I. Welcome and Announcements
Bill Prigge welcomed the OneSource Project Coordinators and the BSAG group to the meeting.

II. Other Business

A. Budget Development Update – Rachel Cruz (click here)
   i. FY19 Budget Development will be done in WebDFS and will then be mapped over into PeopleSoft.
   ii. For FY19 Budget Development, Allocation Sheets will look the same as the past several years. Once Budget Development is over, we will provide a breakdown of the division of funds (i.e. - state funds, tuition, etc.).
   iii. Balance to the FY 2019 Base (Original) Budget on your allocation sheet.
   iv. Retire/Rehires will still not be allowed to be budgeted during budget development.

   Topics of discussion: Processing Personnels

B. Field Study Changes Update – Leigh Knapp
   i. Field studies will begin to follow the same administrative process as Study Abroad programming in International Education, utilizing the Terra Dotta system for recruiting, applicant management activities, and risk management tools. Deposits will be submitted through the portal.
   ii. Two information sessions will be held in April for more information (April 23 - 2:30 pm & April 24 - 9:30 am, Room 137 in Tate).
   iii. In the Fall, training will also be available for any business managers who may not be familiar with this process.

C. Indirect Cost Distribution Update – Chad Cleveland (click here)
   i. Chad Cleveland walked through how the Indirect Cost Distribution process will run in PeopleSoft.
   ii. It will be important that all transmittal forms be accurate in the eResearch portal system; this data will drive the PeopleSoft IDC distribution calculations.
   iii. In order to verify that IDC return percentages are accurate, a request was made that a template be created for units to verify their IDC return transmittal information for those projects being converted.
   iv. Shawn Hill will communicate back out to the group on how this process will work.
   v. This will also be an opportune time to define the difference between academic credit and IDC.
   vi. Sean Rogers requested that a report be made available to tie Principal Investigator’s to specific reports for IDC distribution.

   Questions Posed:
   - Once this money hits the GL, you can process budget transfers? Yes
   - How would you check carry forward? Accounting will query this information and then determine the funding.

D. OneSource Update – Holley Schramski
   i. 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. Project Coordinator Monthly Readiness – Continue to come to BSAG meetings with your readiness questions as well as and examples of
tasks/activities that are working for you and ideas that might be helpful to others.

b. iPAWS Re-Load of “Reports To” Information - Updated “reports to” information will be loaded on Friday March 16 for positions that already exist in iPAWS. This load will add additional information or make updates to what is currently in iPAWS. The data to be loaded is what departments submitted in late 2017.

  a. “Reports To” data can also be viewed and corrected in iPAWS.
  b. “Reports To” data will feed the PeopleSoft Human Capital Management system and will also be used by PeopleSoft Financials beginning Monday, July 2 for routing travel authorities and travel expense reports for supervisor/reports to approval purposes.
  c. Multiple “reports to” options are still being researched by the Finance and HCM teams. One value has to be in place to approve expenditures and more work is being done to verify this info.
  d. A request was made that a report be made available from HR and distributed to units to review and verify iPAWS information. It was unclear whether users have the ability to run these type of reports from iPAWS or not. This request needs to be passed on to HR for action.

    i. An e-mail was sent to the OneSource listserv that outlines how units can run a report on their current iPAWS information. Instructions on how to view this information are available on the OneSource HR Reports To Resource Page. If any users have question about this data, please contact Parker Thomas at parker17@uga.edu.
  e. Graduate Assistantships and the “Reports To” Structure – Graduate assistants will not have a “reports to” value loaded into iPAWS. The OneSource team can provide additional information and guidance about this in the future. It was noted that graduate assistants and other student workers do have travel authorities and expense reimbursements so they will need a way to have a supervisory routing.
  f. Sadie Brown requested that the communications to Project Coordinators on “Reports To” include a statement to encourage review beyond just the Project Coordinator and into more detailed department levels. This is helpful to Project Coordinators as they distribute work across their organizations.

The next BSAG meeting will be Wednesday, April 4, from 3:00 – 4:30 p.m. at the Health Sciences Campus, Russell Hall, Room 241.