Provost Business Office August 2011 Newsletter

Revised BA meeting schedule:
(*All meetings start at 8:30am in 220 Van Wormer*)
Due to conflicts with the Board of Trustees meetings, below is the revised upcoming BA meeting schedule. Except for the upcoming meeting on ***Friday August 26th***, all meetings are on Tuesday:

2011	2012
August 26th (Friday)	January 17th
September 27th	February 28th
October 25th	March 20th
November 22nd	April 24th
December 27th – CANCELLED	May 15th
	June 19th
	July 24th
	August 21st
	September 25th
	October 16th
	November 27th
	December 18th

2011-2012 Board of Trustees meetings:
(*All meetings are on Tuesday at the Alumni Center at start at 8:30am*)

2011	2012
Tuesday September 20th	January 24th
Tuesday November 15th	March 27th
	May 22nd
	June 26th
	August 28th
	October 23rd
	December 11th

Vacancy Review Update
Beginning August 4th, 2011, the Provost Office began holding Vacancy Review Meetings on a weekly basis. This change is being made in response to requests from the colleges and academic units for a more efficient and streamlined approach to the requisition review process. We believe everyone will see shorter turn-around times and improved efficiency on positions that go through the Vacancy Review Process. The updated Vacancy Review Calendar has been posted on the Provost website.

Another measure that would be especially helpful to keep the requisitions moving through the pipeline is the use of the JUSTIFICATION Section in the requisition itself. Every requisition has a box labeled "**JUSTIFICATION LETTER**". Please use this box for every requisition to answer questions such as:

- Why the position is needed (especially helpful for new positions)?
- Is the position on the approved Hiring Plan for the college/unit?
- If not on the Hiring Plan, how will the position be funded?
- Be sure to include any other information you deem important to our review of the requisition.

PBB
Year-end PBB entries are posted for FY11. 1x entry is processed in June before we calculate carry forward balances. The PERM adjustments are posted in July providing PERM and 1X funding, (i.e. FY12 $). Permanent budget adjustments cannot be posted in FY11 after the March 31st cutoff date, therefore two entries are required to provide colleges FY11 budget, as well as PERM and FY12 current budget.

PCRs for new and renewed Cell phone Stipend:

Before initiating a PCR for a new or renewed cell phone stipend, remember that per the terms of the Wireless Communication Stipend Policy (2.1.7), *"…the employee must first submit a request through UCit's **GetIT** web site. Once the **GetIT** request is approved by the unit, the employee must electronically accept the terms of the wireless communication stipend agreement. Once the agreement is accepted by the employee, the process for a Personnel Compensation Request (PCR) begins.*"

In order for the Provost Office to legitimately approve these PCR's, we must be able to verify that the **GetIT** Order has been submitted and approved within your area. The most effective way to do this would be for the PCR initiator to copy and paste the email that he or she receives from **GetIT** into the comments section of the PCR. This email informs the PCR initiator that **GetIT** Order #_____ has been approved and finalized, and a that PCR is ready to be processed. PCR's that do not include this information will be returned to the initiator.

Upcoming Workshop:

There will be a workshop on FV50 and Budget Workbench to demonstrate correct processes for electronic Journal Entries and A123s. Kelly Beck and Tim Bybee will hold the workshop, which will take place the week before school starts – sometime middle of September. Date, time, and location will be announced shortly.