BSAG Minutes
Wednesday, January 20, 2021
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3:00 – 4:30 p.m.

I. **Welcome and Thank You Remarks:** Shawn Hill and Jared Peden

II. **Committee Reports and Other Business:**

- **Budgets: Governor's Budget Update (James Shore)**
  - The Governor presented the state of the state address and his recommendations for FY22 budget and now it will go to the General Assembly. Overall, it was a favorable budget for USG. There were not any budget reductions. We do not have to plan on any further reductions at this time. But please keep in mind anything can change! The Governor recommended formula funding go into the USG budget for enrollment, square footage and retirement funding for FY22 and FY21 formula funding is also being recommended in FY21 amended and FY22 base budget.
  - Capital Budget: UGA did get our capital projects that were put forward as a recommendation. Poultry science, science hill modernization design funding, and $70M of MRR to name a few. This will also have to go through the General Assembly.
    - Q: Any ease back on critical hire?
    - A: No word on that but state revenue has but trending up for the year so hopefully this provides optimism.
  - Planning on same timeframes as years past, and we are not seeing any difference on calendar, so we appreciate everyone's work in planning!

- **Accounting: Financial Review & Analysis Presentation (Darlene McConnell)**
  - Send this out to the Business-Memos list and include links that would be helpful!
    - Sent 1/22/21 to BSAG rather than Business-Memos
    - Q: Account 127100 is a control account and journal entries can't be entered to that account code?
    - A: That is correct, but it can be overridden. Sometimes inventory numbers can be hit accidentally and make it all the more important to make sure these agree with your subsidiary ledgers.

- **Reporting: New tree release date options (Laurel Palmer)**
  - New trees are picked up by the Data Warehouse and Hyperion every year in conjunction with Budget Planning and Salary Setting (BPSS). This year the trees will be input on the evening of Friday, February 5 (based on feedback from FRAG and BSAG). We don't believe this will cause filters to break within your cubes! However, please prepare for the possibility just in case.

- **Reporting: Reporting support infrastructure (Laurel Palmer)**
  - Discussed an idea to provide additional support to units in the form of a Reporting Rep/Liaison in your unit with additional and specialized reporting training. This will not take the place of any support that is currently provided (training, service desk, reporting breakout, etc.), but it would be an additional level of support and strategic guidance for your units. Our hope is that this new program will help to fill any gaps around reporting, broaden our bench of reporting expertise and enhance advocacy.

- We understand we have a lot of small units, but for our smaller units, please remember that this isn't taking anything away from your unit, it is just an additional level that could possibly help you get help more quickly!
- This was discussed in FRAG with broad support, and BSAG also voiced strong support for this idea with several volunteers to serve in the pilot group.
- Expectations:
  o Serve on FRAG
  o Participate in advanced and some refresher training courses
  o Serve as a touch point within units for reporting support
  o Share with their units and unit leadership what they've learned
  o Assist with communication within their units, as needed
- Benefits (to rep):
  o Growth and exposure opportunities within their unit
  o Increased knowledge base
  o Sneak peeks into new reports and software
  o Early access to training
  o Additional opportunities to provide input/have your voice heard.
- For the first cohort, we are specifically looking for participants who already have a base knowledge of reporting and who have a desire to learn.
- If you were unable to attend the meeting but would like your unit to participate, please email Laurel Palmer at lpalmer7@uga.edu no later than Wednesday, February 3rd, to provide the names of those in your unit who you would like to be considered.

- **Procurement: Upcoming vendor BG check breakout session (Annette Evans)**
  - A new BOR policy became effective Jan 1 that requires institutions to assess the risk of suppliers when they have access to students, staff, faculty, monies, secure areas, etc. A workgroup determined that we could utilize the notes section of UGAmart with a few yes or no questions to assess security of the vendors. We have asked for some volunteers over BSAG to see if this would be the best way or if there is another way. If you are interested, please email Annette.

