

Arts & Sciences Managers' Meeting Minutes  
September 14, 2016

**Speakers**

Kristen Beattie  
*Budget Analyst*

Lachonya Williams  
*Assistant Dean for Human Resources*

Laura Yurco  
*Assistant Dean for Finance*

**Instructional  
Budget Allowable  
Expense Guidelines**

*Please see the attachment to these minutes for the Did You Know for the Allowable Expenses Guidelines.*

**HR Announcements**

**EHRA Employees:**

EHRA employees who are FLSA non-exempt will **not** be moved to the biweekly payroll in September as previously communicated by OHR.

**Retro Pay for EHRA August Hires and Return from Work Break late actions:** If a hire or return from work break action missed the August payroll, then please submit a help ticket to ensure retro pay is included in the employee's September (M03) pay.

Updated deadlines for ASAC and the Senior Lecturer/Teaching Professor review committee have been added to the Chair's Manual.

Faculty review memos have been sent to departments. If you have questions about any of the information contained in the memos or the employees on your lists, please contact Janet Farrell or Teresa Wilkinson.

**ConnectCarolina:**

**IMPORTANT TIP FOR NEW HIRES AND PORTAL SELF-SERVICE:** Here is an important tip to share with new hires when they first use ConnectCarolina. When new hires first log in to ConnectCarolina (connectcarolina.unc.edu), they will not see Self-Service options such as view paycheck, view tax forms, etc. New hires should log in to ConnectCarolina and then log out and close their browser. It is recommended to wait at least 5-10 minutes before logging back in. This allows the system to process an individual's access to ConnectCarolina, including Self-Service. When the employee next logs in, they should see all Self-Service options. If the individual still does not see these links, they should contact the Business Systems Help Desk at 919-962-HELP or help.unc.edu.

**W4 and NC4 forms:** Please remind new hires and current employees that they should submit and/or update W4 and NC4 forms via ConnectCarolina Self-Service whenever possible. New employees need to follow the tip above to successfully log in to Self-Service. Note that new employees are not required to submit paper forms. Foreign national employees should continue to submit paper copies to Payroll. For more information about W-4 and NC-4 tax forms, and how to view,

edit and print them, see the [Online Employee Tax Forms](#) info on ccinfo.unc.edu. Also, anyone wishing to claim exempt from State of North Carolina payroll withholding taxes can only do so via completion of the NC4-EZ form which can be found [here](#).

**SHRA Employees:**

Performance review trainings are in ConnectCarolina. The last one is next week. New work plans should be issued to employees as of October 1<sup>st</sup>. If you have questions about the form or process, please reference the [policy](#) or [toolkit](#), or you can reach your [HR Consultant](#) or Employee & Management Relations (843-3444).

**General Announcements:**

Flu clinics this year will be walk-in only. An informational email went out on Monday, September 12<sup>th</sup> with dates and locations.

Employee Appreciation Day – October 21<sup>st</sup>. More information to come.

Annual Enrollment – Opens October 1<sup>st</sup>. You can go ahead and log in and do your attestations. Employees will automatically be enrolled in 70/30, unless you take action in the system. Everyone will need to recertify their attestations for the wellness credits. Information will be coming from OHR soon. Mailings have been sent directly to employees' home addresses.

We're going to a new dental and pharmacy plan vendor. If you get new cards in the mail, please do not disregard these.

TIM Upgrade postponed to October 24<sup>th</sup>. Information is coming soon regarding mandatory classroom training for TIM Administrators. There will be CBTs for managers and employees.

**Finance  
Announcements**

**Month-end close:** Deadline for Journal Entries to central offices is 5pm Wednesday, September 28<sup>th</sup>, please ensure you have them submitted complex journal entries (gift to gift, other) to our office to allow time for approval by COB September 27<sup>th</sup>

**Suspense:** Since May 29, 2015, funding end dates (e.g. Sponsored Project - Project End Dates) have been treated as soft end dates in the payroll distribution process and haven't been sent to payroll suspense. As of September 1, 2016, payroll that is charged to Projects which have been reported to the sponsor and Closed in ConnectCarolina *and inactive combo codes* will be sent to payroll suspense. Starting around November 1, funding end dates will be treated as hard end dates in the payroll distribution process, and payroll that is charged will be sent to payroll suspense.

Several reports will soon be available to proactively manage payroll suspense:

- Funding End Date Notification report shows which current and future funding sources expire by a specific date.
- Salary Funding Report shows the current and historical funding source information for an employee based on executed ePARS.

- Suspense Analysis Report provides an aging analysis and cause of transactions currently posted to the department's suspense account.

**Suspense Charges:** As a reminder starting in fiscal year 2017 per University policy suspense charges should not remain on suspense for more than 90 days.

**New Finance Website:** On August 26, Finance launched a redesigned website, which represents months of close collaboration between Finance leadership and the Finance and Administration communications team, with suggestions from Finance Council members. URL is still <http://finance.unc.edu/>. But they've made some improvements.

