



UNIVERSITY SYSTEM OF GEORGIA

New Earnings Code for President Allowance

July 19, 2018
Facilitator: Shared
Services Center

Agenda

- Introduction
- Prior state of Presidents Allowances
- **New** current state of Presidents Allowances
- Reappointment notices sent to Presidents
- New earnings codes for Presidents Allowance
- FAQ's
- Review of Job Aids
- Questions and Wrap-up



FY 2019 President Allowance Earnings Code

Presidents Allowance - Prior State:

- In the past, compensation for USO institution presidents was coded in the internal payroll system to include separate earnings codes for the following:
 - Base Compensation
 - Housing Allowance
 - Car Allowance
 - Subsistence



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Presidents Allowance - New Current State:

- The University System Office announced that effective July 1, 2018, the system is moving away from separate categories and providing one “general allowance” earnings code for the president’s general living expenses.
- Going forward, the regular (REG) compensation code will continue to be used for base compensation and a new code has been added for the general allowance for each president.



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FY19 Reappointment Notices

- On May 16, 2018, Chancellor Wrigley sent Fiscal Year 2019 Reappointment notices to institution presidents. A hard copy was mailed to their home.
- CHRO's were copied on these notices



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FY19 Reappointment Notices

- On July 13, 2018, Karin Elliott, Interim Vice Chancellor of Human Resources, send the following reminders to Institutions CHRO's
 - Ensure that your presidents salary codes are set-up correctly prior to July monthly payroll processing (scheduled to begin July 25, 2018).
 - Follow-up with your institution's president to confirm he or she understands this change. *Note: Each president has received this notification in their annual reappointment letter for Fiscal Year 2019.*
 - SSC will work closely with each institution to ensure proper compliance, including providing job aids and scheduling WebEx training to review the new set-up.



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Presidents Allowance: New earnings code:

- Two new earnings codes have been established for use in processing general allowance payments to Institution Presidents.
- Going forward, the regular (REG) compensation code will continue to be used for base compensation and a new code will be added for the general allowance. The new codes are:
 - PAL-President Allowance subject to pension
 - PAN- President Allowance not subject to pension



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Presidents Allowance: Which code should you use?

- Use PAL - for a President who is enrolled in TRS or ORP
- Use PAN – for a President who is enrolled in ERS



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Presidents Allowance: Should the amount of this new allowance be included in ABBR?

- This president allowance should NOT be included in Annual Benefits Base Rate (ABBR) in Job Data.



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Presidents Allowance: What is the best practice regarding set-up in the HCM System?

- The University System Office has recommended the best practice for paying the president's allowance is to set up the allowance in **job data**.
- The utilization of the additional pay method for paying this allowance is not recommended due to segregation of duties issues for which compensating controls must be established, documented and verified.
- An SOP will be forthcoming.



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Presidents Allowance: What to do BEFORE setting up the new allowance earnings code in Job Data?

- If you have previously paid presidents allowances via the additional pay panels, It is important that END DATE each allowance effective 06/30/2018
- Remember, these allowances will be replaced with one general allowance for Presidents.
- Typically there will be three codes to be end-dated. One each for Car Allowance, Housing and Subsistence



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Presidents Allowance: What to do BEFORE setting up the new allowance earnings code in Job Data?

- Earnings codes to end-date 06/30/2018 in Additional Pay for presidents may include some combination of:

Car Allowance-Pensionable	CAP
Car allowance-Not Pensionable	CAC
Personal Use of Institution Auto	CAR
Housing Allowance-Pensionable	HOP
Housing Allowance-Not Pensionable	HON/HOU
Housing-Reportable Value	HOR
Subsistence	SUB
Subsistence-Reportable Value	SUR



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Presidents Allowance: Review of Job Aid

- Setup Earnings Distribution in Job Data



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If you have questions or concerns, please contact OneUSG Connect Support by email at oneusgsupport@usg.edu or toll free at 877-251-2644.

Thank you!





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Questions and Wrap Up