



Business Services Advisory Group



Welcome and Announcements

Co-Chairs: Anjali Dougherty & Shawn Hill



Welcome and Announcements

- Congratulations to Sadie Brown!
- Today we will cover **endowed faculty positions**, proposed **P-Card** and **Petty Cash** changes, potential for process enhancement in **scholarship monitoring** and **foundation projections**, **reporting liaisons**, and more.



Faculty Affairs Committee

Co-Chairs: Carly Surratt & Mike Gorman



Endowed Faculty Positions

For Discussion: Endowed Faculty Positions

- UGAF and OFA are working together to share more frequent updates to endowed chairs and professorships.

OFA is in development of a new ticketing system to streamline processing efforts, including the routing, approval, and seating of endowed positions. The new system will allow for improved efficiency, transparency and reporting.

BSAG Request:

Discussion and feedback on this topic

Finance Committee

*Co-Chairs: Kathy McCarty, Shelly Terrazas,
Bob Currey, and Blake Waldrop*



Proposed PCard Plan Changes

- The State updated their PCard policy effective May 2023.
- In addition to the change to the PCard reconciliation language we worked through last year, the State simplified the language and organization of the policy document.
- UGA Procurement is now in the process of simplifying our own PCard policy document to better align with State.
- In doing so, there are opportunities to improve the UGA policy to reduce some of the administrative burdens related with the program. We'd like to tee up a few of these potential changes for feedback & approval.



BSAG Request:

Please provide feedback on these proposed changes.



Proposed Change: Approver 1 Role

UGA - CURRENT	State - CURRENT	UGA - PROPOSED
MUST be in supervisory role	Approvers MUST have sufficient knowledge of CH job function to review and approve transactions. Supervisory role encouraged.	MUST be in Supervisory role unless written justification submitted & approved by PCard Admin
Approve New Card Requests, Renewals and (permanent) changes to limits	Supervisor, PCard Administrator and CFO must approve all new card requests and renewals.	<ul style="list-style-type: none">• Add CBOs to approval workflow for new card and renewal requests• No change to process for limit requests
Assigns Approver 2 (A2) for cardholder (CH)	N/A - State policy requires two approvers to pre-approve (applicable) transactions but does not define roles separately like UGA	<ul style="list-style-type: none">• Add CBOs to approval workflow for new card and renewal requests• No change to process for role changes
Assign Reconciler (if not cardholder)	N/A - State policy defines the Reconciler role but does not specify who assigns/approves	<ul style="list-style-type: none">• Add CBOs to approval workflow for new card and renewal requests• No change to process for add/change to reconciler (role change)



Proposed Change: Approver 1 Role

UGA - CURRENT	State - CURRENT	UGA - PROPOSED
<ul style="list-style-type: none">• UGA policy requires an annual review of spending limits to assess adequacy and appropriateness of limits. <u>A1 approves limits.</u>• UGA required to monitor cards for limited/no use (dormancy) and consult with approvers before inactivating card.	<p>State policy requires an annual review of spending limits to assess adequacy and appropriateness of limits. Does not specify approving role.</p> <p>State also requires UGA to determine policy for managing dormant cards.</p>	<ul style="list-style-type: none">• Maintain existing process for annual review of limits:<ul style="list-style-type: none">○ <u>CBO and A1 are provided data but A1 provides approval</u>• Maintain existing process to identify and review dormant cards. Decision to inactivate based on <u>input from CH and A1.</u>
<ul style="list-style-type: none">• All transactions require a comment in WORKS be entered by CH.• CH and approver sign-off of monthly reconciliation required in WORKS:<ul style="list-style-type: none">○ <u>A1 comments on all transaction + A2 signs-off</u> OR○ A1 signs-off and may add comments	<ul style="list-style-type: none">• Comments and/or descriptions must be entered for every transaction in WORKS.• State policy requires transaction reconciliations to be done electronically in WORKS and requires both the cardholder and approver sign-off.	<ul style="list-style-type: none">• No change to current requirement for CH to enter comments/descriptions in WORKS for each transaction• Eliminate UGA requirement for A1 to enter comments on all transactions prior to A2 signing monthly recon.



