



Business Services Advisory Group





Welcome and Announcements

- Congratulations to **John Graham** on his promotion to Senior Director, Budget Office.
- Welcome and congratulations to **Joe Weatherford**, the new CBO in the College of Public Health.





Business Services Advisory Group

Finance & Administration

UNIVERSITY OF GEORGIA

“Good enough for government work!”



Business Services Advisory Group

Finance & Administration

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Telling UGA's (and USG's) continuous improvement story

BSAG Request:

Email shawnh@uga.edu or use [this form](#) to share improvements that we can share across UGA and/or add to the improvement log.



An aerial photograph of a large, white, classical-style building with a prominent portico supported by several columns. The building is surrounded by lush green trees and a well-maintained lawn. In the background, other campus buildings and a cityscape are visible under a clear sky. A semi-transparent dark grey box is overlaid on the bottom half of the image, containing white text.

Account Search Tool: Jennifer Dunlap

Thursday, April 11, 2024



Draft Account Search Tool

Key Takeaways

1. [Draft Tool](#)
2. Expanded descriptions and additional notes for quick keyword searching
3. Indicator for commonly used account codes
4. Indicator for items requiring sponsor approval in sponsored project section

ACCOUNT CODE SEARCH

Search Commonly Used Account Codes

Search Full List

Sponsored Projects Purchasing

Keyword search or filter the table below to find the best account code for your transaction. If you need additional information, such as revenue (4xxxxx) account codes, you can find those via the link on [this webpage](#). When making a purchase, please double check that the account you select is budgeted to ensure that budget checks allow your purchase to go through. If you have ideas or examples that could improve the keyword search options on this webpage, please [let us know here](#).

Search by keyword

Showing 1-100 of 324

100 per page Page 1 of 4

Account Code <input type="text"/>	Description	Long Description	Commonly Used	Additional Notes
641539	Travel-Dual Employment/Borrow	Includes all travel expenses for employees related to Dual Employment/Borrowed Services situations.	No	
651100	Travel-Non-Employee/Team	Includes all expenses for lodging, meals, use of personal vehicles, leased vehicles, or other costs incurred by non-employees/teams in activities approved by the institut... view more	<input checked="" type="checkbox"/> Yes	
651110	Travel-Non-Emp/Team-Ground	Includes all expenses for ground transportation incurred by non-employees/teams within the United States.	No	
651120	Travel-Non-Emp/Team-Air	Includes all expenses for air transportation incurred by non-employees/teams within the United States.	<input checked="" type="checkbox"/> Yes	
651130	Travel-Non-Emp/Team-Meals	Includes all meal expenses incurred by non-employees/teams within the United States.	No	
651140	Travel-Non-Emp/Team-Lodging	Includes all lodging expenses incurred by non-employees/teams within the United States.	No	



Standard View

ACCOUNT CODE SEARCH

Search Commonly Used Account Codes

Search Full List

Sponsored Projects Purchasing

Keyword search or filter the table below to find the best account code for your transaction. If you need additional information, such as revenue (4xxxxx) account codes, you can find those via the link on [this webpage](#). When making a purchase, please double check that the account you select is budgeted to ensure that budget checks allow your purchase to go through. If you have ideas or examples that could improve the keyword search options on this webpage, please [let us know here](#).

Search by keyword

Showing 1-100 of 324

100 per page Page 1 of 4

Account Code <input type="button" value="⌵"/>	Description	Long Description	Commonly Used	Additional Notes
641539	Travel-Dual Employment/Borrow	Includes all travel expenses for employees related to Dual Employment/Borrowed Services situations.	No	
651100	Travel-Non-Employee/Team	Includes all expenses for lodging, meals, use of personal vehicles, leased vehicles, or other costs incurred by non-employees/teams in activities approved by the institut... view more	<input checked="" type="checkbox"/> Yes	
651110	Travel-Non-Emp/Team-Ground	Includes all expenses for ground transportation incurred by non-employees/teams within the United States.	No	
651120	Travel-Non-Emp/Team-Air	Includes all expenses for air transportation incurred by non-employees/teams within the United States.	<input checked="" type="checkbox"/> Yes	
651130	Travel-Non-Emp/Team-Meals	Includes all meal expenses incurred by non-employees/teams within the United States.	No	
651140	Travel-Non-Emp/Team-Lodging	Includes all lodging expenses incurred by non-employees/teams within the United States.	No	



Sponsored Project View

Search Commonly Used Account Codes

Search Full List

Sponsored Projects Purchasing

Keyword search or filter the table below to find the best account code for your transaction. If you need additional information, such as revenue (4xxxxx) account codes, you can find those via the link on [this webpage](#). When making a purchase, please double check that the account you select is budgeted to ensure that budget checks allow your purchase to go through. If you have ideas or examples that could improve the keyword search options on this webpage, please [let us know here](#).

Search by keyword

Showing 1-100 of 324

100 per page Page 1 of 4

Expense Account <input type="button" value="⌵"/>	Budget Account	Description	Long Description	Sponsored Projects	Additional Notes
641160	641000	Travel-Employee-Rental Car	Includes all expenses incurred by employees for rental and leased vehicles within the United States. Rentals paid to DOAS for motor pool vehicles would also be included h... view more	<input checked="" type="checkbox"/> Common on Projects	
641170	641000	Travel-Employee-Parking	Includes all parking expenses incurred by employees within the United States.	<input checked="" type="checkbox"/> Common on Projects	
641200	641200	International Travel-Employee	Includes all travel expenses incurred by employees outside of the United States. Refer to Section 4.0, Travel, in this manual for more information.	<input type="checkbox"/> Requires Sponsor Approval	
641210	641200	Intl Travel-Emp-Ground Trans	Includes all expenses for ground transportation incurred by employees outside of the United States.	<input type="checkbox"/> Requires Sponsor Approval	
641220	641200	Intl Travel-Emp-Air Travel	Includes all expenses for airline transportation incurred by employees	<input type="checkbox"/> Requires Sponsor Approval	



Overpayment Process Improvements: Amanda McHugh

Thursday, April 11, 2024



New Overpayment Process

Key Takeaways

1. [New landing page](#) and [form](#)
2. CBOs, HR Liaisons, Delegates can view all submissions for their units
3. Shows repayment status
4. CBOs automatically notified
5. New ticketing system

OVERPAYMENTS



Overpayment Process

Use this process to report a new overpayment or view existing overpayments.

