Provost Business Office September 2016 Newsletter

Allocations
By now you should have seen UGA, GIA, GAS, ITIE, and all Carry-Forward dollars you were expecting. If you have not already, please verify those transfers for your area and let Tim Bybee know if you have any questions. Also, Provost Commitments for FY17 are being finalized. Tim will contact you soon about any commitment you are expecting, if he has not already.

Charitable Sponsorship Policy
Exchange Transactions and Sponsorships
This policy also applies to expenditures for sponsoring tables at charitable or non-profit events, purchasing advertisement in program books, supporting other types of social interactions categorized as “official functions,” or marketing or public service efforts, when any portion of the expenditure can be deducted as a charitable contribution. For such expenditures, the first source of funding is discretionary gift or expendable endowment funds. Only in the event that discretionary gift or expendable endowment funds are not available or are insufficient, may general funds be used. Regardless of funding source, all such expenditures must have prior documented approval by a dean, vice president or president, or their designee, and must align with university goals and objectives and applicable donor restrictions. Table sponsorships should be coordinated with the Office of Governmental Relations and University Communications.

Carry Forward
Just a reminder to re-budget your carry forward dollars per the instructions given by our office.

FLSA Important Upcoming Dates
• Month of September – Remainder of employee letters to be mailed from Central HR
• Month of September – Supervisors and affected employees to sign the Manager Discussion Checklist
• September 16 – VP Designees to finalize Vacation Payout Hours, Master Work schedules
• September 19 – VP Designees to return finalized spreadsheets to HR Compensation
• September 20 – HR Compensation to finalize and submit master data upload to Business Core Systems
• September 22 - September 30 – Business Core Systems uploads master data and focus groups begin testing
• September 30 – Last monthly paycheck for transitioning employees
• October 1 – DEPLOYMENT – All transitioning employees begin clocking in and out for all hours worked
• October 8 – End of bi-weekly payroll
• October 18 – First bi-weekly paycheck and optional requested vacation payout for transitioning employees

Next Business Administrator Meeting
The next BA meeting is on Tuesday, September 27th from 8:30am - 10:00am, 407 Teachers College.

Next Board of Trustees Meetings
Thursday, September 15th at 8:30am in 320 University Pavilion and Tuesday, October 18th at 8:30am at the Russell C. Myers Alumni Center.