

Business Forum

Tuesday, November 8
2 - 4 PM

Baker University Center, Room 240



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Business Forum

- Sign-In sheet on back table



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Business Forum Agenda

Business Forum Agenda: Julie Allison

Partner Groups

- Compensation: Wendy Merb-Brown & Colleen Bendl
- Employee Service Center: Nick Wortman
- Budget Planning & Analysis: Chad Mitchell & April Ritchie
- Payroll: Tia Barrett & Bridget Driggs
- Benefits Advisory Council: Greg Fialko

Key Announcements

- Financial System Enhancements: Julie Allison & Leigh Casal
- Performance Management: Lewis Mangen
- OHIO Ready Staff: Mindy Colburn & Tina Payne



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Partner Group Compensation

Co-Chairs

Colleen Bendl: Chief Human Resources Officer

Heather Krugman: Deputy Director of Academic Budget Planning,
Provost Office (not present)



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Compensation Partner Group Update

FLSA New Minimum Salary Threshold

- The standard salary level to remain exempt from the FLSA overtime requirements will increase to \$913 a week (\$47,476 a year).
- Includes an automatic threshold increase every three years to maintain the level at the 40th percentile of the lowest wage census region.
- Regulation changes will be effective December 1, 2016.
- Ohio University changes will be effective December 1, 2016



Compensation Partner Group Update

Compensation has analyzed the employees currently below the new salary threshold and has determined the future exemption status based on the following:

- Current FTE level (any employee less than 1.0 FTE and below the salary threshold will be converted to non-exempt)
- Current salary and cost to increase to new salary basis
- Estimated overtime hours
- Number of employees in the job code and their current/future exemption status
- Number of employees in the job code who are currently exempt and compensated above \$47,476
- Pay compression with direct supervisor
- Current pay grade:
 - Pay grades 10 – 14 will be moved to non-exempt



Compensation Partner Group Update

Final Results:

- Number of exempt employees under the new minimum salary threshold: 368
- Number of employees brought to new minimum and remain exempt: 153
 - Approximate annual cost: \$588,844
- Number of employees moved to non-exempt: 209
 - 20 of these are employees under 1.0 FTE
- Post Doctoral employees: 25
 - Create 2 different jobs; 1 exempt for postdoc teachers with no change to current salary (teacher exemption); 1 exempt for postdoc researchers with a salary increase to the new minimum threshold of \$47,476 (do not meet teacher exemption criteria)



Compensation Partner Group Update

Transition Payment

- For employees switching to administrative non-exempt the change in pay frequency from semi-monthly to biweekly will cause the employee to have a delay in their normally scheduled paycheck when the lag time associated with processing the biweekly pay is introduced.
- The University has decided to provide a one-time “transition” payment to impacted employees.
- The transition payment will be equal to one week’s pay and if necessary, you can receive a second week’s pay by “cashing in” up to 40 hours of vacation time, assuming your balance supports this. This is a one-time only option.
 - NOTE: You **must** meet the deadline to take advantage of this one time “cashing in”.



Compensation Partner Group Update

Timeline:

- **October 17, 2016:** Compensation notified affected employees via email as to any changes they will see, along with Q&A document
- **November 30, 2016:** Employees moving to non-exempt will receive their last semi-monthly pay for pay period 11/16/2016-11/30/2016
- **December 1, 2016:** Changes go into effect. Employees moving to non-exempt will need to begin tracking hours in Workforce
- **December 15, 2016:** Transition payment provided to employees *moving to non-exempt* in the form of one week's salary
Employees will also receive any cashed out vacation pay if applicable.
- **December 21, 2016:** First biweekly pay for timesheet covering 12/01/2016 – 12/10/2016 (7 working days)



Compensation Partner Group Update

Ongoing Projects

- Review of policies and guidelines
 - Overtime, Overload/Additional Pay, Winter Break Closure, Pay Structure Grid, Pay Administration Guidelines
- Chart of Accounts
 - Review object code listings
- Biennial Equity Analysis
 - Required by the DOE Resolution Agreement to be completed before 12/31/16
 - Consultant currently analyzing University data.



Questions?

