

## Budget Manager's Meeting Notes

November 17, 2016 (blue type indicates comments added during meeting)

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

### 1. Introductions (standard item)

### 2. Training

If you are in Phase 2 ePAR implementation and you have yet to attend training, there are 2 more sessions. Please sign up through Develop West.

### 3. Report from Controller's Office – *Shelly Parker*

- a. Information will be provided regarding the new proposed P-Card Policy.

The state is still reviewing an update to our P-Card policy. This review is ongoing and the information provided in the meeting has yet to be finalized.

Proposed Changes include:

- A \$1000 max for single, point-of-sale P-Card transactions.
  - P-Cards to only be used for unplanned, non-reoccurring purchases.
  - Max of 100 P-Cards on our campus. We would probably have a lot less than that. The current number of P-Cards is 187.
  - P-Card holders must now have credit checks every two years.
  - Will need written justification from supervisor for any employee who keeps a P-Card. This will be submitted to Mr. Sutherland (CBO). The decision of who keeps P-Cards will be reviewed by Mr. Sutherland and the President (review the justifications).
  - The \$1000 mas currently has no exceptions. Purchasing is trying to get a waiver for Study Abroad and team travel.
  - Our universities P-Card plan is due to the BOR by 2/15/17. We should receive more communication in the following weeks about changes to the purposed plan.
  - As a method to help with Amazon purchases, Purchasing is working with Amazon Business Groups who accept PO requests. This is not yet ready for departments to use.
- b. Please be advised that USG ITS will be implementing a PS v9.2 release 5.20 upgrade, therefore the PeopleSoft system will not be available after **5:00 pm Thursday, November 17 until 7:00 am, the morning of Monday, November 21, 2016**. Please plan accordingly for the 8 hour PeopleSoft interruption on business day of Friday, November 18, 2016.
- c. The upgrade to PeopleSoft on November 18 will make your **Worklist** and **Sign out** links not available on the home page until a menu option is selected.
- After logging into the PeopleSoft system, one will need to select any menu item in order to access the work list or sign out link.
  - As an optional workaround, you can set your preferences to display your Worklist on your homepage each upon login. This functionality is available now and can be established prior to the upgrade if you wish. If you have any questions regarding this functionality, please contact the Center for Business Excellence at ext. 96392 or x95528.

Follow the instructions below to set this preference:

- While on the PeopleSoft homepage, click the Personalize **Content** link at the top right of the screen.
- Put a check mark in the box next to Worklist.
- Click the Save button.
- Return to the homepage and refresh your screen. Your worklist should be displayed.
- Also, only the following browsers should be used for PeopleSoft Financials.
  - Apple Safari for OS X: 8.x and 9.x
  - Apple Safari for IOS: 8.0.2
  - Google Chrome for Windows: 43.x (Rapid release (RR) version)
  - Google Chrome for Android: 5.x, 6.x
  - Microsoft Internet Explorer: 11.x
  - Mozilla Firefox: 38.x (Extend support release (ESR) version) and 42.x
  - Microsoft Edge: 25.10586
- This release also includes a PeopleTools upgrade.

#### **4. December Payroll Deadlines – *Kristin Smith***

Payroll has provided two additional payroll deadlines for the month of December in addition to the deadlines already provided on their website. Please note that given the shortened month there will be no room for exceptions for paperwork received after the outlined deadlines. These deadlines will be provided to the campus later this week by Human Resources.

- a. Bi-weekly payroll paperwork effective December 17-30<sup>th</sup> are due December 7<sup>th</sup> to Budget Services. This is the same deadline as the existing deadline for bi-weekly paperwork effective December 3-16<sup>th</sup>.
- b. December Faculty payroll paperwork is due to Budget Services by December 6<sup>th</sup> at noon.

#### **5. Deadlines for Student Assistant PARs – *Megan Tait***

Career Services clarified in an All Staff email that all student PARs for the December 7<sup>th</sup> deadlines are due to them for review/approval by December 2<sup>nd</sup>. This will guarantee that those student PARs will be processed on time by Career Services and routed accordingly.

