

Meeting: Business Services Advisory Group

Date and time: Wednesday, October 28, 2015 3:00-4:30 p.m.

Location: MLC, Room 0348

- I. Welcome and announcements
 - A. Sarah Fraker welcomed the group and covered the agenda for the meeting..
- II. Project Updates and Committee Reports
 - A. **#116 –Grant funding and onboarding issues. – Kevin Burt and Becky Lane –**
 - i. A report has been created that will identify employees with ending assignments. The initial report identified over 400 names and there is concern about being able to work the report in a timely manner, especially with the requirement to find the employee’s direct supervisor instead of sending the names to the departmental business manager. There were suggestions from the group that the list be sent to Business Managers in the Departments to work and identify employees that will not be coming off of payroll and assign them an account number for personnels to continue in a timely manner. More details will follow as to how and when the list may be distributed.
 - ii. A solution has been achieved that should resolve the extra cost associated with creating an unnecessary onboarding packet and the confusion relating to these packets and emails being sent to employees. UGA will no longer send data files to onboarding when current employees move to full benefits or move to non-benefits eligibility.
 - iii. Kevin encouraged the use of Pending Accounts to continue an employee’s assignment.
 - B. **#120 - Electronic submission of W-4, G-4 and Direct Deposit forms – Julie Camp** - The committee is working with HR so that the forms can be filled out online on the Onboarding site or another link and saved in a pdf format. Payroll can then do a PDF export to "pick up" the forms for processing.
 - C. **#119 – Kronos update – Julie Camp** Funding has been approved for a Kronos update to version 8.0. Julie asked that this project be closed and asked that two new projects be added:
 - i. Extensive testing for several months of Kronos Version 8.0 update to the development system will be necessary as this update will be very different for users. Email Christine Edell at cedell@uga.edu if you would like to participate in testing.
 - ii. Update Kronos production system to new version in late spring for all users..
 - D. **Educational Support Leave Policy – Julie Camp** - Effective October 12, 2015 each full benefit eligible, non-temporary employee shall be entitled to apply for up to eight hours of paid leave per calendar year for the purpose of promoting education in this state. For the policy and procedure on this new benefit please refer to <http://policies.uga.edu/FA/nodes/view/1311/Educational-Support>
 - E. **#72 – More information on Insurance claims processing – Vance Silcott** - The committee is in the process of creating a business card and magnet with the web address <http://www.insurance.uga.edu/> contact information and instructions regarding what to do after an insurance loss. The business card and magnet should provide quick reference/information. Also they can be easily carried or placed in a convenient location for quick and ready access. The committee is soliciting your feedback regarding the markups for the magnet and business card attached. (Click here) They ask that you let them know if this information is of value or if you have additional suggestions.
 - F. A volunteer Roundtable discussion is in the works. An email invitation will follow soon.
 - G. **#9.1 – Visibility of all paper processes – Bill Cheesborough** - This group is evaluating DocuSign and presented the group with the attached timeline for the pilot group (Click here). The attached DocuSign pilot group goals document was also presented (Click here).
- III. Discussions
 - A. **Mike Gorman led a discussion about the new part-time faculty offer policy.** There is a new Part-time Faculty Offer letter template that should be used for all new part time faculty located at <http://provost.uga.edu/index.php/faculty-affairs/faculty-offer-letter-template>. Additionally, you need to use the conversion chart <http://provost.uga.edu/index.php/policies/academic-affairs-policy-manual/1-09-10-part-time-faculty> to convert instructional contact hours to standard hours worked and

percent time employed. The new offer letter template does not apply to retiree-rehires. If you would like, Mike Gorman will review your new Part Time Faculty Offer Letters. Please send to mgorman@uga.edu. Faculty affairs is working on a list of FAQs, so if anyone has questions about the policy or the offer letter template please contact Mike.

- B. **Juan Jarrett led a discussion on FLSA/exempt and non-exempt employees.** The Department of Labor (DOL) is reviewing comments on the proposed changes to exempt and non-exempt employees. This input was due to the DOL through September 4, 2015. Once the regulation has been finalized procedures will be established to implement changes at UGA for compliance. Using the proposed changes, 2600 UGA employees will be affected. Various ideas and concerns are being discussed with Dean's and Vice President's in anticipation of the changes in the regulation. It was noted in the meeting that personnels and budget amendments will be required for employees changing pay status.
- C. **Pam Burkhart led a discussion about changes to Computer Equipment, Software and Services (CESS) effective November 16, 2015.** Please see the attached message that was sent to UGA Business Services Listserv on 11/9/2015 ([Click Here](#))
- D. **Russell Hatfield led a discussion about Simpler Systems.** The system can be accessed by logging in to the website at <https://simpler.uga.edu/index.html>. A steering committee has been formed. The committee requests that you use the system and give feedback by using the 'Request New Data' link on the website or via email to Russell Hatfield at Hatfield@uga.edu. The ability to search by Accounting Period is in place. In process is:
 - i. The ability to search by using Budget Organization
 - ii. Viewing year to date transactions
 - iii. Viewing Budget Amendment data
 - iv. Viewing more Purchase Order info
 - v. Viewing employees share of benefits

IV. Other Business

- A. Sarah Fraker made the suggestion to the group and the group approved to go back through the remaining list of outstanding items on the suggestions list and reprioritize. Sarah asked for ideas on how to sort the remaining suggestions.

As there was no further business the meeting was adjourned.