Use the buttons below to **submit a new** overpayment form, to **view the status over overpayments** for your unit (CBOs, HR Liaisons, and delegates), or **set delegates**.

Submit New
Overpayment Form

View Status of
Existing Overpayments

Set Delegates
(CBOs Only)



Set Delegates (CBOs only)

Chief Business Officers have the ability to set delegates for their departments who will have access to view all overpayments for your college or major unit. If you are a CBO and you would like to add or edit your delegates, click the button below.

Set Delegates (CBOs only)



New Overpayment Form



Overpayment Form

Instructions and processes for the following scenarios can be viewed [here](#).

- If employee should not be paid at all
- If payment has already been made
- If employee is terminated or inactive
- If employee is active and can repay (in one payment)
- If employee is active and can repay (in multiple payments)

QUERY TO FIND EMPLOYEE INFORMATION AND COMBO CODES

You can search by employee name find the employee information needed for this form in the [Job Data plus Combo Code query](#). In the query, click on the magnifying glass next to "Employee ID" to search by name. You can use this query to find data needed on this form such as EmplID, Record #, HR Department, Position #, and Payroll Group.

Is this individual currently an active UGA employee?

- Active Terminated

Please enter the contact email for this individual:

Does the employee need to explore other payment options? *

- Yes, the employee needs to explore other payment options
 No, deduct the payment from the next paycheck

Requestor Information

Your Name *

Please insert your name here as the individual making this request.

Your Email *

Please insert your email here as the individual making this request.

Your Phone # *

Please insert your phone number here as the individual making this request.

+1 () - -



CBO, HR Liaison, Delegate View

Smartsheet Dynamic View											
☆ Payroll Overpayment Tracker - Delegate View ⓘ											
Request ID	Created	Status	Name of Employee who was Overpaid	EmplID	Pay Group	Employment Status	Employee HR Department	Position #	Gross Overpayment Amount	Total # of hours overpaid	How many checks for repayment split?
OVRPAY0046	2024-02-08	Repayment Complete	Phillip Brannen	1802364	18Y - 12 Montl	Active	H1000285-CAES-Plant Pa	11814563	\$700.00		
OVRPAY0054	2024-02-13	Repayment Complete	Jennifer Dunn	4071580	18Y - 12 Montl	Terminated	H1000298-CAES-Southwe	40041905	\$4,043.48		
OVRPAY0064	2024-03-04	Repayment Complete	Yani Arora	4109564	18T - Non-Exer	Active	H1000285-CAES-Plant Pa	40067397	\$175.50	11.7	2 checks
OVRPAY0069	2024-03-12	Repayment Complete	Danica Gonzales	1826369	18Y - 12 Montl	Terminated	H1000323-CAES-Applied	40053059	\$16,929.10		
OVRPAY0072	2024-03-15	In progress	Adam Yakubu	4089207	18G - Exempt	Terminated	H1000281-CAES-Crop &	40048638	\$15,924.31		
OVRPAY0073	2024-03-19	Repayment Complete	Jackson Martin	4088682	18C - Non-Exer	Active	H1000323-CAES-Applied	40038875	\$18.00	1	
OVRPAY0075	2024-03-20	In progress	Tiffany Paschal	4083842	18A - Exempt	Terminated	H1000472-UHC-Counselo	40047021	\$247.77		
OVRPAY0077	2024-03-21	In progress	Deborah Maynard	1827902	18G - Exempt	Active	H1000284-CAES-Particu	21001796	\$159.55		
OVRPAY0078	2024-04-01	In progress	Linseb Elmi Mall	4105323	18G - Exempt	Active	H1000285-CAES-Plant Pa	40065510	\$1,607.14		

A large fountain with multiple jets of water spraying upwards is the central focus in the foreground. In the background, a large, white, three-story building with a row of dormer windows is visible, surrounded by lush green trees. The scene is set on a bright, sunny day with a clear blue sky.

Charge to Account Process Improvements: Nicole Moon

Thursday, April 11, 2024



Draft Charge to Account Process

Key Takeaways

1. New landing page and form
2. Possible new option to provide cross-campus visibility for practitioners – needs vetting
3. CBOs and Delegates can view all submissions for their units and request edits
4. Ability to split across multiple chartstrings
5. Target launch July 2024

CHARGE TO ACCOUNT



Charge to Account Process

Use this process to specify where student account charges should be processed, or to edit existing Charge to Account forms.

Use the buttons below to **submit a new** Charge to Account form, to **view a full list** of Charge to Account forms submitted, or to **request edits** to existing Charge to Account forms. Note that edits can be requested by the original submitter or by the unit CBO or his/her delegates.

Submit New
Charge to Account Form

View Full List of
Charge to Account forms

Edit Existing
Charge to Account form



Set Delegates (CBOs only)

Chief Business Officers have the ability to set delegates for their departments who will have access to request edits to existing Charge to Account forms. If you are a CBO and you would like to add or edit your delegates, click the button below.

Set Delegates (CBOs only)



Draft New Form



Charge to Account Form

This form has been developed by Student Account Services for use by departments who have funds in their accounts that are approved to apply toward a student's expenses in any given term. The form is designed to capture the necessary pieces of information to process these requests. If you have any questions, please contact Student Account Services at stuacct@uga.edu. Below are a few notes that may be helpful in completing this form.

STUDENT INFORMATION SECTION

- If some or all of this student's tuition will be charged to a sponsored project, then you will be asked to confirm whether the tuition waiver has been fully processed in GradStatus. More information on GradStatus waivers is available here: <https://uga.teamdynamix.com/TDClient/3109/FandA/KB/ArticleDet?ID=158420>

CHARTSTRING SECTION

- Fund codes must begin with 2. See more at https://onesource.uga.edu/Chart_of_Accounts/fund_group/.
- Project ID and Activity ID are both required for charges to sponsored projects.