Co-Chairs:

Colleen Bendl

Heather Krugman



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Partner Group Employee Service Center

Co-Chairs

Rosanna Howard: Director of Operations and Budget - Regional
Campuses (Not present)

Nick Wortman: Director of HR Services



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Agenda

- Projects Underway
- Electronic I-9 and Employment Verification
- RFP for Staffing Services
- Reminder – Group III (Adjunct Faculty) Termination Process



Projects Underway

- ESPG has identified several “How to Documents” that HR is working on:
 - “Things to Consider When Selecting New Employee Hire Dates”
 - Is the employee changing payrolls? What is the effect on pay? Pay Gaps? Changes in Benefits? Paper timesheets needed?
 - Standard “Start Dates” for faculty; how to handle instances wherein faculty need to begin before standard dates
 - “Best Practices for Global Recruitment”
 - How-to for Screening Questions in PeopleAdmin
 - Clarifying documentation on hiring process and potential delays (e.g. background check procedures)



Projects Underway

- PeopleAdmin Updates and Streamlining
 - Planning out re-structured requisition types and hiring forms for more intuitive use
 - More “canned” messaging:
 - Hiring rate language
 - Special instructions to applicants
 - Unit-specific informational “drop-downs”
- PeopleAdmin to Oracle Interface
- Termination Calendar
 - (Like the payroll calendar; will identify termination schedules and procedures by employment type)



Electronic I-9 and Employment Verification

- Project underway to deliver electronic I-9 solution with our partner, Equifax
- Electronic I-9 will replace paper forms
 - Similar in terms of workflow
 - Built in logic to prevent errors
 - More timely tracking and better compliance
 - Training will be provided before implementation to users (HR and hiring reps within Student Hiring Centers of Excellence)
 - Approximate Go-Live: Mid January



Electronic I-9 and Employment Verification

- Employment Verification “The Work Number”
 - Will provide employment and income verification to employers, banks, governmental agencies
 - Instead of calling the ESC, these entities will be directed to The Work Number
 - Employees will also have access to their own Work Number account
 - Provide verification directly to entities
 - View comprehensive employment history including employment history with employers that also utilize The Work Number
 - Detailed information will be provided closer to roll out
 - Estimated Go-Live: Late January



Staffing Services RFP

- Finalizing draft of RFP for Staffing Services across our campuses
- Critical Components
 - “Standard Jobs”
 - Non-Standard Jobs
 - Temporary Employees with no “finders” fee
 - Temp-to-Hire and Recruitment Services
- Looking for Proposals Statewide
- Create a list of services, by provider, by campus, including standard pricing and bill rates for campus to use



REMINDER - Group III (Adjunct Faculty) Termination Process

- Group III faculty hired through PeopleAdmin if not active employees in Oracle
- Remain active until Oracle termination process is run
- Constituents reviewed options of lookback periods
- Selected 24 months to support academic programmatic needs
- Termination process will occur:
 - May 1
 - October 1 (Technical issues this year; date TBA at time of creation of presentation)
- To rehire a group III faculty member once terminated, a posting in PeopleAdmin would need to be submitted.



Questions?

Co-Chairs:

Rosanna Howard

Director of Operations and Budget - Regional Campuses

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Nick Wortman

Director, HR Services

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Budget Partner Group

April Ritchie and Chad Mitchell

November 8, 2016



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Agenda

- Budget Partner Group Charge & Representation
- Areas of Focus
- Future Topics



Budget Partner Group Charge

- 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

- The Budget Partner Group will be co-chaired by the Director of Budget Planning & Analysis and a member of the RC Strategy Group, as selected by the RC Strategy Chair. The RC Strategy Group Co-chair will serve a two-year term.
- All campus planning units will have one member on the committee. Planning Units are defined below:

Colleges
Arts & Sciences
Business
Communication
Education
Engineering
Fine Arts
Health Sciences & Professions
Voinovich School
Honors Tutorial
International Studies
University College
College Of Medicine
Regional Campuses

Academic Support
President's Office
Provost Office
Graduate College
VP Research
Library
Student Affairs
Intercollegiate Athletics
Finance & Administration
Advancement