Proposed Change: Reference Resources

Allowable, Restricted and Prohibited Purchases

7.0 Unallowable PCard Purchases and Practices (Things I CANNOT Buy With My PCard)

7.1 Unallowable Purchases Include:

- Agency Fund Expenditures (Fund codes 60000, 61000, 62000)
- Note: A GL Journal will not be approved to transfer items purchased with the PCard from one University account to an agency fund
- Alcoholic Beverages and Tobacco
- Asbestos Removal
- Bulk Fuel (unleaded/diesel storage tank delivery)
- Break Room Supplies/Appliances for **Employee Use**
- Cash Advances, Cash Refunds, or "Store Credits" held on account with the vendor
- Hazardous Chemicals (Athens Campus Only)
- To see if a chemical is hazardous, check Section 2 of the item's Safety Data Sheet or call the Office of Research Safety for assistance (706-542-9088)
- Radioactive Isotopes
- Compressed Gases that demonstrate any additional hazard such as toxicity, corrosivity, flammability, or oxidizing properties are not allowed to be purchased on a P-card. Click [HERE](#) for a list.
- Construction, Infrastructure Repairs or Renovation (NO Labor charges are allowed)
- Decorations or Flowers for Employee or Office Use
- Direct Foundation or other affiliated organization purchases.
- Employee Travel Vehicle Rental
- Entertainment (see Appendix C - Definitions)
- Firearms or Explosives
- Fuel/Gasoline, Repairs, and Maintenance of state-owned or rental vehicles, including study abroad, study away and student travel.
- Flowers or Gifts to be given away
- Food/Catering (except as authorized under Section 6.1 - Allowable Purchases)
- Gift Cards, Gift Certificates, Debit Cards, Calling Cards, Pre-Paid Cards or similar products and other equivalent forms of cash
- Installment Purchases
- Insurance Payments
- Intra-University Charges (includes all UGA campuses) Exception: UGA Bookstore and Board of Regents Software Resources and Services (SRS). These are

Food for Instruction
 The BOR, BPM is an integral part of Examples:
 1. Food used in
 2. Food used in

Food for Office
 The BOR, BPM is approved by an I research.
 Examples:
 1. Food purchase
 2. Food purchase

Employee Group
 The BOR, BPM employee in part Business Related sanctioned student time staff, fiscal assistants, and of whether a meal is

- Group meals of the dept
- Group meals for at least
- Group meals under this
- Purchase approval

The approved [Employee Group Meals Request Form](#) and receipts must be maintained with the reconciled monthly billing statement as adequate documentation.

Requests for approval of group meals should utilize the

- Repairs/Maintenance/Service Agreements for Equipment (provided no contract is required to be signed)
- Software (includes orders from Software Resources & Services (SRS))
- Study Abroad Program Expenses (See Section 6.2 for further details)
- Student Travel (See Section 6.3 for further details)
- Subscriptions

- The PCard is a method of payment with unique rules
- Any purchases via PCard must comply with ALL State, BOR and UGA policy requirements
- In an attempt to address compliance, the current UGA PCard policy re-states non-PCard policy in multiple areas creating potential for policy conflicts and confusion on campus
- Proposing multi-prong solution:
 - Streamline policy verbiage to focus on PCard policy only,
 - Migrate existing support resources to PCard website,
 - Modify support resources to include links to current policy

Consequences of Non-Compliance

**APPENDIX B
 CHART 1 - CONSEQUENCES OF NON-COMPLIANCE**

PCard Misuse or Policy Non-Compliance	Law/Policy Reference	Consequences
Intentional use of PCard for personal gain	Misuse under O.C.G.A. 50-5-80 and 50-5-83	1. UGA Reports to BOR. 2. Decision to prosecute rests with AG. 3. Employee is subject to immediate termination of employment and civil/criminal penalties. 4. UGA issues notice of non-compliance *
Unintentional use of PCard for personal gain	Misuse under O.C.G.A. 50-5-80 and 50-5-83	1. UGA Reports to BOR. (UGA will provide facts of nonintentional action) 2. Decision to prosecute rests with AG. 3. Employee is subject to immediate termination of employment and civil/criminal penalties. 4. UGA issues notice of non-compliance *
Purchase items with PCard that are not authorized for purchase by the cardholder (Example: purchasing items not authorized by approving official)	Misuse under O.C.G.A. 50-5-83	1. UGA Reports to BOR. 2. Decision to prosecute rests with AG. 3. Employee is subject to immediate termination of employment and civil/criminal penalties. 4. UGA issues notice of non-compliance *
Retains a rebate or refund from vendor, bank or other financial institution for personal use	Misuse under O.C.G.A. 50-5-83	1. UGA Reports to BOR. 2. Decision to prosecute rests with AG. 3. Employee is subject to immediate termination of employment and civil/criminal penalties. 4. UGA issues notice of non-compliance *
Use the PCard for purchases over \$5,000	Misuse under O.C.G.A. 50-5-83	1. UGA Reports to BOR. 2. Decision to prosecute rests with AG. 3. Employee is subject to immediate termination of employment and civil/criminal penalties. 4. UGA issues notice of non-compliance *
Purchase gift cards, alcoholic beverages, tobacco products or personal items that are not job related	Misuse under O.C.G.A. 50-5-83	1. UGA Reports to BOR. 2. Decision to prosecute rests with AG. 3. Employee is subject to immediate termination of employment and civil/criminal penalties. 4. UGA issues notice of non-compliance *

