

# **2018 FINANCIAL SUMMIT**

**TUESDAY, OCTOBER 9, 2018**

**9AM - NOON**

**CLOUGH COMMONS AUDITORIUM**

**ROOM 152**

**CREATING THE NEXT®**

# Carol Gibson

*Institute Controller and Chief Accounting Officer  
Controller's Office*

# AGENDA



- ☐ Ethical Behavior and Compliance
- ☐ Managing Conflict of Interest at GT
- ☐ Responsibility/Accountability/Guidance
- ☐ Controller's Office
- ☐ **Break**
- ☐ Procurement and Business Services
- ☐ Budget Office
- ☐ Payroll
  
- ☐ Workday Financial Transformation
- ☐ Questions, Wrap Up and Resources

Phil Hurd/Randy Pearman

Aisha Oliver-Staley

Carol Gibson

Lee Wates

**10 minutes**

Ajay Patel/Abbie Coker

Jim Kirk

Zach Rogers/Kedrich Claiborne/  
Angela Petty

Katie Crawford

Carol Gibson

# Phil Hurd

*Chief Audit Officer & Director  
Internal Auditing*

# Randy Pearman

*Associate Director  
Internal Auditing*

## Ethics is a Skill!

\$3.5 billion per year economic engine

≈30,000 students

GT is in the business of “creating the next”

## Warning Signs!



Read what you are signing  
Submit only your own travel  
Second income  
The “LINE”

## Three Questions for Ethical Decisions!

1. Is this in the best interest of Georgia Tech? Refer to the Institute's mission statement.
2. Is this in line with federal, state, USG, and GT ethical expectations ?
3. Is this frugal? Remember, "frugal" doesn't mean cheap, it means a good value for the money spent.

THERE IS  
NO RIGHT WAY  
TO DO  
A WRONG THING.





# ETHICAL BEHAVIOR AND COMPLIANCE



## Second income policies:

- <https://policylibrary.gatech.edu/employment/extra-compensation>
- <http://policylibrary.gatech.edu/employment/business-ethics>
- <http://policylibrary.gatech.edu/faculty-handbook/5.6.5-consulting>

## Institute's Mission Statement:

- <http://www.gatech.edu/about/strategic-plan>

## Federal Ethics:

- [https://oge.gov/web/oge.nsf/Excecutive%20Orders/25792F3D2FF647AF85257E96006A90F1/\\$FILE/f69da5359a134002808b96ca703cc4692.pdf?open](https://oge.gov/web/oge.nsf/Excecutive%20Orders/25792F3D2FF647AF85257E96006A90F1/$FILE/f69da5359a134002808b96ca703cc4692.pdf?open)

## State of Georgia Ethics:

- <http://ethics.ga.gov/wp-content/uploads/2011/05/Codes-of-Ethics-2011.pdf>

## University System of Georgia Ethics:

- [https://www.usg.edu/organizational\\_effectiveness/ethics\\_compliance/ethics\\_policy](https://www.usg.edu/organizational_effectiveness/ethics_compliance/ethics_policy)

## Georgia Tech Code of Ethics:

- <http://www.president.gatech.edu/about-office/institute-ethics>



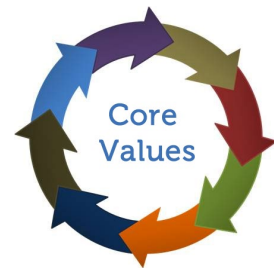
# Aisha Oliver-Staley

*Interim Vice President  
Ethics, Compliance and Legal Affairs*

# OUR CORE VALUES



- **Integrity:** to be honest, fair and impartial in our dealings
- **Excellence:** perform duties to foster a culture of excellence and high quality
- **Accountability:** preserve the public trust through safeguarding our resources and being good stewards of resources in our care
- **Respect:** recognize the inherent dignity and right of every person to be treated with fairness, compassion and decency



# UNIVERSITY SYSTEM OF GEORGIA ON CONFLICTS OF INTEREST



University System of Georgia (USG) employees are expected to make every effort to avoid actual conflicts of interests or the appearance of a conflict of interest.



# WHAT IS A CONFLICT OF INTEREST?

- A conflict of interest in business normally refers to a situation in which an individual's personal interests conflict with the professional interests owed to his employer or the company in which he is invested.
- An appearance of a conflict exists where a reasonable person would conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by a personal, financial, or business interest.



# ADDITIONAL CONCERNS

- Conflicts of Commitment
- Compensated Outside Activities
  - Consulting
  - Teaching
  - Speaking
  - Engagement in Business, Professional or Service Enterprises
- Consulting/ receiving compensation from vendors.
- Gratuities (lodging, transportation, personal services, subscription membership, trip, loan, extension of credit, etc.)



# Questions?

# Carol Gibson

*Institute Controller and Chief Accounting Officer  
Controller's Office*



- **Delegated Authority**

- Certain financial responsibilities are delegated to campus units
- Employees in financial roles must be trained and must understand they are responsible and accountable for fiscal management of dept finances
- Employees in these roles are responsible for ensuring compliance with all policies, procedures, laws, regulations, etc



- **Point of Entry Responsibility**

- Certain entry and approvals for financial transactions are delegated to campus units
- Employees in these roles should ensure transactions are allowable and funding for transactions is available
- Employees in these roles are responsible responsible for ensuring compliance with all policies, procedures, laws, regulations, etc

# RESPONSIBILITY AND ACCOUNTABILITY



- **Help is available!**

- Training courses

- System Access Training - [trainsweb.gatech.edu](http://trainsweb.gatech.edu)
    - FMKD Online Training - [training.hr.gatech.edu](http://training.hr.gatech.edu)

- Central business can provide presentations to reinforce policies



<b>PY PO's, Agency Funds, Allowable Cost Matrix</b>	<a href="mailto:accounting.ask@business.gatech.edu">accounting.ask@business.gatech.edu</a>	<b>PCard Transactions</b>	<a href="mailto:pcard.ask@business.gatech.edu">pcard.ask@business.gatech.edu</a>
<b>Invoices and Vouchers</b>	<a href="mailto:ap.ask@business.gatech.edu">ap.ask@business.gatech.edu</a>	<b>PO's &amp; Requisitions</b>	<a href="mailto:purchasing.ask@business.gatech.edu">purchasing.ask@business.gatech.edu</a>
<b>ECT's, Bud Revisions, Sponsored Projects</b>	<a href="mailto:gc.ask@business.gatech.edu">gc.ask@business.gatech.edu</a>	<b>ASRs, Salary Enc and Redistributions</b>	<a href="mailto:spd.ask@business.gatech.edu">spd.ask@business.gatech.edu</a>
<b>GL Reports, Ledger Entries, Jrnl Entries</b>	<a href="mailto:gl.ask@business.gatech.edu">gl.ask@business.gatech.edu</a>	<b>Travel Questions</b>	<a href="mailto:travel.ask@business.gatech.edu">travel.ask@business.gatech.edu</a>
<b>Payroll, Time Entry, PSF's</b>	<a href="mailto:pay.ask@ohr.gatech.edu">pay.ask@ohr.gatech.edu</a>	<b>Year End Closing Checklist</b>	<a href="mailto:fy.review@gatech.edu">fy.review@gatech.edu</a>

