

Arts & Sciences Managers' Meeting Minutes July 8, 2015

Speakers

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HR Announcements

Short work break reminder: We have seen some departments transferring a student into a new job while the student is on short work break without performing the return from work break action. To take action on a student, you must return them from the work break and then make the change.

- In order to place an EPA Student on short work break, initiate the **Edit Existing Job** ePAR. The effective date should be the first day the student will be on the short work break. Be sure to extend the Expected Job End Date beyond when the student is expected to return. On the Finalize Form page, enter an action of Short Work Break and reason of EPA Student Short Work Break. Additionally, enter an action of Job Change and a reason of Reappointment for the change in Expected Job End Date. **Please note:** if the ePAR defaults with an Action of Return from Short Work Break, then remove it or change it to Short Work Break.
- To return an EPA Student from Short Work Break, initiate the **Edit Existing Job** ePAR. The effective date will be the first day the student should begin receiving pay. Be sure to extend the Expected Job End Date, if appropriate. On the Finalize Form page, enter an action of Return from Short Work Break and a reason of EPA Student Reappointment.

SPA Performance Management: Supervisor provides each employee a work plan within the first 30 calendar days of the performance cycle (by July 30). The meeting is called a work planning conference.

The work plan contains three parts:

- Performance goals
- Development goals
- Organizational values

We are awaiting instructions for how to do this online in Infoporte.

Deadlines:

July 10th – B01 Campus entry deadline (for the pay period ending July 12th)

July 15th – EPA Non-faculty annual evaluation reports due to Janet (jcfarrel@email.unc.edu)

July 15th – Early signoff for EPA timecards for June

July 17th – B01 Payroll Lockout (for the pay period ending July 12th)

July 17th – M01 Campus Data entry deadline (July actions)

July 24th – M01 Payroll Lockout (noon)

Finance Announcements

Budget definition changes for FY15-16: Although State funds and OSR funds budget definitions remain the same as in FY14-15, budget definitions for F&A funds and Trust 1 and Trust 2 take effect this fiscal year.

F&A expense funds:

- Beginning with FY15-16, we now budget by account on F&A child (which is your department's F&A budget). There are two account rollups for F&A budget: 510000 – Wages Only and 500100 – All Other Expenses. (budgeting on salaries is not required but will help with BMS report)
- Control on F&A parent (which is your school or division) is still at the overall school/division level, and not by account. (Ex.: College of Arts and Sciences parent budget is 27100-14101-300000).

Trust 1 and Trust 2:

- Beginning with FY15-16, we now budget by account on Trust 1 and Trust 2 Expense and Revenue.
- There are two account rollups for Trust 1 and Trust 2 Expense: 510000 – Wages Only and 500100 – All Other Expenses. (budgeting on salaries is not required but will help with BMS report)
 - There is one new account for Trust 1 and Trust 2 Revenues: 400100 – All Other Revenues.

FY15-16 beginning balances:

- **State funds**
The Budget Office processed a budget journal establishing your budget. The amount is based on your permanent State budget, and is available now for spending and budget transfers.

- **F&A funds**
The Budget Office processed a budget journal establishing your recurring F&A budget, and is available now for spending and budget transfers.

After FY14-15 is closed, the Budget Office will enter carryforward budgets for F&A funds and will run the formula allocation for F&A funds. The F&A beginning budget is the recurring amount. The formula allocation will adjust the budget with the existing formula based on earned overhead from the prior year.

- **Trust 1 and Trust 2 funds**
For trust sources with Associated Revenue, the fiscal year-end fund balance, based on Fund—Source—owning Department will automatically carry forward as the beginning budget balance (most of your department owned sources are associated). This will occur shortly following FY14-15 year-end close. If the trust source is associated, it will be in the Associated Budgets table. The attached Associated Budgets PDF explains how to find and use the table in ConnectCarolina. Trust 1 and Trust 2 sources are set to what is called “track without budget,” which means budget checking will not fail regardless of the balance. This is useful for transactions that go

through budget checking before the fund balance is rolled forward for FY15-16.

For trust sources without Associated Revenue, there is no carryforward of the year-end fund balance. Departments can now enter budget journals to establish a beginning budget (most College department owned sources do not need to do this).