Areas of Focus

- Communication
 - Budget and forecasting process
 - User needs and challenges
 - Professional development
 - Technology and tools
 - Change management
- Staffing Updates
 - Budget Process Timeline
 - Overview of processes
 - Ensuring understanding



Areas of Focus

- Communication
 - Budget and forecasting process
 - **User needs and challenges**
 - Professional development
 - Technology and tools
 - Change management
- } • Timing of Budget submissions



Areas of Focus

- Communication
 - Budget and forecasting process
 - User needs and challenges
 - **Professional development**
 - Technology and tools
 - Change management
- } • Best Practices presentation
• Salary walk-across training

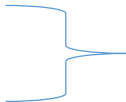


Areas of Focus

- Communication
 - Budget and forecasting process
 - User needs and challenges
 - Professional development
 - **Technology and tools**
 - Change management
- } • Tools and Templates Workgroup
- Budget Sheet redesign
 - Template redesigns
- User reporting needs



Areas of Focus

- Communication
- Budget and forecasting process
- User needs and challenges
- Professional development
- Technology and tools
- **Change management** 
 - Changes to Administrative Fund Balance Policy
 - Chart of Accounts
 - Changes to budget process



Questions?

April Ritchie

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Chad Mitchell

mithec2@ohio.edu



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Partner Group Payroll

Co-Chairs:

Tia Barrett: Chief Financial and Administrative Office, College of Health Sciences and Professions

Bridget Driggs: Payroll Operations Manager, Human Resources



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Agenda

- Courtesy Tax
- Winter Break Closure
- Payroll Calendar for Calendar Year 2017
- 2017 IRS Limits
- Tax Year End Reminders



Current State Local Payroll Tax Withholdings

- We are **required to withhold local taxes for locations in which we have a physical operation.**
- Employers are **not required to withhold local tax for locations that they do not have a physical presence in** but can choose to withhold these taxes on a “courtesy” basis.
- In 2015 we began “courtesy” withholding but can no longer continue this practice due to:
 - Volume increases (65 returns in 2013; over 350 returns now)
 - Legislative changes – House Bill 5
- In **Ohio employers are required to withhold school district tax** as requested by employees even if we do not have physical presence in that school district.
- There will be no change to our current practice of state courtesy tax withholding for Kentucky and West Virginia.



Reason for Change?

- The process of tracking and filing returns for over 350 different municipalities is completely manual.
- Courtesy withholding is not required by law.
- Other universities do not offer courtesy withholding (Akron, Toledo, Ohio State, Hocking College only offers courtesy for Athens).
- We add a new municipality almost every payroll run. Each time we add a new municipality the payroll process must be stopped and restarted after the new set up.
- Almost 70% of the municipalities we withhold for have an annual withholding of less than \$250.
- With the passage of House Bill 5, we will not be able to file over 350 local tax returns by the required due date resulting in unnecessary penalties.



What's Changing?

- Only withhold for municipalities where we have physical locations
- Municipalities we will withhold for: Akron, Athens, Cambridge, Chillicothe, Cincinnati, Warrensville Heights, Columbus, Dayton, Dublin, St. Clairesville, Lancaster, Pickerington, Ironton, Zanesville, Nelsonville
- Stop Courtesy Withholdings as of December 31, 2016



Winter Break Closure

- **Administrative Employees:**

- Less than 1 year of service will be paid for 3 days of WBC – Do not enter time in Absence Management.
- 1 year or more of service – will be paid for 2 days for WBC, and 1 vacation day. The vacation accrual for December 31 will be used to cover the third day. The employee will not see an accrual and employee will not need to enter time in Absence Management.