[As a reminder, all student PARs go through Career Services.](#)

#### **6. Changes to Graduate Assistant PARs – *Kristin Smith***

- a. All GA PARs that are effective January 2017 and later will now be reviewed by the Graduate School in addition to their normal processing. Your GA PARs should be routed to Dr. Overfield after your college has reviewed and approved the paperwork. Dr. Overfield's office will then route the PAR to Financial Aid for their review.
- b. Below is an example of the new workflow for GA PARs. Please note that your college may not find all of these steps necessary. As a minimum, the PAR should be signed off on by the Office Approver, the College Dean, Dr. Overfield for the Graduate School, and Financial Aid prior to the PAR being received by the Budget Office.

**GA PAR routing for signatures**

Official Approver

Graduate Associate (if college has one)

College Budget Manager (this may not be true for all colleges)  
Dean (student's area of study)  
ORSP (if grant funds are involved)  
Graduate School (Dr. Overfield or Toby Ziglar (back-up only))  
Financial Aid  
Budget Services  
Payroll

- c. Starting in fall 2017 another change will be coming to GA hires. All GA positions will be required to have a job description that is reviewed, approved, and posted by the Graduate School. More information will be provided about this change as soon as it is available.
- d. GRAs (Graduate Research Assistants), GAs (Graduate Assistants) or GTAs (Graduate Teaching Assistants) all qualify for tuition waivers. These students will be hired into the 54G pay group. Any Graduate Assistant that does not perform "graduate assistantship qualified" duties should be hired as a regular Student Assistant (54T pay group) and would not qualify for tuition waivers.

## 6. ePAR Department Implementations Reminder – *Karen Hulsey*

January 3 will mark the start of the next group of departments using the automated ePAR form. The divisions transitioning are President, SAEM, University Advancement, and ITS as well as Athletics, Townsend Center, and the Coliseum (students only). **SAFBA will not be rolled out in January. They will be scheduled with Academic Affairs.** Please note that grant-funded and graduate student PARs will not be converted until fall 2017.

The ePAR system will be down beginning November 23 and will not be available until January 3 while the program upgrades are transitioned into the production system. A more complete deadline may be found in the "Calendar" section of Budget Services website at: [http://www.westga.edu/budget/index\\_16486.php](http://www.westga.edu/budget/index_16486.php)

Training sessions for the Phase 2 are listed below. Registration opens next week on CBE training website. The CBE website should post these trainings by the end of the week.

- ~~Monday, November 14, 2:00-4:00pm, Coliseum Computer Lab 2102~~
- ~~Tuesday, November 15, 9:00-11:00am, Coliseum Computer Lab 2102~~
- Friday, November 18, 9:00-11:00am, Coliseum Computer Lab 2102
- Tuesday, November 29, 2:00-4:00pm, Coliseum Computer Lab 2102
- Wednesday, November 30, 2:00-4:00pm, Coliseum Computer Lab 2102

## 7. MER Update – *Kristin Smith*

The Budget Office has completed the review of the July 1 salary changes for merit, equity, and retention for UA and ITS with SAEM to be completed by tomorrow. Meetings are being scheduled with the VPs and divisional budget managers to review. When the information is provided, please use the file to update your position management tracking sheets.

## Roundtable

Mike Speir reminded us of the encumbrance error with the 521000 and 522000 accounts. If you have had positions converted to benefitted bi-weekly from administrative due to the FSLA changes, the encumbrance is currently showing on both the 521000 and 522000 accounts. That will be corrected the next encumbrance cycle.

Reminded the Budget Managers that Budget is working on a BA to clean up the budgets as a result of the FSLA changes changing employees from administrative to benefitted bi-weekly. This BA will only be for those positions filled at the time and on a list provided by HR. Vacant positions should be moved by the department before those are filled.