1. **EXCEL Review (standard item)** – *Robert Carswell*

   Data Validation – please see handout attached.

2. **Introductions (standard item)**

   Thad Dooley, Accounting Assistant in Auxiliary Director’s office, was in attendance. He will fill in for Kari Cunningham next winter/spring while she is on maternity leave.

3. **Report from the Controller’s Office** – *Tricia Durrough*

   Travel – Please review the Power Point presentation on the Controller’s Office website at: [http://www.westga.edu/travel/](http://www.westga.edu/travel/)

   Please watch for training sessions announced in the Daily Report. If you would like individual department presentations, please contact Tricia Durrough at 9-6392.

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

   a. Any new hires after this week will have benefits starting September 1.
   b. December pay dates should be posted on HR’s website soon.
   c. Faculty Relocations: need to have copy of offer letter; signed relocation agreement identifying amount of reimbursement; and all applicable receipts. Rodney was asked to check HR’s website regarding the wording for reimbursement procedures.
   d. Liz reminded everyone that Rodney will fill in for Juanita while she is on maternity leave beginning next week.

5. **Fringe Benefit Funding Policy Changing** – *Liz Baker*

   Last week the Provost, Budget, and HR/Payroll offices reviewed our current fringe policy. Changes will take effect as soon as they policy statement is edited and signed by the vice presidents and the president.

   Confirmation of the changes was received this morning. Liz will work on the wording in the next few weeks and present for signatures. Current rules will be in effect until agreement is signed. Notification will be sent to Budget Managers and announced in the Daily Report when finalized.

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

   Each year after the budget development cycle is complete we review the processes with the budget managers as part of the Division of Budget and Finance’s commitment to continually improve and simplify the university’s business processes. Comments and suggestions will be taken under advisement and incorporated into the next year’s process where possible.
Comments/Suggestions discussed:
- Provide instruction pop up boxes for cells that require review/adjustments.
- Include fringe amounts on final worksheet distributed to departments.
- Allow more editing capability on worksheets by departments; change the spreadsheet “lock” properties to allow copy, cut/paste, row inserts, etc.
- Keep gray box showing current year permanent budget amounts for travel and operating expenses.
- Provide more detail on the auxiliary “offset adjustments.”
- Revise the self-support budget worksheets to improve accuracy of budget data. Do not include 6 months of current year actuals—just the full current year budget.

Roundtable:
- Filled and Vacant Position Listing – should be updated today or tomorrow on Budget Services’ website.
- University Budget Analyst Intermediate Search – closed last Friday; selecting applicants for on-campus interview; Jo Etta Miller from the Budget Managers’ group will serve on the search committee. This position will be responsible for School of Nursing, Library, Extended Learning, HCTDP, facilities, capital projects, and E&G budgets for SAEM (funds 10000, 10500, 10600).

Academic Affairs

1. Faculty Contract Amendments – Liz Baker

Please view this as a “Heads Up” regarding an upcoming process change for the divisions of Academic Affairs and Business & Finance. More information will be provided later.

Last week the Provost, Budget, and HR/Payroll offices reviewed our current use of Faculty Contract Amendments (FCAs). It was determined that we are not using the forms or preparing our annual academic term contracts correctly. The BOR’s policy manual reads as follows:

**Faculty Overloads** [http://www.usg.edu/academic_affairs_handbook/section4/C698](http://www.usg.edu/academic_affairs_handbook/section4/C698)

*Under certain circumstances, qualified teaching faculty and administrative faculty may be called upon to take on additional teaching, research, or service responsibilities at their home institution. Whenever possible in this situation, institutions should consider adjusting the individual’s primary duties to incorporate the extra duties associated with the overload(s). If it is determined that a workload adjustment cannot be made, the faculty member’s contract should be amended to reflect a temporary change in compensation warranted by the additional responsibilities. A contract modification should also be done when faculty are involved in joint staffing agreements that warrant additional compensation at another USG institution (see Section 5.3.3 in the Business Procedures Manual).*

*Contract modifications should be done using the [USG Contract Addendum for Temporary Overload Compensation](http://www.usg.edu/academic_affairs_handbook/section4/C698). Because overloads involve a modification to a faculty member’s original contract, Section 5.3.2 of the Business Procedures Manual on Extra Compensation does not apply to faculty overloads.*

*When full-time exempt professional (i.e., non-contract) employees with the appropriate qualifications*
take on additional responsibilities, institutions should consider adjusting the staff member’s duties to incorporate the extra responsibilities associated with teaching. When workload adjustments cannot be made, the institution’s president should determine if extra compensation is warranted for the overload(s). When extra compensation is to be paid to non-contract employees, it should be consistent with Section 5.3.2 of the Business Procedures Manual on Extra Compensation.

