

## **Budget Manager's Meeting Notes**

July, 20 2017 (blue type indicates comments added during meeting)

UCC 3<sup>rd</sup> Floor Conference Room

**1. Introductions (standard item)**

**2. Excel Training - *none for July***

**3. Report from Controller's Office –**

**4. Report from Human Resources/Payroll –**

**5. MER Update – Karen Hulsey**

- All files except for Food Services have been sent to HR/Payroll for processing
- Correction files will be created weekly and sent to HR/Payroll who will generate revision letters
- Any discrepancies should be emailed to HR where they will be logged and assigned depending on the question
- Budget amendments have not yet been processed to fund E&G merit and equity. Amendments will be created and posted in the upcoming weeks. Self-support and retention BAs will be processed in the same timeframe.
- Please review email from Juanita regarding MER process, finalized pay scale, and rounding process.

**6. FY18 Budget Development Update – Kristin Smith**

- As of the first week in July all FY18 Final Budget Development worksheets were sent out to Budget Managers. If you believe that you did not receive one of your worksheets, please let your analyst know. These worksheets contain all new FY18 funding (E&G) awarded to departments. Please review the Aggregate Query detail at the bottom of your worksheets to verify the fund code/chart string that your funding is in for FY18.
- All E&G (non-eTuition) PT Faculty positions were converted from fund 10500 to 10000 in FY18 to assist in balancing of the budgets. Please consult the bottom of your budget worksheets if you have any questions on PT Faculty chart strings.
- Position Tracking Sheets will be sent out to departments after MER has been finalized and all MER-related BAs have posted. The tracking sheets will be up-to-date in regards to PARs and BAs at the time we send those out.
- New E&G funded positions were funded using last year's fringe rates.

**7. New Pay Scale & Salary Rounding – Karen Hulsey**

This afternoon HR will send out communication regarding the FY18 Staff Pay Scale. In addition to the new pay scale, clarification will be provided regarding new minimum salary reviews and salary rounding. Please be on the lookout for that communication and further communication regarding the new salary minimum review.

## 8. OneUSG Update – Karen Hulsey

UWG scheduled to go live on new PeopleSoft HCM (Human Capital Management) system the 1st BW April 2018.

The OneUSG Team for the University of West Georgia consists of:

### OneUSG Project Team – University of West Georgia

Institution	Contact Name	Role	Contact Type	Module
University of West Georgia	Dale Driver	Project Manager	Primary	
University of West Georgia	Rodney Byrd	Secondary Contact for PM	secondary	
University of West Georgia	Dan Lewis	Change Management	Primary	Communication
University of West Georgia	Patricia Durrrough	Change Management	Primary	Training
University of West Georgia	Hugh Russell	Technical	Primary	
University of West Georgia	Pamela Chambers	Technical	Secondary	
University of West Georgia	Lisa Kunkler	Functional	Primary	Commitment Accounting
University of West Georgia	Robert Ellington	Functional	Secondary	Commitment Accounting
University of West Georgia	Elizabeth Baker	Functional	Primary	Budget
University of West Georgia	Rodney Byrd	Functional	Primary	HR/Payroll/Benefits
University of West Georgia	Teresa Potts	Functional – Payroll	Secondary	Payroll
University of West Georgia	Terri Bussey	Functional – Leave	Secondary	Leave Administration
University of West Georgia	Holly Mostrom	Functional – Benefits	Secondary	Benefits
University of West Georgia	Karen Hulsey	Functional	Secondary	Human Resources/Employment
University of West Georgia	Suzanne Garrett	Functional	Primary	Faculty Events
University of West Georgia	Alicia Hargraves	Functional	Secondary	Faculty Events
University of West Georgia	??	Functional	Primary	Talent Acquisition
University of West Georgia	TBD	Change Champions		

- Project Team will be attending on-going training and workshops
- "Reports To" will drive the workflow in MSS (Manager Self-Service - which is an electronic PAR within the system) and Company ORG Directory
- Positions report to positions; not employees report to employees as is currently in ADP. If you have employees in multi-incumbent positions that have different (hire/fire) supervisors, they will need to be moved to a separate position number prior to April 2018
- Workflow steps will be drastically reduced. Currently working with executive leadership to discuss changes. **We will have a maximum of five approval steps with OneUSG.**
- Reporting options will be much more robust than in ADP (PeopleSoft Queries)
- **ePAR will no longer be rolled out to Faculty given our imminent change to OneUSG.**
- **ePAR may go away after the OneUSG change, but that will not be determined until later.**

## 9. Payroll Updates – Karen Hulsey

- a) 1st BW & 2<sup>nd</sup> BW July Payroll journals have posted and should now pull in the ADP Reporting payroll distribution report (check date 7/7/17 & 7/21/17). Don't forget to update your filter dates for FY18 on your ADP reports
- b) The 2nd BW June 2017 payroll was used for the accrual process. The journal ID for that payroll is P000454425. The payroll accrual reversal posted 7/19/17. The journal ID for that is P00454425R. The accrual days used for the accrual process were 10 (June 17-June 30). The only account codes included in the accrual process are 522100-biweekly staff, and the associated 551xxx FICA and 552xxx-Retirement. No students, temporary staff, overtime, or additional straight time was included in the accrual process.

- c) The first encumbrance projection is tentatively scheduled for the week of September 4th (after 1st BW Sept payroll posts)

Roundtable:

- Karen Hulsey will transition from Budget Services to Human Resources effective September 1<sup>st</sup>.
- Budget is working to fill three Budget Analyst Senior positions (Karen's position included). We are interviewing now and will finalize our decision shortly.
- In the process of hiring two new hires in Facilities: Assistant Director of Administrative Services (Michelle Ertzberger) and Assistant Director of Planning & Construction Services.
- Library is assembling a search committee for their Dean of Library search.
- Police Chief interviews are underway.
- Housing looking for volunteers for annual Move-In day(s), August 4-8<sup>th</sup>.