

Meeting: Business Services Advisory Group

Date and time: Friday, December 5, 2014 1:30-3:00

Location: Room Q, Georgia Center

I. Welcome and Review of BSAG Announcement

Holley Schramski welcomed the group to the meeting and asked for comments on the draft BSAG Announcement.

- It was agreed to include a contact person (Glenda Owens) in the announcement.
- BSAG members were encouraged to have personnel in their departments use the BSAG website: <http://www.busfin.uga.edu/bsag/index.html>
- The goal is to distribute the announcement the week of December 8th.

II. Current Project Reports

A. Bill Cheesborough gave a project report on Wireless Communication Devices (WCD).

- The approval is being moved to the school/college/unit level for WCDs just like other purchasing decisions.
- The WCD electronic approval system will be decommissioned. It is at “end-of-life” and is not a core system that warrants re-design and maintenance going forward.
- The Mobile Device/Wireless Communication Purchase Justification Form is optional for departmental use and is not required. Departments will need to establish an approval process whether they use the form or other method.
- Since there will no longer be a WCD # issued for a device, the WCD approval number is no longer required on payment documents.
- The employee’s supervisor is responsible for determining eligibility based on policy standards. Each department head and the related business manager are responsible for ensuring policies and procedures are implemented and carried out.
- There was some discussion about why the allowance option is not currently available to UGA institutions. In 2012, BOR Office asked institutions not to use allowances. There have been no changes issued from the BOR Office since 2012.
- When submitting for reimbursement of a personal device the reimbursement form will still be used.
- The expected roll out date is February 1, 2015.

B. Bill Cheesborough gave a project report on Base + 15%.

- Base + 15% only applies to classified employees.
- The expected roll out date is January 2015.
- Multiple bumps up to base + 15% during first 6 months are allowed.
- The group agreed to limit back pay to 60 days.

- Some members expressed the need to have this flexibility beyond a six month time frame. This flexibility has been pre-approved with a six month limit; however, based on experience if there are examples that demonstrate the need for this flexibility beyond six months, that data can be accumulated and presented for further consideration.

C. Chad Cleveland gave a project report on eJV.

- The eJV system will be based on the eTicket system.
- Coding for the system will begin in January 2015.
- Testing will begin in early spring 2015.
- The expected roll out date is July 1, 2015.
- This system is for non-personal JVs.
- The system will pop up additional questions for JVs on Restricted Accounts.

D. Crystal Rogers gave an update on the Post-Award Project.

- Four initial teams (AARF, Invoicing, Staff Benefits JV, PAR) have submitted projects to the implementation team for review.
- On November 6th, five new teams began work on new projects (Reporting, Responsible Party Notification, Sub-recipients, Residual Balance, and International Research Business Activity).
- Faculty members and/or department personnel are requested to participate on work teams. Notify Crystal Rogers or Glenda Owens if you know of someone that would like to be on a team.

III. BSAG Suggestions and survey results

A. Chad Cleveland reported on *Simpler Systems* Data Warehouse and Reporting Pilot.

- Data has been supplied to the provider *Simpler Systems*. Testing is underway.
- Chad is looking for 5-6 people that will test system.
- Initial reporting and functionality will focus on needs of PIs and the grants administrators who support them.
- Initially the data warehouse will contain core Financial/HR data. Additional data will be integrated beyond the pilot phase.

B. Discussion of survey results and Formation of Work Groups:

No.	Suggestion:	Disposition:
1.	Improved viewing rights to see all sides of transactions	Assigned to Data Warehouse and Reporting Proof of Concept Group: Russell Hatfield, Chad Cleveland, Chris Wilkins, Sarah Fraker, Shannon Kennedy, Sadie Brown, Jane Magrino
2.	Notification at the point of initial entry that a new employee is also working in another department and how many hours worked.	Assigned to work group: Teresa Taylor, Brett Jackson, Jeanine Meeler, Amy Thomas,

		Julie Camp, Chris Wilkins, Lynn Burt, Vonnie Swain
3.	Support documentation for Intra-University charges that is readily available to the dept. end user.	Assigned to: Melissa Stoker, Lisa Catanese, Terri Akers
4.	DFS Payroll Report Archive look-op – currently, the payroll reports are no longer available on the 2 nd day after the payroll deadline. If busy, off, etc. can miss saving this file – cannot do beforehand because changes are updated up to the last day available. Would like them to be available for the FY for look up.	Julie Camp informed the group that the same information is available on the payroll cost report. This needs to be communicated to departments. Julie Camp will prepare appropriate communication document.
5.	Would be nice to have personnel and budget amendment system linked to Kronos so info flows from one system to the other.	This suggestion was tabled. BSAG agreed that resolving this would be a significant investment in programming which could be more easily resolved with a new administrative system.
6.	Generate an appropriate P-card log acceptable to the state from Works. User will enter business use in Works and report can be generated without duplication in effort.	Assigned to Chad Cox and Diane Hermosillo. Annette explained that Chad Cox may have a solution for units to use. Chad will provide more info. Additionally the P-Card contract is up for bid; DOAS oversees this process. UGA can share with DOAS the need to prevent duplication of effort.
7.	Kronos-need a solution to problem with using Java. Payroll says updated version is needed. Departmental IT co-workers say updating will “break” everything so cannot update.	Assigned to work group: Chris Wilkins, Julie Camp
8.	Tie student status in payroll to student system so a department is alerted to eligibility to be a student worker. Also alerts whether the student is enrolled.	This suggestion was tabled. BSAG agreed that resolving this requires significant time and resources and should wait for the Banner project to be further along before investigating such integration. This could potentially be resolved during implementation of a new financial/HR system.
9.	All systems/process create visibility of where it is in the process. Including subcontract payments, paper PARs, salary supplements, salary actions.	Subcontract payments have been assigned to a work group in the Post Award BPI project: Gail Chester, Jenna Jones, Andre

		Simmons, Jennifer Adams, Joni Callahan, Paula Alexander, Jane Worley, Alisa Shiflet, Stephanie O’Kelley, Teresa Melton. Other options may be available for tracking paper documents (for example: DocuSign). UBAS is considering DocuSign and will look into it further for this purpose.
10.	Have the Budget system keep more than 4 years of info, meaning payroll/salaries etc.	Subset of the Data Warehouse and Reporting Proof of Concept Group.

IV. Other Business

- A. Kevin Burt had a suggestion to review the current process for classroom equipment, purchases, repairs and improvements. Holley suggested bringing in someone from CTL and Technology Fee Committee to present to BSAG the current process. After the presentation BSAG can decide if a work group is needed on this topic.
- B. Several BSAG members inquired about using an electronic leave approval system which is being used in the Budget Division and UBAS. Holley responded that the system does not include the functionality to be released as a campus-wide solution. Some members expressed the desire to have their units take the basic elements and amend it for use by their school/college.
- C. Holley asked the group to bring to the forefront any suggestions that will help relieve the faculty from administrative work so they can focus on research.
- D. Holley asked the group to place the dates of BSAG meetings for the coming year on their calendars.

As there was no further business, the meeting was adjourned at 3:00 p.m.