# RESPONSIBILITY AND ACCOUNTABILITY

- **Key Messages**

- Know the rules
- Please ask if you are unsure
- It's okay to confirm that you are doing it right
- Serve as a second set of eyes for each other



# CAMPUS GUIDANCE PROJECT

- Clarify and align GT financial policies, practices and procedures
- Review USG and other institution policies and procedures
- Update Allowable Cost Matrix, Food/Group Meal Grid, etc.
- Communicate changes to campus
- President will report action steps to Chancellor in November



# CAMPUS GUIDANCE PROJECT



Areas Under Review	
Access for employees with Affiliate status	Extra Compensation
Approvals – General Guidance	Meals/M meal Per Diems – Courses
Business Events and Activities with Alcohol	Open Work Spaces
Business Practices/Policies – Related Orgs	Professional Licenses and Certifications
Clothing provided to Institute Employees	Professional Membership Dues
Compensation from Related Organizations	Sponsorships
Delegation of Purchasing Authority	Travel – Use of Concur for Official Business
Employee Gifts	Travel – Annual Leave w/Official Travel
Employee Recognition Events	Travel – Ground Transportation - Rental Cars
Executive Fringe Benefits	Wireless Communication Devices

# Lee Wates

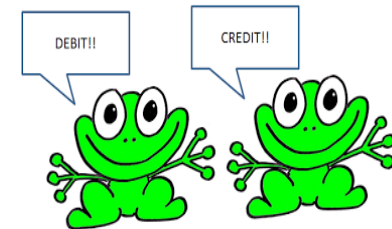
*Associate Controller*



# JOURNAL ENTRY COMPLIANCE



- Per auditors, journal entries are required to be signed by the preparer and the approver.
  - Online journals such as CSU, CPC and ECT need to be printed and signed
  - Manual/Standard JE's already require two signatures
  - Approver cannot be a subordinate of the preparer
- Adequate documentation is necessary to support the entry and includes:
  - A copy of the ledger report showing where original charge hit
  - A copy of invoice
  - A copy of the email correspondence requesting the change
  - The business reason for the change – explanatory text
- You must have enough documentation to pass audit review





# BALANCE SHEET RECONCILIATION



## Example of Reconciliation:

Report ID: GTGLRP23  
Business Unit: GT

Georgia Institute of Technology  
GENERAL LEDGER  
FISCAL YEAR 2017  
07/01/2016 To 06/30/2017

Page 1 of 1  
Run Date 19-MAR-2018  
Run Time 09:55

FUND 14102 DSS Ferst Center  
CLASSIFICATION Liability  
ACCOUNT 216502 D/R- Ferst Center

DATE	DESCRIPTION	CAMPUS REF	OTHER REF	DEBITS	CREDITS	TOTAL DEBITS	TOTAL CREDITS	BALANCE
*****	BALANCE PRIOR TO 01-JUL-2016						43,381.05	43,381.05
10/11/2016	JE10-223/D/R FY17		10-223	14,755.80		14,755.80	43,381.05	28,625.25
10/27/2016	Atlanta Symphony Orchestra	556KC17025	01077840	6,920.00		21,675.80	43,381.05	21,705.25
02/22/2017	Deferred Season	2621633	170533		17.00	21,675.80	43,398.05	21,722.25
04/27/2017	Deferred Season & Rental	2645927	171173		3,127.81	21,675.80	46,525.86	24,850.06
05/12/2017	Deferred Season and Rental	2652939	171325		1,097.70	21,675.80	47,623.56	25,947.76
05/19/2017	Deferred Season & Rental	2658807	171395		3,535.00	21,675.80	51,158.56	29,482.76
05/19/2017	Deferred Season & Rental	2658817	171395		492.15	21,675.80	51,650.71	29,974.91
05/25/2017	Deferred Season & Rental	2664430	171453		280.50	21,675.80	51,931.21	30,255.41
05/25/2017	Deferred Season & Rental	2664432	171453		382.50	21,675.80	52,313.71	30,637.91
06/08/2017	Deferred Season & Rental	2668057	171593		1,324.30	21,675.80	53,638.01	31,962.21
06/16/2017	Deferred Season & Rental	2669943	171673		148.75	21,675.80	53,786.76	32,110.96
06/16/2017	Deferred Season & Rental	2669940	171673		10,000.00	21,675.80	63,786.76	42,110.96
06/22/2017	Deferred Season & Rental	2671513	171733		1,364.10	21,675.80	65,150.86	43,475.06
06/29/2017	Deferred Season & Rental	2672915	171803		286.50	21,675.80	65,437.36	43,761.56
	TOTAL D/R- Ferst Center					21,675.80	65,437.36	43,761.56

# BALANCE SHEET RECONCILIATIONS



216502		
Description	Amount	Comment/Action
Balance per Ledger as of 7/1/2016	\$ 43,381.05	
DR: JE10-223-D-R- FY17	\$ (14,755.80)	completed 10/11/2016
DR: ASO D-R	\$ (6,920.00)	completed 10/27/2016
Other Credits carried forward	\$ 22,056.31	
Balance per Ledger as of 6/30/2017	\$ 43,761.56	
2017-18 Season Ticket Sales	\$ 4,760.70	to 5564106-452900
2017-18 Season Ticket Sales Tax	\$ 423.70	to FUND 14102-219933
2017-18 Ticket Fees	\$ 3.10	to 5564106-452900
2017-18 Season Support with ticket sales	\$ -	to 751B500-485700
Event 171014 deposit - Tower of Talent	\$ 2,417.81	All going to 5564108-452900
Event 170701 deposit - Hip Hop Orchestra	\$ 710.00	
Event 170812 deposit - Panchamrut	\$ 2,241.00	
Event 170805 deposit - Mike Bend Comedy	\$ 1,000.00	
Event 171204 deposit - True Colors	\$ 9,000.00	
Event 171013 deposit - Stanton Lanier	\$ 1,500.00	
Event 150313 deposit	\$ 3,290.00	
Event 140719 deposit	\$ 1,500.00	
Event 140824 deposit	\$ 1,550.00	
Event 141108 deposit	\$ 1,550.00	
Event 150207 deposit	\$ 1,462.50	
Event 150321 deposit	\$ 1,625.00	
Event 150214 deposit	\$ 1,525.00	
Event 140711_1 deposit	\$ 1,530.00	
Event 151027 deposit	\$ 1,550.00	
Event 150703 deposit	\$ 1,551.25	
Event 150711 deposit	\$ 1,000.00	
Event 150906 deposit	\$ 1,550.00	
Event 150829 deposit	\$ 2,021.50	
<b>To Process</b>	<b>\$ 43,761.56</b>	

