

Minutes
University Budget Officers' Meeting
September 26, 2012

Kristen Cheser called meeting to order at 1:30pm.

On – line JAQ

Debbie Carwile presented an update on “HR On Line Position Description System”. She started by introducing the background of the system development from Feb. 2009, discussed its advantages, reported work progress at UKHC and Campus, and listed the timelines of the project. The targeted deadline of system development completion is Dec. 15, 2012. All organizational units need to go through their filled positions to update or delimit them if they are no longer valid. During Q&A session, a major concern is what to do with vacant positions. Lisa made a comment that during the FY13 budget development process, the President requested a list of all vacant positions and staff preparing the report found there were many positions that needed to be delimited. She said for FY 13-14 budget, all vacant positions will be examined. She mentioned there should be a partnership between HR and units to review and clean up the positions.

Debbie’s presentation is attached, and posted <https://sharepoint.uky.edu/PBO/default.aspx>.

On-line Leave Request and Time Entry

Jennifer demonstrated the new system. First of all, she emphasized the importance to implement the new on-line position system, which Deb presented, because all positions must be correctly located. Department managers need to continuously change, add, or delete positions to make sure their unit’s positions are up to date after the implementation. Michelle made a comment that she has only 7 staff, but there are 24,000 managers at the university. The managers will have the authorization and responsibility to keep the accuracy of the unit’s positions. To get help for cleaning the position, please email saphrsupport@uky.edu.

The demo was conducted in two parts: the managers, and the employees. The managers will have a new tab, “Manager Self Service” with all unit’s employees’ info, including employees’ profile, employment history, qualification, trainings, attendance etc. The employees will report work time, request leave on the tab “Employee Self Service”.

Issues discussed with results are:

- Faculty and regular staff will be in the system. Students and temporary staff will not.
- Approval delegation can be set up with a time frame and other options.
- Kronos will remain unchanged, if your unit is currently using Kronos, you will not be included in the new system.
- Payroll schedule and deadlines will not change.
- Training will be provided.
- Employees on FML will have access to enter time. The department can do that for him/her too.

Issues discussed, but will be further looked into are:

- The launch date;
- Large number of students time entry generated from a different time record system;

Other Business

Ronda updated the group on the PRD implementation. She said by September 25, a total number of 12,000 PRDs were processed with a 3% reject rate. By Monday, October 1, anybody can request PRD display (a new role) by submitting a training plan through their Area Security Officer. That means anybody can see the PRDs with a number of 300000xxxx other than the creators and approvers. She said Accounts Payable will be resuming use of Credit Memo Form. This will be used for refunds. Signatures on PRDs and log issues were discussed.

For Grant PI Ledgers, Ronda said they will be distributed very soon to the PIs. Budget Officers will not be on the distribution list due to the amount of email space required for transmission for budget officers listed on several grants. Until a solution is devised, the budget officers are encouraged to run their own reports.

Ronda also mentioned that a new Payroll Suspension Table will be in use very soon for items with incorrect payroll distributions. The system is being programmed to default to the position's IT1018 when a IT0027 fails. A spreadsheet will go out soon for departments to assign designated person(s) to be notified when these issues have occurred. This will give the unit an opportunity to fix the error and charge the appropriate cost object.

Mary talked about October as National Work and Family month, a calendar will be sent to employee's homes, and email at work. She asked to encourage employees to attend the keynote speaker event on October 24. Mary mentioned the Post Accident Drug Screening policy is suspended as of October 1, 2012.

Introduction

Kristen introduced Susan Wang as the new administrative assistant in the Provost Budget Office.

Meeting adjourned at 2:50.