



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

August 31, 2006

## OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 06-50

MEMO TO: President Wright, All Vice Presidents, Deans,  
Department Heads, Directors, and Account Managers

FROM: Mary Lee Hodge, Vice President for Business Affairs

RE: Operational Guidance for the 2006-2007 Budget

Please find attached your budget packet for the 2006-2007 fiscal year, a new time sheet form, and offer letters for your administrative & professional employees. To assist you this year with certain reminders and to consolidate information about some operating changes, we have prepared a guidance document for your use.

### ***Salary and Wage Guidance***

1. Please double check that the correct employees, titles, percent times, etc. are shown for all individuals employed in your unit. Corrections and additions should be processed via the Employee Payroll Action (EPA) module.
2. Merit awards have been reverted back for individuals that we are aware of who have separated from the University. If you have employees who are not returning for this fiscal year who have not been removed from your accounts, please process the appropriate EPA document without delay.
3. Appointment letters for administrative & professional staff members are enclosed with your budget packet. These letters require that each employee attest to their appointment here at the University. Appointment letters should be signed by each employee and returned to the Budget Office by September 11, 2006. The Budget Office will forward copies of the letters to Human Resources for you. It is important to receive these letters in a timely manner so that the employees' pay or insurance is not adversely affected.
4. Vacant Tenure & Non-Tenure Track funds are in an unallocated faculty salary line. To access these funds, your unit must:
  - a. Process a Budget Transfer Form. In the justification section, state:
    - i. Who will be appointed against these funds
    - ii. Title
    - iii. Appointment Dates. A copy of the signed appointment letter must be attached.
    - iv. Salary
  - b. Process the EPA Document. In the justification/comment section, include the specific instructional assignment so that the Coordinating Board Cost Study Information is directly associated with the appointment.
  - c. Budget Transfers and EPAs must be processed by September 11, 2006 to ensure timely employee compensation.
  - d. Be aware that the unallocated faculty salary line is your resource to cover Fall and Spring Teaching needs.
  - e. As of February 01, 2007, balances in the unallocated salary line will lapse to salary savings.

5. All teaching appointments must be paid from an instructional account as opposed to an academic support or non-instructional account. In addition, all teaching appointments must bear an academic title. These requirements are necessary for proper Coordinating Board reporting and to comply with THECB Cost Study requirements. Appointments for teaching that are not from the proper account or that do not bear an appropriate title will be returned to the originating department.
6. Temporary Staff Positions have been included in the unallocated staff salary line. To access these funds the following is required:
  - a. Process a Budget Transfer Form. In the justification section state:
    - i. Who will be appointed
    - ii. Title
    - iii. Appointment Dates
    - iv. Salary
  - b. Process the EPA document. Please include the specific assignment in the justification/comment section.
  - c. Budget Transfers and EPAs must be processed by September 11, 2006 to ensure timely employee compensation.
  - d. Be aware the unallocated staff salary line is your resource to cover the full 12 months for temporary appointments.
7. As in the past, vacant budgeted staff positions will lapse to salary savings.
8. Budget Verification Documents (BVDs) are your certification for employee payments. It is very important that they are retrieved from the Budget Office when notified. BVDs should be signed and returned promptly.
9. Processing of supplemental payments:
  - a. Supplemental pay requests must be approved prior to the commencement of the work. A copy of the approval should be attached to the payroll adjustment form. Payroll adjustment forms will no longer be accepted if the supplemental pay request was not processed prior to the commencement of the work.
  - b. Non-exempt employees should be paid for overtime work at 1.5 times their regular pay (in weeks where the actual hours worked exceed 40) as opposed to a flat pay rate unless they are working in a capacity completely different from their normal duties in a department other than their normal department and outside their normal work hours. A timesheet showing all of their work hours for the week should be attached to the payroll adjustment form so that a proper audit trail is maintained in the event of an audit.
  - c. Effective September 1, 2006, all non-exempt classified workers must complete the attached weekly time sheets and those time sheets must be retained in the department for possible inspection by auditors. If an exempt classified employee has written approval to accrue state compensatory time, then that employee must also complete the attached timesheet, and it must be retained in the department. Be aware that the workweek is Monday-Sunday.

