



# Shared Services Newsletter

November 1, 2008

## ***What has been accomplished in the past two weeks?***

The second week of October was spent with numerous activities such as benefits, eTime, reporting, and interfaces. Manage Faculty Events was scheduled for the majority of the day on Thursday, October 23<sup>rd</sup>. The week of October 27<sup>th</sup> kicked off with a Financials/General Ledger and Budgeting session at Macon State. The remainder of the week consisted of a review of interfaces and reports by area.

## **Meet the Financials and Budgeting Team!!**

Co - Lead            Kim Thompson Brown – Georgia Southern University  
Co - Lead            Lee Fruitticher – Gordon College

Traycee Martin – Valdosta State University  
Shawn McGee – Georgia Southwestern State University  
Lougene Brown – Columbus State University  
Jeff Preston – College of Coastal Georgia  
Debbie Lasher – University System Office

Linda Corva – Clayton State University  
Mary Loomis – Savannah State University  
Clorette Riddle – Augusta State University  
Connie Clark – Georgia Southern University  
Bruce Spratt – Georgia State University



## **Newsletter Highlight: Financials and Budgeting**

**The following is a list of some of the items that this team has been discussing:**

- (1) The interface from PR to GL of Payroll transactions
- (2) Payroll encumbrances (includes wages and benefits)
- (3) Reconciling of the GL to HR/PR transactions
- (4) Balance sheets accounts related to processes completed by ADP
- (5) Detail to support GL, monthly and year end
- (6) Detail to support non-payroll personnel data; i.e. position data, job data, benefit data
- (7) Position Management
- (8) Budget Processes; position, extract and export, vacant positions, and job codes
- (9) Salary changes
- (10) Application of merit changes and other changes mandated by OPB
- (11) Reclassification of wage and benefit expense transactions
- (12) Continuous Audit preparation and reconciliation
- (13) Financial Chartfield
- (14) Extraction of multiple types of data, specifically to each institution
- (15) Faculty pay processes, including summer
- (16) Year end payroll accrual
- (17) The switch from HRMS self-service for running Financials self- service
- (18) FLEX expense interface
- (19) Job Codes specific to institution for budget purposes
- (20) Process to identify data discrepancies

**Be sure to check the Shared Services website <http://www.usg.edu/sharedservices> at the first and the middle of the month for the latest Newsletter.**