

Budget Manager's Meeting Notes

May 17, 2017 (blue type indicates comments added during meeting)

UCC 3rd Floor Conference Room

1. Introductions (standard item)

2. Excel Training - none for May

3. Report from Controller's Office – Anita Saunders

- a. Year End Update – please see attachment for Year-End Calendar. There are changes in the P-card deadlines. Please refer to emails sent by Accounting.
- b. Travel Deadlines – to be discussed by Anita Saunders

4. Report from Human Resources/Payroll – Debbie Clefisch

- a. Payroll Reallocation form instructions – reminder of processes. Payroll reallocation instructions are attached to this agenda.
- b. Payroll distribution reports are required as documentation for the reallocation request. If you need a report refresher training for yourself or others in your area, please contact Karen Hulsey for training.

5. OneUSG – Kristin Smith

We are scheduled to move the new PeopleSoft payroll module with the start of the March 28, 2018 payroll period. UWG's implementation team is attending the first implementation meeting yesterday and today. More will be shared as we learn more.

6. FY2018 MER – Kristin Smith

Templates are due back to the Budget Office on Wednesday, May 24, 2017. If there are errors or budget amendments missing will send back (depending on problem) or put aside until all the correct templates are processed. Retention BAs are due by the time we receive these templates to avoid delay in processing. Timeline located at:

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

7. Revenue Budget Amendments – Kristin Smith

We have been receiving budget amendments to set up/increase revenue or to use fund balances with no backup documentation. Beginning next week we start returning them for the documentation.

Preferred documents:

- a. To set up or increase revenue use a Revenue Summary Report from PeopleSoft.
- b. To spend prior year fund balance, attach the fund balance report from accounting.

Other PeopleSoft financial reports may be used, however, amendments with no documentation will no longer be accepted. Please go to our DevelopWest website to sign up for report training.

8. Summer revenue updates – Michelle Hawkins

9. FY18 Budget Development updates – *Kristin Smith*

- a. Final FY18 BDWs – Auxiliaries and fund 13000 final worksheets have been distributed. We will send the remainder of the worksheets to departments by mid-June.
- b. PT Faculty to fund 10000 – to balance our funds in Budget Development we needed to change the fund code on E&G PT faculty positions. Please check your Budget Development Worksheets for the position listing with fund code at the end of your worksheets before submitting hiring paperwork.
- c. Position Tracking Sheet – We will send position tracking sheets to departments after the MER adjustments are finalized so they may be included.

Roundtable

Academic Affairs

10. Summer School – *Kristin Smith*

Updates on where we are currently & common errors found. Calendar is located on HR's website at: <https://www.westga.edu/hr/payroll-schedules.php>

11. Limited Term Faculty hiring process changes – *Kristin Smith*

In the January Budget Managers' Meeting we outlined the process changes for the hiring paperwork for Limited Term Faculty. As a reminder, all Limited Term Faculty that are returning in FY18 will require a new PAR moving their funding into the Vacancy Pool (this will require a BA as well). All new Limited Term Faculty will need to be funded from the Vacancy Pool as well. The titles for Limited Term faculty will now be 'LTI' followed by the permanent FT faculty title (Ex: LTI – Assoc Prof T).

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Year-End Deadlines

FY2017

Day/Date	Description
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.
Fri - 05/12/17	Last Day - Request for New or Replacement Fleet Vehicle Approvals
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)
Fri - 05/26/17	Last day for P-Card charges without special handling (last business day in statement cycle)
Wed - 05/31/17	No cash advances issued for travel with return date after May 31 st .
Thu - 06/01/17	Last day for all ePro special requests.
Fri - 06/02/17	P-Card summaries for May 27 statements due to Purchasing (5 p.m.).
Tue - 06/06/17	Last day for ePro GeorgiaFirst Marketplace catalog orders (5 p.m.).
Wed - 06/07/17	P-Card Journal due to Accounting
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 first quarter FY18 travel (airfare, registration and lodging) to be paid from FY17 funds. 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	Last day to submit fully approved DineWest Catering invoices to the Office of Accounting (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.
Thu - 06/22/17	Accounting to provide Payroll Accrual information to Budget Services by noon
Fri - 06/23/17	Budget Services to provide recommended adjustments to Payroll Accrual to Accounting by noon
Mon - 06/26/17	Financial Aid Locked & Final Student Refunds Posted (12 p.m. - Internal)
Mon - 06/26/17	Bookstore begins limited access operations to coordinate physical inventory counts (Mon - Thurs)
Mon - 06/26/17	Download P-Card MTD activity to summary to Accounting by noon
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
Fri - 06/30/17	Bookstore reopens for full operations on Friday
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)
Wed - 07/05/17	June P-Card statement due to Accounting by noon to assess need for further accruals
Fri - 07/07/17	Download P-Card MTD activity and provide summary to Accounting by noon

