Meeting: Business Services Advisory Group

Date and time: Wednesday, September 16, 2015 3:00-4:30 p.m.

Location: MLC, Room 0348

I.   Welcome and announcements
   A.   Sarah Fraker welcomed the group and thanked them for coming to the meeting.
      1.   Sarah asked for the presenters to send their notes to Glenda Owens for preparation of the minutes.
      2.   There will be an update on BSAG at the next BAAF meeting. If any committee needs volunteers to work on a project please inform Sarah and she can make an announcement at the BAAF meeting.
II.   Project Updates and Committee Reports
   A.   **#88 - Add a Dean's or Vice President's approval signature to the Bursar forms requesting petty cash, gift card, or change fund/account -** In order for administration at the Dean/VP level to have knowledge of Petty Cash accounts being set up there were requests to add a signature line to the Application for Petty Cash or Change Fund form. This form has been updated to add a Dean's or Vice President's approval signature and is available on the Administrative Forms site.
   http://www.busfin.uga.edu/forms/petty_cash_application.pdf
   B.   **#3 - Support documentation for Intra-University charges that is readily available to the department end user.** - **Brett Jackson** reported that an email was sent to BSAG explaining that in certain situations the eTicket system may be able to provide access to backup documentation and asked the group if they had any questions or concerns.
      1.   Sarah Fraker asked if there would be the opportunity to see eTickets in process. Only posted items will be able to be viewed.
      2.   Brett asked if there were any other items that need to be included that have not already been identified please let the Reporting Committee know.
   C.   **#120 - Electronic submission of W-4, G-4 and Direct Deposit forms – Julie Camp** reported that Amanda Webb, Travis Jackson, Becky Lane and Julie Camp met to discuss. Two options were identified:
      1.   The forms can be filled out online on the Onboarding site or another link and saved in a pdf format. Payroll can then go to an Equifax website to "pick up" the forms for processing. Hopefully, we could also work out a way to save the pdf form directly into our Nolij system so we can eliminate the scanning and indexing step.
      2.   The forms can be filled out online on the Onboarding site or another link and the fields from the forms can be mapped to the appropriate fields on the Payroll screens to automatically populate the IMS system without being keyed by a Payroll employee.

   (The committee prefers option 2 but EITS may not have the resources at this time. The committee hopes to hear from EITS prior to the next BSAG meeting.)

      3.   A question was asked about using this for current employees. At the present time Onboarding is for new employees only. Possibly a link could be setup to the Equifax website to "pick up" the forms for processing for current employees to change the forms.

   D.   **#84 - Enable processing of eChecks against multiple accounts even if they have different approval paths. – Jennifer Collins**
      1.   Jennifer reported that after the committee met with programmers it was recommended that this suggestion be tabled. We realize that improvements are needed; however, the suggestion will be retained for new HR/Finance System. Jennifer recommended two work arounds for this suggestion:
         i.   Submit two requests that cross reference each other in the notes section. One with one account, the other with the other account.
         ii.   Roll your approval path routing back to department level instead of account number based. This works when the multiple accounts are within the same department

E. Jennifer Collins reported that there will be a Travel Expo on Wednesday, September 23rd, in the Tate Center's Grand Ballroom. The Expo will run from 10-2. Some of the exhibiters include: twenty vendors, campus transit, OIE, Procurement, and Accounts Payable. The goal is to make this Expo an annual event.

F. **#75 – International Travel – Jeanine Meeler** - The go live date for the new Terra Dotta system has been pushed back to October 1, 2015. This system allows the University to flag export control issues and risk management travel to countries where a warning has been issued. The electronic TA will now link to the OIE site where a brief travel questionnaire is completed. Login is through My ID. The form can be completed by traveler or a proxy. Travelers who do not complete the questionnaire will receive an email reminding them to do so before TA can be signed off on by OIE.

