Meeting: Business Services Advisory Group

Date and time: Friday, May 15, 2015 1:30-3:00 p.m.

Location: Georgia Center for Continuing Education, Room K

Note: Headings underlined are hyperlinks to additional documents.

I.   Welcome and announcements
   A.   Holley Schramski welcomed the group and thanked them for coming to the meeting.
II. [Sarah Fraker gave a review of the May 11th Co-chairs Organizational meeting](#). See minutes of May 11 Co-chairs meeting attached.
   A.   A request was made that a reminder be sent one week prior to the due date for status updates to the master project list.
   B.   The sample process was shared with the group:
      1.   Establish working group, assign "point person"
      2.   Review issue, clarify requirements and expected outcomes.
      3.   Research alternatives, solutions from other universities, solicit feedback from users.
      4.   Prepare recommendations to discuss with BSAG and distribute via email prior to a meeting
      5.   Vet with BSAG
      6.   Allow for follow up or changes to recommendations
      7.   Review issue, clarify, solicit feedback with users
      8.   Prepare Conclusion and Recommendation
      9.   Co-chair review and distribute via email prior to a meeting
      10. Present to BSAG group, discussion
      11. BSAG Approval
      12. Communicate to units, faculty and staff
      13. Communicate change/ conclusion to campus

III. Workgroup Status Updates
   A.   Sponsored Projects and Grants Management BPI
      i.   Notification of Cost Share on Restricted Accounts. Semiannually for the period ending February 28th and August 31st, Contracts and Grants will send the departments a status of how much Cost Share has been documented on committed cost share.
      ii.   Emailing Copies - Project Invoices and Reports. Instead of sending paper copies of invoices and reports to the Departments, Contracts and Grants will now email copies.
      iii. Processing Invoices on Restricted Accounts in a Pending Status. If deemed necessary by the department and Contracts and Grants, invoicing may take place on restricted accounts in a pending state up to the original budget amount or until the original end date.

iv. Elimination of Quarterly Overdraft Reports on Restricted Accounts. On May 15, 2015 it was announced that Contracts and Grants will discontinue sending the Quarterly Overdraft Report on Restricted Accounts to PIs.

v. Notifications to campus. C&G and OSP have created a matrix indicating notification type and responsible party. An announcement of this matrix is close to being published and implemented.

vi. PARS. The recommendations made by the team have been tabled until a new financial system is put in place.

vii. Contracts and Grants Control Card to be distributed to departments. Contracts and Grants has created a one page "Control Card". This document contains consolidated and relevant information about each grant account. A test is being conducted that would include this document in the award packet that goes to the department with the awarding of a restricted account. It will be implemented on all new grants.

- A question was asked about getting a copy of the Control Card for ongoing projects. You can email your Contracts and Grants contact and they can send you a copy.

Improvement in the Residual Balance form. The Residual Balance form has been revised with better instructions for the departments to complete. This revision should improve the amount of time it takes to get a Residual Balance transferred to a RX 950 account. Link to new form: http://www.busfin.uga.edu/forms/residual_balance.pdf

viii.

ix. Access to backup documentation. Contracts and Grants is working on ways to obtain as much backup documentation from the various systems throughout UGA to minimize asking departments for backup.

B. Identifying more efficient ways to manage change to data after payroll submission. Julie Camp has asked the BSAG group for feedback on the several ways she presented to get employees to approve timecards:

i. Training Manuals explaining employee roles. (Please contact Julie Camp if you would like an example)

ii. Give a short explanation of responsibilities and consequences for failure to approve timecards.

iii. In The Kronos system there is a way to send an email to employees requesting employee to sign timecard. Julie suggested including a cc: to an employee's cellphone. This information and permission would have to be obtained from employee.

iv. After payroll has been submitted the employee can send an email approving their time after the payroll has been signed off.

v. Final suggestion was to send a list to payroll and they will send auto emails to remind employees to sign timecards.

- A suggestion was made to send emails to all employees needing to sign timecards. It was noted that this may cause issues for some of the departments not choosing to fully utilize the system.

vi. A question was asked: "Can we zero out their time and require action before payment?" This was highly discouraged. Usually the supervisor should be able to confirm the employee time even if the employee has not signed off.