STUDENT ACCOUNT CHARGES TO COVER SECTION

- Tuition, Health Insurance, Housing, Food Services, and Program Fees are never defaulted. These amounts must be entered manually.

Project and Term Information

Will some or all of this student's tuition be charged to a sponsored project? *

- Yes No

Term *

Chartstring(s) for Tuition Charges

If this student's tuition charges will be split across multiple chartstrings (e.g., multiple projects), please select the number of chartstrings. If the tuition charges will all be on the same chartstring, please enter the chartstring below. *

- 1 2 3

Chartstring # 1

Chartstring #1 Percentage (%) *

 %

1. Fund *

1. Program

1. Dept. *



Draft Practitioner (open) View

Charge to Account Entries by Dept/Term (View Only) :																			
UNIVERSITY OF GEORGIA																			
Student Name	Created	Department Name	Term	Status	Entered in Banner?	Total Charges	Detail Code #1	Detail Code #2	Detail Code #3	Charts... #1 Perce... (%)	Total Charges Chartstring #1	1. Fund	1. Program	1. Class	1. Dept.	1. Account	1. Operat... Unit (optio...	Projec...	1. Activit ID
▼ Term Fall 2023																			
▼ Department Name Academic Fiscal Affairs																			
1	Shawn Hill	01/22/24	Academic Fiscal A	Fall 2023	Submitted	<input type="checkbox"/>	\$5,103.00	U775	U757	U741	50%	\$2,551.50	20000	12100	64H67	19520DO	784100	RIAXX00	A00
▼ Department Name Finance Division																			
2	Shawn Hill	01/22/24	Finance Division	Fall 2023	Completed	<input checked="" type="checkbox"/>	\$5,128.00	U778	U760	U742	50%	\$2,564.00	21325	13100	62016	25001KO	784100	RGDNR0	A00
3	Shawn Hill	01/22/24	Finance Division	Fall 2023	Completed	<input checked="" type="checkbox"/>	\$5,103.00	U774	U756		75%	\$3,827.25	20400	11100	64179	340101P	784100		
▼ Term Fall 2024																			
▼ Department Name Academic Advising Services																			
4	Shawn Hill	01/23/24	Academic Advising	Fall 2024	Submitted	<input type="checkbox"/>	\$5,103.00	U772	U754		40%	\$2,041.20	20000	12100	64448	340061C	784100	RGATE0	A00
▼ Department Name Finance Division																			
5	Shawn Hill	01/23/24	Finance Division	Fall 2024	Submitted	<input type="checkbox"/>	\$5,103.00	U773	U755		75%	\$3,827.25	20300	12212	64U16	4315022	784100		
▼ Term Spring 2023																			
▼ Department Name Finance Division																			
6	Shawn Hill	01/22/24	Finance Division	Spring 202	Completed	<input checked="" type="checkbox"/>	\$5,103.00	U777			100%	\$5,103.00	20000	12100	62535	3200400	784100	RUNOH0	A00
7	Shawn Hill	01/22/24	Finance Division	Spring 202	Submitted	<input type="checkbox"/>	\$5,103.00	U776			100%	\$5,103.00	21300	12100	64406	1721028	784100	RWOOD0	A00
▼ Term Spring 2024																			



Draft CBO and Delegate View

Smartsheet Dynamic View

CTA Delegate View - click row to request edits ⓘ

Filter [Icons]

Request edits?	Created	Student First Name	Student Last Name	Department Name	Term	Status	Total Charges	Tuition	Technol...	Connect UGA	Green	Transpo...	Health Center	Student Facilities	Activity	Athletic	Recre...
<input type="checkbox"/>	2024-01-2	Shawn	Hill	Finance Division	Fall 2023	Completed	\$5,128.00	\$4,439.00	\$114.00	\$30.00	\$3.00	\$115.00	\$206.00	\$75.00	\$78.00	\$53.00	\$15.00
<input type="checkbox"/>	2024-01-2	Shawn	Hill	Finance Division	Spring 2023	Completed	\$5,103.00	\$4,414.00	\$114.00	\$30.00	\$3.00	\$115.00	\$206.00	\$75.00	\$78.00	\$53.00	\$15.00
<input type="checkbox"/>	2024-01-2	Shawn	Hill	Finance Division	Spring 2023	Submitted	\$5,103.00	\$4,414.00	\$114.00	\$30.00	\$3.00	\$115.00	\$206.00	\$75.00	\$78.00	\$53.00	\$15.00

Details

Data

Request edits?

What edits do you need?
Enter your requested edits here. Your comments will be routed to the Student Accounts team once you click Save.

Created
2024-01-22T21:48:10Z

Status
Completed

Entered in Banner?

Student First Name
Shawn

Student Middle Name (optional)
Christopher

Student Last Name
Hill



Petty Cash & ClinCard Improvements: Kim Seabolt

Thursday, April 11, 2024



New Petty Cash and ClinCard Processes

Key Takeaways

1. [New landing page](#) and forms
2. Options to submit new entry, request edits, or view status
3. Various roles now have access to view all accounts/submissions for their unit along with current workflow status and comments



Petty Cash Fund

A petty cash fund is established through an advance of funds by Bursar and Treasury Services. Departments can seek approval to establish a petty cash fund to handle small, unanticipated purchases from vendors when immediate payment is required and the formal University of Georgia purchasing and billing processes are impractical or cannot be used. **Petty cash should only be used when there are no other available purchasing options.** The petty cash policy is located here.

Submit New
Petty Cash Application

Edit Existing
Petty Cash Account

View Status of
Petty Cash Account



Change Fund

A change fund is established through an advance by Bursar and Treasury Services for the purpose of making change for customers. Additional information on change funds can be found in the petty cash policy here.

Submit New
Change Fund Application

Edit Existing
Change Fund Account

View Status of
Change Fund Account



Research Compensation Fund

UGA is now using ClinCard to compensate research participants. ClinCard provides transparency to all processes, simplifies reporting, ensures federal and state compliance, creates a safe payment method, and reduces administrative burden. Learn more about ClinCard here.

