

Business Forum

Tuesday, November 3, 2015
10:00 AM – 12:00 PM

HRTC 141-145



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Business Forum – New Format

- Pass Sign-In Sheet
- Old Format: Primarily focused on *Business Matters* content
- New Format: Highlight the progress of collaborative Partner Groups
- There will still be a “Key Announcements” section for time sensitive updates



Business Forum Agenda

Business Forum – New Format: Julie Allison

Partner Groups (1 Hour & 20 Minutes)

- Compensation: Heather Krugman & Jan Myers
- Employee Service Center: Rosanna Howard & Gwen Brooks
- Payroll: Tia Barrett & Mary Alexander-Conte
- Budget Planning & Analysis: April Ritchie & Chad Mitchell
 - Payroll Forecasting Work Group – Rosanna Howard

Key Announcements (40 Minutes)

- Chart of Accounts Redesign: Julie Allison
- University Planning & Space Management: Shawna Bolin
- Closing Statements: Julie Allison



Partner Group Compensation

Co-Chairs: Heather Krugman & Jan Myers



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Partner Groups – Heather Krugman

- Most Partner Groups have been created and are active
- A couple of new groups have been formed
 - Chart of Accounts
 - Training
- Still need membership for Accounts Receivable and Facilities
- Partner Groups will provide updates at Business Forum
 - Nov/May – Compensation, Budget, Employee Service Center, and Payroll
 - Feb/Aug – Procure to Pay, Facilities, Accounts Receivables, Post Awards & Grants
- Coming Soon: Partner Group Website
 - Each Partner Group will have a web page within the site



Compensation Partner Group – Heather Krugman

- Membership
 - Jan Myers
 - Heather Krugman
 - Beth Maxon
 - April Ritchie
 - Evelyn Blake
 - Wendy Merb Brown
 - Megan Vogel
- Biweekly meetings
- Other Groups associated with Compensation
 - Total Compensation Group (Provost, CFO, etc.)
 - RC-Strategy, RC-Technical, Deans



Compensation Partner Group

- **Items we've worked on:**

- Raise Pool for Administrators
- FSLA Minimums
- STRS changes
- Pay Administrative Guidelines
- Reviewed Draft Exception Request Form
- Performance Management
 - Subgroup formed
- Provide input regarding Equity Process Communication and Timeline
- Equity Pay (Jan will be talking about more today)



Compensation Partner Group

- **Upcoming Agenda Items**
 - “Final draft” of Pay Administrative Guidelines
 - Control totals for raise pool
 - Updating reappointment letters
 - Overloads, Additional Pays, etc.
 - Discuss possibility of mid-year evaluation/increase (replacing 4% mid-year increase)
 - Increased data collection and review
 - Timing and effective dates of raises and red-circled employees



Equity Process Overview – Jan Myers

- Pay inversion and Pay Compression exist as a result of implementing a new market based compensation program
- Compensation developed a model to review equity based industry standards of Compa Ratio and length of time in job
- Compa Ratio represents the position of employee pay in reference to pay grade midpoint
- Compa Ratio = Employee Annualized Salary/Grade Midpoint
 - Focus funds towards employees who have a compa ratio less than 1.0 (the midpoint/market reference point of the pay grade) and who have an actual compa ratio less than their expected compa ratio



Equity Process Overview

- Working within the 1% budget pool, those employees eligible for an equity increase will receive a percentage of the salary increase that is identified for them
- Percentage will be applied evenly across all eligible employees
- While we do not have the funding to address all the equity adjustments this fiscal year, the University is committed to prioritizing this need over multiple years
- Given the current snapshot of data and our budgeted funds, employees will be eligible for 28.6% of the total equity increase identified within the model, or pay grade midpoint if less than the total increase.



Equity Process Example

Employee A

Pay Grade: CA&P|17|

Min: \$49,490

Midpoint: \$64,337

Max: \$79,184

Current Salary: \$49,490

Current ~~Compa~~ Ratio: $\$49,490/\$64,337 = .77$

Years in Job: 3 Years

Expected Salary Based on Years in Job: \$54,472

Expected ~~Compa~~ Ratio: $\$54,472/\$64,337 = .85$

Equity Adjustment Amount Needed: \$4,982 **Equity Adjustment %:** 10.07% **Actual Based on Budget:** 2.89%

~~Compa~~ Ratio after Equity: $\$50,918/\$64,337 = .79$

Employee B

Pay Grade: CA&P|18|

Min: \$ 56,914

Midpoint: \$73,988

Max: \$91,062

Current Salary: \$66,194

Current ~~Compa~~ Ratio: $\$66,194/\$73,988 = .89$

Years in Job: 12 Years

Expected Salary Based on Years in Job: \$79,660

Expected ~~Compa~~ Ratio: $\$79,660/\$73,988 = 1.08$

Equity Adjustment Amount Needed: \$13,466 **Equity Adjustment %:** 20.34% **Actual Based on Budget:** 5.83%

