

Budget Reconciliation

October 28, 2016
WebEx Meeting
10:00 – 11:30 a.m.

Agenda

1. Introductions - Melissa
2. Financials
Reconciliation Process – Melissa
nVision Actuals Drilldown <http://tools.finance.gsu.edu/training-guides-and-quick-references-for-spectrum-9-2/>
3. Payroll/Benefits/HRIS
Running Queries in Spectrum Plus - Melissa
Overpayments, Voids & Manuals – Angela
eTime Supervisor Responsibilities - Angela
Prior Period Adjustments – Simpson
ePAF Review – Simpson/Melissa
4. University Research and Sponsored Programs
URSA Training Program - Candice
Personnel Effort Reporting – Gary
Fringe Benefit Rates - Gary
Questions and Answers

Additional Information

Angela M. Bourque
For Potential Problems
abourque@gsu.edu
3-3316

Melissa Bell Brennaman
Report Questions
mbell@gsu.edu
3-3349

Mary Renfroe
Reconciliation Questions
finmpr@gsu.edu
3-3016

Julia Mitchell
Payroll Issues – GRA, PTI, Staff/Fee-Based
jmitchell@gsu.edu
3-3329

Simpson Morgan
For Prior Period Adjustments
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3-3015

Gary Brennaman
Personnel Effort Reporting & Fringe Benefits
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3-3529

Candice Lynn Ferguson
URSA Training Program
cferguson25@gsu.edu
3-3506

Valerie Harper
Payroll Issues – 9 & 12 Monthly Faculty
vharper3@gsu.edu
3-3332

Felecia Donald
ePAF/Hire Packet Issues
fdonald@gsu.edu
3-3336

Reporting a Potential Problem

If you find something that looks like an incorrect payment (underpayment or overpayment) you will need to send the following information to Payroll. Prefer email to Angela Bourque. Copy Robert Elmore and David Bourque.

Employee name and ID

Paycheck number

Paycheck date

Explanation of what appears to be incorrect

If you have your spreadsheet, highlight that row in yellow and email the spreadsheet to me.

We may need copies of timesheets and/or print screens of eTime.

Overpayment

Once we confirm that there is an overpayment, Payroll will book a transaction in EV5 that will correct the employee's wages and will credit the departmental budget. Note: The Department will not see a credit in their budget until the journal has been posted to the Financial system. Please do not have the employee give you a check and then you deposit the check into your budget. This will not correct the employee's wages and the employee is only responsible for paying back the net amount.

Payroll will calculate the gross to net amount due and respond via email.

If the employee is still working at the University, we can set up a payroll deduction. This is not a salary reduction but an actual paycheck deduction that will be taken after taxes. The employee is responsible for the net amount so we will collect only the net amount. Or, the employee can write a check made payable to Georgia State University. This check will need to be sent to David Bourque's attention in Payroll. His telephone number is (404) 413-3325. If the employee does not contact David, he may send an email to their GSU address, contact the supervisor or send a letter to the employee's home address.

Georgia State University
Payroll Office - David Bourque
P O Box 3982
Atlanta, GA 30202-3982

If the employee is no longer working at the University a letter will be sent to the last known address in our system.

Underpayment

Once we confirm that there is an underpayment, Payroll will process the payment on the employee's next regular payroll. Please do not make any promises. If the employee is no longer working at the University a payment will be made on the next available on demand check run. The Payroll Specialist, Robert or I will respond via email.

