

Budget Manager’s Meeting Notes

March 15, 2018 (blue type indicates comments added during meeting)

UCC 3rd Floor Conference Room

1. **Introductions (standard item)**
2. **Excel Training**
3. **Report from Controller’s Office – *Melissa Williams***

Revenue Sharing – please see the attachment provided after the meeting notes.

Randall Rowland from Accounting will start attending to answer general Controller Office questions.

4. **Report from Human Resources – *Paula Kepes***

New Faculty Administration Policy – to share at April meeting.

5. **OneUSG Update – *Cole Stratton***

Please note, there are changes to the dates from the original timeline provided!

March 5 - 20	Mon - Tues	Limited Budget Office staff availability due to training in Athens and Atlanta. Divide staff into 2 teams to ensure office coverage.
March 5 - 25	Mon - Sun	Only critical “Reports To” changes will be processed by Payroll, HR, and Budget Services due to OneUSG data extracts and migration.
March 5 - 25	Mon - Sun	Only critical new or changes to distribution codes (payroll funding chart strings) will be processed by Budget Services.
March 5 - 25	Mon - Sun	Payroll reallocations will not be entered due to OneUSG data extracts and migration.
March 5 – May 1	Mon - Tues	Only critical changes to department titles or creating new departments in PeopleSoft will be processed.
March 19 - 23	Mon - Fri	Payroll transactions will be suspended due to OneUSG data migration from 5pm March 16 through March 23. Do Not Use ADP.
March 26 - 30	Mon - Fri	No budget related transactions. This includes budget amendments, funding verifications, lapsed salary calculations, budget data requests, revenue projections, etc. Staff will be validating the position data loaded from new payroll system into new Budget Development module in PeopleSoft. (The new system implementations have delayed this process by 2 weeks.)

- a. Manager Self Service Replacing ePARs/PAR: The Project Implementation team has decided to delay the implementation of replacing the ePARs/PAR with the automated workflows in OneUSG. MSS will still be used for time approval and absence requests beginning March 25. [Please let Cole know next week if you have the wrong time & absence approver for a position.](#)
- b. Reports To/Supervisor Changes: On February 27th, the “Supervisor Change” action request in the Core Integrator ePAR system was turned off and removed as an action choice. If you need to initiate a supervisor change please utilize the [Supervisor/Approver Change Request Form](#) located on Budget Services or Human Resources website. This form will be required until we implement the Manager Self Service module in OneUSG.
- c. Positions with Multiple Supervisors: Earlier this week analysts have been contacting departments that have positions with multiple supervisors. Each position may only have one “Reports To” supervisor. All of these positions need to be cleaned up prior to the Go Live! to ensure that our data pulls in correctly. The issues that your analysts emailed you, need to be addressed by yesterday, March 14. If you still have issues remaining, please go ahead and submit your Supervisor Request form no later than 10:00 am tomorrow (Friday, March 16).

If you need a new position because you need to keep the supervisors different, please submit a Supervisor Change form for those folks who need to be moved into a new position. **Write on the form** that you need a new position and **submit the form to Budget first**. This also needs to be received by 10:00 am Friday, March 16. [If we do not receive this information from you by Friday, our office will be creating new position numbers as needed. You will get that information afterwards.](#)

- d. Multi-Factor Authentication: As part of the University of West Georgia’s migration from ADP to OneUSG Connect for its payroll system, we are required to move to a Multi-Factor Authentication (MFA) system to access the system. Since OneUSG Connect contains sensitive financial information for each employee, the University System of Georgia is requiring that user access be protected by this structure. UWG will be using Duo as its Multi-Factor Authentication application. Duo uses the registration of a smart phone, cell phone, landline, or a hardware token as a method for adding a second level of verification for each user.

What does that mean to you? Each employee needs to identify a second electronic device other than the one you are using to access OneUSG Connect to receive an authentication code to use when logging into the system. This will be required in order to access your benefits, change your personal information, request time off, submit your time for payment, and approve your staff’s time cards. You will use your UWG ID and password to log into the system. In addition, you will need to input or verify an authentication code that will be sent to you via a second electronic device after you log in with your credentials. It is advisable that you pick two secondary devices to allow for the possibility of you being at different locations.

As an employee of the University of West Georgia, you will need to register your UWG user account and your preferred device(s) with the Duo application for Multi-Factor Authentication prior to being able to sign into OneUSG Connect (Note: you won’t be able to sign into OneUSG Connect until March 25, 2018). You may start registering now.

Attached are directions for registering your UWG account with Duo and how to setup devices for Multi-Factor Authentication. Please visit <http://www.westga.edu/its/duo.php> to learn more

about Multi-Factor Authentication/Duo and to login to the Device Management Portal to register your UWG user account and your devices. You may start registering now. **At 8:00am on March 24, you will not be able to access any of your data unless you have registered your devices.**

To assist employees with registering their accounts and devices with Duo, ITS will have a table set up in the library on the following days and times:

March 15th 10:00 a.m. – 3:00 p.m.