Submit New
ClinCard Application

Edit Existing
ClinCard Account

View Status of
ClinCard Account



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View by role

View Petty Cash or Change Fund Account Status

Note: Older petty cash accounts may not yet be on this list. If you do not see your account, please contact us: pettycash@uga.edu.

I submitted the application

I'm the Custodian

I'm the Reconciler

I'm the Dept. Head or Director

I'm the CBO

I'm the Dean or VP

View ClinCard Account Status

I submitted the application

I'm the Custodian

I'm the Approver

I'm the Dept. Head or Director

I'm the CBO

I'm the Dean or VP

I'm the Study Coordinator



Example CBO View with Comments

Smartsheet Dynamic View

☆ PC | CBO (click row to view comments) ⓘ

Filter [Grid Icon] [List Icon]

Created	Applicat... ID	Department Name	Custodian Name	Petty Cash Account Status	Approval Status	Custodi... approval	Reconciler approval	Dept. Head / Director approval	CBO or Dean Approval	SPA Appr...	Global Engage... / VPI approval	BTS approval	Account Start Date	Account End Date
2024-04-0	PC00250	[Redacted]	Allen Strading		Pending	Submitted	Approved						04/12/24	04/28/24
2024-04-0	PC00249	[Redacted]	Allen Strading	Closed	Declined	Approved	Approved	Approved	Declined		N/A		04/12/24	04/21/24
2024-04-0	PC00248	[Redacted]	James Broad	Closed	Declined	Submitted	Submitted					Declined	04/12/24	04/28/24
2024-04-0	PC00247	[Redacted]	Allen Strading	Closed	Declined	Submitted	Submitted					Declined	04/12/24	04/28/24
2024-04-0	PC00246	[Redacted]	James Broad	Closed	Declined	Approved	Submitted					Declined	04/12/24	04/28/24

Details

Data | **Comments (1)**

[User Avatar] Apr 08, 2024, 4:00 PM
 declining so that one application can be submitted for the full amount needed



Aging A/R Improvements: Susan Caldwell

Thursday, April 11, 2024



Draft Aging A/R Process Improvements

Key Takeaways

1. New automated process in the works to distribute Aging A/R reports to units
2. Units will receive emails with a link to their aging report
3. Can be shared with anyone who needs this information

Accounts Receivable Aging Report as of 02/29/24

SH Shawn Hill via Smartsheet <automation@app.smartsheet.co>
To ✓ Shawn Hill

Reply Reply All Forward

Tue 4/9/2024 3:08 PM

UNIVERSITY OF GEORGIA

Accounts Receivable Aging Report as of 02/29/24

Greetings,

We are pleased to share the aging report as of 02/29/24. Any payments or adjustments after this date are not reflected in this report. Feel free to distribute the report to appropriate staff members.

OUTSTANDING ACCOUNTS RECEIVABLE: \$406,574.76

YOUR UNIT REPORT: <https://app.smartsheet.com/b/publish?EQBCT=3a401260da4e43fae4af67c345bda96>

ACCOUNTS RECEIVABLE GUIDELINES:
Analyzing outstanding accounts is essential for the effective management of accounts receivable.



