

Budget Manager's Meeting Notes

February 16, 2017 (blue type indicates comments added during meeting)

UCC 3rd Floor Conference Room

1. Introductions (standard item)

Jennifer Hamblin has accepted the position of Assistant Director of Financial Operations for Housing and Resident Life. Please congratulate her.

2. Report from Controllers Office –

3. Report from Human Resources –

4. FY18 Budget Development Calendar – *Kristin Smith*

Calendar attached at end of file.

5. Revenue Reviews – *Michelle Hawkins, Kristin Smith*

Last week Michelle sent out the FY17 Special Tuition Revenue Adjustment review and corresponding budget amendment to those departments affected. Please note that any budget adjustment made (either increase or reduction) was applied to the supply account (700000).

Our office has reviewed Mandatory Fees revenue collections but found no substantial issues for most areas. As a result, no budget amendment was created for these fees. If you have specific questions about your Mandatory Fee revenue collections, please contact Michelle Hawkins.

Over the past few weeks, analysts have been reviewing revenue collections compared to budgeted projections for their self-support departments to identify areas that may require budget reductions. Your analyst emailed their departments that required additional information about revenue collections. Please work with your analyst to resolve any outstanding revenue questions and requests by the end of February.

6. Engage West Survey and Town halls – *Kristin Smith*

This is just a reminder that our annual Engage West survey will launch February 27th and will go through March 13th. Please share this information with your departments. Dr. Marrero sent out emails with information on the survey in January and again last week.

Two town hall meetings will be held to address any questions that you may have regarding the Engage West survey this year. The meetings are as follows: **Monday, February 20, 2pm, Anthropology Building, Room 2; Wednesday, February 22, 8am, Bonner Lecture Hall (Pafford Building).**

7. Elective/Miscellaneous Student Fees – *Michelle Hawkins*

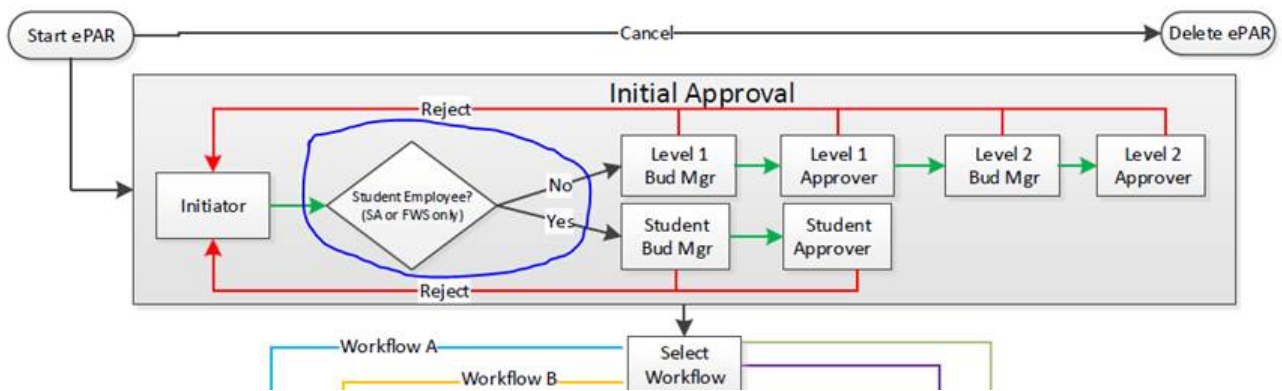
- Academic Affairs has developed a Course Fee Council to review all existing and proposed Course Fees. Michelle Hawkins of the Budget Office will serve on this committee as the budget liaison. Going forward, this council will review any new or change course fee requests prior to submitting that for further approval.

- Between now and June, the Budget Office will review all fees charged to students. That review will be sent to the Board to aid in identifying fees that should be changed or eliminated given their new guidelines. This review includes verification that the fee is being used for its intended purpose and verification that the department is spending the revenue generated from the fee (versus being swept at year-end). We will also look at how the fee directly impacts the students paying that fee.

The change in fee review and approval was shared in the January Budget Managers' meeting. Please refer to your notes from last month for more detail.

8. ePAR Timeline and Training – *Karen Hulsey*

- Student Assistant ePAR workflow: Last week Karen sent out an email to all ePAR users to alert them of the change to the ePAR workflow for Student Assistants. This change is effective today, February 16th. To prepare for this change, Core Integrator was unavailable yesterday evening. Student or federal work study ePARs that are initiated today will follow the revised workflow. Any ePARs that were in the workflow prior to the change will follow the prior workflow routing.



- Graduate Assistant ePARs: Karen will be meeting with the Graduate Office and Financial Aid next week to start developing the GA ePAR workflow. The current timeframe for GA ePARs to be available to the departments is January 2018.
- Academic Affairs Student Assistant ePAR rollout: Effective March 28th, Student Assistant and FWS ePARs will roll-out for AA. An information session was held yesterday at 1:30-2:00 w/AA budget managers at their normal monthly meeting. Trainings are set for March 6, 2-4; March 17, 9-11; March 16, 1-3. All trainings will be in Coliseum room 2102 and you must register through DevelopWest to attend those trainings. You must receive training before you will be given access to the system. We will be sending a spreadsheet to all Academic Affairs budget managers to complete. This spreadsheet will provide the names of the individuals who will be approving/initiating ePAR's and who will need access to the system. This list will be used to send out training dates and information to those individuals identified as well.
- Academic Affairs full rollout: The current effective date for the full Academic Affairs ePAR rollout is January 2018. At this time, all grants, GAs, SAFBA, faculty and staff will go through the ePAR system pending no major issues are found before then. We will be scheduling meetings

between now and Oct for gathering all the information we need. We hope to have testing in November and December.