- **Administrative Hourly Employees:**

- Less than 1 year of service will be paid for 3 days of WBC
 - Timesheet should use pay code “other” with WBC in the comment field
- 1 year of continuous service: 2 WBC days paid, 1 vacation day used for the third day
 - Use pay code “other” and enter WBC in the comment field for the 2 days
 - Use the pay code “vacation” for the third day



- **Biweekly Employees (Classified, FOP, AFSCME):**

- Less than 10 years of service: 3 WBC days paid
 - Timesheet should use pay code “other” with WBC in the comment field
- 10 years or more of service: 2 WBC days paid, 1 vacation day used for the third day
 - Use pay code “other” and enter WBC in the comment field for the 2 days
 - Use the pay code “vacation” for the third day

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	Christmas Holiday	Presidents' Day Holiday	Winter Break Closure	Winter Break Closure	Winter Break Closure or Vacation Day	



Payroll Calendar for Calendar Year 2017

- Available on the Payroll website at:

<https://www.ohio.edu/finance/payroll/calendars.cfm>

- Important to note:

- OGA pay date changes, to be effective with the first summer session, 2017:
- 1st Summer session pay: 5/31/17, 6/15/17, 6/30/17
- 2nd Summer session pay: 7/15/17, 7/31/17, 8/15/17
- Fall Semester pay: 9/15/17 through 12/31/17
- Spring Semester pay: 01/31/17 through 05/15/17



2017 IRS Limits

- 401(k) Plan EE Limit: \$18,000
- 401(k), 403b, or 457 Catch-Up (over 50 years old): \$6,000
- 403(b) EE Limit: \$18,000
- 457 EE Limit: \$18,000
- Total Employee and Employer Contributions: \$54,000
- Annual Compensation Limit: \$270,000



Tax Year End Reminders

- Make sure your address in My Personal Information is accurate
 - Payroll will send an email out in early November to remind all employees
- For electronic delivery of W2s
 - 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



Questions?

Payroll Partner Group Co-chairs:

Tia Barrett: barrett@ohio.edu

Bridget Driggs: driggsb@ohio.edu

Partner Group Members:

Eileen Theodore-Shusta

Carlotta Hensler

Janice Bailey-Magill

Lisa Poston

Teresa Hansbarger

Valerie Denney

Kell Morton

Tax Compliance:

Robert Payne: payner1@ohio.edu



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Benefits Advisory Council Update

- The Benefits Advisory Council (BAC) was re-formulated in 2014
- BAC is Co-Chaired by Susan Williams representing Faculty Senate, and Colleen Bendl, Chief HR Officer
- Members include representatives from Faculty Senate, Administrative Senate, Classified Senate, and the AFSCME union, as well as two deans, a vice president, department chair/director, and representatives from the Provost, Finance, and HCOM



BAC Update

- The Benefit Advisory Council (BAC) is charged with analyzing and making recommendations related to university benefit plan designs in conformance with the guiding principles and strategies defined by Total Compensation Committee (TCC) under the direction of the President.
- The BAC will explore options and suggest changes that meet the objectives and goals established by the TCC. They will consider competitiveness, financial sustainability and fairness in their recommendations.
- The BAC serves as an advisory body to the TCC and the BAC recommendations, along with any potential budget implications, are provided to the Budget Planning Council (BPC).
- Ultimate decision making authority regarding University benefit programs rests with the President and the Board of Trustees, or its delegate.



BAC Update

- The BAC has established core principles of:
 - containing University benefit cost increases to no more than 5% annually,
 - ensuring health plans avoid the Affordable Care Act excise tax on high cost plans (which is now required by State law), and
 - avoiding structural deficits within the benefits budget
- Some recent recommendations include changes to premiums and health plan cost sharing (deductibles, copays, etc.), changes to benefits eligibility of staff positions, establishing a 6% reserve level goal, offering two new and improved vision plans, offering a new short term disability plan, ensuring transgender health care is covered by health plans, providing a health care credit to faculty and staff and establishing a guide for any such future credits, and formalizing the pilot parental leave program.



