Meeting: Business Services Advisory Group

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

Location: Training and Development

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.
   B. Holley Schramski announced updates to the Business Process Improvements Website
       http://www.busfin.uga.edu/bsag/
   C. Holley Schramski encouraged the group to submit feedback and interest in a Business
       Practice Improvement Workshop with Bill Dracos and Ashley Teal from Emory
       University's Business Practice Group. Per the attached announcement, please email
       Glenda Owens gmowens@uga.edu with your interest in participating in a workshop.

II.   Workgroup Status Updates
   A. Review of Echosign and Docusign – Sean Rogers gave a status update on #9a. (Visibility
       of paper processes.) The group met in March 2015 to consider Echosign and Docusign.
       Docusign was more comprehensive. The group was given the go ahead by Holley
       Schramski to determine if institutional application is possible. Docusign agreed to a six
       month pilot at no cost. The group will meet with Docusign representatives and begin
       the pilot in late May or early June. Three groups, College of Agricultural and
       Environmental Sciences, College of Veterinary Medicine, and Public Service and
       Outreach, will participate in the pilot. The initial pilot form will be the Request for
       Salary Actions. Sean asked for additional suggestions for documents if the pilot is
       successful. Julie Camp suggested the Kronos Access Form. Sean reported that after the
       pilot concludes, additional F&A Administrators and others will be needed for further
       implementation.
   B. Simpler Systems Reporting Pilot Update – Sharon Thelen gave a status update on #1a.
       (Improved viewing rights to see all sides of transactions.) There is a need for an all-
       inclusive reporting program. Currently a pilot is in progress of Simpler Systems
       Reporting. Data for FY2014 and FY2015 is included in the pilot and is updated nightly, so
       they're looking for users to try and duplicate current reports and uses of QMF, ARROW,
       etc. They also want to know if the data looks correct or if any numbers are off. Sharon
       encouraged the group to log in and use the program at http://simplerpilot.uga.edu. A
       survey is being created and enhancements will be made to the program based on results
       from the survey. Sharon gave a brief demo of some of the features of the program.
       Sharon emphasized putting in filters when retrieving information. Payroll approvals
       after unit level sign-off – Julie Camp gave a status update on #24. (Ability for employees

and supervisors to electronically indicate approval after payroll is signed off at unit level.) A test group has been created. Emails are being sent to students/employees in this test group to remind students/employees to sign off on their payroll in Kronos.

C. Support documentation for Intra-University charges – Melissa Stoker gave a status update on #3 (Support documentation for Intra-University charges that is readily available to the department end user.) Some departments are pre-approved to not attach documentation to the transaction. The various departments can provide backup for these transactions. Some departments can upload transactions directly in to the Intra-University charges system. The Accounting department can provide contact names for these transactions. The Simpler Systems reporting system could possibly address some of these issues and house the detail for those Intra-University charges. Other solutions and determining what a good repository for this documentation will be examined through the next generation financial systems implementation project.

D. Identifying employees working in multiple departments – Vonnie Swain gave a status update on #2 (Notification at the point of initial entry that a new employee is also working in another department and how many hours worked.)   DFS added a "Warning" to hourly, bi-weekly, monthly, and academic personnel documents. This information is collected from the Assignment Screen located in payroll. This warning includes the home department, position and last pay date.

E. Travel process improvement – Sarah Fraker gave a status update on #16 (Processes that are currently done on paper that should be electronic including: Travel authorities and reimbursement requests.) The travel group has created a draft of a potential new Travel Expense Statement. The full address: https://busfin1.busfin.uga.edu/accounts_payable/travel_expense_login_new.cfm. The shortcut: http://bit.ly/ugatravel .   Some of the goals are to make it easier to read and fill out and strip out unnecessary items. Mileage was moved to the top of the form. The "prepared by" line will pull from the user's MyID. This might serve as the traveler's signature if they are the same. This form is not fully functional and has not been fully formatted to be "pleasing to the eye" but the travel group invites your feedback on readability and ease of use. Mail feedback to fraker@uga.edu.   In addition, the group has discussed removing the approver signature from the form but is awaiting the outcome of Docusign testing, which may have the ability to address signature issues.   The Travel Authority additions for International travel are still being reviewed.

F. P-Card log improvements - On behalf of Chad Cox, Holley Schramski gave a status update on #6 (Generate an appropriate P-card log acceptable to the state from Works.) The workgroup's recommendations have been expressed to DOAS State Purchasing for consideration as they re-bid the P-Card contract. Information provided to DOAS will be added to these minutes at a later date.

G. Holley Schramski reported that the eJV project is in a testing phase through May 2015.

III.   BSAG Organization Chair / Co-Chair Nominations

A.   The following BSAG members were nominated or volunteered to be co-chairs:

- Sarah Fraker   BSAG Co-Chair

- Kevin Burt   Budget Committee
- Sean Rogers   Accounting Committee
- Pam Burkhart   Purchasing and Payables Committee
- Jeanine Meeler   Travel Committee
- Shannon Kennedy   Grants Accounting Committee
- Ginny Lyman Benedict   Property Control Committee
- Brooke Rooks   Banking and UGA Treasury Committee
- Melissa Stoker   Payroll Committee
- Amy Thomas   Human Resources Committee
- Brett Jackson   Reporting Committee
- Bill Cheesborough   Insurance and Claims Management Committee
- Amanda Patterson   Other Committee

IV.   Other Business
   A. Brett Jackson asked the group how they were protecting SSNs when processing Background Checks. Lynn Burt indicated HR is hoping to "go live" with a new system in April that will allow the employee to initiate the background check and therefore eliminate the need for a department to obtain and manage the SSNs. It is hopeful this new solution will address these concerns. Amanda Patterson, co-chair of the "Other Committee" agreed to work with Information Security and others to look into best practices with respect to securing information used by departments and managed outside of core administrative systems.
V.   As there was no further business the meeting concluded.