



## Council of the University of Idaho Business Officers

### Summary Notes

January 12, 2017

#### Automatic Adjustments to U3 Fund Budgets – Cheyenne Smith-Sarkkinen

Attached is a handout with information on the new proposed monthly process to automatically adjust U3 fund budgets if they can be increased. Departments can send feedback to [budget@uidaho.edu](mailto:budget@uidaho.edu). If anyone would like to have specific budgets or midlevels excluded, they can also let us know at [budget@uidaho.edu](mailto:budget@uidaho.edu). The planned implementation date would be after February (period 8) closes. Please have all feedback and exclusion requests sent to the Budget Office by February 28<sup>th</sup>, 2017.

#### Governor's Budget Announcement/Updates – Trina Mahoney

The Governor's State of the State and Budget Address happened on January 9, 2017 and the Governor did recommend a 3% CEC which equates to approximately \$2 million in new state funding for the Gen Ed budget. The CEC process for the UI will be different this year because of the work that Wes Matthews and HR are doing for the Market Based Compensation model. These new state funds will likely be used at least in part to help accomplish the Market Based Compensation goals. In addition to CEC, funding was also allocated for Ag Research and Extension graduate support, the UI Research Dairy (Center for Agriculture, Food and the Environment = CAFÉ), Computer Science in CDA, WWAMI renovations and equipment, building operations and maintenance as well as replacement equipment for Forest Utilization and Idaho Geological Survey. These allocations come to us primarily in response to our state budget request submitted last fall. Next steps include presentations to the Joint Finance and Appropriations Committee (JFAC) of the Legislature on January 25<sup>th</sup>. Later this spring final funding decisions will be made and appropriation bills will be drafted and signed by the Governor thereby implementing our FY2018 state funding allocations.

#### Controller's Office Announcements/Updates

##### **Linda Campos: Spread Pay**

Linda Campos confirmed that more information about Spread-Pay Election forms will be sent out before the end of January and follow up would happen through the Controller's office, Budget office and Human Resources to ensure that everyone who needs to fill out a form will be notified. It was recommended that those on spread pay be reminded that this is the last year to receive the \$1000 incentive for switching to standard pay.

##### **Ron Town: Chart of Accounts Update**

- Moving forward at expected pace
- Milestone dates
  - Discovery and Chart Definition: Began 8/8/16 – Finished 10/31/16
  - Chart Design: Began 11/1/16 – Finish 3/31/17
  - Crosswalk Development: Begin 4/3/17 – Finish 6/30/17
  - Technical Development: Begin 7/3/17 – Finish 1/1/18
  - Business Process Changes: Begin 10/2/17 – Finish 3/30/18
  - Testing: Begin 1/2/18 – Finish 4/2/18
  - Loads into Production: Begin 5/1/18 – Finish 6/30/18

# University of Idaho

A LEGACY OF LEADING

- Campus Training: Begin 4/30/18 – Finish 6/29/18
- Consultant Visits: Began 8/8/16 – Finish 11/2/17
- Projected Completion: July 1, 2018
- Fund structure has been defined and many fund types have been completed for testing
  - Scholarships and grants have yet to be finalized
- Account structure is in progress
  - Simplifying as much as possible
  - Codes that have never been used or not used within the last 3 years have been deleted
    - 205 Expense codes
    - 224 Revenue codes
    - 14 Transfer codes
    - 181 GL codes
  - Some codes cannot be removed
    - UI required to report at least at the same level as the State of Idaho
    - Some of the detail they require will have to remain in our chart
- Organization structure is forthcoming
  - Consultant on campus next week
  - Potentially starting with department level codes and determine the level of budgetary control necessary
  - Will begin meeting with departments in March to discuss reporting needs
- Program codes
  - No expected changes
- Activity codes
  - Several discussions for how they could be used but no specifics yet
- Index codes
  - Expect to use as we do now
  - Expand use to activity codes if needed or desired
    - To simplify data entry for users and ensure proper reporting strings
- Location codes will continue to be used for fixed asset management

## **Budget Office Announcements/Updates**

**Jill Robertson** – Reminded everyone to always check NBAJOBS and PEAEMPL in Banner for I-9 dates prior to originating an EPAF for employees.