

UNC Finance Improvement and Transformation (FIT) Update

UNC Shared Services Payroll Project

Work continues with Elizabeth City State University and UNC School of the Arts to migrate our last two campuses off of the State's Central Payroll system.

Elizabeth City State University: Biweekly payroll has been successfully implemented and the payroll staff members are becoming more proficient with each payroll process. Effort is concentrated on cleaning up job records for monthly employees, verifying benefits and deductions, running monthly parallels for January, February and March, and continuing to train staff.

UNC School of the Arts: Implementation of both biweekly payroll and monthly payroll is occurring simultaneously on this campus. Web-time entry training for the biweekly population (temporary employees, student employees and their supervisors) has occurred. The first official time entry for biweekly employees will begin the week of March 28th for the pay period ending April 10th. The first biweekly payday will be on April 21st. In regards to monthly payroll, effort is concentrated on completing set-up and testing of all monthly payroll processes (including interfaces and reports), review, validation and reconciliation of benefits and deductions and running monthly parallels for January, February and March. The first monthly payday will occur on April 29th.

Other Activities: Planning for post go-live activities is in process. Defining Shared Service Center IT and payroll-related metrics, developing an automated standard model monitoring process, defining an integrated standard model release management process and identifying processing efficiencies are among the items planned. Work is continuing on the development of a GA Human Resources Data Mart.

Business Process Improvements and Financial Monitoring

The Capital Assets and Student Accounts Advisory Teams completed their campus visits in March and work is underway to finalize the standards and KPIs in each of these areas. Follow-up meetings will be held in March and April with the Office of State Controller and the Office of State Auditor to review these standards. The Internal Control Advisory Team was re-engaged to review the Internal Control Assessment Document and a new SACS Advisory Team was organized to identify ways to leverage UNC FIT efforts with SACS reporting. Campuses reported their key performance metrics as scheduled and a Financial Dashboard was compiled for the period ending December 31, 2011. Reporting to the Executive Steering Committee, campus controllers and campus project managers on key FIT initiatives occurred in February and March.

Standards Development

Seven regional campus visits were held to review the new draft standards in the areas of Capital Assets and Student Accounts. Good discussion and interaction occurred during each of the regional visits. The Advisory Teams have subsequently re-convened and are providing additional clarifications and enhancements to the standards to address some of the issues raised. The goal is to complete this work and deliver the final standards to the campuses by mid April with a targeted implementation date of June 30th. Campuses will submit monthly compliance checklists to denote progress beginning in May.

KPI Reporting and Monitoring

Campuses continued to report on Key Performance Indicators (KPIs) in the areas of General Accounting, Financial Aid and Contracts and Grants. A Financial Dashboard was produced for the quarter ending December 31st and shared with all campuses. Remediation plans for those areas with unacceptable ratings were prepared. Overall improvement in internal controls has occurred across the campuses, along with a corresponding reduction in audit findings.

Other Activities

The Internal Control Advisory Committee was re-convened to review and revise the Assessment Tool that was developed last spring. Adjustments to reflect the new capital asset and student account standards, compensating controls, prior year findings and various clarifications are proposed. The goal is to finalize this document and distribute to the campuses by mid-April.

A new Advisory Team has been formed to review certain finance-related areas of SACS reporting to determine how UNC FIT data and standards might be leveraged to create efficiencies/consistencies in reporting across the campuses. The first meeting of the group was held in March. This team will work in conjunction with the Accreditation Council.