



Financial Managers' Meeting

August 31, 2021

- **Agenda**

1. **Opening remarks (Jason Theis)**
2. **Topics by Budget Team (Susan)**
3. **Training – September’s focus**
4. **Topics by OMB**
5. **Topics by Jason**
6. **Round Table**

- **Topics by Sky**

- Send Position Management & Budget requests to uaf-budget@alaska.edu, not personal emails.
- Identified payroll errors for R15 in EC 290
- Sky's last day – September 10, 2021

- **Topics by Susan**

- Kathy Bennett moved back to SBO
- Factual Friday's – Please bring your questions / info to share
- Working on deep dive into PCN's
 - Reviewing all authorized in PD's – if vacant over 6 months – pulling back
 - Archiving old PD's with authorized PCN's, vacant over 6 months
 - Reviewing all incumbents
 - Reviewing all authorized PCN's tied to another

Authorized Positions

The State of Alaska authorizes the number of benefit-eligible positions the University of Alaska Fairbanks may use for positions included in the annual calculation for funding adjustments.

This amount is distributed between Fairbanks Campus, Fairbanks Organized Research, and each Community Campus, as well as between full time and part time positions. An authorized position may be either a continuing (2 PCN) or term-funded (4 PCN) position, but must have an intended duration of **more than twenty-four months (two years)**. Any term-funded position whose duration is less than this length will not be authorized, and the authorization field in NBAPUD should show "POOL."

Starting in FY12, UAF locates budgets for Term Funded positions authorized by a continuing position in the continuing position PCN – the Term Funded PCN does not have any budget. A Term Funded position Authorized by a continuing position insinuates a relationship between the two positions, and **the relationship must be of a temporary nature**. If a continuing position is being *replaced* by a term-funded position, the continuing PCN is frozen and the term-funded PCN is authorized.

To illustrate: PCN 270668 represents an Associate Professor. This position is currently vacant and under recruitment. To cover the instruction responsibilities of this position, the unit hires a Term Funded Instructor using PCN 485100. Because they use PCN 485100 to substitute for PCN 270668, and will not continue 485100 after filling 270668, 270668 (the authorized PCN) will contain the total budget for an Associate Professor while PCN 485100 will have no budget.

Banner HR (NBAPBUD) will have PCN 270668 as the Authorization number for both positions (270668 and 485100). After filling 270668, UAF Budget sets 485100 back to "POOL."

Fiscal Year: 2019 Position: 270668

Start Over

Position Title: Associate Professor Employee Class: F9 Faculty - Regular - <12 month

Position Budget Salary Budgets Fringe Benefit Premium Earnings Totals Labor Distributions Comments

POSITION BUDGET + Insert - Delete Copy Filter

Status

Status * Active

Type Single Pooled

COA B

Budget Profile REG Regular Position

Position Effective Dates

Begin Date * 04/24/1990

End Date

Budget Roll Rules

Salary * Zero

Premium Earnings * Zero

Budget Authorization

Authorized By 270668

Occupied vs. Vacant vs. Reserved Positions

Authorized positions may have one of three status options:

'Occupied' is a position that currently has an incumbent. ***Every benefitted PCN may have only one incumbent at one time.*** The only exception to this rule is when there is a short period of overlap (two weeks or less) between an outgoing incumbent and an incoming incumbent, such as allowing for a period of new-employee training upon the retirement/exit of an employee. When such cases arise, the department should list an end date for the outgoing employee in Banner before processing the hiring proposal for the new employee, or the department should have a resignation letter with an end date available. If the intended overlap is more than two weeks, Budget will move the outgoing incumbent to a term-funded pool position for the remaining length of employment.

'Vacant' positions are those currently under recruitment or vacated with the intent to recruit. **Any recruitment of a vacated position should begin within six months of the vacancy.**

'Reserved' positions are those vacant positions wherein there is no intent to recruit, or no intent to recruit during the current fiscal year. Reserved status is determined during the continuation budget process. UAF must load reserved positions with a \$100 budget, which remains throughout the fiscal year. These positions are included in the State budget request for cost increases, but have no material effect on the request due to their small budget.