Note: Habitual misuse of PCard is more than three (3) times in one fiscal year

**. Many states require persons who are terminated by the cardholder and/or approve.*

Section 7.1



Seeking State approval to move all UGA Special Approvals to mirror Student Travel/Research/Vet Hospital/UHC flexibility...retain control locally to apply stricter usage rules

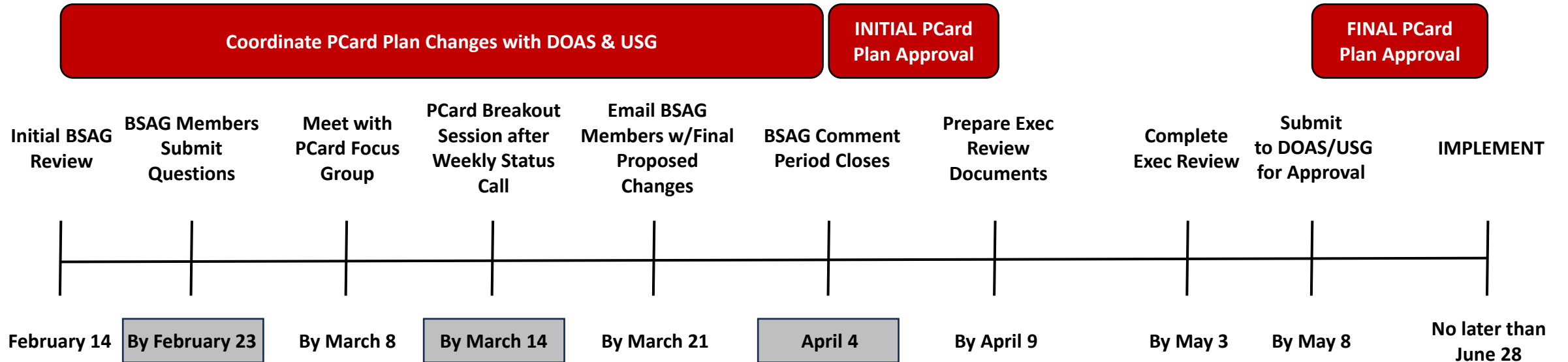
Proposed Change: Special Approvals

Approval Number(s)	Special Approval Category	Intended Use (paraphrased)	Purchase of Routine Supply-type items	Planned, routine under \$1,000	Planned, routine greater than or equal to \$1,000	Unplanned, non-routine purchases under \$1,000 (standard)	Unplanned, non-routine purchases over \$1,000
N/A	N/A	Standard card with no exemption/special approval.	Preapproval Required	Preapproval Required	Preapproval Required	Preapproval Not required	Preapproval Required
UGA-SAR001	Student Travel	Unexpected purchases that may be required for emergencies (lodging, airfare, etc.). Purchases made after hours, or on weekends or holidays. Student food, lodging and travel, entrance to educational venues.	Preapproval Required	Not required (Exception Approved)	Not required (Exception Approved)	Preapproval Not required	Not required (Exception Approved)
UGA-SAR002	Research	Items related to research projects.	Preapproval Required	Not required (Exception Approved)	Not required (Exception Approved)	Preapproval Not required	Not required (Exception Approved)
UGA-SAR003	Facilities	Purchases related to facilities and related equipment. Plumbing and electrical issues, weather-related damage, broken windows, doors, etc., heating and air repairs, etc. (Request to include FMD cards eligibility for this category)	Preapproval Required	Not required (Exception Approved)	Exception Requested	Preapproval Not required	Not required (Exception Approved)
UGA-SAR004	Veterinary Teaching Hospital	Purchases related to the Veterinary Teaching hospital when immediate purchasing action is necessary.	Preapproval Required	Not required (Exception Approved)	Not required (Exception Approved)	Preapproval Not required	Not required (Exception Approved)
UGA-SAR004	University Health Center	Purchases related to the University Health Center when immediate purchasing action is necessary.	Preapproval Required	Not required (Exception Approved)	Not required (Exception Approved)	Preapproval Not required	Not required (Exception Approved)
UGA-SAR006	Food Services	Food and unique items for dining hall needs, restaurant needs, hosted/catered events, franchises, etc. Repairs to equipment. An alternate source of supply when the chain of supply is unexpectedly unable to meet the need.	Preapproval Required	Not required (Exception Approved)	Exception Requested	Preapproval Not required	Not required (Exception Approved)
UGA-SAR007	Police Services	Items required by the University Police Department to ensure the safety of Students, Faculty, Staff, General Public, and State Property.	Preapproval Required	Not required (Exception Approved)	Exception Requested	Preapproval Not required	Not required (Exception Approved)