Of the beginning balance only \$21,675.80 was moved out of the account

Other Credits carried forward is the CY activity credits in the account that is part of the ending balance

Subsidiary Documentation maintained by the department

Ties to General Ledger Balance. Includes all outstanding balances CY and PY

# AGENCY FUND CHANGE – GASB 84



\*\*\*Effective - July 1, 2019

- Current Agency Funds must complete a “Fiduciary Funds Determination Worksheet”
  - Are assets controlled by GT?
  - Are assets derived from GT’s own source of revenues ?
  - Are assets derived from government mandated transactions?
  - Are assets administered through a Trust?
- Answers determine where activity must be reported on financial statement (DSS, Custodial, Private Purpose Trust Fund, Sponsored, etc)
- Further guidance provided to GT at USG meeting in early December
- Instructions for moving the funds to the appropriate fund source for non-Agency Fund activity will be provided in early 2019

# AGENCY FUND CHANGE – GASB 84



\*\*\*Effective - July 1, 2019

- Each remaining fund will require a new Agency Fund Agreement
  - Standard Institute accounting processes
  - Responsibilities of Custodian
  - Depositing funds
  - Disbursement of funds
  - Monthly review of financial status by custodian
  - Potential assessment of administration fees
  - Inactive balances
  - Institute privileges – logos, trademarks, payroll system, etc.
  - No tax exempt status
  - Institute's right to close if policies are not adhered to

# AGENCY FUND CHANGE – GASB 84



## Future process for Study Abroad Programs – July 1, 2019

Activity	Fund 10500 (Tuition)	Fund 10600 (Fees)	Fund 20000 (Restricted)	Fund 60000 (Custodial)
Student Tuition Revenue	●			
Student Fees Revenue		●		
Studies Abroad Assessment				●
Facility Salaries and Benefits Expenses	●	●		
Operating Expenses – Supplies, Training, etc.	●	●		
Student Travel (Airfare, Lodging, Food, Excursions, etc.)				●
Contingency Activity (5% to 10%)			●	
Program Assessment Planning				

Replenished after each cycle for emergency expenses.

Remaining funds after each cycle will be returned to students

Only Student Related Activities

Emergency Only/Per Program/Overall

Expenses for Assessing SAB Locations

● Expenses ● Revenues



# FY2019 YR CLOSE/FY2020 YR OPEN



- Dates through mid-May expected to be similar to prior years
- Dates after mid-May are expected to move up 2 to 3 weeks
- What can you do?
  - Communicate Closeout Dates to your unit as soon as received
  - Reconcile Financial Transactions more frequently
  - Process Cost Transfers and Journal Entries timely
  - Process PO's and Expense Reports timely
  - Process SPD Salary Changes timely
  - Meet with those you support earlier than usual...deans, faculty, researchers, directors, etc...to determine year-end needs



# DON'T WAIT UNTIL THE



It is likely there will no wiggle room for exceptions this year!!



# BREAK

*10 Minutes*

**Ajay Patel**

*Director, Purchasing*

**Abbie Coker**

*Director, Accounts Payable and Travel*

## Reimbursements made using personal funds

- *Use of personal funds, up to \$500 per day or event, is allowed only when logistical or extenuating circumstances occur that preclude use of the BuzzMart procurement process or PCard.*
- *Exceptions not listed in the policy must be approved by the Director of Purchasing in advance.*



## Catalog Enablement's

- **B&H Photo**

- *Live!*



- **Amazon Update**

- *Amazon update tentatively scheduled to go live on October 22<sup>nd</sup>*
- *Communications to be released prior to update*
- **Update includes:**
  - *7 day inventory lock*
  - *Shipping speed options (next day, same day)*



## PCard – Use of Foundation Funds

- *BOR has worked with DOAS to develop an attestation that will allow the use of foundation funds on a PCard.*
- *GT in discussions with USG on revisions to the language to ensure that GT is in compliance with attestation.*
- *November 1<sup>st</sup> waiver on use of foundation funds is still in effect.*
  - *We hope to have a resolution to the attestation issue prior to that.*



# PROCUREMENT & BUSINESS SERVICES POLICY UPDATES



## Per diem Allowance

- Per diem allowance for non-overnight travel no longer allowed
- 100% per diem for Georgia based employees who travel over night within Georgia only
- 75% for employees located out of state who travel over night to Georgia
- Recently reviewed 75% per diem with State Accounting Office (SAO). Still taking a stand that it is based on the employees residence, and therefore does not apply to employees who are based out of state

## Lodging

- No use of private residences, Airbnb, VRBO or similar. No further exceptions.
- USG and SAO do not support a policy change.





## Gift Card Policy

Gift card usage as a form of payment to employees and students is prohibited with the exception of the following purposes:

- Research participants that participate in sponsored research activities
- Students that participate in student surveys or activities





# AP & TRAVEL UPCOMING TRAINING SESSIONS



## Training Sessions

Name of Session	Date	Time	Registration link
The Fundamentals of Accounts Payable	16-Oct-18	10:00am - 12:30pm	<a href="http://trains.gatech.edu/courses/index#view-15325">http://trains.gatech.edu/courses/index#view-15325</a>
The Fundamentals of Accounts Payable	13-Nov-18	10:00am - 12:30pm	<a href="http://trains.gatech.edu/courses/index#view-15326">http://trains.gatech.edu/courses/index#view-15326</a>
The Fundamentals of Accounts Payable	4-Dec-18	10:00am - 1:00pm	<a href="http://trains.gatech.edu/courses/index#view-15327">http://trains.gatech.edu/courses/index#view-15327</a>
The Fundamentals of Travel Policies and Procedures	18-Oct-18	10:00am - 1:00pm	<a href="http://trains.gatech.edu/courses/index#view-15329">http://trains.gatech.edu/courses/index#view-15329</a>
The Fundamentals of Travel Policies and Procedures	15-Nov-18	10:00am - 1:00pm	<a href="http://trains.gatech.edu/courses/index#view-15330">http://trains.gatech.edu/courses/index#view-15330</a>
The Fundamentals of Travel Policies and Procedures	6-Dec-18	10:00am - 1:00pm	<a href="http://trains.gatech.edu/courses/index#view-15331">http://trains.gatech.edu/courses/index#view-15331</a>

