

Budget Issues Committee

February 23, 2015

Members Present: Shane Allen (for Amanda Neff Funches), Elizabeth Baker , Megan Davidson, Jan Fackler, Jamie Fernandes, Dawn Gamadanis, Steve Head, Scott McElroy, Marion Ryant

Members Absent: Michelle Alston-Brown, Arisa Burgest

Ex-Officio member present: Tracie Dixon

Special Guests: Amy Jurgens, David Nisbet, Wanda Aldridge, and Craig Golden

Agenda topics:

Welcome and Introductions – Jamie Fernandes

The meeting was called to order at 9:30am with a welcome of new and returning members.

Budget Prep UAT Update – David Nisbet and Wanda Aldridge

David Nisbet discussed the status of UAT for all of the GA First PeopleSoft Financials delivered modules with all testing to date going well. He noted that the security we see in the test database is what we will have delivered in production and we need to discuss any necessary changes with our campus Security Administrator. He reminded us of the dates for close out of expenses and ePro. Institutions will have access to PSFIN 9.2 on March 30 and as soon as campus validation is complete, institutions can go live. There may be a release to correct any last minute fixes on April 15th, however, it will have minimal impact on budget prep.

Wanda presented on some of the changes in budget prep and the status of issues found during UAT. She mentioned budgeting for projects would be easier in 9.2 since the approp and org ledgers will now allow use of a project ID. The project/grant ledger will only be used with Fund 20000. Wanda also discussed PPV budgeting and presented two scenarios that included personal services and operating expenses. There were several issues discovered during UAT with most already resolved or with a current fix in progress. One issue that cannot be corrected is positions split by amount in ADP cannot be loaded into Budget Prep. Any institutions with positions split by amount will need to update ADP prior to extracting. We were reminded to ensure that we have signed off on all test scenarios by February 25th.

Wanda also discussed the functionality that has been requested but not delivered in version 9.2. Most are due to issues related to the Financials 7 digit department ID and the ADP 10 digit department ID. These issues may be resolved during the OneUSG project.

Review and Approval of Minutes from November 4, 2014 – Jamie Fernandes

The minutes from the November 4, 2014 meeting were reviewed and approved.

Discussion of Bylaws – Jamie Fernandes

A proposed change the bylaws to add a vice chair to assist with meetings, continuity, and succession planning was discussed. The committee was favorable about adding a vice chair, but since the current term of a chair is 2 years; it would require a 2-year term as vice chair and a 2-year term as chair, which is a 4-year commitment. It was determined that the chair and vice chair term be changed to one year, with the vice chair having first right of refusal for the chair position. Also discussed was making the past chair an ex-officio member for one additional year. The bylaws will be revised and voted on during the next meeting. Nominations for the vice chair position should be sent to Jamie.

Review of Membership – Jamie Fernandes

Membership vacancies exist in the Research and State College sectors. Jamie will reach out to UGA to see if there is anyone interested in the Research seat. Suggestions to fill the State College seat should be sent to Jamie and a message will be sent out over the listserv so all institutions will have the opportunity to nominate a member.

FTE Definitions and Calculations- Tracie Dixon/members

The committee reviewed the notes from the November meeting and continued the discussion of how to calculate FTE for the different reporting required by the Board.

Online Budget System – Position count

Include: Budgeted Full time filled and Full time Vacant benefitted positions - 30 hours or more – -Pay groups F, Y, A, H, J, K and X
-Fund 10000, 10500, 10600, 14000, 15000, 16000 and 20000 – combined like reporting system
-Auxiliary Services (Fund 12XXX) Student Activities (Fund 13000) reported separately in Supplementary Information section
-Decimal parts of 1.0 for split funded positions should be included with the count for the respective fund – the parts should always equal 1.0
-Full time faculty should be counted as 1 position (not .75 which would be an FTE)
-Do Not Include: Full time temporary, non-benefitted positions, full time vacant non-budgeted positions, or Part time positions without full benefits – such as Student Assts, Grad Assts and Part time Faculty.

There was a discussion of the different way institutions are handling the benefitted less than 30 hour employees. These employees may need to be manually tracked and added to the position counts. If a non-benefitted employee were in a single incumbent position, that position would also need to be manually removed from the count.

For the quarterly amendments, the calculation would be done in the same manner. Some institutions include the position number on budget journals and pull the position count using those journals. Other

institutions are using reports from ADP or the Pers_Serv_BOR table in the Financials database.

2) Original Budget Questionnaire – Position count

Include Budgeted Full time filled and Full time Vacant benefitted positions - 30 hours or more – --Pay groups F, Y, A, H, J and X

-All Funds

-Part time faculty is included as unduplicated count of individuals teaching Fall and Spring semester

-Full time faculty should be counted as 1 position (not .75 which would be FTE)

-Do Not Include Student Assistants, Graduate Assistants or any other non-benefitted employees

There was discussion of how to count the part time faculty. One recommendation was to use the Pers_Serv_Bor table and query on the “P” paygroup and count the unique employee id’s. Another discussion was to use a point in time and count the unique employee id’s at that time.

3) Annual Expenditure Report (AER) - Filled FTE Calculation

-Include all filled full time positions

-Do Not Include Vacant, budgeted, benefitted positions

-Same funds as financial information for AER – 10000, 10500, 10600, 14000, 15000 and 16000

There was discussion on how to calculate an average salary using the standard hours in ADP to calculate the FTE of part time faculty. Suggestion was made to use the average salary reported for IPEDS. It is also possible to use Pers_Serv_Bor to pull expenditures by paygroup/account code. Standardization of a calculation is needed. There was discussion of using an ADP report to pull salary data by position which would be used to calculate an average salary. Possibly shared services could write a report to deliver this data.

Jamie will send out a survey to see how institutions are pulling data and which system they are using.

Jamie will also put together a procedure document for calculating FTE for the three different reports for distribution to the group.

OneUSG -Craig Golden

Craig Golden presented on the OneUSG project, which is currently in process. This project started with the Human Capital Management upgrade, which will convert the HR and Payroll system from ADP to HRMS. It will eventually expand to the Financials system. The ultimate goal is to unify the entire University System on one platform and to standardize business processes and systems. It will also consolidate support organizations into one unit. Shared services will be expanded, but not always at the current Shared Services site in Sandersville. The project will have an Executive Counsel that will remain permanently in place as a governance body.

GGC and the system office will pilot HRMS and institutions will be migrated in stages after that. ADP will no longer be used in approximately 18 months. Lessons learned from the ADP conversion were

reviewed and Craig reassured everyone that conversion would not take place until the system is ready and key processing has been tested.

Craig asked for volunteers to work with the OneUSG group in Tucker from mid-March to July on fit/gap issues. He will also work with the Budget Issues Committee for budget related requirements in the HR and Financials systems.

Review instruction or definitions for USO reports - Tabled

Due to time constraints, discussion of instructions or definitions for USO reports was tabled until the next meeting.

Other Items – Committee

The committee discussed how student / faculty ratios are calculated. Most institutions rely on their IRP offices for the calculation.

The Budget Conference is June 5th at Atlanta Metropolitan College. Tracie asked for suggestion of topics for presentation at the conference. Topics suggested were:

- Position Management
- FTE calculation demonstration
- Year End (when expenses are cut off, etc)
- OneUSG
- Where consolidated institutions are today
- SHARE Account Project
- Upcoming Attractions
- Best Practices
- Bad Debt
- Measuring salary lapse

Next Meeting: June 4, 2015 at Atlanta Metropolitan College

Meeting adjourned at 2:45 pm.