1. **Controller’s Office – Randy Miller**
   - Year End Deadlines - please check the Controller’s website for a listing of the year end processing cut off dates. Two important ones coming up soon are:
     - May 31 – Last day for cash advances
     - June 1 – Last day to submit prepaid registrations for FY13 paid from FY12
   - Travel Changes Coming – the state of Georgia has changed the travel rules. Waiting for the BOR to determine which ones may impact Higher Education. The BOR can be more strict than the state but not more lenient. Stay Tuned!

2. **Budget Services Year End Deadlines – Liz Baker**
   - June 8, 2012 = Last day for general budget amendments prior to VP spending
   - June 19, 2012 = Budget will sweep all E&G balances and place in appropriate Vice President’s budget.
   - June 19 – 21 = VPs may submit spending requests and budget amendments
   - June 26 = All E&G balances sweep into university surplus

3. **FY13 Budget Development Update – Kari Cunningham**
   - New Funding Distribution – still in discussion
   - FY13 Worksheets – plan to distribute by June 1 to college and divisional budget managers. Will **not** include new funding. This will be distributed via budget amendments.
   - Any FY13 budget amendments submitted by June 15 will be included in People Soft by July 1 for FY13.

**Roundtable**
- Introduced Denise Colquitt from the general ledger side of the Controller’s Office.
- Position Opportunities – will soon have openings in housing, budget services, and auxiliaries for budget/fiscal positions. Please watch HR’s website and share with others you may know.
- Terri Rubino from HR/Payroll reminded everyone:
  - If a student is enrolled in any summer session and want to hire, should hire as student worker.
  - If a student is **not** enrolled in any summer session and want to hire, should hire as casual labor.
  - Remind employees and supervisors if etime/ecard/leave time not approved, employee will not be paid. List is sent every payroll to Vice Presidents of employees and supervisors not approving time.
  - Our Payroll office can no longer set up people in etime. Must be done online by employee. See HR/Payroll’s website for instructions or call Payroll for instructions.
  - No more faculty payrolls for FY12. If you need to have a faculty paid in FY12, please call Payroll.
4. **FY2013 Faculty Contract Review – Karen Hulsey**

- Batch 1 date change – will be submitted to Academic Affairs from Budget on May 24.
- Administrative Contracts – moved to Batch 2 due to wording issues. The question was asked if someone was sending a letter to the faculty to let them know the contract would be sent later than normal. Alicia confirmed the President’s office was sending letter.
- Reminders!
  - Cannot issue contract with changes from current data without a PAR
  - If paperwork not here by batch due dates contract preparation will be moved to next batch
  - Faculty hired directly into a grant (have not worked elsewhere at the University) will show the name of the project id/grant as the department name on the contract. Home department will be department id on PAR.

5. **Summer Faculty – Karen Hulsey**

- Due Dates
  - Please visit Budget Services website under “Calendars” for due dates.
  - Payroll updates for first session is closed.
  - Any adjustments will be in session 2/3 payroll.
- Only faculty paid as full-time from pay group 54F during spring semester 2012 and will be returning fall 2012 are paid from template
- All other payments need PAR or contract amendment
- If hiring a new faculty for fall 2012 and they will teach summer, need PAR for summer hiring as PT faculty and a PAR hiring them as a FT in the fall.
- Thanks to Alicia Hargraves for her assistance in fielding questions, walking paperwork over and providing quick answers.

6. **FY13 Faculty Coding Changes – Kristin Smith**

Looking at ways to improve budgeting, minimize transfers and data shifting during the year and during budget development.

- Reviewed Core and STF funded positions
- Home Department = department where teaching
  - Departments will be able to run payroll distribution reports based on home departments
- Funding chart string = Provost’s budgets
  - Salary expenditures will appear in the Core and STF department id
- Benefits
  - Will eliminate removing positions from departments and transferring back to Provost office in budget development.
  - Improve efficiency and accuracy in determining departments base funding.
  - Continue to allow departments to see salary charges on payroll distribution report.

Next meetings:
- June 21, 2012
- No meeting in July
- August 16, 2012