# AP & TRAVEL UPCOMING DROP IN SESSIONS



## Drop In Sessions

Name of Drop In Session	Date	Time	Registration Link
Accounts Payable Drop In Session	2-Oct-18	10:00am - 11:30am	<a href="http://trains.gatech.edu/courses/index#view-15360">http://trains.gatech.edu/courses/index#view-15360</a>
Accounts Payable Drop In Session	30-Oct-18	10:00am - 11:30am	<a href="http://trains.gatech.edu/courses/index#view-15361">http://trains.gatech.edu/courses/index#view-15361</a>
Accounts Payable Drop In Session	1-Nov-18	10:00am - 11:30am	<a href="http://trains.gatech.edu/courses/index#view-15362">http://trains.gatech.edu/courses/index#view-15362</a>
Accounts Payable Drop In Session	27-Nov-18	10:00am - 11:30am	<a href="http://trains.gatech.edu/courses/index#view-15363">http://trains.gatech.edu/courses/index#view-15363</a>
Accounts Payable Drop In Session	11-Dec-18	10:00am - 11:30am	<a href="http://trains.gatech.edu/courses/index#view-15364">http://trains.gatech.edu/courses/index#view-15364</a>
Travel Drop In Session	2-Oct-18	10:00am - 11:30am	<a href="http://trains.gatech.edu/courses/index#view-15365">http://trains.gatech.edu/courses/index#view-15365</a>
Travel Drop In Session	30-Oct-18	10:00am - 11:30am	<a href="http://trains.gatech.edu/courses/index#view-15366">http://trains.gatech.edu/courses/index#view-15366</a>
Travel Drop In Session	1-Nov-18	10:00am - 11:30am	<a href="http://trains.gatech.edu/courses/index#view-15367">http://trains.gatech.edu/courses/index#view-15367</a>
Travel Drop In Session	27-Nov-18	10:00am - 11:30am	<a href="http://trains.gatech.edu/courses/index#view-15368">http://trains.gatech.edu/courses/index#view-15368</a>
Travel Drop In Session	11-Dec-18	10:00am - 11:30am	<a href="http://trains.gatech.edu/courses/index#view-15369">http://trains.gatech.edu/courses/index#view-15369</a>

# Isabel Lynch

*Budget Manager*

*Institute Budget Planning and Administration*

# Jim Kirk

*Assistant Vice President*

*Institute Budget Planning and Administration*

# FY19 BUDGET MANAGEMENT REMINDERS



## Departmental Budget Maintenance

- Budget should be equal to or greater than the sum of expenses and encumbrances
  - Keep lines of communication open – no year-end surprises
- Keep an eye on budgeted generated revenues – Budget equals actual revenue
  - Departmental Sales and Service (DSS)
  - Course Fees
  - Tuition transfers from GTPE

## Departmental Budget Maintenance Tools

One stop shop for *most* things budget



- Reporting: - current year and historical data
  - budget vs actual
- SPD and HR info
- Much, much more – call your Budget Analyst for a one-on-one in [one Budget](#)

# BUDGET OFFICE UPDATE



## ■ Departmental Budget Clean Up

- Align Personal Services and Non-Personal Services (by category: Travel, OSE & Equip) budgets to actuals expenses

	Original Budget	Amended Budget	Encumbs	Expenses	Current Balance
Personal Services					
Wages & Salaries	1,000,000	1,000,000	25,000	950,000	25,000
Dept Fringe Benefits					
<b>Total Personal Services</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>25,000</b>	<b>950,000</b>	<b>25,000</b>
Non-Personal Services					
Travel	10,000	5,000		4,500	500
Operating Expense	15,000	20,000	2,500	15,000	2,500
Equipment					
<b>Total Non-Personal Services</b>	<b>25,000</b>	<b>25,000</b>	<b>2,500</b>	<b>19,500</b>	<b>3,000</b>
<b>Total Department</b>	<b>1,025,000</b>	<b>1,025,000</b>	<b>27,500</b>	<b>969,500</b>	<b>28,000</b>

## More Departmental Budget Clean up....

- Clean up all funds – General Operations, Department Sales and Services (DSS) and Technology Fee balances
- **DO NOT** leave a deficit in Gen Ops and a balance in DSS - **They will not offset one another**
- **Sponsored Adjustments**
  - Complete sponsored adjustments as early as possible, especially any personal services adjustments.
  - Personal Services adjustments not only impact General Operations (Gen Ops) balances, but also the actual centrally-budgeted fringe benefits the Institute pays



# LEGISLATIVE ACTIONS ON FY19 BUDGET



- \$51 million increase in formula funding for USG (USG request \$54.3M)
- Major funding (\$56.9 million) to cover 20% increase in the employer's share of Teachers Retirement System (TRS)
- No state funding approved:
  - Merit increases
  - Health insurance & retiree's health insurance – *a budget cut*
- Major Repair and Rehabilitation (MRR) funding of \$60.0 million – physical plant renewal & preventive/deferred maintenance
- Capital projects - bond funding:
  - \$30.6 million – Price Gilbert Crosland Tower Library complex renovation
  - \$5.0 million equipment for Georgia Advanced Biomanufacturing Center equipment