### ***Budget Guidance***

10. The Account Profile and Electronic Document Routing Form (Account Profile) grants authority to expend university funds. An Account Profile is mandatory for new accounts and/or updates to departmental accounts. Be aware spending privileges will be suspended for accounts that do not have an Account Profile on file with the Accounting Services Office. An Account Profile Form can be obtained from the Forms Library in the Business Affairs section of the University web page. In completing the form, please note:
  - a. It is important to accurately describe the revenue source.
  - b. The purpose of the account should state why the account is necessary, i.e., to pay salaries for the unit, to receive/expend gifts from xxx, etc.
  - c. The expenditure restrictions should state what type of expenditures are to be processed on the account, i.e., salaries and wages only, scholarships only, operations & travel, etc.
  - d. Original signatures are required.
11. Budgets are forecasts based upon anticipated student enrollment. Be aware that mid-year revisions may be required if student enrollment does not meet expected targets.
12. To assist you in knowing your expendable balance, fixed cost commitments will be encumbered on September 1, 2006.
13. Accounts in the range of 110000 -117999 are considered Salary Accounts. No maintenance or operations expense can be charged against these accounts.

14. Accounts in the range of 210000-218999 are considered Maintenance & Operations Accounts. No salaries or wages can be charged against these accounts. Maintenance & Operations Accounts are funded from Designated Tuition. Food and Beverages should not be charged against these funds.
15. Graduate Incremental Accounts (GIT); Account range 112000-112090 will be responsible for employee benefits. Be aware a year-end report explaining how Graduate Incremental funds were used during the 2005-2006 school year is due by September 15, 2006. A like report will be due at the end of the 2006-2007 fiscal year.
16. Accounts in the range of 115000 - 115999, except account 115205 will be responsible for employee benefits.
17. Accounts in the range of 180000 – 189999 will be responsible for employee benefits.
18. Communication Charges, i.e. cell phones, may not be paid on salary accounts. You must process new cell phone approvals for FY 2006-2007 by September 11, 2006.
19. Indirect Cost “IDC” accounts are considered state funds, and should be expensed in accordance with state guidelines.
20. The University has a legal limit on the amount of out-of-state travel that can be charged against state accounts. An allocation for out-of-state travel on state funds will be sent to each budget manager by September 15, 2006.
21. Departments with OCR & Special Items should be aware that the spending authority for those accounts is currently due to lapse August 31, 2007.
22. The account structure for the University is as follows:
  - a. State Funds
    - i. Education & General Funds (E&G) Account range 110000 - 118999
    - ii. Available University Funds (AUF) Account range 180000 - 188999
    - iii. Office of Civil Rights Funds (OCR) Account range 170000 - 179999
  - b. Local Funds
    - i. Designated Funds - Account range 200000 – 299999; except Indirect Cost accounts
    - ii. Auxiliary Funds - Account range 300000 - 399999
    - iii. Grants - Account range 400000 - 499999
    - iv. Restricted Funds - Account Range 500000 – 599999

***Planned Activities for Fall 2006***

23. Time Traq, an automated Web-Based system for student and hourly employees, is being implemented this fall. Your unit will be contacted to participate. Paper time cards will not be accepted after implementation. Due to the nature of the automated system, time cards not processed by the due date will be processed on the next pay date. More information will be forthcoming during your training.
24. PV PAY, a program that allows the University to quickly transfer all payments to students to their bank accounts, will be extended to employees during the fall semester.
25. Online budget transfers will be implemented in late fall/early spring.
26. PV PAWS and PV PATH will be extended to faculty and student positions once everyone is comfortable with these new programs. It is planned that student appointments will be moved online prior to the spring semester.
27. Strategic consolidated procurement will be implemented to obtain cost savings for computer and certain office equipment purchases.
28. A monthly account reconciliation program will be implemented in late fall/early spring.

We thank everyone for helping us implement upgrades to our processing systems and hope this guidance will be helpful to you. If you have any questions about these guidelines, your account balances, expenditure rules, etc., please do not hesitate to contact me at 936-261-2150 or via email at mlhodge@pvamu.edu.