BAC Update

Budget Projections FY17 – FY20

	FY2017 Budget	FY2017 Updated Projection	FY2018 Projection	FY2019 Projection	FY2020 Projection
Medical, Dental, Rx Claims	\$56,516,000	\$57,733,000	\$61,312,000	\$65,650,000	\$70,139,000
Fees and Other Insurance	\$6,354,146	\$7,043,525	\$6,691,525	\$6,990,525	\$7,336,525
Employee Premiums	(\$11,725,794)	(\$12,503,000)	(\$12,928,000)	(\$13,594,540)	(\$14,307,738)
Total	\$51,144,352	\$52,273,525	\$55,075,525	\$58,955,985	\$63,167,797
% Increase			5.36%	7%	7%



BAC Update for Business Forum

Current BAC Discussion Items

1. Any plan design changes required to maintain 5% growth cap, avoid Cadillac plan tax, or simply to be good stewards of health plan costs
 - a. Employee premiums
 - b. Medical deductible, co-insurance, out-of-pocket max, etc.
 - c. Prescription plan: copays, prior authorization/step therapy, etc.
2. Consider High Deductible Health Plan with HSA or HRA by July 1, 2019
3. Consider Prescription Plan RFP for July 1, 2018
4. Conduct Dependent Eligibility Audit in Fall 2018
5. Consider a benefits Consulting RFP regarding health care strategy, care management/wellness strategy, data warehouse and reporting, etc.
6. Long Term Disability benefit review
7. Eastern Campus HMO
8. Domestic Partner Benefits

Goal: Submit recommendations to Total Compensation Committee by end of December, 2016



Financial System Enhancements

Julie Allison: Assistant Vice President, Finance

Leigh Casal: Change Management Associate, Finance & Administration



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Agenda

- FSE Launch Delay & New Timeline
- Mapping Updates
- Pulse Survey Results



FSE Launch Delay & New Timeline

- Announced in September, FSE project will launch in late Fall 2017
 - Campus feedback from Awareness Sessions, Pulse Survey, User Impact Analysis
 - Vetted with RC Strategy to determine best alternate date
- Procure to Pay processes & technology evaluation to improve efficiency in process – Areas of Opportunity Based on Campus Feedback Include:
 - Improve Supplier On-Boarding Process (High Campus Impact, Low System Impact)
 - Establish Help Desk (High Campus Impact, Low System Impact)
 - Streamline procurement workflow (High Campus Impact, Medium System Impact)
- Other Improvement Opportunities
 - Release HR/Payroll Reporting OBI dashboard in early 2017
 - Financial approvers released for Concur prior to COA & Grants Accounting Module



Mapping Updates

- General Ledger (GL) Combinations – end of November 2016
- Grants Accounting Combinations – early 2017
 - Internal Awards February 2017
 - Sponsored and Capital Projects – Conversion handled by Finance
- Object Codes – End of November
- Activity Segments – End of November
 - Determine if there are shared requests among planning units
 - Seeking clarification from planning units
 - Establish 1st Draft of Shared Activity Codes to be vetted with FSE Partner Group
- Functions – 1st Draft
 - Review with FSE Partner Group
- Cross Validation Rules

