

Meeting: Business Services Advisory Group
Date and Time: Wednesday, February 8, 2017, 3:00 – 4:30 p.m.
Location: Miller Learning Center, Room 0214

- I. Welcome and Announcements
 - A. Holley Schramski welcomed the group and introduced the new Chief Business Officer from the College of Pharmacy, Melissa Hunter. Holley also took the time to thank Sarah Fraker for her hard work and service as the BSAG Co-chair and welcomed, Bill Prigge, from the Medical Partnership, as her replacement.
- II. Project Updates and Committee Reports
 - A. **Summary of Survey Responses & Current Projects – Sarah Fraker**
 - i. Sarah reviewed the results of the survey of work items that were presented at the December BSAG meeting. 28 responses were collected from the group and Sarah thanked everyone that participated. The survey results can be found [here](#).
 - ii. The project list has been updated with those items that have 3 or more volunteers. Sarah briefly went over what those results look like for the group. This presentation can be found [here](#) and the updated project list can be found [here](#).
 - B. **Next Steps on Projects & Co-Chair Terms Ending May 2017 – Bill Prigge**
 - i. Bill introduced himself and is looking forward to working with the BSAG group. Bill indicated that there are some Co-chair terms that will be ending soon. Each Co-chair was asked to contact Holley Schramski to let her know if they would like to continue serving in their current role.
 - ii. Anyone interested in joining the group or serving, should also contact Holley Schramski at hschrams@uga.edu indicating where they would like to serve. BSAG should continue to be an active and involved group and volunteers are needed from all areas of campus for various initiatives, not just those within the group.
 - C. **RUSS Off-Campus Equipment Work Group – Craig Mathews**
 - i. Craig Mathews reminded everyone that RUSSE will be ending and thanked those who volunteered to serve on the workgroup to find its replacement.
 - ii. Craig hopes to provide what the solution will be at the next BSAG meeting.
 - D. **Re-open Item #83 – Holley Schramski**
 - i. Holley Schramski made a request to open this item due to the need to track any and every item that contributes to the \$3,000 threshold.
 - ii. Holley is asking the Property Control Committee to re-convene and plan a way to capture and track these items that could potentially pose a risk. More ideas are needed on how to best handle these items.
- III. Other Business
 - A. **PCard Policy Update – Annette Evans**
 - i. The new statewide PCard Policy will be effective April 1, 2017. Significant changes were presented along with pre-approval requirements.

- ii. Justification forms for a PCard were sent to Lead Financial Directors. The main goal is to reduce the overall number of cards and to reduce the numbers of cards with a STL greater than \$1,000. Procurement will review the forms for completeness and follow-up as necessary.
- iii. Ongoing steps will include the creation of a PCard manual and training, an electronic process for pre-approval and the continuation of adding shopping content to UGA mart.
- iv. After plan acceptance from OPB, new card profiles, single transaction and monthly limits, will be set-up in WORKs. Additionally, new users will be added to WORKs. The new PCard manual and policies will be distributed to campus. Training sessions for all roles will be set and announced. The PCard presentation and updates can be found here.

B. Summer 2016 Faculty Pay – James Shore & Chris Miller

- i. Chris Miller went over what the changes will be for the upcoming payroll dates for faculty pay. Specific instructions can be found on the presentation here.

C. OneSource Update – Holley Schramski & Sarah Fraker (PowerPoint Presentation)

- a. Review of OneSource meetings in February – Holley Schramski reviewed the upcoming campus forums that will be taking place in February and March.
 - i. Holley thanked the Medical Partnership, CAES, and FMD for being volunteers for the February 22 Chart of Accounts Session for Business Managers. Holley reminded everyone that this process will need leadership from the chief business officer of each school/college/unit; it is important to provide structure and guidance to their organization.
 - ii. The Time & Labor Public Forum on February 24 will present a recommendation on future time clock/time keeping options.
 - iii. The Reporting public forum on March 23 will be a presentation on the results of the fall 2016 business intelligence/reporting assessment and some information on reporting strategies.
 - iv. OneSource project teams are meeting in February and March with Finance, IT, and HR reps in each school/college/unit to discuss preparing departmental systems, internal business processes, COA, and HR organizational structures in preparation for the PS implementation.
- b. Website enhancements
 - i. The main page of the OneSource website will highlight project events, participation page and videos will be added to the website as well.
- c. Review of Roadmap – Holley also reviewed the “Split Implementation Plan” or how UGA plans to continue processing personnel and payroll transactions between July 1, 2018 and January 1, 2019, the six month period between the PS Finance go-live and the PS HR/Payroll (HCM) go live.
 - i. Hyperion will “go live” on January 1, 2018 and will contain historical data, in the new COA format, to be used for planning and forecasting. UGA users will be

