

Extension Quarterly Campus HR/Fiscal Meeting

Date: December 1, 2015
Location: Memorial N103C-StotlerIII
Time: 9:30-11:30 am

Minutes

1. Introductions-Callie Glascock

2. Diane Dews

Online performance reviews are on the way – they will in My Performance in myhr
Megan Martin is overseeing this project for extension

Faculty will use MYVITA – way for faculty to report accomplishments
It will pull info in from HR

Mark Stillwell is working on MyExtension which will replace the web apps reporting system for extension faculty and will work with MYVITA

Makele Ndessokia is the new HR manager and liaison between campus and extension

Monthly paychecks will go out December 24th.

Callie Glascock

3. Budget

Directors will be getting a meeting request from Beverly Coberly for budget planning
Plan on 2% reallocation with units covering 2% merit raise pool
Meetings on the topic with Rhonda Gibler and the provosts have been postponed.

4. Ecommerce

RFP received four responses – two were selected for presentations
Will include event management and a payment method and will communicate with PeopleSoft
Job for ecommerce manager has been posted and received responses
Will be a temporary 3 year position

5. 2017 Cost Commitments

Will be more restrictive than last year – Tom wants to put money in large initiatives
Directors have been warned there will be fewer cost dollars
CE does not pay fees to campus – Coop units do
Working on a structure for both sides to streamline the process
Campus is also working on revamping a full costing structure, possibly on revenues instead of expenses

Shelly DeJaynes

6. Hiring request form

New boxes to check when filling out funds for a position – include both salary and benefits
Copy of payroll splits help document are in each units folder on the sharepoint site

7. Equipment reserves

Fund 1025 – should be used to purchase capital equipment
Should be on separate Dept ID from GO funds
You can have accounting run a monthly journal entry to put funds in this account
Contact Shelly DeJaynes to set this up

8. Split funding on Pcard charges

Not all charges that have split funding are hitting PeopleSoft. Make sure you check all accounts on split funding to make sure they are in PeopleSoft.

9. Fiscal Responsibility

Campus philosophy: Expenses must benefit the University – we must be good stewards of university funds – and we must have accountability

Those who are accountable: Dean – Director – Dept. Chair

Those who are responsible: Fiscal officer – Dept. fiscal staff

Verification or managerial review depends on the units structure

Monthly reviews should include:

Budget to actuals report

Payroll reconciliation

Transaction checklist

Travel summary detail

PC statement of account

Contact Amy Rosson or Dustin Oehl for best grant reports

MIS web apps:

Income statements 1-10

Grants report #1

Hyperion report: H-BB1 – can only be run as actuals OR budget

Cognos reports:

BudDev E1 – history with this report

BudVar 1b – shows changes in budget

Actuals review 2A – payroll

Periodic reviews:

Security access

Signature authority

Custody of assets

Annual Review – all are prompted by campus:

Cost of Goods Sold

Petty cash

Business income tax

Service operations

Financial statement review

Budget planning – Hyperion

Capital equipment inventory

Full accounting presentation can be found at:

<http://accounting.missouri.edu/pdf/Fiscal%20Oversight%20Checklist.tools.BPPM%202%20005.pdf>

10. Moving Expenses

Information on policies is on the Extension Fiscal travel web page (at bottom)

Contracted moving company can be paid for with a Pcard

Non-contract moving company must be paid with a purchase order

If employee pays for the move they can be reimbursed through the T&E system

Must have:

Offer letter

Reimbursement form

All receipts

If person moving is regional specialist – move is paid from regional funds

If not regional – hiring unit pays moving expenses

Patrick Kurtz is the contact if you have any questions.

11. Windy Kirkpatrick – ETCS

If any units ordered any computer equipment not covered by the replacement plan – she will need a MoCode to charge.

Any computer equipment purchased MUST be approved and purchased by ETCS

Amy Rosson

12. ERs in budget error status

Only accounting can fix them after they have been approved. Please check funding carefully before approving.

Defaults for expense reports can be changed in PeopleSoft

13. Fees for service

Working on guidelines for where fees should go.

Please contact Amy if you have any input on this subject

14. Indirect Policy

Negotiations between OSPA and some state agencies are still ongoing.

Contact Chris Marston with any proposal to check the source of funding

15. On/Off Campus policy

New from OSPA – published definitions of off campus says if PIs salary is paid from a grant – it is considered on campus

Policy has caused problems – please let Chris Marston know about any issues.

They have split funding under certain conditions

Federal flat benefit rate is now 24% - which is a decrease

16. CEIS/PCI Update-Patrick Kurtz

PCI – he thanked everyone for their cooperation – assessment went well

It's possible more assessments are coming – be sure you are following policies daily

CEIS – contact Patrick with any issues

Attendees:

Chris Marston
Amy Rosson
Shelly DeJaynes
Karen Dickey
Carol Heffner
Sherilyn Russell
Emily Mangano
Jennifer Blair
Karin Burgess
Windy Kirkpatrick
Patrick Kurtz
Diane Dews
Callie Glascock
Andy Emerson
Linda Runnebaum
Lora Curry
Pat Wehmeyer
Sherry Howard
Amber Neely