Business Manager Meeting Notes

January 14, 2004

The January 14, 2004 Business Managers Meeting included presentations on the University Affiliates Management system, fee waivers, procedures for General Accounting transactions, Enterprise Resource Planning (ERP), budget development, an update on the Purchasing Card, and Compensatory ("Comp") Time.

Tom Page, Controller, opened the meeting by welcoming everyone to the first Business Managers Meeting in 2004. Tom reminded people that it's a good idea to look at their account detail and do clean-up now rather than wait until fiscal year-end.

Joe Sawasky, Interim Associate Vice President of EIT, talked a bit about the University Affiliates Management system. This database solves the on-going problem of accessing contact information for university affiliates. A university affiliate is a person who works at UT but is not paid by UT (for example, persons who work for AVI, Barnes & Noble, ROTC, the UT Foundation, and the Board of Trustees). Since a university affiliate is not paid by UT, he/she is not listed on UT's Faculty/Staff e-directory. The e-directory is a very useful tool that is becoming more and more important.

As a solution to this problem, Kathy Diegel, Database Developer in Enterprise Applications, has developed a database to quickly add, delete, and update information about university affiliates. This database also has reporting capabilities. Kathy demonstrated how to access the database, search for a listing, and add and delete information. The only information about the university affiliate that needs to be added is first and last name. There are several fields to add information, but only certain information shows up on the e-directory. The affiliate begin-end date defaults to one year from date of input; only currently active persons will show up on the e-directory. University affiliates will be notated as such on the e-directory.

Currently, the security group is those on the Business Managers distribution list on Outlook. Others who need access to the University Affiliates Management system may contact Kathy Diegel to have their security updated. The point of entry is on the Telecommunications web page, http://telecom.utoledo.edu/directory/directory-update.asp.

Jim Sciarini, Associate Vice President of Human Resources, discussed the Tuition Fee Waiver for Dependent Children form. It is located on the HR web site: http://humanresources.utoledo.edu/Forms/Tuiton Fee Waiver Quest.pdf. Under Section 151 of the Internal Revenue Code, a dependent child is one who is eligible to be considered as a personal exemption. This form, for calendar year 2004, is to be attached to the fee waivers that employees submit for their children. The form contains a questionnaire that the employee completes to determine if her/his child is eligible to be considered a personal exemption for 2004.

Linda Moye, General Accounting Manager, talked about procedures for General Accounting transactions. Following these procedures will expedite processing in General Accounting and reduce the number of errors. Linda explained the procedures for journal entries, budget transfers, and interfund transfers. The basic difference between a journal entry (moves actual expenses) and a budget transfer (moves actual budget dollars on a one-time basis) was defined. If a department disputes a transaction, it's best to contest it now rather than later on.

Linda distributed the following handout:

Procedures for the following General Accounting Transactions:

1) *Journal Entries* – Written requests for journal entries may be done by e-mail. If the entry is between the same department, then no other notification is necessary. If the request is between two different departments, please copy the other department when notifying General Accounting. To avoid duplicate entries, please send one request only. It is a good idea to copy at least one other person in General Accounting. Also please state the purpose of your journal entry.

2) *Budget transfers* – Budget transfers must be completed with <u>proper signatures</u>. Budget transfers will not be originated in General Accounting except to close accounts, make data entry corrections or establish endowment budgets. When properly completed, please forward to either General Accounting or Budget Department. The following budget transfers must be forwarded to the Budget Department:

a) Interfund Transfers
b) Salaries
c) Fringes
d) Revenue
e) Permanent Budgets

All other transfers may be forwarded directly to General Accounting.

3) *Interfund Transfers* – Must be completed with <u>proper signatures</u> and forwarded with budget transfers to the Budget Department. Interfund transfers will not be originated in General Accounting. Interfund transfers must be between 9960 and 9970 **transfer in** and **transfer out** object codes.

Brian Bushong, Director of Budget and Planning, discussed Enterprise Resource Planning (ERP). The Advantiv study has helped to clarify UT's wants and needs. The information is being compiled for an RFP to go out to vendors. The ERP implementation team members are being finalized. A budget for the ERP implementation is being put together; it will be brought before the University Computing Committee for approval.

Brian talked about budget development. Mid-year reductions have already been implemented on FRS, and any affected employees will be notified shortly.

The responsible persons were sent the link and guidelines for FY05 budget development via e-mail. Brian asked that these people make sure they can access this link and that they have the FY05 guidelines. Budget development guidelines are also available on the Budget and Planning Department's web site. Brian gave a few directives about General Fund budget development guidelines and owned revenue.

Changes to or new fee requests are due to the Budget Office by Jan. 30; check with John Satkowski, Associate Vice President, Academic Finance and Planning, first before contacting the Budget Office. Any student fees require Board of Trustee approval. New or increased technological fees will not be entertained.

Brian commented that a five-year plan for auxiliary accounts will soon be underway. The deadlines for this will be after the regular budget development cycle. Those involved will be getting more information soon.

Linda Chany, Fiscal Officer in Accounts Payable, provided an update about the Purchasing Card. The process of importing data is underway. Linda will be contacting people as necessary via e-mail to verify information. A prompt response would be appreciated.

There will be training for all Purchasing Card holders.

Jennifer Harpel, Payroll Manager, spoke about Compensatory ("Comp") Time. The Ohio Revised Code stipulates a 240-hour rule and 180-day limit. Job Groups B (CWA), C (UTPPA) and E (Classified Exempt) may accrue comp time, in lieu of overtime pay, at 1 ½ times their hourly rate. The Ohio Revised Code stipulates a 240-hour rule and 180-day limit. The link to comp time information on the Payroll Office web site is http://payroll.utoledo.edu/Reports.asp. Comp time training will be held. Jennifer asked those in attendance at the meeting to find out who in their departments/areas should attend this training. Provide these names to Lynda Obee in the Payroll Office within the next few weeks.

Jennifer mentioned that the Payroll web site is under construction. If you check the web site, you will find that several 2004 forms have been added.

In closing, Tom Page mentioned that Business Managers Meetings highlights and related links and handouts are now being put on the Controller's web page. Tom also asked that suggestions for topics be submitted to Robin Lanz in the Controller's Office. Robin may be reached at x1378 or via e-mail.