**Office of Budget Services**

**Continuity of Operations - OVID-19 Response**

In order to minimize issues related to the current COVID-19 outbreak, the Budget Office will implement the following immediately:

All Budget Office work activities can be conducted via phone and online assuming UWG and USG system access is available.

*Phone Access*: Phone access will be available only for those staff that are in the office.

*Email Access*: Please email you assigned analyst or the Budget Office email group at: budget-services-list@westga.edu

**Department Process Changes**:

1. Paper forms include budget amendments, payroll reallocations, and revenue/expenditure transfers can be access from our website, completed, and routed via email for approvals.
	1. *Budget Amendments*: Instructions for completing the form and approvals required are on Budget Service’s website.

<https://www.westga.edu/administration/business-and-finance/budget/budget-forms.php>

* 1. *Payroll Reallocations*: Instructions for completing the form and approvals required are on Budget Service’s website.

<https://www.westga.edu/administration/business-and-finance/budget/budget-forms.php>

* 1. *Revenue/Expenditure Transfers*: Instructions for completing the form and approvals required are on the Controller’s website (Intranet – WorkWest).

<https://workwest.westga.edu/administration/business-and-finance/controller/forms.php>

* 1. *Supplemental/extra Pays*: The forms are located on HR’s website. <https://www.westga.edu/hr/forms.php>
	2. *Approvals Required*: The only approver required by the Business Office is the official department approver of the department giving up the spending authority or where the expense will be charged. A supervisor at a higher level within the reporting line may approve the transaction without the official approver’s approval.
	3. Other approvers required by a department or division may be emailed in the routing or can be notified of the changes after we are back to full operating capacity by the initiating department.
	4. A list of official approvers is on the Controller’s website (Intranet - WorkWest):

<https://workwest.westga.edu/administration/business-and-finance/controller/authorized-approvers.php>

* 1. Departments can access PS financials via UWG’s network to determine available revenue, spending balances, and chart string information. Using a VPN connection, you may access PeopleSoft from the Budget Services website at:

<https://www.westga.edu/administration/business-and-finance/budget/index.php>

Use the “Important Links” drop down on the gray bar.

1. Electronic forms are available in:
	1. *PeopleAdmin -* Position requests and changes: An Excel version of the BA is available on Budget Services website and may be attached to an email in addition to the PA request.

<https://www.westga.edu/hr/peopleadmin-training.php>

* 1. *ePAR* - Personnel actions*:* The ePAR form access is found on HR’s website and contains electronic workflow. The BA and other documentation may be attached to the electronic ePAR form.

<https://www.westga.edu/hr/electronic-par-information/electronic-par-info.php>