ABC Open Forum

Delegation of Authority
Payroll Expenditure Form
Position Funding Form

Valerie Maijala

January 31, 2014
Delegation of Authority

- Why is this being implemented?
  - The Delegation of Authority Module is now available to use in PeopleSoft
  - It will improve internal controls and ensure consistent application per the CSU policy

- Who has authority?
  - Only Approving Officials will have signature authority. Approving Officials are defined as:
    - MPP
    - Department Chairs
    - Department Heads
    - Confidential Employees
Delegation of Authority

- What kinds of expenditure activities does it apply to?
  - Purchase Requisitions
  - Travel Advances / Claims
  - Direct Buy
  - Expenditure / Payroll Transfers
  - ProCard
  - Office Supplies
  - Petty Cash
  - (Note: this is not an inclusive list, other expenditure activities may apply)
Delegation of Authority

How will we implement?

- We are implementing departments in phases
- A meeting with the Admn. Analyst for each area will be scheduled by the Budget Office

In our meeting we will:

- Provide the analyst with a list of Approving Officials
- Discuss how to complete the forms
- Discuss a deadline for returning the forms
- Answer any questions (adding/removing Approving Officials, adding/removing chartfield values, etc.)

For a bit more on Delegation of Authority:
http://afd.calpoly.edu/business_connection/delegation.asp
We have an updated form!

- Allows you to enter multiple employees on the same form
- Form is easier to complete and understand
- We have provided samples and instructions on separate worksheets

http://afd.calpoly.edu/business_connection/forms.asp
Payroll Expenditure Transfer Form

Complete the information below to transfer payroll charges for the employee(s) specified and submit to Budget & Analytic Business Services. For questions, please contact Laurie Borello at x6416.

Fiscal Year: 2012/2013

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>EmpID (9 digits)</th>
<th>Emp Record #</th>
<th>Position # (8 digits)</th>
<th>Charge Period (Month to Adjust)</th>
<th>Total Salary &amp; Benefits Charged</th>
<th>% to Transfer</th>
<th>Total Amount to Transfer</th>
<th>Fund</th>
<th>DeptID</th>
<th>Acct (Salary Only)*</th>
<th>Prog</th>
<th>Proj</th>
<th>Class</th>
<th>Fund</th>
<th>DeptID</th>
<th>Acct (Salary Only)*</th>
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<tbody>
<tr>
<td>Valerie Manjala</td>
<td>000001234</td>
<td>0</td>
<td>00002683</td>
<td>Jul-12</td>
<td>$8,379.08</td>
<td>25%</td>
<td>$2,094.77</td>
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</table>

Total: $37,705.86

Only need to enter salary account. Benefits will automatically move.
We have a new form!

- Developed in conjunction with HR, Academic Personnel and Budget and Analytic Business Services
- Helps to reduce payroll expenditure transfers
- Gives a more accurate picture of your budget
- Should be used in conjunction with the HR101 and the AP101 forms
- Email or drop off the forms to the Budget Office
- [http://afd.calpoly.edu/business_connection/forms.asp](http://afd.calpoly.edu/business_connection/forms.asp)
EmplID and Position # can be left blank if this is a new hire.

Remember, this form will change the funding for ALL employees in this position.

Make sure to indicate if this is a permanent change. If not, make sure to enter an ending date.

Instructions:
This form should be used in conjunction with the HR 101 Form for the following personnel actions:
- Appointment
- Temporary Appointment
- Promotion / Demotion
- Reassignment
- Position Detail Change
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