

BUSINESS SERVICES

Team Introduction

COLLEGE OF ARTS & SCIENCES

Business Manager role

Budget Admin Team

- Manage all Fund Sources
- Provide financial support to department chairs
- Budget planning & forecasting
- Track department financial commitments
- Process Maymester and Summer Payrolls
- Prepare budget amendments
- Prepare adjusting journals & PPA
- Approve MSS & PantherMart budget transactions

Financial Planning & Analysis Team

- Financial reporting
- Expenditure review
- Journals management
- Prior period adjustments (PPA) management
- PPGRA payroll, budget and appointment report
- IDC/Residuals balance report
- Auditing
- Analyze key operating statistics
- Forecast future financial outcomes and trends
- Planning to ensure accurate, achievable budget
- Ensure integrity of financial data
- Financial data management

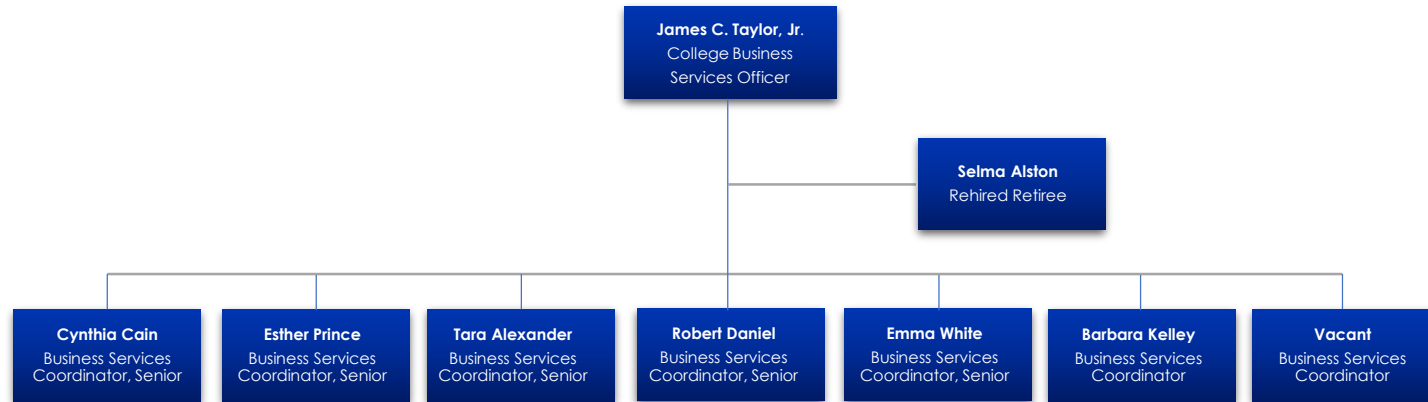
Business Services Team

- Purchasing
- Vendor invoice payments
- Reimbursements (Employee & Non-employee)
- Travel reimbursements
- Moving & relocation expenses
- Contract setup/routing
- Consultants, speakers, independent contractor agreements
- PO & voucher maintenance
- Foundation awards, scholarships, etc.

HR Team

- Process faculty, staff, temp, student assistant, and grad assistant hires
- MSS transactions for pay and alternative pay
- Employee relations
- Training and development of staff
- Staff performance management
- Staff position review

MEET THE BUSINESS SERVICES TEAM



eff. 07/01/2021

BUSINESS SERVICES

DEPARTMENT ASSIGNMENTS

Tara Alexander **Vacant**

Biology

Communication

Geosciences

Esther Prince **Barbara Kelley**

Chemistry

Computer Sci.

English

Gerontology

History

Political Science

Africana Studies

Cynthia Cain **Emma White**

Dean's Office

Int'l Centers

CMII

Physics & Astronomy

Sociology

Math & Stats

ROTC

Robert Daniel **Emma White**

Psychology

Neuroscience/B&B

Philosophy

Religious Studies

World Lang. & Cultures

Applied Linguistics & ESL

WGSS

Anthropology

HOW DOES **BUSINESS SERVICES** SUPPORT YOUR DEPARTMENT?

ENSURE COMPLIANCE
WITH STATE POLICIES

TRAVEL

PURCHASING,
PAYMENTS &
REIMBURSEMENTS

FOUNDATION

CONTRACTS &
CONSULTANTS

MOVING AND
RELOCATION



WHAT'S STAYING THE SAME?

- Continue following existing university guidelines and state policies and procedures
- Chair pre-approval for all transactions



WHAT'S NEW?

- Department Specialist as first point of contact (instead of business manager.)
- Business Services team will specialize in specific business transactions.
- Hiring through payroll, handling of budget/financial issues, and report generation done by other teams.



WE'RE HERE TO SUPPORT YOU!

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Tara Alexander, Lead Business Services Coordinator: talexander5@gsu.edu

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Cynthia Cain, Lead Business Services Coordinator cwilson38@gsu.edu

Robert Daniel, Lead Business Services Coordinator: rdaniel@gsu.edu

Emma White, Business Services Coordinator: ewhite47@gsu.edu

Barbara Kelley, Business Services Coordinator: bkelly@gsu.edu

We're also available via Teams

QUESTIONS?

Please type questions into the chat

