Arts & Sciences Managers' Meeting Minutes

January 11, 2012

Dean's Office: Ryan Greenway, Betsy Faulkner, Jan Pittman, Tammy McHale, Gretchen McCoy, Collette Wilshire, Laura Yurco, Becky Williams, Geraldine Taylor

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Speakers   Tammy McHale, Gretchen McCoy, Collette Wilshire, Laura Yurco

The College managers who have assignments on PeopleSoft working groups and who are involved in the planning of the new PeopleSoft system were introduced. Managers should feel free to contact these representatives with any questions or suggestions. A list of assignments is attached.

The new Chart of Accounts in Connect Carolina was described (see attached Power Point document). An important key in understanding the change to PeopleSoft is how the GL & SL accounts currently work in FRS and how they will be handled in PeopleSoft. Through a simple demonstration, the Budget Analysts explained the primary difference between GL & SL accounts, GL accounts hold actual cash balances and the SL accounts only hold budgets. In PeopleSoft GL accounts will transfer into the new system as Funds, whereas the SL accounts will no longer exist. The SL "account" number will be replaced by the chartfield string. Each "field" in the chartfield string was defined and the similarities to FRS were highlighted. Several examples were reviewed to demonstrate how the new chartfield string will be coded. The new chartfield string associated with budget, revenue and expense transactions is longer, but more descriptive, allowing for more accurate tracking and reporting.. Most of the chartfields have new and unfamiliar names.   For example, "Object Code" has been replaced with "Account" so you will need to throw out the old definitions you knew so well and learn the new ones. This new system will hopefully alleviate the need for the shadow systems many units are continuing to maintain. The PowerPoint slides presented and distributed at this meeting are attached. Please feel free to contact your Budget Analyst with questions.

Announcements

Human Resources

- Chris Chiron, our EM&R specialist in OHR, has been assigned to special project for the next year so, effective immediately, Mari Forbes will be the assigned EM&R specialist for the College. OHR will be hiring an additional EM&R specialist and reassignments may be made at that time.
- InfoPorte: A new rollout is coming which will allow recommendation letters to be uploaded directly into the system and allow users to sort their Inbox. Electronic letters of

recommendation should be on letterhead and contain some sort of signature even if it is an electronic signature. Information about upcoming rollouts is on the InfoPorte page. And mail is also sent to Infoporte users when a new rollout occurs.

- PeopleAdmin SPA temporary posting is going live January 17, 2011 and managers without training will not be able to use the system. There are three training sessions next week.
- Promotion/Tenure Reviews: Please review the PowerPoint presentation sent out. Be especially concerned with AP2 dates and the teaching evaluations. If the faculty member's CV lists five courses taught and there are only two evaluations, explain why the other evaluations are not included.
- Salary Increases: Although we are not required to obtain pre-approval for increases that are less than 10%, OHR reports all increases to GA on a quarterly basis
- Concern for apparent signoff lag time in EPAWeb by the EEO Office was expressed. The delay resulted in the loss of one candidate at the Interim EEO level.

Finance

- Christian Lincoln, accounting technician, in the College Business Operations, was introduced. His primary focus will be Undergraduate Education.
- SPEND STATE DOLLARS. There is always a possibility of a budget freeze in the last quarter.
- January 13: Deadline for reallocation of startup funds. Debriefed on Staffing Workload. This is the first year all departments have balanced to FRS, thanks to the Budget Analysts and drop in 'help' sessions.
- Reallocation of instructional budgets and changes to telecom charges are effective 7/1/12. The telecom charges will be treated like the transit fee charges for state accounts.
- Annual Report: The annual report and the stewardship component will open in late March/early April for data entry.
- The Finance Team is monitoring all accounts with the goal of assisting the unit to avert potential problems.

