Extension Quarterly Campus HR/Fiscal Meeting

Date: March 6, 2018
Location: 1110 S. College
Time: 9:30 am-11:30 am

<p align="center">**Agenda**</p>

1. Introductions – Shelly DeJaynes
2. Payroll/HR Questions – Diane Dews
3. FY19 Budget – Shelly DeJaynes
    a. Assumptions-tentative. More detail and confirm assumptions in unit meetings with Blake about budget. Meetings being set up now.
        i. 2% raise pool-budget must be able to pay for
        ii. 35.62% benefits (use 36.10% for fed grants for FY19)
        iii. 4.76% institutional support/full costing
        iv. 1% investment income
        v. Flat endowment income (budget office loading the numbers in Hyperion automatically)
    b. Timeline-handout below
    c. Budget data entry-see handout below. Working on Sharepoint templates to add payroll info and add monthly columns for the revenue generating deptids. Will email units when done.
        i. Revenue generating funds do not include grants.
4. Fiscal centralization update – Shelly DeJaynes
    a. Units affected-Support units in Whitten Hall, Youth & Family, Health & Safety
    b. Knows-Who is moving to Ext Fiscal from program units (not sure of timing)
        i. Jennifer Blair (already in Ext Fiscal)
        ii. Diane Dews-still handling payroll
        iii. Tom Pitchford
        iv. Ruth Breedlove
        v. Pat Davis
        vi. Randee Larkin
        vii. Daffany Hood
    c. The rest Ext Fiscal is still working on, but we are making progress. Thanks for patience.
5. Purchasing – Shelly DeJaynes
    a. Payment reference guide-Follow Payment Reference Guide, although payment method may be flexible based on supplier requirements (acquisition vs payment)
    b. OneCard Sanctions-see policy below. Must follow policy and Ext Fiscal will back and support. Being non-responsive can result in a suspended card until the issue is resolved, such as waiting on a missing receipt or further information to be within policy.
        i. Windy Kirkpatrick reminded that ALL IT purchases need to come thru IT, even those purchased thru epro.
    c. Reporting Financial Issues (DOCX)-Extension process when any transactions, Onecard or other, raises to level of fraud.

d. T&E-what can be fixed with comments
    i. What can be fixed by comments?
        1. Duplicate ER lines unless it is truly another ER with the same lines. For instance, same ER but two mileage lines creates duplicate. Note in approver comments duplicates are actually round trip mileage and not duplicated on another ER.
        2. Per diem meals where the times in the fields are not correct
        3. Mileage towns
        4. Additional business purpose or other comments needed per policy
    ii. What can't be fixed?
        1. Duplicate ER lines where it is truly duplicated on another ER. Other ER must be deleted first before approving ER.
        2. Incorrect funding where you are not the approver on both of the deptids
    iii. Note: Accounting is looking into option of approver uploading attachments, enough transaction now to make the programming change worth
    iv. Jennifer Blair mentioned that approver screen could be personalized to move PS chartfields around. She will get info together and send out.
6. [Mileage discussion](#) – Shelly DeJaynes
    a. Shared draft language below. Requested feedback whether clarification will work for all units.
7. Pre-award procedures – Chris Marston
    a. 10 business day submission deadline is being reviewed by Ext Administration. Will be communicated once decided.

Attendees:
Shelly DeJaynes
Chris Marston
Carol Heffner
Alysha Stelling
Randee Larkin
Ruth Breedlove
Tom Pitchford
Karin Burgess
Windy Kirkpatrick
Jennifer Blair
Diane Dews
Renee Morrill
Daffany Hood
Emily Mangano
Kim Shettlesworth
Tricia Oswald
Patty Hudnut
Caitlin Carr
Tamra Robbins
Janice Perkins

FY19 Budget Timeline

Campus Trainings – Everyone that is handling Hyperion data entry should have already attended a new user or refresh session that started Feb 6th.* If not, please check in MyHR to see if you can get into a training. Check with Shelly DeJaynes if you aren't sure about your unit.

New!—Budgeting for revenue generating deptids should be done at the monthly level.

Timeline

- Now – Hyperion open for SAL & FIN data entry for Extension users
- General allocation amounts and budget assumptions will be discussed at scheduled budget mtgs
- ***April 13th*** – Hyperion data entry closes for units* ⬅ Most important date!
- April 27th – Hyperion review/adjustments closes for Extension

Remember

- Your SharePoint folder should have an adjustable data entry budget spreadsheet. For PD & CED units, the folder should also have a FY18 budget planning spreadsheet to be used in the scheduled budget mtgs.
- How transfers are entered in Hyperion changed this year. The unit transferring out will enter chartfield information for **both sides** of the transfer. After the overnight processes run, the budget will appear in Hyperion on unit's chartfield strings.
- Extension Fiscal will be doing a final review. If you think you are budgeting a big change that we don't already know about, please send your AMT contact an email.

Extension Fiscal handles Hyperion data entry for several units. They will be contacted individually for consultation and due dates.

Divison of Finance Budget website with Hyperion SAL & FIN Manuals

https://finance.missouri.edu/strategy-planning-and-analysis/planning/budgeting/

OneCard Sanctions

❖ If a <mark>single</mark> abuse occurs by a particular Cardholder, the Approving Official will issue a <mark>warning</mark> and inform Supply Chain Operations in writing.

❖ In the <mark>second</mark> instance of abuse, the Approving Official shall notify Supply Chain Operations and the One Card will be <mark>suspended for at least one (1) billing cycle.</mark>

❖ If problems continue after the card is reinstated, the Approving Official shall request <mark>cancellation or suspension of the card up to one (1) year.</mark>

❖ An Approving Official may skip the above steps if the infraction is considered severe enough and/or is determined to be <mark>intentional fraud.</mark> Sanction may include card cancellation and initiation of disciplinary action, up to and including dismissal based on the facts and circumstances of the violation. If an Approving Official is not the Cardholder's supervisor, he/she has the responsibility to notify the Cardholder's supervisor of any policy violations.

❖ Reporting Financial Issues (DOCX)-from supervisor to UM System Hotline

Draft university reimbursable mileage for personal vehicle under discussion-Feedback requested in the next week or so

The University has an accountable plan that allows it to reimburse employees for authorized business expenses with no effect on compensation. Under this plan, the employee must have incurred travel expenses while performing services for the University (BPM-505). Individuals using a personal vehicle for official business will be reimbursed based on the mileage of the most direct route incurred as a result of business need, plus any costs of parking and tolls. An online mapping service may be used to verify mileage requested is reasonable. The mileage reimbursement rate is set by the Controller's Office by January 1 for each calendar year
(BPM-504).

The question of how to accrue business mileage starting from home often comes up. Employees should not benefit or be penalized because of their personal choice of where to live. Their normal expected commuting costs are not considered a business need but a personal responsibility, and are not a University reimbursable expense regardless of day or time of commute. If an employee chooses to drive home and then back to work, that is considered commuting regardless of how many times that may happen in a day.

For example, if the employee's mileage to an event/training is less than their typical commute from their home to their office, they will not be reimbursed because this is considered their commute to work. If the mileage is more than their typical commute, they will be reimbursed for the additional miles it took to drive to the event/training beyond their typical commute miles. Once they have "commuted", either to their office or the event/training, all mileage after that is considered business mileage and can be reimbursed as long as it compliant with the other parts of the policy above
(business need, etc)