~~Compa~~ Ratio after Equity: $\$70,053/\$73,988 = .95$



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Equity Process Metrics

Planning Unit	Number of Employees Eligible for Equity Increase	Amount of Equity Increase
ART	33	\$120,118.56
CBA	0	\$0.00
COM	19	\$53,603.03
EDU	12	\$13,438.50
ENT	24	\$87,309.41
FAR	9	\$25,329.82
GAIS	1	\$380.03
GRD	15	\$29,696.18
HHS	33	\$80,873.02
HONORS	0	\$0.00
ICA	11	\$31,053.68
LIB	9	\$26,720.96
OST	40	\$80,414.64
PRES	5	\$11,115.67
PROV	31	\$53,383.66
STUDEV	29	\$41,380.32
UNC	9	\$11,185.26
VOIN	14	\$38,513.59
VPADMIN	126	\$407,639.74
VPADV	13	\$22,503.14
VPFIN	0	\$0.00
VPRHE	39	\$91,303.04
Grand Total	472	\$1,225,962.26

Average Amount of Equity Increase Per Employee

\$2,597.38



Equity Process Important Dates

Important Dates	
Week of 10/19/2015	Communication/Files Sent to Planning Units
Week of 10/26/2015	Communication published for all employees in scope of project
11/3/2015	Provide high level overview at Business Forum
11/13/2015	Deadline for Planning Units return files to Compensation
January 2016	Employee communication distributed to those receiving an increase
1/15/2016	Increase included on semi-monthly pay (effective 1/1/2016)
1/22/2016	Increase included on bi-weekly pay (effective 12/27/2015)



Questions?



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Partner Group Employee Service Center

Co-Chairs: Rosanna Howard & Gwen Brooks



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Agenda

- Charge and Group Representation
- Topics



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Charge & Representation

- Develop solutions for employment and recruitment services and processes in accordance with goals determined by University leadership. Areas of focus will include:
 - Communication
 - User needs and challenges
 - Technology and tools
- Co-chaired by a member of the RC Strategy Group, as selected by the RC Strategy Chair and an HR Director, as selected by the CHRO.
- Committee members selected by co-chairs and RC Strategy:
 - Kim Hayden, eLearning
 - Megan Vogel, VP Student Affairs
 - Lisa Poston, Graduate College
 - Angela Spangler, Heritage College of Osteopathic Medicine



Topics Covered

- Student hiring process
 - Training development
 - Website development resource needs
 - Centralize paperwork processing
- Orientation for employees not eligible for health care
- [Guidelines for posting content](#) - new document available
- Termination process for part-time employees



Questions?

Contact Rosanna Howard or any member for suggestions!

Thank you!



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Partner Group Payroll

Co-Chairs: Tia Barrett & Mary Alexander-Conte



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Agenda

- Absence Management
- 2016 IRS limits
- Tax Year-End info



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New Absence Management

- **Replaces paper forms**
- **Will be available for all Administrative Staff and Faculty**
 - Classified, AFSCME, FOP will continue to use Work Force to track PTO
- **Tracks all types of PTO**
 - Vacation
 - Sick
 - Personal Time
 - Paid Parental leave
 - Unpaid days (rare)



New Absence Management

- PILOT phase began October 26, 2015
- Visible for all employees in My Personal Information
 - Other than the Pilot Groups below, employees should NOT use:
 - Human Resources
 - The Finance staff who report up to Julie Allison
 - The OIT staff who report up to Brian Bowe

We expect to begin the roll out to the rest of campus after the first of the year



2016 Limits

- 401(k) Plan EE Limit: \$18,000
- 401(k) Catch-Up (over 50 years old): \$6,000
- 403(b) EE Limit: \$18,000
- 457 EE Limit: \$18,000
- Annual Compensation Limit: \$265,000
- Health Flexible Spending Accounts: \$2,550
- Dependent Care Flexible Spending Account:
 - \$5,000 for Married, joint filers or Single filers
 - \$2,500 for Married, filing separately



2016 Limits

- For questions about other limits contact Payroll at payroll@ohio.edu
- For Questions about retirements or other benefits contact Benefits at benefits@ohio.edu



Tax Year End Reminders

- Make sure your address in My Personal Information is accurate
- For electronic delivery of W2's
 - Log in to My Personal Information
 - Other Misc. Information
 - OU Electronic Consent
 - Select Update (if it is not “Yes”)
 - Mark this Y for yes
 - Click “Apply”
 - Click on “Next” at the bottom of the screen
 - Review and Click Submit