Next Meetings: **February 8, 2012**
Managers' Meeting (Accounting Services)
Toy Lounge

March 14, 2012
Managers' Meeting
Toy Lounge

April 11, 2012
Managers' Meeting (Student Services)
Toy Lounge

College of Arts & Sciences Manager's Meeting

January 11, 2012

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ConnectCarolina Finance and HR Campus Working Groups

	Finance Campus Working Groups	Examples of Topics Covered in Working Group
1	General Ledger and Foundations Accounting	Account/Project-ID create, budget setup and revisions, cash receipts and deposits, journal entries and journal adjustments, encumberances, automatic budget creation, foundation accounting etc.
2	Purchasing, Accounts Payable, and eProcurement	AP payments (voucher creates), small order purchases, petty cash reimbursements, independent contractor payments, vendor creates, travel advance requests, travel reimbursements, central airfare billing, travel card issuance, purchase requisitions, standing order invoice payment, purchase order receiving, pcard issuance and reconciliation, etc.
3	Billing & Receivables and Contracts and Grants	Project attributes setup and maintenance, budget setup and revisions, billing and invoice tracking, accounts receivables, cost sharing, sub recipient monitoring, revenue recognition, close out, etc.
4	Asset Management	Placing assets in service, tracking assets, removing assets from service, etc.
	HR Campus Working Groups	**Examples of Topics Covered in Working Group**
1	Recruiting	Create/modify/extend requisitions, waivers, search and apply for a position, advertising, departmental selection process, diversity, background checks, credential verifications, etc.
2	Workforce Administration	Review job structure tables (job codes, ranks, etc.), review personnel actions/action reasons, hire employees and add contingent workers, managing personal Information (biographic/demographic data, citizenship, disability, I-9) and job data, maintain FTE, process multiple/dual/secondary appointments, manage leave information, maintain key dates for an employee (probation, tenure, etc.), terminate employees, maintain learning and development activities (activities, committees, publications, etc.), request training enrollment, maintain certification status, etc.
3	Position Management & Compensation	Establish, update and maintain position attributes and funding information. Implement across the board pay increases; manage compensation cyles; maintain salary plans and salary grades, including market rates; implement salary adjustments and lump sum payments, etc.
4	Faculty Events	Track tenure, events and case reviews for faculty members, etc.
	Joint Campus Working Groups	**Examples of Topics Covered in Working Group**
1	Organizational Relationships, Workflow, Security, and Reporting	Review organizational relationships (structure) and types of employees/affiliates to be identified in the system. Review security levels, roles, reporting and workflow requirements.
2	Budget and Commitment Accounting	Review chart field configuration, integration to HR/Payroll, funding sources , fringe costs, budget information, encumbrances, etc.

NOTE:

1) Workflow items (routing and approvals) will be discussed in all applicable workgroups.

2) Self service transactions (employee self service and manager self service) will be discussed in all applicable workgroups.

3) Document management/attachments will be discussed in all applicable workgroups.

07/05/11

Department	Name	Recruiting	Workforce Admin	Pos Mgmt & Comp	Faculty Events	General Ledger and Foundations Accounting	Purchasing, Accounts Payable, and eProcurement	Billing and Receivables and Contracts and Grants	Asset Mgmt	Organizational Relationships & Security	Budget and Commitment Accounting
Asian Studies	Lori Harris										x
Biology	Marie Fholer		x								
Chemistry	Ruth Hyde										x
City & Regl Planning	Ashante Diallo		x								
Computer Science	Katrina Coble									x	
Dean's Office	Geraldine Taylor			x							
Dean's Office	Janet Farrell				x						
Dean's Office	Ryan Greenway									x	x
Dean's Office	Tammy McHale					x					x
Dean's Office	Becky Williams		x		x					x	
Dean's Office	Betsy Faulkner									x	x
Dean's Office	Collette Wilshire					x					
Dean's Office	Ed Payne						x				
Dean's Office	Gretchen McCoy							x			
Dean's Office	Lachonya Williams			x							
Dean's Office	Laura Yurco						x				
Dean's Office	Teresa Wilkinson	x	x								
EXSS	Michael Smith						x				
Geography	Barbara Taylor-Davis				x			x			
Geography	Dan Warfield		x								
HHV	Susan Landstrom			x							
History	Adam Kent	x			x						
Honors	Jason Clemmons			x							
Linguistics	Samelia McIver		x								
Physics & Astronomy	Julia Carvalho	x									
Psychology	Terri Gault							x			
Sciences UBC	Anne Schwarz	x			x						

