

**REVISED** (Item #10)

## Budget Manager's Meeting Notes

March 20, 2014 (blue type indicates comments added during meeting)

3:00 pm, Aycock Hall, 2<sup>nd</sup> Floor Conference Room



### 1. EXCEL Review (standard item) – *Robert Carswell*

- a. Reviewed the Remaining Budget Available in Positions calculation for 12 month biweekly positions (54H). See new table on website under Budget Management Tools - Bi-Weekly Payroll Hours.
- b. Please provide suggestions for review topics.

### 2. Introductions (standard item)

Alex Posivenko is new Budget Manager for the Auxiliary Director's Office--moved from Housing.

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

- a. Passengers permitted to be transported in UWG fleet and/or rental cars
  - o Reviewed guidelines on Controller's website under Travel Information>Transportation>In-State Commercial Car Rental.
  - o The guidelines follow the state's liability requirements.
- b. FY14 deadlines pertaining to travel specifically and reference the Controller's website for a full listing.
  - o Distributed handout specific to travel.

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

- a. Human Capital Management business process update – See FAQs attached. The consultant firm hired to identify areas for Shared Services to manage is Accenture. Juanita Hicks is serving on system committee to review recommendations.

### 5. Changing Courses/Section Information in Banner

Changes to courses/sections in Banner after registration begins, are **not** updated on the student's registration record (SFAREGS) or the course roster (SFASLST). **All** changes to sections/courses in Banner **after registration begins** should be handled through the Registrar's Office so the appropriate tables can be updated. This impacts revenue collections for tuition, course fees, and all the mandatory fees.

For spring semester some course data was changed from a variable credit to 1 credit after registration began. The Registrar's office was not notified and none of the changes impacted student records. As a result, revenue data in Banner and PeopleSoft were overstated. The Bursars' office has fixed the data this week. This also means the Bursars office will need to process refund checks to students who overpaid.

**6. FY2015 Budget Development – Liz Baker**

- a. The Budget Office staff would like to thank everyone for meeting the deadlines this year in returning the E&G worksheets. Patricia Pinkard, Omsbud Office, was the first to return the worksheet.
- b. All self-support worksheets are due to the Budget Office no later than Friday, March 28, 2014.
- c. The priority list for new FY2015 funding that was finalized last December will be reviewed again by the Vice Presidents and President for possible changes. If you believe you have a need that did not make the priority list, please speak with your VP as soon as possible.
- d. Today is the last day of the legislative session; however, we will not know our funding for next year until the April BOR meeting. See budget development calendar for dates.

**7. Encumbrances – Karen Hulsey**

The Controller’s Office has requested that we change the timing of updating the encumbrances for personal service charges (salaries and fringe). The window of opportunity for running the process during month end close is too narrow. Below is the new schedule for the remainder of FY2014.

UWG Encumbrance Parameters for FY 14							
Month End:	Monthly	Faculty	Biweekly	June Work Days	3rd Biweekly	Remaining Faculty Benefits	Run Dates
01/15/14	6	5	12	6	1		ran after 1st BW Jan but before 2nd BW Jan and Jan Monthly
2/18/14	5	4	10	6	1		ran after 1 BW Feb but before 2 BW Feb and Feb Monthly confirmed kh
3/13/2014	4	3	8	6	1		ran after 1 BW Mar but before 2 BW Mar and Mar Monthly confirmed kh
4/10/2014	3	2	6	6	1		run after 1 BW Apr but before 2 BW Apr and Apr Monthly confirmed kh
5/8/2014	2	1	4	6	1		run after 1 BW May but before 2 BW May, May faculty, May 3 BW, and May Monthly confirmed kh
6/19/2014	1	0	1	6	0		run after 1 BW June but before 2 BW & Jun monthly confirmed kh
(June: if needed in June - run before 2 BW & June monthly confirmed)							

**8. Revenue – Kristin Smith**

Randall Rowland, Pat Murphy, and Kristin Smith are in the process of documenting the processes and paper flow from depositing checks, posting to Banner, and recording in PeopleSoft. The goal is to have the written processes finalized by our April meeting.

**9. Summer 2014, 60% Revenue Distribution – Liz Baker**

The Budget and Controller’s offices will follow the process agreed to last year for allocating spending authority and posting revenues.

- FY14 Summer Revenue Estimates –
  - Banner Journals will not post in PeopleSoft for summer session 2014 in FY2014.
  - The Controller’s Office will post the 60% summer revenue estimate for FY2014 by May 1<sup>st</sup>.
  - In June, summer revenue collections will be reviewed and adjusted as needed.

