Meeting: Business Services Advisory Group  
Date and Time: Wednesday, July 11, 2018 3:00 p.m. – 4:00 p.m.  
Location: Caldwell Hall, Room 204

I. Welcome and Announcements – Bill Prigge

Bill Prigge welcomed the group and congratulated everyone for making it go-live!

II. Other Business

A. Non-Overnight Travel Per Diem BOR Policy Changes – James Shore (click here)
   i. James thanked everyone for their feedback on the Per Diem Allowance for Meals feedback.
   ii. Effective July 1, to align with Board of Regents Policy, the University of Georgia will no longer allow individual meal per diems or meal reimbursements for non-overnight, same-day travel. Meals for business purposes are allowable as specified by the Food and Business related Entertainment Policy. The travel policy will be updated to reflect this change.
   iii. Although Statewide Travel Policy 4.5 allows for meal per diem during non-overnight travel when employees travel more than 50 miles from their residence and primary workstation on a work assignment AND are away for more than twelve (12) hours, the USG does not provide meal per diem during non-overnight travel due to the IRS taxable compensation implications. Please note that institutions that have a high volume of non-overnight travel for a specific group of employees can request a waiver from the Office of Fiscal Affairs to reimburse per diem for meals for these employees, however, approved waivers will require the institution to ensure that reimbursement of these expenses are included as taxable compensation for the applicable employees in accordance with IRS regulations.

B. Non-Employee Travel Procedures – Vance Silcott
   i. Some people are under the impression they have automatic liability coverage while traveling for the university, this is not the case.
   ii. Students and non-employees do not have liability coverage. The State Tort Claims Act and General Liability Agreement protects the State of Georgia, University of Georgia, and Board of Regents of the University System of Georgia against liability for torts (wrongful acts) committed by their employees or volunteers (with or without compensation) while acting within the course and scope of their official duties of employment.
   iii. If you are on UGA payroll, you are covered by liability insurance coverage. If you are not on UGA payroll, they must be part of a structured volunteer program to have liability coverage. If a non-state employee is injured or their property allegedly damaged because of the University of Georgia or an employee of UGA, they can file a liability claim using the General Liability Accident Report form.

   a. Regarding any background investigation requests that occur outside the UGAJobs system, a Background Request Form must be completed by a department – the completed form can be emailed or faxed to Central HR. The background consent is electronic: The candidate will receive an email from the background vendor, providing them with instructions on how to access the designated secure portal. Central HR will send an approval email when the background investigation is successfully completed.
   b. Vance asked for volunteers to try to come up with a temporary solution to process non-employees who need to travel (non-employee TA’s). There is currently no way to document this procedure in PeopleSoft. It is possible to document who these people are in PeopleAdmin. Anuj Sinha, Arkedia Raines’ (Institutional Diversity), Diane Kirkwood, Lindsey Sessions volunteered for this group.

C. UGAJobs Update – Mike Gorman and Lindsey Sessions
   i. Mike Gorman and Lindsey Sessions reported on the go-live of UGAJobs.
   ii. As you are using the system, please contact them if you have any questions.
iii. It is encouraged that users verify current go to information. If not, HR will be happy to correct any information that may be misrepresented, contact hrweb@uga.edu.

iv. Units should also check their authorization roles in the system. HR will work with faculty affairs and will handle complex situations instead of going through faculty affairs. Users can also make these changes in the system themselves.

D. New Compensation Guidelines – Russ Ramsey and Sarah Fite (click here)

i. Russ Ramsey and Sarah Fite reviewed recent memos that were recently sent out on BOR Salary Administration Policies.

ii. The following salary increases greater than or equal to ten percent above the USG’s annual salary and wage guidance no longer require the Chancellor’s approval if the salary increase results in a salary below $100,000 or is a promotional increase at or below the mid-point of the salary grade for the new job classification or is for a faculty member moving into an administrative role.

iii. Cumulative fiscal year salary adjustments that are greater than or equal to 10% above the percentage increase authorized in the Board’s annual salary and wage administration policy will now be reported on a quarterly basis to USG opposed to requiring Chancellor approval. Chancellor approval is only needed if the salary adjustment results in a salary that is greater than or equal to the BOR policy threshold, is $100K or more, and is more than salary midpoint for the classification pay range.

iv. For current employees, the January 1, 2019 mid-year increase must be factored into any salary increase between July 1 and December 31 of 2018 when determining whether the salary increase is greater than or equal to 10% above the percentage increase authorized in the Board’s annual salary and wage administration policy. For FY2019, the percentage increase is 4%.

v. Effective June 25, 2018, UGA units may extend salary offers up to the mid-point of the salary grade of the job classification without approval from the Human Resources Division for competitive (i.e. external) job searches. This revision is replacing the “base plus 15%” (i.e. “entry max”) exception. Previous salary guidelines still apply to reclassifications, PEP postings, and other non-competitive personnel actions job changes.

vi. It is a possibility to track these in the hiring proposals (upload this policy) when hiring individuals. Units can still contact HR if assistance is needed or if there is questions.

E. OneSource Project Coordinator Discussion

a. HCM Consolidated Unit Requests – Diane Kirkwood (click here)

i. Diane reminded the group that there would be an informational webinar on Friday, July 20 and a workshop on Friday, July 27 for the consolidated unit requests. Both of these sessions will be recorded and available on the OneSource website.

ii. Select sets of school/colleges/units for Time and Labor, Absence Management, Self-Service, Faculty Events, and Workforce Administration Testing are needed. Project Coordinators will be contacted to find these testers.

b. Go-Live Check-in – Holley Schramski (click here)

i. Holley reviewed the list of email responses provided during her go-live check-in:

   a. See summary.

   b. Many are finding that the training library has been very helpful.

   c. BSAG requested a digest of the daily status calls. OneSource will be transitioning to a weekly digest to be distributed on Tuesdays.

   d. Jenny Ramsey and Sean Rogers shared how they are keeping their units “in the know” on the financial system.

   e. As an initiator, you can move around the order of your chart field string only in classic home (not fluid).

   f. Reporting workshops are currently being scheduled. If you have not yet to schedule your session, please reach out to Holly Snelling (hsnell@uga.edu). Reports.uga.edu is also available for query information.