UGA-SAR008	IT Support	Technology items/services when systems go down or items break. Urgent, critical, or time-sensitive equipment repairs and maintenance, specialty software, or services. Purchases after-hours, or on weekends and holidays.	Preapproval Required	Exception Requested	Exception Requested	Preapproval Not required	Not required (Exception Approved)
UGA-SAR009, UGA-SAR010	Student Events/Activities	Food/meals for student groups and events. Specialty supply items which are typically only available online and often require the purchase to be delivered within a narrow window. Student travel.	Preapproval Required	Not required (Exception Approved)	Exception Requested	Preapproval Not required	Not required (Exception Approved)
UGA-SAR013	Instrument Shop	Purchases for the Instrument Shop that are needed to ensure research and instruction are not delayed or negatively impacted (when the vendor will not accept Purchase Orders or if there is a need to expedite a repair or modification).	Preapproval Required	Exception Requested	Exception Requested	Preapproval Not required	Not required (Exception Approved)
UGA-SAR014	Library Archival	Purchases to support the receipt of large collections that need immediate processing to be made available for reading or display to library patrons and the general public (when the vendor will not accept a Purchase Order).	Preapproval Required	Exception Requested	Exception Requested	Preapproval Not required	Not required (Exception Approved)



NEXT STEPS

- DOAS and USG approve the PCard plan. The UGA Policy document is based off the approved PCard plan and approved internally.
- Ongoing coordination occurring with DOAS and USG regarding proposed changes to the PCard plan (red boxes below)
- Final changes to both the Plan and Policy documents will be circulated for Administrative review and approval.





Petty Cash Policy Changes

- Added ClinCard for Human Subject Incentive Payments with new Policy
- Added PII (personally identifiable information) for any bank accounts (Federal Banking Requirement)
- Reduction in bank accounts (USG)
- Changed Petty Cash Reconciliation requirements to March/Oct effective Oct of this year
- Working through Smartsheet adjustments

BSAG Request:

Please review these changes and share any questions or feedback.





Carryforward Chartstrings in Deficit

- Carryforward chartstrings in deficit need to be cleared by March 31.
- [New dashboard](#) to track progress in clearing these deficits.
- Pivot UGA_GL_LEDGER_BALANCES [query](#) with account 499100 to view details.

Carryforward Deficit Tracking Dashboard

Use this dashboard to track carryforward chartstring deficit balances. If the total spendable carryforward balance is in green, your overall balance is not in deficit. This table will be periodically updated so you can monitor your unit's progress in eliminating deficits.