The group determined:
   a. The FCA Form applies to all assignments given to an employee with faculty status regardless if an administrator, lecturer, librarian, professor, etc.
   b. The FCA form will be used for all changes to a faculty’s original contract once the initial contract has been issued. This includes pay, title, funding department, home department, sabbatical status, etc.
   c. The new form will allow for multiple pay periods.
   d. The Budget and Payroll office will update the current FCA form to include all necessary data elements including the signature of the faculty member to comply with the BOR form.

2. **Faculty Contracts – Liz Baker**

Please view this as a “Heads Up” regarding an upcoming process change for the divisions of Academic Affairs and Business & Finance. More information will be provided later.

As a result of the clarification discussion on FCAs, the following will apply to faculty contracts.
   a. Faculty must have a written contract to work.
   b. Only one contract will be issued for the regular academic term (August – May).
   c. Any changes that occur after the initial contract is issued will be processed using the revised FCA.
   d. Faculty working during any summer session needs to will have a contract issued to be eligible for pay.
   e. A standardized summer contract will be used.
   f. A data field needs to be added for “contract cancellation.”

The academic affairs budget managers asked if faculty call the Budget and/or Payroll offices asking if we have their paperwork, please refer them to the dean’s office of their college.

3. **Summer School Process Critique – Kristin Smith**

Like the budget development process, we also review the data collection process for paying summer school faculty and staff. Comments and suggestions will be taken under advisement and incorporated into the next year’s process where possible.

   a. Only need one tab for all payment types—the summary sheet.
   b. Need to add more time in schedule for the Provost’s Office to review.
   c. Timelines need to be followed.
   d. Any additions, corrections, deletions will occur on the next scheduled adjustment payroll. Too many mistakes are occurring with all the last minute changes and the signing protocol is not being followed.
Data Validation

Data validation is an Excel feature that you can use to define restrictions on what data can or should be entered in a cell. You can configure data validation to:

a) Prevent users from entering data that is not valid.

b) Allow users to enter invalid data but warn them when they try to type it in the cell.

c) Define what input you expect for the cell, and instructions to help users correct any errors.

For example, in a budget amendment, you can set up a cell to allow only fund codes that are associated with your department. When users select the cell, you can also show them a message instructing or reminding them how to fill in the cell. If users ignore this message and type invalid data in the cell, such as fund 10501 or fund 1000, you can show them an actual error message.

Setting Up Drop Down Menus

Data validation options are located on the Data tab, in the Data Tools group.

We’ll walk you through setting up “Drop Down Menus.”

1. Need to determine which data you would like included in the drop down menu.
2. Create a separate tab labeled “Data.”
3. Label the column with a data name.
4. List the options that will appear in drop down menu.
5. Select the cell you would like to validate (the cell that will contain the validation you are creating)
6. Select Data Validation on the Data tab. The box contains 3 tabs.
7. On the Settings tab select “List” under Allow field. Once you select the option “List,” the “Ignore blank” and “In-cell dropdown” boxes will show as checked. Click in the Source field box and highlight the location of the data that will appear in the drop down list.

![Data Validation](image)

8. Select okay and the drop down option is created. We prefer to unclick the “ignore blank” option to allow us to see where we’ve added validation in a cell.

**Settings:** What is valid data from the cell, defined by [Allow:] instructions.  
- Whole Numbers or Decimal: A number must be input that either a whole number or a decimal.  
- List: List of valid inputs [Our Example].  
- Date or Time: Only a date or time.  
- Text Length: Only a given length of characters.  
- Custom: A formula.  

**Input Message:** Instructions for the cell.  
**Error Alert:** Message for invalid data.