

# Extension Quarterly Campus HR/Fiscal Meeting

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Date: March 3, 2015  
Location: 1110 South College, Room 113  
Time: 9:30-11:30 am

## Minutes

Meeting began at 9:37 am

1. Introductions-Callie Glascock
2. AMT Update
  - a. Dustin Oehl will begin working at AMT March 16<sup>th</sup>. He will work part-time at both 4-H and AMT while he helps to bring 4-H Online. AMT was restructured and Dustin's position was created in place of Tiffany Hughes.
3. HR Update-Diane Dews
  - a. Title IX training required for anyone who is paid by the university. Extension is providing face to face training for campus and all the regions. Training is mandatory and both must be completed.
  - b. All benefit eligible employees will receive an offer letter effective March 2, 2015 from HR. Previously only faculty received offer letters.
  - c. After termination, vacation pay will be paid in a lump sum the pay period after termination. A form email will be sent after termination explaining the policy. Retirement will take up to seven months after termination. Following termination – myhr privileges will be lost for 30 days. It is important to get all information prior to the 30 day period.
  - d. W-2s will not be reprinted. If anyone didn't receive their W-2 – they will have to go online to get a copy.
  - e. HR helpdesk number: 882-5000
  - f. Diane Dews will be out for at least two weeks. She will be working from home and Tamra Robbins will be checking her email.
  - g. Anyone returning from FEMLA – must have a doctor's release before returning to work.
  - h. Anyone receiving a raise prior to March 1<sup>st</sup> – will not be eligible for a raise in September.
4. PC Replacement-Callie Glascock
  - a. Plan has been sent. If an employee doesn't meet the criteria hopefully the department will replace the computer with their own funds. Rhonda will be sending out the plan again
5. UOEXT Business Unit-Callie Glascock
  - a. July 1<sup>st</sup> UOEXT will no longer exist and all of Extension will be under COLUM
  - b. Units that had two GO deptids were combined into one GO deptid
  - c. Hopefully most processes will be fixed automatically. The only one that we believe will be manual will be looking up MIS Reports for FY15 & FY16 if an E deptid.
  - d. Grant Dept IDs will need to be moved if it lasts past June 30<sup>th</sup>
6. E Commerce-Callie Glascock
  - a. Still working on the process – when all needs and criteria are gathered – an RFP will be sent out – hopefully something exists that will accommodate Extensions needs

7. Smith Lever Audit-Callie Glascock
  - a. Auditors are asking for business purpose of expenditures. Must have approvals, business purpose, and must follow university purchasing policy
8. 2016 Budget-Callie Glascock-timeline handout
  - a. 1.5% cut GO
  - b. Budget emails with GO amounts and assumptions have been sent
  - c. April 24<sup>th</sup> budget closes
9. Fiscal Non Grant Update-Shelly DeJaynes
  - a. Pcard Tips
    - i. Must get approval and signatures for any MoCode used on Pcard statement
    - ii. Receipts and a copy of the statement should be sent to the department of the approver
  - b. Online Trainings
    - i. Adobe-connect trainings being offered by Shelly. They are from 11:30 – 12:00. Trainings can be viewed on ISE Web Apps
  - c. Shelly also mentioned that some accounts from Enterprise Leasing may have been cancelled. Before renting you may want to check on your account
10. Fiscal Grant Update- Amy Rosson/Chris Marston
  - a. New OMB F&A Policy
    - i. New uniform guidance policy will be sent out in an email.
    - ii. New policy for new grants only
  - b. PI responsibility-subcontract invoices (performance reports)
    - i. Performance reports must accompany invoices from subcontractors
    - ii. Departments should keep copies of invoices and performance reports
  - c. Update on eEVRs
    - i. Just a few more to approve
    - ii. Amy thanked everyone for their attention to the EVRs
  - d. Loss of pre-award staff in UOEXT
    - i. Several people have left the pre-award staff. Please get proposals in to Chris Marston early because she no longer has assistance.
  - e. Pre-Authorization on grant expenses
    - i. PIs must pre approve expenses on grants and all grant accounts must have managerial review
  - f. Managerial approval on grants
    - i. Blanket approvals on ongoing expenses are allowed
    - ii. Signature approval must be kept for five years
11. CEIS/PCI Update-Patrick Kurtz
12. Still needs credit card procedures from some departments

Attendees:

Chris Marston  
Amy Rosson  
Shelly DeJaynes  
Karen Dickey  
Sherry Howard  
Rhonda Clayton  
Carol Heffner  
Andy Emerson  
Sherilyn Russell  
Emily Mangano  
Tom Pitchford  
Jennifer Blair  
Darlene Beaman  
Karin Burgess  
Janice Perkins  
Windy Kirkpatrick  
Patrick Kurtz  
Diane Dews  
Lora Curry  
Daffany Hood  
Pat Wehmeyer  
Callie Glascock

## **FY16 Budget Timeline**

Campus Trainings – Please attend a SAL and FIN training Now- March 12th

<https://iatsbase.missouri.edu/hrtraining/calendar.aspx>

\*Open labs by campus are also being scheduled at this link

### **Round 1**

Feb 26th- Round 1 Income Projections Due

March 6th – Round 1 Closes

### **Round 2**

April 2nd – Round 2 emails with assumptions sent out

April 3rd – Extension Unit Budget Meeting/Lab

April 24th – Round 2 Closes for Units           Most important date!

May 8th – Round 2 Closes

### **\*\*Remember\*\***

- Your SharePoint folder has an Excel budget template so you can work on the planning amounts before data entry.
- Transfers have specific entry requirements, such as:
  - i. Know the fund/dept/ program of the other side of the transfer as well as the other dept contact name.
  - ii. Has to be entered in a specific way, not just the amount in the PS acct cell
- AMT- Fiscal will be doing a final review, so if you think you are budgeting a big change that we don't already know about, please send us an email.