FY24 Carryforward Deficits				
Major Unit	Chartstrings in Deficit	Total of all chartstrings in Deficit	Total Spendable Carryforward Balance	Modified
AU/UGA Medical Partnership			-\$744,804	02/14/24 11:20 AM
College of Agricultural & Environmental Sciences	411	\$23,075,621	-\$54,521,267	02/14/24 11:20 AM
College of Engineering	56	\$373,664	-\$1,768,468	02/14/24 11:20 AM
College of Environment & Design	13	\$97,465	-\$304,544	02/14/24 11:20 AM
College of Family & Consumer Sciences	40	\$211,357		02/14/24 11:20 AM
College of Pharmacy	41	\$634,337	-\$2,928,322	02/14/24 11:20 AM
College of Public Health	15	\$30,979	-\$2,347,055	02/14/24 11:20 AM
College of Veterinary Medicine	176	\$4,362,759	-\$26,812,560	02/14/24 11:20 AM
EITS (Enterprise IT Services)	22	\$1,603,089	-\$10,384,407	02/14/24 11:20 AM
Facilities Management Division	102	\$6,459,760	-\$6,566,233	02/14/24 11:20 AM
Finance Division	6	\$98,675	-\$532,457	02/14/24 11:20 AM
Franklin College of Arts & Sciences	245	\$1,104,795	-\$10,371,107	02/14/24 11:20 AM
Graduate School			-\$1,090,099	02/14/24 11:20 AM
Grady College of Journalism & Mass Communication	8	\$130,348	-\$908,838	02/14/24 11:20 AM
Institutional	2	\$99,405	-\$4,566,850	02/14/24 10:01 AM
Mary Frances Early College of Education	40	\$443,651	-\$2,416,063	02/14/24 11:20 AM
Odum School of Ecology	7	\$8,945	-\$857,107	02/14/24 11:20 AM
Office of the President	1	\$1,500	-\$2,537	02/14/24 11:20 AM
School of Law	14	\$71,630	-\$205,947	02/14/24 11:20 AM
School of Public & International Affairs	3	\$7,517	-\$604,063	02/14/24 11:20 AM
School of Social Work	9	\$4,628	-\$215,156	02/14/24 11:20 AM
Sr VP for Academic Affairs & Provost	24	\$196,615	-\$2,406,808	02/14/24 10:01 AM
Terry College of Business	23	\$173,691	-\$800,449	02/14/24 11:20 AM
UGA Police Department			-\$3,121	02/14/24 10:01 AM
University Human Resources			-\$22,303	02/14/24 11:20 AM
University Libraries	43	\$70,055	-\$619,412	02/14/24 11:20 AM
VP for Development & Alumni Relations	5	\$241,868	-\$242,265	02/14/24 11:20 AM
VP for Instruction	22	\$256,144	-\$841,673	02/14/24 11:20 AM
VP for Marketing & Communications	8	\$128,690	-\$282,730	02/14/24 11:20 AM
VP for Public Service & Outreach	140	\$4,990,035	-\$10,691,206	02/14/24 11:20 AM
VP for Research	77	\$1,604,218	-\$21,526,656	02/14/24 11:20 AM
VP for Student Affairs			-\$257,219	02/14/24 11:20 AM
Warnell School of Forestry & Natural Resources	53	\$220,268	-\$3,651,259	02/14/24 11:20 AM



Carryforward Chartstrings in Deficit

- Starting on Monday, Feb. 19, CBOs will receive biweekly reminder emails.
- Emails will include updated numbers of chartstrings with deficit balances along with a query link to view details.

BSAG Request:

Any questions or feedback on this process?

The screenshot shows an email header with the University of Georgia logo and name. The main body of the email is titled "Carryforward Deficit Chartstrings - Biweekly Reminder". The text reads: "This is an automated biweekly reminder to notify you of any carryforward chartstrings with a deficit balance for your unit. Please work with your team to clear these deficits by March 31." Below this, it lists: "Unit: College of Example", "# of chartstrings with deficit balances: 56", "Total of all deficit balances: \$373,664", and "Overall deficit: No". At the end, there are two links: one to a dashboard for reducing deficits and another to a query for chartstring details.

Carryforward Deficit Chartstrings - Biweekly Reminder

This is an automated biweekly reminder to notify you of any carryforward chartstrings with a deficit balance for your unit. Please work with your team to clear these deficits by March 31.

Unit: College of Example
of chartstrings with deficit balances: 56
Total of all deficit balances: \$373,664
Overall deficit: No

You can use this dashboard to view progress in reducing deficits: <https://app.smart-sheet.com/b/publish?EQBCT=1b7a073fde3f49f1bbf9600e005c471e>

You can use this query to view/pivot the chartstring details: https://finan-cials.onesource.uga.edu/psc/fs92prd_5/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUB-LIC.UGA_GL_LEDGER_BALANCES&BIND5=499100&BIND6=22%



Carryforward Chartstrings in Deficit

- How to clear these deficits



Fund	▼ Dept	▼ Program	▼ Class	▼ Oper Ur	▼ ChartField 1	▼ Total
14100	16001003	14400	41500	(blank)	16PBDC2301	-32,530.45
14100	16001003	17400	41500	(blank)	16PBDC2301	32,530.45

Foundation Committee

Co-Chairs: Elizabeth Prince & Sadie Brown



Scholarship Monitoring

For Discussion: Department chartfield field on scholarships

- We have heard from several units that have a heavy scholarship use that having these expenses post in unit level departments in PeopleSoft would be a huge reporting/monitoring win.

