

Meeting: Business Services Advisory Group

Date and time: Thursday, August 6, 2015 3:00-4:30 p.m.

Location: MLC, Room 0348

- I. Welcome and announcements
 - A. Holley Schramski welcomed the group and thanked them for coming to the meeting.
- II. Project Updates and Committee Reports
 - A. **#119 - Chris Wilkins** reported that discussions are ongoing with Kronos regarding a **Kronos version update**, including costs and scope of the engagement. Chris noted that this update has the potential to significantly change the end user experience and a change management and training plan will be required.
 - B. **#9.1 - Visibility of all paper processes - Bill Cheesborough**
 1. Bill Cheesborough reported that the committee has reviewed two systems EchoSign and DocuSign. Demos of each system have taken place and DocuSign will be piloted. Security questions are being addressed with Internal Audit, EITS/Information Security and Legal Affairs. Three units comprise the pilot group (CAES, VPPSO and CVM) and these units have initiated the pilots within their areas. The University entered into an 18 month contract with DocuSign, however the pilot is not expected to take that entire time. Updates and reports on the pilot will be provided at subsequent BSAG meetings.
 2. A question was asked about what types of forms will be included in the pilot. A list of those forms was provided subsequent to the meeting and is available [here](#). Gwen Moss noted that there was a request to include Foundation forms. It was noted that the Foundation will be creating a similar system.
 3. Dan Helmick in HR requested that the Request for Salary Action form be tested. That form is #1 on the list.
 4. The committee desires to test compatibility with mobile devices, iPads, etc.
 - C. **#2.0 - Visibility at the point of initial entry that a new employee is also working in another department.** - **Vonnie Swain** asked if anyone has any more discussion in reference to the email that was sent to BSAG on 7/23/2015 indicating a system message has been added on the hourly pay type documents. For complete explanation of the change [click here](#). Since there was no additional discussion, Vonnie asked that this suggestion be marked completed. An announcement will be released to the Business Services listserv.
 - D. **Accounting Committee Report**
 1. **# 0 – eJV - Holley Schramski** reported that the four questions for journal vouchers on restricted account cost transfers were being tested. Once this test is complete eJV will be rolled-out campus wide.
 - E. **Purchasing and Payables Committee Report and Travel Committee Report - Jennifer Collins** reported on several Travel committee and Purchasing and Payables committee suggestions:
 1. **#26 and #42 - Relocation** - A form has been built in UGA Mart which should roll out to BSAG in the next few weeks. A relocation workshop is being planned.

2. **#32 – Payments to non-UGA employees** - A new form is being created which will add a chart to the form. The form should go active September 1st. There will be a period from September 1st to November 2 where both forms will be accepted. The new form only will be used November 2 going forward.
3. **Travel** - A new Travel Expense statement is being finalized and will be sent out to BSAG for acceptance in the coming weeks. Once vetted with BSAG, Accounts Payable will look to implement the form September 1. Accounts Payable will announce the new form on the Arch Faculty & Staff listserv since this is a travel item. A preliminary announcement will also be distributed first to BSAG listserv and Business Services listserv. The current Travel Expense Statement will remain active until the end of October 2015. On November 2, Accounts Payable will decommission the current Travel Expense Statement.
4. **#75 – International Travel** - The go live date for the new Terra Dotta software system out of the Office of International Education, announced at the June 26th BSAG meeting, is planned for August 31, 2015. This system works with the TA system and is a system designed for the risk management of faculty, staff, and students in the event of a natural disaster, severe violence, and health conditions to foreign countries.
5. **#16 – Processes currently done on paper that should be electronic** - Jennifer asked BSAG for feedback on any other travel or payables items that should move from paper to electronic. The DocuSign system appears to have applicability to the travel expense form as well as others
6. **Travel Expo** - A travel expo has been scheduled for September 23rd from 10-2pm at the Tate Center Grand Ballroom. The goal of this event is to give our traveler providers the opportunity to come to campus and meet with our employees and explain to them about the many services the provider can offer.

F. **Grants Accounting Committee Report – Brad Langford**

1. **#43 – Organize OSP/C&G working relationships** - OSP and C&G have been co-located in Tucker Hall. Teams of pre- and post-award personnel have been formed from OSP and C&G employees and campus departments have already been notified of their new support teams.
2. **#48 – Improve Customer Service and flexibility** - The co-location and the forming of teams should help with customer service and flexibility. Additionally, the teams are actively visiting departments to learn more about the needs of the PIs and departmental administrators and how they can serve them better.
3. **#62 – One person as our contact from awarding/invoicing/approving at C&G** - The formation of teams gives the departments dedicated resources and an OSP/C&G contact person on the team per function such as proposals, awarding and invoicing/reporting.
4. **#64 – Develop an OSP/C&G “cross training” model** - This suggestion is a work in progress. Right now there is a lot of informal cross training going on between the pre- and post-award offices especially given the team formations. As time progresses, they plan to develop a more formal cross training program.
5. **#58 – Keeping the same Account # for carry forward restricted accounts** -

Our current financial system has certain limitations that prevent us from keeping the same restricted account number for the entire life of the grant. Establishing the new account number each year ensures expenditures are allocated properly within the time period in which they occurred. We will continue to assist departments on campus with the obstacles related to this process. We have learned the new financial system could have the capability of keeping the same account number for the entire grant period. We will re-visit this possibility with the new financial system implementation.

