

Meeting: Business Services Advisory Group

Date and Time: Wednesday, January 13, 2016 3:00-4:30 p.m.

Location: MLC, Room 0350

I. Welcome and Announcements

- A. Holly Schramski welcomed the group, introduced Holly Snelling as the new Program Manager for UBAS and covered the agenda for the meeting.

II. Project Updates and Committee Reports

A. #120 – Electronic Submission of W-4, G-4 and Direct Deposit forms. – Julie Camp and Christine Edell

- i. The committee is currently working on updates with onboarding and with Equifax on security.
- ii. Adding these to the onboarding process is tentatively scheduled to go live in late March/early April.

B. #121 – Kronos Upgrade – Julie Camp and Christine Edell

- i. The committee is working with the campus community to test Kronos version 8.0 and still needs more users to test. E-mail Christine Edell at cedell@uga.edu if you would like to participate in the testing.
- ii. The committee is also working with Training and Development for hands-on training opportunities in mid to late March.

C. #116 – Grant Funding and Onboarding Issues. – Kevin Burt and Becky Lane

- i. The committee is working on a memo to send to Business Managers and HR representatives to explain a new report which can help units identify personnel with assignment end dates in the future and allow units to take timely action. Feedback was requested on this memo. It was decided to remove specific reference to use of pending awards as a solution for continuing personnel on grants since not all areas have grant funds and this might be confusing to some readers. Furthermore, there are other options units can use, in addition to pending awards, to assist in these situations (for example: departmental sales, indirect cost, and other accounts).
- ii. It was determined that the Chief Business Officer in each school/college/unit will be responsible for distributing this report to impacted departments for action and handling. This form will be distributed on a monthly basis at the first of the month.
- iii. One location was suggested for options for those paid on employee grant. An assignment must be chosen for those employees.
- iv. It was decided to take the pending award reference off of the form. This form will be distributed on a monthly basis – the first of the month was preferred.

D. #71 – Volunteer Status Clarification – Kathy McCarty

- i. Kathy asked for feedback on the volunteer agreement and suggested that this item be closed. The group agreed to close this item.

E. #72 – More information on Insurance Claims Processing – Kathy McCarty

- i. The business cards and magnets have been distributed to multiple departments on campus. She suggested that this item be closed. The group agreed to close this item.

F. #52 – Green sheet Item – Kathy McCarty

- i. Everyone should be receiving a green sheet information if they have provided an e-mail with their print jobs and it was suggested that this item be closed. The group agreed to close this item.

- G. **#3 – eTicket Documentation – Support documentation for Intra-University Charges – Brett Jackson**
- i. The eJV system is being update to provide all users with access to supporting documentation. The eTicket system provides this as well. Information for UGA Bookstore charges, including the item(s) purchased and the cost is now available in the eTicket system for look-up. This item will therefore be closed and the group agreed.
- H. **#16 – Travel forms - Jennifer Collins**
- a. Jennifer suggested that travel expense statement changes be added to the next agenda. She would like BSAG to take a look at the two forms and vote for continuation on the new form or agree to keep the old. Possible beta testing of the new form was suggested.

III. Discussions

- A. Russ Ramsey led a discussion on FLSA/exempt and non-exempt employees. To prepare for Department of Labor’s impending announcement of proposed changes to the Fair Labor Standards Act (FLSA,) HR has established a campus FLSA workgroup to serve as an advisory group and assist HR and Payroll in the implementation of the proposed change to the salary basis test for exempt status. It was noted during the meeting that there be consistency across the board and that a decision hasn’t been made about eligibility yet.
- B. Chris Wilkins provided an update on the OneSource project. The project timeline was shown and OneSource is scheduled to contract with third-party implementation partners and project manager in March. A new position was posted for a Change Management Lead. Anyone who is interested in this position should contact Chris Wilkins, Holly Schramski or Lindsey Van Note. The OneSource project includes HR as well as Finance and the oneusg project (sometimes referred to as oneusg HCM) will be the HR/Payroll solution for all USG institutions. The oneusg HCM project has two pilot institutions (USG System Office and Georgia Gwinnett College); those entities are scheduled to go live with the oneusg solution in March/April of 2016. Institutions which have been using the ADP payroll solution will transition to the oneusg HCM solution according to a time schedule which includes some schools in calendar 2016 and others beyond. UGA would be the last adopter in January 2019.
- C. Jayne Smith led a discussion on the proposed Joint Employment procedures as developed by the USG. Anyone who has questions about the forms or procedures should contact to either Jayne Smith at smithjl@uga.edu or Lindsey Van Note at lvn@uga.edu and they will compile and submit feedback on behalf of UGA. Feedback on this document is required by February 1 and the policy will become effective March 1.
- D. Holley Schramski noted that a Recognition Awards Policy/Procedure has been drafted. The draft, including comments to date, was e-mailed to BSAG for review. Since this topic covers so many functional areas (HR, Payables, Procurement, Payroll, Accounting, etc.) Crystal Rogers and Amanda Patterson in the “Other” Committee will be creating a workgroup on this topic.

IV. Other Business

- A. Annette Evans asked for feedback on the consolidation of Office Supply vendors and the availability of vendors via punch-out in UGAMart.
- B. Sarah Fraker led a vote to move BSAG meetings to every two months or keep them as they stand. It was decided that they be moved to every two months. An update on the prioritization of topics was also presented. Sarah reminded everyone that new items are in the current project list and that a BSAG Feedback Form is available for new items

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