

Budget Manager's Meeting Notes

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

UCC 3rd Floor Conference Room

1. Introductions (standard item)

- Yolanda Kelley has joined the Budget Office as our Executive Administrative Associate. She moved from Anthropology.
- Alex Udin will be joining the Budget Managers committee. She is responsible for the administrative processes, budget, and accounting in University Recreation (UREC) and the Campus Center.
- Jennifer Hamblin moved from the Budget Office to Housing and Resident Life as the new Assistant Director of Financial Operations.

2. Report from Controllers Office – none

3. Report from Human Resources – none

4. FY18 Budget Development Update – *Liz Baker*

- This is just a reminder that tomorrow, March 17th, is the last day to submit permanent FY17 Budget Amendments. After tomorrow, you will need to submit one-time FY17 BAs for the months remaining in this fiscal year as well as permanent FY18 BAs for the entire fiscal year if on-going changes are needed.
- The Budget Office is in the middle of creating all FY18 BDWs. These worksheets will be sent to the VPs office on March 31st for your records.
- Fund 20000 grant worksheets will be sent to ORSP ([Darlene McDaniel](#)) and FWS ([Jo Etta Miller](#)) on March 31st. Those are due back to our office no later than April 12th with any necessary paperwork submitted by that date as well.

5. FY17 Year End Calendar – *Liz Baker*

The preliminary Year-End Deadlines were sent to the Budget Managers for review this Monday. If you have not had a chance to review these, please do so as soon as possible. The deadline calendar is attached. [The year-end deadlines apply to all departments and activities of the university.](#)

[To clarify a point of discussion, after discussing how the last biweekly payroll in June will be recorded with the Controller's Office it may be that 100% of that payroll will be charged to the current fiscal year, FY2017. This is different than what was shared in the meeting. Stay tuned!](#)

6. Student Fee Committee – *Michelle Hawkins*

In our February meeting we discussed the new Academic Affairs 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. There will be 1-2 representatives per college to serve on

the committee. On March 13, 2017, Dr. Gantner sent a notice to the Deans requesting nominations of people within each college/unit to serve on the committee.

Additionally, we discussed the Budget Office conducting a more thorough review of how the fee revenue will be used: does it match its stated purpose on the fee form; are all the revenues spent; etc. Now we are receiving very specific questions from the Board of Regents about specific fees. When we ask you for more detail, please try to be as timely as possible in responding so we can answer their questions timely. We thank you for your assistance by providing this information.

7. ePAR Updates – Karen Hulse

Academic Affairs Go-Live for Student Assistants and Work Study Students only

- Tuesday, March 28 – Core Integrator will open for all Academic Affairs employees who have attended training
 - Training is required for access to the system
 - Training dates (Coliseum Room 2102):
 - Friday, March 17th – 9:00-11:00, email Tricia Durrough pdurroug@westga.edu for registration – Develop West registration has closed but seats are available
 - Monday, March 27th – 2:00-4:00, register on Develop West site
 - Tuesday, March 28th - 10:00-12:00, register on Develop West site
- Core Integrator user licenses – we currently have 50 licenses which allows 50 users to access or view a form simultaneously. If anyone notices the system lagging or receives a message regarding no available licenses, please email ePAR-list@westga.edu and let us know.

8. OneUSG Updates – Karen Hulse

Human Capital Management (HCM) software application that will unite all USG Institutions onto one HCM platform (replacing ADP HR/Payroll system with PeopleSoft system)

Check out the OneUSG website for more information - <http://www.usg.edu/oneusg/>

OneUSG project team is currently working on a webpage to share information with the campus as it is received regarding the OneUSG project. The link will be on HR's website.