6. **#63 – Do an award pending when we are awaiting a no-cost extension.** - We will continue to re-visit options for a more efficient way to handle pending no-cost extensions for departments on campus. There has been some discussion in Sponsored Projects Administration concerning the potential risks associated with allowing expenditures on pending no-cost extensions. These risks need to be evaluated.
7. **#9 – Subcontracts - create visibility of where it is in the process** - This group met several times and presented all BPI status reports and final recommendations to the Fiscal Compliance Manager in March, 2015. The group discussed partial electronic solutions to use at this time, but all combinations created additional administrative burden or payment delay. The group determined that the current paper payment process is the most effective and efficient way to process sub recipient payment requests until a fully automated electronic system such as eCheck or UGAmart is developed and implemented under the direction of an IT project manager or it is included with new financial management system.

G. Property Control Committee Report – Penny Gheesling

1. **#34 – Electronic Approval for property off campus use approval; #59 – Streamline off campus authority process; #91 - Off campus equipment use approval** - The RUSS system provides an electronic approval process for off-campus equipment. There are a few units who are not yet using the system. Property Control will reach out to those units to encourage their adoption. Penny asked that these items be marked complete and BSAG agreed
2. **#65 --Consider appointing a contact for federal surplus property.** -The point of contact for federal surplus property is Mark Caldwell. An announcement will be released to the Business Services listserv.
3. **#35 – Inventory/Property Control improved technology for scanning** - There will likely be some improvements as a result of a new financial system implementation. However, based on discussion at the meeting, the Committee co-chairs or a work group will investigate phone apps that might work with the current inventory scanning process. There may be some improvements which can be gained in the short-term rather than waiting for a full system implementation. Results of these initial investigations will be shared with BSAG at a later date.

4. **#50 – Surplus Property on-line inventory** - Based on discussion at the meeting, the Property Control co-chairs or a work group will explore creation of a website or listserv that provides greater visibility to surplus items prior to sending the items to the surplus warehouse. This could include use of a standard template that provides the viewer with pictures, descriptions, condition, etc. so that other departments can view the items and inquire about them prior to them being sent to the surplus warehouse.
5. **#51 – Automation of surplus process similar to RUSS** - The Committee co-chairs or a work group will contact Sharon Thelen/DFS to see about the potential of using a RUSS type application for documentation of items sent to surplus. DocuSign may also be an option for this process.
6. **#55 – Scanning deadline other than year end - Completed** – Penny Gheesling shared with BSAG there are no departments that have a June 30th year-end inventory deadline. The committee will draft a communication for the Business Services-listserv to communicate this to units and to advise that if the present inventory deadline is not working for the unit, a different timeframe can be requested by calling Property Control. Penny noted that in requesting an alternate deadline, it will be important to coordinate with the chief business officer of the school/college/unit since many prefer for the entire unit to have the same deadlines.
7. **#57 –Inventory Control** - This item will be removed from the list due to the lack of additional information.

H. Banking and UGA Treasury Committee Report Brooke Rooks

1. **#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 will be making a short presentation related to Studies Abroad at the September BSAG meeting. There will be a short question and answer period after the presentation. If you have any questions you would like to have covered by Yana please send them to Brooke at brooks@uga.edu. Based on this presentation, the Committee will determine if work groups need to form to address specific challenges and potential improvements.
2. **#76 - Have fund driver up to date w/spending budgets showing in real time - Bursar endowed system** - The Bursar's Office provides annual spending limits on UGA endowment accounts in March. Additionally Fundriver provides users with account balance information; the user indicates the time period by which to run the report. The data in these reports is generated from the accounting system. Personnel with access to Fundriver are those who request access for the benefitting department (i.e. the unit that utilizes the endowment fund). A list of these personnel is available [here](#). If additional unit representatives need access to Fundriver, please contact Judy Scott at jrscott@uga.edu. One-on-one training for Fundriver is also available. Please contact Judy Scott at jrscott@uga.edu for more information. A short class will be added to the FACTS

program. An informational sheet will be posted to the Bursar's website. Training will be offered at the departmental level. This opportunity will be announced on the various business listservs and posted on the Bursar's website. It was suggested that a workshop be delivered to review UGA endowments, the accounts used to manage the endowments and how Fundriver delivers information on spending limits and account information. Based on the questions and issues identified by the workshop, additional efforts can move forward to make process improvements.