Before: Aging A/R Report

1	BU	BU Descr	SetID	Customer	Customer State	City	Item	Entry Type	Reason	Date	Terms	Document	Current	31-60 Days	61-90 Days	91-120 Day	121-180 D	181-364 D	1-3 Years	3-5 Years	5-10 Year	>10 Years	Total Amount
152	17016	Plant Path	UGA01	101079	Monrovia	GA	Cairo	17-000109	IN	SALES	1/31/2024	NET30	120.00	-	-	-	-	-	-	-	-	-	120.00
153	17016	Plant Path	UGA01	101079	Monrovia	GA	Cairo	17-000111	IN	SALES	2/8/2024	NET30	45.00	-	-	-	-	-	-	-	-	-	45.00
154	17016	Plant Path	UGA01	101079	Monrovia	GA	Cairo	17-000111	IN	SALES	2/14/2024	NET30	75.00	-	-	-	-	-	-	-	-	-	75.00
155	17016	Plant Path	UGA01	101079	Monrovia	GA	Cairo	17-000111	IN	SALES	2/26/2024	NET30	90.00	-	-	-	-	-	-	-	-	-	90.00
156	17016	Plant Path	UGA01	101079	Monrovia	GA	Cairo	17-000111	IN	SALES	2/28/2024	NET30	60.00	-	-	-	-	-	-	-	-	-	60.00
157	17016	Plant Path	UGA01	101098	Calhoun	GA	Morgan	17-000104	IN	SALES	11/9/2023	NET30	-	-	15.00	-	-	-	-	-	-	-	15.00
158	17006	CAES Exte	UGA01	101139	Fulton Co	GA	East Point	17-000087	IN	SALES	3/27/2023	NET30	17-000087	-	-	-	-	0.50	-	-	-	-	0.50
159	17006	CAES Exte	UGA01	101139	Fulton Co	GA	East Point	17-000101	IN	SALES	10/5/2023	NET30	-	-	-	702.50	-	-	-	-	-	-	702.50
160	17006	CAES Exte	UGA01	101139	Fulton Co	GA	East Point	17-000102	IN	SALES	10/11/202	NET30	-	-	-	73.89	-	-	-	-	-	-	73.89
161	17016	Plant Path	UGA01	101159	Jeff Davis	GA	Hazlehurst	17-000104	IN	SALES	11/7/2023	NET30	-	-	15.00	-	-	-	-	-	-	-	15.00
162	17016	Plant Path	UGA01	101200	Rockdale	GA	Conyers	17-000085	IN	SALES	3/2/2023	NET30	-	-	-	-	15.00	-	-	-	-	-	15.00
163	17016	Plant Path	UGA01	101203	Seminole	GA	Donalson	17-000105	IN	SALES	11/21/202	NET30	-	-	45.00	-	-	-	-	-	-	-	45.00
164	17016	Plant Path	UGA01	101213	Terrell Co	GA	Dawson	17-000104	IN	SALES	11/7/2023	NET30	-	-	60.00	-	-	-	-	-	-	-	60.00
165	17016	Plant Path	UGA01	101214	Thomas Cr	GA	Thomasvil	17-000111	IN	SALES	2/9/2024	NET30	15.00	-	-	-	-	-	-	-	-	-	15.00
166	17016	Plant Path	UGA01	101215	Tift Count	GA	Tifton	17-000104	IN	SALES	11/9/2023	NET30	-	-	30.00	-	-	-	-	-	-	-	30.00
167	17016	Plant Path	UGA01	101215	Tift Count	GA	Tifton	17-000104	IN	SALES	11/9/2023	NET30	-	-	30.00	-	-	-	-	-	-	-	30.00
168	17016	Plant Path	UGA01	101215	Tift Count	GA	Tifton	17-000104	IN	SALES	11/9/2023	NET30	-	-	30.00	-	-	-	-	-	-	-	30.00
169	17016	Plant Path	UGA01	101215	Tift Count	GA	Tifton	17-000105	IN	SALES	11/9/2023	NET30	-	-	30.00	-	-	-	-	-	-	-	30.00
170	17016	Plant Path	UGA01	101215	Tift Count	GA	Tifton	17-000105	IN	SALES	11/9/2023	NET30	-	-	30.00	-	-	-	-	-	-	-	30.00
171	17016	Plant Path	UGA01	101215	Tift Count	GA	Tifton	17-000105	IN	SALES	11/9/2023	NET30	-	-	30.00	-	-	-	-	-	-	-	30.00
172	17016	Plant Path	UGA01	101215	Tift Count	GA	Tifton	17-000105	IN	SALES	11/9/2023	NET30	-	-	30.00	-	-	-	-	-	-	-	30.00
173	17016	Plant Path	UGA01	101220	Turner Co	GA	Ashburn	17-000082	IN	SALES	1/11/2023	NET30	-	-	-	-	-	15.00	-	-	-	-	15.00
174	17016	Plant Path	UGA01	101230	Webster	GA	Preston	17-000104	IN	SALES	11/7/2023	NET30	-	-	15.00	-	-	-	-	-	-	-	15.00
175	17001	CAES Cour	UGA01	101240	Jasper Co	GA	Monticell	17-000104	IN	SALES	11/7/2023	NET30	-	-	4,439.84	-	-	-	-	-	-	-	4,439.84
176	17001	CAES Cour	UGA01	101258	Tift Count	GA	Tifton	17-000111	IN	SALES	2/7/2024	NET30	2,097.64	-	-	-	-	-	-	-	-	-	2,097.64
177	17017	CAES Conf	UGA01	101347	Stewart C	GA	Waycross	28432	IN	SALES	2/23/2024	NET30	16,080.00	-	-	-	-	-	-	-	-	-	16,080.00
178	17017	CAES Conf	UGA01	101387	Tift Regioi	GA	Tifton	28441	IN	SALES	2/29/2024	NET30	580.00	-	-	-	-	-	-	-	-	-	580.00
179	17017	CAES Conf	UGA01	101440	Levy, Siblk	GA	Albany	28438	IN	SALES	2/29/2024	NET30	558.00	-	-	-	-	-	-	-	-	-	558.00
180	17016	Plant Path	UGA01	101581	Syngenta	NC	Research	17-000099	IN	SALES	8/10/2023	NET30	-	-	-	-	6,132.00	-	-	-	-	-	6,132.00
181	17016	Plant Path	UGA01	101581	Syngenta	NC	Research	17-000106	IN	SALES	12/8/2023	NET30	-	1,620.00	-	-	-	-	-	-	-	-	1,620.00
182	17016	Plant Path	UGA01	101581	Syngenta	NC	Research	17-000110	IN	SALES	2/1/2024	NET30	6,132.00	-	-	-	-	-	-	-	-	-	6,132.00
183	17017	CAES Conf	UGA01	101695	RW Griffir	GA	Douglas	28455	IN	SALES	2/29/2024	NET30	3,732.00	-	-	-	-	-	-	-	-	-	3,732.00
184	17017	CAES Conf	UGA01	101768	ABAC Fou	GA	Tifton	28445	IN	SALES	2/29/2024	NET30	8,625.00	-	-	-	-	-	-	-	-	-	8,625.00
185	17016	Plant Path	UGA01	102065	Russ Mille	GA	Ball Grou	17-000038	IN	SALES	10/12/202	NET30	-	-	-	-	-	-	-	15.00	-	-	15.00
186	17016	Plant Path	UGA01	102069	Curtis Tho	GA	Winterville	17-000038	IN	SALES	10/13/202	NET30	-	-	-	-	-	-	-	15.00	-	-	15.00



After: Aging A/R Report

UNIVERSITY OF GEORGIA Search...