- **Time & Labor: Timesheet Rounding (Amanda Ganger)**
  - We've discussed timesheet rounding rules in the past. A key challenge is that USG wants to have an institution serve is a pilot for going back to the way we used to do rounding – only with payable time. If we were to pilot this, we risk having to make the transition back unless all USG institutions unanimously decide to adopt it. Reported time to payable time wasn't an issue with Kronos. We wanted to see what the feeling was about how units feel about Timesheet rounding at this point? We want to know if we need to bring this back up to USG and if it is something we should keep open. We could also work with employees to better understand the rounding setup, rather than focusing on changing it. It is still rounded on a 6-minute time change like Kronos, but Kronos didn't show you all of the smaller details. How we see it and where we look is the main difference. Because we are moving to fluid timesheets, this may be different and might affect it.
    o Comments:
      o A lot of people in our college punch a timecard, and I think it is just a system change that we need to upgrade to. We need to track their time more accurately. The system is different, and we need to accept that. (Others agreed). Supervisors not approving time every day is a supervisory training issue that should be approached, rather than changing our whole system. They should be doing the right thing by

approving time every day to make sure their employees are taken care of.

- o I still think this is an issue, speaking for a unit that has its employees' clock in/out. We have had employees who do exactly the right thing, and they still lose time and money because they might be at 39.9 or something like that and it makes it harder on the employees. It has ramifications all around, even if supervisors' round to the higher end – you end up paying more.
- o A lot of units have the option to do punch, Kaba, or manual. But I struggle with the same issue of employees inputting their time every day, even though they aren't approving or punching.
- o One unit mentioned that they check everyone's web clocks on Friday mornings to check times to make sure everyone is "on track" for the week before the day ends.
- o Even if it is only a few people, the supervisors and business managers spend a good amount of time hunting down the employees, so if this can be fixed with rounding, that would be helpful.
- o Can we pay them overtime rather than comptime so it evens out their paychecks? Non-exempt is all comptime, so that could be a bigger issue that probably cannot be solved today. (Not referring to student workers, staff only.)
- o Maybe we take one more shot at seeing what can be done before deciding how to live and work with this.
- o Amanda will bring it up to USG one more time and see if they are getting any other complaints from other USG schools. If we get the same answer, we can move towards closing this and work towards training rather than changing. This would have to be an all-or-nothing proposition for piloting this.

III. NEW: Open Forum Discussion Topics (Requested by BSAG Members):

- ▪ **Building Keys and UGA Owned Equipment (resignations): Can't withhold final paycheck – how are units handling?**
  - ▪ When we've had to terminate someone involuntarily, there has been an occurrence where we have had to rekey the building, and some offices, but haven't ran into the computer issue.
  - ▪ Comment: With us, it is part of our onboarding and offboarding, but I have had to file police reports for people who were unresponsive after they left. So, if it shows up again without the tag, there could be legal implications for the former employee.
    - o This has gotten a few goods back quickly.
  - ▪ We use the Employee Separation Checklist, and these items are listed on that as part of the separation review. The supervisor meets with departing employee to collect keys and equipment before last day of work. We are a small office so maybe it is just easier for us to do this than for larger units.
  - ▪ You can use the key fee and have the employee pay for the key.

I. Open Discussion

- Jenny Ramsey: Student credit hour production funding – they want us to use it, but if you use it and don't get it, there can be issues. Please email Jenny if you have any suggestions or advice.
  o Blake – I just took it as a budget cut if they don't get it and will just keep it for something more nimble – not for something like funding a full time faculty member.
- Anuj: When we have a rebudgeting request and it is approved by SPA, it isn't updated in the system and people get confused about the amount of funding they have. You can see a comment in the portal, but you can't see it in the reporting side.
  o Shawn: SPA will still rebudget if sponsors require it. The rebudgeting process in FMS is more onerous, and spending is now controlled at the project level rather than the account level, so rebudgeting is less critical because PIs are not constrained by the account code budgets. Importantly, rebudgeting removes the ability to conduct historical analysis. For example, are we always underbudgeting travel – that's valuable information for future budgets. Action: Shawn will set up a meeting with Anuj and the SPA leadership team. Update: SPA and Warnell met on 1/28/21 and they are in a good spot.