

Budget Manager's Meeting Notes

February 18, 2016 (blue type indicates comments added during meeting)

3:00 pm, UCC, Room 308

1. EXCEL Review (standard item)

None

2. Introductions (standard item)

Daron Prater has been promoted from Department Associate to Budget Analyst Intermediate in the Office of Budget Services.

3. Report from the Controller's Office –

No report

4. Report from Human Resources/Payroll - Rodney Byrd/Laquana Ross

a. Unemployment Insurance for out of state employees.

Rodney shared that the changes to the Unemployment Insurance for out of state employees were prompted by an audit finding that showed our university was out-of-compliance in this area. This deals with employees that we hire out-of-state to teach our online classes. It was decided that the correct way to handle the processing of the taxes for these employees was for HR to pay the taxes for an employee in the state where they are physically performing the job. Unemployment Insurance payments fall under this same procedure. For most states, Unemployment Insurance works on a reimbursable payment schedule. That means that our university will not pay unless an unemployment claim is made. The home state then pays that cost and seeks reimbursement from our university. Other states, like Tennessee and North Carolina, require our university to pay a specified amount each quarter regardless if a claim has been made by that employee. Lastly, some states, like Alaska, New Jersey, and Pennsylvania, require contributions from both the employer and the employee.

In regards to PT Faculty, Rodney did mention that our university is only obligated to pay against an employee's claim if it was filed while that employee was under contract with us.

Rodney shared that Denise Colquit will be sending the Budget Office the current list of employees that this affects (with their state and the rules we have for that state). That information will be disseminated to the Budget Manager.

b. OneUSG

Rodney also shared information on the OneUSG rollout. He shared that the rollout date has been pushed back any more and that he does not expect that our university will be involved until the end of the calendar year at the earliest.

c. **Summer Payroll Dates**

Rodney shared that he is still working with Shared Services to get dates to create the summer calendar. It looks like we won't know until early April.

Next month, Laquana will attend this meeting to discuss the new Temporary Labor rules that HR is rolling out.

5. People Admin Requests – Karen Hulsey

When submitting a People Admin request, in the funding source field, please enter the full chart string and the percentage of distribution.

Format: Fund-Dept-Program-Class-Project %

Ex.

Funding Source	10500-1068101-16700-11000 (25%) and 20000-1068000-16700-61000-008 (75%)
-----------------------	---

The Budget Office has requested HR to add instructional text to the field.

Questions came up regarding the workflow of the PA system. Since no HR members were present, we recommended asking them to come to our next meeting to share the limitations of the PA system in regards to workflow. In the meantime, departments have been contacting Vicky Pollard with questions about PA so Karen suggested they contact her. Karen mentioned that the new contact for Student PA questions, departments should start contacting Mary Beth.

6. FY17 Budget Development – Kristin Smith

- a. There will be no tuition increases for the 2016-2017 academic year. This was confirmed through the Chancellor and USG.
- b. FY17 Budget Development Calendar (attached). This year self-support worksheets (12xxx, 13000, 14000, 15000, 16000, and 20000) will be sent out to the university before E&G worksheets. As in the past year, departments will be allowed to update the self-support worksheets. E&G worksheets will be sent to departments hard-coded but departments will be allowed to make changes to their non-personal accounts (travel, supplies, equipment, etc.) within their department. This will be communicated to Budget by an email from the Vice President's office.

7. Student Hiring in Summer – Up Coming Changes! – Karen Hulsey

With the implementation of People Admin Position Management module, changes are coming later this spring as to how we hire students in the summer who are not enrolled in summer classes. This applies to Federal Work Study and Student Assistants only. Graduate Student hires are not processed through Career Services. Here's a brief preview.

- Career Services will set up 3 new student classifications titled "Summer Temp."
- The posting will specify that the applicant must have either been enrolled in classes Spring semester or will be enrolled in classes for the upcoming Fall semester.