G. **#67 – Studies Abroad – Program Fee; #74 – Study Abroad Petty Cash Improvements; #81 – What is the preferred business process for program fees for field study? Yana Cornish** gave a presentation and discussed the following.
   1. Yana showed the website goabroad.uga.edu which is a portal for traveling abroad.
   2. There is a new Re-approval Process for ongoing study abroad programs.
   3. In an effort to simplify managing study abroad programs Yana mentioned the following:
   i. OIE is working towards being able to accept program deposits with credit cards through the portal (anticipated Spring 2016 for Fall 2016 programs).
   ii. The use of DSS accounts for study abroad programs creates an early access to funds by program managers and should lead to lower deposit amounts, making programs accessible to more students.
   iii. There are Instructional (tuition) and student program fees (DSS) accounts that the departments will manage.
   iv. To participate in the program, through Banner, students will enroll for an academic class(s) as well as a SABD course. Every program has a corresponding SABD course.
   v. OIE is striving to eliminate direct payments by students to third party providers for their "program fee" expenses. UGA prefers students to pay via UGA student accounts. Academic areas managing programs with 3rd party providers will make payments to the providers on behalf of the students.
   vi. The SABD program fee funds collected are the funds that will go into the DSS accounts.
   vii. For risk management purposes each program should travel with 2 people in authority positions with International cell phones. Local contact may serve in this role with a contract in place outlining responsibilities.
   4. Yana prepared responses to five questions that have been asked by BSAG members:
      i. Is there a new manual for new SABD policies? If there is, how will it be published or viewed by program directors, Links? No. If there is a surplus of funds after the program ends funds will go back to the students through the student account system – contact Yana at yanac@uga.edu to process refund. A question was asked if surplus funds could be used for discovery items for next year's program. These costs need to be supported by the college.
      ii. Is there a committee for Study Abroad Programs? If so, what are the credentials for who serves on this board? There are several boards:
         a. Risk Management Board
         b. International Council
         c. A group for new programs
         d. Exchange programs Board-reviews programs from other schools
         e. Terra Dotta user group.
      iii. Is a portion of the tuition funds collected from students going to remain in the Provost's Office or in an account housed in OIE so that programs will have to request funds as needs arise? OIE will continue to provide support for programs. The amount requested for funding by OIE should equal the instructional costs for the program identified in the budget preparation.

Under enrolled courses are subject to cancellation and a transfer of the instructional funds will go back to OIE.

    iv. Has the budget template request changed from what was used in previous years? Yes. The new template can be found in the goabroad.uga.edu portal within Re-approval Application.

    v. When programs are split across fiscal years, the program has to request funds to cover expenses. At best, this is an estimated guess. It would be helpful if there was a way to return funds not utilized in one fiscal year instead of losing the funds not used in the state GV (tuition) accounts. The goal is to create as close an estimate as possible when preparing the budget and requesting funds through the budgeting process. These funds are considered to be state funds.

5. OIE wants to help faculty NOT to take large amounts of cash abroad, OIE is trying to better understand needs regarding Petty Cash and looking to reduce Petty Cash amounts used by faculty abroad either through use of ATM cards, Pcards, etc.

III. Other Business

A. **#89 – Changes needed in the E-Leave system and other processes to address potential audit risk. - Kim Eberhart** - The committee has worked with IT to create a report showing leave thirty days after termination. These leave amounts need to be auto cleared, so Kim reminded participants to remind responsible staff to clear balances within E-Leave when processing a leave payout and/or a terminating personnel since the Payroll system does not communicate with E-Leave. However, Kim shared that HR-IT Support had developed an auto-termination report and subsequent process of clearing leave 30 days past termination. Kim was asked if this report could be provided to departments, so she went back to IT and they stated it would be a huge undertaking and would require too much time for development. However, it is possible to get it prioritized with other HR and Payroll issues; Kim will discuss further with Juan Jarrett. Kim will be working with HR-IT Support to develop approval levels and set controls within E-Leave that will be similar in structure to what will be set and utilized within PeopleSoft. This will also take IT resources and will need to be prioritized and discussed further with Juan and Holley.

B. **Holley Schramski** reported that approval to move forward with the new Financial/ HR systems has been obtained. More information will be announced at the BAAF meeting on October 7, 2015.

As there was no further business, the meeting was adjourned.