

BAFOG Meeting Notes 5/26/05

1. Banner Report Training. Ray has been training ASB's, etc., on how to read Banner reports. Who else needs training at the campuses? Ray's been granting view access only to folks who request. Colleges need to let Ray know what their training needs are, when a new person is hired, etc. Rick would like training to be part of the hiring process. He has talked with Harry, but it hasn't happened yet.
2. Student AR Reconciliation with IT. This is an audit finding – the AR balance doesn't reconcile to the subledger. Ray hopes to complete reconciliation by June 30. Keeping track of all the problems/issues they come across, so we can learn from them. Need to communicate the problems to colleges. Will also need to reconcile it on a regular basis so it doesn't get out of balance.
3. Debt Collection Company to Process AR Collection for the District. We are investigating this because of our new policy of registering students who owe money. We are now sending a letter prior to registration, but Ray thinks it isn't working. We'll be looking at 5-6 collection agencies. VP's are concerned about ruining students' credit. The desire is to have a low-impact process. There are concerns about giving agencies student info because of FERPA rules. Ray will hold some interviews, etc. Kathy asked about COTOP. Ray said it isn't very successful. We are also sending out our own letters.
4. Payroll Update. Dan previewed student web time entry. Students enter time. Approvers do approve in Banner or WebSmart. Feeds to Banner PR. Ron asked if we can get some email notifications to students and/or supervisors about timelines and timesheets either not entered or approved. Concern about supervisors' inability to thoroughly check the timesheets. Need a variety of exception reports. If the system calculates OT, how does it distribute it if student has 2 jobs?

System will review time conflicts prior to running payrolls (student reports same time for multiple jobs). Students who report to their supervisors they worked a few months ago will have to submit a manual timecard. Supervisors will need to comment with the change a timecard and discuss the change with the student (must notify student!). Change in paydates – students and anyone else on a timecard will be paid on the 10th. Who should approve be? Strongly suggest only one. Business Office needs exception reports to show students working more than 20 hrs/week. FYI form to approvers a good idea. Do we have to change board policy for student summer enrollment? Ron wants to see exception reporting for regular employees. He'd like it to look like an Outlook calendar.

Electronic OT sheet: Campus will need to enter hourly rate and LSI/shift rates. Can run a report to get the rates. Enter name, number, hours and rates and account distribution. LSI and shift are eligible for PERS, but as special compensation, not base pay. PT gets about 60 OT timesheets per month. Ron

suggests electronic signatures. If we want true digital signatures, it is much more complex.

5. Process for Rolling POs to next Fiscal Year. If the balance in the account isn't zero, the PO will roll. Rick needs to know what POs the campuses want to roll.
6. Donations. Are CSM and Cañada using the same form for donations? Rachelle is using a form from 1992. Rick needs to track donated assets over \$5000. Debbie has policy; Rick will research, create form, etc.
7. Procard Record Retention. Held over until next meeting.

Next meeting: June 23. Rick will chair.