement benefits for summer-paid faculty. ADP (payroll system) uses the base contract chart string to record the retirement benefits. Karen manually prepares journals that the Controller’s Office must process to move the expenditures into the correct fund code. This happens after the payroll is posted so we have access to the data.

Due to the timing of receiving the monthly payroll information in June (last 1-2 business days of the month), year-end close, and setting up the new year budget, it is very difficult to correct the miscoding of retirement benefits for grant-funded faculty for sessions IIA and III prior to June 30. For FY13 close we were not able to meet the deadline. As a result, the grants were not charged for the retirement for faculty whose salaries were charged to grants during these sessions. Early next spring we will be working with ORSP to develop a procedure.

10. FY2015 Budget Development

Budget Hearing:

- Budget Services (Liz) will try to send templates to VPs today. *Was emailed on October 19.*
- Divisional response due to Budget Services (Liz) by November 1 for merging into single response.
- First draft due to president and VPs by November 8.
- The budget request document is due to the BOR *in* December ~~15~~ before we leave for break.

Fee Requests:

- Robert is preparing the fee request memos and response templates which will be sent to divisions next Tuesday, October 22.
- Liz will prepare the tuition information request for the divisions.
- Due dates to Budget Services as follows. Need VP's approval prior to submitting to Budget Services:
 - Mandatory Fee – December 6, 2013
 - Misc/Elective Fees – December 16, 2013
 - Graduate and Professional Graduate Tuition – December 16, 2013
 - Housing/Food Service – January 3, 2014
- Tuition revenue estimate due to BOR December 6 (?), 2013
- eTuition – January 31, 2014

Academic Affairs will have shorter deadlines as the Provost needs to review. Lucretia Gibbs will distribute the due dates for the Academic Affairs division.

Roundtable:

- The filled and vacant position reports were updated this week on Budget Services website.
- Dr. Don Rice is the new interim Provost.
- The Comprehensive Community Clinic in the College Of Education is open for reading, math, and speech assistance.
- ITS has had a lot of turnover recently so you'll be seeing some new faces.
- Jessica Dunham is the new Departmental Assistant in the College of Arts and Humanities Dean's Office.
- Dr. Grams, Dean of the School of Nursing, is retiring June 30, 2014. She will be greatly missed by everyone!
- Financial administrator position open in the coliseum till November 1, 2013.

Academic Affairs:

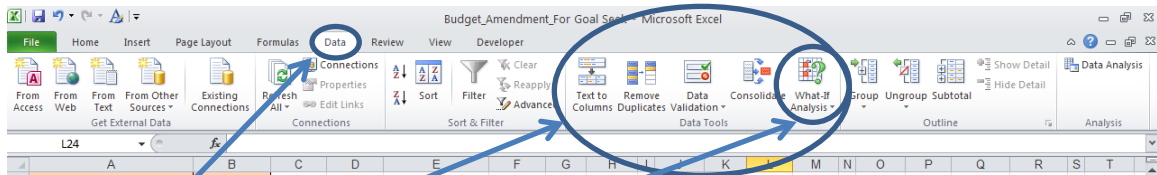
1. **FY15 Faculty Contract Calendar** - reviewed draft faculty contract development calendar for FY2015. It was asked if the first batch of contracts could be distributed earlier – before the faculty leave in May. Liz will follow for further discussion next month and send out the draft calendar for review.

Goal Seek: Performing What-If Analysis

Sometimes analyses are constrained by the need for a specified output [answer]. Many times we perform the analysis through trial and error by trying various input values until the required answer is reached. This process is time consuming and can be frustrating. Excel provides a tool called Goal Seek that preforms the process for you automatically.

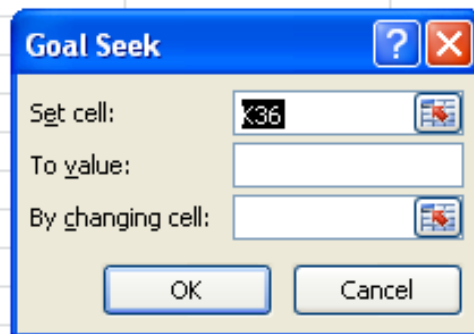
Goal Seek:

Goal Seek is one of Excel's "What-If Analysis" tools. To use the Goal Seek tool select the What-If Analysis button found on the Data Tab.



