

Budget Manager's Meeting Notes

December 15, 2016 (blue type indicates comments added during meeting)

UCC 3rd Floor Conference Room

1. Introductions (standard item)

2. Information on Billings, Transfers, and Reimbursements – Robert Ellington

Things to Consider:

- Have we provided a product or service and now need to be paid?
 - UWG Department
 - Outside Party (including the Foundation)
- Were we charged in error and need to post a correction?
 - Wrong department
 - Wrong account number
- Are we being reimbursed for an expense?
 - Funding to be provided by _____
 - Paid on behalf of _____

Options for Processing:

- a. External Billings
 - Provided a product or performed a service for an outside party
 - Handled by Bursar's Office – Contact Katie Brittain, Bursar's Office
- b. Internal Billings
 - Charges between departments for performing a service
 - “Internal Billing Form” available on Controller's webpage
 - Processed by Accounting Office – Contact Lisa Kunkler, Accounting
- c. Expenditure Transfers
 - Moving charges to correct department or account number
 - “Expenditure Transfer Form” available on Controller's webpage
 - Processed by Accounting Office – Contact Lisa Kunkler, Accounting
- d. Reimbursements by Outside Parties (including the Foundation)
 - Generally recorded as revenue (4XXXXXX)
 - Possible exception if we were charged in error
 - Cash receipts typically handled by Bursar's Office but Accounting Office can assist with coding if necessary.

3. Updates to the Student Hiring Process – Megan Tait & Karen Hulsey

Please see the Student Hiring Processes which is located at the end of the agenda. The updated process is effective January 1, 2017.

4. Issue with Employee Meals in Expense Module – *Kristin Smith*

In the recent PeopleSoft Release 5.20 upgrade, a new expense type for “Employee Meals – Full Day” was made available within PS Expense Report creation. The intent was to enable our travelers a quicker and easier method to submit for a combined breakfast, lunch, and dinner when allowable on official business travel. However, it has been determined following the upgrade, usage of “Employee Meals – Full Day” expense type does not populate an amount in live production. In addition, selection of first or last day of travel while using the full day expense type will provide incorrect results.

Therefore, travelers are requested to not use the new “Employee Meals – Full Day” expense type until USG is able to resolve this known issue. Instead, travelers should continue to enter separate line items for employee breakfast, lunch, and dinner for each day of travel. The Travel Services office will notify our campus when this issue is resolved. Please contact our Travel Services office if you have any questions.

5. Year End 2017 Project Process – *Kristin Smith*

Year End 2017 is at our doorstep. At the end of the agenda you will find the 2017 Year-End project process and deadlines for project requests. For your convenience the links for the forms referenced in the attachment are listed below. Should you have any questions or need additional information, please do not hesitate to contact Planning and Construction Services.

FY17 Year-End Project Concept form <https://www.westga.edu/administration/business-and-finance/cpf/fy17-year-end.php>

PRF <https://www.westga.edu/administration/business-and-finance/cpf/assets/docs/project-request-form-2016.pdf>

6. Updates on Leadership changes in Enrollment Management – *Kristin Smith*

On behalf of Dr. John Head, the following changes in Enrollment Management leadership as now in effect:

- **International Student Admissions and Programs:** Michael Jiang is the new Director in International Student Admissions and Programs. Michael comes to UWG after having served four-years as the Director of International Student Services and Recruitment at Lamar University in Beaumont, TX. Michael has also worked for Pitney Bowes, started his own consulting company, and he has also worked in International Student Admissions/Advising at Renmin University in China. His office is currently in Row Hall, but they will soon be moving the ISAP Office to first floor Mandeville.
- **Center for Academic Success:** As Dr. Beth Spencer has taken a position at Georgia Tech, I have asked Stephanie Westine to serve as the Interim Director in the Center for Academic Success. Stephanie has served as the Associate Director in the CAS since February 2015. Stephanie served five years as an Academic Services Coordinator at Western Michigan University, and she also worked for five years as the Associate Director at Carnegie Mellon University.
- **New Student Programs (formerly First Year Experience):** We have just concluded an unsuccessful search for a new director for NSP. I have asked April Wood to serve as the Interim Director while we launch a new search. April has served as the Associate Director for Move on

When Ready for the past three years. Prior to serving in that role, April was an Admissions Representative in Undergraduate Admissions. We will be launching a new search after January 1st to find a permanent director for NSP.

