



Financials Focus Group (FFG) MINUTES

| | |
|------------------|--|
| Date | September 14, 2018 |
| Time | 11 a.m. |
| Place | Research Pavilion, RP-302 |
| Attendees | <u>In Person</u> Joel Levenson, Meghan McCollum, Dorann Mullins, Lisa Fulford, Tom Porter, Nancy Meza, Amber Ryder, Connie Hawkins, Laura Crouch, Patricia Kentish, Jay Holt, Rich Strohfus, Melinda Martin, Debra Simon, Mark Wray, Ivan De Sagun, Mark Wray, Chris Kachele <u>On Skype</u> Katheryn Daniels, Kerry Gajewski, Kimberley Cole, Lashanda Brown-Neal, Lisa Miller, Reyes Nicole, Shannon Arft, Silpa Limbachia, Seresa Cruz, Stacey Royalty-Rose, Tavis McLelland, Theresa Scipione, Tamara Pullin, Carlos Baez Santos, Traci Fisher, Denise Oliver, Andrew Holloway, Esther Pennepacker, Michelle Fuentes, Gerald Cozier, Gerald Deveau, Hallie White, Maria Aragon, Mark Wagenhauser, Maureen Au, Millicent Downer, Michele Locke, Maureen Landgraf, Marcia Munroe, Nicole Osadolor, Noemi Gonzalez, Olga Arce, Angela Nichols, Anjella Warnshuis, Ann Boutros, Barbara Kelly-Hursey, Andrew Holloway, Bettyna Lahens, Brian Sargent, Bryant Nunez, Carlos Alvarez Rivera, Vicki Vitale, Shirley Wang, Yadira Rivera-Vazquez, Jasmine McCranie, Jacquelyn Daigneault, Jennifer Fackler, Jade Laderwarg, Joe Schofield, two guests |
| Minutes | Debra Simon |

Minutes Approved

Jay Holt moved to approve the July 2018 meeting minutes; Laura Crouch seconded the motion to approve.

New Business

New business was discussed prior to continuing business to accommodate speaker schedules.

1. Moving expense policy has been updated to reflect tax changes that occurred in January. The new UCF policy is Human Resources and Employee Benefits policy #3-505.3 – Payment of Relocation. It can be found at <http://policies.ucf.edu/>.
 - The ability to reimburse moving expenses went away.
 - A relocation stipend can be provided instead:
 - New hires can have moving expenses for relocation to Orlando paid as a stipend of up to 10 percent of the new employee's annual salary with written approval from the

appropriate vice president, provost, or designee.

- No receipts are needed.
 - Advance presidential approval is required to provide more than 10 percent.
 - You can offer below 10 percent based on your department's budget.
 - The stipend will be added to an employee's first paycheck, or it can be paid through Vendor Payables if the funds are needed prior to the start date.
 - The stipend will be included on the employee's W-2 form.
 - The new tax treatment of moving expenses became effective January 1, 2018.
 - The stipend will be taxed at the supplemental (bonus) rate.
- Outstanding offers are being honored at the former policy rate.
 - Lab moves are still nontaxable. If you are paying personal and lab moving expenses, separate the two expenses.
 - A form on the Human Resources website – Salary Supplement Request Form (<https://hr.ucf.edu/files/SalarySupplementRequestForm.pdf>) – must be submitted to Payroll Services to provide the stipend.
 - Review the Non-cash Fringe Benefits document (https://hr.ucf.edu/files/Non_Cash_Fringe_Benefits.pdf) when paying this stipend.
2. Zero-dollar travel vouchers must be created for individuals who travel and pay for all the expenses with a PCard.
 - All information relevant to a typical travel voucher should be included.
 - The same form used to create other travel vouchers is used to create a zero-dollar travel voucher.

Continuing Business

1. Development of Next Gen Chart of Accounts (CoA) values are nearly complete. View the new values in the Values and Crosswalk Excel file available in the CoA section of the Next Gen website on the Financials website (<https://financials.ucf.edu/next-gen/>).
2. A discussion of the DAL redesign has been scheduled between FSS and senior management.
 - DAL fit-gap meetings will be held in late October/early November. Email the Financials Service Desk, fntrain@ucf.edu, if you would like to participate.
 - User comments previously provided during CoA Redesign meetings have been included in initial plans for the new DAL.
3. DataMart will not be eliminated, but it does need to be redesigned. It needs to include new fields and will probably be accessed in a new location.
 - A future FFG meeting will be devoted to previewing the new DataMart.

- It was asked whether or not a fourth search option can be provided in the new system, instead of the current three criteria. FSS will consider this.
4. All systems that work with UCF Financials must change when Next Gen changes take effect on July 15, 2019.
 - FSS will continue to reach out to working group participants who have systems that “talk to” UCF Financials and that will need to continue to connect with it after the Next Gen updates take effect next July. These systems need to be aligned and tested. If you participated in development meetings in the spring, you should get an invitation to a discussion. If you need more information or don’t receive an invitation, contact Mark Wray, mark.wray@ucf.edu
 - The Human Resources PeopleSoft system will be updated to allow it to interact effectively with the updates being made to UCF Financials next July. They are considering three options and may implement commitment accounting. Be prepared for the HR system to change.
 5. The Next Gen project is behind schedule.
 6. Will the system go down at the end of the fiscal year due to the transition? Typically, the system closes down at the end of June and reopens early in July for about a week. Next year, the delay is expected to go through July 14, which will mean approximately three weeks of system downtime. FSS hopes to reduce the downtime. Added use of PCards during the downtime may aid in transaction processing.

Conclusion

The meeting adjourned at 11:25 a.m.

The next FFG meeting is scheduled for at 11 a.m. October 12 at the Research Pavilion in room 302.