BSAG Minutes  
Wednesday, December 4, 2019  
State Botanical Gardens  
Garden Club  
3:00 – 4:30 p.m.

I. Welcome and Thank You Remarks – John Graham and Holley Schramski

II. Mid-Year Progress Report on addressing Administrative Burdens – Shawn Hill  
(PowerPoint Presentation)
   a. This shows that we have heard the requests, give recommendations and show where we stand on the issues. Please continue to promote this resource (saved here) that will keep us evolving towards a culture of continuous improvement. Tremendous progress and thank you!

III. Committee Reports – Committee Co-Chairs and Invited Speakers
   a. Time sensitive items or those needing discussion are included on the agenda. All other committee reports will be provided in writing on the written report.
   b. Unit co-chairs rolling off, committee and units chairs will stagger.
   c. Reprioritization of priorities.

IV. Items recommended for closure:
   a. Time and Labor – Kronos Reporting and Kaba Issue Resolution: Amanda Ganger  
      (PowerPoint Presentation)
      i. We have gotten comfortable with the reports and we can replicate the reports. Are there reports that you used in Kronos that you feel like you don’t have access to in OneUSG Connect? – No comments. Will be on written report with survey.
      ii. Kaba clocks have issues in general, but they are much better than they were – would like to recommend this item for close on the Kaba clock process that we have when the clocks go down if there are no additional comments or concerns – No additional comments or concerns. Will be on written report with survey.

V. Other Business:
   a. Master Institutional Hierarchy – Paul Klute
      i. Introducing the MIH to us because we will be hearing a lot about it over the next few months. Since we have gone to major ERPS we have multiple hierarchies in place and approximately 850 systems with their own structures and we need one common language; the MIH will allow us to work towards that. The MIH will operate like a giant master crosswalk so that when we need to look at a dept, we know where its systems are. We need to organize ourselves from a reporting perspective with 17 different structures that define the organization in their own terms.
      ii. Paul’s office will be responsible for upkeep and will be working with departments to look at the systems they utilize. The structure is still being determined. We currently have 9 structures for finance. The structure is still looking like the Bud Org system – maybe because that operated well, or it is what we are used to, but early next spring they will be mapping the structures. There is a necessity to have 9k financial departments and that is evidence of how we work secularly – it
becomes complex when we want to make sense of those 9k departments when understanding who has what in queries in reports. Paul will have more information about it at a later date.

b. **Payroll** – New Online Team Dynamix Overpayment and Off Cycle forms: Julie Camp (PowerPoint Presentation)
   
i. Working to improve off cycle and overpayments requests by creating a team dynamix form so you can go to the form and it will automatically create a ticket. It will assign itself to Payroll and will allow Payroll to keep metrics.
   
ii. Off Cycle:
   
i. The front page it is the same as the current form, click submit request. The first item asks if the job data is correct. It will automatically fill in your name, you need to put in your number. If the job data is not correct, it will tell you that you need to correct it. It provides information on what could be wrong and how it could be corrected.
   
ii. Once you say yes, you can go to the link and it will give you the criteria of what must be met to request an off cycle. There is also information on what would not fill the requirements.

iii. Once you confirm that it meets requirements, you confirm that all hours & absences has been submitted and approved. If it is beyond 28 days, you need to send an email to Payroll, and they need detailed explanation of the hours worked per day.

iv. In the next section, “yes” means bi-weekly and “no” means monthly. The required payment information will change depending on whether you choose yes or no. The supervisor and dept head approval have to be completed

iii. It was suggested that they will be enforcing this on January 1. They have some other units looking at the form, but they have had it in the process for a while.
   
i. Holly suggested we wait to enforce it because we are releasing it January 1.
   
ii. Get with Shawn and Matt about how people are signing off on these. What is the workflow? Anyone with a MyID can fill this out so it can’t be enforced.

iii. Sean suggests putting it through the business office to approve, with updated job data – so there is a process through HR for it to go through.

