Meeting Minutes: Business Services Advisory Group

Date and time: Friday, February 20, 2015   1:30-3:00 p.m.

Location: Room R, Georgia Center

I.   Welcome
        Holley Schramski welcomed the group and thanked them for coming to the meeting.

II.   Workgroup Status Updates - Holley asked for workgroup status reports.
        A. On behalf of Julie Camp, Holley Schramski provided a status update on #7 (Resolution to
            Kronos Java problems). Kronos is a vendor provided solution and provides customers
            with updates using the most current Java version. Since the updates are provided
            directly from the vendor and UGA does not have access to the underlying code, UGA
            cannot adjust what is delivered by the vendor, Kronos. Because many UGA
            departments have other applications which use older versions of Java, updating Java
            may assist with Kronos issues but will create new problems with other applications. If
            your department continues to have problems please reach out to Julie Camp or Christy
            Coddington. Together with your departmental IT people they will work with you to find
            a solution. These discussions are not unusual and Payroll has already worked with
            several areas to find solutions and alternatives.
        B. On behalf of Julie Camp, Holley Schramski gave a status update on #24 (Identifying more
            efficient ways to manage change to data after payroll submission). The group has met
            and is testing sending reminder emails to employees to see if that will assist with the
            issue.
        C. Kim Eberhart gave a status update on #89 (E-Leave Workgroup). The group has met and
            discussed the items found in the FY2014 state audit review of the compensated absence
            liability calculation. Kim shared that communication was coming soon (sent on
            03/13/15, with follow-up on 03/18/15) to clarify the process and the importance of
            clearing leave from the E-Leave system.   The Payroll System does not "communicate"
            the annual payout to E-Leave. Kim explained that when an employee separates from
            UGA and receives a payout of annual leave, the E-Leave system must be manually
            adjusted to remove annual, as well as sick leave.   Kim called on Russell Hatfield from AIS
            to share with the group more about the programming and report capabilities of E-Leave.
            Russell shared that he will continue to prioritize IT work with HR to implement controls
            and improve report mechanisms within E-Leave that will aid departments in leave
            management.
        D. On behalf of Chad Cox, Annette Evans gave a status update on #6 (P Card Log
            Improvements). The state is re-bidding the P Card contract. Annette thinks it will

probably be 9 months before it is in place. Annette will make sure Chad is talking about the improvements needed to the log with the state.   Holley and Annette will work on preparing a document to the state which addresses our concerns. If the state responds that it cannot include these needs in the requirements to the next vendor, we will continue to address a workable solution to the P Card log.

E. Jennifer Collins gave a status update on #16 (Travel Authority and Travel Reimbursement Processes) and #75 (International travel review). Jennifer indicated Kavita Pandit joined one of their meetings and shared with the group items that were needed for OIE. Jennifer indicated the revisions below have been made to the Travel Expense statement:

- Remove "Standing Authorization" field
- Remove "Attach prior approval form to printed copy" from the "Purpose of Trip" field
- Remove the "Registration fees paid by traveler" line on the first page and incorporate registration fees into the miscellaneous section on page two of the form
- Remove "Georgia License No. of Vehicle" and "Period Ending" sections from page two of the form

Additionally, Jennifer indicated the group was looking at ways to redesign the Travel Expense Statement. Once they have a redesigned form they will roll it out to BSAG for comments and suggestions.

F. Sean Rogers gave a status report for #9a. (Creating status visibility for non-electronic approval processes). Sean indicated the group was looking at two potential solutions: DocuSign and EchoSign. The College of Ag is going to give the work group a demonstration on EchoSign.

G. Ken McCollum gave an update on #12 (Eliminate the need to fax backup to confirm approval on salary actions ex. Salary Supplements). Below are the proposed improved process:

- The employee's home department prepares a "Request for Salary Action" form asking for a salary supplement. The department head and cognizant dean or vice president signs the form approving the request. The form is then submitted to a) Academic Fiscal Affairs for faculty for approval from the Provost or b) University Human Resources Division for non-faculty.
- If approval is granted a) for faculty, a copy of the approved form is emailed to the originating vice president's or dean's administrative designee, Office of Faculty Affairs, and the University Budget Division and b) for non-faculty, a copy of the approved form is emailed to the originating vice president's or dean's administrative designee and the University Budget Division.
- Home units will work with the affected employee to complete a "Administrative Salary Supplement" form. Upon completion of the form, the home unit will email a copy to their budget analyst in the University Budget Division. An

original supplement form is no longer required by the University Budget Division.

- Home units will prepare a personnel affecting the change and noting the "Request for Salary Action" number in the comments section of the personnel document and submit per normal routing. No additional review by the Senior Vice President of Academic Affairs and Provost nor University Human Resources Division is required at this time.

Ken sent this information to the BSAG group and will send out to the larger university community.

H. Chris Miller gave an update on #14 (Multiple forms for single action e.g. Salary Action Form and Salary Supplement Form). Chris indicated that these two forms had different purposes and both need to remain in use.
I. Brooke Rooks gave an update on eJV. Brooke indicated they were in the testing phase and the project remains on schedule.

III. Other Business

A. Chris Miller relayed information to the group about a voluntary program to increase graduate Ph.D research assistantships. Under this program, schools/colleges/units will receive 1.5 times the tuition when the tuition for the research assistantship is funded by a grant. This is an effort to increase Ph.D assistantships. The funding returned must be used to provide another Ph.D research assistant. Call Chris Miller or Toni Rogers for more information.
B. Holley Schramski proposed a concept for BSAG Organizational Structure. After some discussion about this concept Chris Miller suggested that the group go ahead and either volunteer or nominate someone to serve as the BSAG chair and/or Co-chair (either overall or on functional committees, by the next BSAG meeting Scheduled for April 3. BSAG members also expressed interest in a chair/co-chair format where the co-chair was a representative from the functional central office.
C. Holley Schramski shared with the group information about the Business Practice Improvement Group from Emory University, which serves as a consulting service to Emory schools/colleges/units. The Emory personnel conducted two sessions at UGA which included members from OSP, C&G, Designated Limited Submission Authority employees (DLSAs), and UBAS staff. The format of the sessions was: 1) general knowledge/fundamentals about business process improvement, and 2) "real-life" problem resolution with the consultants from Emory. The feedback on the sessions was positive. Holley explained that if similar business process improvement sessions would be of interest to BSAG members and their departmental staff, UGA is happy to engage

Emory in providing additional sessions of this nature. BSAG members responded that they would be interested in these type of programs and Holley agreed to have further conversations with Emory.

As there was no further business, the meeting concluded.