I. Welcome Tamara and Thank You Remarks: Holley Schramski and Jared Peden

Tammy Freeman, the new HR Deputy Director was introduced to BSAG

a. Housekeeping item: Calendar Change

1. Going forward, calendar invites will be coming out for BSAG meetings from the onesource@uga.edu email account.

II. OneSource Governance/Customizations: Holley Schramski

a. Holley provided an overview of the financial/HR administrative system governance and the role it plays on enhancement requests which require “customizations” to the source code in the vendor delivered system.

b. While OneSource was the name of the implementation project and no specific systems are named OneSource, OneSource is frequently used as an umbrella term when speaking of administrative systems. Therefore, the governance structure around these systems is referred to as the OneSource governance which is guided by the OneSource Leadership Team which includes Vice President, Dean and other senior leadership representation.

c. There have been a number of enhancement requests related to the administrative systems that cannot be done unless we change the vendor delivered source code, also referred to as “customizing” the system. When evaluating these, we need to determine if the change is for luxury or cosmetic reasons or if it is a business necessity.

d. We want to keep customizations to a minimum because of the upgrades and updates that we receive from the vendor on these systems. Customizations often require time and resource investments to develop and implement. Additionally, customizations have to be reviewed and modified every time there is a vendor delivered update or upgrade and this requires time, resources and testing. Because of these one-time investments and recurring maintenance requirements on customizations, they have to go through the OneSource Leadership Team (OLT) for approval. The OLT does not take these requests lightly; they ask a lot of good questions and there needs to be a business reason to implement them.

e. So why can’t we do some customizations? The customization may create too much risk, both in up-front investment and long-term stability. As we evaluate enhancement requests where solutions are only to “customize”, we need to provide the BSAG membership with additional information on why the customization may or may not be a good idea.

f. Shawn Hill: – Some co-chairs are concerned about giving the impression that they don’t want to accommodate certain enhancement request, but the reality is that they are operating within this governance structure. There is another option, though, which is to request that Oracle change their delivered code. Obviously, we have less control over this, but it averts the concern about customizing delivered code. OneSource
Teams regularly submit these requests to Oracle, however as a customer, we are reliant on Oracle’s decision making on these requests.

III. **Best Practices Group:** Holley Schramski, Sadie Brown, Andy Garber, Stephanie Rosso, Elizabeth Wilson, Shawn Hill

   a. Holley Schramski: THANK YOU to Michele Bolduc on the Training Team for adding the best practices materials to the training library! We will first communicate this site to BSAG and once the site is more mature, we will extend the announcement more broadly.

   b. The premise of the Best Practices library is for practitioners to share best practices on managing the administrative, financial and human resource tasks in their school/college/unit through a living and breathing document that can change and evolve over time. This will be valuable to both new and longstanding employees. It’s a mechanism to share ideas and focus on continuous improvement institution wide. After all, not all business procedures are institutional in nature; many of them happen within the smallest of organizational structures.

   c. If you see something on the list that could be improved or if you’d like to add a best practice example, you can use the “Share an Idea” button. This will allow us to continue to update the publicly available best practices. We will be involving the BSAG community in the development of this Best Practices library. We need your engagement and involvement to make this work.

   d. These documents are not so much about policies and procedures, but more about how to most effectively and efficiently conduct business in your organizations.

IV. **Awards Policy Update:** Holley Schramski

   a. Not too long ago, we circulated a draft awards policy for comment. As your comments were coming in, we were talking to USG about it because it’s the first time we have had a policy of this type. Given their feedback and other discussions since the initial draft, we need to recirculate the draft for your comments. Holley will email and will include some specific items that she would like to focus on:

      1. Fund types available for these purchases
      2. Tax implications to employees if awards exceed de minimis values
      3. Documentation of award programs – A template will be provided with minimum requirement for documentation. It will be critical that units have documentation about their award programs.
      4. Designing procedures so we can possibly funnel-all purchasing through the university, even if UGA Foundation funded, to streamline the purchasing process.