C. [P-Card log Improvement](#). On behalf of Chad Cox, Annette Evans reported on changes to the P-Card Log policy. State Purchasing and the Board of Regents require certain documentation on the Transaction Log. Annette asked for feedback at the meeting and in an announcement made on 5/14/2015 on changes that will allow one of three different logs to be used:UGA P-Card Transaction Log (manual or excel version)

i. UGA P-Card Transaction Log (manual or excel version)

ii. Works P-Card Log Report (only if comments have been added to Works)

iii. Format of the cardholders choice as long as it contains these required fields

- Vendor's name
- Detailed description of item(s) purchased
- Date of purchase
- Date item(s) received
- Amount of purchase (including freight)
- Name of employee for whom the purchase was made
- Redistribution accounts
- Business purpose for the purchase
- Certification statement: "I certify that I have made all of the listed transactions on behalf of the University and that they comply with the established procedures for using the P-Card."
- Signature/Date by the cardholder attesting to the accuracy of the log

iv. Annette indicated that by using the new Works P-Card log, you will lose the ability to see pending purchases as this log will only contain the ones that have been charged to the bank.

v. BSAG members indicated they preferred having the option of two different Works P-Card logs – one with purchase details and one without purchase details

D. Relocation Expenses: Andre Simmons announced to the group that his team is looking into creating a form in UGAMart for Relocation. Personnels will be handled in the current manner.

E. Payments to non-UGA employees. Andre Simmons reported that a new form for non-UGA employees will be sent out to the BSAG group next week.

F. Increase file size in eCheck system. Andre Simmons announced that the group is working with programmers and are currently testing a solution to this issue. If an announcement is not made by the end of May it will be made after the end of the Fiscal Year.

G. Enable processing of eChecks against multiple accounts even if they have different approval paths: A large amount of programming would be necessary to accomplish this task. At this time it would not have high priority. The group's recommendation is that this be tabled until we have a new financial system.

H. Best Practices on Sensitive Personal Identifiable Information Amanda Patterson reported that their group has prepared Best Practices Guidelines for Handling Sensitive Personally Identifiable Information which was sent to the BSAG group on 5/5/2015. The Best Practices Guidelines will be included in the EITS policy manual. An announcement will be sent out to several Listservs including: BAAF; Department Administrator's list; HR list. .

I. Next Generation Finance System. Chris Wilkins reported that the team is looking at possible "gaps" between PeopleSoft and the current processes. The consultant (Collegiate Project Services) will present a report to the Executive Sponsors in June and at that time a decision will be made as to move forward or not. Chris also encouraged the group to attend a Hyperion Demonstration on May 20th. Hyperion is the software Oracle recommends for building a budget system within the PeopleSoft solution.

IV. Other Business

A. Annette Evans indicated that Procurement was working with two companies, Armstrong and Graebel, for an agreement for moving services to help with Relocation. Information on these companies is already published at the end of the Relocation Policy. Both are experienced in relocating scientific labs, and with personal moves.. These companies have similar pricing, and if the new faculty or staff member utilizes one of these two companies, they will not need to obtain quotes from other vendors. More information will be forthcoming as we move further into the agreements and logistics with these companies.

B. There had been an open call for clarification on some pending items. The following comments had been received via email:

a. 23. Streamlined process for reclassification/salary actions – 1. We sometimes see these sit for weeks in HR. I think a committee reviews all of these, and that doesn't sound like a very efficient way to run things in such a large organization. Maybe it would be better to use some empowerment to allow colleges/activities to self-approve increases up to 15% to 20%, as long as the funding source is aware and approves; I know that runs against the grain here, but it sure would make sense. 2. As of now, there is no defined process for the information that is needed for reclasses/salary actions, and no timeframe for processing. Often, requests will just sit for days/weeks in HR unless someone personally intervenes to check the status. In more than a few cases, requests are sitting and waiting for additional information from the unit – except the unit doesn't know that since there has been no communication from HR. My desire would be to develop a process whereby there is a checklist/instruction sheet on the information that needs to be included with salary action requests, along

with a timeline of processing and individuals to connect with in HR to resolve issues/questions and either move the requests along or reject them.

