

BSAG Meeting Minutes

Wednesday, August 9, 2023

10:00 – 10:30 a.m. Optional Tour

10:30 – 12:00 p.m. Meeting

Location: Georgia Museum of Art

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SEP

I. Welcome and Thank You Remarks: Anjali Dougherty & Shawn Hill

- New Co-Chairs: Welcome Bob Currey (Finance), Blake Waldrop (Finance) and Josh Hanna (Reporting).
- Thank you, Brooke Rooks, for your leadership on the Reporting committee!
- New processes
- New BSAG format and schedule

II. Committee Reports

Faculty Affairs Committee: Carly Surratt & Mike Gorman

Update: Offer letter templates to be released later in August

- New template is currently in approval with Provost
- Working to get templates into Smarthsheet in the future
- Office of Research is also interested in the new process and electronic signature option

Finance Committee: Kathy McCarty & Shelly Terrazas

Welcome new Co-Chairs: Welcome, Bob Currey and Blake Waldrop

New Taxable Travel process - Jennifer Dunlap

Planned process change:

1. Submit expense reports over 60 days via FMS.
2. AP will monitor for these via query.
3. Request will be routed to the expense manager, see [example here](#).
4. Expense manager enters applicable fields (approval, pay group, combo code for reimbursement) and submits. **Note:** Reimbursable amount will be determined by AP.
5. Upon expense manager approval, the request routes to Payroll for reimbursement.

Nest Steps: New process to be implemented September 1¹¹_{SEP}

More communication to come to Expense Managers, Status Call and Tuesday Tips

Questions? Jennifer Dunlap (jfinch@uga.edu)

PCard Monthly Reconciliation - Bob Currey

Update: New process began May 2023 for PCard reconciliation process (see [PowerPoint](#))

- CBOs also have access to the [PCard Monthly Reconciliation Status](#) report, providing real-time of users' recon submission status. CBOs can grant designees access to this data using the [Procurement Smarthsheet Reporting Access](#) tool.

- The goal is not to deactivate any PCards, please make sure Procurement is notified of extenuating circumstances for missing reconciliation date. ^[SEP]

Foundation Committee: Elizabeth Prince and Sadie Brown

No Committee Updates ^[SEP]

Continue to provide feedback on the new process for employee awards.

Please contact Elizabeth Prince with questions. ^[SEP]

Human Resources Committee: David Maddox and Chandra Echols

Dept. of Labor – FLSA: Grad Assistant Compensation – Shawn Hill

- This is ^[SEP]an effort between HR and the Graduate School
- To be treated as exempt, employees must earn [\\$684 per week](#) (not prorated).
- There are questions around Graduate Assistants.
- We seem to be on firm footing with GRAs, GTAs, and GLAs (see “student employees” section [here](#)).

HR Process Automation Progress - Chris Allinger

- Dynamic View Acquisition
- RSA Process Improvement
- Telework/Flextime Enhancements
- Custom User Access to Process Resources
- Dynamic View Dashboards

Chris Allinger is presenting at USG Interact Conference. If attending the conference, please attend if interested in learning more about how UGA is using Smartsheet ^[SEP].

Reporting Committee: Brooke Rooks; Hailey Normandia; Susan Cowart

Reporting Co-Chair Change: Welcome, Josh Hanna!

Update: Progress on faculty effort reporting – Shawn Hill

- The reporting committee is now focused on effort reporting. A new query has been added to the System Manager WorkCenter.
- Query added to System Manager WorkCenter ^[SEP] Report is a point-in-time query.
- The committee is working to update this feature for the future.

Update: Add Class code BSR Lite? – Hailey Normandia and Brooke Rooks

- The Reporting Liaisons team suggested adding Class Code to the [BSR Lite](#).

Update: Individual Investigator Report - Shawn Hill

- Draft [Individual Investigator Report](#) now available for your review.

III. Other Business

BSAG Co-Chairs: Proposed BSAG format and meeting frequency change.

- We want to ensure that BSAG continues to add commensurate value to the time spent for the group. Some recent meetings have been a bit lighter on content.
- Believe this is likely due to two things: (a) we're much more stable in our new systems than we were 5 years ago, due in large part to the input and hard work of this group, and (b) we meet biweekly now for Status Calls, where we cover some topics that may have been saved for BSAG meetings in the past.
- Question: Would the group like to move BSAG meetings to quarterly?
- Decision: Based on group feedback, current plan is to consider skipping the June meeting but keep the rest of the bimonthly meetings on the schedule.
- Each committee should work together the goal of identifying the top priority item(s) in each area so that we can put focused effort into addressing specific opportunities for improvement.