



# Business Services Advisory Group



# Faculty Affairs Committee

*Co-Chairs: Carly Surratt & Mike Gorman*

---

# Finance Committee

*Co-Chairs: Kathy McCarty & Shelly Terrazas*

---



**Business Services Advisory Group**

*Finance & Administration*

**UNIVERSITY OF GEORGIA**

# *Travel Policy Compliance Initiatives*

# Strategy #1: TRAVELERS



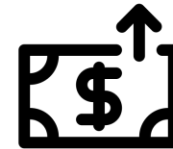
Automated email to travelers when TA is submitted



Travel flyers covering key points



Series of three short videos on key travel points



Find My Expense Manager webpage



Postcard to all employees



Comprehensive travel policy training in PEP



Travel collateral to all faculty new hires in orientation packet



# Strategy #2: **APPROVERS**



Comprehensive travel  
approver training in PEP



Provide CBOs with reports to  
see completion rates for team



Communication campaign to  
approvers

*\*Several steps in Strategy #1 apply to approvers as well.*



**Business Services Advisory Group**

*Finance & Administration*

**UNIVERSITY OF GEORGIA**

# *GASB 87 Process Updates*



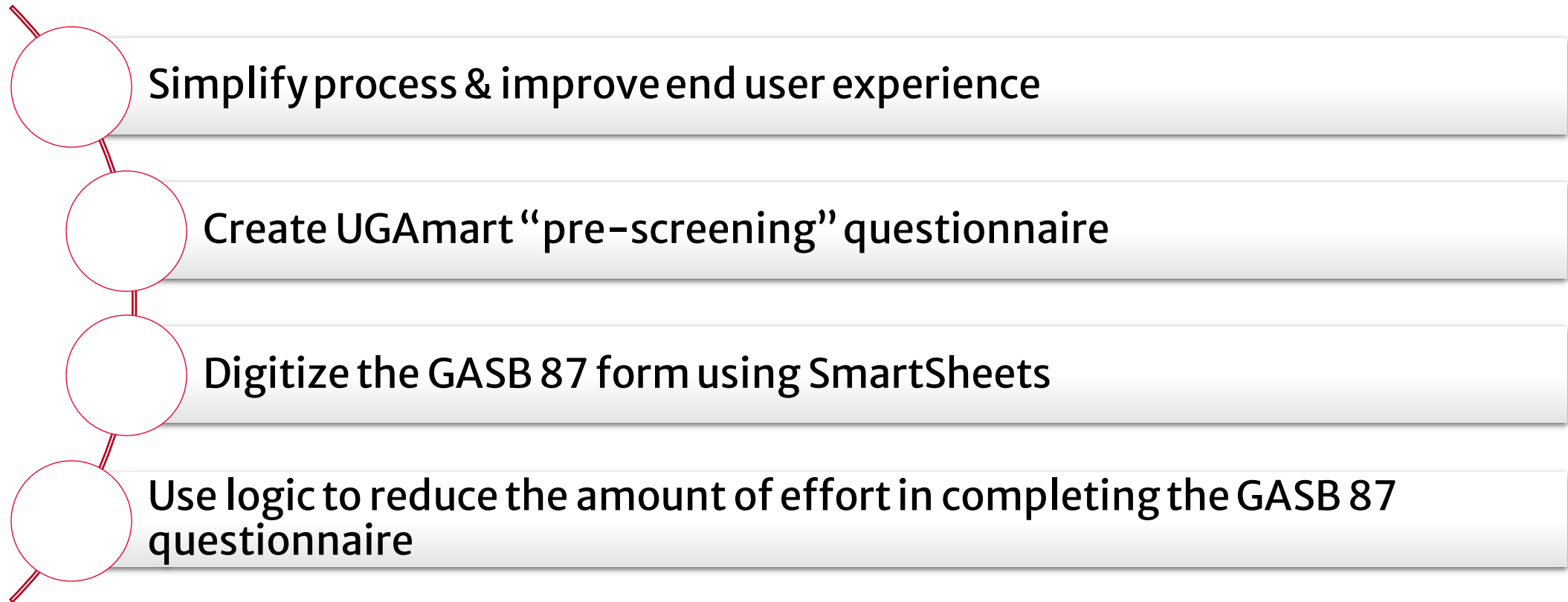
# GASB 87: End-of-Year Roundtable

- 1st year of GASB 87 implementation
- Accounting, Procurement, Accounts Payable, and Asset Management met to discuss the successes and challenges of the new process.
- Discussed several improvements to the process for future fiscal years





# GASB 87: Recommendations





# GASB 87: What's new in UGAmar?

4. Does GASB 87 Apply?

If "No", please indicate why using the drop down box.  
If "Yes", please attach the required GASB 87 questionnaire.

5. GASB 87 does not apply because: (Select the most appropriate response)

GASB 87 Exclusion: Biological Assets - timber, living plants/animals  
GASB 87 Exclusion: Intangible Assets - film, video recordings, manuscripts, patents/copyrights  
GASB 87 Exclusion: Inventory purchases  
GASB 87 Exclusion: Supply Contract (Ex: Cylinder, Uniform or Linen Rentals)  
GASB 87 Exclusion: Total lease/rental term is under 12 months (including all renewal periods)  
N/A-purchase requisition is not related to a Lease/Rental

- UGAmar users will be prompted to answer several GASB 87 questions for each requisition
- A GASB 87 form will no longer be required if the requisition is excluded from GASB 87 reporting or does not meet the standards of GASB 87 (e.g. no lease activity)
- UGAmar will serve as the source record for preliminary consideration of GASB 87 standards
- **IMPORTANT:** All lease-related requisitions must be evaluated for GASB 87 reporting requirements



# GASB 87: The SMART GASB 87 Questionnaire



*"There's a way to do it better – find it"*  
– Thomas A. Edison

Team effort to develop a new GASB 87 form using the Smartsheet platform

Added logic to the form to help guide users based on their answers

Form for Lessee and Lessor contracts



# Smartsheet: Lookout for the Email



Below are your responses to the GASB 87 questions related to the lease listed below.