- Project Team Assigned
 - Project Manager – Dale Driver
 - HR Functional Lead – Rodney Byrd
 - Financials/Budget Functional Lead – Robert Ellington and Karen Hulse
 - Technical Lead – Hugh Russell
 - Change Lead – Dan Lewis & Tricia Durrough
- Advisory Team Assigned
 - President's Division – Tina Bennett
 - University Advancement – Tiffany Christman
 - Student Affairs & Enrollment Mgmt – Jo Etta Miller
 - UCM (webpage & communications) – Ewa Zennerman
 - Academic Affairs – TBD [An email was sent during our meeting announcing Lucretia Gibbs and the advisory team representative.](#)

- June 26, 2017 – Benefits Administration system Go-Live (changing to AON)
 - Information will be disseminated as received from USG by either Dan Lewis or Tricia Durrough
 - Managers ([using the LDI attendees list](#)) will be notified first **in April** and then employees
- April 2018 (effective w/payroll period 3/25/18) Go-Live – HR/Payroll system changing from ADP to PeopleSoft. [A lot more to follow on this.](#)

9. FY18 Fringe Rates – *Karen Hulsey*

Fringe Rates: - FY17			Fringe Rates: - FY18		
FICA	6.20%		FICA	6.20%	
Medicare	1.45%		Medicare	1.45%	
Retirement	12.35%	Avg	Retirement	14.35%	Avg
Total Prior to Insurance	20.00%		Total Prior to Insurance	22.00%	
Insurance (Health & Life)	\$7,500	Avg	Insurance (Health & Life)	\$7,500	Avg
Health varies by plan			Health varies by plan		
Life = \$11.48/mo			Life = \$11.48/mo		

Roundtable

- Fred Ricketson is the new Director of Facilities replacing Bob Watkins.
- Sheree Srader has served as the Interim Director of Planning and Capital Projects since Fred’s job change.
- The Jackie Robertson exhibit will be ending in the Library next Tuesday.
- The coliseum will be experiencing an increase in traffic the next few weekends due to games, rental activities, Easter service, and graduation.
- Graduation has moved from Saturday to Thursday, May11, 2017. There will be a 10:00 am and 3:00 pm ceremony.
- Engage West staff addition next [Wednesday, March 22](#). Please register if you have not.
- **April 27 - Hold the date!!** The coliseum is hosting an event which will be announced soon.

Academic Affairs Agenda:

1. 2017 Summer Timeline updates – *Liz Baker*

Yesterday HR, Payroll, Budget, and VPAA met to discuss the timeline for Summer Faculty payments. The attached Draft Summer Payout Schedule was agreed upon but cannot be finalized until we receive final confirmation of the Shared Services deadlines (most likely in April).

2. New Faculty Hires Fall 2017 – *Liz Baker*

We also agreed upon a timeline for New Faculty Hire paperwork. That information is attached as well. Please let us [or Alicia Hargraves in Human Resources](#) know if you have any questions or concerns as we work to finalize these timelines.

The University of West Georgia Year-End Deadlines (Preliminary) v2

FY2017

<u>Day/Date</u>	<u>Description</u>
Wed - 03/08/17	Last day for RFP (Request for Proposal) bid requests.
Fri - 03/10/17	Project Request Form - Last day for requests submitted to Planning & Construction Project Services.
Fri - 03/31/17	Last day to submit ITS project requests.
Fri - 04/07/17	Quotes to ITS for Tech Fee (Fund 16000) purchases.
Fri - 04/21/17	Last day for ITS Tech Fee (Fund 16000) purchasing approvals in ePro.
Fri - 04/28/17	Last day for RFQ (Request for Quote) bid requests \$25,000 or greater.
Mon - 05/01/17	Last day for ePro special requests between \$5,000 and \$25,000, not on statewide contract.
Thu - 05/04/17	Last day for sole-source bid requests.
Thu - 05/04/17	Project approval for public works projects due to Planning & Construction Services by 4:30 p.m.
Mon - 05/22/17	Last day to submit Payroll Reallocation Forms to Budget Services in order to impact FY17 (due by 5:00 p.m.)
Fri - 05/26/17	Last day for Budget Services to send Payroll Reallocation Forms to Payroll Department in order to impact FY17 (must have been previously submitted to Budget Services by 5/22/2017)
Wed - 05/31/17	No cash advances issued for travel with return date after May 31 st .
Wed - 05/31/17	Last day for first quarter FY18 travel (airfare, registration and lodging) to be paid from FY17 funds.
Thu - 06/01/17	Last day for all ePro special requests.
Fri - 06/02/17	Last day for P-Card charges without special handling (last business day in statement cycle)
Tue - 06/06/17	Last day for ePro GeorgiaFirst Marketplace catalog orders (5 p.m.).
Fri - 06/09/17	Last day for fuel pumped at Central Stores to be paid from FY17. All fuel pumped after this date will be charged to FY18.
Fri - 06/09/17	Last day – Electronic submission of PeopleSoft expense report – Final approval and valid budget check status – FY17 funds. (5 p.m.)
Fri - 06/09/17	Last day for submission of non-encumbered check requests - Final approval and valid budget check status - FY17 funds. (5 p.m.)
Fri - 06/09/17	Last day for petty cash reimbursements (11 a.m.).
Fri - 06/09/17	P-Card summaries for June 4 statements due to Purchasing (5 p.m.).
Mon - 06/12/17	For special travel from June 1 through September 30 th , travel authorization must be received in Travel Services by 12 p.m. (noon) – Attn: Anita Saunders.
Tue - 06/13/17	Central Stores closes at 5 p.m. and remains closed until July 3 for audit and inventory.
Tue - 06/13/17	Printed, signed expense reports with all supporting documentation must be received in Travel Services by 12:00 p.m. (noon). Must have been fully approved and valid budget checked by June 9th deadline for guaranteed FY17 funds.
Tue - 06/13/17	Petty Cash Check Requests due to A/P by 5:00 p.m.
Wed - 06/14/17	Campus Charges and Internal Billings due to the Office of Accounting (12 p.m. - noon).
Wed - 06/14/17	ETFs (Expenditure Transfer Forms) due to the Office of Accounting (12 p.m. - noon).

