AGENDA

- Purpose of Meeting
- Introduction of OCGA and SPA Staff
- Announcements:
  - Student Accounts
  - SkyVU Update
- Training Tidbits
- New Policy Formats
- Next Meetings
- Open Office Hours
RETRO ACTIVE FORM

• Update on retro active form for Student Account charges
SKYVU UPDATES

Amanda Roberts
Skyvu Updates for 9/26/19

• New Project number formats starting 10/1/19
SALARY COSTING & CORRECTIONS

Best Practices:

- Review Salary Charges and Distributions Regularly
- Proactively Change costing for projects ending before end date
- Review unprocessed list monthly and take appropriate actions
- Review HCM Allocation Verification Report before HR deadlines to make costing changes when necessary for expiring projects
- Work closely with departmental/local HCM specialist to get corrections made timely as appropriate
Validating Costs on Projects:

1) Pull HCM Costing Report for Person
2) Pull PPM project costs for Person
3) Check Distribution lines in HCM for person
Payroll and PPM both create accounting entries that collectively record labor cost.

Payroll is Processed

Accounting is processed and debits the correct salary expense and credits payroll clearing account.

HR Specialist
Enters costing distribution

Payroll
Payroll costs feed into PPM and hit the appropriate projects

PPM

Things to check when payroll costs don’t hit project

- Has the project ended or been closed?
- Did retro process not pick up submitted change?
- Was the form submitted but the distribution lines in HCM were not updated?
- Was the form submitted but the Employee ID number was incorrect?
- Review unprocessed list each month and contact OCGA or HR if unexpected results are on the list.
- Were the changes made and form submitted after the due date?
NEW POLICY FORMATS

Michelle Vazin
POLICY FORMAT CHANGES

University-wide Initiative

• DOA Targeting for FY20

  ➢ OCGA-specific policies to be converted first:

    □ Effort Reporting (Q2)

    □ Cost Transfers on Federally Sponsored Awards (Q2)
POLICY FORMAT CHANGES

Proposed Format

- Policy
- Procedures
- FAQ's
NEXT MEETINGS
• October Meeting - October 24, 2019
  • We want to hear from you – what topic would you like to know more about?

• November and December Meetings
  • No meetings will be held due to holiday schedules

• January Meeting
  • Training Topic - Closeout process
OPEN OFFICE HOURS

Any questions?
SPA and OCGA representatives are here to assist.