BSAG Minutes
Wednesday, March 10, 2021
****

3:00 – 4:30 p.m.

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

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

UGA Foundation Update: Elizabeth Prince

- **Taxable Fringe:** The foundation processes for awards or gifts through Foundation. Payments of this type that are $75+ are processed through the foundation and processed by Payroll. They are transmitted on an annual basis for review to be added to the employee's W2. If you are thinking about making a purchase, please reach out to expenditure control.

- **Master Institutional Hierarchy:** We met with Paul Klute about the MIH. We will add the academic code from the MIH by 2022. We are trying to add this information so the FMS information is more aligned with what you will be seeing in FAME. We will update departments and then move to electronic requests for FAME. The website containing the paper form will be retired at the end of this calendar year. We will work on a timeline and get that to you as well! Will Hern is leading the Financial depts effort and David Manley.

- **Policies and Procedures:** We are planning to review our policies and procedures and will look to BSAG for those reviews on proposed changes once we have them.

Discussion

- **Retire/Rehiree forms:** We spoke with HR and the forms are being updated, but to clarify, that does not mean that people will need to do rework. We will continue to accept the old forms until the new form is available, and are expecting to have the new form out in early April. HR and OFA teams have worked hard to create one form that will be used for faculty and staff. It will be pushed forward for approvals as soon as possible.

- **Accruals & Reporting: Q:** Payroll accruals for year-end cause reporting discrepancies due to the estimates used for the 2nd July bi-weekly payroll and the accrual being charged to the fiscal year just ended and the actual payroll charged to the current fiscal year. Is there any way around this? **A:** The purpose of the payroll accrual is to record and reflect payroll expenditures in the correct fiscal year in compliance with generally accepted accounting principles. The accrual entry is an estimate and will not be exact nor traced to individual employees. This year Accounting will capture a snapshot of hours recorded for the June 27-30 workdays on July 8th. Our plan is to increase communications of when the snapshot of hours will occur so that employee's time for those days are input by the deadline. If the hours worked are entered by the deadline, a more accurate estimate of the expenditures will occur. The fiscal year end closing deadlines are published by the University System's Office. Accounting is required to process all yearend entries including the payroll accrual by the deadline which is typically the second week of July.

- **Q:** In the position funding cube (PFC), I will look at an employee and they will have X amount per year, and then it changes after reporting is done but isn't broken down by

employee? Blake sending screenshots to Allison Davis. **Further clarification:** The OneUSG Connect accounting date is based on pay dates, as well as the PFC, but accounting principles require the incurred expenditures for the June days to be charged in June even if the pay date is in July. Estimates are used to meet those reporting requirements, but the charges don't exactly line up once the charges for the pay date have posted in the subsequent fiscal year.

- **Shawn: Enhancement Requests:** You all have done an amazing job with enhancement requests. Over 300 have been resolved. Proposed idea for enhancements moving forward: some of these are probably still applicable and need to remain and some of them probably do not. Thoughts on going through the existing list and asking whether or not to take items off the list? We are now in a much different strategic position. This gives us an opportunity to start from scratch and to be more strategic and less reactive.
    - Comments/thoughts:
        - This reprioritization would help central figure out what needs to stay.
        - Worried about timeframe with BPSS and Year End right now since there are around 70 hours. **A:** Timing is definitely flexible.
        - Is there any way we could have a scale like: Nice to have, no, and yes we need. **A:** Yes!
        - What about adding a Foundation Committee? **A:** It probably is time to revisit our committee list, particularly now that we have more integrations between systems and processes. We will start discussions on this.
        - Now we can finally step back from the OneSource-focused mindset, considering what else can we do besides system enhancement requests, or OneSource systems. This can remain in the mix but should be sole focus.

- **Records Retention:** Will there be anything formal coming out from the Records center since we have had this change this past year?
    - Chad: nothing formally, but the FMS retains attachments as part of the official source of record, but if there are other support documents that are not attached on the FMS transaction, then please follow the records retention schedule for those items. Record retention resources:
    https://www.usg.edu/records_management/guidelines/
    https://www.usg.edu/records_management/schedules/

- **Chad: Work Group on Indirect Cost Carry Forward:** We are trying to improve the IDC carry forward process to simplify and make it cleaner for fund 15000. We are working with a small group at the college-level to consider ideas. One idea is to summarize the IDC carry forward to the college/school/unit level and allocate the carry forward funds at that unit level or handle IDC carry forward the same as DSS carryforward. Is there any input on whether these ideas will improve the process? Our plan is to be able to continue to retain the information by the individual chartstring but summarize it before it is allocated at the units.
    - Comments/thoughts:
        - Two votes for going back to generating a dept ID at the unit level – it is nice to be able to show a spreadsheet to show no one is getting shorted.
        - This would be hard for FACS to roll all the DSS into one to carry forward based on business purpose and mission, but I am more open to IDC rolling to the unit and then disbursing out. (Will email CBOs a recommendation on how to handle IDC carryforward.)
- **UGA_GL_TRANSACTIONS query enhancement:** Poll item: 72% (64 participants) answered yes, that they use this query. Chad has just finished updating the query to include the Payment Request ID, UGAmart PO number, supplier/vendor name,

vendor number, and the name of the person for the expense report. But we would like it tested, and have sent it to a test group UGA_GL_TRANSACTIONS_TEST. So hopefully this additional information will help. The test version will be available for another week or two and then if it works out well, we will add these fields to the current query.