

Budget Manager's Meeting Notes

November 19, 2015 (blue type indicates comments added during meeting)

3:00 pm, Aycock 2nd Floor Conference Room

1. EXCEL Review (standard item)

None

2. Introductions (standard item)

David Kernaghan is the new Budget Analyst Senior with primary responsibility for auxiliary units.

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

- PeopleSoft Update Issues/Questions?
 - Randy confirmed that the PeopleSoft release 5.00 upgrade works better with Firefox and Chrome browsers. Also, clear your cache before entering PeopleSoft if experiencing problems with access or processing.
 - Randy also shared that the expense module has a few quirks that have been discovered. One of those quirks is that in viewing the account details, the data may be covered by the scroll bar. This issue can be resolved by clicking to “expand all” to see the entire chart field.
 - In the expense module, if the approver history is greater than 5 approvers then the history is cutoff from viewing. As an alternative until resolved in a future release, the employee may create a “print view” of the expense report if viewing approval history is needed.
 - Finally, beware that the name on an Expense Report header disappears when an approver toggles from Summary to Detail pages. This is an Oracle bug awaiting to be fixed.

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

- Holiday Schedule

Rodney shared the five options newly hired employees have in our reduced schedule time (this would not apply to employees who previously worked in the state and accrued the vacation dates):

 - If leave time has been accrued, they can take annual leave time.
 - If comp time has been accrued (bi-weekly positions where permitted), they can take comp time.
 - They can take unpaid leave time.
 - They can work additional hours in weeks leading up to the reduced schedule. This must be approved by the supervisor. Can include offsite work that is documented if the supervisor approves (VP may also need to approve this time as well).
 - Work during the reduced schedule. Requires supervisor to be in office or otherwise accessible.

Departments need to share the list of employees that will be working in their office during the reduced service dates with HR.

- **Supervisor Changes:**
Rodney shared with the Budget Managers that Payroll does not require a PAR for supervisor changes. To request those changes, the department simply needs to email Payroll to request the new supervisor be updated in ADP. A PAR is still required on any other change.
- **December Pay Schedules:**
Rodney reminded everyone of the December payroll schedule. For December there are three separate payrolls which means that each deadline will be very tight. This will be easier next year as the faculty will be combined with our monthly schedule.

5. Fringe for Lapsed Salaries: When positions are created or reclassified and funded from existing department funds – *Kristin Smith*

The fringe related to lapsed salary budgets may only be retained by the department when the department has funded the salary budget from existing department funds AND is requested at the time of the creation/modification of the position. This refers to E&G funds. Self-support funds have access to all lapsed fringe provided that:

- The lapsed fringe is only available for the fringe associated with the permanent increase to the position in that fiscal year.
- If a position has been vacant before the reclassification/salary increase occurs, the department may have additional lapsed salary funding only is available. Departments will not have the ability to move the fringe associated with those traditional lapsed salary dollars. That additional lapsed salary should be addressed on a separate amendment from that of the reclassification lapsed amendment.
- Using lapsed fringe on temporary changes to a benefitted position is not permitted.
- The Budget Office will post a template to aide in calculating the amount of lapsed salary and fringe associated with bi-weekly reclassifications. A sample form has been provided to you as a separate handout.

6. Reviewing Budgeted Revenue Increases – *Kristin Smith*

After the start of the year, our general procedure is to allow departments to budget the amount of revenue they have collected that exceeds their current budget for the entire department by fund code. We confirm the actual revenue collections on a Revenue Summary report – not just Budgets Overview.

- The Budget Office looks at the budget and collections for an entire department, not just one account code. As a result, if one account code has collected more than the current budget but other revenue accounts within that the department have not collected their expected revenues, the Budget Office may contact that department to reduce the overall budget increase on the amendment.
- In reviewing BAs requesting the use of prior year funds (fund balances), the Budget Office also looks at a department's current revenue collections compared to their current budget. This helps our office ensure that a department is not getting access to too much spending authority too soon. At the beginning of the year, a department will not have

collected all of the revenue that we have budgeted. In this case, the analyst will work with our Senior Revenue analyst to ensure the department is on track to meet projections at that point in the fiscal year.

7. Payroll Reallocation Form – Karen Hulsey

See Handout

8. People Admin Update – Laquana Ross

Review new critical hire form and position creation and modification requests.