The New Chart of Accounts

The Chartfield String

ConnectCAROLINA

PeopleSoft

Fund Code	Dept ID	Class	Account	Program	Project ID	Cost Code
XXXXX	XXXX - XX	XXX - XX	XXXXXX	XXXXX	XXXXXXX	X (10)
WHERE are we spending from?	**WHO** is spending the funds?	**HOW** are we spending the funds?	**WHAT** are we spending the funds on?	**WHY** are we spending the funds?	**WHY** are we spending the funds?	**WHY** are we spending the funds?

• State
• F & A
• Trust
• Grants
• Contracts
	• Dean's Office
	• Biology
	• Art
	
	• Area
	• Physical Location
		• Instruction
		  • Start-up
		  • Retention
		• Research
		  • Start-up
		  • Retention
		• Financial Aid
		• Institutional Support
			• Office Supplies
			• Travel
			• EPA Faculty
			• SPA Staff
			• Telephone
			• Services
				• Faculty Name
				• Event/Conf
				• Operating
					• Grant
					• Contract
					• Capital Projects
					
					• Cost Share
						Individual units will be able to develop their own cost codes based on their needs.

Similar to FRS GL	*Similar to FRS Department*	*Similar to FRS Purpose*	*Similar to FRS Object*		*Similar to FRS OSR SL*	

Example 1: Faculty Member John Smith

Fund Code XXXXX	Dept ID XXXX - XX	Class XXX - XX	Account XXXXXX	Program XXXXX	Project ID XXXXXXX	Cost Code X (10)
11901 State	326500 Chemistry	10101 Reg Instruction-Startup	523110 Educational Supplies	44102 John Smith	-	CH00187963 Lab Upfitting
11904 F & A	326500 Chemistry	10101 Reg Instruction-Startup	553110 Educational Equipment	44102 John Smith	-	CH00187963 Lab Upfitting
61059 Trust	326500 Chemistry	10105 Reg Instruction-Retention	523110 Educational Supplies	44102 John Smith	-	-
63324 Trust	326500 Chemistry	10100 Reg Instruction-Dist Prof Research	553110 Educational Equipment	44102 John Smith	-	-
30001 C&G-NCBC	326500 Chemistry	11000 Organized Research	553110 Educational Equipment		4524800 Solar Fuels Grant	CH07248112 Solar Site # 2

Connect CAROLINA

Fund Code XXXXX	Dept ID XXXX - XX	Class XXX - XX	Account XXXXXX	Program XXXXX	Project ID XXXXXXX	Cost Code X (10)
11901 State	326500 Chemistry	10100 Reg Instruction	513120 EPA Faculty Salary	20001 Operating	-	-
11901 State	326500 Chemistry	10100 Reg Instruction	513120 EPA Faculty Salary	20009 Instructional Budget	-	-
11901 State	326500 Chemistry	10200 Summer Instruction	513120 EPA Faculty Salary	20012 Summer School	-	-
11904 F&A	326500 Chemistry	11000 Organized Research	535110 Building Repair	20001 Operating	-	CH07248112 Solar Site # 2

Example 3: Miscellaneous

Fund Code XXXXX	Dept ID XXXX - XX	Class XXX - XX	Account XXXXXX	Program XXXXX	Project ID XXXXXXX	Cost Code X (10)
30001 C&G	326500 Chemistry	11000 Organized Research	553110 Educational Equipment		4524800 Solar Fuels Grant	-
11901 State	326500 Chemistry	10100 Reg Instruction	513120 EPA Faculty Salary	20001 Operating	4524800 Solar Fuels Grant - Cost Share	-
11902 State Receipts	329200 EXSS	18000 Facility Operations	401990 Special Fees	66301 Public Support	-	-
11902 State Receipts	329200 EXSS	18000 Facility Operations	401990 Special Fees	66302 Student Support	-	-