

Business Manager Meeting Notes

March 10, 2004

The March 10, 2004 Business Managers Meeting included presentations on Human Resources reorganization, Enterprise Resource Planning (ERP), Personnel Action (PA) forms deadlines, an update on the budget, and FY05 negative base budgets. There were also comments on a few miscellaneous items, and a handout on Payroll's non-resident aliens procedures was distributed.

Tom Page, Controller, opened the meeting. Tom stated that meeting highlights and any handouts distributed at the Business Managers Meeting are posted on the Controller's web site, <http://controller.utoledo.edu/BusMgrMeeting.asp>. Also, if anyone has topics of interest, please forward them to Robin Lanz in the Controller's office. At the next Business Managers Meeting (date to be confirmed), we plan to have Lauri Engel, Assistant General Counsel, discuss the contract review process, and members of the Human Resources staff to discuss the Family Medical Leave Act (FMLA).

Matt Dills, Director, Compensation Administration, discussed organizational changes in Human Resources ([click here to view handout](#)). Consult this memo to see who to contact in HR. Matt stated that these changes are for the duration of the ERP project, then to be determined. Rick Kessler was tapped to serve on the ERP committee.

Matt asked that he be e-mailed about positions that are open and active. Also, please give HR a heads-up when you have knowledge about positions opening up.

Brian Bushong, Director of the ERP implementation project, gave a PowerPoint presentation on the ERP. Brian said the SCT mainframe products (FRS, HRS, SIS) we're currently using are based on 1980's technology. The ERP committee will strive to uphold the principle of "plain vanilla", i.e., minimal system modifications. Some of the positions of the members on the ERP project team will be backfilled.

The ERP budget estimate is approximately \$14,500,000. The source of the funding will be a portion of the 3.9% fee increase for need-based aid and technology. The Fiscal Advisory Council and President Johnson have since approved this budget.

UT hopes to collaborate with other institutions to share knowledge, resources, and potentially save money. The Advantiv study provided a gap analysis that will aid in preparing and evaluating the RFP (request for proposals) to vendors. A consultant will be utilized for the planning stage, and then the project team will take over.

Brian expects that the most challenging part of the project will be changing business processes, i.e., the way we do things will likely change.

John Satkowski, Associate Vice President, Academic Finance and Planning, distributed a handout on the Personnel Action (PA) deadlines in various offices to ensure that paperwork reaches Payroll, the final destination, by their deadline ([click here to view this handout](#)). This handout provides the dates through the July 9, 2004 payday. Please note that the deadline dates are earlier when there's a holiday (such as Memorial Day). The intermediary stops for paperwork may include Budget and Planning, Grants Accounting, Provost Office, Human Resources, Graduate School, and Career Services. (Once we have workflow, this will go away). Tom Page said we'd like to give guarantees that if paperwork reaches intermediary offices by their deadlines, these people will get paid on the payday.

Brian Bushong provided a budget update. A list of the approved fees will be sent to Business Managers. Fortunately, the State share of instruction won't be impacted, but the Board of Regents did cut funds for certain programs such as Success Challenge and Jobs Challenge.

Brian also announced that effective immediately, Joyce McBride-Hamer will be Acting Director of the Budget and Planning Office during his work as Director of the ERP implementation project.

Patrick Okerbloom, Senior Budget Analyst in the Budget and Planning Office, distributed a list of the negative base expense budgets that the Budget Office adjusted in the FY05 development tool ([click here to view this handout](#)). Contact Patrick if you have any questions about the changes.

Brenda Grant said the 2nd annual PSA scrambler will be on Friday, June 11 at 1:00 pm, \$65/person. Please contact Brenda if you'd like a flyer.

Tom Page brought up a few miscellaneous items. One is that now before a person is hired, the Auditor of State web site must check to see if he/she owes any money to the state. Human Resources is currently working on procedures related to this. Also, there may be a similar guideline as far as vendors, possibly with a certain dollar limit. More information on both of these items will follow as we find out the specifics.

Also, the Auditor of State has come out with new compliance testing by our outside auditors. The new compliance testing, which probably will be done this May, involves items such as Purchasing card usage, cell phone usage, and equipment usage (PC's, laptops, etc.). Tom is working with our outside auditors as to what tests will be performed and to what extent they will be performed. Again, more information will follow after the specifics are identified.

Regarding the Purchasing card, we are very close to being able to conduct training for cardholders. Anyone with a Purchasing card will be required to attend training. The P-card passed testing on our system, Payment.Net (the web-based software application we'll be using for the P-card) was tried out and went through successfully. The P-card was held up due to contract negotiations with the bank, and then their system had to be

adapted to meet our needs. Doris Celian, Director of Accounting Operations, and Linda Chany, Accounts Payable Fiscal Officer, will be conducting the P-card training. At the time of this Business Managers Meeting, they were both in a seminar for final training on PaymentNet.

Jennifer Harpel, Payroll Manager, asked that persons responsible for time cards and PA's review the rejected time card and hold lists on the Payroll web site, <http://payroll.utoledo.edu/Timecards.asp>. These lists are posted on the Payroll web site by pay date.

Jennifer also distributed a handout on the procedures for paying non-resident alien (NRA) students with pending Social Security numbers. This information is found on the Payroll web site, http://payroll.utoledo.edu/NRA_Procedure.asp.