# BOR'S APRIL MEETING – FY19 ACTIONS

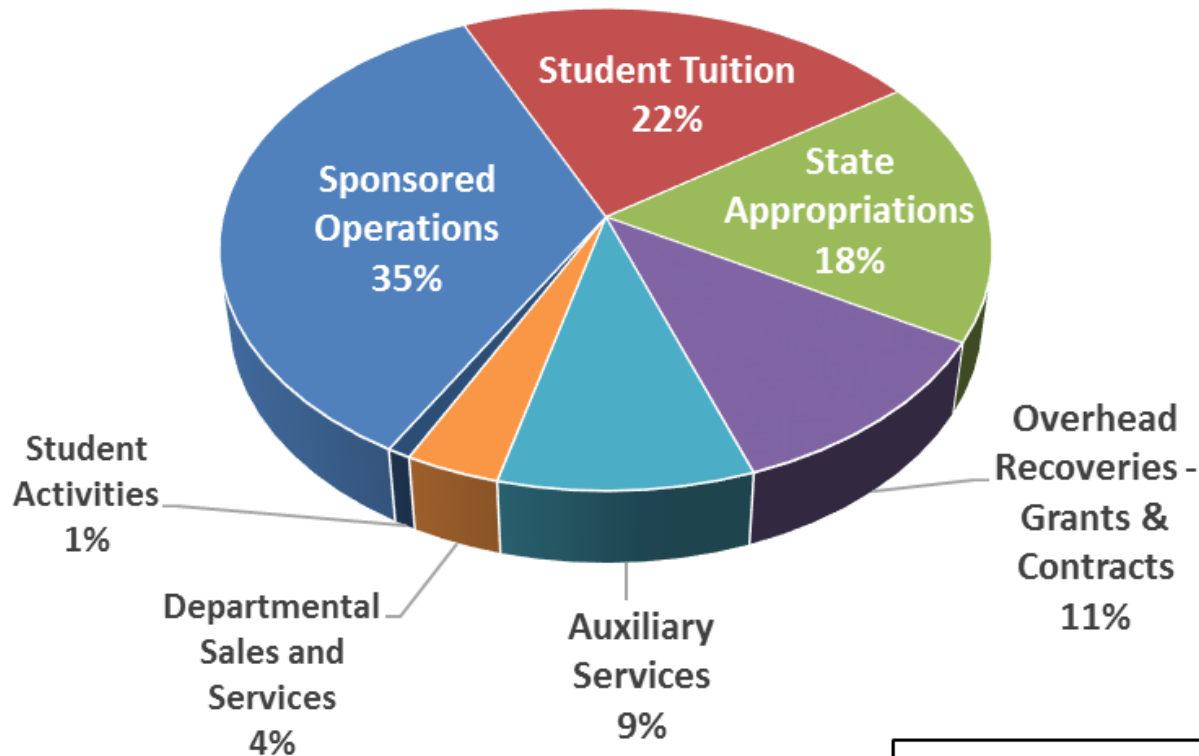


- Allocations above current state RI/Gen Ops total of \$266M:
  - GT full funding of enrollment-based formula: \$20M or 1/3 of USG total
  - TRS funding for rate increase: \$7M or 75% of GT cost
- Tuition: no increases
- Fees:
  - Mandatory Student Health Fee increase – \$3 or 1.8%
  - Reduction of Special Institutional Fee for graduate students *not approved* – due to no tuition increase to offset
- Pay policy issued by Chancellor :
  - Institutions allowed to self-fund merit program
  - GT decision on merit program – *dependent on fall enrollment results*
  - GT funding allocated for targeted pay adjustments

# GT FY19 BUDGET – REVENUE SOURCES

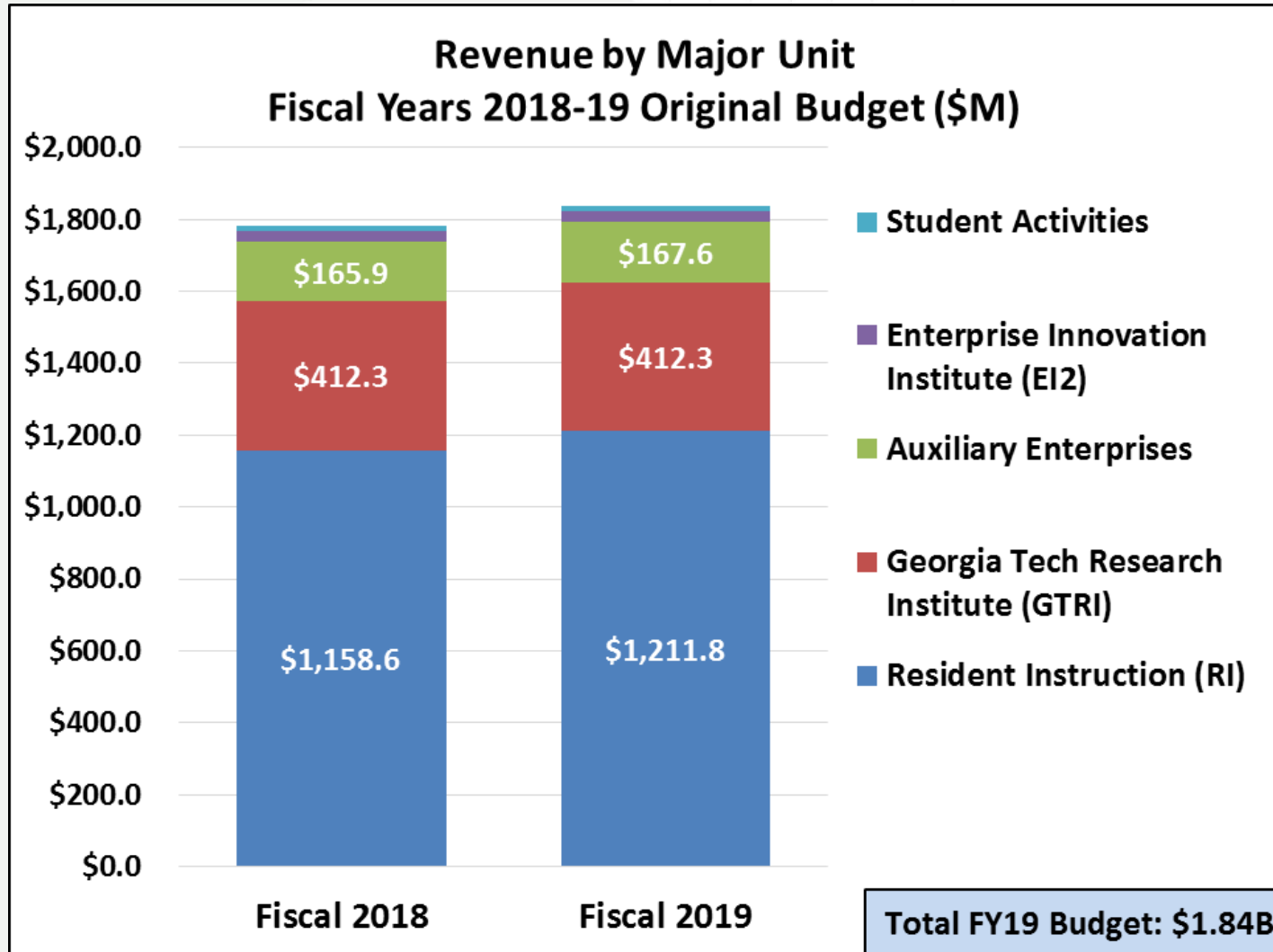


**Georgia Tech Revenue by Major Category  
Fiscal Year 2019 Original Budget**



**Total Revenue: \$1.84B**

# GT FY19 BUDGET – REVENUE BY MAJOR UNIT



# GT FY19 BUDGET – REVENUE BY MAJOR UNIT



## Georgia Tech Revenue Budget Summary

Original Budget Fiscal Year 2019

(millions of dollars)

Major Program Area	State	Other General	Subtotal - General	Dept Sales & Svc	Sponsored	Auxiliary & Stdnt Acts	Total
Resident Instruction	\$292.7	\$513.6	<b>\$806.3</b>	\$50.0	\$355.5	\$0.0	<b>\$1,211.8</b>
GT Research Institute (GTRI)	6.1	140.0	<b>146.1</b>	10.6	255.6		<b>412.3</b>
Enterprise Innov Institute	19.6	1.4	<b>21.0</b>	1.5	8.0		<b>30.5</b>
<b>Total Education &amp; General</b>	<b>\$318.4</b>	<b>\$655.0</b>	<b>\$973.4</b>	<b>\$62.1</b>	<b>\$619.1</b>		<b>\$1,654.6</b>
Auxiliary & Student Activities						183.1	<b>183.1</b>
<b>TOTAL BUDGET</b>	<b>\$318.4</b>	<b>\$655.0</b>	<b>\$973.4</b>	<b>\$62.1</b>	<b>\$619.1</b>	<b>\$183.1</b>	<b>\$1,837.7</b>

### NOTES:

- Resident Instruction (RI) – core operations of GT; includes research, instruction, facilities, support
- General Operations (Gen Ops)– discretionary portion of budget excluding DSS & sponsored funding