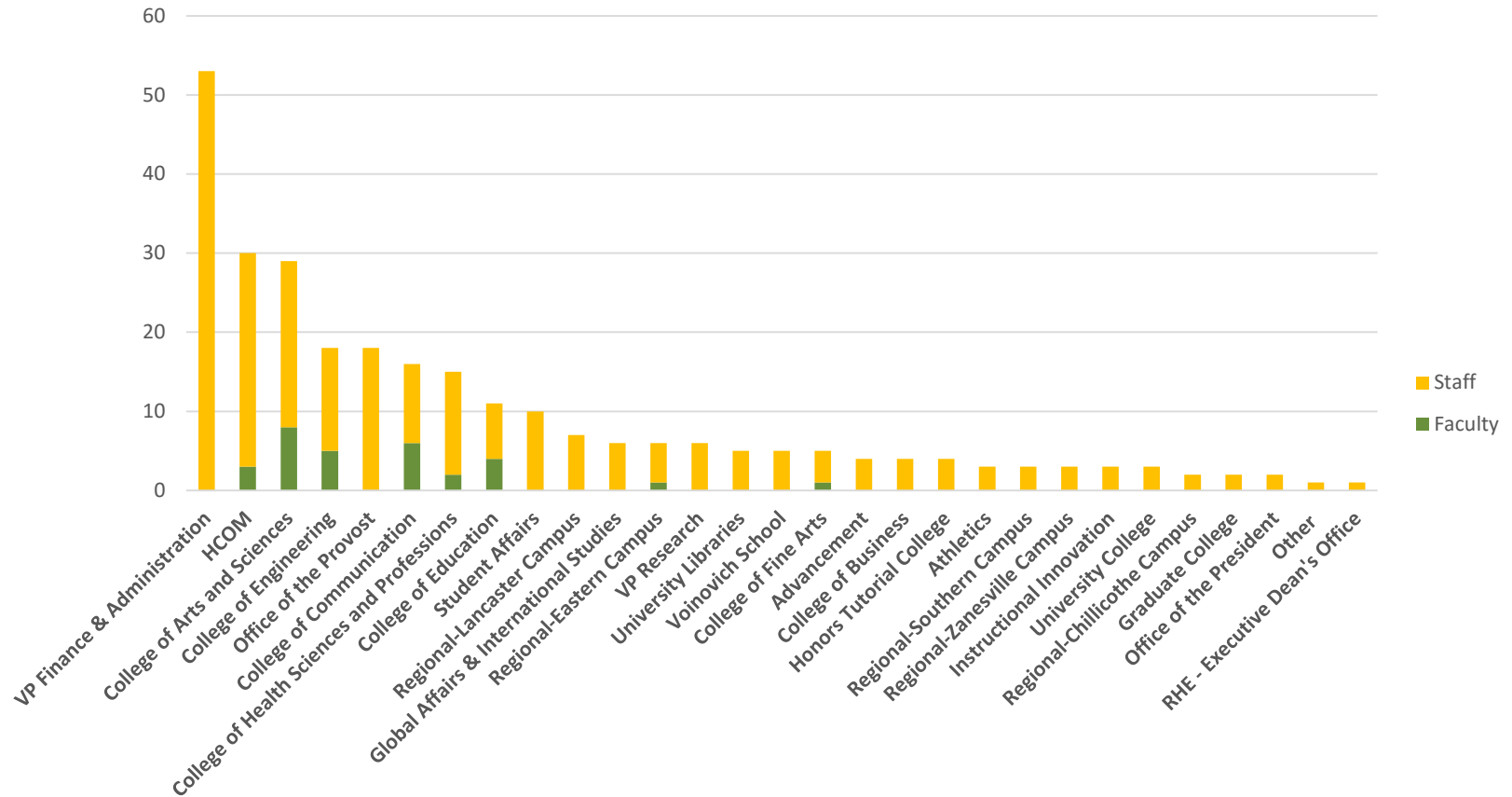


FSE Pulse Survey #1 Results

- Sent to the Awareness Session registrants and individuals that receive monthly FMS reports via email
- Response Rate: 15.4%
 - Completed by 295 out of 1,912
- Summary report will be published on COA website



Staff & Faculty Response by PU



FSE Impact on day to day work

Chart of Accounts Redesign

234 94.74%

Impacts activities involving an accounting string, including purchasing in BobcatBUY, travel and PCard transactions in Concur, Workforce timesheet entry, any accounting forms, and transactions with Campus service providers.

Enhanced reporting in OBI

167 67.61%

Impacts emailed reports available through the Report Distribution Module (RDM) including current FMS reports. Funds Available View will be accessed via OBI dashboard.

Oracle Grants Accounting Module

129 52.23%

Impacts reviewing or reporting on accounting activity including sponsored projects, capital projects, and internal awards such as faculty startups, faculty development and incentive funds, etc.

Updated Financial Approvers Tool

115 46.56%

Impacts setting up BobcatBUY and Concur approvers by Planning Unit financial management.



Level of comfort with FSE Projects

- Respondents were asked to identify their level of comfort with the upcoming Financial System Enhancements projects
 - **51% feel comfortable** with the upcoming changes
 - **49% feel uncomfortable** with the upcoming changes
- Level of comfort should increase as project go-live approaches



FSE Awareness Session Feedback

- Purpose of sessions was to spread awareness across campus about the upcoming FSE projects
- Respondents were asked to rank whether the level of detail was appropriate and the content was applicable
 - **88%** felt that the **level of detail provided in the sessions was appropriate**
 - **86%** felt that the **content directly applied to their job duties**
- General feedback
 - Impacted users are ready for more hands-on interaction with the upcoming changes
 - Awareness Sessions were helpful in spreading awareness about the impacts



COA Resources

COA Website:

<https://www.ohio.edu/finance/coa/>

All COA information posted on website

- Utilize site to check on COA project news and updates.
- FAQs
- Change Network

Any questions?