Effective July 1, 2015, sources with Associated Revenue have Automatic Budget Create (ABC). ABC is a nightly process that updates the trust expense budget based on revenue received.

Permanent Tools:

- We are expecting to have a permanent tool to replace retroactive fund swaps and will be part of ConnectCarolina where fund swaps are currently found. Target: September 2015
- Any projections are now through Infoporte, but there is a new projection tool in development for ConnectCarolina with tentative deployment in late October. This tool will take into account position or funding end dates.

Planned Increases:

- We are currently working through the planned increases to be submitted through our office as an ePar. If you're on the approval route, please approve the ePars so that they may go into effect.
- Please check with Laura after all ePars have been submitted if you have questions pertaining to your department.

Reviewing budgets training:

- With the start of the new fiscal year, the way budgets are viewed has changed. We will be offering three trainings on how to reach these budgets.
- This training will take place in Davis Library on the following dates:
 - August 5th from 2pm to 4pm
 - August 7th from 10am to 12pm
 - August 11th from 10am to 12pm
- [To register, please click this link to visit our ABC Sign-up page.](#)

- **F&A funds**

The Budget Office processed a budget journal establishing your recurring F&A budget, and is available now for spending and budget transfers.

After FY14-15 is closed, the Budget Office will enter carryforward budgets for F&A funds and will run the formula allocation for F&A funds. The F&A beginning budget is the recurring amount. The formula allocation will adjust the budget with the existing formula based on earned overhead from the prior year.

- **Trust 1 and Trust 2 funds**

For trust sources with Associated Revenue, the fiscal year-end fund balance, based on Fund—Source—owning Department will automatically carry forward as the beginning budget balance. This will occur shortly following FY14-15 year-end close. If the trust source is associated, it will be in the Associated Budgets table. The attached Associated Budgets PDF explains how to find and use the table in ConnectCarolina. Trust 1 and Trust 2 sources are set to what is called “track without budget,” which means budget checking will not fail regardless of the balance. This is useful for transactions that go through budget checking before the fund balance is rolled forward for FY15-16.

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If you have any questions, please contact McGregor Bell at mcgregor.bell@unc.edu or Yahui Chao at chaoy@email.unc.edu. Thank you

Overview

Major Organizational Unit (MOU) leads manage and maintain the approval workflow for their school or division. For each department in their organization, they choose:

- which transactions require departmental approval (for the ones where approvals are optional)
- how many levels of approval are required within the department for each type of transaction
- who in the department approves transactions

MOU leads can also choose to delegate the tasks of maintaining approvals workflow.

Making Changes to Approval Workflow

To manage workflow, follow these steps:

1. Go to **Main Menu > UNC Campus > Department Workflow Config**

Note: Anyone who has access to the finance part of ConnectCarolina can use this option to view how approvals are set up for their department, but only MOU leads and their delegates have access to make changes.

2. Do one of the following:
 - Type all of or part of the department number in the Department field.
 - If you want to search by description, change “begins with” to “contains” beside the Description field and type all or part of the description.

3. Click the **Search** button.

Find an Existing Value

▼ Search Criteria

| | | | |
|-----------------------|---------------|-------|---|
| Business Unit: | begins with ▼ | UNCCH | 🔍 |
| SetID: | begins with ▼ | | 🔍 |
| Department: | begins with ▼ | | 🔍 |
| Description: | begins with ▼ | | |

Case Sensitive

Search
Clear
Basic Search
 Save Search Crit

Result: ConnectCarolina does one of the following:

- displays a list of departments that match what you typed, or
 - if there is only one that matches, it opens the department’s workflow configuration page. Skip to step 6.
4. Click the link of the department you need to work with.

Result: ConnectCarolina displays the first tab of the screen that lets you configure your approval workflow.
 5. Refer to the following pages for instructions on making changes to your approvals workflow.
 6. Click **Save** to save your changes.
 7. When you are finished you can do one of the following:
 - Click **Next in List** or **Previous in List** to move to the next department in your search results.
 - Click **Return to Search** to search again.

📄 Save
🔍 Return to Search
⬅️ Previous in List
➡️ Next in List

Specifying Which Transactions Need Approval & How Many Levels

Use these steps to specify which types of transactions require departmental approval and how many levels of approval they need.

