

Meeting Minutes: Business Services Advisory Group

Date and time: Wednesday, May 25, 2016 from 3:00 – 4:30 p.m.

Location: MLC, Room 0214

**I. Welcome and Announcements**

- A. Sarah Fraker welcomed the group and reminded everyone to please send a delegate from their area if the representative cannot attend the meeting. Holley also took a moment to welcome the new Medical Partnership representative, Bill Prigge.

**II. Project Updates and Committee Reports**

**A. Item 9.1 - DocuSign – Holley Schramski**

- i. The DocuSign Committee will be talking with Ohio State University to learn more about a successful campus-wide implementation. Thoughts and suggestions are requested for the funding of DocuSign. The hope is that there is a willingness to share the cost of the program across UGA units. Sean Rogers suggested support for this as long as it not a huge financial burden for certain areas to adopt.
- ii. Holley Schramski will provide various funding models to BSAG for review.
- iii. Brandon Silvers will be conducting a DocuSign demo for any that are interested in this program. A date and time for the demo will be sent to the BSAG listserv.

**III. Other Business**

- A. Amanda Bridges from the Foundation presented the online check request process. A workflow has to be developed for each department, which is why not all units can be added at once.

- i. All users and initiators are required to attend a training course and complete a user access form. Users must be logged-on through Archpass to approve a project. Once approved, check delivery is much faster, averaging around 2-3 business days.

- B. Brandon Scott presented on the online deposit transmittal form process. Each of these presentations can be found [here](#).

**C. FLSA Update – Russ Ramsey**

- i. The DOL released updated information on FLSA on May 18 and the new regulations were posted to the Federal Register on May 23.
  - ii. The key facts include: The exempt salary threshold increased from \$455/week (\$23,660 full-time annual) to \$913/week (\$47,746 full-time annual) – down from original proposal of \$970/week (\$50,440 full-time annual).

- a. The weekly salary is required, at minimum, before an employee can be considered for exempt status (i.e., not subject to overtime). UGA typically refers to this status as “monthly”.
  - b. The exempt salary threshold is only the first requirement; employees must also satisfy one of the exempt duties tests (e.g., executive, administrative, professional) to qualify for exempt status.
- iii. There are no changes to the existing exempt duties tests.
- iv. Employers must comply with the new regulations by 12/01/2016.
- v. \$913/week represents the 40<sup>th</sup> percentile for salaried non-hourly workers in the lowest earning census region, currently the South.
- vi. The exempt salary threshold will be indexed to the 40<sup>th</sup> percentile for salaried non-hourly worker in the lowest earning census region and updated every 3 years beginning on January 1, 2020.
  - a. New exempt salary thresholds will be posted 150 days in advance of their effective date (roughly August) and will be based on the 2<sup>nd</sup> quarter earnings posted by the U.S. Bureau of Labor Statistics (BLS).
- vii. Over the past few months, Human Resources (HR) held preliminary meetings with college, school, and division HR representatives to discuss the potential impact of the proposed DOL regulations on their respective areas. HR is currently updating estimates to reflect the final regulation requirements and to adjust for FY17 merit allocations. HR also recently held a pilot FLSA training that will be aimed at managers/supervisors who, because of the new regulations, will now be required to track time and attendance of their employees.
  - a. In addition to preliminary work, HR is collaborating with the Board of Regents and UGA’s Division of Marketing & Communications to develop communication strategies that will aid in ensuring a consistent implementation across campus. As part of the communication efforts, an FLSA workgroup consisting of various representatives from across UGA central admin offices and academia will also be formed to discuss more department-specific issues that may arise because of the new FLSA regulations. HR anticipates communications will begin slowly as they develop data, templates, FAQs, etc. but should increase rapidly through the summer and the 12/1/16 implementation date.

**D. Joint Staffing – Lindsey Van Note –**

- i. The new Joint Employment (JE) policy and procedures will be effective July 1, 2016. All joint employment agreements will be due to the HR office as of July 1. Each campus was asked to identify an HR member who will serve as the Joint Employment Coordinator (JEC). Mike Gorman will be joining HR as of June 1 and as a part of his responsibilities he will serve as the JEC for UGA. The JEC is responsible for handling all of your joint employment needs; this includes compliance requirements, facilitation of employment process, initiate any training and communication for campus, lead negotiations between institutions and coordinate record sharing. HR will share update agreements and supporting

documents as soon as they are received. Since UGA is not a part of a shared HCM system, having this new role will take the burden off of individual units and place it back in the hands of HR. A process has been created and will be sent out for feedback and review.

- E. **OneSource Update – Holley Schramski, Lindsey Van Note and Sarah Fraker**
  - i. A survey will be sent out to BSAG members to identify employees that are willing and able to serve as participants on individual teams within OneSource. Input from UGA has been requested for the HR areas with USG as the oneUSG team moves to establish baseline system settings for all 29 schools. Individual units and colleges are asked to quickly identify individuals with interest in the HR piece. These individuals will be involved in identifying the R1 requirements that may be different from the building blocks of this system.

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

*The next BSAG meeting will be Wednesday, July 27, 2016 from 3:00 – 4:30 p.m.*