

## FACT Meeting Minutes

09/09/2020

### Budget:

- The budget office is working hard on the FY20/21 baselines, division analysts should receive by the end of next week.
- The budget will be reduced this year on a permanent basis and most likely departments will see some changes to their budgets. If you have any questions regarding any of the changes, please ensure that you discuss this with your VP or division analysts.
- Intra department budget transfers are normally expected in September however, since the baselines are behind schedule, we will be expecting the transfers in October.
- Baselines will also include any cost allocation plans for those divisions receiving cost recovery from the auxiliary or enterprise funds, these amounts will be included on your baseline.
- The new FY20/21 COVID-19 tracking sheet will need to have equipment and supplies separated. Please ensure that the fund, the dept. and the account number the expense was posted to, into the emergency account #660947.

### Accounting Services:

- The Campus audit is coming up soon and has already started at the Chancellor's office. KPMG will start auditing campuses come September 21<sup>st</sup>. Accounting has already submitted requested reports and schedules which will start being reviewed and in turn there will be a request for samples. Samples include, payment vouchers for AP, HR payroll, employee documents, journal entries and student financial information. As soon as Rima's team receives the sample information they will distribute among respective departments.

### Accounts Payable/Travel:

- AP is in the process of updating the hospitality policy which is almost ready for distribution. They kindly ask that you look at their draft and provide any comments or feedback by Friday September 18<sup>th</sup>, 2020. Please contact [jay.wood@csusb.edu](mailto:jay.wood@csusb.edu) if you have any questions and or would like to receive a copy of the draft.

### Student Financial Services:

- The payroll process continues to be the same nothing has else changed. The drive thru for payroll will take place in the northeast parking structure by the soccer field.

### Procurement:

- The Independent contractor request is still in the beginning stages of testing. HR is currently working on a pre-approved contractor list to help streamline the process and hope to have it launched by next month. Once launched, Procurement hopes to reach out to end users to help gather input on how the list is working out.
- Procurement is in the process of updating all Procurement forms since there are still some clarifications needed such as the Sole Source form. Procurement has identified issues with the current form and is working on modifying it.

#### **Support Services:**

- Property Management is in the beginning stages of improving the process for assets. In the coming months, Support Services and will be reaching out to departments to see who the designated Property Custodian will be. This role will be the primary contact for all assets within their respective departments.
- Property Staff will be on campus on Wednesday's from 8am to 12pm in case there are any requests such as tagging assets.

#### **Questions:**

**Q:** Paystubs, are they being mailed out? Our staff has not been receiving theirs in the mail.

**A:** An email from HR has been going out since May indicating that these are no longer being printed. Please inform staff member that they may print these from PeopleSoft.

**Q:** We have encountered several challenges regarding consulting services when completing the independent contractor form. It would be great to have some quick tips for the audience, so they do not repeat themselves.

**A:** The Procurement department had an internal meeting where this was addressed to help clarify what type of contracts need to be utilized. For example, if it is an individual vs. if it is a company, we have a different type of contract template.

**Q:** Can someone email the link to request new class account?

**A:** Here is the link for the chart of accounts request

[https://docs.google.com/forms/d/e/1FAIpQLSclwq2c2z4GnmjFKz6tMjNi0KtgPj1irbeRaCNJv5\\_HC5Aopg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSclwq2c2z4GnmjFKz6tMjNi0KtgPj1irbeRaCNJv5_HC5Aopg/viewform) Once the class account is created, please email [manorama.sinha@csusb.edu](mailto:manorama.sinha@csusb.edu), so that she can add the same in Concur.

**A:** Once you send a class code request, you will receive an email on what was created from either Maggie Mutadzakupa or Andrea Beechko; you can contact either one of them.

**A:** One tip on Class Codes. There is a query you can run that gives a list of all active class codes. If you see one with a description that works for you, you can just start using it. No need to create a new one since Class Codes can be used in multiple class codes. Class Query is **SB\_DEPT\_CLASS\_w\_DESC\_ALL\_L**