

Extension Quarterly Campus HR/Fiscal Meeting

Date: June 7, 2016
Location: 1110 South College, Room 113
Time: 9:30-11:30 am

Meeting began at 9:30

Minutes

1. Introductions-Callie Glascock
2. HR – Diane Dews
 - a) Must have approval to fill a position. Fill out Form B and send to Mary Sheller
Departments are being trusted to hire only positions they can afford.
 - b) Make sure all paperwork is filled out correctly for retirees. Count vacation days correctly if retiring person is taking them. It takes longer to process them if paperwork is not correct.
 - c) FLSA Ruling
Salary employees must make \$47,476 per year. Campus is working on titles that will go bi-weekly because of this ruling. Because of pay periods – transitions for some might be difficult. Campus is also working on making the transition and pay periods work out best for the employees who will be changing.
Some employees may receive increases in pay to maintain monthly status.
December 1, 2017 is when this takes effect.
 - d) Performance Reviews
Need to be sent to Kathy Pritchett electronically and each person should be sent individually
3. Callie – Budget
 - a) Extension received a 5% reduction from campus
 - b) Extension performed target budget and had to reallocate money for FLSA. Every budget line was looked at
 - c) Only hires will be mission critical
 - d) Callie and Bev will be asking for specific reports for budget meetings. Reports **must be from Hyperion/COGNOS – not excel spreadsheets**. Labs will be scheduled to train people on how to find reports.
 - e) Oversight of fiscal matters is critical – as proved by embezzlement at Southwest Center. Fiscal officers **DO HAVE THE AUTHORITY** to question charges.
If you receive calls about South Farm – refer them to the News Bureau
4. Fiscal Non Grant Update-Shelly DeJaynes
 - a) FY16 Year end
Look on due date and end date if you want items to hit by the end of the year.
Rollforward balances may not hit until end of July/early August
PeopleSoft down July 1-4
Shelly needs cost of goods sold and deferred revenue so she can apply it in July – please send in round dollars
CEIS – MoCodes need to be set up for new fiscal year
Negative balances cannot carry forward without an explanation. Best to have accounts zeroed out or balanced. Contact Shelly for policy.
Can carry forward RIF
 - i) Cost proposals

Need a MoCode so Shelly knows where it's going - Shelly will be doing transfers in July
Need payroll changes so they can be in the system by July 1st

ii) Closing dates (handout)

iii) Reports (handout)

MIS – Budget Variance 1

All budgets for FY13 and prior years. Budget information for FY14 through current is stored in Hyperion.

Budget Variance 2 is project only

T&E – Unpaid Reports – will show any reports you need to approve – can also run an unapproved vouchers report

iv) Hyperion / Cognos

Cognos will summarize several Dept IDs – looks like MIS

Hyperion will report for each Dept ID – can add only one Dept ID at a time

D on report name means detail

S on report name means simple

Arrows next to reports on handout are Shelly's favorite

Cognos – budget planning and salary planning

Think about what your needs are before running reports – there is probably a report that fits your needs

Labs will be scheduled in September for report training

b) How to pay for goods and services high points

<http://muextension.missouri.edu/staff/fiscal/home.aspx>

i) July 1st new purchasing guide take effect

Purchases must be “pre-approved” by the delegation of authority-- think ahead of time for best way to purchase

Purchases above \$5,000 – purchasing would rather have a requisition instead of raising Pcard limit

ii) Pcard – no master terms/conditions list

iii) OneCard – tentative March 2017

Travel and Pcard all in one

Business meals with documentation can go on a Pcard

iv) Fleet cards – changing supplier

v) FedEx – contracted supplier – will do printing and shipping for meetings

Contact is HD Shallenberger – 573-449-5021 / shallenberger@fedex.com

vi) e-Pro Shopper Only instructions

<http://extension.missouri.edu/staff/fiscal/documents/Show%20Me%20Shop.pdf>

c) Account Reconciliation – must be completed at least quarterly. Should be completed monthly. Shelly will be checking to make sure it's complete (items checked off in MIS)

Managerial review should be completed monthly

d) Carol's duties while she's on maternity leave

Fee Generation – Dustin Oehl

Insurance – Contracts – Karin Burgess

5. Patrick Kurtz

a) Segregation of Duties

A response will be sent out – everyone will hear from Patrick

6. Fiscal Grant Update- Chris Marston & Dustin Oehl

a) Temporary Proposal Form

- Used while PeopleSoft is offline for year-end processes.

b) New federal fringe rate for FY17

- o 32.59% for federal awards and federal flow through funds from other sponsors
 - o Non-federal university flat rate will remain at 35.37%
Smith Lever – use federal rate
 - o Do not carry forward federal or federal offset funds(E8000 and E8020) – Will be swept by AMT to E8001
If doing proposals – use these rates – OSPA is asking for these rates for any federal funds
- c) Overspent projects
Dustin/OSPA will be contacting units to clear deficits on overspent project before FY16 closes. The UM System is making a push to not have an overstated SEFA this year.
7. Grant Incentive Plan Changes
- a) All PIs/Co-PIs/shared credit recipients are eligible – will be leaving this up to directors
Chris and Callie are working on guidelines for what a PI is and what it means to be a PI
Also looking at what shared credit means – decides how RIF is distributed
Extension plan is conservative – we use our RIF as revenue base – part of the core budget
 - b) 30% RIF and 30% salary savings
 - c) \$500 minimum payment
8. PIs, Co-PIs, and shared credit recipients must be approved by director and eligible
Dustin will be gathering forms and sending the all at once for approval by directors
Enrollment Forms are Due June 30
9. RIF Distribution
Will be transferred after FY15 grant incentive payments are processed
10. E8006 Program Code for CE Unit grants
- a) Will be used on new awards
 - b) F&A waivers must be approved if there is no published rate
Can find guidelines on web page
11. Update-Patrick Kurtz
- a) CEIS – reconciliation
Must reconcile in both CEIS and PeopleSoft
Close Dept IDs in CEIS with no activity each month
CEIS will be official reconciliation report
Will be notified if PeopleSoft has not been reconciled
ME upload – only invoices feeding from CEIS to PeopleSoft – vouchers must be entered and approved to make ME upload.
Create a new budge before the end of the year.

Attendees:

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|-------------------|------------------|
| Chris Marston | Pat Wehmeyer |
| Shelly DeJaynes | Sherry Howard |
| Karen Dickey | Andy Emerson |
| Linda Runnebaum | Renee Morrill |
| Sherilynn Russell | John Myers |
| Emily Mangano | Melissa Old |
| Tom Pitchford | Janet Kelly |
| Patty Hudnut | Lindsey Beckmann |
| Karin Burgess | Dustin Oehl |
| Callie Glascock | Daffany Hood |
| Patrick Kurtz | |
| Diane Dews | |