

Budget Manager's Meeting

July 18, 2013 (blue type indicates comments added during meeting)

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

1. EXCEL Review (standard item) – Robert Carswell

Using different rounding functions in Excel. Refer to attachment at end of notes.

2. Introductions (standard item)

Angela Rowell, Accounts Payable Manager, joined us for item #3.

3. Report from the Controller's Office –

a. ePro Requesters – Rick Sears

When staff, who are assigned the role of ePro Requester, place orders then leave employment prior to the receipt of the product, it is difficult for the order to be closed and allow the invoice to be paid. In ePro someone must record the receipt before the next processed will occur.

- Budget Manager's will be given view access to ePro requests in their areas.
- Liz will provide list to Rick of Budget Managers.

b. Financial Assurance Approvals – Rick Sears

Financial Assurance approval forms will be distributed shortly and are due the end of August.

c. State Auditor's Office travel update – Randy Miller

- Please review announcements in Daily Report. Some of the more frequently used changes are discussed. The following was in the July 17, 2013 issue.

Incidentals – Out of state (domestic) incidental expenses are now reimbursed separately. The \$5 per day incidental rate no longer applies. The traveler must state the type of tip being reimbursed, i.e., porter tips, bell hop, maid service, etc.

Meal per Diems:

- *Non-overnight stay – trips greater than 12 hours and more than 50 miles from residence and primary work station receive applicable portion of the total day's allowance when no meal was/is provided.*
- *First/Last Day reimbursement for travel requiring an overnight stay – Traveler's reimbursement is now reduced by the amount of the provided meal(s) before the 75% proration instead of after.*
- *Car Rental – Personal use has been defined to include family and friends and therefore are prohibited from riding in a state rented vehicle.*

Additional changes are expected once the Board of Regents completes their revision process.

Expectations of additional changes include: salary threshold (\$50,000 or less) for travel advance

eligibility, time limits and penalties for report submission greater than 60 days after the end of the trip.

Contact Randy Miller, Anita Saunders or Lisa O'Neal in the Office of the Controller at 9-6390 for additional information.

- d. Viewing vouchers in PeopleSoft – Angela Rowell
 - May need to have the role “AP Inquire” set up in PeopleSoft security.
 - Others commented they can view vouchers without this role.
 - In PeopleSoft financials, Angela walked us through the steps to review vouchers that require the role setup.
 - Angela stated she would distribute the directions to access vouchers.

4. Report from Human Resources/Payroll – *Rodney Byrd*

- a. Deadlines for new-hires (including faculty) receiving benefits on August 1, 2013:
 - All paperwork due to Budget: July 22, 2013
 - Orientations must be scheduled by July 24, 2013
- b. Insurance variances:
 - HR/Payroll will be clearing several insurance variances for the month of May that are a result of the [equity](#) salary changes for faculty and staff.
 - The variances are primarily related to the life insurance premiums that are based on annual income and the system usually lags behind one month with making the correct deductions.
 - Employees impacted will have the deduction adjusted within the following two pay cycles.
 - HR will be in contact with the individuals and if questions arise in the department, please contact Mike Speir.
- c. As a reminder, Juanita Hicks will begin maternity on August 23, 2013 [and return November 4, 2013.](#)
- d. [Departments may hire students in SA pay group if within 3 weeks of the start of the semester.](#)

5. FY14 Position Tracking Worksheet – *Robert Carswell*

The Budget Office staff set up position tracking sheets from the PeopleSoft Budget Development module to track position funding throughout the year. We'll share our initial files with you to help you track the changes as well.

Robert demonstrated the features of the workbook and explained how we update the file. Tracking files should be sent out to the Budget Managers no later than July 26, 2013.

6. Electronic PAR Progress Report – *Karen Hulsey*

- [The upgrade to PeopleAdmin is not available to use as a general purpose electronic PAR.](#)
- [Budget Services submitted a request to ITS for a project manager to work on developing/purchasing an electronic PAR system.](#)
- [Waiting for Vice Presidents to prioritize request in ITS's workload.](#)

7. Future Meeting Dates

The Budget Manager's Meeting is on the third Thursday of each month in the 2nd floor conference room of Aycok Hall. Please remember what we discuss needs to be shared with departments in your area.

August 15, 2013
September 19, 2013
October 17, 2013
November 21, 2013
December – no meeting

January 16, 2014
February 20, 2014
March 20, 2014
April 17, 2014
May 15, 2014
June 19, 2014

Roundtable

- Kristin, Robert, and Jennifer will attend the annual CBMI training July 29 – Aug 2. The Budget Office will be working with a skeleton crew that week.
- Credit memos that are not used within one year of issue will appear as a charge in your department in the year it is liquidated. We are out of compliance by paying for a service or product without receiving the benefit. It is better to obtain a refund in lieu of a credit for future spending.
- COE – Part Time receptionist position open in the Comprehensive Community Clinic. Also looking for PT Instructors.
- Athletics – Visit UWGSports.com to stay up to date on events!
- HR/Payroll – working on moving the processing of new hires from payroll staff to benefits staff. Stay tuned for more updates.

Academic Affairs Discussion:

1. Next faculty contracts – Batch 3 is due to Provost Office from Budget Services next Tuesday, July 23.
2. Summer Session Debriefing – *Kristin Smith*

Due to the shortage of time, this discussion was postponed to August.

3. Benefit cleanup for sessions 2b and 4.

Will discuss next month in more detail.

Rounding Functions – Controlling the Precision

In producing mathematical answers, Microsoft Excel uses formula or fractional math. This means that the program tries to keep the integrity of the **EXACT** answer. As a result, Excel calculates answers to the 15th decimal place. This has little effect on whole number answers like 2, because 2 is a 2 no matter how many zeros are behind the decimal. However if your calculation includes multiplying by a decimal to calculate fringe or displaying a monetary value, the decimal places in the answer can affect your results.

Excel has a family of round functions; which all work the same, but change the precision (number of decimal places) to meet your needs.

The **ROUND** function rounds a number to a specified number of digits.

=ROUND(NUMBER, NUM_DIGITS)

- **NUMBER:** The number that you want to round
- **NUM_DIGITS:** The number of digits to which you want to round the number argument.
A positive number indicates places after the decimal. A negative number indicates places before the decimal.

Examples:

Formula	Result WO/ ROUND	Result W/ ROUND	Description
ROUND(3215*0.0145,0)	46.6175	47	Round FICA calculation to a whole number.
ROUNDUP(10.20*2088,0)	21297.6	21298	Rounds up to budget for hourly salary.
ROUNDDOWN(32845/2088,2)	15.7303639846743	15.73	Rounds down to hourly rate given an annual budget.
ROUNDUP(4*15*16*8.52,-2)	8179.2	8200	Rounds up to closest hundred to estimate 4 student assistants working 15 hours per week for 16 weeks at \$8.52 per hour.

Rounding Function Family:

FUNCTION	DESCRIPTION
ROUND(number, num_digits)	Rounds a number to a specified number of decimal places.
ROUNDUP(number, num_digits)	Rounds a number up to the specified number of decimal places.
ROUNDDOWN(number, num_digits)	Rounds a number down to the specified number of decimal places.
EVEN(number)	Rounds a number up to the next highest even integer.
ODD(number,)	Rounds a number up to the next highest odd integer.
INT(number,)	Rounds a number down to the nearest integer.
TRUNC(number, num_digits)	Truncates a number to the specified number of decimal places by removing digits of lesser precision.