b. 29. Budget Routing process If making changes on a single department's part of a shared employee, all departments have to re-approve, even for things that don't affect them.

c. 39. Ability to run hold reports at any time – Payroll cost reports can only run after a certain date; it would be more efficient to be able to do this any time. We can't run them, only payroll can.

d. 40. Allow any Georgia student (USG, TSG, Private) to work 1300 hours in a year without having to take a 26 week break due to ACA. – This is no longer a problem – Duane Ritter provided guidance that allowed us to recognize any Georgia student under the ACA student guidelines, not just USG students. This question came from me, as it greatly affected our Tifton and Griffin professors, who relied on tech school students to provide temp student labor. This can come off the list. (and we did it without assigning any committees ☺)

e. 46 "Indirect Cost Distribution Process". – Relies heavily on departments sorting out splits rather than UGA doing it; seems to take longer than it should.

f. 53. Automatic charges to department accounts – Get charged with no backup, no warning. Most commonly involves FMD, Campus Mail, Central Research Stores.

g. 54: Check request initiated by the department with an appropriate object code and changed during processing and later a JV is done to correct these creating more work. - Could we get an example of one of these? A department provided an example but additional examples would be welcome. Please send to Jennifer Collins.

h. 57. Inventory Control – I don't know the point of this one, but it has occurred to me that it borders on crazy to make people fill out off campus authorization forms for items that are portable by design. We don't sign off campus authorization forms for vehicles, so why do it for laptops, iPads

i. #71 – **Volunteer Status Clarification –** to my knowledge, there is no University-wide definition of what constitutes a "volunteer" and what they are (and are not) allowed to do. There are often PI's in labs throughout campus who may have folks want to "volunteer" in their labs for various reasons (shadowing, keeping skills current, etc.). My hope for this process would be a document from the University (through Risk Management) outlining what is a volunteer, the tasks that they can and cannot do, and the process for bringing them onboard.

j. 72. More information on ins (equip) claims processing – Instructions would help – if there out there, need to be advertised better.

C. Sarah Fraker solicited feedback for the remaining items needing further clarification as follows:

i. # 22 – Do not return personnel to originator for needed change: Personnels are returned for changes in dates if the personnel is within the Division. Once the personnel is above the Division level it does not automatically get returned. If a central office makes the change it does not go back to the originator. If the change involves money, Budgets will send it back to the originator. The Budget Division will often change anything else without returning to the originator. Co-chairs requested examples in order to move forward.

ii. # 44 – Streamline telephone work orders: Once a telephone work order is placed, you are unable to determine the status of the order. The consensus from the group is that is takes approximately 2 weeks to get the work order completed but may take more time. It might be beneficial for the group to give an explanation of the steps involved in a telephone work order.

iii. # 45 – Give concise reports web links each month rather than a selection of reports: There was no clarification provided. This one will be crossed off the list as it cannot be completed.

iv. # 60 - EITS – termination roles and access through Send Files: Internal auditing and the Board of Regents require that roles and access be reviewed. EITS sends out a list which reports employees to have access terminated. This list contains many false/positives. This report is run every day and is sent out once a week. This report is to be used as a tool and reports actions that the system takes when certain processes occur.

v. # 56 – Facilitate opportunities for central office staff to provide information at Deans/Departmental Head meetings: Chris Miller indicated there is a method in place to handle this now by contacting Meg Amstutz and getting on the agenda for Adminstrator Trainings

vi. # 69 – Needs to be an easier way to work w/Corporate and Foundation relations to set up gifts made directly to UGA instead of the UGA Foundation: Due to leadership changes it was suggested to table this suggestion at this time.

vii. # 87 – Review current process for classroom equipment purchases, repairs and renovations: This topic was discussed by Kevin Burt at the BSAG meeting held January 9, 2015 and is documented in the minutes for that meeting.

V. The meeting was adjourned at 3:10