- Student positions cannot be “created” using People Admin. Departments need to submit budget amendments including the applicable FICA to create the new position numbers.
- If a current student employee continues working in the summer but is not enrolled in classes, a PAR would be submitted to change their position but they would not have to apply through the posting.
- All FWS and SA hiring requests (PARs and ePARs) will be routed through Career Services.

Additionally:

- For new SA position requests, BAs are still the method we use to request those. Not PA.
- HR will be working with Budget to communicate the new classification details on these ‘Summer Temp’ positions.
- The ‘Summer Temp’ positions will be posted on the Career Services website, not HR. After the classification information is identified, HR will not be working with these particular positions.
- Karen has already started working with Dale to correct the ePAR workflow routing to accommodate this new change.

Roundtable

Alex: New Food Services positions are being posted this week, primarily for the administrative side. Next week look for the bi-weekly positions to start posting.

Cole: The Coliseum is hosting two big games this week, the first of which is tonight against West Florida. Saturday we have a basketball game against Valdosta which is a white out game (wear all white). Next week the Coliseum will host the 2016 GHSA Basketball Quarter and Semi-Finals.

FY17 Budget Development		
Date	Day	Action
Dec & Jan	n/a	Budget Analyst review FY2016 worksheets, noting items of interest.
Jan – Mar 30	N/A	Review Allocated Cost Methodology for Auxiliaries & Facilities
February 23 - 24	Tues & Wed	Run ADP report, budget amendment queries, all position report and filled position report to prepare worksheets for analyst. Prepare pivot tables for 12xxx, 13000, 14000, 15000, 16000, & 20000 analysts' use. (schedule after February payroll sent to Shared Services). Karen and Michelle
Feb 24 – Mar 3	Tues - Thurs	Analyst load data and review findings on FY17 Budget Development Worksheet/Templates for funds 12xxx, 13000, 14000, 15000, 16000, & 20000.
Feb 26	Friday	Analyst have completed funds 10600 & 14000 revenue reviews and approved budget amendments as needed. If any revenue amendments are submitted after February 23, analyst needs to manually add to worksheets.
Feb 29	Monday	PeopleSoft updated for funds 10600 & 14000 revenue adjustments.
Mar 2 - 3	Wed - Thurs	Run ADP report, budget amendment queries, all position report and filled position report for fund 10000, 10500, and 10600. Prepare pivot tables for analysts' use.
March 7	Monday	Michelle updates 10600 & 14000 revenue. Analysts review fund 14000 worksheets against updated revenue projection.
Mar 1 - 9	Tues - Wed	Liz and Kristin review final 12xxx, 13000, 14000, 15000, 16000, & 20000 worksheets and send issues back to analyst to correct by March 10.
Mar 3 - 16	Wed - Wed	Analysts load and review data for funds 10000, 10500 & 10600 onto Budget Development Templates for their departments.
March 11	Friday	Michelle to complete Third Quarter BA – due to BOR.
March 14	Monday	Send funds 12xxx, 13000, 14000, 15000, 16000, & 20000 worksheets to Vice Presidents (or as they are completed by college/division/department as appropriate).
Mar 14 - 21	Mon - Mon	Liz & Kristin reviews 10000, 10500 & 10600 BDW prior to distribution.
March 18	Friday	Last day to submit FY16 permanent budget amendments that will appear on the worksheets to Budget Services.
Mar 21 - 22	Mon - Tues	Update parameters in budget prep?? Will do this earlier if we can create the version earlier.
March 22	Tuesday	Send Funds 10000, 10500 & 10600 worksheets to Vice Presidents.
March 22 - 23	Tues - Wed	Liz & Michelle attends USG Budget Prep Design Session - Athens
March 23	Wed	Fund 13000, 14000, 15000, 16000, 20000 worksheets due to the Office of Budget Services.
March 25	Fri	Fund 12xxx worksheets due to the Office of Budget Services.
March 25	Friday	Run exports from ADP; Load ADP data into Budget Prep module
March 25	Friday	Load PeopleSoft Financials into Budget Prep (after ADP load is complete)
Mar 23 - 28	Wed - Mon	Analysts review worksheets for funds 13000, 14000, 15000, 16000, 20000.
Mar 28 - 29	Wed - Thurs	Zero non personal lines and non-benefitted positions in Budget Prep for: funds 20000, SAFBA, 16000, 15000, 14000. Do not zero eCore, 1441150.

