Meeting: BSAG Agenda

Date and Time: Wednesday, October 10, 2018, 3:00 – 4:30 p.m.
Location: Miller Learning Center, Room 171

I. Welcome and Announcements – Bill Prigge
   A. Bill welcomed the group to the October BSAG meeting and introduced the presenters.

II. Other Business
   A. OneCard Update – Brett Jackson
      a. Brett Jackson provided an update on the OneCard initiative. Currently, proxy card readers have begun being replaced and should be completed by spring break.
      b. There’s no card implication right now, but eventually they will have to be replaced.
      c. OneCard will be taking care of funding any new cards needed.
   B. P-Card Pre-Approval/Foundation Funds – Annette Evans (click here)
      a. The preapproval form will be revised to include a statement that clarifies that purchases made with funds transferred to UGA from the Foundation are not in violation of law or policy.
      b. A pdf fillable form will be used for preapproval. It will be available on the Administrative Forms and Procurement PCard Forms website.
      c. The PCard preapproval process in UGAmart will be disabled Oct. 31, 2018. Once completed, it must be uploaded to WORKS for each transaction.
   C. Small/Minority Business Utilization – Annette Evans (click here)
      a. Unless the purchase is required from a mandated source, there is a maximum flexibility in vendor selection for purchases under $25,000. UGA encourages the use of small and minority businesses where possible. Business Development Coordinator, Ernie Webster, can provide assistance in this specific area.
      b. New initiatives will begin (i.e. a quarterly newsletter) will be implemented, along with an explanation of Ernie’s duties. Contact Ernie Webster (erwebste@uga.edu) or Annette Evans (amevans@uga.edu) with further feedback or questions.
   D. OneSource Project Coordinator Discussion
      a. OneUSG Job Codes (B-CATS) – Lindsey Van Note (click here)
         i. New USG Job Codes will be fully adopted on December 16 as we align with the University System of Georgia. All current employees will see a change from Job Classification to Job Code.
         ii. We will retain all current working titles – these may have been specialized, if not, reflects current classification.
         iii. These changes will help provide more flexibility in compensation and classification.
         iv. Log-in to UGAJobs and see your current Job Code and those of your employees. Contact Parker Thomas with any questions on this topic.
         v. OneSource Resource Page under development.
      b. Different PS Ledgers and How They Work – Chad Cleveland (click here)
      c. Payroll Adjustments During the Split – Chad Cleveland
         i. Keep in mind that the chart string for salary encumbrances are based on the crosswalk at the time of when the query runs to get the salary encumbrances.
         ii. The crosswalk does change on a regular basis based on requests and corrections.
      d. Combo Codes – Chad Cleveland
i. Combination Codes are used in OneUSG Connect to assign funding to a position. Like speedtypes, represent a financial chartstring, combo codes are required in HCM and are used in HCM queries/reports.

ii. There will be one suspense combination code for each intermediate unit. Each unit will be responsible for correcting (clearing) payroll transactions posting to suspense.

iii. Combo Codes are created by Central Commitment Accounting. Departments can request new combo code, inactivation, or change of description. A form is currently being developed to request these changes.

e. **Finance Systems – Operations and Status – Holley Schramski and Bill Prigge** ([click here](#))

i. Holley gave a brief description of priorities for the next few months: break/fix, HCM go live, and then OneSource can begin working on enhancement requests. Expect to see a list of enhancement requests starting in November so we can prioritize and assign to the BSAG committees.

ii. Bill relayed that BSAG will be transitioning back to its intended format in 2019. This means business process improvement for the OneSource systems and other business processes as well.

iii. Volunteers will be needed for various committees. Bill will be sending an email to the BSAG community to make this ask.

*The next BSAG meeting will be Wednesday, November 7, from 3:00 – 4:30 p.m., Miller Learning Center, Room 248.*