

**ACT Meeting**  
**August 11, 2021**  
**8:30 am**

**Agenda**

---

**Justin Taylor**  
*Division of Finance*

Greetings

**Janica Gines**  
*Division of Finance*

Opening Remarks  
Introductions

**Alan Fuller**  
*Division of Tech. Services*

HCM

**John Barrand**  
*Division of HR*

TW Payroll Code

**Duncan Evans**  
*GOPB*

Cares ACT/ARPA

**Janica Gines**  
*Division of Finance*

GovOps Rates  
Planned Budget Requests (Loan System)  
Policy Project  
Department Consolidation

**Debbie Empey**  
*Division of Finance*

ICQ's  
Travel  
PCard

**Jerry Gearheart**  
*Division of Finance*

Introductions FIS Team

**Justin Taylor**  
*Division of Finance*

Where Are We At: FINET Upgrade  
PTS Integration with FINET

**Round Table**  
*Agencies*

Open Discussion:  
DTS ELCID Request  
Appropriation Unit

**Jonathan Engel**  
*Division of Finance*

House Keeping



## Justin Taylor

Greetings and welcome to those of you who are attending ACT for the first time. Attendance will be taken from those joining us via Zoom. If two or more people are sharing a computer for this meeting, please send a comment with the names of those attending with you.

Notes – Everyone is set to mute when entering the meeting. As you have a question, please submit them via the chat function or use the ‘raise hand’ function and a moderator will call on you.  
– The meeting will be recorded and available on-line shortly after it is over.

## Janica Gines

Opening Remarks

Introductions:

Chantel Wixon – Manager of Accounting Transactions  
Ally Branch – Manager of Accounting Operations  
Jon Ellis – Assistant Director of Finance

Alan Fuller – Division Director  
*\*John Barrand – Division Director  
(Janica will introduce when he arrives)*

## Alan Fuller

HCM

- *Moving Data Center. Hoping to move 80 to 85 percent of storage to cloud*
- *Bandwidth constraints on networks. Investing in network core*
- *Working on roadmap for all applications. Emphasizing on enterprise systems. Starting with HCM system and possibly along with Payroll..*
- *Citizen Portal (oneutah.gov). State has between 4 and 5 hundred state maintained websites. Some websites are well maintained and effective. No consistency among websites. Statute requires citizen portal. Must*



*include all vital records including driver's license, state university transcripts, licenses, professional licenses, etc. Must be complete by January 2025. Would like to make smooth experience for citizen.*

## **John Barrand**

### TW Code in Payroll

- *Please pay careful attention to how payroll is coded to allow proper reporting.*
- *15000 survey sent out and just 29% of users responded*
  - *State responsible to reach 90% surge teleworking participation*
- *Anyone who does not travel to an office on a surge day should use TW*
  - *Looking for any time going to a different location than home base*
  - *Permanent telework still included*
- *Going forward, this should replace surveys about telework participation*

## **Duncan Evans**

### Cares ACT/ARPA

- *Taylor Kauffman sent out spreadsheet. This is for grants your agency received directly, not the state's large CRF allocation. Please respond asap.*
- *Some Departments still have not submitted documents for ARPA funds appropriated in the May special session.*
- *Forms should be filled out as completely as possible. First report due at the end of the month.*
- *Using JVA documents to move funds after money has been spent. Being tracked by ARPA coding. Will audit ARPA spending*
- *ARPA coding is only for ARPA funds related to Appropriation. If you got other ARPA funds, do not include ARPA in function code. Track it separately.*
- *GOPB website has page where you can track ARPA spending. The COVID resources page is <https://gopb.utah.gov/covid-19-materials/>*
- *Requests for the Governor's budget are due on September 24<sup>th</sup>.*



## Janica Gines

### Gov Ops Rates

- *GovOps Rates. Contact Ken Hanson with any questions or concerns regarding rates*

### Planned Budget Requests (Loan System)

- *Plan to request funds for a new loan system. System does not allow jumbo loans. Does not allow online payments. Does not allow checking of balance online. Have seen big increase in loans over last year. System also does not allow leases.*
- *New FINET system will have frequent updates and need extra funding to implement new modules*
- *Chart of accounts can be better utilized to improve data on backend. May need project to help with programs, cost allocations. Making changes to chart of accounts as we consolidate agencies and will roll out to other agencies following consolidations*

### Policy Project

- *New employee to assist with policies*

### Department Consolidation

- *Looking for pathways to avoid normal impacts of changing coding strings*
- *Dept Consolidations are moving along. New Depts along. 150 for Government Operations. 250 for HHS. Mapping will be done, codes entered so that budgeting can go ahead as normal in April.*

## Debbie Empey

P-cards should NOT be shared/used by anyone other than the p-cardholder.