- The ~40% balance of summer 2014 revenue for FY2015 equals all revenue earned for summer less the 60% posted in FY2014.
- FY14 Summer Spending Authority –
  - The Office of Budget Services will provide departments with estimates of the 60% summer revenue for summer 2014 that is expected to apply to FY2014 by April 1.
  - Initial spending authority will be set at 50% of summer FY13.
  - Departments will need to submit budget amendments determining how funding will be spent.
  - In June will reassess summer revenue collections and adjust spending authority as needed.
  - Will manually create encumbrance journals for May and June to reserve faculty and GA salaries.

## 10. ITS Year End Deadlines – *Brenda Valcke*

- If a department needs new VM service space please contact the project management office ASAP. Need all request by May 1, 2014.
- If a department needs more space on an existing VM server please contact the service desk.
- Please review the amount of technology fee funding you've received for personal services. If you anticipate having unspent funding please return it ITS by preparing a budget amendment for your side of the transaction and send to Brenda Valcke.

## Roundtable

- PAR Training – April 8 from 9-10 am in Row Hall training room.
- iStrategy Training – March 21, 2014 at 9:30 in Row Hall training room.
- Athletics - Looking for football coaches.
- Payroll – working on updating payroll's website to include more due dates.
- Harry Nelson – has been invited to sing the national anthem at UWG's home basketball games and a baseball game at the University of Georgia. Also, he is now a published author of the fiction [In the Lucid Dream Future](#).
- SAEM – If you transfer any salaries to or from federal work study funding please be sure and send Jo Etta Miller a copy of the transfer. These are needed to reconcile at year end.

## Academic Affairs:

### 1. Paperwork Processing Requiring Provost Approval – *Lucretia Gibbs & Alicia Hargraves*

As a result of an audit review, the Provost's office will no longer hold paperwork waiting for additional documents.

- Will notify department of missing information.
- If not submitted by next day will send back to department.

### eTuition -

- will combine spring semester adjustments based on actuals with the summer allocation. That will help departments that are losing money due to spring enrollments but gaining funding due to anticipated summer. Allocations should be ready next week.
- Reminder that the initial eTuition allocation changed this year. 90% of the estimate annual

amount was allocated in the fall. Adjustments will be made to match to actual fall and spring enrollments later in the year.

Faculty CIP Codes – any changes to the CIP used for faculty must be submitted to the Provost Office by April 16.

Limited Term Instructor – Limited Term Instructors are hired for one year only and do not have a rank in their title.

- Please use the sample letter titled Temporary Full-time Letter of Offer located on Academic Affairs' website under Faculty Resources.
- When hiring, payroll will automatically add term row dated June 1, 2014.
- When submitting PAR to Provost's Office, need a temporary budget amendment moving the spending authority from the vacancy pool to home department. Budget will process as temporary amendment since term row added a hire.

**2. Non Returning Faculty Teaching Summer – Rodney Byrd**

Discussed changes to due back and treatment of benefits for faculty not returning in the fall but teaching during the summer. After much discussion, Payroll will work with Provost Office to edit and document process for review next month. Need to determine how, when faculty will be notified of end date for benefits.

**3. Changing Courses/Section Information in Banner – Liz Baker**

Please be sure to share the item covered in #5 above with your department folks who input this data. These changes are causing extra work for folks and overcharging our students. Thanks!

**4. Credit By Exam – Harry Nelson**

Need to be sure that department places their unique detail code on the Credit by Exam form and all deposit slips for funding to be properly deposited. Otherwise, cannot ensure correct department will have access to the funds. Can run a list of detail codes from Banner. If still in doubt contact the Bursar's Office.

**5. Contracts for Summer Faculty – Alicia Hargraves**

Provost Office will have final contract available next week for departments to use. Contracts are due back to the Provost Office the first week of May.

**6. Promotions for Faculty – Lucretia Gibbs**

No longer providing flat rate based on promotion rank. Will use the higher of:

- 85% of the median of CUPA data based on faculty's CIP, or
- The standard flat rate amount.

## RFP HCM Design Frequently Asked Questions (FAQs)

### 1. **What is Human Capital Management?**

Human Capital Management (HCM) comprises the strategy and methods that integrate the practices, processes, and systems used to manage the USG's workforce. HCM is a holistic approach to managing the organization's employees and includes recruitment, onboarding, career planning, benefits processing and administration, retirement and all other HR-related roles and responsibilities.