Position and Vacancy Terminology

- **“Regular”** positions - includes regular continuing (REG) and regular term (TERM) positions. These are fully benefited positions. Regular positions do not include adjunct faculty, temporary or extended temporary staff, student employees, or overload/additional assignment positions. (See UA Regulations, section R04.05.020., subsection C, paragraph 1, for definition of “Regular” employment)
- **Regular Continuing (REG)** –fully benefited positions that are expected to continue each year and do not have an end date. These positions are authorized by the State.
- **Regular Term (TERM)** –fully benefited positions that have an end date. Term positions are usually established on a fiscal year basis and may be considered for renewal each fiscal year. Some of UA’s Term positions are individually authorized by the state and have distinct budget authority. Some are not individually authorized and are utilizing budget pools. UA’s legislative budget request does not include increases for TERM positions that utilize budget pools. (See UA Regulations, section R04.05.020., subsection C, paragraph 1, sub-paragraph a, for definition of Term-funded employment)
- **Reserved Positions** –fully benefited positions that are authorized by the State and are not expected to be recruited in the current fiscal year. As part of UA’s newly established protocol, reserved positions have a \$100 budget to keep the position in authorized status.

- **Authorized Position** - refers to UA positions authorized by the State of Alaska. The State of Alaska authorizes UA's Regular positions as distinct positions with distinct budget authority. The State does not require authorization of TERM or temporary positions.
- **Pool Position** - refers to positions that are temporary, and therefore do not require authorization by the State. These positions have multiple incumbents sharing the same position number and the same pool budget.
- **Pool Budget** – budget is a pool that many temporary positions, including adjuncts, can utilize.
- **Budget** – For the purpose of this report, budget refers to the budget loaded at continuation level and associated with the position per Banner Finance as of 7/1/2011. It does not include personal services budget that is not associated with a position, nor does it include staff benefits budget. Budget authority is not equivalent to actual revenue available. The budget amount has not been offset by any payroll expenditures and is not equivalent to the available budget remaining.
- **Counts** – refers to position counts. This does not refer to FTE or to employee headcount unless noted.
- **Incumbent Status** – defines whether the position is filled with an incumbent, is vacant, or is reserved.

- **Finance Training**

Recorded Sessions:

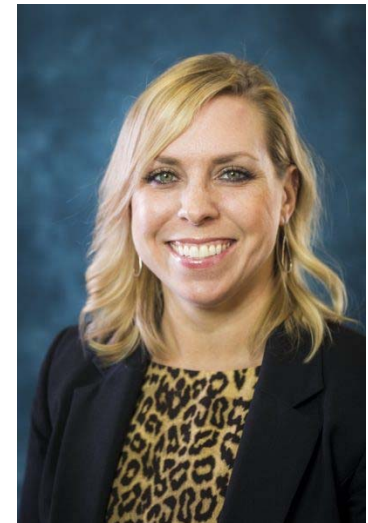
- Banner - Helpful Screens
- Budget Revisions (BR) - Introduction
- Journal Vouchers (JV) - Creation to Submission
- Labor to Expended Report
- Management Report Tips
- NSF Override Tutorial (Banner 8)
- Position Management
- Prepping for Continuation Budget
- Program Codes – Introduction
- UAF Finance 101

Listed on the UAF Financial Services website - <https://www.uaf.edu/finserv/finance-accounting/training>

- **Topics by OMB**

- Briana**

- FY22 Budget Update
 - FY23 Budget Planning



- **Topics by Jason**

- WCA Actions
- UFB Distribution
- Position Management
- Federal Receipt Authority



- **Round Table**

- What do you have to share?



- **FY22 Financial Managers' Meetings**

Via Zoom until further notice

28 September

26 October

30 November

25 January

22 February

29 March

26 April

31 May



All dates subject to change or cancellation