7. UWG Foundation Year-End Gifts

Please see the attached Procedures.

8. Calendar Year 2018 Payroll Schedules – *Kristin Smith*

The Preliminary 2018 Payroll Schedules have been provided to you in a handout. Please note that once these schedules are finalized the calendars will be listed on the Human Resources website.

9. Lapsed Funding Calculations – *Kristin Smith*

It has come to the attention of the Budget Office that some of you are using the ‘Available Budget’ on the Position Tracking Sheets that Budget provided to you to determine your benefitted, lapsed salaries. The ‘Available Balance’ on the tracking sheets is used by the Budget analysts’ to compare the permanent budget against the initial ADP salary at the start of the year. We do this prior to sending out the tracking sheets to the Budget Managers to ensure that the salaries and budget match what we think they should be at that point after merit, equity, and retention. The Budget Office does not use the position tracking sheets to track actual expenses. The sheets that are sent out to you are accurate for the budget and position dynamics only.

To calculate lapsed salary, please see the ‘Calculating Remaining Budget in a Position’ form that can be found on the Budget Services website. <https://www.westga.edu/administration/business-and-finance/budget/budget-management-tools.php>. The form can be found under the Position Management section of the Budget Managers Tools (located under Budget Information). This calculation requires access to the Payroll Distribution report in ADP to complete the actual expense data. If you need any assistance in completing this form, please contact your budget analyst.

10. Holiday Break paperwork processes – *Kristin Smith*

The Budget Office will be sending out reminder emails to departments for paperwork (BAs, PARs, extra comps, ATE, etc...) this week. If a problem has not been resolved by this Friday (12/16) morning, the paperwork will be sent back to your office in the afternoon mail. Since many departments will be closed next week, we do not want to hold paperwork that require responses from departments. Once the correction is made the paperwork can be sent back to our office.

The Budget Office is working to process as many January PARs (GAs & PT Faculty) before we leave for the holiday break as we can. Those that do not get processed before the break will be addressed when we return in January.

The Budget Office will be open all next week.

11. ePAR Access and Training - Karen

SAEM, ITS, UA, and President's divisions will go live with ePAR on January 3. If you are an approver and did not attend training you will not have access to the system. Following are training dates in January: Jan 5 at 2:00 pm (Coliseum, rm 2102) and Jan 19 at 9:00 am (Row Hall training room).

If an ePAR routes to you, it will just sit in your queue until you approve or go to training and receive access.

The ePAR website is now accessible from HR's homepage. Separate job aids are provided based on type of action and employee type. Many thanks to Dale Drive, Tricia Durrough, and Karen Hulsey for the development work. <https://www.westga.edu/hr/electronic-par-information/electronic-par-info.php>

Roundtable

MEMORANDUM

To: Vice Presidents, Assistant/Associate Vice Presidents, Deans, and Directors
From: Sheree Srader
Interim Director, Planning and Construction Services
Subject: FY17 Year-End Project Concept Requests
Date: November 30, 2016

Dear Colleagues,

It is once again time to plan for the year-end process for construction projects. This year introduces a new concept submittal form for those projects you plan to request for consideration of year-end institutional funding. The project concepts submitted should meet one of the following criteria: support of the 2020 Growth Plan; advancement of RPG initiatives; space for critical academic or student support needs; and support of instructional, divisional, or departmental strategic objectives.

You, or your designee, should complete the form for each project concept to be submitted for **institutional year-end** fund consideration. The deadline for submittal is **Wednesday, January 11, 2017**. The FY17 Year-End Project Concept form is on the Campus Planning & Facilities site, <https://www.westga.edu/administration/business-and-finance/cpf/fy17-year-end.php>.

Projects submitted for year-end funds should be those you DO NOT intend to fund with departmental funds. These should be submitted via the usual Project Request Form, requiring all necessary department/divisional leadership signatures. PRF's for **departmental year-end** funded projects are due not later than **Tuesday, January 31, 2017**. The PRF is on the CP&F site, <https://www.westga.edu/administration/business-and-finance/cpf/assets/docs/project-request-form-2016.pdf>.