- Laquana requested that all Budget Managers attend at least one of the trainings that Patricia Durrough has been running for People Admin. She also suggested that all Budget Managers take the Student Position People Admin training as well.
- Sandra Huey sent out an email to Department Chairs and Deans to get information regarding who will be the Initiators and the Department Approvers for their areas. If no email is sent, People Admin will default to the ADP structure. Subsequent emails will be sent out requesting this information again after the December 10 go-live date.
- Laquana used this meeting to give a brief Budget Managers' training in People Admin.
- Laquana explained some of the changes to People Admin that will occur since the Budget meeting she had that morning.
 - The data field called Fund Source will now be Fund Chart String.
 - Position Budget will now be called Budgeted Salary for Position.
- Questions were asked about how the BA process would change with the new People Admin process change. Laquana addressed this by letting the managers know that an automated email would be sent to the Initiator and the Budget Manager once the form moves from HR Classification to the Budget Office. This email would alert them to submit the BA if needed to Budget. The Budget Office would then allow a certain number of days to wait for the BA to reach them. It was mentioned that perhaps this would be a three day window to get the BA to Budget but all AA attendees stated that would not be enough time for them to go through their signing process. Laquana verified that Budget would send the form back to HR Classification if they did not receive appropriate funding in the designated time frame. At that point, HR and Budget would need to continue communications to see when the form could be submitted back to Budget (once the amendment is finally received).

[Subsequent to this meeting the Budget Office has determined that the PA request will remain in Budget's queue until the BA is submitted. A reminder email will also be sent from the Budget Office to the Initiator requesting an amendment or seeking clarification. HR and the department's budget contact will be copied on this email.]

- It was asked how departments will handle absences of employees in the approval workflow. Laquana mentioned that they are looking into having more than one employee in a role but said that hasn't been finalized yet.

Roundtable

Happy Turkey Days!

- Wolves Football first playoff game will be this Saturday at the stadium.
- Tonight is the Cole Swindell concert. Tickets are still available.

Calculating Lapsed Salary & Fringe: For Reclassified Existing Bi-Weekly Positions

When a biweekly position is reclassified after the start of the fiscal year and requires additional permanent funding, the current budget process is to fully fund the reclassified salary and fringe amount for a full year and then return back to the funding chart string the salary and fringe for the portion of the year that has lapsed.

The calculation for this type of transaction may involve two separate calculations. The first is to determine if any lapsed salary is available prior to the reclass. The second would be to determine the lapsed portion of the salary & fringe available from the annual cost of the reclass that the department is funding in the current year.

As it would be easier to walk through an example than write out the details, let's work through the following scenario. A position was funded in the initial budget and was vacant. The position is reclassified for posting August 31. The position is filled November 1.

A. The original annual budget was set up with the following amounts

	Hrs	Hrly Rate	Annual Salary	Annual Benefits	Total
July 1 Position #999 Annual Budget	2088	\$15.00	\$31,320	\$13,964	\$45,284

B. The annual cost of the reclassified position is:

	Hrs	Hrly Rate	Annual Salary	Annual Benefits	Total
August 31 Reclass Annual Budget	2088	\$16.00	\$33,408	\$14,382	\$47,790

C. Next you will want to capture the unused salary dollars from the start of the year to the point of the reclass. Using the Biweekly Hours chart in the Position Management section of the Budget Managers' Tools on the Budget Services website, determine the number of hours between the start of the year and the date of the reclass. In this example it is 344 hours from July 1 to August 28—the last day of the pay period. Because we are looking at existing budget and not new dollars only the salary may be recaptured. A temporary budget amendment may be submitted for \$5,160 returning the unused salary portion to the department.

	Hrs	Hrly Rate	Annual Salary	Annual Benefits	Total
C. July 1- Aug 28 Lapsed Budget	344	\$15.00	\$5,160		\$5,160

D. Now you need to set up the annual budget at the higher reclassified rate. The annual cost of the reclassification is the difference between B and A or \$2,506. A permanent budget amendment for the full amount will be needed.

You may also submit a temporary amendment returning the cost of the reclass for the 344 hrs between the start of the year and Aug 31 that you funded with the permanent amendment. The

temporary amendment will include FICA and retirement. The health insurance is part of the original position's funding and is not available for lapsing.

Permanent Amendment:

	Hrs	Hrly Rate	Annual Salary	Annual Benefits	Total
A. July 1 Position #999 Annual Budget	2088	\$15.00	\$31,320	\$13,964	\$45,284
B. August 31 Reclass Annual Budget	2088	\$16.00	\$33,408	\$14,382	\$47,790
D Annual Cost of Reclass Budget (B-A)		\$1.00	\$2,088	\$418	\$2,506

Temporary Amendment:

	Hrs	Hrly Rate	Annual Salary	Annual Benefits	Total
D Amount to return to department	344	\$1.00	\$344	\$69	\$413

In summary on a permanent basis the reclass will cost the department \$2,506 per year. However, due to the position being vacant and the reclass occurring after July 1, the department may recoup \$5,573 one-time this year (C+D).