9. ADP Reporting – *Karen Hulsey*

Last week an access issue was identified with ADP Reporting for the budget managers due to a change in ADP in December 2016. Karen submitted a ticket with ITS and they are working to try and resolve that issue now. This will require collaboration with our internal ITS and Shared Services. If you have issues running your Payroll Distribution reports until this is resolved, please send your analyst a list of department IDs that you need the report ran.

Roundtable

Academic Affairs Agenda

Summer Studies revenues – *Kristin Smith*

The Budget Office met with the Provost Office last week to discuss summer tuition collections. We are working together to create a calculation for Pay-as-You-Go revenue collections for this year. More information will be available when those calculations are completed.

Faculty Contract meetings – *Kristin Smith*

This week the Budget Office, HR, and the Provost Office met to discuss the faculty contract process and timeline for this year. Our offices are working to create a timeline that would ensure faculty contracts are available to the faculty by July 2017. Below are some takeaways from that meeting:

- Starting in FY18, faculty promotion PARs (created this spring) will be submitted with no salary listed. Comments on the PAR should indicate that promotion salary is on the MER spreadsheet.
- In FY18, new faculty hire PARs will be held until after faculty equity rates have been finalized. This should happen by the end of April or early May. Any new faculty hire PARs that Budget has already received will be sent back to the Provost Office next week so they can adjust their salary. HR is holding any new faculty hire PAR that they have and will adjust the salary once the new minimum salary is identified.

FY18 Budget Development Calendar		
Date	Day	Action
Dec & Jan	n/a	Budget Analyst review FY2017 worksheets, noting items of interest.
February 10-17	Fri - Fri	Create & Test Budget Development Worksheet Template and Files used to load data onto BDW (ADP and PeopleSoft). Michelle & Kristin
March 6	Monday	Run ADP and PeopleSoft queries for worksheets. Prepare pivot tables for analysts' use. Will wait until February closes.
March 6 - 24	Mon – Fri	Analyst load data and review findings on FY18 Budget Development Worksheet/Templates for all funds.
March 10	Friday	Michelle to complete Third Quarter BA – due to BOR.
March 13 - 24	Mon - Fri	Update self-support revenue projections for budget development
March 17	Friday	Last day to submit FY17 permanent budget amendments that will appear on the worksheets to Budget Services
March 22 - 29	Wed - Wed	Kristin & Liz review worksheets. Analysts to make any corrections by March 31.
March 27	Monday	Load PeopleSoft Financials into Budget Prep (after ADP load is complete)
March 27-29	Mon - Wed	Analysts to send list of filled 54C & 54L positions to their departments. During BDW review, if position has no permanent budget but is currently filled, department to submit FY18 BA or separation PARs with FY17 effective date.
March 27 -29	Mon - Wed	Update fringe, year, and hours parameters; Zero non personal lines and non-benefitted positions in Budget Prep for: funds 20000, SAFBA, 16000, 15000, 14000. Do not zero eCore, 1441150.
March 31	Friday	Send worksheets to Vice Presidents (or as they are completed by college/division/department as appropriate). Only fund 20000 worksheets can be sent back with changes.
Jan-Mar 30	n/a	Review Allocated Cost Methodology for Auxiliaries & Facilities
Mar 30 – Apr 5	Thurs–Wed	Analysts input 10000, 10500, 10600, 12xxx, FSWP worksheet data into Budget Prep module.
Apr 5- Apr 10	Wed - Mon	Analysts input 13000, 14000, 15000, 16000 worksheet data into Budget Prep module.
Apr 5 - 12	Wed- Tues	Liz and Michelle balance E & G and 12xxx funds in Budget Prep; validate PT faculty fringe; vacant position fringe; titles for faculty; fund codes by pay group; etc.
Apr 5 - 11	Wed - Tues	Analysts cross-check budget data in Budget Prep module against worksheets for funds 10000, 10500, 10600, &12xxx.
April 12	Wednesday	Fund 20000 worksheets due back to the Office of Budget Services.
Apr 12 - 14	Wed - Fri	Analyst review funds 20000 worksheets and preps worksheets for entry into budget module.
April 13 - 17	Thurs-Mon	Liz & Kristin reviews final funds 20000 worksheets.
Apr 12	Wednesday	Michelle to complete third quarter financials – due to board.

Approx Apr 14	Friday	BOR Board Meeting to approve FY2017 Allocations
April 14 - 18	Fri-Tues	Review & Input fund 20000 data into Budget Prep
April 17-21	Mon-Fri	Analysts cross-check budget data in Budget Prep module against worksheets for funds 13000, 14000, 15000, 16000, 20000. Re-balance worksheets due to actual fringe numbers.
Approx Apr 17*	Monday	Share new \$\$/reduction amounts with VPs/President
Apr 17-21	Mon-Fri	Input budget changes due to BOR Allocation amounts (E&G funds)
Apr 19-25	Wed-Tues	Run & Balance budget prep reports for BOR
April 24-26	Mon-Wed	Review final budget with VP/President
April 26-28	Wed-Fri	Complete BOR Online Templates
April 27	Thurs	Close Budget Development Module
Apr 27-28	Thurs-Fri	Prepare Budget Book for mailing
May 1	Mon	Mail Budget Book to BOR
May 5	Friday	FY2018 Budget Due to BOR
May 5-9	Fri - Tues	Update summary charts and budget schedules on website