



PRAIRIE VIEW A&M UNIVERSITY

Administrator's
Meeting
August 26, 2008

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Administrator's Meeting

- FY09 Budget
 - Summary of approved changes
 - Merit process
 - Budget guideline and processing
- Business Affairs Activities that will affect campus departments during FY09
 - Certification requirement
 - Compliance Office activities
 - Calendar

FY09 Budget-Summary of Approved Changes

- Tuition and Fee Changes
 - Designated Tuition, Up \$8 to \$103/SCH
 - Health Center, Partially Restored to \$71.50/SEM in fall/spring and \$16.50 in summer
 - Reinstatement Fee \$200/SEM
 - Installment Fee \$50/SEM
 - Loan Processing Fee \$100/SEM
 - Biology Incidental Fee \$20/Course
 - Band Fee \$50/SEM

FY09 Budgeted Revenue-\$165.09M



State Appropriations	36%
AUF	7%
State Tuition	8%
Designated Tuition	13%
Fee Revenue	9%
Contracts & Grants	22%
Sales & Service	9%
Investment Income	3%
Other	2%
Less Discounts and Allowances	<u>-9%</u>
	100%

FY09 Budgeted Expenditures and Debt Service

Salaries & Wages	43%
Benefits	11%
Utilities, Equipment, Operations & Maintenance	30%
Scholarships less discounts	9%
	<u>7%</u>
Debt Service	100%

FY09 Merit Processing

- Merit rate increase that was budgeted
 - Budgeted merit relates to employees who are full-time and are shown in the budget (901)
 - Budgets were distributed last week
 - Double-check the accuracy of the worker's name, title, pay, account, and period of appointment
 - Process errors via an EPA document
 - Letters for A&P positions were distributed yesterday
 - Faculty letters are to be prepared by the department in accordance with standards set by the Provost's Office
 - Signed appointment letters are due to the VPBA's Office no later than 9/3/08
 - Cannot place employee on the payroll without a signed letter
 - VPBA Office will distribute copies of the signed letter to appropriate Business Affairs Departments
 - Effective date is 9/1/08 so increase will appear on the 10/1/08 paycheck

FY09 Merit Processing

- Merit rate increase for temporary workers
 - Non-tenure track faculty who were approved for merit increase during the budget preparation process
 - Signed offer letter is required
 - Process FY09 appointment via EPA
 - Deadline for EPA and offer letters is 9/3/08
 - DEADLINE IS FIRM AND CANNOT BE EXTENDED
 - Effective date is 9/1/08 so increase will first show up on the 10/1/08 paycheck

FY09 Merit Processing

- One-time \$700 bonus to employees who received a merit rate increase for 9/1/08 during the FY09 budget preparation process
 - Triggered via budgeted merit for full-time employees or EPA processing for temporary employees
 - Will be paid, less applicable withholdings, via the second bi-weekly payroll of the new fiscal year
 - Payment date will be 9/26/08
 - REMEMBER: 9/3/08 IS THE DEADLINE FOR SIGNED LETTERS AND EPA DOCUMENTS, INCLUDING CHANGES. Changes processed after 9/3/08 will not be eligible for the bonus so accuracy and timeliness is critical!

Budget Guidelines and Processing-Payroll

- Early EPA, EWR processing critical to ensuring proper employee set-up and payments
 - For Fall, all EPAs and EWRs must be in by 9/3/08
- Be aware of processing deadlines
 - Time Traq deadlines cannot be waived
 - If you miss a deadline, then the student does not get paid until the next payment date
- Requests for Supplemental Pay must be approved in advance of the beginning of the work
- Payroll Adjustment Forms that cover more than one period must be processed monthly
- Employee time sheet forms for both exempt and non-exempt workers are in the Forms Library and can be used to track overtime and comp time
 - Know who is and who is not eligible for overtime and comp time
 - Policy Library, Administrative Procedure FY08-08
 - Suggestion: Pay all comp time at the end of each fiscal year

Budget Guidelines and Processing

- Be sure there are back-up creators and signers on your account profile forms and that they are aware when primaries are not available so that deadlines are still met
- Report explaining the use of GIT is due 10/1/08
- Renewed communication supplement approvals are due 9/3/08
- Become familiar with prohibited expenditures (#19)
- If you forget the guidelines, see Policy Library, Administrative Procedure FY08-71

FY09 Activities

- New Requirement-Certification by Account and Departmental Managers-examples
 - Fiscal and HR regulations
 - Monthly statement reconciliations
 - Record retention rules
- Compliance Office Follow-Up
 - Past Audit Findings
 - Cash and Inventory Counts
 - Certification Items

FY09 Activities-Campus Department Planning Calendar

- 9/1/08-See web calendar on the Business Affairs web page for specific due dates of documents that are due to Business Affairs' departments
- Form Fusion
 - September-Registrar
 - October-Admissions, Alumni
- Business Continuity Plan-Begin October
- Cognos Training-October-November
- Security Training-Mid-October
- Annual ISSAC-November
- Office 2007-Begin November

FY09 Activities-Campus Department Planning Calendar

- Annual Evaluations
 - December issuance
 - January due date
- Training in Canopy, FAMIS, E-Doc purchases, E'HIS-February
- FY10 Budget-March
- Training-IT Control, Worker's Comp, Supervisor Train Traq-April
- Training-VOIP Billing-June
- Campus Master Plan Update-Summer

THANK YOU

BE GREEN! This presentation can be viewed on the Business Affairs web page.

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