iv. Holly – we are already doing this but making an electronic form from the paper form.

v. So what does this documentation for signatures look like? We now have an electronic form with another step that has to still be kept in paper.

vi. Holly – we have some things in team dynamix, so we should explore those simplistic things to add to the approval process before we do this.

vii. Traci – there are also reports in team dynamix that we can export in order to audit and analyze.

iv. **Debbie**- Overpayment form
   
i. Similar in formatting but the process has changed – the form used to go to HR but now all data has to be corrected before it comes to Payroll. The form starts with the same job data question. Don’t click yes if the job data information hasn’t already been corrected because that will slow down the process.

ii. Name, phone number, and dept are still required. The position number is added to this form and whether the employee is active or inactive. To collect as many metrics as possible, a detailed description is also requested.
iii. They spell out if the employee is monthly or bi-weekly. If monthly, input their pay or actual hours paid if they are bi-weekly. If it isn’t over 28 days, they just need to submit hours and approve the timecard.

iv. Question - Is there a way to enter multiple combo codes?
   a. They will have to investigate being able to enter multiple combo codes
   b. Investigate whether or not you will need combo codes – also with which position code the overpayment was made from because that could be different from the one, they were overpaid from.
   c. Holley – is it possible that if funding changes, it would go back to the wrong account?
      i. The pay period entered will describe where the payment came from to the system but will do more research into this to make sure. *

c. **Purchasing/Payables** – UGAmart Pilot for Intra-University Transactions: Lisa Catanese (PowerPoint Presentation)
   i. Dining Services-Catering is currently using the catering pay app and would like to phase it out in February /March timeframe. They are looking into a longer-term solution using UGAMart. They would utilize UGAmart as it exists and are looking at it as a payment option or payment method for their catering services. This would only be for internal billing utilizing existing approval routing/workflows in UGAmart.
   
   ii. They recently received some CBO information, so they want to move forward including a workflow approval. This will help with the front-end process and being able to process orders by attaching them to requisitions. This process will create an internal PO a unique identifier, using a specific DS-Catering vendor. To be exported from UGAMART to create a GL Journal spreadsheet uploader or similar mechanism.
   
   iii. Currently, the catering pay app does not allow them to validate chart string, they are trying to shoot for this as the common use. A main benefit will be budget checking, but since these are internal PO’s, it will not encumber (only external POs encumber). The approval path would include Dining Services and Central Accounting, and then we can export from UGAMART into the GL spreadsheet uploader. They are trying to process the GL’s to be automatic and not have to go through the departments.
   
   iv. Question – When is the documentation going to be required? Still thinking about that but they feel right now that it will be when the event has occurred, and you get your final invoice.
   
   v. Holley – there is enough documentation so that maybe Dining Services will not even have to send an invoice and save the depts./units time from having to create internal invoices.

d. **UGA Foundation** – OneSolution Financial System Upgrade Announcement: Elizabeth Prince and Brett Jackson
   i. There will be a refreshed look and feel to OneSolution and the system will be rebranded as FAME. This will be an acronym for the system that stands for Foundation Account Management Enterprise. Training will be coming in March on how to navigate the updated system that will now be web-based to allow for increased functionality.
   
   ii. Electronic check request options will be enhanced with the updated system – need to review the potential to migrate systems and workflows in a manner similar to OneSource.
iii. The current system still operates on legacy depts and the Foundation would like to have volunteers to review this potential change! The Foundation hopes to have volunteers from BSAG engage in February to try it out first.

iv. Question – Will every user have to be retrained? – Yes

v. The Foundation is currently determining whether training needs to be in-person or if it could be provided online since it is just a refresh. Even if people don’t report, they will need the training as well. Information about this update will be shared in the OneSolution newsletter next week.

_The next BSAG Meeting will be held on January 8th from 3:00 p.m. – 4:30 p.m in the Special Collections Library Auditorium._