# FY19 BUDGET STATUS – RI/GEN OPS REVENUE



Georgia Institute of Technology General Operating Budget (Resident Instruction) Fiscal 2019 Revenue Summary (\$M)		
	FY19 Original Budget(\$M)	% Distrib
Student Tuition	\$393.8	49%
State Appropriations	292.7	36%
Other General	60.9	8%
Indirect Cost Recoveries	58.9	7%
<b>Total General Operating Budget Revenue</b>	<b>\$806.3</b>	<b>100%</b>

## Recap of Preliminary Status for Major Sources:

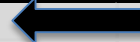
- Tuition: 1.3% below budget – increased tuition waivers; resident/non-resident UG mix close to 60%/40% target
- Indirect Cost Recoveries: potential increase above budget by 5% to partially offset tuition shortfall
- Graduate Tuition Remission from Grants & Contracts: potential revenue increase TBD with sponsored funding trending up



# FALL ENROLLMENT UPDATE (10/5/18)



	Undergraduates			Graduates			Total Enrollment
	Resident	Non-Resident	Total UG	Resident	Non-Resident	Total Grad	
<b>Fall 2018</b>							
Enrollment <u>Excluding</u> Online Masters	9,706	6,341	16,047	1,774	6,011	7,785	23,832
Online Masters:							
Analytics				260	954	1,214	1,214
Computer Science				683	6,991	7,674	7,674
Subtotal Online Masters				943	7,945	8,888	8,888
<b>Total Enrollment</b>	<b>9,706</b>	<b>6,341</b>	<b>16,047</b>	<b>2,717</b>	<b>13,956</b>	<b>16,673</b>	<b>32,720</b>
<i>% Res/NR Undergraduates</i>	<b>60.48%</b>	<b>39.52%</b>					
<b>Fall 2017</b>							
Enrollment <u>Excluding</u> Online Masters	9,567	6,005	15,572	1,746	5,943	7,689	23,261
Online Masters:							
Analytics				75	182	257	257
Computer Science				635	5,219	5,854	5,854
Subtotal Online Masters				710	5,401	6,111	6,111
<b>Total Enrollment</b>	<b>9,567</b>	<b>6,005</b>	<b>15,572</b>	<b>2,456</b>	<b>11,344</b>	<b>13,800</b>	<b>29,372</b>
	<b>61.44%</b>	<b>38.56%</b>					
<b>Change Fall 2017 to 2018</b>							
Enrollment <u>Excluding</u> Online Masters	139	336	475	28	68	96	571
Online Masters:							
Analytics				185	772	957	957
Computer Science				48	1,772	1,820	1,820
Subtotal Online Masters				233	2,544	2,777	2,777
<b>Total Enrollment Change</b>	<b>139</b>	<b>336</b>	<b>475</b>	<b>261</b>	<b>2,612</b>	<b>2,873</b>	<b>3,348</b>
	<b>-0.95%</b>	<b>0.95%</b>					



# CONTINUED BUDGET CHALLENGES



- Continued recovery from Fall '17 under-enrollment of non-resident undergraduate students
- Leases and operational requirements
  - CODA
  - Campus Center
  - Living building (Kendeda Building for Sustainable Design)
- Fringe benefit costs not covered by state funding
- Salary issues: employee retention, compression, living wage
- Information technology maintenance and improvements
- Faculty start-up
- Deferred and preventive maintenance on buildings
- Management/control of non-sponsored tuition waivers
- Addressing increased enrollment:
  - Student/faculty ratio
  - Student support services

# BOR POLICY ON FISCAL 2019 MERIT PROGRAM



- No state funding to support merit increase
  - TRS funding instead of merit program
- Program permitted effective January 1<sup>st</sup> – IF institutions can afford to pay for with internal funding
  - No FY19 tuition increase creates dilemma
  - Full year funding “good business” to avoid FY20 annualization
- Limit 0 to 4% MERIT program – *maximum range*
- Non-RI/Gen Ops to cover respective shares: GTRI, EI2, Sponsored, Auxiliary, DSS, Student Activities, etc.
- *GT decision: awaiting first quarter revenue and spending results*

**Zach Rogers**

*Director, Payroll*

**Angela Petty**

*Payroll Manager*

**Kedrich Claiborne**

*Assistant Director, Payroll*

## Agenda

- Vacation/Sick Leave Accrual Change – January 2019
- Biweekly Pay Schedule Change – May 2019
- Retroactivity (Back Dated Transactions)
- Payroll Year End Processing

## VACATION/SICK LEAVE ACCRUAL CHANGE

An important element of OneUSG Connect is the standardization of payroll process schedules and related vacation and sick leave accrual.

To align, GTHR will be changing the bi-weekly vacation/sick leave accruals to match the process for exempt employees.

- Leave will be earned based on FTE, not hours worked
- Full month accrual posts 1<sup>st</sup> of following month
- Effective **January 2019**
- GTHR will provide advance notification for employees with close leave balances





## BIWEEKLY PAY SCHEDULE CHANGE

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Current State  
3 Checks (Green)

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Future State  
3 Checks (Green)

- Current: Thursday to Wednesday
- Future: Sunday to Saturday
- 3 Days Impact: May 20<sup>th</sup> – 22<sup>nd</sup> shifts to June 7<sup>th</sup> check
- Options to Help Impacted Employees under Review
- **Target Date:** May 2019

## RETROACTIVITY (BACKDATED TRANSACTIONS)

Certain Types of Backdated transactions (PSFs) are required to be submitted in a timely manner.

- Payrate changes
- Transfers/Promotions
- Paygroup changes
- Effects of backdating transactions
  - Impact to Employee
    - Incorrect salary (over/underpaid)



## RETROACTIVITY (BACKDATED TRANSACTIONS)

- Benefits adjustments
  - Deduction arrears, “catch up”, coverage gaps
  - Retirement - lost interest on investment amounts
  - Leave Accruals - may be negatively impacted
- Risk to the department and/or institute
  - Negative financial impact to project budgets
  - Employment
  - Taxes

## RETROACTIVITY (BACKDATED TRANSACTIONS)

### Reminders

- Payroll Calendars
- Approval Process
- Next pay period
- Communicate with employee
- Plan in advance, project outcome, execute transaction!



