

## Budget Manager's Meeting Notes

January 21, 2016 (blue type indicates comments added during meeting)

3:00 pm, UCC, Room 308

### 1. EXCEL Review (standard item)

None

### 2. Introductions (standard item)

Jennifer Hamblin is the new Budget Analyst Senior with primary responsibility for auxiliary units. She will maintain many of her former duties as the Budget Analyst Intermediate until that position is filled.

Kevin Terry from Athletics was also introduced as a new Athletic Budget Manager.

### 3. Report from the Controller's Office – *Randy Miller*

- FYE16 cutoff deadlines calendar planning – Planning in process. Robert Ellington will be developing a calendar – Watch Daily Report for more information.
- Updating of the Delegation of Authority Matrix for signature authority – Rick Sears is in the process of updating the Delegation of Authority Matrix. – Once this is completed and finalized, updates will be posted and a notification will go out on the Daily Report.
- PS Expense workflow routing issue resolution – The issue was if the traveler was an approver, the expense report was not routing to next level approver, paper copies were required for proper approval. With the release of PS Expense 5.11 the issue of the workflow routing has been resolved. Please notify the Controller's office if there are any additional issues.
- PS Expense Meal Per Diem updates – Effective Dec. 1, USG has updated the Meal Per Diem rates for domestic travel. Effective Dec. 29, USG has updated the Meal Per Diem rates for international travel. Information regarding these changes went out on the 1/19/16 Daily Report.
- Tier 1 Mileage rate revisions and mileage comparison update – Effective 1/1/16, USG reduced the Tier 1 mileage rate. Information regarding this went out in the 1/5/16 Daily Report. With new rates, employees can travel up to 250 miles round trip without requiring a cost comparison. Cost comparison information went out in the 1/14/16 Daily Report.

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

- Performance Evaluations in People Admin – Please see handout provided by Laquana. – Everyone received a hand out provided by L. Ross in her absences.
- The conversion from ADP to PeopleSoft HRMS has been moved to Fall 2016. Payroll and HR will provide more details as they become available. Rodney shared the go live

date for the new PeopleSoft HRMS system would be September 24, 2016 (Phase 3). He assured everyone that there would be various trainings and Town Hall meetings prior to the “go live” date. Rodney is the Project Lead/Function Lead, Hugh Russell serves as the technical lead, and Dan Lewis serves as the change management lead. The next meeting at the system office will be 2/9/16.

- Federal Work Study students must be paid using an hourly rate from a time card. Please do not process extra pays for these students. Payroll is looking into a more efficient way of processing pay rate changes for Federal Work Study-eligible students while they remain in the same FWS position number. Rodney shared that FWS students cannot be pay on an extra compensation form. FWS students must be paid an hourly wage. Payroll will be working on a process regarding this matter and will share it in the future. If anyone has questions now, they will need to contact someone in payroll.

#### **5. Payroll Reallocation Form – Karen Hulsey**

- Payroll has requested additional clarification for completing the form when the adjustment amount is less than the full paycheck amount—partial adjustment.
- If a partial adjustment of the original expense needs to be transferred, the entire original expense amount will need to be shown on the form with separate lines showing the corrected partial amount chart strings.
- Column headings for “Debit” and “Credit” have been changed to “Corrected Amount” and “Original Amount”
- See Handout for example

#### **6. FY17 Budget Development Calendar and Process:**

- The Budget Office is developing a calendar for FY17 Budget Development. That calendar will be finalized this month then placed on the Budget Services website for review.
- Due to the changes regarding the roll-out date and process for the PeopleSoft HRMS change, the budget development process for FY17 will be very similar to how it was for FY16. The Budget Office needs to reserve time for possible testing that may be required. This means that the FY17 budget development worksheets (BDWs) will be sent out to the VPs with data as it was pulled at a certain point in time. The departments will be given time to review these worksheets, but they will not be able to make position changes during this process. If a department finds any major issues, they can work with Budget Services to come up with a solution for the FY17 budget. All self-support budgets may be adjusted to accommodate changes to revenue projections.
- As we did with FY16, we will use FY17 BAs to make adjustments to E&G budgets instead of the BDWs.
- In past years, our office has added comments [on the worksheets](#) for positions that have had no budget or hiring activity in that fiscal year. This year we will do the same and are asking budget managers to review and respond to those questions as soon as possible so we can go ahead and work to inactivate those positions.
- In June and July, the Budget Office will send finalized BDWs and position tracking sheets to departments.
- Comments/Suggestions:

[There was a question of when the process would begin. \(Once the calendar is finalized that information would be available\).](#)

## 7. FY17 eTuition Rate Changes

The eTuition rates are due to the Board office in May. The Budget Office will send out requests for rate changes in February. This applies to the UWG's general eTuition rate, Masters in Computer Science and Nursing, and the EdD in Nursing.

### Roundtable

Julie – Presidential Pathways Exhibit in Library – March 8 – April 4

Darah – Still searching for VP of ITS

Cole – Basketball regular season has a few additional games. Team is currently tied for 1<sup>st</sup> place. UWG hopes to be able to host a playoff game. Coliseum will be hosting GHSA basketball finals which is a big marketing opportunity.

Jo Etta – Shared about the new department in SAEM

Mike – Shared about the renovations of the Biology building and the Substation currently located next to the Murphy building being relocated.

Alex – Announced that Food Service will become a self-operating department effective 7/1/16. This will require the hiring of approximately 400 employees. He shared about the new chef that has been hire and the progress being made. He was asked if there would still be “Fried Chicken Wednesday” and the answer was “YES.”