Turn Approvals On and Off

On the Dept. Approval Cfg tab in the Departmental Hierarchy and Options box (near the top of the page), mark the check boxes for each type of transaction that requires departmental approval. The transactions that require departmental approval are “grayed out,” so you can’t unmark their checkboxes.

Add Levels of Approval

If a transaction has a check next to it, it has at least one level of approval. The approvers listed at the bottom of the page are the approvers for this level. (These are also the approvers for the department if it is listed as a second or third level approver for another department.)

To add a second or third level of approval, type the department number in the Level 2 or Level 3 column beside the transaction you want to add another level to.

The screenshot displays the 'Dept Approval Cfg' interface. At the top, there are two tabs: 'Dept Approval Cfg' (selected) and 'Approval Security'. Below the tabs, the following information is displayed:

- Business Unit: UNCCH UNC at Chapel Hill
- Department: 603000 ITS - EA-Connect Carolina
- Manager:

Below this is the 'Departmental Hierarchy and Options' section. It features a table with columns for 'Approval Required', 'Level 2', and 'Level 3'. The 'Approval Required' column contains a list of transaction types with checkboxes. The 'Level 2' and 'Level 3' columns contain input fields for department numbers, each with a search icon.

| Approval Required | Level 2 | Level 3 |
|--|---------|---------|
| <input checked="" type="checkbox"/> Requisitions | | |
| <input checked="" type="checkbox"/> Vendor Catalog | | |
| <input checked="" type="checkbox"/> Software Aquisition | 112345 | |
| <input type="checkbox"/> Purchase Orders | | |
| <input checked="" type="checkbox"/> Vouchers | | |
| <input checked="" type="checkbox"/> Journal Entry Designation: Basic | | |
| <input checked="" type="checkbox"/> Journal Entry Designation: Complex | | |
| <input checked="" type="checkbox"/> Budget Entry | | |
| <input checked="" type="checkbox"/> Independent Contractor | | |
| <input checked="" type="checkbox"/> Source Create | | |

Annotations in the image include:

- A yellow box highlights the 'Level 2' input field containing '112345'.
- A yellow box highlights the 'Purchase Orders' checkbox, which is grayed out.
- A yellow arrow points from the text 'To add another level of approval for this transaction, choose the department here' to the 'Level 2' input field.
- A yellow arrow points from the text 'You can't change the boxes that are grayed out' to the 'Purchase Orders' checkbox.

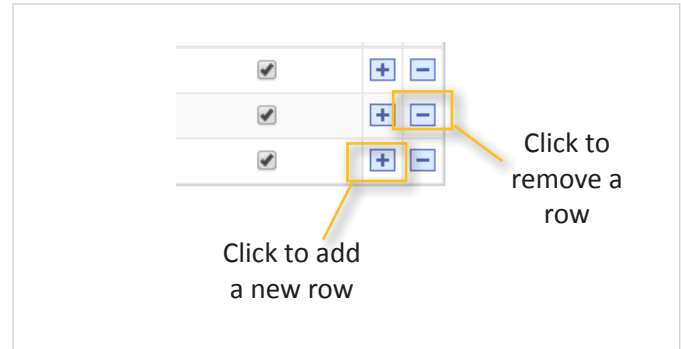
Adding and Removing Approvers

Use these steps to add and remove approvers for a department.

At the bottom of the Dept. Approval Cfg tab, in the Departmental Approvers section, you can add or remove approvers. Note: The University recommends that you always have at least two approvers for each type of transaction that requires approval.

To add an approver, click one of the plus signs on the right side of the Departmental Approvers box (scroll all the way to the right to see it). The system adds a new row. In the Approver Oprid field, choose the approver's Onyen. Check the box for each transaction you want the person to be an approver for.

To remove an approver, click the minus sign that is on the same row that the approver's Onyen.



Choose approvers here

Mark the transactions they should approve here

| Departmental Approvers | | | Requisitions | Vndr Catalog | Software Aquisition | Purchase Order | Voucher | Jrnl Entry Basic |
|------------------------|---------------------------------------|--------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| 1 | <input type="text" value="atkinc"/> | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | <input type="text" value="dward"/> | Dana L Ward | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | <input type="text" value="srharing"/> | Steve Haring | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