## PAYROLL YEAR END PROCESSING - November

- Monthly Payroll Process Date – **11/20/2018**
  - November PSFs by 11/7/2018
  - Approved Extra Comp or Special Payments by 11/19/2018
  - Paid 11/30/2018
- Final Bi-weekly Payroll Process Date – **11/26/2018**
  - Bi-weekly period ending 11/21/2018
  - Time due by noon, 11/26/2018 (Monday)
  - Last Bi-weekly pay check is 11/30/2018



## PAYROLL YEAR END PROCESSING - December

- Monthly Payroll Process Date – **12/13/2018**
  - November PSFs by 12/5/2018
  - Approved Extra Comp or Special Payments by 12/12/2018
  - Paid 12/31/2018
- Final Bi-weekly Payroll Process Date – **12/18/2018**
  - Bi-weekly period ending 12/19/2018
  - Time due by noon, 12/17/2018 (Monday)
  - Last Bi-weekly pay check is 12/21/2018





## PAYROLL YEAR END PROCESSING - OTHER ITEMS

- 360 Vacation Reminder
  - Email going out in October
- Starting in 2019, bi-weekly pay will be paid on regular Friday, not paid early before holidays
- Changes to timesheet due dates and processing dates starting May 2019 (calendar update will be provided)
- Salary Overpayments – gross pay overage must be repaid versus net if not received by December
- Social Security Number – Manager Reminders

# QUESTIONS



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**CHRISTINE.EDELL@OHR.GATECH.EDU**

# Katie Crawford

*Deputy Director Enterprise Transformation*  
*Senior Director Enterprise Data Management*

# ENTERPRISE TRANSFORMATION



**Financials**

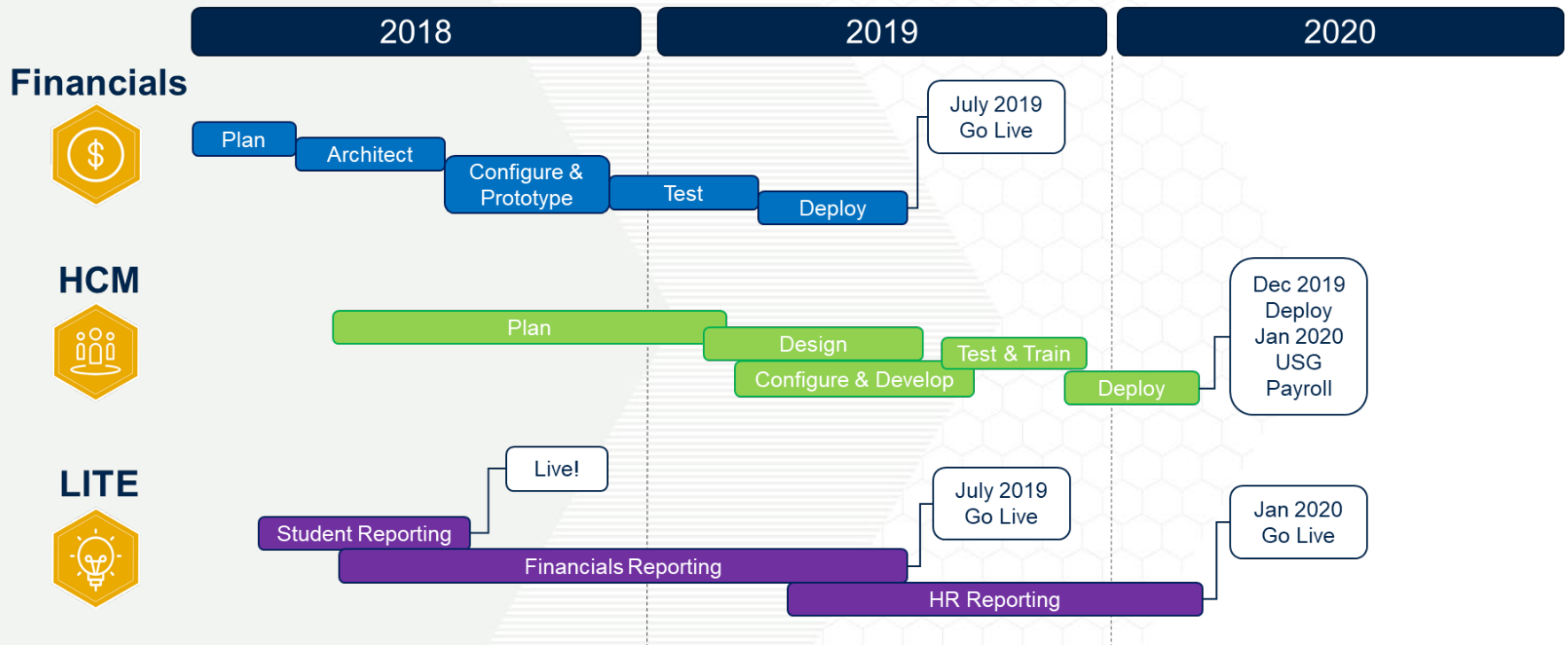


**HCM**



**LITE**

# ENTERPRISE TRANSFORMATION



# FINANCIALS TRANSFORMATION BACKGROUND

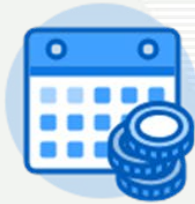




# WORKDAY SCOPE



Business  
Assets



Banking &  
Settlement



Budgets



Customer  
Accounts



Expenses



Financial  
Accounting



Grants  
Management



Procurement



Projects



Supplier  
Accounts

# WORKDAY DESIGN HIGHLIGHTS



- Paper check requests will all be processed in Workday
- Pre-encumbrances a built-in feature
- Subaward routing and payment all in Workday
- Service requisitions don't require flipping
- Workday will be used for PCard (no longer Concur)
- Requisitions will start and end in Workday

# THE FDM AT GEORGIA TECH



## Driver Worktags

- Agency
- Designated
- Gift
- Grant
- Project

**Select one**

## Related Worktags

- Class
- Cost Center
- Function
- Fund
- Program

**Auto-populates based on driver**

## Operational Worktags

- Expense Item
- Revenue Category
- Spend Category

**Select one**

## Optional Worktags

- Location
- NIGP Code

**Select as needed**

# COA Chartfields

# FDM Worktags

Project ID

**Agency** – Identifies external funds held by the Institute from a related organization where the Institute serves simply as a custodian or fiscal agent for the funds.