File Dynamic View AR Aging Detail (CAES) ☆

Grid View 1 Sheet 25 Columns 1 Filter 1 Group 1 Summary Sort

BU	Cus... ID	Customer Name	St...	City	E... T...	Reas...	Date	Terms	It...	D...	Total Amount	Resolve...	Current	31-60 Days	61-90 Days	91-120 Days	121-180 Days
Total											Sum	\$406,574.7					
▼ BU Description CAES Conference Center - TI											Sum	\$48,647.08					
1	17017	10134 Stewart Candy Cr	GA	Waycros	IN	SALES	2/23/2024	NET30	284		\$16,080.00		\$16,080.00	\$0.00	\$0.00	\$0.00	\$0.00
2	17017	10138 Tift Regional Med	GA	Tifton	IN	SALES	2/29/2024	NET30	284		\$580.00		\$580.00	\$0.00	\$0.00	\$0.00	\$0.00
3	17017	10144 Levy, Sibley, Fore	GA	Albany	IN	SALES	2/29/2024	NET30	284		\$558.00		\$558.00	\$0.00	\$0.00	\$0.00	\$0.00
4	17017	10169 RW Griffin	GA	Douglas	IN	SALES	2/29/2024	NET30	284		\$3,732.00		\$3,732.00	\$0.00	\$0.00	\$0.00	\$0.00
5	17017	10176 ABAC Foundatio	GA	Tifton	IN	SALES	2/29/2024	NET30	284		\$8,625.00		\$8,625.00	\$0.00	\$0.00	\$0.00	\$0.00
6	17017	10255 WorkSource Sout	GA	Camilla	IN	SALES	2/29/2024	NET30	284		\$3,340.00		\$3,340.00	\$0.00	\$0.00	\$0.00	\$0.00
7	17017	10298 Southern Georgia	GA	Waycros	IN	SALES	2/29/2024	NET30	284		\$7,480.00		\$7,480.00	\$0.00	\$0.00	\$0.00	\$0.00
8	17017	10298 Southern Georgia	GA	Waycros	IN	SALES	2/29/2024	NET30	284		\$3,340.00		\$3,340.00	\$0.00	\$0.00	\$0.00	\$0.00
9	17017	10404 Georgia Music Ec	GA	Stockbri	RC		3/4/2024	OA-			-\$11,552.92		-\$11,552.92	\$0.00	\$0.00	\$0.00	\$0.00
10	17017	10405 Five Star Credit L	AL	Dothan	IN	SALES	2/23/2024	NET30	284		\$14,020.00		\$14,020.00	\$0.00	\$0.00	\$0.00	\$0.00
11	17017	10406 Circle K Stores	FL	Jackson	IN	SALES	2/29/2024	NET30	284		\$2,445.00		\$2,445.00	\$0.00	\$0.00	\$0.00	\$0.00
▼ BU Description CAES County Contracts											Sum	\$261,020.3					
12	17001	10063 Bacon County Bo	GA	Alma	IN	SALES	10/17/202	NET30	17-0		\$11,067.31		\$0.00	\$0.00	\$0.00	\$11,067.31	\$0.00
13	17001	10064 Bartow County Br	GA	Cartersv	IN	SALES	1/18/2024	NET30	17-0		\$14,237.11		\$14,237.11	\$0.00	\$0.00	\$0.00	\$0.00
14	17001	10066 Clayton County B	GA	Jonesbo	IN	SALES	1/18/2024	NET30	17-0		\$8,848.52		\$8,848.52	\$0.00	\$0.00	\$0.00	\$0.00
15	17001	10067 Crisp County Boa	GA	Cordele	IN	SALES	2/7/2024	NET30	17-0		\$5,797.92		\$5,797.92	\$0.00	\$0.00	\$0.00	\$0.00
16	17001	10067 Dekalb County Br	GA	Decatur	IN	SALES	12/11/202	NET30	17-0		\$7,791.53		\$0.00	\$7,791.53	\$0.00	\$0.00	\$0.00

An aerial photograph of a large, modern stadium with a curved seating bowl, taken during a golden sunset. The sun is low on the horizon, casting a warm glow over the scene. The stadium's seating is a mix of red and grey. A semi-transparent dark grey box is overlaid on the lower half of the image, containing white text. The text reads: "Draft Tax-Exempt Bonds Dashboard: Darlene McConnell".

Draft Tax-Exempt Bonds Dashboard: Darlene McConnell

Thursday, April 11, 2024



Draft Tax-Exempt Bonds Dashboard

Key Takeaways

1. [Draft New Dashboard](#)
2. Shows year over year submissions
3. Critical that previous year's information is used as a quality check and not simply reused.



Submit your entries

Private Use Primer

Webpage

Important

Use this page to track your reported tax exempt bonds year over year. Previous years' entries are available for reference, but it is **critical** that you do not simply reuse information year over year, as UGA must report the most up-to-date and accurate information to the Georgia State Financing & Investment Commission (GSFIC) each year. Click on the report below to view a full page version of the report.

Tax Exempt Bonds Report - Year over Year

Department Name	Department ID	Created	Contact Email	Building Name	Building Number	1) Facility/ Equipment Use
Sheet Name FY23 Tax Exempt Bonds - Private Use						
4-H and Youth CES	17331000	03/01/23	micheles@uga.edu	Rock Eagle Dining Hall	5122	Food service, confere
4-H and Youth CES	17331000	03/01/23	micheles@uga.edu	Rock Eagle 4-H	5024-5029	Food service, confere
4-H and Youth CES	17331000	03/01/23	micheles@uga.edu	Rock Eagle 4-H Facility	5002-5006, 5035, 5036	Food service, confere
4-H and Youth CES	17330000	03/02/23	micheles@uga.edu	Rock Eagle Dining Hall	5122	Food service, confere
4-H and Youth CES	17330000	03/02/23	micheles@uga.edu	Rock Eagle 4-H	5024-5029, 5035, 5036	Food service, confere
4-H and Youth CES	17330000	03/02/23	micheles@uga.edu	Rock Eagle 4-H Facility	5002-5006, 5035, 5036	Food service, confere
4-H and Youth CES	17330000	03/02/23	micheles@uga.edu	Rock Eagle 4-H Facility	5249-5254	Food service, confere
Anthropology	19610101	02/28/23	mrod67@uga.edu	Baldwin Hall	0050	Main office of the Dep
Art	19310	02/25/23	fcfast-arts@uga.edu	Lamar Dodd School of Ar	1694	The Lamar Dodd Sch
Assistant Dean's Office - Coastal	17101100	02/22/23	kspurlin@uga.edu	Renovation of Tift Buildin	4602	Building house 1 acar
Assistant Dean's Office - Coastal	17101100	02/22/23	kspurlin@uga.edu	Tift Building	4602	Houses Ag Economic
Assistant Dean's Office - Coastal	17101100	02/22/23	kspurlin@uga.edu	Animal and Dairy Scienc	4603	This Building houses



New I-9 and New-Hire Tracker: Traci Strickland

Thursday, April 11, 2024



New I-9/New Hire Tracking Tool

Key Takeaways

1. [New Tracker](#)
2. Allows HR Liaisons to monitor and act on their units' new hire completion of the onboarding packet and I-9

Smartsheet Dynamic View

☆ New Hire & I-9 Tracking Unit Dynamic View ⓘ

Filter Off ▾

Start Date	Unit	Department	Employee First Name	Employee Last Name	Employee Email	Pay Type	Onboarding Packet Created?	Onboarding Packet Complete?	I-9 Required?	I-9 Outreach Date	I-9 Completed
05/06/24	Test Unit	H1000605- UHR-Human Resources AVP	Test	Person 1	Chris Allinger	18A	No (Current Employee)		Yes	03/27/24	Incomplete
04/04/24	Test Unit	H1000605- UHR-Human Resources AVP	Test	Person 2	Chris Allinger	18A	Yes		Yes	03/27/24	Incomplete

A large fountain with multiple jets of water is the central focus in the foreground. In the background, a large, white, three-story building with a central arched entrance and several dormer windows is visible. The building is surrounded by lush green trees and a well-maintained lawn. The sky is clear and blue.