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Payroll Reallocation Form

Purpose of Form

- To transfer payroll expenses for personal services (5xxxxx accounts) that were posted to the incorrect chart string
- Due to ADP and PeopleSoft systems not “talking”, adjustments submitted on expenditure transfer forms and entered in PeopleSoft by the Controller’s office are not updated in ADP causing reconciliation issues between ADP and PeopleSoft
- Adjustments for personal services will now be verified through Budget Services and entered by Payroll in ADP. All adjustments will be visible on the payroll distribution reports attached to the next payroll cycle. This will aid greatly in reconciling payroll charges for everyone.

Instructions

A new form is created very similar to the current Expenditure Transfer Form. A few more fields specific to payroll runs and paycheck dates are added.

Please include with the form an ADP payroll distribution report with the incorrect charges highlighted. The reallocation cannot be processed without the proper justification document.

- If you do not have access to run this report, please contact the budget manager within your college or division.
- To request access to run payroll distribution reports, your supervisor must email Rodney Byrd, Director of Human Resources Operations and provide the department ID’s for departments you will need to access.

Line Descriptions:

1. Reason for Reallocation – Brief comment identifying the need for the reallocation
2. Employee’s Name – Full name identified on payroll distribution report
3. ADP ID – seven digit ADP employee ID number.
 - To capture the leading zero in the employee ID number type an ‘ (apostrophe) before the leading zero
4. Account – six digit expense account code found on the Payroll Distribution Report.
 - Ex. 522100, 523100, 522805, etc.
5. Fund – Dept ID – Program – Class – Project ID
 - Chart string information can be found on the [Budget Services website](#)
6. Check Date – Provide check date for the incorrect charge only (credit amount)
 - If more than one payroll’s expenses are being transferred, separate lines are needed for each check date
 - Data should be highlighted on the Payroll Distribution Report
7. The ‘Debit Amount’ line on the form should contain the correct chart string that should have been charged.
 - Please list debit lines first.

8. The 'Credit Amount' line on the form should contain the incorrect chart string that was charged.
 - Please list credit lines second.
 - This should be the chart string identified on the payroll distribution report.
9. Payroll Distribution Code – Budget Services will add the payroll distribution code and Payroll will use this code when entering the correction in ADP.
 - The payroll distribution code is a combination of the department ID, fund, program, class, and project indicated on the form
10. Total - The 'Debit Amount' and 'Credit Amount' columns must equal

Signatures:

1. Preparer & Extension – The name of the employee initiating the form and his or her campus phone extension
2. Department Approver – The signature of the Departmental Approver for the department that will be charged (Debit Amount lines).
3. The departmental approver for the incorrect charge does not need to sign the form
4. Please work with incorrectly charged departments and share copies of submitted forms
5. Office of Sponsored Projects – Any corrections related to a project grant must be signed by the Office of Sponsored Projects

Final Processing:

1. Once the Departmental Approver and Office of Sponsored Projects (if applicable) have signed the form, please forward to Budget Services with the payroll distribution report and any other pertinent documentation attached
2. Budget Services will submit to Payroll to be entered on the next applicable payroll cycle
3. The Budget Services and Payroll offices do not require signatures outside of those outlined in the steps above. Please check with the budget manager of your division for internal signature requirements.