**Cost Center** – Identifies an organizational structure or unit with budget and financial responsibility

**Designated** – Used by cost centers that are funded by more than one source

**Gift** – Identifies external contributions received from donors for a specific purpose as identified by the donor

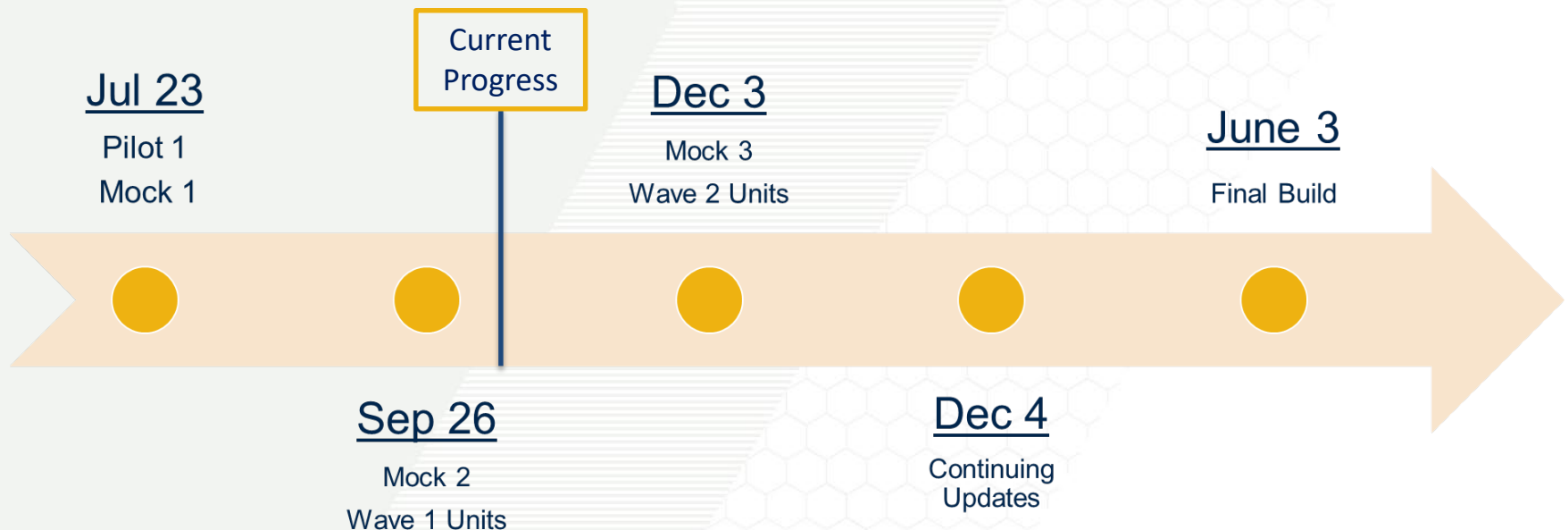
**Grant** – Identifies funds received from a sponsor for specific purpose as identified by the sponsor

**Project** – Identifies an accumulation of costs for a specific purpose or activity with a defined start and end date

# FDM MAPPING OVERVIEW



- Each PeopleSoft project ID needs a home in Workday
- Each Project ID will be mapped to relevant FDM dimensions
- 80% of project IDs to be mapped by December- Wave 1 is underway



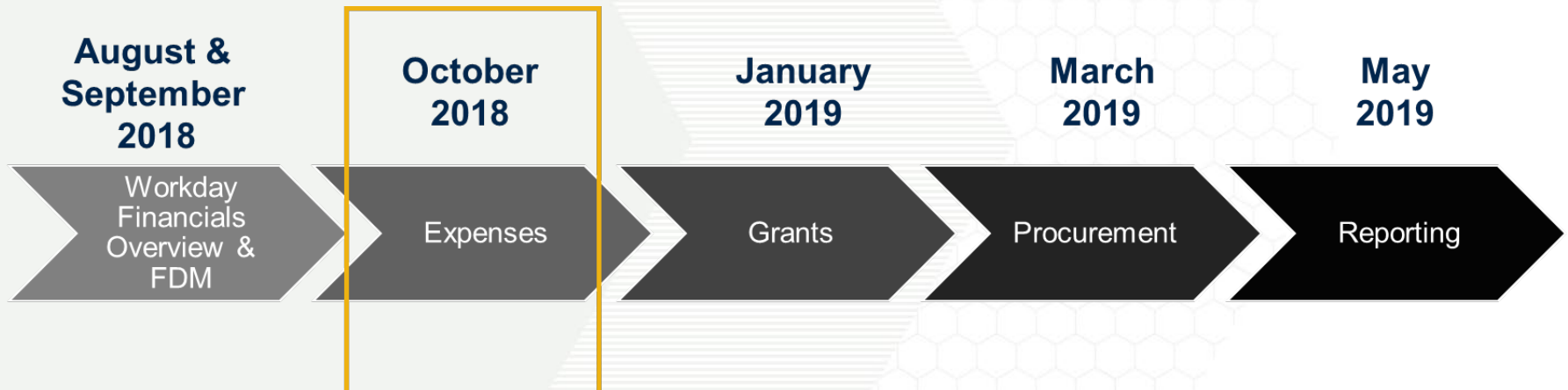
# CAMPUS ENGAGEMENT- CAMPUS INFO SESSIONS



**WHO:** Open to Campus Financial Users

**WHAT:** Meetings that highlight specific topics impacted by the Workday transition

**WHEN:**





# RESOURCES AND CONTENT



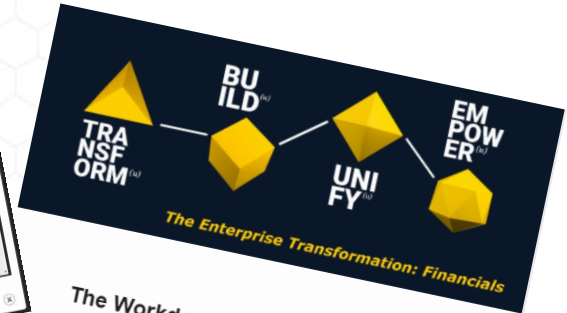
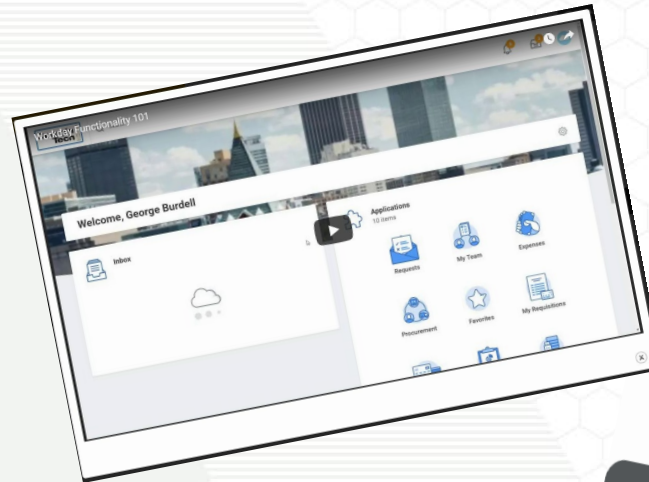
- Workday Buzz
- Biteables
- Demos and Tutorials

- Visit the website:

[transformation.gatech.edu](http://transformation.gatech.edu)

- Helpdesk Email:

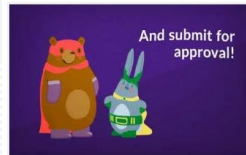
[erp.ask@gatech.edu](mailto:erp.ask@gatech.edu)



**The Workday Buzz: September 2018**  
A bi-monthly update on the Financials Transformation Program



Spend Authorizations in Workday



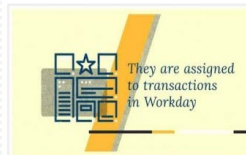
General Overview



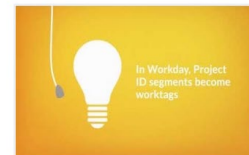
Expense Reports in Workday



What are Worktags?



Who Moved My Project ID?



The Foundation Data Model (FDM)



# QUESTIONS