Journeys & Staff Competency Model: Shawn Hill (on behalf of Leslie Rogers)

Thursday, April 11, 2024



Journeys & Staff Competency Model

Key Takeaways

1. Journeys website and resources related to staff competencies.
2. New tools under construction, including a “how will I be evaluated” tool, on which we would like BSAG’s input.



UGA Journeys will help *modernize UGA's approach to career development* for staff, as well as staff and faculty supervisors. This effort will feature implementing new tools and procedures that provide a continuous *career development model built to create transparency, retention, and growth*. Through professional development, career mapping, and a refreshed compensation model, this program will *empower staff to pursue their professional goals*.

Meet the Team

FAQs

Glossary of Terms

Journeys Training (PEP)

Resources

Contact UGA Journeys



Journeys & Staff Competency Model

WHAT ARE THE BENEFITS OF UGA JOURNEYS?

Each of the initiatives within the UGA Journeys program work together to create a more seamless and transparent process for staff to understand their individual growth opportunities.

View Benefits of UGA Journeys poster [HERE \(PDF\)](#).

▶ **Clear Career Paths**



▶ **Professional Development Opportunities**



▶ **Enhanced Performance Management Tool**



▶ **Competitive Compensation Model**





Journeys & Staff Competency Model



INTRODUCTION

University Human Resources is excited to introduce the UGA Staff Competency Model to the University community! The effort to create this model was successful due to the engagement of many people across UGA beginning in 2018. This includes over 6,000 staff members who participated in surveys and focus groups, an advisory group of human resources and financial officers from 50 major and administrative units, UGA's Organizational & Industrial Psychology Program and our University leadership. In 2023, the UGA Journeys project was initiated and included the implementation of the Staff Competency Model.

How will I be evaluated?

Competency Model for Supervisors

UGA Journeys

Performance Education Portal (PEP)

WHAT IS A COMPETENCY?

A competency is a combination of observable and measurable knowledge, skills, abilities and other characteristics that contribute to enhanced staff performance and ultimately result in organizational success. To understand competencies, it is important to define the various components of competencies, often referred to as "KSAOs".

Knowledge

Skill

HOW WILL THE COMPETENCIES BE USED?

These competencies will be the new standard for which the performance of all staff at UGA will be measured beginning January 2024. This will include a new performance evaluation delivery tool beginning in 2025.

WHAT ARE THE COMPETENCIES?

Core Competencies

Acts With Integrity

Communicates Effectively

Learns & Shares

Makes Sound Decisions

Serves Others

Leadership Competencies

Champions Innovation

Supervises Others



Journeys & Staff Competency Model

HOW WILL I BE EVALUATED?

I am exempt
(cannot earn overtime pay)

I am non-exempt
(can earn overtime pay)

I supervise others
(one or more direct reports)

To ensure that you are viewing the correct list of evaluation criteria, please click the button(s) above that apply to you.

This page includes detailed evaluation criteria for each area on which your performance will be evaluated. Keyword search or filter for quick reference. Learn more about the Staff Competency Model on [this webpage](#).

Search by keyword

Showing 1-85 of 85

100 per page

Score	Description
Acts with Integrity - Inclusive Excellence	
1- Needs Improvement	Resists different points of view; Becomes defensive when asked to consider new/different ideas
2- Developing	Seeks to understand and attempts to incorporate different points of view
3- Consistently Delivers	Forms/maintains productive work relationships while considering multiple perspectives; Fosters a work environment that encourages contribution and participation from a variety of different contributors
4- Exceeds Expectations	Enhances respectful relationships with individuals and organizations representing diverse constituencies; Seeks, whenever possible, regular input to better inclusion and belonging issues and recruitment efforts.
5- Role Model	Coaches and teaches others to develop diverse, equitable and inclusive work environments, including supporting the unit's understanding of the impact of and strategies to address forms of bias in the workplace.



Grad Asst Benefits Process Improvements: Shawn Hill

Thursday, April 11, 2024



Grad Asst Benefits Process Improvement

Key Takeaways

1. Expected to eliminate over 90% of chartstring entries in GradStatus
2. Expected to save UGA over 1,000 hours per year
3. Email to CBOs a few weeks in advance showing chartstrings that will be charged
4. Currently in the design phase and need your input

This is the new question. Should we select "Yes" selected by default since we expect 90% or more to select Yes?

Will this graduate assistant's benefits coverage subsidy be charged to the same chartstring as his/her salary?

Yes No

{{Note: If Yes is selected, then we should not collect the chartstring information below. If No is selected, collect the below information}}

Percentage for chartstring to be charged per subsidy coverage. Total percentage for all specified chartstrings must be equal to 100%. If percentage value left blank, then 100% is used.
 Normally, you would want to ensure that specified fiscal years include the selected start term. This is not a strict requirement.

Account	FY	Fund	Program	Department	Class	OprUnit	Project	BusUnit	Act ID	Chartfield	%	Contact Person (if not you) + Add
553140	*	*	*	*	*							Employee name Employee email address Employee phone number

+ New form Submit all requests

A large fountain with multiple jets of water spraying upwards is the central focus in the foreground. In the background, a large, white, multi-story building with a row of dormer windows is visible, surrounded by lush green trees and a well-maintained lawn. The sky is clear and blue.

Grad Asst. Tuition Requirement & GTRIP: Anjali Dougherty

Thursday, April 11, 2024



Tuition requirement & GTRIP

Key Takeaways

1. What has been successful for your unit in implementing the new requirement to include graduate assistant tuition on sponsored projects?