**Motor Pool Replacement:** In an effort to provide added cost savings and services to the University, UNC Facilities Services will replace the Carolina Motor Pool with rental vehicles courtesy of Enterprise Rent-a-Car. Effective August 15, 2016, University faculty and staff needing short-term vehicle rentals should plan to use Enterprise, an approved vendor with the State of North Carolina. All reservations can be booked via the Enterprise UNC partnership website:

<https://www.enterprise.com/en/corporate-accounts/unc-motorpool.html>

**Instructional Workload** will be released by September 30<sup>th</sup>

- Trainings and help sessions will take place each week
- Departments will need to complete submission by October 21
- Chairs will need to sign-off by November 4<sup>th</sup>

**Dean's Office Restructure/Transition:** Email regarding this transition went out on Wednesday, September 21<sup>st</sup>

- Betsy Faulkner will be filling in for Laura Yurco while out on leave from October-end of December
- We are restructuring Dean's Office Finance to include 2 Senior Budget Analyst and 2 Budget Analysts, working in teams of two to support divisions
- Sabrina and TBD-Supporting Natural Sciences, Undergraduate Education, Dean's Office and OASIS
- Whitney Baker and Kristen Beattie-Supporting Social Sciences, Fine Arts and Humanities, and Global Programs

**ARP Information (EHRA Faculty and Non-Faculty):**

- 1.5% Across the board increase was applied to those eligible in August Paycheck
- The increases we distributed amongst current sources (we will be leaving professorships as is unless we get guidance directing us otherwise)
- Any that worked with SAD for an over 1.5% increase would be applied in September paycheck
- The 1.5% increase allocations should be made in the coming weeks, we are working with the budget office to get a report regarding funding sources for those not permanently on state funds to find gaps in funding and where fund swaps/PAATs will be needed

# Did you know... No. 23

## What are allowable expenses on my instructional budget (C1302 and C1303)?

All expenses on instructional budget must be for teaching related duties:

- Teaching Assistants
- Lecturers
- Instructional Assistants
- SPA Student Assistant graders
- Fringe benefits associated to TAs and Lecturers
- Core data and transit associated to TAs and Lecturers

	Budget	Pre-Encumb	Encumbered	Expenses YTD
<b>Bus Unit: UNCCH - Fund: 20101 - Source: 12001 - Dept: ██████ - Prog: C1302</b>				
513100 EPA Teach Budget	630,584.00	0.00	0.00	0.00
513120 EPA Teach On Campus				110,322.78
513170 EPA Teach Student Monthly				211,883.32
<b>Subtotal 513100 EPA Teach Budget</b>	<b>630,584.00</b>	<b>0.00</b>	<b>0.00</b>	<b>322,206.10</b>
514900 Bonus Incentive Wages	563.00	0.00	0.00	0.00
514910 Bonus Incentive Wages	0.00	0.00	0.00	562.50
<b>Subtotal 514900 Bonus Incentive Wages</b>	<b>563.00</b>	<b>0.00</b>	<b>0.00</b>	<b>562.50</b>
515100 Social Security Budget	8,112.00	0.00	0.00	0.00
515120 Social Security-OASDI	0.00	0.00	0.00	6,525.75
515130 Social Security-Hospital Insur	0.00	0.00	0.00	1,586.25
<b>Subtotal 515100 Social Security Budget</b>	<b>8,112.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,112.00</b>
515400 Optional Retirement Budget	2,007.81	0.00	0.00	0.00
515410 ORP-TIAA Retirement	0.00	0.00	0.00	1,068.72
515420 ORP-TIAA Health Plan Benefits				939.09
<b>Subtotal 515400 Optional Retirement Budget</b>	<b>2,007.81</b>	<b>0.00</b>	<b>0.00</b>	<b>2,007.81</b>
515500 Medical Insurance Budget				0.00
515530 Medical Insurance-HMO Health P				811.44
515540 Medical Insurance-Grad Student	0.00	0.00	0.00	42,545.44
<b>Subtotal 515500 Medical Insurance Budget</b>	<b>43,356.88</b>	<b>0.00</b>	<b>0.00</b>	<b>43,356.88</b>
558914 Misc Services/Obligations				0.00
<b>Subtotal 520000 Purchased Services Budget</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
521110 Transit Fees	966.62	0.00	0.00	966.62
<b>Subtotal 521110 Transit Fees</b>	<b>966.62</b>	<b>0.00</b>	<b>0.00</b>	<b>966.62</b>
521210 Core Data Services	1,739.91	0.00	0.00	1,739.91
<b>Subtotal 521210 Core Data Services</b>	<b>1,739.91</b>	<b>0.00</b>	<b>0.00</b>	<b>1,739.91</b>
568120 Fellowship-Non Service State	0.00	0.00	0.00	3,294.25
568810 Tuition-Graduate Assistant				0.00
<b>Subtotal 568000 Educ Award-Scholarship Budget</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,294.25</b>
569220 Insurance-Grad Student Medical	0.00	0.00	0.00	143.92
<b>Subtotal 569000 Other Educational Award Budget</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>143.92</b>

