1. **EXCEL Review (standard item)**

   None

2. **Introductions (standard item)**

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

   - Questions about Year End Deadlines
     The dates that have been established are preliminary and are now posted on the Controller’s website.
     This year, the Controller’s Office will also be compiling a list of all divisional internal deadlines as well. These deadlines will be posted on the Controller’s website in a separate file. If you would like for your area’s deadlines to be included on this listing, please contact Sarah Smitherman ext 95353 with that data.

   - Revisions to candidate travel
     The revised Candidate Travel policy was not posted on the UWG Policy or Controller’s website as of this meeting. All candidate travel will require a non-employee travel authorization form to be completed prior to candidates coming to campus. The form must have prior approval of the Dean or Vice President for agreement that the position meets criteria for faculty or senior administrator reimbursement consideration. This form will subsequently be used is seeking reimbursement. Make sure in the ‘Title’ section of the form that candidate with your department is listed (e.i. Candidate – COSM). Candidates must make a presentation during their visit and the title of the presentation should be entered on the Non-Employee Travel Authorization and page 2 comments of the Non-Employee Travel Report if reimbursement is submitted for consideration. The same rules for employee travel will apply with non-employee travel.
     Since internal candidates are not on approved travel status, they cannot be reimbursed for travel with state funds. If the department has a UWG Foundation account, consideration may be given to funding from that source with approval of the authority over the foundation funds.

   - Discuss awards, prizes, and promotional items
     The UWG Policies Committee recently updated the University’s policies on awards, prizes, and promotional items. This policy update is linked on the UWG Policy website (http://www.westga.edu/policy/). The Controller’s site also has a link to this data on their website.

4. **Year End Budget Deadlines**

   The Budget cut off deadlines will be different this year based on how the calendar days fall in June. Please make a note and do not rely on prior year dates. These dates are preliminary and have not received final approval. We will let everyone know when the YE calendar has been finalized.

   | Last day for Budget Amendments submitted to Budget Office | June 15 |
   | Sweep for VP Spending | June 20 |
VP Processing Spending Requests       June 21 – 23
FINAL Sweep for University Spending  June 24
FINAL spending requests submitted     June 27-29
FINAL Balancing                         June 30

5. FY17 Budget Development changes:

A. 2096 hour change to Benefitted Bi-Weekly E&G positions

On FY17 E&G BDWs, our office will remove the additional eight hours of budget given to qualifying Benefitted Bi-weekly positions during FY16 Budget Development. In FY16 the university funded the additional eight hours, so in FY17 we will be moving that back to the university.

Example of FY16 worksheet with 2096 hour budget added:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567 Total</td>
<td>2,546,512</td>
</tr>
<tr>
<td>2096 Adjustment</td>
<td>54H (1,116.00)</td>
</tr>
<tr>
<td>Grand Total</td>
<td>2,545,395</td>
</tr>
</tbody>
</table>

Example of FY17 worksheet with 2096 hour budget removed:

<table>
<thead>
<tr>
<th>Permanent Budget Development Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>to Department</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>1045909 - Errors &amp; Omissions</td>
</tr>
</tbody>
</table>

If an E&G Benefitted Bi-Weekly position was reclassified during FY16 and the additional budget needed for that reclassification was calculated on the current 2096 hours budget, departments will have to back-fill that budget during FY17 Budget Development. At this point, Budget has noticed that this has only happened minimally. Budget has worked to remove lapsed salary dollars in other positions within that department to cover these 8 hours so fringe does not become an issue.

B. eTuition supplies were distribution out permanently to departments in FY16. For this reason, Budget has added additional travel and supplies lines on your BDWs to indicate which of those funds are eTuition. Budget will retain the practice of removing budget from non-benefitted eTuition positions if that budget was not permanently moved in FY16. For those positions that are filled, Budget will require separation PARs or a FY17 BA prior to the end of June. We will send out a list of those positions later this spring.

Lucretia added that each year, Distance Learning will maintain the quarterly true-ups they do of their eTuition projections. Lucretia will try to do permanent BAs for these eTuition true-ups to/from the departments going forward.
c. Budget will send out a list of SA and Temporary Labor positions that have $0 FY17 budget but have employees in the position. This list will be sent out in May. Departments will then need to submit separation PARs or FY17 BAs by the provided deadline.

6. **Report from Human Resources/Payroll** -
Laquana to speak about new process for temporary labor hires.

Laquana to provide write-up on this issue in time for the April Budget Managers’ Meeting.

**Roundtable**