1. Data TAB
2. Data Tool Group
3. What-if Analysis Button

Select "Goal Seek" from the 3 options. This opens the Goal Seek dialog box. In this dialog box use the **Set cell** field to specify the cell in which the output value [answer] will appear. In the **To value** field, enter the value [answer] you want to achieve as the output, your Goal. In the **By changing cell field**, specify the cell containing the data to change.



Click the **OK** button to begin. If the answer value cannot be exactly reached, the closest value found will be listed.

Example 1 – You have been asked to use \$5,000 in available Salary and Fringe in Fund 20000 to increase the salary for a position in Fund 10600. You can't use more than \$5,000 from Fund 20000. You also want to minimize the fringe, so as to leave no unspent funds. You know the actual current salary and fringe costs for the position in Fund 10600 from your finalized BDW. You create a worksheet using all known information, and then begin working to solve your problem.

The worksheet display below mirrors the manual process one might go through to calculate the answer. So to start, you place \$5,000 in Fund 20000 Account code 521000 [cell: K9]. Once fringe is included you will spend \$921 more than you were asked to. If you continue to change cell K9, you will eventually reach the correct amount. Goal Seek just does it faster.

Budget_Amendment_For Goal Seek - Microsoft Excel

	Have (Actuals)			Need			Delta				
Fund	20000	10600	Total	Fund	20000	10600	Total	Fund	20000	10600	Total
521000	46,572		46,572	521000	0	46,572	46,572	521000	0	0	0
551000	0	3,564	3,564	551000	0	3,564	3,564	551000	0	0	0
552000	0	5,315	5,315	552000	0	5,315	5,315	552000	0	0	0
553000	0	4,140	4,140	553000	0	4,140	4,140	553000	0	0	0
Total	0	59,591	59,591	Total	0	59,591	59,591	Total	0	0	0
check					0	0					
Split					0.000%	100.000%	100.000%				

Worksheet Set Up With Goal Seek data tool.

You want the total for fund 20000 to equal \$5,000. The **Set cell** is the location of the answer [K13], the **“To value:”** field is the numerical value of the answer [\$5,000], and the **“By changing cell”** field is the independent data element. In this example we are used the salary. Once you click **OK**, you receive your answer. Please note that with trial and error or pencil and paper you too can come to this answer, Goal Seek just does it faster.

This spreadsheet shows the calculations before the “Goal Seek” data tool is accessed. The existing calculations’ total will exceed \$5,000.

Budget_Amendment_For Goal Seek - Microsoft Excel

	Have (Actuals)			Need			Delta				
Fund	20000	10600	Total	Fund	20000	10600	Total	Fund	20000	10600	Total
521000	5,000	46,572	51,572	521000	4,661	46,911	51,572	521000	(339)	339	0
551000	383	3,564	3,947	551000	357	3,590	3,947	551000	(26)	26	0
552000	538	5,315	5,853	552000	529	5,324	5,853	552000	(9)	9	0
553000	0	4,140	4,140	553000	374	3,766	4,140	553000	374	(374)	0
Total	5,921	59,591	65,512	Total	5,921	59,591	65,512	Total	0	0	0
check					0	0					
Split					9.038%	90.962%	100.000%				

Goal Seek

Set cell:

To value:

By changing cell:

OK Cancel

Goal Seek

Set cell:

To value:

By changing cell:

OK Cancel

Goal Seek Status

Goal Seeking with Cell K13 found a solution.

Target value: 5000

Current value: 5,000

Step Pause

OK Cancel

This is the answer generated.

Budget_Amendment_For Goal Seek - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Filter Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Show Detail Hide Detail Data Analysis

K13 =SUM(K9:K12)

	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
6																				
7			Have (Actuals)				Need				Delta									
8		Fund	20000	10600	Total	Fund	20000	10600	Total	Fund	20000	10600	Total							
9		521000	4,223	46,572	50,795	521000	3,932	46,863	50,795	521000	(291)	291	0							
10		551000	323	3,564	3,887	551000	301	3,586	3,887	551000	(22)	22	0							
11		552000	454	5,315	5,769	552000	447	5,322	5,769	552000	(7)	7	0							
12		553000	0	4,140	4,140	553000	320	3,820	4,140	553000	320	(320)	0							
13		Total	5,000	59,591	64,591	Total	5,000	59,591	64,591	Total	0	0	0							
14						check	0	0												
15						Split	7.741%	92.259%	100.000%											
16																				
17																				