## How to fix incorrect charges?

- Nonpersonnel: Most can be fixed via correcting voucher journal entry or correcting journal entry.
- Graduate Student Charges: If the charges are from the current semester, you can correct the chartfield in Grad-Star. If the charge is from a previous semester, please contact the Graduate School for assistance with corrections.
- Personnel (Research Assistant, Post Doc, etc.): Fund swap and/or PAATs.

## Dean's Office Allocation Status

✓ Complete transfers:

Type of Transfer	Source	Account	Program	Budget Journal #	Budget Transfer #
<b>STATE FUNDS</b>					
Instructional Budget Carryover	12001	513100	C1302		0000237780
5% Instructional Budget Reversion	12001	513100	C1302/C1303		0000242462
State Funds Course Release Allocations	12001	513100	C1302		0000249413
New Hire Faculty Salary Funds	12001	513100	10000		0000248704
End of Employment Faculty Salary Funds Reversion	12001	513100	10000		0000250230
<b>F&amp;A FUNDS</b>					
F&A Commitment Allocations	14101	500100	Varies		0000251037
F&A Movement of Budget to Program (deficits/carryover without program)	14101	500100	10000		0000242613
F&A Movement of Budget to Program (formula allocation)	14101	500100	10000		0000242602
<b>TRUST FUNDS</b>					
E&T Budgets					
Salary	14295	510000	C1306		0000238414
Benefits/NonPersonnel	14295	500100	C1306		0000238414
Professorship Salary Allocations					
Salary	UXXXX, CXXXX or 7XXXX	510000	10005	0000246429	
Benefits	UXXXX, CXXXX or 7XXXX	500100	10005	0000246429	
Professorship Research Allocations	UXXXX, CXXXX or 7XXXX	500100	C3XXX	0000243730	
Professorship Research Carryover/Deficit Allocations	UXXXX, CXXXX or 7XXXX	500100	C3XXX	0000243731	
Trust Commitment Carryover	UXXXX, CXXXX, 7XXXX, or 5XXXX	500100	Varies	0000250183	
Trust Commitment Allocations	UXXXX, CXXXX, 7XXXX, or 5XXXX	500100	Varies	0000251372	
Trust Commitment Carryover/Deficit Allocations	UXXXX, CXXXX, 7XXXX, or 5XXXX	500100	Varies	0000250183	
Leadership Allocations	COXXX	500100	C1306	0000249372	
Split trust Funds	CXXXX, 7XXXX	500100	10000	0000237869/ 0000242443	

▪ **Transfers Pending Approvals:**

Type of Transfer	Source	Account	Program	Budget Journal #	Budget Transfer #
Trust Commitment Carryover	UXXXX, CXXXX, 7XXXX, or 5XXXX	500100	Varies	0000250183	
Leadership Carryover	COXXX	500100	C1306	0000250183	
State Commitment Allocations	12001	Varies	Varies		0000251038

➤ **Forthcoming Transfers (expected by September 30th)**

Type of Transfer	Source	Account	Program	Budget Journal #	Budget Transfer #
ARP Salary Allocation	12001	513100, 511100	Varies		
Instructional Budget Reallocation	12001	513100	C1302, C1303		

To see commitment details navigate to Arts and Sciences Reporting:

<https://asr.oasis.unc.edu>

Click: Commitment Transfers

Choose: Fiscal Year: 2016/2017

Click: View Report

On Budget Journal/Budget Transfer refer to reference field for CMT# OR

Unit: UNCCH    Journal ID: 0000251372    Date: 09/07/2016    Budget Header Status: Posted  
 Approval Header Status: Approved

\*Process: Copy Journal    Process

▼ Lines

Line	Ledger	Budget Period	Fund	Source	Account	Dept	Program	Set Options	Currency	Cost Code 1	Amount	Journal Line Description	Ref
33	TRST_EX_BD	2017	29200	C5093	500100	313500	C1306	Set Options	USD		15,000.00	All Other Expenses	CMT#6712

On Reference 1 in InfoPorte Transactions shows the CMT# and TransID shows the Budget Journal/Transfer #

Bus Unit	Ledger	Fund	Source	Dept ID	Account	Project	Program	Cost Code 1	Cost Code 3	Description	Trans Type	Trans ID	Reference 1	Reference 2	Amount
UNCCH	TRST_EX_BD	29200	C5093	313500	500100		C1306			Dean's Office Trust Commitment	GL_BD_JRNL	0000251372_07-SEP-2016	CMT#6712	All Other Expenses	15,000.00