

Budget Managers' Meeting Notes

January 19, 2012

1. Hotel/Lodging Taxes - *Randy Miller*

In State Travel:

If you are paying for a hotel directly, we are liable to pay sales tax, however, the state does not pay Occupancy Tax. It's the employee's responsibility to ensure they are billed correctly. The exception form is on the Controller's website under Travel Information at:

<http://www.westga.edu/assetsDept/travel/hotel.pdf>

If the university is going to be billed for the hotel (please talk with Randy Miller to determine if applicable for your travel), then the state does not pay sales tax or occupancy tax.

Out of State Travel:

State will reimburse for all taxes charged by the lodging facility.

Please contact Randy Miller if you have any questions.

2. New Pay Groups for less than 12 month permanent, benefitted staff - *Karen Hulsey*

Two new pay groups (54X and 54J) were recently added to ADP for 9/10 month employees. The change will allow HR to bill the employees for the 2 months of health insurance premiums during the last 5 months of their work schedule bringing them in line with the process used for our 10 month faculty. This process eases the burden of employees paying a full month's premium in a month they do not receive a paycheck. Any employees affected by this change have already been contacted by Human Resources.

The new pay groups have been added to the chart on Budget Services website located at:

http://www.westga.edu/budget/index_16483.php

3. Health Savings Account Seed Money - *Karen Hulsey*

- a. Effective January 2012 change in employer contribution process
- b. Program changes from "seed" to "match"
- c. Receive an amount equal to the employee's monthly contribution up to a maximum of \$375 for single or \$750 for spouse/family. Once the max is funded, employer match will end for the year.
- d. Contribution changes from semi-annually to each pay period (excluding the 3rd biweekly pay in one month).
- e. Employer's contribution appears as expenditure in departments' budgets based on salary coding using account code 553180.
- f. Budget Service will provide funding for the contribution from University Fringe Pool.
- g. All self-support departments must fund the HSA match from their own resources. Funding will not be provided to cover the expense. (funds 12xxx, 13000, 14000, 15000, 16000, 20000).

4. Employer's Health Insurance Premium Changes - Jan 2012 - *Karen Hulsey*

- a. Budget Services will adjust budgets for changes in health insurance costs
- b. Will be funded from University Fringe Pool
- c. All self-support departments must fund the cost increases from their own resources.
- d. All grant funded employees costs will be funded from the grant.

5. FY2012 Budget Reduction Followup – 2% - *Liz Baker*

Since the 2% reduction was implemented after July 1, the reduction for FY2012 is viewed as temporary. As a result less funding is available for the mid-year distribution. The 2% reduction is proposed by the Governor as permanent going into FY2013 and will be addressed during FY13 budget development.

6. Employee Hiring Categories - *Liz Baker*

A clarification was provided to assist departments in understanding how employment is viewed by payroll based on benefit eligibility, taxes, overtime, etc. The guide is intended to remove the mystery behind which type of form to use for payment requests—PAR vs Extra Pay. It will be placed on Budget Services website under “Budget Management Tools/Position Management.”

7. Encumbrance Journal Update - *Liz Baker*

- a. Any benefitted employees who have resigned since September are still part of the encumbered salaries. Any benefitted employees hired after September are not included in the current encumbered amount. Last updated at the end of September.
- b. Will update the encumbrance amounts at the end of January.
- c. February will clean up fringe accounts in university supported allocations/departments
- d. Starting in March the encumbrance updated process will run at the end of March, April, and May.

Liz will work with the Controller's office to have the encumbrance update occur more regularly in the fall due to many changes that happen in September.

8. FY2013 Budget Development Worksheets - *Kari Cunningham*

Reviewed changed to FY13 worksheets which include:

- a. Based on discussions last year with Academic Affairs will show higher of actual salary or budget for position numbers.
- b. Will not include a number for travel and supplies. Departments will complete.

As in the past,

- a. Worksheets will not be distributed with deficits nor can they be returned with a deficit.
- b. If a positive balance is showing, will assume the department is contributing the funding back to the University and we thank you for your support.
- c. All salaries of currently employed personnel must be covered first or a termination PAR must be submitted showing the position will not be filled at the start of next year and the funding is not required from the department.
- d. We will return the Core-funded positions back to Academic Affairs.

The worksheets will be distributed the first of March. The budget analysts will meet with each Budget Manager and review the worksheets for their departments. If you'd like assistance with your internal budget process or to develop a process, please call Budget Services.