It is imperative that all year-end projects are submitted by the dates listed above for the institutional and departmental year-end funded projects. There is a great deal of time and effort involved in preparing a project for encumbrance of year-end funds. Appropriate time must be scheduled for preparation of bid documents, bid process, and contract encumbrance. Therefore, PRF's projects **over \$100K** in value cannot be accepted after **Tuesday, January 31, 2017**. If you are unsure of the cost, err on the side of caution and assume it is greater than \$100K. **All other** (<\$100K) project PRF's intended for departmental funding will be accepted until **Wednesday, February 22, 2017**. Any requests submitted after February 22nd will be held for review until after July 1, 2017.

Please be aware that most projects require design by a licensed design professional before it can be priced and encumbered under contract. For such projects, PCS will be contacting the requesting department in January and February 2017 for a fund source to pay for design services.

Important Deadlines:

Institutional Year-End Requests 01/11/2017
Departmental Year-End Requests 01/31/2017
Any project over \$100K 01/31/2017
Final Deadline for FY17 Requests (<\$100K) 02/22/2017

Please do not hesitate to contact my office with questions concerning the year-end process for construction projects.

University of West Georgia Foundation, Inc. 2016 Year-End Gift Processing Procedures

The University of West Georgia (UWG) and the **UWG Foundation will be closed from Saturday, December 24, 2016, through Monday, January 2, 2017**, reopening on Tuesday, January 3rd, at 8:00am. Please share the following deadlines with all business managers and anyone in your area who has any responsibility for receiving and delivering charitable donations.

DAILY GIFT DELIVERY

Please do not hold cash, check, credit card, or in-kind gifts for more than a day. **Gifts should be delivered to the UWG Foundation Office as soon as possible once received, including all documentation.** The UWG Foundation Office is located in the UWG Alumni House at 1903 Maple Street. Year-end is an extremely busy time for all of us, especially for the Gift Processing staff. We greatly appreciate your assistance getting donors' contributions to us in a timely manner so we can get them processed timely.

GIFTS BY CASH OR CHECK

Contributions received in the UWG Foundation Office by 3pm on Friday, December 23, 2016, will be processed as 2016 gifts. To process donations as 2016 gifts after this date, documentation indicating the gift was personally received or mailed via the U.S. Post Office with a 2016 post marked envelope must accompany the gift. The date of the gift is subject to IRS rules which do not allow a private delivery company's date stamp or metered mail stamp to substantiate receipt date. It is the donor's responsibility to substantiate the date of the contribution. The final day UWG Foundation will process 2016 donations is Friday, January 13, 2017.

GIFTS BY CREDIT CARD

The IRS requires **credit card donations** to be processed in the same year of the deduction. Therefore, all credit card donations must be processed on or before **end of day December 31, 2016**. **Donors wishing to make a 2016 gift by credit card should be directed to the UWG online GIVING link below.**

<https://securelb.imodules.com/s/1639/16/interior-1col-simple.aspx?sid=1639&gid=2&pgid=390&cid=1061>

SECURITIES GIFTS

Delivered Electronically: In order for a donor to receive **credit for a securities gift in 2016**, the securities must be received by the UWG Foundation before the markets close on Friday, December 30, 2016. For this to happen, the donor's broker should transmit the securities electronically (DTC) to our account by end of day **Wednesday, December 28, 2016**. Electronically (DTC) transferred stock gifts received in our account after December 31, 2016 will be considered 2017 gifts.

Please contact the foundation for an electronic copy of the following documents:

[Donor Letter of Directions](#)

[DTC Instructions](#)

Physically Delivered: Physically delivered stock gifts must be **postmarked December 31, 2016**, or be in the Foundation's office by **3pm on Wednesday, December 21, 2016**.

Please do not endorse stock certificates, rather mail a signed Stock Power Form in a separate envelope.

UWG Foundation Contact Information:

Bart Gillespie (678) 839-4109 or (678) 292-8882
Holly Sailors (678) 839-4161 or (678) 988-1891

UWG Foundation addresses:

1601 Maple Street, Carrollton, GA 30118

Student Hiring Processes

Effective January 1, 2017

In our efforts for continued improvements, the Offices of Budget Services, Career Services, and Human Resources have redesigned the student employment process. The goal is to clarify hiring requirements, improve accuracy of hiring data submitted, and create efficiencies in tracking and workflow.