V. **Committee Reports:** Committee Co-Chairs and Invited Speakers

VI. **Other Business:**

   a. **Budgets:** James Shore

      **Budgeting Salaries in BPSS to Actual Fund Sources**

      - The University Budget Office and Sponsored Projects Administration (SPA) have been communicating and encouraging units to utilize the functionality that exists to budget faculty and staff from fund source they are being paid from or expected to be paid from (i.e. sponsored grants). The new system allows us to budget more in
all of the funds available to you. If the actual grant or project is not currently known, fund 20400 can also be utilized. This will provide more accuracy to the university’s and each unit’s budget and should also save some admin time.

- **Sadie** – We need to be able to run reports that aren’t running, and it would be beneficial to have it cleaned up so that we don’t have as much time - get some reports on without waiting.
- **Sean** – Grant is ending, or you only know you’re going to pay them from the grant for a couple of months?
  - **Jon** – two recommendations – budget them on that grant for the whole fiscal year. This will give us the best info.
  - If you are going to switch them, you can use the 20400 for the most accurate reporting and it won’t block you from submitting it. **if you are unsure, this is the best option.**
  - The objective is to budget everyone for the whole year without using your state funds.
- **Allocation sheets** – open when we get those from USG which will be mid-April.

b. **Foundation**: Brett Jackson

**Fame Steering Committee**

- Elizabeth: FAME committee. Foundations OneSolution uses legacy information but uses financial management to run.
- We will use the two-digit unit from the PeopleSoft dept code. Your CBO should have received this information and we are transferring to unit level view-only access. Please pay attention that the people who have access are correct and it is tied to the best unit. This creates a way for us to move away from legacy departments eventually.
- Next are workflow in units and how the workflow works in PeopleSoft.

**UGAF Internal Audit Results**

- Worked with RSM from Atlanta and found some things that we could do to improve processes. Two in particular: we rely on UGA for transactions and we rely on others to determine scholarships.
  - Over 80% of the expenditures are being transacted in this way – outside of our control and environment. The idea is that we will be reviewing all of the processes and determining why and how they are happening – so if you hear about us asking about procedures, this is what this is about. We will also be working to develop a risk-based approach to monitor these transactions to ensure they align with the trust purpose.

c. **Grants**: Brad Langford

**Residual Balance Policy Update**

- Revision of this policy began in 2019 to decrease the admin burden put on faculty and admin and to increase the speed in which faculty can have access to their residual funds.
- Reached out to BSAG and senior leadership and received good feedback on this. We have put this into an updated policy and sent out the final recommendation sheet to BSAG last week. We received good feedback and improvements on the updated policy. Updates were:
Increase in time that the faculty have to spend those funds. Being extended to 24 months.
Threshold was $500. Wanting to increase that to 10% of award. If less than 10% of the project budget, a form would not need to be filled out.
Residual balance forms will be submitted through the Grants Portal to streamline and to speed up the process.
The faculty will be able to spend and track the residual balance funds – resulting in less journals and faster processing times.
Question: If there are smaller balances, could we just go ahead and move those to the dept residual fund? Answer: Under $100 will be moved. If the amount left is over 50%, Brad will be reviewing those.
No further questions. Updates will be made, and you will hear from us soon with a brand-new policy!

Budget Template Update
- In our recent enhancement prioritization voting, this was one of the top 2 items.
- Problem to solve: We have our account codes related to projects and if they are not open, an expense within that account code is not able to post – resulting in errors and slowdowns in the process because you have to wait to have that code added.
- Root cause: The current process does not include a good way to communicate the desired account codes during budget setup.
- Solution: We put together a budget template that allows users to specify the account codes that should be budgeted. We communicated this to the RADG, DSLAs, and Grants Coordinators listservs. These budget templates are located at spa.uga.edu > Grants Tool Box > Budget Templates.
- A simple budget template and a more detailed budget templates and both are on the website.
- On the form, there is a link to an account codes reference guide – gives descriptions of all of those account codes.
- We hope that this drastically reduces the number of requests that depts have to request to get these accounts open to reduce the administrative burden for all.
- This is a work in progress – we worked with business managers to create these – these will continually be updated based on suggestions.
- Propose to move this item to be closed on contingency to tweak as updated – no objections.
- Question – should the PI’s now be using this form? Answer: It is not a requirement, but it is a recommendation. Time invested on the front end will result in net time savings on the back end.

