

## Budget Manager's Meeting

April 19, 2012



### 1. **Controller's Office – Randy Miller**

- Vendor Profile Changes
- Semi-annual Financial Assurance Confirmations – July 2012
- ADP/Payroll to PS Expense Bank Account Upload Failures – still having problems with changes to personal bank information. Call Randy Miller if you have reimbursement issues.
- FY12 Encumbrance of Mid/Late June 2012 Travel via Purchase Order – see Daily Report listing on Controller's website for updated information.
- Newly announced mileage reimbursement rates for business use of personal vehicles effect 04/17/12 – Visit the Daily Report section of the Controller's website for more information.
- Purchasing will no longer use the Purchase and Pay request form. Need to use the Check Request form on Purchasing's website.

### 2. **FY13 Budget Development Update – Kari Cunningham**

- Tuition Rate Increases
  - Undergraduate increasing by 2.5%
  - Graduate by 3%
  - Institutional Fee will be reduced due to waivers for military; will not be assessed for first 4 credits.
- New Funding – placeholder only in VP's budgets
  - Due to the earlier due date will put tuition increases and any new funding in VPs departments based on a percentage distribution.
  - Amounts will be adjusted when distribution process is adjusted by the end of May.
- Timeline
  - Budget data due April 30 to BOR
  - Will send our update budget development worksheets by end of May
  - Any changes (Budget Amendments) submitted by June 22 will be loaded into PeopleSoft prior to July.

### 3. **Summer Faculty Payments – Karen Hulsey**

- See handout for process
- Timeline on website under "Budget Calendars"

### 4. **FY13 Faculty Contracts – Karen Hulsey**

- Timeline on website under "Budget Calendars"
- Alicia will send out to College Budget Managers for review prior to sending to Budget Services

### 5. **Roundtable**

- Liz reviewed the budget amendment form and identified the most common errors.

## Summer Payroll Helpful Hints – Item #3

Retirement 552000 charged to home department instead of summer studies department – issue still not resolved

Indicate session number and monthly pay amount in comments section of PAR

Don't forget to include fringe on budget amendments for contract amendments – verify earnings code with Stephanie Rooks in Human Resources before submitting contract amendment and budget amendment

EXF = FICA/Medicare 7.65%

REG = FICA/Medicare 7.65%, Retirement 10.75%

SUM = FICA/Medicare 7.65%, Retirement 10.75%

All Part Time Faculty must have new PAR's to hire for summer.

A brand new faculty hired for a summer session, which will be starting full time in the fall, will need to be hired as Part Time Faculty for summer

All expense that should be charged to summer studies (department 1007107) should be listed on worksheet – this will be the only expenditures coded to 513000 account code

Any PAR's and Contract Amendments submitted that are not listed on the summer worksheets will be paid from the chart string indicated and from their normal academic year account code

Last year there was some confusion as to whether or not a faculty was being paid on the year end adjustment payroll versus the summer payroll

Any changes needed after the worksheets are submitted to budget need to be communicated at all levels – department, VP, Dean, Budget, HR/Payroll to keep all levels “in the loop”

Comments, comments, comments!!

Double check all employees ID's – an incorrect employee ID could result in a paycheck being issued to the wrong employee while the correct employee does not receive a paycheck

Submit only the information for that particular payroll

Keep template in original format – hide any additional columns needed/added before submitting

ALL grant funding will be on PAR's and will be coded to the employees base account code (512000 or 511000) – no 513000

Keep all summer paperwork attached to the summer worksheet and submit to Budget Services as a package.

Grant funding outside of Home Department should be on the Home Department's worksheet