New Tax Form for 2015

- 1095-C
- Required to be available/mailed to eligible employees by 02/01/2016
- For this year, we will mail hard copy forms
- ACA eligible employees, or anyone who participated in our health care plan in 2015 will receive a form
- Recaps Health Care Coverage for the year
- Questions on this form should go to Benefits@ohio.edu



1095-C Form

Form **1095-C**

Department of the Treasury
Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage

Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c

VOID

CORRECTED

600116

OMB No. 1545-2251

2015

Part I Employee		Applicable Large Employer Member (Employer)														
1 Name of employee		2 Social security number (SSN)			7 Name of employer				8 Employer identification number (EIN)							
3 Street address (including apartment no.)		9 Street address (including room or suite no.)			10 Contact telephone number											
4 City or town		5 State or province		6 Country and ZIP or foreign postal code			11 City or town		12 State or province		13 Country and ZIP or foreign postal code					
Part II Employee Offer and Coverage					Plan Start Month (Enter 2-digit number):											
		All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
14 Offer of Coverage (enter required code)																
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$		
16 Applicable Section 4980H Safe Harbor (enter code, if applicable)																
Part III Covered Individuals		If Employer provided self-insured coverage, check the box and enter the information for each covered individual. <input type="checkbox"/>														
(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage												
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Questions?

Payroll Partner Team co-chairs

Tia Barrett: Barrettt@ohio.edu

Mary Alexander-Conte: alexanm1@ohio.edu

Team Members:

Eileen Theodore-Shusta

Carlotta Hensler

Becky Maccombs

Lisa Poston

Teresa Hansbarger

Valerie Denney

Kell Morton



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Partner Group Budget Planning & Analysis

Co-Chairs: April Ritchie & Chad Mitchell



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Agenda

- Charter
- Representation
- Why This is Important
- Efforts to Date
- Payroll Forecasting Work Group



Charter

The Budget Partner Group is charged with developing solutions to improving the University budget process in conformance with the planning goals determined by University leadership. Areas of focus for improvement will include:

- Communication
- Budget and Forecasting Process
- User needs and challenges
- Professional Development
- Technology and Tools
- Change management



Representation

Co-Chairs	Representative
RC Strategy Member	April Ritchie
Director, Budget Planning & Analysis	Chad Mitchell

Colleges	Representative
Arts & Sciences	Janice Bailey-Magill
Business	Evelyn Blake
Communication	Emily Chapman
Education	Beth Lydic
Engineering	Becky Maccombs
Fine Arts	DeAnna Russell
Health Sciences & Professions	Beth Tragert
Voinovich School	Mike Finney
Honors Tutorial	Kathy White
International Studies	Kell Morton
University College	Wendy Merb-Brown
College Of Medicine	Linda Shapiro
Regional Campuses	Rosanna Howard

Academic Support	Representative
President's Office	Sheila Schultz
Provost Office	Sheila Schultz
Graduate College	Lisa Poston
VP Research	Keith Leffler
Library	Deborah Daniels
Student Affairs	Megan Vogel
Intercollegiate Athletics	Tim Knavel
Finance & Administration	Tina Payne
Advancement	Mark Willis

All campus planning units will have one member on the committee



Why This is Important

- The Budget Partner group provides a forum for
 - Questions
 - Feedback
 - Communications
 - Professional Development
 - Networking
 - Learning
 - Improvement



Efforts to Date

- Budget Process feedback
 - Group breakout sessions
 - Summary of challenges, opportunities for improvement
- Fund Balance Allocation process
 - Subgroup formed to provide review and feedback
 - Process design, testing
- FY17 Planning Process overview
 - Training and overview
 - Feedback



Efforts to Date

- Planning Template revisions
 - Preview of new templates/materials
 - Feedback
- Chart of Accounts Project
 - Overview of Project
 - Review of timeline and roles
- Payroll Forecasting Report
 - Preview of report
 - Subgroup created for review and feedback



Payroll Forecasting Report - Rosanna Howard

- Payroll Forecasting Work Group (Sub- committee of the Budget Partner Group)
 - DeAnna Russell – Fine Arts
 - Diane Lucas – Arts & Sciences
 - Kelly Coates – Medicine
 - Rosanna Howard – Regionals
 - Mindy Colburn – Auxiliaries and Facilities

Support Staff: Jason Winchell, Misty Riffle, Julie Allison



Payroll Forecasting Report

- Two Forecasting Reports:
 - Salaried Payroll - Completed
 - Hourly Payroll - WIP



Payroll Forecasting Report

- Work Group validated Report – slight modifications were made based on those testing results
- Putting together “things you need to know” fact sheet for report users (i.e. raw data, calculation method)
- Working Group to present report to Budget Partner Group – November 4



Payroll Forecasting Report

- Roll Out Plan – Current
 - Produce report monthly and distribute to the Budget Partner Group members through FileLocker or Box (TBD)
 - Working Sessions – train on report usage/answer questions
 - Touch Points with Working Group
 - Longer Term – Move to OBI (waiting on storage solution)