BSAG Request:

Discussion and feedback on this topic





Foundation projections

For discussion: Potential for earlier projections to make assistantship offers?

- One of the deans has asked whether Foundation can produce earlier preliminary numbers for the future FY so that we can provide those numbers to the Graduate Coordinators to make offers. Typically, those offers go out anytime between January and March (with final acceptances due in April), but we don't get official future FY estimates until about April.

BSAG Request:

Discussion and feedback on this topic



Human Resources Committee

Co-Chairs: David Maddox & Chandra Echols



Student Employee Cleanup

- On this week's Status Call, we will be discussing individuals who are ineligible for student positions due to their current enrollment status.
- New query in the "Student Posn" query group.
- Explanation of concept.

BSAG Request:

Questions, concerns or feedback on this approach?

180_HR_STUDENT_POSITIONS_QRY- Student Posn Query Grouping

Download results in: Excel Spreadsheet CSV Text File XML File (2 kb)

View All First 1-1 of 1 Last

Row	Set ID	Description	1	1-Description	2	2-Description	3	3-Description	4	4-Description
1	18000	UGA	Student Employee Look up	Query to return summary information about a student employee. Includes information about current position(s) with Reports To and TA Approver. Best practices is to run for one individual at a time.	Show Students w/ Multiple Positions	Query to provide name for student employees with more than one active position regardless of the HR Department ID. A link is provided to the Student Employee Look-up query. This query only returns student employees with more than one active position.	Show Combined Reported Standard Hours	Query to list of student employees along with Standard Hours. If the student has multiple active positions, these are all added together. Links for Student Employee Look-up query and a separate query to return reported hours in current pay week for that employee.	Not Eligible For Student Pay Group	Query to return individuals active in a student pay group without meeting the criteria of enrolled half time or more. Position Number and EmpID are hard coded into the criteria based on DW query results. Individuals returned by the query should be moved to a non-student pay group or terminated.



Business Services Advisory Group

Finance & Administration

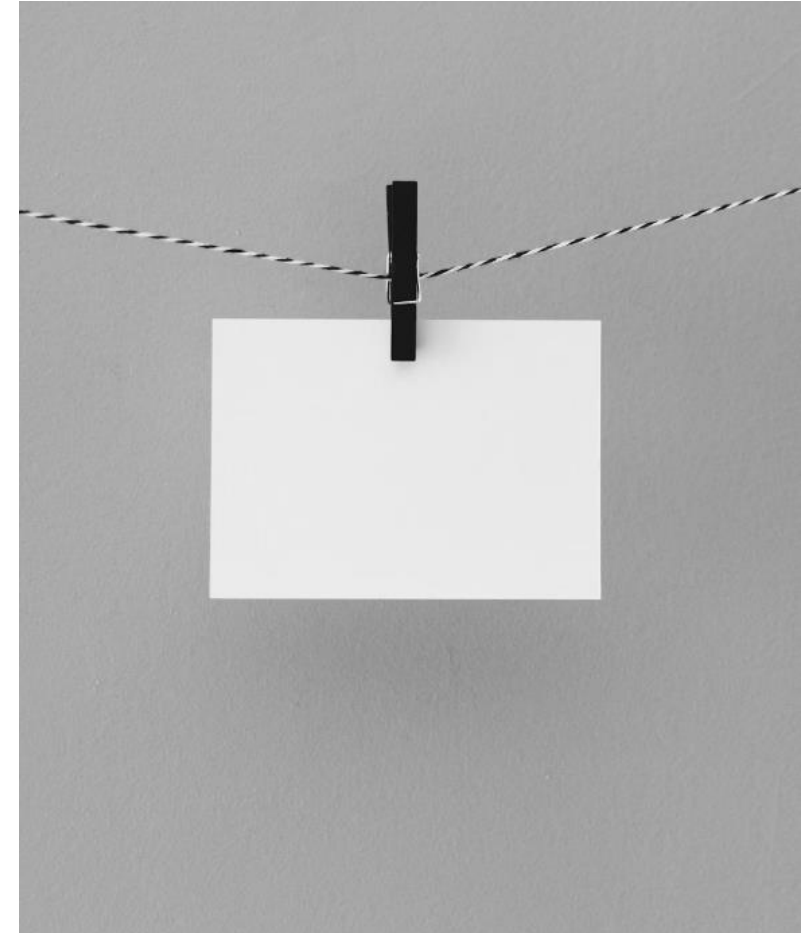
UNIVERSITY OF GEORGIA

Human Resources Committee

We are quickly headed toward year end.