3. **#78 - Student Accounts Communication** - A Student Account Advisory Board (SAAB) was created in FY15. Individuals from the following departments are represented on the SAAB - Food Service, Housing, OSFA, Registrar, Curriculum, Parking, OIE, Dean of Students, Athletics, Health Center, Admissions, Student Accounts, Bursar's Office, A/R, President's Office and Graduate School. Additional details and contact information for SAAB will be on the Bursar's website October 2015. Please contact Lisa Mcclarey lmcclear@uga.edu or Therese Hodges thodges@uga.edu if you have specific discussion items for the SAAB or if there are specific student accounts matters that you would like to have addressed. As soon as this information is posted on the Bursar's website, we will email the BSAG community and provide the link.
4. **#79 - Bursar Trust Accounts** - Two emails were sent requesting additional information. The committee needs detailed information regarding issue...rate of return? How the trust accounts work? How to read status reports? Additional information is needed to move forward on this item. It was determined to incorporate this item with #76 and that the suggested workshop could also assist in identifying changes needed. The plan of action for #76 should address questions related to trust accounts.
5. **#82 – Active Lab fee review** - The committee is currently researching this item and will provide additional information at a later date. Lisa Mcclarey is currently working with OVPI on the best way to display this information for Departments across campus.
6. **#88 - Add a Dean's or Vice President's approval signature to the Bursar forms requesting petty cash, gift card, or change fund/account.** The petty cash/change fund application and request for research participant compensation request includes a line for "Signature for Dean, Director or Department Head". The verbiage is inconsistent with other forms requiring a department head/director as well as a dean/vice president approval. BSAG members were asked to provide Brooke Rooks at brooks@uga.edu with their input on the signature lines. Even if the dean/vice president approval is added to the form, deans and vice presidents have the ability to delegate this approval. Two examples are the existing petty cash application form at http://www.busfin.uga.edu/forms/petty_cash_application.pdf which does not request a dean/vice president signature and http://www.busfin.uga.edu/forms/compensation_fund.pdf which does.

I. **Payroll Committee Report Julie Camp**

1. **#13 - Streamline Kronos supervisor set up to be electronic not manual form -**
This suggestion has been tabled until the committee working on the DocuSign software is ready to use the Kronos supervisor access form as a test form.
2. **#120 - Julie Camp** has asked that **Electronic submission of W-4, G-4 and Direct Deposit forms be added as a BSAG item.** Julie Camp will be meeting with Becky Lane and Travis Jackson in HR to discuss how withholding and direct deposit information can be submitted through the Onboarding system. Once initial information is obtained, the co-chairs will determine if a work group is needed.

J. Budgets/Human Resources Committee Report Kevin Burt

1. **#116 - Proposed business practice for employees on grant funding and onboarding issues -** Several issues have arisen:
 - i. Due to assignment end dates on personnel documents, employees are notified that they no longer have benefits. Typically the new assignment dates have not yet been processed on a personnel document and employees receive this alarming and sometimes incorrect information.
 - ii. Once a new assignment date is processed, on-boarding messages are sent to employees as if they are new to UGA. This is not only confusing to the employee but is also a cost to UGA because billing is based on each on-boarding instance.
 - iii. There is potential worker's compensation status risk for employees who continue to work but do not have an active assignment date.
 - iv. Ending assignments are causing problems for the staff that monitor system access.....i.e., when an assignment ends, the employee's access to various systems is ended. Then, the employee turns up on the terminating reports that are currently circulated for review. And finally, EITS has to add the employee's access back in the system.
 - v. Several suggestions were discussed such as creating a dummy account, using D accounts, and creating pending account numbers. Possibly creating reports to identify these employees in time to correct was also suggested. The BSAG group was asked to provide additional input to Kevin Burt at kevburt@uga.edu .

K. Other Committee Report Crystal Rogers

1. **#53 – Automatic Charges to Department Accounts -** The committee researched and sent an email to BSAG on 7/22/2015 which included their findings. [Click here](#) for email. Since there were no additional comments or input from BSAG, the committee requests that this suggestion be closed. The information gleaned from their research will be included in a matrix the Reporting Committee is creating to address **#3 - Support documentation for Intra-University charges that is readily available to the department end user.**

III. Other Business

- A. Max Harrell reported that the external public relations firm, See Spark Go, is assisting with a rebranding of University Printing and Central Duplicating. BSAG members will receive a survey with possible new names for the combined department.
- B. Sarah Fraker reminded everyone to sign the sign-in sheet and to provide their presentation notes to Glenda for use in the minutes.

As there was no further business the meeting was adjourned.