- Email COA@ohio.edu



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Performance Management



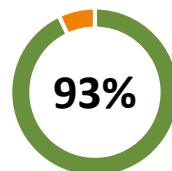
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Performance Management Update

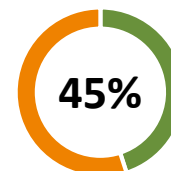
Pilot Group Training

- HSP, UC, OIT, HR, Admissions
- Pilot Training completed:
 - Performance Mgt Overview
 - Managing Goals
- More scheduled for Nov-Jan:
 - Coaching and Feedback
 - Evaluating & Recognizing Performance
- 100 training evaluations:
 - “Good use of time” = 4.46
 - “Recommend to others” = 4.51
- 4 sessions available to campus in December

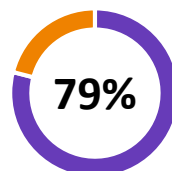
Baseline Survey



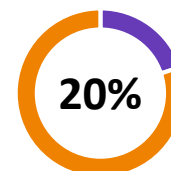
helpful when supervisor points out things to do better



% who receive regular performance feedback



Year-end discussions are important and valuable



current eval form provides useful information

Feedback to Employees (min/week)



Time to Complete Eval Form (min/emp)

139 min = 2.3 hours / emp



Questions?

Please contact:

Your HR Liaison

or

Lewis Mangen

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OHIO-READY-STAFF Pilot Program



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Purpose

- Create a cost effective pool of employees who can fill short term OU accounting/office staffing needs
- Limit training expense and downtime for the department
- Cover internal leaves (medical, maternity, disciplinary)
- Backfill vacancies temporarily during posting and recruiting
- Create a pipeline of talent for the university who are trained and tested on the job



Proposed Pilot Approach-Staffing

- ❖ 1 year pilot re-evaluated after 6-8 months
- ❖ Manager and Trainer costs absorbed during pilot within VPFA
- ❖ 3 full-time pay grade 12 Accounting Support Associates
- ❖ Training began October 31, 2016
- ❖ Staff availability date early December, 2016
- ❖ Pilot Staffing Strategy: Broad representation of units
- ❖ Hourly billing rate: \$27.00



OHIO Ready Staff Bios

Erin – BA, Ohio University, Major: Psychology; Minor: Business Administration

Experience: Inventory
Billing/Ordering/Receiving
Accounting (AR/AP)
Insurance Claims
Proficient in Microsoft Office and Peoplesoft
Former student employee
Proficient in Spanish

Noelle – AAS, GeoEnvironmental Science, Hocking College

Experience: Customer Service
HR/Benefits
Proficient in Microsoft Office
Accounting (AR/AP)
Collections, Deposits, Money Transfers

Mindy – AAB, Accounting, Hocking College

Experience: Payroll (ADP)
Tax Reporting/1099's
Accounting (AP/AR/PO's)
Inventory
Proficient in Microsoft Office and Crystal Reports



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OHIO.EDU/OHIO-READY-STAFF

OHIO READY STAFF

The skills you need, the people you want trained, ready to work.

Coming December 2016

When to use OHIO Ready Staff?

When you need temporary accounting/office assistance due to: vacation, sick leave, maternity/paternity leave, peak work times or coverage during the hiring process, etc. **All staff are trained OHIO employees.**

Employees trained on:

- Bobcat Buy
- Concur
- Microsoft Office
- FMS
- Oracle
- And More!

Services Offered:

- Travel Itineraries
- Calendar Management
- Finance, Business and Accounting Support
- Customer Service
- Procurement
- Clerical Duties
- Journal Entries
- And More!



REQUEST STAFF >

Contact Us:

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Q&A

Next Business Forum

Thursday, February 9, 2017
10 a.m. - 12 p.m.



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