Wed - 06/14/17	Last day for general budget amendments (5 p.m.).
Fri - 06/16/17	Final deadline for transactions to pass Budget Check by 5:00 p.m. All remaining transactions are subject to deletion.
Mon - 06/26/17	Financial Aid Locked & Final Student Refunds Posted (12 p.m. - Internal)
Tue - 06/27/17	Final Warehouse Inventory due to Accounting by 5:00 p.m.
Wed - 06/28/17	Final Payroll Adjustments to Accounting by 9:00 a.m. or will be posted as FY18 activity
Wed - 06/28/17	Last Day in FY17 for A/P processing without Director of Accounting approval
Mon - 07/03/17	Final Physical Inventories for Auxiliary Enterprises to Accounting by 5:00 p.m. (fully costed and ready for final adjusting entries)

2017 Master Timeline for New Faculty Benefits and Pay

For new faculty to receive their **first paycheck in the August payroll and benefits effective August 1st**, the deadline for new faculty PARs to the Provost/VPAA Office is **July 10, 2017**.

1. For benefits enrollment, departments must first notify Holly Mostrom, HR Benefits Coordinator, of new faculty hires via an [Acknowledgement Letter to Human Resources](#). Contact information is listed below.
2. Faculty will be able to elect benefits when the following items/tasks have been completed:
 - a. Department responsibilities:
 - i. Acknowledgement letter sent to Holly Mostrom
 - ii. PAR processed to Human Resources by the deadline stated above
 - b. Employee responsibility:
 - i. Orientation and completion of personal paperwork with Human Resources
3. Faculty with an August 1st contract start date will be benefits' eligible starting August 1st. If the contract start date falls after the first day of the month, benefits will be effective on the first date of the month *following* the hire date. Faculty have 30 days from their start date to elect benefits in ADP for their benefits to be effective the first day of the month. Visit the Human Resources website -> Benefits Eligibility & Enrollment -> [Benefits Effective Date](#) for more information.

For questions or concerns, please contact:

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Summer Session Payroll Schedule Summer 2017

This schedule pays Faculty, Part-time Faculty, Graduate Assistants and Graduate Research Assistants **ONLY**

Session	Dates	VPAA Deadline	Paycheck Issue Date
Session I (Maymester)	May 12 – May 30, 2017	May 10, 2017	May 31, 2017
Session II	May 31 – July 22, 2017	June 1, 2017	June 30, 2017 July 31, 2017
Session III	May 31 – June 26, 2017	June 1, 2017	June 30, 2017
Session IV	June 27 2017 – July 22, 2017	July 6, 2017	July 31, 2017
<i>Year-End Adjustment Payroll</i>	TBA		

- Session II is split into two equal payments:
 - June 30, 2017
 - July 31, 2017
- Deadline to VPAA for new faculty to receive their paycheck in the August payroll, and benefits effective August 1st, is **July 10, 2017.**
- The full-time faculty May pay date is **May 15, 2017.**