

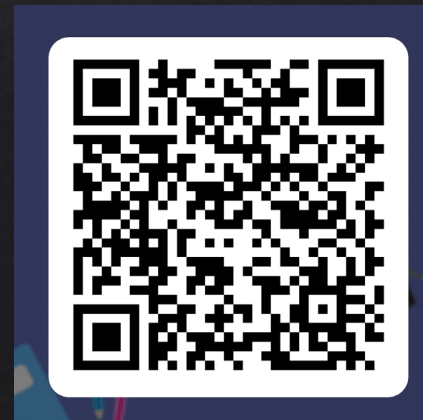
University of Houston Clear Lake

Planning and Budget

WELCOME TO THE CENTRAL BUSINESS OPERATIONS COUNCIL MEETING!

OCTOBER 13, 2023

- To sign in, scan the QR code, and fill out the form.
- No device? No problem! April will mark you present.



Agenda Items

- ◆ **Mark Denney:** *FY25 Budget Development and financial challenges*
- ◆ **Miriam Rouziek:** *Faculty stipend forms and compensation tracking*
- ◆ **Yolanda Edmond:** *Additional Comp/Stipends for Faculty*
- ◆ **Lea Black:** *Process for FY24 cleanup areas*
- ◆ **Abby Varela:** *Updated ePRF process (effective 10/16)*
- ◆ **Cindy Saltzman:** *Availability of TRAM Timesheets after Employee End Dates*



University
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Clear Lake

FACULTY STIPEND REQUEST FORM

Stipend requests may include, but are not limited to, Department Chair wages, course overload pay, PI support payments, grant wages, mini-grant salary awards.

Cumulative payments during a fiscal year for additional compensation may not exceed \$15,000, or 20 percent of the employee's annual salary, whichever is greater. The employee and the College/Division Administrator of the employee's primary department are responsible for monitoring the total amount of additional compensation received during the fiscal year and for ensuring that it does not exceed the maximum limit (MAPP 02.01.06).

Employee:	Employee ID:
College/ Department	Amount:
Stipend Description:	Stipend Period (Semester and Year – ex. Fall 2016):
Employee Signature:	Date:
Department Chair Signature (if Applicable):	Date:
College Dean Signature:	Date:
Cost Center/ Grant Information:	
<i>College Business Office:</i>	
Received: _____	
ePAR Entered: _____	
ePAR Executed: _____	

Scenario	Description	Expected Results	Required Documentation for ePRF
1	Existing or New Position Change – No Budget Change For Job Classifications that: Use Existing Job code, Update Existing Job Code or create new job code ONLY and Reg/Temp = Regular and Salary Changed.	Workflow: Initiator > CDBA > HR > Budget > HR	Create/Update/Use Existing Job Code: <ul style="list-style-type: none"> • JAQ, Org Chart, and HM approval email. • 1074.1 or 1063 report & documentation that dept. has funds for reclass. • VP approval for reclass.
2	Position Change – No budget Change Job Title Change – Uses existing job code, Grade change or Salary change.	Workflow: Initiator > CDBA > HR	Title Change: <ul style="list-style-type: none"> • JAQ, Org Chart, and HM approval email. • 1074.1 or 1063 report & documentation that dept. has funds for reclass. • VP approval for reclass.
3	Position Change – No budget Change (Dept or Reports To change)	Workflow: Initiator > CDBA > HR	None.
4	Position Change – No budget Change (FTE Change)	Workflow: Initiator > CDBA > HR > Budget	None.
5	Budget Change without a Position Change	Workflow: Initiator > CDBA > Budget	• 1074.1 or 1063 report showing there is enough budget to cover funding change on new CC.
6	Position Change and Budget Change – Funding source change and a change to job code or Job title or grade or FTE , Dept or Reports To	Workflow: Initiator > CDBA > HR > Budget	Title Change: <ul style="list-style-type: none"> • JAQ, Org Chart, HM approval email. • 1074.1 or 1063 report if CC change/ documentation that dept. has funds for reclass. • VP approval for reclass.
7	Budget Change (Grant) without a Position Change – Fund source change	Workflow: Initiator > CDBA > Office of Sponsored Programs > Budget	• 1074.1 or 1063 report if CC change (if OSP wants this backup).
8	Position Change and Budget (Grant) change – Fund source change and change to job code, job title or grade, FTE, Dept or Reports To	Workflow: Initiator > CDBA > HR > Office of Sponsored Programs > Budget	Title/Job Code Change: <ul style="list-style-type: none"> • JAQ, Org Chart, HM approval email. • 1074.1 report if CC change (if OSP wants this backup).

2023-2024 CBOC Meeting Schedule

◇ Friday, November 10th, 2023

◇ Friday, December 8th, 2023

◇ Friday, January 19th, 2024

◇ Friday, February 16th, 2024

◇ Friday, March 22nd, 2024

◇ Friday, April 19th, 2024

◇ Friday, May 17th, 2024