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

<table>
<thead>
<tr>
<th>Source</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>36%</td>
</tr>
<tr>
<td>AUF</td>
<td>7%</td>
</tr>
<tr>
<td>State Tuition</td>
<td>8%</td>
</tr>
<tr>
<td>Designated Tuition</td>
<td>13%</td>
</tr>
<tr>
<td>Fee Revenue</td>
<td>9%</td>
</tr>
<tr>
<td>Contracts &amp; Grants</td>
<td>22%</td>
</tr>
<tr>
<td>Sales &amp; Service</td>
<td>9%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>3%</td>
</tr>
<tr>
<td>Other</td>
<td>2%</td>
</tr>
<tr>
<td>Less Discounts and Allowances</td>
<td>-9%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
<tr>
<td>Category</td>
<td>Percentage</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>43%</td>
</tr>
<tr>
<td>Benefits</td>
<td>11%</td>
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<tr>
<td>Utilities, Equipment, Operations &amp;</td>
<td>30%</td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
</tr>
<tr>
<td>Scholarships less discounts</td>
<td>9%</td>
</tr>
<tr>
<td>Debt Service</td>
<td>7%</td>
</tr>
<tr>
<td></td>
<td>100%</td>
</tr>
</tbody>
</table>
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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