### 2. **What is the purpose of the HCM business process design project?**

The selected firm will assist the USG in prioritizing HCM business processes that will enhance effectiveness, reduce risk, ensure compliance and improve our overall human resources, benefits administration and payroll operations. The HCM design process will place a strong emphasis on the employee, supervisor and retiree experience for managing human resources, benefit and payroll information. Institution representation is critical to the success of the HCM business process design effort and key institution practitioners will be working closely with the USG Shared Services Center and other key BOR representatives on this project.

### 3. **What is the status of the HRIS software system?**

In parallel with the HCM business process design effort, other Steering Committee team members will continue to evaluate HCM/Payroll solutions. Well-defined and documented standard business processes will provide critical guidance to assist in the analysis of software and implementation options. Fortunately, we have a long list of lessons learned during previous systems implementation which will help guide us as we move forward.

### 4. **What is GeorgiaTEAM?**

GeorgiaTEAM (Talent, Employment and Management) is the name for the on-going project for reviewing both the HCM business design RFP and the future RFP for HCM/payroll solution. This name was approved by both the HCM Steering Committee as well as the USG SSC Governing Council. The HCM GeorgiaTEAM Steering Committee recognizes the importance of a collaborative approach to this project so the use of TEAM reflects this commitment.

### 5. **Who is responsible for the strategic direction of this initiative?**

The HCM GeorgiaTEAM Steering Committee has been formed to provide overall leadership and direction to the GeorgiaTEAM HCM project. The Steering Committee includes:

- Mr. John Brown – USG Vice Chancellor of Fiscal Affairs
- Mr. Robert Elmore – Director, Payroll, Benefits, HRIS & Records, GA State University
- Ms. Marion Fedrick – USG Vice Chancellor of Human Resources
- Dr. Curt Carver – USG Vice Chancellor and Chief Information Officer
- Mr. John Fuchko – USG Chief Audit Officer, Associate Vice Chancellor Internal Audit
- Mr. Daryl Griswold – USG Associate Vice Chancellor Legal Affairs
- Dr. Tim Mescon – President Columbus State University, SSC Governing Council Chair

- Ms. Becky Prince – Director, USG Shared Services Center
- Other key members may be added as project progresses

**6. Who are the members of the HCM Business Process Design RFP evaluation team?**

Mr. Ted Beck – USG Audit, ex-officio  
 Dr. Curt Carver – USG Vice Chancellor and CIO, ITS  
 Ms. Marion Fedrick – USG Vice Chancellor, Human Resources  
 Ms. Diane Kirkwood – USG SSC, Associate Director of Payroll and Benefits (RFP Chair)  
 Dr. Debbie Lasher – USG, Business Process Manager, Fiscal Affairs  
 Mr. Richard Spancake – CHRO, Abraham Baldwin

**7. Where can I find the actual RFP for HCM Business Process Design?**

The RFP can be found at  
<https://ssl.doas.state.ga.us/PRsapp/maintenance?eQHeaderPK=124899&source=publicViewQuote>  
 The bid was pushed out to vendors registered with DOAS under the following categories:  
 Employee Benefit Consulting, Human Resources, Human Services Consulting, IT Consulting and  
 Human Resources Development Services.

**8. What is the time line for the HCM Business Process Design RFP review process?**

The following is the proposed timeline for RFP review:

- Proposals were due from vendors on 12/16/13.
- The USG received proposals from nine firms. The technical evaluations were completed in early February. Cost proposals were reviewed and a Notice of Intent to award was issued on 2/13/2014.
- The evaluation committee is scheduled to meet the proposed consulting team members in late February with an expected project start date in early March.

**9. What are the next steps in the HCM Business Process Design effort?**

Our plan is to have the consulting team begin to work with us in March for 3 to 4 months. Although business process design will continue beyond that point, this effort should give us a great start in this critical area. We anticipate considerable involvement from institution representatives in this effort. At this time, we expect that the SSC Advisory Teams will be the primary avenue for participation in design sessions, reviewing intermediate results and providing institution feedback on the recommendations. More information will follow regarding project team structure.

**10. What is the communication plan for the HCM Business Process Design project and who should we contact if we have questions, suggestions or input?**

The GeorgiaTEAM Steering Committee recognizes the critical importance of timely and up to date communications. A communication plan for this project has been drafted and is under review at this time. The Steering Committee intends to name a project Communications Lead at the February meeting.