

# Budget Issues Committee

January 30, 2020, Middle Georgia State University

**Members Present:** Tracey Williams (FVSU), Liz Baker (UWG), Melanie White (CSU), Josefina Endere (GCSU), Scott Mussak (GA Tech), Marion Ryant (ASU), Donnell Nixon (GGC), Amanda Fuches (MGSU), Antramekia Knight (KSU), Denise Floyd (GA State), Marlo Key (AU), Benjamin Scott (GA First, and Jason Matt (BOR)

**Guests:** Cole Stratton (KSU), Brandi Waters (GA Southern), Lean Tate (GA State), and others from sign up sheet.

The minutes from our September 2019 meeting were approved.

## Budget Updates

Jason Matt of the system office provided a budget update.

- The Governor's budget proposed a \$1,000 salary increase for employees earning less than \$40,000.
  - Only funded the increase for employees paid from state funds (10000).
  - Salary increase dollars included TRS costs at 19% and only 1% for FICA.
  - Agencies can decide if the non-state (fund 10000) folks receive the increase.
  - The BOR will probably require all employees eligible to receive increase.
  - It is unknown at this time if 10-month employees received 100% funding or if it was prorated to 10 months.
  - The funding formula was fully funded which is great!
- The BOR will not request a graduate tuition increase for next year.
- Critical Hire process from BOR applies to all funds.

Other updates included the approval of the Budget Reporting System by the strategic implementation team. The Budget Issues Committee will be needed to assist in the design and testing the system.

## Position Count (Full-time Position Count)

Much thanks is extended to Marlo Key and Cole Stratton for creating the PeopleSoft queries. It's important that we develop a common definition and that reporting is standardized.

The query, BOR\_BP\_Quarterly\_BA\_TestV2, ties the most current Job Data row to Position row and includes:

- All active positions
- Pay Groups = A, F, H, J, X, Y
- Only REG rows from the Department Budget Table data excludes all blank or non-regular rows
- Positions marked as Full-Time
- Excludes dual appointment "D" positions

The committee discussion included:

- Questions about the change last year to definition of “Full-Time” for budget purposes. Only 40 hour/week employees are to be coded as Full-Time in PeopleSoft HCM, however, full benefits are paid at 30 hours/week. Waiting on BOR decision.
- If position is temporarily funded, do we include? YES
- If position is inactivated? Exclude
- Interim and temporary-funded positions should be excluded to prevent double counts. You may need to manually remove them from the count.
- If a permanent position has been temporarily defunded, still include in count.
- If you permanently defund a position , then inactivate the position and uncheck the “Budgeted Position” box.
- If the “Include FTE” box on the second tab of position data is not checked, the query will not include the position.
- Issues with MCOPs department chair positions were discussed. The new guidance is to create a new department chair position and only include the stipend.
- Should we exclude max headcount = 1? Some schools will hire more than one person in a FT position.

Further conversation about the position count query lead to a discussion of the Department Budget Table. The main points discussed included:

- The “Budgeted Position” box on Position Data (second tab) controls the Department Budget Table.
- If you want to pay someone via Payroll need to have the box checked.
- Can keep position active but uncheck “Budgeted Position” box.
- Percent rounds to 4 decimal places and the query will use all 4 decimals in the percent.
- Please note Comp Rate in Job Data are rounded to 6 decimals.

## **HCM Implementation**

Please pay attention to notices from OneUSG concerning blackout dates for cohort 6. Georgia Tech’s “GO Live” has been moved to March.

## **PeopleSoft Budget Prep**

Discussion included:

- Short Work Break rows will not load into the Budget Prep module. When loading back to HCM, SWB rows will cause a hard stop.
- You can load data into HCM before creating summer pay rows by inserting a row between the current row and the future dated 8/1/2020 row. You’ll need to remove the SWB row if it exists.
- If you have zero dollars as the comp rate on Job Data, the salary pulled into Budget Prep is from the last paycheck where fringes were paid.
- MCOPs do not work well with the Budget Prep module. They will be rolled into the base salary amount.
- If MCOP has an end date within the current year, the amount should not load into the salary or Job Data.

- If no end date on MCOP, verify that Job row was added when loaded back into Job Data.
- The budget manual will be available late February.
- If check the “Skip Export” box will not load Job Data only Position Data and Department Budget Table Data.

#### New Features:

- New dashboard created that allows for faster navigation.
- Merit increases can be uploaded into Budget Prep using BOR\_BP\_PERS\_EXPORT as the template. Run the query, then enter the merit amount, then upload.

### **Year-End Spending**

Institutions should not have large amounts of year-end spending. The discussion that followed centered around who at your institutions decides and/or controls year-end spending. How do you estimate your year-end amount? When are departments “cut-off” from year end spending? A variety of approaches were shared.

### **Encumbrances**

The MCOPs are still not being encumbered correctly. The January encumbrance calculation will run this weekend.

Please note the MCOP code PAL is mapped to the A paygroup. If the earnings code is not set up it will show as 999. You’ll need to email Benjamin if you have this issue.

Amanda requested a new account code for faculty overload payments. Currently in 511000. The fringe calculation is different on overloads so it distorts the amount of fringe encumbered.

### **Mandatory Forms and Business Plans**

Budget Managers are requesting to have the of types of expenditures (account codes) lines to be the same on each form. We complete them at the same time and it will be easier to ensure consistency and accuracy on the two forms. Additionally, requesting different account codes for the categories we need to report separately. Some of them are rolled into the same account code, however, we are asked to report the expenditures in different lines on the forms.

More discussion will need to follow prior to next fall.

### **Miscellaneous and Elective Fees**

They are due Monday to the BOR. Which fees are to be reported?

- Any fee that can be charged to a student
- Any fee that can place a hold on a student account

### **Other Discussion Items**

- Should the committee meetings be more open to Budget Directors from institutions and BOR staff attend the meetings? The committee agreed everyone is welcome. Notices would be emailed to the system budget listserv. Given the number of participants at a particular meeting may need to limit input from nonmembers to ensure an orderly discussion.
- Requesting a New Position in MSS: If you want to reactivate a position in response to a New Position Request, you'll need to deny the MSS request, reactivate the position and update based on the MSS request.
- Claire Arnold has moved to the Audit area.
- Brad Freeman will replace Claire.
- Let Jason know what items you may want your CBO to know about in the summer CBO meeting.

Meeting adjourned.