NEXT STEPS: Please attach this email and supporting documents to the purchase requisition. If UGA will have the right to control the asset, book expenses for this lease as Lease Principal (Account Code: 8183XX). Save a copy of this email internally for audit request support. Note for Procurement: Lease ID: 518-G87-EXXXXX.

\*\*\*\*\*

FORM INFORMATION:

Date Created: 12/13/22, 10:37 AM  
UGA Dept. Name: Accounting  
Contact Person Name: Tori Reppert  
Contact Email: [tori.reppert@uga.edu](mailto:tori.reppert@uga.edu)  
Contact Phone #: +1 (706) 542-0490

\*\*\*\*\*

CHARTSTRING INFORMATION

Fund: 10000  
Program: 16200  
Department: 61021000  
Class: 11200

Additional Chartstrings:

\*\*\*\*\*

## GASB 87 INFORMATION

Is this lease excluded from GASB 87? No  
(If yes) Description:

Does UGA have a non-cancelable right to use? No

Will this lease extend greater than 12 months, including any renewal periods? Yes

At the beginning of the lease, will you like exercise options to renew? Yes

Would you like to use Cash Price or Present Value of Future Minimum Lease Payments (PVFMLP)? Cash Price

(IF CASH PRICE) What is the cash price? 6,000.00

(IF PVFMLP) What is the PVFMLP?

Does Cash Price OR PVFMLP exceed the Asset Capitalization Threshold (CAP) for the item being leased? Value is greater than the CAP

Will UGA own the asset at the end of the lease? No

Does UGA have a right to control the asset? Yes



# GASB 96: Future Updates: GASB 96 SBITAs



JAGGAER



DocuSign

ORACLE | NETSUITE



SBITA: Subscription-Based  
Information Technology Agreements

Similar to GASB 87

Will require a questionnaire to be  
completed

Additional guidance coming Spring  
2023



Business Services Advisory Group

*Finance & Administration*

UNIVERSITY OF GEORGIA

# *USG Emails to Terminating Employees – Proposal*



# Payroll: USG Emails to Terminating Employees



## IMPORTANT W-2 & PAY STATEMENT INFORMATION FOR SEPARATING EMPLOYEES

- As of your separation date you will no longer have access to OneUSG Connect, including W-2s and pay statements.
- It is important that you print or save your W-2s and/or pay statements and update your personal information **prior to** your separation.



UNIVERSITY SYSTEM  
OF GEORGIA

### Print/Save W-2s & Pay Statements

- ☐ **View W-2s** – [https://usg.service-now.com/usgsp?id=kb\\_article\\_view&sysparm\\_article=USGKB0011076](https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0011076)
- ☐ **View Paychecks** – [https://usg.service-now.com/usgsp?id=kb\\_article\\_view&sysparm\\_article=USGKB0010846](https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0010846)

### Update Personal Information

- ☐ **View Personal Information** – [https://usg.service-now.com/usgsp?id=kb\\_article\\_view&sysparm\\_article=USGKB0010798](https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0010798)
- ☐ **Update Mailing Address** – [https://usg.service-now.com/usgsp?id=kb\\_article\\_view&sysparm\\_article=USGKB0010801](https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0010801)
- ☐ **Update Email Address** – [https://usg.service-now.com/usgsp?id=kb\\_article\\_view&sysparm\\_article=USGKB0010809](https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0010809)
- ☐ **Update Phone Number** – [https://usg.service-now.com/usgsp?id=kb\\_article\\_view&sysparm\\_article=USGKB0010803](https://usg.service-now.com/usgsp?id=kb_article_view&sysparm_article=USGKB0010803)

If you have questions or concerns, please contact [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu).



# Foundation Committee

*Co-Chairs: Elizabeth Prince & Sadie Brown*

---

# Human Resources Committee

*Co-Chairs: David Maddox & Chandra Echols*

---



# Compensation: Supplemental Pay and RSA Process Improvement

## Goal:

Our goal is to develop a new process that is easy to use, increases productivity, improves transparency through reporting/metrics, and provides both central and distributed users with a better overall experience.

## Tentative Timeline:

December 2023 – Complete development

January 2023 – System testing

February 2023 – User Acceptance Testing (UAT)

March 2023 – Final edits based on UAT feedback

April 1, 2023 – Go live

# Reporting Committee

*Co-Chairs: Brooke Rooks, Hailey Normandia, and Susan Cowart*

---

# Other Business

---



# Budget Planning: **Position Population**

## Goal:

Reduce the number of unnecessary positions in BPSS by excluding positions that have been inactivated.

The process of pulling positions for Budget Planning & Salary Setting (BPSS) is being updated to exclude positions from OneUSG Connect with an Inactive Status.

- If there are existing positions that are not going to be filled at any time in the future (e.g., positions that were converted as part of the OneUSG Connect Go Live in 2018 but were never and will not be used), they can be inactivated in UGAJobs and OneUSG Connect (it must be both and the position must be vacant) and the position will be excluded from BPSS position population.



# Two questions for BSAG:

- 1) Would you be willing to host a meeting in one of your locations? If so, please email Anjali Dougherty and/or Shawn Hill.
- 2) Does your college or unit have a good system or process for using graduate tuition return funds? We're looking for examples that we can share with Deans or Dept. Heads. If so, please email Shawn Hill.



# Open Discussion

---





**Next meeting:  
Feb 8, 2023**

**View past  
meeting  
materials on  
the BSAG  
website**