trained on using Hyperion in early 2018 and can use the months preceding July 1, 2018 to get familiar with the Hyperion tools.

- ii. Budget development for FY2019 will occur in WebDFS under the old chart of accounts. It is not possible to modify the existing payroll processes to use the new chart of accounts; thus to continue personnel and payroll processing during the six month “split”, we must continue to use WebDFS and Payroll in their current format.
- iii. The FY19 budget will be converted to the new chart of accounts and loaded into PS Financials for use beginning July 1, 2018.
- iv. To facilitate personnel and payroll processing between July 1 and December 31, 2018, UGA will continue to use WebDFS for personnel changes, however, WebDFS will not be used for budget amendments starting July 1, 2018. Instead a new solution will be used for budget amendment processing. Payroll will be processed on the old chart of accounts and converted to the new chart of accounts and loaded into PS Financials.
- v. Starting January 1, 2019 when HCM goes live, UGA will stop using WebDFS for personnel processing and will transition to the PS HCM solution as will payroll processing.

d. Planning for Activities in the Future – Bill Prigge

- i. Bill Prigge will be in charge of the Financial Data Management Committee (AFDMC). This committee will be having a kick-off meeting next week.
- ii. The role of the AFDMC is to provide steward-level governance of data within the domains of finance, budget, facilities, HR, payroll, sponsored projects administration, and development. AFDMC is modeled after the Academic Data Management Committee and reports to the Data Management and Governance Committee, a sub-committee of the Administrative Systems Advisory Committee. AFDMC will address data standards, reporting standards, recommend reporting tools, establish processes for requesting and approving reports and data access, oversee data definitions in the DataCookbook, and coordinate and originate change requests for administrative and financial data repositories.
- iii. The AFDMC will exist beyond the OneSource project and will be instrumental to UGA’s overall data management efforts.

e. Preparing Departmental Systems/Business Process Meetings – Holley Schramski

- i. Holley Schramski mentioned a FY18 budget planning note with respect to preparing departmental systems for PS go-live. If departments identify systems they manage that will need to be modified or retrofitted to accommodate PS changes (for example the department ID is changing from 3 digits to 8 digits), the funding and resourcing of those activities are the unit’s responsibility, not the responsibility of the OneSource project. Be mindful of these requirements and plan accordingly.

- ii. Sarah Fraker presented a list of things needed by Chief Business Officers for the individual department meetings and their individual role with OneSource. Any questions about the project or how to get involved, can e-mail onesource@uga.edu.
- iii. Sarah also reviewed the high-level training plans. Central Offices will be trained on the new systems approximately three months prior to go live. Other units will be trained starting two months prior to go live.
 - a. Sadie Brown recommended that OneSource consider including personnel within the main business office of each school/college/vp unit in the Central Office training sessions so that those main offices have background prior to the broader training at two months prior to go live. Sarah will take this recommendation back to the training teams for planning.
- f. **Budget Visuals - Blake Waldrop**
 - i. Blake Waldrop demonstrated some ideas on how “budget trees” or “commitment control trees”, will work to check for money as transactions are processed in PeopleSoft. Blake indicated that the Budget team continues to review these concepts and they are seeking feedback.
 - ii. Decisions will need to be made in the near future regarding commitment control.

As there was no further business, the meeting was adjourned.

The next BSAG meeting will be Wednesday, April 5 from 3:00 – 4:30 p.m.