March 16th 10:00 a.m. – 3:00 p.m.

March 26th 10:00 a.m. – 3:00 p.m.

March 27th 10:00 a.m. – 3:00 p.m.

On these dates and times, an employee may stop by the table to register their account and any mobile devices they want to use with Duo. Other times are scheduled specifically to work with Dine West, Facilities, and UPD employees who work evenings, nights, and weekends. And remember, you may always submit a ticket to the ITS Service Desk if you need assistance at servicedesk@westga.edu. As the budget manager for your areas, the project team is requesting your assistance in helping others in your areas register their devices.

- e. Training: We strongly encourage everyone to attend the training sessions offered by the Center for Business Excellence if you have not already for Employee Self Service and Time, Absence, & Payroll. You may register for training on the DevelopWest's website at: <https://www.westga.edu/administration/business-and-finance/cbe/developwest.php> Once you've accessed the webpage, click on "Instructor Led Training" in the lower left column to view the various sessions offered.

You may also view training material on the OneUSG website at:

<https://www.westga.edu/hr/oneusg/index.php>

- f. Final Data Cleanup: Next week (March 21-23) will be the final data cleanup opportunity for us before we go live. If you are not going to be available to assist with questions, please let your analyst know as soon as possible. Otherwise we will make our best guess about the data if we have questions.
- g. Time Approval: Tomorrow, March 16, everyone **must** approve his or her time for the month of March and for the third bi-weekly payroll. **Note: Federal Work Study student's time cannot be pre-populated during this transition. Time worked the week of March 17th-24th will be included on the 1st Bi-Weekly payroll in April. Federal Work Study students working over Spring Break (March 17th-24th) will not be able to clock in and out of ADP. Supervisors need to work with these students to fill out a paper time sheet to keep track of hours worked.**
- h. Updated "Reports To" information: Wednesday, March 14, an updated "Reports To" list was sent out to the Budget Managers. Please review the file and share that with your managers so they are aware who will be approving times and absence requests beginning March 25th - OneUSG Go Live! date. Our office will update our website after this last round of updates. If someone is having difficulty viewing a direct reports' data, please check this report to see who is listed as the Reports To.
- i. 54Y Position Changes: Effective March 1, 2018, non-faculty positions previously coded to pay group 54Y (12-month faculty) were changed to 54A (12-month Administrative Staff) as part of

OneUSG cleanup. The Budget Office changed the positions in ADP in time for the March payroll. A Budget Amendment was created to cover the last four months of FY2018. The FY2019 budgets will be adjusted in Budget Development and notes have been added to the FY2019 worksheets. The leave accruals will not be impacted. The people/positions affected are:

Employee Name	Dept	Old Pay Group	New Pay Group	Effective Date
Clay,Melanie N	1004119	54Y	54A	3/1/2018
Clay,Melanie N	1067101	54Y	54A	3/1/2018
Eades,Annemarie	1019000	54Y	54A	3/1/2018
Lingrell,Scot A	1025000	54Y	54A	3/1/2018
Whitaker,Xavier L	1025000	54Y	54A	3/1/2018
Marrero,Kyle L	1039000	54Y	54A	3/1/2018
Porcena,Yves-Rose	1039109	54Y	54A	3/1/2018
Jenks,Catherine A	1043000	54Y	54A	3/1/2018
Sutherland,James R.	1045101	54Y	54A	3/1/2018
Baker,Elizabeth B	1045104	54Y	54A	3/1/2018
Hicks,Juanita W	1045105	54Y	54A	3/1/2018
Sears,Richard H	1045123	54Y	54A	3/1/2018
Saccenti,Thomas M	1055000	54Y	54A	3/1/2018
Fraboni,David J	1059000	54Y	54A	3/1/2018
Bower,Jami P	1059101	54Y	54A	3/1/2018
Reeves,Mark A	5059000	54Y	54A	3/1/2018
Bowen,Brendan	9910000	54Y	54A	3/1/2018
Norton,George	1025000	54Y	54A	3/1/2018

- Please note that once we go live in OneUSG, payroll reallocations cannot be used to clear up historical payrolls since that data will not be converted. If you have a need for this type of transaction, please contact your analyst and we will work through those issues on a case-by-case basis.
- If you need Payroll Distribution reports for pay periods that occurred while in ADP, you will still run those from ADP. Our office will look into the time period we will have to still run reports from ADP.
- Next week you will receive another email from our office requesting 'Reports To' information for vacant positions.
- ePAR should be back up on 3/26. If not, you may be asked to submit paper PARs for emergency payroll changes/hires.