BSAG Request:

As we head toward academic and fiscal year end, are there any HR improvement opportunities or processes that you would like to discuss as a group?



Reporting Committee

Co-Chairs: Hailey Normandia & Josh Hanna



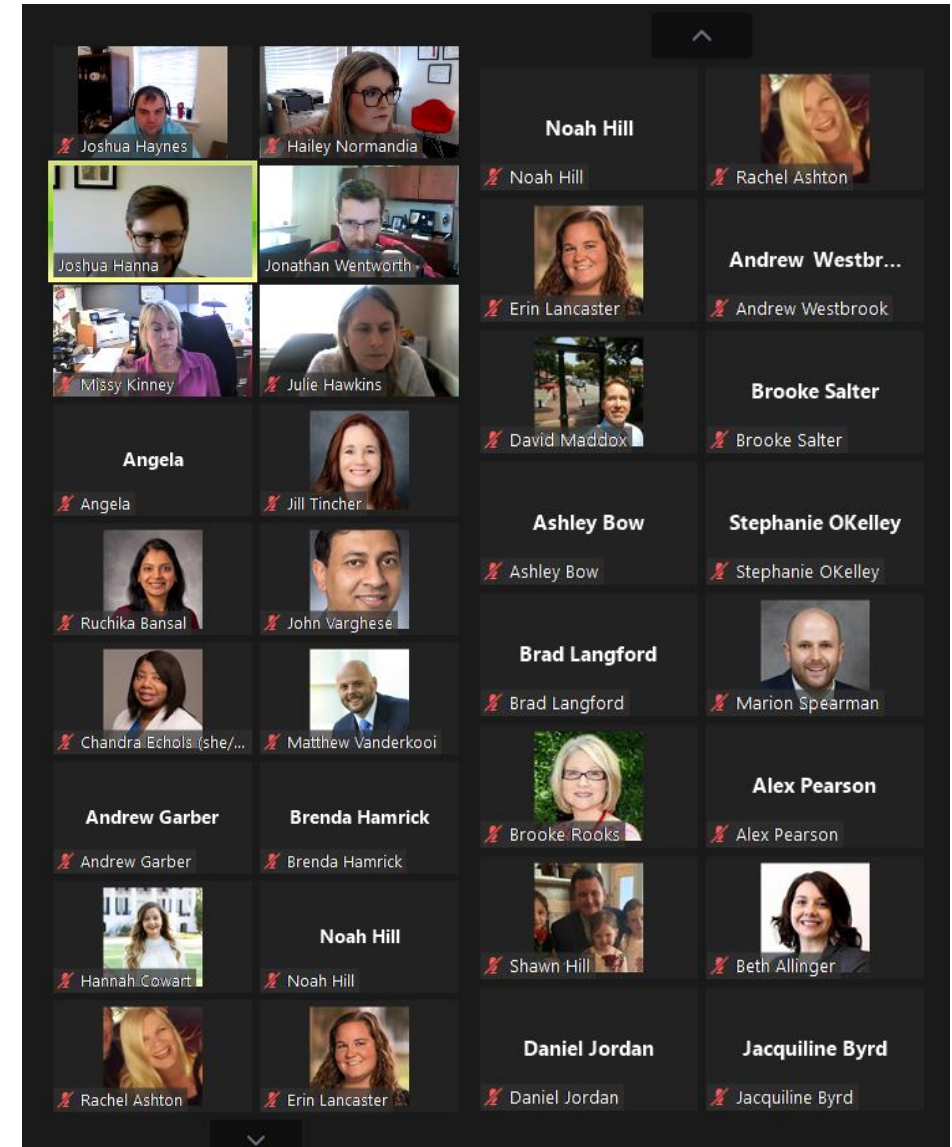
Reporting Liaisons

Everyone is welcome to join:

- Reporting Liaisons meets via Zoom for 30 minutes twice a month.
- The next meeting is on Wednesday, February 21st at 1:30 PM
- Open to all staff (not just BSAG members)

BSAG Request:

Email hailey.normandia@uga.edu or josh.hanna@uga.edu for a link to join Reporting Liaisons.





