Meeting: Business Services Advisory Group  
Date and Time: Wednesday, May 9, 2018, 3:00 – 4:30 p.m.  
Location: Miller Learning Center, Room 214

I. **Welcome and Announcements**  
Bill Prigge welcomed the group and reminded everyone to please sign-in before they leave.

II. **Other Business**

A. **FY18 IDC Return – Chad Cleveland**  
   i. Chad explained that the plan for allocating the FY18 Indirect Cost Return would be the same as last year and will use the mapping provided by units to crosswalk the legacy IDC return "930" accounts. He then asked if that plan would work for all the units. Everyone seemed to be ok with this plan, so the process for the FY18 IDC return will be done the same as in prior years.

B. **PCard Review Process Update – Annette Evans (click here)**  
   i. An annual audit will be done to review the PCards. An excel spreadsheet will be sent to CBO’s to share with department heads/VP’s/Deans to review current single transactions and monthly credit limits. Instructions will be sent along with the spreadsheet. This review will include a determination if cardholders have a continued need to have a PCard.
   
   ii. Please reach out to Sam Chafin (samuel.chafin@uga.edu) or Lynn Stephens (stephens@uga.edu) if you have any questions about your spreadsheet.

C. **FacultyJobs-iPAWS Consolidation Update – Michael Gorman (click here)**  
   i. Michael Gorman provided an update on where things are in the FacultyJobs/iPAWS consolidation. The Go-Live goal is set for July 9. This will have no impact on current postings or direct hires.
   
   ii. UGAJobs will be the new name of the consolidated system.
   
   iii. Mike also reviewed the System Consolidation Schedule. UAT testers will be needed once the transition to OneUSG Connect is made.

D. **UGA Foundation Business Processes Update – Rebecca Caravati and Chris Setzer (click here)**  
   i. Rebecca reviewed the Foundation’s Purpose and Operating Structure.
   
   ii. Jason Bull was hired as the new Chief Investment Officer.
   
   iii. Effective July 1 in coordination with the OneSource project, budget amendments from the units will no longer be needed to expend Foundation funds. The Foundation will provide a budget amendment equal to total available expendable funds for each Foundation class code (codes 67XXX).
   
   iv. The Foundation will provide daily updates to the budgets. The updates will be equal to any new donor funds made available net of any transactions against the fund processed directly by the Foundation.
   
   v. Foundation/UGA looking for a gradual shift of expenditure requests that can flow through state procurement systems away from Foundation and to UGA. Process should be easier once units no longer have to create budget amendments to fund expenditures.

E. **Affiliate Automated Deletion Process Awareness – Sara Pauff**  
   i. Today, many colleges, schools, and units have individuals who require a MyID, but who do not have an official active record in the UGA human resources or student system. These individuals are considered affiliates.
   
   ii. Effective June 1, 2018, EITS will automate the process for deleting expired affiliate MyID accounts, also called sponsored MyID accounts.
iii. More information about the current EITS policy for MyID accounts is available at https://eits.uga.edu/access_and_security/myid/myid_account_removal/.

F. Moving Expenses – Holley Schramski
i. With the January 2018 tax reform, all moving expenses are taxable regardless of whether they are directly paid by employer, reimbursed to employee, or provided as an allowance to the employee. BSAG members asked about the ability to use the allowance method.

ii. UGA’s moving expense practices are predicated by USG policy. Many higher education institutions are switching to an allowance method and USG staff members are monitoring these changes. UGA will continue to monitor the USG’s review on providing a cash allowance and will update the community as soon as information is available.

iii. Until the USG policy is changed, we need to continue using either direct payment to vendors or reimbursing for moving expenses through payroll. In either case, the amounts paid 1/1/18 or after are taxable to the employee.

G. OneSource Project Coordinator Discussion
i. Mandatory Training – Holley Schramski
   a. Holley sought feedback on whether or not units would like to enforce mandatory training for users prior to access provisioning of those roles. Various roles do benefit from training and we need to be mindful that certain roles carry a great deal of authority/responsibility and actions taken by these users can impact our system of internal control.
   b. The question was asked, “where do we want to lie on this? Do we want certain roles to have mandatory training prior to access provisioning?” Sean Rogers stated that culturally, it will be difficult to get certain individuals to come to mandatory training. Other comments included a desire to require the training prior to access provisioning.
   c. Holley reminded the audience that chief business officers (CBO) are in the approval path for access requests. Therefore, if a CBO needed to require training prior to access provisioning, they could hold the approval until they have confirmation the training was completed. Thus the ability to enforce it does reside with the CBO.
   d. The group discussed that jobs aids, UPK tools, etc. will be available for use in individual department training and can assist until new users complete more formal training.
   e. It was concluded that units can determine what works best in terms of requiring training prior to access provisioning. Holley reminded the group there may be certain, very specific roles that F&A may require training on first; however, they would not be regular roles and would be isolated.

   a. Users are accustomed to receiving a monthly status report for each account number. With PeopleSoft, the nature of the chart string inherently changes reporting, therefore, units will not receive an exact version of today’s monthly status report. Therefore, our procedures for reviewing/reconciling will also be updated.
   b. Several budget status reports (budget/actuals/variances) are under development. These reports play a
“key controls” and will still need to be reviewed or reconciled according to policy/procedure which will be available in FAPL.

c. At the May BSAG meeting, Holley provided an overview of these financial reviews vs. reconciliation concepts. Accounting staff and Internal Audit drafted procedures for financial review and for reconciliation. Holley will email BSAG for their review and response by Friday, May 18. This draft is available here.

iii. Pending Transactions/Planned Spending in Hyperion Update – Holley Schramski

a. The Budgets team has been discussing with end users the potential use of Hyperion to provide a tool to house/manage pending transactions (those not yet initiated in PS) and planned spending (placeholders for potential spend). These discussions have demonstrated a great variance in requirements and needs on a unit by unit basis. Creating a tool to meet all these requests is not plausible by July 2018:

i. Requests for planning at a chart string specific level, which is not available with Hyperion. We can provide pending/planning tools at a less granular level, for example Fund/Dept.

ii. Requests to provide access control over this data so that it is not available across unit lines.

iii. Requests for automated tools that identify when pending items become actual transactions and are therefore automatically removed from the tool.

b. Furthermore, we are not collectively knowledgeable about what these needs might be once we are actively using the new system.

c. The pending/planning tool will therefore be tabled until more experience and time is gained in the new system. We cannot yet identify the requirements and specifications to adequately continue with development. Units may find they need to continue with some of their legacy formats/spreadsheets, etc. to manage this level of planning and tracking.

iv. Workflow Update – Sarah Fraker

a. If there are any updates need to the workflow process, there will be an opportunity to provide these updates on June 8. A separate e-mail will be sent to CBO’s and delegates to confirm that you are the person of authority and your Dean or department head will be copied on this e-mail.

b. Access Services Request website will be changing. This will look different and certain systems will not be listed.

c. Andy Garber asked “how are Short One and Short Two being funded”? This answer will need to be checked in the Payroll Forum (add to the next meeting item).

d. AR/Billing Cohort 1 participants will need to be re-tooled, so you will be receiving a notification. A list of those who are participating in training can be given to those interested.

The next BSAG meeting will be Wednesday, June 6, from 3:00 – 4:30 p.m., Caldwell Hall, Room 204.