BSAG Agenda
Wednesday, October 9th, 2019
Miller Learning Center, Room 150
3:00 – 4:30 p.m.

I. Welcome Remarks – John Graham

II. 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.*

III. Items recommended for closure:
   a. Accounts Payable:
      i. The deny feature is returning to campus approvers
      ii. The Supplier Banking information help box
         1. No questions – will be on written report with survey to close
   b. Travel Committee:
      i. TA Payment Type
      ii. Ground Transportation added to Expense Types
         1. No questions – will be on written report with survey to close
   c. Communications:
      i. Project Coordinator Communications
         1. Our communications to project coordinators sometimes lead to end-users not getting all of the information. It is recommended that month-end closures should go out to the broader audience. We are planning for a web-calendar that would have the finance deadlines as well as the month-end closures and this could help fix this issue. It is going to be proposed at BAAF. Proposed that this be closed – BSAG members approved.

IV. Other Business:
   a. Enhancements Roadmap: Enhancements – Shawn Hill
      i. Update on the new enhancements roadmap.
      ii. Enhancement Requests (see attached PDF)
         1. This is live and published as of 10/9 to show progress of improvements and ideas to reduce burden, improve efficiency and optimize both systems and business processes. Target dates and visuals have been added in a clickable format so that you can see what is in the pipeline by month. While targets are subject to change, this will give you an idea of what is coming soon. This roadmap can be accessed from the OneSource homepage by clicking the roadmap icon at the top of the page. Please take this to your teams and show that we hear them and are working towards changes!
         a. Question: Resolution field in the top bar chart not showing when you click on the chart? Answer: This is now resolved.
iii. Written reports side discussion – there is a lot of information now included on the BSAG written report. While these are meant to save time in the meeting for items that do not necessarily require discussion, please be sure to review these and let us know if you have any questions so we can discuss if needed.

b. **HR: Multi-Incumbent positions** – Diane Kirkwood and/or Lindsey Van Note; Brett Jackson; Kathryn Flores (PowerPoint Presentation)
   i. Some units showed interest in the spring meeting about being able to have a multi-incumbent position option. The OneSource and HR teams brought in the Auxiliary, Facilities, Law, Ag and Student Affairs units and this interest was less pronounced now that new positions have been created and hiring turnaround times have improved. Brett proposes we re-group with this in 6 months after more settling time. Lindsey noted that multi-incumbents can make it more challenging to track and report dollar amounts by position – the one to one positions have been nice for this. Sean Rogers stated that it may help some units operate more effectively and asked about the increase in work to central offices – we do not know what the effect will be on time and labor or other areas – but it will be a sub-project to implement multi-incumbent functionality. Diane noted that it will be helpful for the USG system as a whole to be more stable before we try to implement something like this so we have those tools to utilize. This will be revisited in March.

c. **Procurement Presentation and Discussion:** Policy Updates – Claire Boyd (PowerPoint Presentation)
   i. **Petty Cash, Personal Reimbursement, and Payment Requests**
      1. **Guidance on thresholds for petty cash and personal reimbursements**
         a. Currently, the limits are mostly $500, with a threshold for equipment. In discussion for increasing the threshold. What would a better limit be based on your department? Increase repairs limit to $2500?
         b. $2500 would be consistent and easy, but we need to think about higher risks. We need to gauge the changes because for some people this will be a larger change. We are going to guide using the business practice that will be easiest for you.
      2. **Personal Reimbursement Policy:**
         a. Proposal to create a separate policy for personal reimbursements from petty cash policy. Feedback on personal reimbursement limit?
            i. Risks: The higher the threshold, the higher the liability for someone. Those funds aren’t encumbered and they could stack them up. The more they are allowed to spend, there is a higher probability of fraud. Ensure that we have strong language about policies and reference the link. 60-day limit as best practice and units can “ping” their people.
      3. **Payment Request Policy Updates:**
         a. They have been receiving feedback that their policies are hard to understand, or that their policies are understood, but more flexibility is needed. Some policies need to be more in line with BOR. Currently, the policy is a long list of allowable charges broken down by dollar amount thresholds. BOR and SAO policy both have a $2500 threshold, you should be using a p-card unless you have a specific exception on the sheet. Policy
is currently allowing things over $2500 to be processed via payment request so we are changing to be more in line with BOR and SAO.

b. Do you support the PCP? – Yes. The limit should be $2,500 and then the college could pose an internal limit. There would need to be verbiage allowing for the college to set these higher restrictions. Data from an internal audit will be analyzed for risk – but they wanted to gauge campus first. Concern was expressed for cyber security issues and cloud-based servers. Raise in sales tax because of the higher spending possibilities.

d. **Draft Awards Policy Discussion** – Kathy McCarty and Chad Cleveland (PowerPoint)
   i. This needs to be resurrected and published. $50 is set up for the de minimis value. Chad prefers to keep $50. Because the BOR HR admin practices has $50 specifically for emp. recognition awards but they are going to ask HR if they want to update it because it hasn’t be reviewed since ’08. A review by BOR HR could take a while, so we are going to go with $50 for now, but they should update it because of the executive order and the uniform limit of $75. For years of service awards, units can come up with their own basis of awarding years at college or UGA. F&A Awards will not change. Anything bought over the de minimis value will be taxed for the whole amount. A more published process for reporting needs to be designed. The new system will withhold FICA and Fringe, but payroll is currently adding the amounts. Concern expressed for more definition needed from HR for defining employee – will update with feedback and send to BSAG.

e. **Bursar/Accounts Receivable** – Susan Caldwell
   i. Accounts Receivable request from CBO workshop: Accounts Receivable is used to build external billing, but there is interest in the use of this for internal billing. Maintaining a shadow system is challenging, and they are willing to explore other avenues with PeopleSoft, but if this is something we want, we need people to submit requests and other units to test – Lisa and Elizabeth.

f. **Payroll** – Amanda Ganger
   i. Time and Labor approvers: To have more than two approvers may go against USG policy, but is under discussion. The business office can view called a “departmental dynamic group” by requesting access to the HR departments you need access to. The different type of setup is up to the organization of your unit; however, it is still being requested, but Amanda is not sure it will get approved. Reach out to her if you do not know how your unit is setup.

g. **Communications and Training** – Sarah Fraker
   i. Job Aids vs. SOPs: Brainstorming needed. Shawn noted that units discussing this mentioned that UPKs are more bite-sized without having to go through a long doc like in HCM. Sometimes the SOPS are confusing because of verbiage on the differences in each college. Suggest to close this and communicate that there is a form that people can request trainings and we can promote that.

*The next BSAG Meeting will be held on December 4th from 3:00 p.m. – 4:30 p.m.*