Mar 30 – Apr 1	Wed - Fri	Analysts input 13000, 14000, 15000, 16000, 20000 worksheet data into Budget Prep module.
Mar 28 - 1	Mon - Fri	Analysts review & input 12xxx worksheet data into Budget Prep module. Senior analyst will cross-check as entry is completed.
Apr 1 – 4	Fri - Mon	Liz reviews final funds 12xxx worksheets.
Apr 1 - 5	Fri - Tues	Analyst cross-check budget data in Budget Prep module against worksheets for funds 13000, 14000, 15000, 16000 & 20000.
Apr 5 – Apr 6	Mon - Wed	Balance 12xxx, 13000, 14000, 15000, 16000 & 20000 funds in Budget Prep.
April 5	Tuesday	E&G Worksheets due to the Office of Budget Services. Departments must make Budget aware of any major issues on their E&G worksheets that require changes. Analysts to have Liz or Kristin re-review any departments that require changes. Only changes allowed to worksheets with be moving non-personal budgets within the same department (<i>any non-personal budget changes will be communicated by email from VP level</i>).
April 5 – 8	Mon - Fri	Analyst review funds 10000, 10500 & 10600 worksheets and preps worksheets for entry into budget module.
April 6 - 12	Wed - Tues	Liz & Kristin reviews final funds 10000, 10500 & 10600 worksheets.
Apr 6 - 15	Wed - Fri	Analyst input fund 10000, 10500 & 10600 data into Budget Prep
April 12	Tuesday	Michelle to complete third quarter financials – due to board.
April ??		BOR Board Meeting to approve FY2017 Allocations
Apr 15 - 19	Fri - Tues	Analysts cross-check budget data in Budget Prep module against worksheets for funds 10000, 10500 & 10600.
Apr 18 - 22	Mon - Fri	Review final budget with VP/President (will balance to those numbers in Budget Prep the following days) Pending Allocation information from BOR
Apr 20 - 22	Wed - Fri	Balance funds 10000, 10500 & 10600 in Budget Prep. No changes to be made in Budget Prep while balancing. <i>If issues discovered while cross-checking, maintain list of those changes. Don't update till notified.</i>
April 25	Mon	Input BOR Allocation amounts
April 26 - 27	Tues - Wed	Run & Balance budget prep reports for BOR
April 28 - 29	Thurs - Fri	Complete BOR Online Templates
April 29	Thurs - Fri	Prepare Budget Book for mailing. Create CDs
May 2	Monday	Mail Budget Book to BOR
May 4	Wednesday	FY2017 Budget Due to BOR
May 5-6	Thurs - Fri	Update summary charts and budget schedules on website
May 9-13*	Mon – Fri	Summer Session I review by Budget (date is approx. based on last year's calendar).
May 9 -31		Develop data worksheets for departments.
June 3-10*	Fri - Fri	Review Batch I Faculty Contracts (date is approx.. based on last year's calendar)
June 6	Monday	Send final budget development worksheets to divisions
June 10 – 17*	Fri - Fri	Summer Session II-IV review by Budget (date is approx. based on last year's calendar).
June 16 - 17	Thurs - Fri	Extract PS file for ADP & Validate data.
June 20 - 21	Mon - Tues	Upload budget data into PeopleSoft & Validate
Jun 22-Jul 4		Input FY17 budget adjustments, Technology Fee Allocation, SAFBA Allocation