

The April 14, 2009 Business Operations Meeting included information on UT's workstation policy, available funds reports for automated budget controls, an introduction to the monthly review of account charges, PA's (Personnel Action) forms with split funding and potential issues, and a few other items including the new I-9 form.

Bob Demory, Controller, started the meeting by asking new attendees to introduce themselves. Toni Blochowski, Executive Secretary, Office of the President, introduced herself; she is new to the meetings but has worked at the University for a few years.

Mike Lowry, Business Continuity Administrator, Information Security, provided a review of workstation policy 3364-65-12, [Workstation Policy Brief.ppt](#). Mike discussed the scope and definition of the workstation policy. The emphasis of his presentation was on protecting sensitive information. If you have questions about UT's workstation policy, direct them to Mike via e-mail, michael.lowry@utoledo.edu.

Pam Beck, Financial Reporting Manager, discussed several reports in Web Report Library, [Web Report Library April 14 2009.doc](#), and demonstrated how to run them. The first two reports Pam discussed, Budget Statement Summary with Obligation Drill Down and Current Obligations, will help departments monitor their budgets. The Budget Statement Summary will be the report used for the budget controls. Budget Controls will go live across campus (except the hospital enterprise) on July 1, 2009. Pam discussed how the budget controls will be used for Operating Expenses. Operating Expenses are the non-salary and benefits line items that have account codes beginning with "7." E-mail notifications will be sent when total Operating Expenses (not individual Operating Expense accounts) are zero or in deficit. A few departments across campus are testing the automatic budget controls for Operating Expenses. If additional departments wish to volunteer for the test phase, please contact Pam. Budget controls for salary expenses will be tested in a separate phase over the next couple months. What's planned is that e-mail notifications will be sent informing which specific salaries line item (for example, Student Employees and Graduate Assistants) is over the budgeted amount. Employees will continue to be paid; however, the e-mail notifications will continue until the salary account in deficit is corrected.

Pam explained further the implications of automatic budget controls for Operating Expense accounts. If an index doesn't have remaining Available Funds in Operating Expenses, the department cannot continue charging that index for goods and services - departmental Purchasing Cards will be dropped to zero and E-requisitions will be stopped. The person identified as the "administrator" of the index will receive a daily e-mail. At the end of the week, e-mail notification will be sent to the next administrative level. At the end of the month, e-mail notification will be sent to the Vice President, Dean, or Provost. E-mail notifications will persist until the department takes action to correct available funding in the

index. The remedy for insufficient funding in an index is a Budget Transfer, or a Journal Entry to move incorrect expenses to the proper index. Information for completion of budget transfers is located on the Office of Budget & Planning web site, <http://budgetoffice.utoledo.edu/>, and journal entry request information is located on the General Accounting web site, http://www.utoledo.edu/offices/controller/general_accounting/.

Pam also discussed a few reports that show Lawson requesters/approvers. Please review these reports to make sure they are accurate. Notify Pam if you find inaccuracies. Pam said the University depends on the departments to notify when people change positions, leave the University, etc. The hierarchy is based on the Chart of Accounts. To make sure you know which indexes you're responsible for, Pam showed a couple reports that show indexes by organization and by organizational hierarchy.

A process has been developed for closing indexes that are no longer needed and modifying indexes that need to be changed. The Banner Index modification procedures are located on the General Accounting web site.

Bob Demory reviewed a few key points about the account review process effective July 1, 2009. This will apply campus-wide, i.e., Main Campus and Health Science Campus except the hospital. It is imperative that departments complete monthly reviews of their account transactions. To that end, departments will complete monthly account reconciliations for all indexes they're responsible for. As Pam discussed, indexes will not be permitted to operate with deficit balances. Departments will complete monthly account reconciliations which will be due by the 10th of the month for the prior month. A guidelines manual which discusses the mechanics of running specific Web Report Library reports and creating reconciliation worksheets was distributed, [041409 Guidelines for Reconciliation of Departmental Accounts.doc](#). The reconciler will notify his/her Business Manager when the reconciliations are completed, and the Business Manager will notify the Controller and Dean or Vice President.

Bob mentioned the importance of retaining account reconciliations for possible future review. Plans are underway to increase the staffing of the Internal Audit department.

For specific questions about the account reconciliation guidelines, please e-mail Bob (robert.demory@utoledo.edu) or Robin Lanz (robin.lanz@utoledo.edu).

Juli Bejarano, Interim Payroll Manager, discussed a situation where an employee was significantly overpaid because of how the SPA (Staff Personnel Action) form was completed. The SPA had the appropriate signatures, and it was entered the way it was received. The intention of the department was to change the employee from being paid from one position and one index to split funding - the employee's base pay remaining the same. Many grants positions are split-funded; however

non-grants positions may also be split-funded. Because of how the SPA was completed, it appeared that the employee was supposed to receive a pay increase, when in essence the salary remained the same, only the employee's sources of funding changed. When an employee is split-funded and his/her salary remains the same, make sure that the allocations to the various positions and/or indexes add up to the base salary. In other words, the total annual salary in the "change from" box equals the total annual salary in the "change to" box, regardless of the number of distributions. Juli showed the correct and incorrect ways to complete a SPA with split funding using Hannah Montana, a fictitious UT employee with made-up data, [Split Funding PA's.PDF](#).

While on the topic of PA's, Bob Demory had a GAPA (Graduate Assistant Personnel Action) form in his hand for a Graduate Assistant that started working on January 12, 2009. The GAPA was signed by the Business Manager on April 1, 2009 and by the Graduate School on April 2, 2009. Bob stressed that employees need to be paid for the hours they're working – PA's need to be initiated in a timely manner. He asked for the attendees' help to communicate this to their departments.

Connie Michalak, Interim Compensation Manager, Human Resources, spoke about the new version of the I-9 (Employment Eligibility Verification) form. This form is on the HR web site, http://www.utoledo.edu/depts/hr/forms/pdf/I-9_Exp_06-30-09.pdf. Effective April 3, 2009, only this version may be used – please discard blank copies of previous forms. When any employee is hired, he/she completes the first section of the I-9 form, employee information and verification. The person that inspects the hiring employee's required original identification document(s) completes and signs the second section of the form, employer review and verification section. Connie emphasized that the verification section needs to be signed by the person who examines the identification document(s). The I-9 form must be completed within three days of an employee's start date. If UT's employee files are audited and an incorrect I-9 form has been used, the University faces major fines.

LeSha Thorpe, Treasurer, reminded the group that departments that accept credit card payments need to turn in those receipts to the Cashier's Office. Otherwise, those payments will not be posted to Banner, and therefore the revenue will not be recorded. Please direct questions about departmental credit card payments to Stephanie Blausey, Director of Cashiering, or Brenda Holderman, Director of Student Accounts.

Two upcoming meetings have been scheduled – Tuesday, May 19 on the Health Science Campus and Tuesday, June 16 on Main Campus. The room locations will be announced.