Reporting Needs

Tell us how we can help:

- If you or your unit has any specific reporting questions or needs, please let us know!
- We can connect you to resources for OneSource Financials, OneUSG Connect, Data Warehouse, Smartsheet, Microsoft 365, and more.

BSAG Request:

Tell us now about your reporting needs or email us later at josh.hanna@uga.edu and hailey.normandia@uga.edu.



Other Business



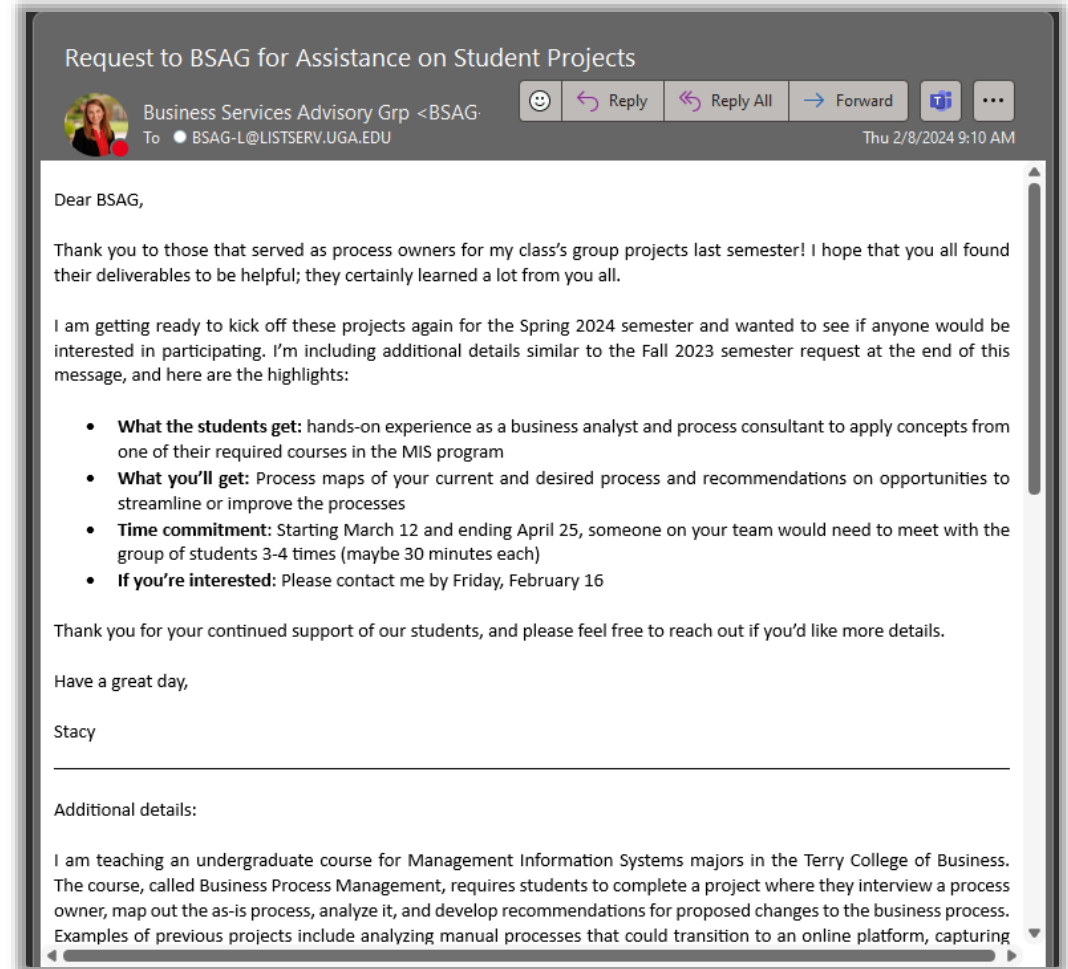
MIS Student Process Mapping Offer

Offer for MIST students to map your processes.

- Students get experience, you get process maps/analysis.
- See Stacy's emails for more details.

BSAG Request:

Email Stacy Boyles at stacy.boyles@uga.edu by this Friday, February 16, if you are interested.





Business Services Advisory Group

Finance & Administration

UNIVERSITY OF GEORGIA

Need a location for April meeting

We have locations for all the rest of the BSAG meetings this year...except April.

BSAG Request:

Email Shawn Hill at shawnh@uga.edu if your unit is willing to host.



Open Discussion

Next Meeting:
April 10, 2024
Location TBD

View past meeting
materials on
the [BSAG website](#)