Payroll Forecasting Report

- Next Steps for Work Group
 - Roll out expected – Early November for Salaried PR Forecasting Report
 - Work Continues on Hourly PR Forecasting Report – Prototype for validation/testing – Early 2016
 - Continue to refine the report format for usability (as opposed to raw data only)



Payroll Forecasting Report

- **Questions?**
- **Contacts**
 - Payroll Forecasting Working Group Members
 - Misty Riffle, Manager HR/PR Systems - rifflem@ohio.edu



Key Announcements

Chart of Accounts

Julie Allison, AVP for Finance



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Chart of Accounts - Recap

- Why change the Chart of Accounts (COA)?
- Design Timeline
- Involvement from Campus
 - Current State Assessment
 - Survey



Current State Assessment

- Reviewed Internal and External Reports
- Interviews to document current state
- Deeper Dives
 - FASB – GASB
 - Best Practices from other Universities
 - COA Concepts
 - Objectives of a COA Design



User Survey

- Distributed to 2,262 Users
- 25% Response Rate (568 Users)
- Largest portion of responders – Departmental Administrators/Professionals and Administrative Support Staff (55%)
- Academic Planning Units/Colleges – Highest Response Rate (36%)



Survey Results

- Solutions Most Used
 - OBI Reports – 88%
 - FMS Reports – 82%
 - Funds Available – 75%
 - Natural Account Code Lookup – 64%
 - Cost Center Lookup – 47%
 - 58% of Respondents Use Some Form of Shadow Systems



Issues Identified in the Survey

Duplication with COA of meaning within project number, fund, fund type

Inconsistent Use of Project (i.e. Organization, Activity, Gifts)

Difficult to understand and use current COA without using shadow systems for management reporting

Need capability to report on function codes NACUBO and A21

Need capability of tracking departmental specific activities

Need for more security/control on creation of code combinations

Logical ranges have not been maintained in segments due to growth issues

Need for reporting hierarchies to simplify reporting e.g. fund source, planning unit

Need to leverage more standard reporting capabilities including Financial Statement Generator (FSG)



Proposed OU COA Structure

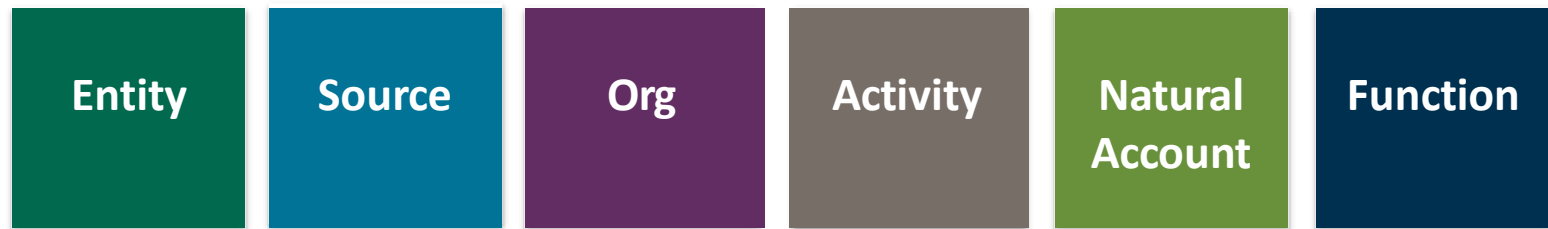
How the Proposed Structure Supports Who, What, Why and Where Requirements

Entity	Source	Org	Natural Account	Function	Activity
Who is responsible for the transaction?	How is the money funded?	Where is the transaction taking place?	What kind of transaction is taking place?	Why is the transaction occurring?	Why is the transaction occurring?



New COA Structure and Order

Determined and validated by the University community



COA Partner Group

- Create a Partner Group for this project
- Duration of group through implementation and for a period of time after go live
- Members:
 - Co-Chairs: Rosanna Howard & Julie Allison
 - Becky Maccombs – Engineering
 - April Ritchie – Arts & Sciences
 - Diane Cahill – International Studies
 - John Day – Provost Office
 - Tina Payne - VPFA



Next Steps

- COA Partner Group Meeting
 - Determining Natural Account values
 - Input on use of Activity segment
 - Assist in identification of business/cross validation rules
 - Defining business cases (demos, testing)
 - Mapping - late this year/early next year
 - First meeting scheduled for November 13, 2015



Questions or Feedback?

COA Project Manager is:

Julia Snyder

Email: COA@ohio.edu



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Key Announcements

University Planning & Space Management

Shawna Bolin

Director of University Planning & Space Management



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Q&A

Next Business Forum

Thursday, February 4, 2016
2:00 PM - 4:00 PM



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