1. Introductions (standard item)

2. Report from Human Resources – Paula Kepes and Alicia Hargraves

A. Supplemental Pay
   Beginning July 1, USG is standardizing the way we process supplemental pays.

Definitions:
Extra Compensation – compensation received by a USG employee who is working at another state agency.
Additional Pay – The page/screen in the payroll system where supplemental pay data is detailed for automated payment during payroll processing.
Supplemental Pay – Compensation that an employee receives for work performed within the home institution that is significantly different from his/her normal job duties and generally outside of the employee’s home department.

Types of Payments that will be impacted:
- Temporary Assignments
- Overload – Faculty
- Consortium Payments – eCampus, WebMBA, GA Film, etc.
- Faculty Administrative Assignments
- Allowances (Car, Housing, Subsistence, etc.)
- May have others to come

You may watch the YouTube.com video from 3/11/19: https://www.youtube.com/watch?v=I85cr1AVnVw&feature=youtube

See pay matrix at: https://www.usg.edu/assets/shared_services_center/documents/Non-Standard_and_Supplemental_Pay_Matrix_2018.03.13.pdf

Compensation in the FY2020 Budget was set using the current structure. During the first two weeks of July, the Budget Office will “break out” the different components of pay using the new coding structures.

We’ll need to look at each person with supplemental pay and ensure the coding is correct under the new process. For faculty, we’ll use the faculty contract information to structure the payments. For non-faculty that will occur as the payment requests are made.

B. Supplemental Pay Forms
   Standardized OneUSG Connect supplemental pay forms are in development and will hopefully be available by mid June 2019.
   - There will be separate forms for the various types of supplemental pay, including (but not limited to): Awards, One-Time pay, Overload, Relocation, Limited or On-Going pay.
• Supplemental Pay that is on-going will not be processed on a separate check. One-time supplemental pays will continue to be processed on a separate check (like the current process).

C. Reports To Change Form Updates
• HR discovered that every time an employee moves out of a reports to position, and someone else is moved into that position, the name of the new supervisor is not automatically updated on all of the direct reports' records.
• The reports to position number remains correct but the employee's name associated with that reports to position is not updated automatically.
• This requires an additional data entry step on each of the direct reports' records to pull in the updated name associated with the reports to position.
• This update must be effective as of the date the new reports to supervisor was moved into the position.
• To avoid submitting reports to change forms for every employee, we are requesting that one reports to change form be submitted for the supervisor and a list of all those who report to this supervisor can be attached to the form (include employee's name, employee ID, and position number).
• This will provide the information needed to update the new supervisor and all the employee's who report to that supervisor.
• When a reports to change is processed in OneUSG, the change will override any time approvers that were attached to that employee's record. If the time approver should be different than the reports to supervisor, a separate form must be submitted for that employee.

Example:
• Sally is the supervisor for position 1001234.
• Sally resigns 5/1/19.
• Sally's replacement is hired 7/1/19. Her name is Betty.
• Sally has three direct reports; Bob, Bill, and John. John is supervised by Sally but his time is approved by Will.
• A reports to supervisor change form should be submitted for Betty with the effective date of 7/1/19.
• A spreadsheet showing Bob and Bill's name, employee ID, and position number should be attached to the reports to supervisor change form for Betty so each employee's record can be updated in OneUSG effective 7/1/19.
• Since John has a different time approver, a separate reports to supervisor change form should be submitted to update the supervisor and the time approver on John's record.

3. Report from Payroll – Lisa Kunkler

A. Unemployment Expenses:
• Please note that departments will see unemployment expenses for employees who reside in other states (not Georgia) hitting their chart strings. The employee’s state of residence is provided by the employee to HR. If we are assessed unemployment insurance charges from other states, the department chart string where the paycheck is charged. These expenses will hit the 555000 account code in PeopleSoft.
• It can take several weeks to get new states established in the HCM system. If you are hiring a new employee who resides out of state, please let Lisa Kunkler and the Payroll team know as soon as possible.
• The Budget Office will start sending these deficits in the monthly deficit review sent to the college & divisional-level budget managers.
• Payroll makes quarterly payments to unemployment expenses so you will not see these hit your budget on a monthly basis. You can work with your Budget Analyst to project these expenses if you are aware they are coming.
• To clarify, this impacts employee who work for UWG in a different state. If they work for UWG in Georgia but live in a different state, the issue above will not impact them.

B. Modified Compensatory Time Payout Schedule for 2019:
Lisa Kunkler emailed all employees with comp time on April 22nd to explain the Modified Compensatory Time Payout Schedule for 2019. The email provided the employees comp time balance as of 4/20/19. The email also contained the following information from the Board regarding the Comp Time payouts:
• According to Board Policy (5.3.2.2) Comp time accruals prior to June may not be carried forward to the subsequent fiscal year, as such comp time accrued prior to June must be paid out in June. An exception has been approved this year due to the system blackout time periods with the OneUSG Connect implementation of Augusta University. Payout amounts will be based on balances on record as of May 18, 2019 and will be paid out on the first June Payroll (pay date of June 7, 2019).
• Please communicate this information to your employees. If you wish the employee to not be paid the payout, then the employee will have to take time off prior to May 18, 2019.
• Accruals from May 18th to June 30th will go into the employee’s Compensatory Time for FY20.

C. July 1st Time Sheet Approval Changes:
If you as a supervisor fails to approve an employee’s time, you will receive the email below from Payroll that includes instructions for approving those times. Please note that effective 7/1/19, it will be mandatory that supervisors approve their employees’ time.

After some new training on the OneUSG system, Payroll realized that we are missing a step in the process. This step concerns approvers approving time sheets. If a supervisor does not approve their employee’s time sheet, Payroll is forced to batch approve the time sheets so that an employee does not miss hours on their paycheck. If the employee or supervisor fails to populate the time sheet, Payroll does not populate and approve time sheets. The Payroll department also will not approve absences.

