

Budget Manager's Meeting Notes

June 20, 2013 (blue type indicates comments added during meeting)

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

1. Excel Presentation (none)

Robert is on vacation today

2. Introductions

Welcome to:

- New Assistant Director of Human Resources/Payroll – Rodney Byrd
- New Assistant Director of Budget Services – Kristin Smith
- Also Dana Sykes-Webster is representing Julie Dobbs (library) today

3. Controller's Office Report – *Randy Miller*

- The semi-annual “financial assurance” reconciliation forms will be due by end of August for FYE 13. Financials will be closing mid-July so please watch the Daily Announcement for dates to access data for reconciliations.
- The SAO has announced new Travel policy revisions that will be shared with our campus in the near future (after we receive any revisions from the BOR).
- Comments/suggestions FYE deadlines and processes (Payables, Travel, Purchasing, etc.) Please send any comments to Randy Miller via email at rcmiller@westga.edu.
- Randy also thanked everyone for their efforts in meeting the year-end deadlines.

4. Human Resources/Payroll Report

- Any over-payments or under-payments need to be addressed with payroll ASAP. There is a limited window for pulling back payments that were direct deposited in error.
- This was not discussed during our meeting however, as a reminder:

Deadlines for new-hire faculty receiving benefits on August 1, 2013:

- All paperwork due to Budget: July 22, 2013
- Orientations must be scheduled by July 24, 2013

This notice is located on the FY2013 Summer Faculty Pay calendar on Human Resources website.

5. Proposed Technology Fee Spending Procedures – *Brenda Valcke*

- Eliminating the use of Pcard for Technology Fees without prior approval.
- Projects will be assigned a "Project Number" that must be referenced on any correspondence and on Requisitions in ePro.
- Quotes must be submitted to ITS (referencing project #) for approval prior to entering into ePro.
- Budget Amendments will be submitted to Budget Office accordingly - supplies will be split from equipment lines. Departments will not need to submit any BA's to move money.

- Requisitions can be entered after Budget Amendment has been processed, per the submitted/approved quotes.
- Letters will be sent to departments from ITS with allocation amount and spending procedures.
 - Tech Fees will have an earlier spending deadline for FY14 – possibly May 1st but not finalized date yet.
 - Personal services tech fee allocations for FY14 should be in initial budget.

6. **FY14 Budget Development Update – *Kristin Smith***

- Worksheet distribution
 - Implementation of Sibson and Mercer equity adjustments created additional workload that interrupted normal FY14 Budget Updates.
 - Budget Development Final worksheets will be sent out next week for all funding sources.
 - Worksheets will be distributed to the Divisional Budget Manager for further distribution.
- Amendment processing
 - FY14 budget amendments can be submitted to Budget Services now.
 - The Budget Office will enter as many as possible prior to July 1.
- ADP Verification
 - The Budget Office will verify all personnel changes from March to now once the FY14 budget loaded into ADP occurs to ensure position and salary data were loaded correctly.
 - Plan to start the end of next week and be completed by July 3.
 - Needs to be completed prior to the first payroll run in July.

7. **Electronic PAR Progress Report – *Karen Hulsey***

- A sub-committee of the People Admin implementation committed is looking into options for an electronic PAR to be routed electronically through workflow process.
- ePAF and People Admin have been disqualified due to their limited use—mainly new hires only. Do not want campus to use multiple electronic systems for the same form.
- Currently looking at Fortis which is the system used by Division of Business & Finance for document imaging. Additional Purchasing and Accounts Payable are working on automating forms and workflow with this system.
- A project manager request has been submitted to ITS.
- Fortis has been requested to provide a demo to determine functionality and possible quotes for what we need the system to do.

8. **Budget Managers' Meeting Update – *Liz Baker***

- Responsibilities of Budget Manager Meeting Attendees – need to share information with others in your areas.
- July 18 meeting - Summer sessions process debriefing
- August 15 –
 - Budget development process debriefing
 - Schedule for electronic PAR implementation
 - Schedule for PeopleAdmin upgrade implementation

9. Roundtable – Everyone

- Kari Cunningham - announced that she is expecting her third child the first week of December.
- Liz Baker – announced a Budget Analyst, Senior position is open in the Budget Office replacing Kristin Smith who was promoted to Assistant Director.
- Rodney Byrd – expressed appreciation to all for his welcome to West Georgia and asked folks not to hesitate to call him at 9-6411.

Academic Affairs:

Update on FY14 Faculty Contracts – Batch 2 – *Kristin Smith*

- Reviewed progress of contract creation for Batch 2.
- Budget Services will send completed contracts to Academic Affairs on time according to the schedule.
- Will let Alicia know which contracts will be pushed back to Batch 3 due to unresolved contract issues.

Meeting adjourned at 4:20 pm