Research Subject Incentive Payments: Jill Frazier Tincher
- A new account code has been created in order to differentiate between research subject incentives and grants participant support/subsistence. These codes are easily confused, but they are very different. One incurs F&A (indirect costs) and the other does not.
- Account 727105 - Research Subject Incentives (New!) is used for incentives (cash, gift cards, etc.) to motivate human subjects’ participation. F&A (IDC) is usually collected on incentives.
• Account 751111 - Grant Participant-Subsistence is used for participant support costs – subsistence allowances, travel allowances and registration fees paid to participants or trainees (not employees) in connection with a conference or training project. Participant support costs are only allowable as a direct cost with the prior approval of the federal awarding agency. F&A (IDC) is not collected on participant support costs.
• SPA realizes that there are some projects that were positioned into 751111 incorrectly, so SPA is reviewing them and resolving the discrepancy and reaching out to the units to help resolve them.
  o Question: When you are using 751111, you will always have a project ID in your chartstring? Answer: Yes. If you are paying for something like this but not with a grant, it will be a totally different account code? Yes. Intended purely for externally funding sponsored projects.

d. **Payroll:** Julie Camp and Debbie Kuppersmith

**Off-Cycle Process Changes**
- Update on TeamDynamix requests – thank you for your input!
- When forms are submitted, it goes to OneUSGSupport that is routed to payroll.
- Are currently working on training tutorials.
- They will be running metrics every month from these requests.

e. **OneUSG Support:** Shawn Hill

**Warm Transfer Process**
- BSAG enhancement reprioritization – the #1 issue last year was that we often can’t speak to someone who can help on HR/Payroll questions. People felt like they were going out into the abyss.
- Three (3) solutions have been implemented to address this issue:
  1. OneUSG Support (Shared Services Center) has agreed to warm transfer practitioner phone calls to UGA, as opposed to simply creating a ticket, if there are issues that cannot be resolved at their level. This is effective March 2020.
  2. UGA Human Resources created pods/teams that serve as direct and dedicated points of contact for units in Summer 2019.
  3. UGA’s Payroll Office published a direct contact phone number on their website, along with a list of individuals and the functional areas where each can offer assistance. view less

- One caveat is that we do not yet have the capacity to field combo code questions in these warm transfers.

f. **Purchasing:** Chad Cox

**Chemical Purchasing Review**
- On November 22, a joint memo was sent from the VP of Research and VP for Finance & Administration regarding chemical ordering and to inform that a workgroup was being created to address issues and concerns that had been brought to their attention.
• An official workgroup has been formed that started meeting in December made up of representatives from faculty, departmental practitioners, Environmental Safety, Procurement, Central Research Stores, Research Safety and positions of leadership within Finance & Administration and Research.

• There are 13 guiding principles associated with the workgroup, the main two are:
  o Identify a single system and process for purchasing chemicals that is not different than purchasing other items.
  o Integrate that ordering system to also provide for the tracking of chemicals.

• Contact Chad if you have any questions – none at this time.

g. **Reporting:** Laurel Palmer

**Reporting Update**

• The Monthly Status Report (MSR) went public on OIR’s Operational Reports website this morning.

• There is a link on the operational reports page to the training developed for this report. A walk through of the report will be provided during the Weekly Status Call on March 5.

• There are a number of Reporting items on the “recommended for closure” survey this month. Many of them are items that received no votes during January’s re-prioritization process. Our hope is that these requests are no longer needed based on new and improved reporting that is available. However, please take a minute to review to ensure these are not items that are still needed.

h. **General Update:** Shawn Hill

**Process Changes & Progress**

• **CBO Notifications:** We received a request to notify the CBO when an enhancement request is submitted – it will be helpful to know what enhancements are being requested from your units. This will allow you to advocate for these, and to provide internal support while a solution is being devised. An email will be sent to the CBO when the ticket is created to talk through issues or have a conversation for support.

• **Concurrent Position Funding Changes:** This is currently the #1 enhancement request.
  o Status update – ultimately, this is a USG change.
  o UGA has contracted with a very talented Sierra-Cedar developer who is current on track to have this deployed by July. At least, that is our hope!
  o This should make the process of changing position funding much easier, with much lower margin for error, addressing issues with funding sources and encumbrances.

*The next BSAG Meeting will be held on May 6th from 3:00 p.m. – 4:30 p.m. at the UGA Golf Course.*