- *Request was made that State Purchasing look at using stored cards on Amazon account*

Reminder that the Exec Director travel and having a p-card must be approved by Gov's Chief of Staff or designee.



Travel - where we require an agenda, documenting the purpose of the meeting is sufficient when no agenda exists.

Reminder: IS&T (Info Systems & Technology) Financial Systems and IT Group ICQs are due 12/31.

## **Jerry Gearheart**

Introductions:

Jon Engel – FIS Operations Support Supervisor

Justin Taylor – State FIS Manager

## **Justin Taylor**

Financial Advantage (FINET) Upgrade

PTS Project

- *September 10th FINET will be down beginning 4 PM and will be closed the 11<sup>th</sup>.*
- *Interfaces will shut off at 3 PM on September 10th*
- *New system will allow payment information to go to the bank the same day it is disbursed from FINET*
- *AD Chain will not run on Friday September 10<sup>th</sup>. Paper checks would go out a day late, but the information would go to the bank on the Monday as it would have normally.*
- *ACH payments will not be impacted.*

## **Round Table/Open Discussion**

DTS ELCID Request

- *Tyrel King (DTS): be cognoscente of when you are inactivating ELCIDS to avoid errors on DTS billing. If you need to make changes during the first 3 business days of the month, contact DTS Billing. This will help DTS with billing cutoff and end of month processes.*

Appropriation Units

- *Running out of Appropriation Unit Combinations.*
- *Starting with Depts that are combining, will be moving to 5 characters (no numbers). First 3 digits will refer to line item.*
- *Can use 4 characters to refer to line item.*
- *Finance to finalize and notify agencies*



**ACT**  
AGENCY COORDINATOR TEAM

## Jonathan Engel

### House Keeping:

FINET is available from 7:00 AM to 8:00 PM - Monday through Saturday, including holidays. FINET may not be available on the 3<sup>rd</sup> Saturday of each month due to system maintenance.

**Saturday, August 21, 2021, FINET will be down for maintenance. Please plan on FINET being unavailable that day.**

**Friday, September 10, 2021 16:00 through Monday, September 13, 2021 07:00, FINET will be down for Payment Tracking Integration. Please plan on FINET being unavailable during this period.**

**Saturday, September 18, 2021, FINET will be down for maintenance. Please plan on FINET being unavailable that day.**

Included below are the exceptions to the normal FINET schedule through calendar yearend.

Month end occurs on the 3<sup>rd</sup> working day of the new month.

Aug 21	Scheduled Maintenance
Sep 3	August month end
Sep 6	Labor Day – FINET will be open and a cycle will run
Sep 10-13	FINET Down for Payment Tracking Integration <i>(Closes Friday 16:00, Opens Monday 07:00)</i>
Sep 18	Scheduled Maintenance
Oct 5	September month end
Oct 11	Columbus Day – FINET will be open and a cycle will run
Nov 3	October month end
Nov 11	Veterans Day – FINET will be open and a cycle will run
Nov 24	Thanksgiving Eve – No cycle will run but FINET will be open
Nov 25	Thanksgiving Day – FINET will be open and a cycle will run
Dec 3	November month end
Dec 24	Christmas Eve – FINET will be open and a cycle will run
Dec 31	New Year's Eve – FINET will be open and a cycle will run
Jan 5	December Month End



## **ACT Schedule**

NOTE: All ACT meetings will be held via zoom until further notice.

Whenever possible, ACT will be the 2<sup>nd</sup> Wednesday of the month.

Month end dates and ACT and B&A meeting schedules are posted on [finance.utah.gov](http://finance.utah.gov). Click on Help and then Training Section.

TENTATIVE Future meeting dates: (subject to change)

SEP 8 – **ACT**

OCT 13 – **ACT**

NOV 10 – **ACT**

