

BSAG Minutes 6/24/23

- Note on BSAG Request addition to agenda and slide deck: action items

Faculty Affairs - Offer Letters and OFA Topics

Scenario: The Faculty Affairs committee has an update on offer letters, which will be shared via email after this meeting.

- Update coming via email following the meeting via Carly
- Please send questions to Carly

Finance Committee - FY24 Supplement

Scenario: The Commitment Accounting team has learned that they are not going to be able to enter the funding for supplements due to the way in which departments had to budget for them in BPSS. (They would have no way of knowing how funding percentages were set in BPSS to account for the supplement.) Commitment Accounting is open to collecting this information in a spreadsheet/smartsheet if that would be easier, or it may just be easier to submit the MSS Change Funding Requests.

Example: Supplement funding in OneUSG Connect vs. BPSS

FY23 Funding OneUSG Connect			
Earnings Code	Combo Code	Percentage Distribution	Annual Compensation
	18123456781001	75.0000%	75,000.00
	18123456781002	25.0000%	25,000.00
CHR	1812345ABC1005	100.0000%	10,000.00
			<u>110,000.00</u>

How FY24 Funding Should Be Set Up In OneUSG Connect				How FY24 Funding Was Entered In BPSS And Will Be Loaded Into OneUSG Connect		
Earnings Code	Combo Code	Percentage Distribution	Annual Compensation	Combo Code	Percentage Distribution	Annual Compensation
	18123456781001	50.0000%	51,000.00	18123456781001	45.5357%	51,000
	18123456781002	25.0000%	25,500.00	18123456781002	22.7679%	25,500
	18123456781006	25.0000%	25,500.00	18123456781006	22.7679%	25,500
CHR	1812345ABC1005	100.0000%	10,000.00	1812345ABC1005	8.9286%	10,000
			<u>112,000.00</u>			<u>112,000</u>

Request: What does the group think about the best way to proceed?

- Supplement Funding in BPSS vs OneUSG Connect
- How would you (the group) like us to proceed? What is your preference? This can be a case by case basis, doesn't need to be a consensus (size/work load differences)
- A Smartsheet (if central is willing to cover these transactions) - AG
- FACS - do their own via funding change
- Multiple pay bands will have multiple lines; fall and spring issue

- Would be nice to have the option to do their own without funding change; even within colleges, there could be a combined approach
- Bypass workflow? Could be entered via workflow
- Some groups fund supplements in other units and they need to be able to see those
- Workflow in Smartsheet ?
- Timing: cannot be started until after initial load on June 24; biweekly need to be done first
- Seems like shouldn't be built for most colleges; Terry and Ag are opting out and no others want the option at the moment - if you want the option, reach out to Celise/Shawn via email
- Shawn to build out survey so can record what the plan is for every single college

Foundation Committee - FMS/Fame Report

Scenario: Per BSAG request, the Foundation & Reporting committees worked with OIR to release the [combined FAME/FMS report](#). Initial feedback has been positive.

What do you think of the report so far?

- Implementing new instructions in July for how to submit employee award on Foundation website (based on recommendation from Law School)
- Email Sadie, Elizabeth, or Jason; also love to receive suggestions for what else to review and work on next; feel free to flag questionable information in FAME/FMS report

HR Committee - Compensation Exception Management

Scenario: UHR will have several upcoming comp validation and exception management scenarios as we transition into FY24: Grad Assistant 3% increases, COLA increases for individuals not included in BPSS, MHR increases (students/temps), etc.

Request: UHR would like to use a “run a query and click to request exception” process. What does BSAG think?

- Could cause overpayment
- GAs increase FTE over the summer often, so needs to be adjusted throughout the year in many circumstances

- 3% pay increase on top of FTE increase can cause complications; but Grad school is looking out for their students' best interest
- Rates can be different between units
- Not an ideal process and hoping that this is an improvement
- For comp: do you know if this is searchable based on person or on org? - could do both but split funded positions might cause an issue
- For compliance check does this apply? (Comp looks at the person)
- Census check: proposed April 30
- How to filter out people that have been graduated?
- Different queries for grad assistants and COLA (query adds the 3%, not data from the system, so how do you know what you're measuring exceptions against?; same for COLA)
- What kind of documentation is needed to prove exception?
- Issue of inequity with COLA and pre-contract faculty (faculty COLA go into effect in August)
- Russ will take that back for discussion
- Seems to be consensus: group is open to this approach of negative confirmation

Graduate Assistant Compensation

Scenario: For the past four months, a group has been looking at the way we structure Grad Assistant compensation.

- Proposal: Shift to a model where we pay \$X between Y and Z dates.
- Proposal to consolidate approach across colleges and shift everyone to a model where everyone is paid \$X on Z and Y dates
- Benefits: Will reduce transactions and error rates for a significant # of GAs; will reduce risk related to Dept. of Labor regulations surrounding exempt employees.

Request: Need to agree on a first-of-month start date for payroll regardless of actual start date; is that achievable?

- If you want to be part of this group, please reach out to Shawn

Report Committee - TouchNet Report

Scenario: Per BSAG request, the reporting committee worked with the Bursar & Treasury team, who recently started publishing a new, daily [TouchNet report](#).

How is this going for your teams?

- Good feedback on the report

Faculty Effort Reporting

Scenario: The reporting committee is now focused on effort reporting. Our notes to date are saved [here](#).

We're interested in BSAG's feedback in terms of what we should prioritize in this reporting request.

- Seems worthwhile for BSAG to pursue; what's the why behind this need?
- How and why would this information be used: re-accreditation documentation, deans/dept heads were interested in various appts for faculty; faculty on resident instruction would ideally have a teaching appointment per the Provost; senior leadership, planning BPSS, help units make funding decisions; good check for overload forms (important to have current data); FTE/EFT and how that adjusts around service and correlates with teaching load

BPSS Reporting

Scenario:

- One of the salary lists didn't have the HR department but one did; that would be helpful; budgets has tried that and adding that crashes the system; can run it in parallel with salary information and that lists HR dept so can pull from that
- Can there be a walk-through of how to work with this?

Open Invitation to Reporting Liaisons

- If you do not have your own reporting liaison member, you are encouraged and invited to get involved! A very engaged and active group
- Helpful to see how data is used from people that are not financial or HR professionals

Other Business

Draft Access Page for New Team Members

- Would this page be valuable for your team? What additions would be useful?
- Overall yes
- Links need to be vetted/checked before go live

Open Discussion

- Our meeting is moved to early in the day for our next in-person meeting at the museum of art