I. Welcome and Announcements
A. Bill Prigge welcomed the group and re-capped the new format of the BSAG meetings, which will be to focus on OneSource implementation aspects specific to individual schools, colleges and units. BSAG will function as a forum to review these initiatives and allow for real-time interaction between the groups. After “go-live” and a short stabilization period, BSAG will shift back to its original purpose of end-user advisory and identification of business process improvement. Bill explained that we will now be meeting monthly for the next 12-18 months and welcomed project coordinators for OneSource, who have been invited to participate in the BSAG meetings during this time.

II. Other Business
A. FAPL Update – Brett Jackson (click here)
   i. Brett Jackson explained what FAPL (Finance and Administration Policy Library) is and how it will be redesigned and will transition to the Omni Update platform. It will also be updated to include any policy and procedure changes as a result of the OneSource project.
   ii. Brett went over the new design of the FAPL website and how it will be potentially organized.
      a. There will be a floater along the edge of each page where users can submit feedback at any time.
      b. Policies will have a summary page to explain the selected policy and to ensure users are on the correct page.
      c. FAPL will operate by a Keyword search.
      d. FAPL policies will be provided in PDF format and will be easily searchable, savable and printable.
   iii. Feedback for the FAPL website should be sent to Brett Jackson (brett.jackson@uga.edu) if you have suggestions.
      a. Suggestions were made to have Frequently Used Policies instead of Common Policies.
      b. A link to UGAF, BOR, and Academic Policies should be provided.
   iv. Once the basic pages are built out in a web environment, a link to the development site will be shared with BSAG via the BSAG listserv and we will request additional input at that time.

B. Upcoming Changes to UGA’s Grants Portal – Cathy Cuppett
   i. The grants portal will be changing to better integrate with OneSource systems, specifically the grants module.
   ii. There will be training available to learn more about how the system will work before go-live and after the Finance go-live in July 2018.
   iii. Personnel Activity Reports (PARs) will no longer be used for effort certification, but will be replaced with an annual expenditure report certification starting in FY2019. The current PAR system will continue to be used for payroll adjustments through December 2018.
   iv. Training materials will be available in May on the SPA website.

C. Check Request (E-check) Changes – Annette Evans (click here)
   i. Changes to the E-check policies are due to the State Accounting Office (SAO) – Statewide Purchase Order Policy.
   ii. Updating policy to align with SAO policy on items exempt from purchase orders along with appropriate dollar thresholds.
iii. Changes were made to align policy to reflect new processes/procedures related to contracting for services tied to BOR Construction/Public Work projects – for example, design professional services, archeological services, decommissioning, demolition, renovation, site assessments, A&E services, etc. More details are provided above.

iv. Changes in accordance with C. iii above are being made now.

v. Annette asked for volunteers to serve on a working group to address impact of changes. Please contact Annette at amevans@uga.edu

D. Athena, eLC & Employee Self-Service Login Changes Update – Lance Peiper (click here)
   i. Lance Peiper addressed the group on some upcoming changes requiring the use of ArchPass to access Athena, eLC and employee.uga.edu.
      a. It will now be a two-step login process.
      b. Students, Faculty, and Staff will need to use ArchPass, UGA’s two-step login, to login to Athena, eLC and Employee Self-Service.
      c. VPN will NOT be required to access these applications.
      d. Security questions will be removed from Employee Self-Service.
      e. Option to “Remember me for 7 days” will be available.
      f. More information can be found at archpass.uga.edu.
   ii. Step-by-step information on how to log-in were reviewed in the provided presentation.

E. Mainframe Decommission – Stacy Boyles (click here)
   i. The mainframe will be decommissioned on June 30, 2020.
   ii. All mainframe functionality including systems, data, and querying tools will need to be transitioned away from the mainframe.
   iii. EITS and OneSource team members are working with units to carry out plans to transition functionality away from the mainframe.

F. Termination Dates for Inactive Employees – Stacy Boyles and Lindsey Van Note
   i. There are a number of employees that have an employee status of “Inactive” in the HR system that do not have a termination date. During the month of February, HR will set termination dates on these records. This data will flow to IDM so that MyIDs and UGA e-mail addresses will be disabled for accounts that should no longer be in use. Impacted users will be contacted in advance to let them know that their accounts will be disabled.
   ii. A report of impacted individuals will be distributed to the HR Liaisons the week of February 12 and HR will begin contacting appropriate individuals later that week.

G. Course/lab/supply fees Update – Chad Cleveland
   i. Chad Cleveland provided information that the BOR office informed UGA that course/lab/supply fees should be in other general funds instead of departmental sales funds. This change will be effective July 1, 2018.
   ii. The fund code and revenue account code will change from departmental sales to other general funds. Units do not need to take any action. These changes will be made in OneSource.
   iii. Other general funds are lapsing funds. Therefore, course/lab/supply fees will not carry forward. Rates should be designed for cost recovery and there should not be funds to carry forward.

H. OneSource Update – Holley Schramski
   i. Holley thanked Project Coordinators for their work, response to all unit asks, and additional help on the OneSource project.
   ii. This portion of the meeting was focused on questions and feedback on the project and how project coordinators can continue to share information with each other and with project leadership:
a. Holley noted the numbers 144 and 312 – Numbers of days to go live for UGA Financial Management System and OneUSG Connect.
b. Sean Rogers provided feedback that the Talking Points are valuable. These are available on the OneSource website. Keep issuing talking points.
c. Continue to use the project coordinator listserv and the service desk to ask any questions you may have regarding the project.
d. Discussions around those who have more than one supervisor or reports to multiple depts. (joint faculty). How will Travel Authority and Expense Routing work? Sharon Logan will need to get more information and respond with further instructions.
e. Clarification that “Reports to” will come from iPAWS system in the future.

The next BSAG meeting will be Wednesday, March 7, from 3:00 – 4:30 p.m. at the Tate Student Center, Room 480.