6. Encumbrance Journal – *Kristin Smith*

The encumbrance projection journal posted last Friday (3/9/2018). Please review any deficits that may have appeared since this journal posted. The correction to positions converted from 54Y to 54A will not

be included until the April encumbrance is ran. For self-support departments, fringes will not be encumbered for monthly staff in April. This will be corrected in May. Our best advice is to move any lapsed salary prior to April 12 before the encumbrances are re-calculated or wait until after the May encumbrance. Remember, April is our first month on the new payroll system and we may be delayed in posting payroll journals so your budget balances may be delayed in being updated.

On 3/15/18 the encumbrance journal was zeroed out. When the encumbrance journal is posted again (estimated 4/12), we believe that will be on 2080 hours for our bi-weekly staff (not confirmed).

7. Budget Development FY2019 – *Kristin Smith*

Budget Analysts are in the process of creating FY19 Budget Development Worksheets for all funds. Fund 20000 grant worksheets were completed and sent to ORSP at the end of February. The analysts are now reviewing those grant worksheets returned from ORSP last week. As stated in the January meeting, our office will not be sending out FY19 worksheets to the departments until sometime in May when the budget has been finalized. The delay in sending the worksheets is due to the OneUSG conversion and validation requirements.

8. Year End Calendar (Controller) – *Kristin Smith*

Please check the Controller's website for the updated YE calendar. There are meetings to finalize the calendar schedule in the upcoming weeks so you should see that posted shortly.

9. Summer Temp Process 2018 – *Kristin Smith*

At this time, the Summer Student hiring process will be unchanged from the process used last year. The need for a Summer Temp 54C position will only be determined once your student candidate has been selected and we know if he/she is enrolled in a summer course or not. Your budget analyst will get in touch with you if a new Summer Temp position is needed once we review the summer student hiring paperwork.

Roundtable

Next week is spring break and only Market Deli and Starbucks will be open.

The Controller's Office asked that you do not send paperwork to them highlighted. Also, please help them by removing the highlighting from the Internal Billing forms and Expenditure Transfer forms that you may have saved by removing that highlighting. The highlighting causes a legibility issue in Fortus.

The Library 50th Celebration is April 18th.

Distributing Revenue between UWG Departments

There are two types of revenue processes that are used when distributing revenue between departments: Quasi and Revenue Sharing.

1. Quasi Revenue

Quasi Revenue is appropriate when one UWG department is providing a measurable service to another UWG department. No written agreement or MOU is needed.

Examples would include:

- Departments using fleet vehicles
- Dine West catering a department event
- Providing transportation for a department who is billing an outside vendor or 3rd party (e.g. summer camps)

In these examples, the revenue received by the Fleet department, Dine West, and Summer Camps is quasi revenue.

Processes involved:

- The department performing the service will provide the requesting department an invoice.

- The department receiving the service will prepare an Internal Billing Form with the invoice attached and send it to the Controller’s Office. The Internal billing form should record a revenue line using Quasi Revenue, 471100, as the account code and change the class code based on the information below:
 - a. Class code of 41900 if fund is 14000
 - b. Class code 19000 for all other funds
- When the transaction is processed and additional revenue is earned above the current amount budgeted, the providing department may submit a Budget Amendment recognizing the revenue and increasing their spending authority. Instructions for preparing a budget amendment may be found on the Office of Budget Services website at:

<https://www.westga.edu/administration/business-and-finance/budget/budget-forms.php>

2. Revenue Sharing

Revenue sharing is appropriate when two or more UWG departments are jointly providing a service to a third party and there is a pre-determined split. A written agreement or MOU between the departments is required prior to service being performed.

This type of arrangement may involve a shared risk. For instance, if the third party fails to pay or pays less than the original agreement, the providing departments only receive their percentage share of what is received.

One example is Summer Camp agreements that split revenue between Summer Camps, Housing, and Dine West. When the third party pays the Summer Camps department, the actual funds received is “shared” with Housing and Dine West based on their previously agreed upon percentages. If the vendor had an issue with the service provided, and Summer Camps is required to adjust their final bill, then Housing and Dine West share in the reduced proceeds as determined in the agreement.

Processes involved:

- The leading department sends an invoice to the third party and sends a copy to the Bursar Office.
- The Bursar Office will create the receivable and record the revenue for the department(s).
 - a. If detail codes exist and the Bursar Office is informed of the MOU, revenue can be split when the invoice is entered.
 - b. If no detail codes are available, the funds will be deposited into EXCR holding account and a journal will be processed moving it to the appropriate department(s) based upon the information provided
 - c. If the leading department receives all of the revenue and needs to transfer portions to the other departments they will need to prepare a Revenue Transfer form with the MOU attached and send it to Controller’s Office. *The Revenue Transfer form should debit revenue for the leading department and credit revenue for the other department(s).*
- When the transaction is processed and additional revenue is earned above the current amount budgeted, the providing department may submit a Budget Amendment recognizing the revenue and increasing their spending authority. Instructions for preparing a budget amendment may be found on the Office of Budget Services website at:

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