

Academic Budget Council (ABC) Meeting

December 2023

December 7, 2023 | SGMH 3210 (CBE) Conference Room & Zoom

CSUF | Academic Resources
ACADEMIC AFFAIRS

Cal State Fullerton



**Welcome new
members!**



Agenda

- Process Improvement
- Budget/Fiscal Updates
- Learning Opportunities
- Rules of Engagement
- HR Updates
- Round Robin
- Wrap-Up and Adjournment

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Process Improvement



Process Improvement – External Processes

Concur

- Edits on Concur are now live and amended travel requests, can be edited up to the date of travel by the Traveler
- If travel has passed, personal vs. business days change, or dates don't match insurance requests amendments are still required
- Approvers can now edit the chartfields (Division, Dept, Fund, Class, Prog) for requests and claims in your queue instead of sending back to user
- A&F is analyzing information provided by various travel agencies and working to select the best option to fit our needs, anticipated selection, and implementation early 2024

Process Improvement – External Processes

D11 Form/Process

- A revision will be announced soon

New Philanthropic Online Requisition

- Request a copy of account signers so these are routed appropriately
- Update your account signers – each account can have up to four (VPAA not included)

Process Improvement – Internal Processes

The future of new faculty onboarding allocations (aka start-up funds)

- Taskforce - Deans Johnson, Sundaram, Barua, Alyssa and Bonnie

New VPAA Signature Process

- Implemented last month
- Reminders:
 - No adobe sign signature panels on forms – remove before sending for approval
 - All docs need required supporting documentation and must be signed or initialed by the Dean or AVP before sending for VPAA approval
 - Signed docs need to be picked up by college rep and removed from the folder
- Share feedback

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Budget/Fiscal Updates




Budget/Fiscal Updates - Delegation of Authority

- Recent DOA audit; all divisions were asked to review their DOA list
 - CSU/Campus practice - MPPs and Department Heads with DOA have the authority to approve transactions
 - Provost will grant DOA to AVPs and Chairs upon completion of training to ensure those with DOA understand the responsibility and implications for not adhering to CSU/campus policy
- Delegation of Authority (DOA) training will be available ~ Jan-Feb 2024

Budget/Fiscal Updates – Fee Revenue

- Consolidated Course Fee (CCF) – THEFD 20364
- Student Success Initiative Fee (SSI) – SSFGF
 - Requires Payroll Expense Transfer (PET) from THEFD to SSFGF
- Instructionally Related Activity (IRA) – TA002
 - Opportunity to book an accrual for expenses that overlap 2 FYs (Jun-Jul)
 - Stateside transition feedback – any hurdles, issues, improvements, or success stories to share?



**FEE REVENUE MUST
BE FULLY EXPENDED
BEFORE YEAR-END.**

**YEAR-END BALANCES
ARE PULLED
CENTRAL TO VPAA.**

Budget/Fiscal Updates – 23/24 Budget

- New faculty onboarding (aka start-up) – potential changes effective 23/24 pending the outcome of the taskforce
- 23-24 Budget Approval
 - Announced at last month's Fiscal State of the University address
 - Salary increases pending negotiations
- Pending budget allocations
 - Goal is to process transfers prior to Dec close
 - CCF, SSFGF, Provost commitments, salary adjustments for ARM positions and staff reassignments

Budget/Fiscal Updates

HR Related



Budget Operations

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Budget Management – Dashboard

- IT is in-process of updating for use of the new Position and ID Number
- We are waiting to update any new Position Budgets until the update is completed
- The Salary projection report for period 4 will be updated when the IT update is done

Budget/Fiscal Updates

HR Related

- Email from Michael Au-Yeung
 - LCD Reports will be delayed
- Resource and Budget Planning will extend the PET deadline for the month of December

Budget/Fiscal Updates

HR Related

- New PET Form on Resource Planning and Budget Website

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Financial Services
Resource Planning and Budget

SERVICES FORMS POLICIES REPORTS PRBC TRAINING ABOUT

Forms

LIST OF BUDGET OPERATIONS FORMS

Name	Description
Budget Transfer Request (BTR)	To request a fund transfer: one-time or baseline transfer
Budget Transfer Log	BTR Upload Template BTR Form Instructions
Capital Budget Request Form	To request budget to fund capital project(s)
Chartfield Request Form Revised 07/2023	Request a new chartfield, modify, reactivate, or inactivate an existing chartfield using AdobeSign. For more information: About Chartfield Request Forms NACUBO Code List
Payroll Expenditure Transfer (PET)	To request payroll charges transfer: correction of a payment or move out a payroll charge
AEM Payroll Expenditure Transfer Form (New)	Payroll Upload Template AEM Payroll Form Instructions

Contact Us

Resource Planning & Budget
budget@fullerton.edu

California State Fullerton
2600 Nutwood Avenue, CP-300
Fullerton, CA 92831

Hours: M-F 8am-5pm

RESOURCES & LINKS

- CSU Budget Central
- CSU Executive Orders
- CSU Fiscal Year Calendar
- CSU Integrated Administrative Manual
- California State Budget
- California State Budget Process: 8 Step Guide

AEM New Payroll Expenditure Form

Budget/Fiscal Updates

HR Related



Budget Operations

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PET AEM Form

- Update
 - Live on RPB Website
 - Demo to users in Academic Affairs for feedback, testing
 - Job Aid also posted
 - Legacy form available during transition
- Next steps
 - Continued iteration based on feedback
 - Analyzing impact of CHRS to form



Budget/Fiscal Updates – 23/24 Mid-Year Review

- CSU Policy requires Mid-Year and Q3 projections
- Exercise managed by A&F and kicks off shortly after we return from holiday break
- Timeline Jan-Mar 2024
- Academic Resources will host an in-person working group for those who need support with the exercise

Budget/Fiscal Updates – Travel Updates

- Starting January 1, 2024, CSU travel policy will be updated to reflect changes:
 - Meals & Incidentals (M&I) while traveling rules will be updated to federal per diem rates based on location, reductions apply if meals are provided at conference
 - First and last day of travel M & I will be capped at 75% of total per diem
 - Reference the Financial Services website for more information

Budget/Fiscal Updates – Other Updates

- PaymentWorks to be phased out in January 2024, new 204 form is complete and currently being loaded into Adobe for testing of workflow and compliance
 - Use the e-submissions link as A&F looks to streamline workflow internally, this ensures proper routing for payment
- Hospitality transferring to Accounts Payable & Travel Operations early 2024
- Honorariums - a payment made to individuals as a token of appreciation for being a guest lecturer, no more than once per semester
 - Submit requests early to allow for additional compliance checks

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Learning Opportunities



Learning Opportunities

- OBIEE financial reporting on 12/6
- OBIEE and recordings and materials for past offerings:
<https://financialservices.fullerton.edu/controller/asfr/services/Workshops.php>
- Brown bag sessions on various topics with VPAA Academic Resources – Jan. 24
- Quarterly meetings with campus partners – planned start Jan. 24 (contingent on the availability of campus partners)

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Rules of Engagement (RoE)



Rules of Engagement (RoE)

- What are rules of engagement?
- Cabinet's model for rules to engage with others
- Share the RoE with your respective teams – model the RoE with others
- If/when we witness each other not practicing the RoE, kindly remind one another
- Remember, We are in this together!

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HR Updates



HR Updates

- HR Team available at next month's meeting
- Send your HR-related inquiries to Tiffany

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Round Robin Wrap-Up & Adjournment