The step that Payroll missed is that we weren’t following up with the approvers for the time sheets that had time that was not approved by the supervisor. If you are identified that you as a supervisor have not approved time you will need to follow the instructions provided.

If you are identified that you as a supervisor have not approved time you will need to follow the instructions provided. Your employees have been paid for the time that will appear during this process. When you pull up your employee you will see time from the beginning of OneUSG 03/25/2018 that was batch approved. You also may see Holidays and inclement weather that payroll batch approved. You need to approve these days so they will not appear in this report in
the future. Please review the time carefully. If the time is not correct you will have to go to the employee’s actual time sheet to correct. **Remember** if you make changes on an employee’s time sheet, they have **already been paid the reported time and this will affect their next paycheck.**

It is a critical part of the OneUSG implementation that supervisors approve their employees time sheet. Starting July 1 this procedure will be mandatory. This procedure is a part of that implementation to make supervisor’s responsible for the reporting of their employee’s time. Payroll will be reviewing reports to determine if this process is completed. It is best practice to approve employee’s time sheets **prior to payment.** Now that Payroll is aware of this available reporting to make supervisor’s responsible, we will be sending out these reminders after payrolls are run. If you appear on this report consistently Payroll is obligated to start copying your supervisor.

**Payroll is always available to assist with questions or problems. Please do not hesitate to reach out to Payroll@westga.edu** for assistance.

**Important Note:**

If you go to the employee’s time sheet through the team tile these hours will show approved. **You must use the NavBar in the top right corner of the screen.**

**D. Off-Cycle Pay & On Demand Pay Changes:**

Shared Services changed the Off-Cycle and on demand rules at the beginning of January 2019 for producing paychecks for individuals that were underpaid on their regular pay check. These rules are available under the Business Procedures Manual - Section 5.3.8: Off-Cycle Payroll Processing. They have now changed the timelines. If there is an error on a paycheck, Payroll will need the completed form by 9:30 AM Monday so appropriate signatures can be obtained in order for the form to be sent to Shared Services by 11 AM. If this is not completed timely, there is the risk that the payment will have to wait until the following biweekly pay period. On Demand or Emergency checks will be funded the day following the form being sent to Shared Services with the proper signatures that includes Mr. Sutherland.

- Employees can check their paystubs as early as the Wednesday before a payroll. If they discover the issue early, please let Payroll know.

**4. Report from Purchasing - Sandra Robinson**

**A. Year End Deadline Reminder:**

The dates below have been sent to the ePro Listserv.

- 05/24/19 - Last day for P-Card charges (use after this date should have VP’s or Provost written approval)
- 05/31/19 – P-Card Summaries for May 27 statements due to Purchasing by 5 pm.
- 06/04/19 – **Last day for EPro Special Requests and GA First Market place requests** must be approved and budget checked by 5 pm.
- 06/04/19 – Last day for electronic submission of pre-encumbered travel (approved and budget checked by 5 pm).
- 06/07/19 – Last day for fuel pumped at Central Stores to be charged in FY 19.
- 06/11/19 – Central Stores, Receiving and Delivery closed until July 2, for inventory. Please contact uwgcentralstores@westga.edu if you have a need.
- 06/26/19 – Last day Accounts Payable processing payments for FY19.
• 06/26/19 – Last day to receive items electronically in ePro. (all items delivered after this date will need to be electronically received in ePro when the system reopens in July).

B. Closing Purchase Orders:
If a purchase order is not closed or unencumbered in the same fiscal year in which it was encumbered, the funds return to the State of Georgia (E&G).
• At any time you can email Purchasing to turn off P-Card access.
• Purchasing updates the Open Encumbrance file on their website every Monday.

5. Summer Revenue Review – Cole Stratton
• The Budget Office has processed the BA recognizing 50% the estimated fund 10600 Course Fees revenue increase. The remaining 10600 Course Fee revenue will be budgeted the first week in June after Accounting supplies the final revenue projections. Any increase to a department’s budget will be budgeted to the VPAA Office’s supplies. Any short fall in revenue will be reduced where that budget is available (supplies will be reviewed first). The amendment will be shared with the departments impacted as soon as that posts in PeopleSoft.
• Non-course Fee fund 10600 revenue is under review with the analysts. If you receive revenue questions from your analyst, please respond as soon as possible to avoid delaying the BA recognizing or reducing revenues.

6. FY2020 Budget Development Updates – Kristin Smith
• Budget has submitted the FY2020 initial budget to the Board. This initial budget includes merit and faculty promotion increases to applicable employees.
• Analysts are finalizing FY2020 initial Budget Development Worksheets (BDWs). You will start receiving worksheets for your areas sometime in June. The merit and faculty promotion budget awarded will be on each employee’s line on the worksheets. Any position that converted from eTuition to another E&G fund source as part of the 1/3 eTuition reduction will be noted on the worksheet as well.
• The FY2020 BDWs format has changed from previous years. The Budget Office will discuss the new template at the June Budget Managers’ Meeting.

Roundtable
Senior Budget Analyst position closed yesterday and interviews are scheduled for Monday, May 20. Anticipate having the new analyst begin July 1.
• Please remember to pay your DineWest invoices as soon as possible (especially as we near year-end).
• COSS changes: Amber Smallwood will step in as Interim Dean of COSS 7/1/19. Robert Schaefer will step in as the Interim Chair of Criminology 7/1/19.
• Cole shared that we will have a change to the payroll reallocation process from the Board in place 7/1/19 which should streamline the process and shorten processing times.
• New COE chairs effective 7/1/19: Jennifer Edelman & Matt Varga.