Student Hiring Parameters:

- Students must be enrolled for at least 6 credit hours in the semester they are hired and work to be hired as a Student Assistant.
- The standard student employment period is the academic year (fall and spring semesters).
- A separate employment term is applied for the summer semester. Federal Work Study jobs are not available during the summer.
- Student Assistants and Federal Work Study employees may not work more than 20 hours per week in all jobs combined during academic semesters enrolled as a Student Assistant or Federal Work Study employee. This includes summer.
- Student job descriptions and postings are maintained in the People Admin system.
- Student hiring paperwork is processed through the electronic PAR system, Core Integrator.
- Students enrolled in graduate-level courses may be hired in Student Assistant positions.
- Career Services' responsibilities include posting the jobs, reviewing the salaries, and verifying enrollment in the current semester and the number of current jobs.
- Auto-term rows are added in the payroll system during the hiring set-up process to coincide with the first day of the next payroll cycle after graduation occurs (see specifics below).

All questions related to student employment should be addressed to Career Services or by visiting their website: <http://www.westga.edu/studentemployment>

Hiring for Fall and Spring Semesters:

Students will be hired in a Student Assistant (BCAT = 900; pay group 54T) or Federal Work Study position (BCAT = 901; pay group 54W).

After the student job has been posted through Career Services (<https://www.westga.edu/student-services/careerservices/student-employment/posting-positions.php>), candidates interviewed, and selection made:

1. Complete hiring proposal in People Admin through Career Services.
2. Once hiring proposal is approved, supervisor meets with student to establish work schedule and start date.
3. Submit ePAR. Paper PARs will be forwarded to Career Services after department or unit approvals are received.
4. Send student to Human Resources (Aycock Hall, 1st floor) to complete New Hire paperwork. Student must provide supervisor with a signed Work Authorization form proving they completed their paperwork.
5. Review the university's student hiring process for additional supervisor responsibilities at: <https://www.westga.edu/student-services/careerservices/student-employment/>
6. When the ePAR is processed in payroll, an auto-term row is added on the first day of the next payroll cycle after Spring semester graduation.
7. If an earlier termination date is desired, please note this in the ePAR Summary section.

8. Students may work the remaining days in December after graduation as a “Student Assistant” or “Federal Work Study” if they did **not** graduate in December. They may also work up to 40 hrs per week during this time.

Hiring for Summer Semester:

A. If the student is enrolled in one or more summer sessions, they may be hired in a *Student Assistant* position: BCAT = 900; Pay Group 54T. Federal work study employment is not offered during the summer semester.

After the student job has been posted, candidates interviewed, and selection made:

1. Complete hiring proposal in People Admin.
2. Once hiring proposal is approved, supervisor meets with student to establish work schedule and start date.
3. Submit ePAR. Paper PARs will be forwarded to Career Services after department or unit approvals are received.
4. Send student to Human Resources (Aycock Hall, 1st floor) to complete New Hire paperwork. Student must provide supervisor with a signed Work Authorization form proving they completed their paperwork.
5. Review the university’s student hiring process for additional supervisor responsibilities at: <https://www.westga.edu/student-services/careerservices/student-employment/>
6. When the ePAR is processed in payroll, an auto-term row is added on the first day of the next payroll cycle after Summer semester graduation.

B. If the student is NOT enrolled in one or more summer session AND will be enrolled in the fall semester, they may be hired in a *Student Summer Temporary* position.

- There is no limit on the number of hours worked per week.
- Deductions for Medicare and GA Defined will be assessed against their gross pay.
- BCAT = 900; Pay Group 54C

After the student job has been posted, candidates interviewed, and selection made:

1. Complete hiring proposal in People Admin.
2. Once hiring proposal is approved, supervisor meets with student to establish work schedule and start date.
3. Submit ePAR. Paper PARs will be forwarded to Career Services after department or unit approvals are received.
4. Send student to Human Resources (Aycock Hall, 1st floor) to complete New Hire paperwork. Student must provide supervisor with a signed Work Authorization form proving they completed their paperwork.
5. Review the university’s student hiring process for additional supervisor responsibilities at: <https://www.westga.edu/student-services/careerservices/student-employment/>
6. Career Services reviews the PAR to verify the student is enrolled in fall and not during the summer.
7. When the ePAR is processed in payroll, an auto-term row is added on the first day of the next payroll cycle after summer semester graduation.

Please note:

- Positions for Orientation Leaders and SRAP follow the same procedures.
- Hiring process for Graduate Assistants managed through Graduate School.