GRADUATE TUITION RETURN INCENTIVE PROGRAM

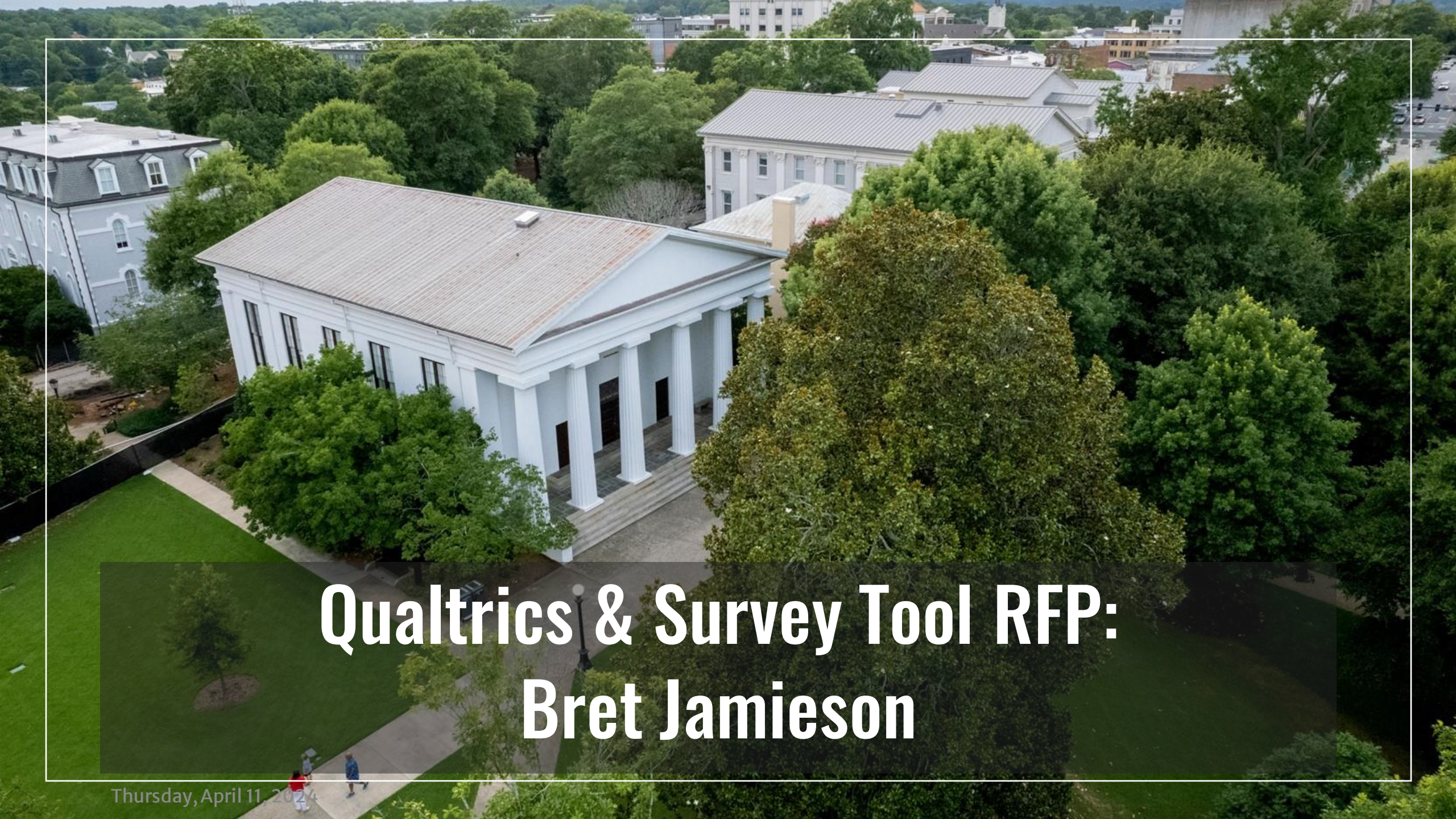
GRADUATE TUITION RETURN INCENTIVE PROGRAM (GTRIP)

Effective July 1, 2024, when allowed by the sponsor, all proposals that include graduate assistantships or training grant stipends **will be required to include in-state tuition.**

On July 1, 2022, the Voluntary Tuition Incentive Program (VIP or RIAS/RIAT) became the Graduate Tuition Return Incentive Program (GTRIP). The Graduate Tuition Return Incentive Program (GTRIP) is a \$5 million per year commitment to growing graduate enrollment at UGA. GTRIP returns a multiplier of tuition dollars included on sponsored projects to the principal investigator's (PI) unit to support additional graduate assistantships.

[GTRIP Procedures](#)

[GTRIP FAQ](#)



Qualtrics & Survey Tool RFP: Bret Jamieson

Thursday, April 11, 2024



Qualtrics

Key Takeaways

1. Qualtrics has continued to rapidly escalate costs.
2. Meanwhile, UGA use of Qualtrics has grown beyond the scope of the intended use, specifically as a form tool.
3. UGA will initiate an RFP with a deadline of August 2025 to review other survey tools.
4. An Admin Memo will be sent on Friday, April 12, announcing this RFP.



An aerial photograph of a large, modern stadium with a curved seating bowl, taken at sunset. The sun is low on the horizon, casting a warm, golden glow over the scene. The stadium's seating is a mix of red and grey. In the background, there are trees and some buildings. The sky is filled with dramatic, dark clouds. A semi-transparent dark grey box is overlaid on the bottom half of the image, containing the title text in white.

Center & Institute Credit Report: Shawn Hill

Thursday, April 11, 2024



Draft C&I Credit Report

Key Takeaways

1. [Draft new report](#)
2. Allows units to view proposals, awards, and expenditures by C&I credit for the first time.
3. Currently this is in the vetting stage. We would appreciate BSAG's review and input before we launch publicly in May.

▼ **Credit and F&A Distribution**

Intellectual Credit

F&A Distribution

▼ **Compliances**

Compliances

Recombinant DNA Research

▼ **Non Federal Grant Information**

Non-Federal Submission Information

▼ **Unit Specific Information**

Franklin College Resources

▼ **Cost Sharing and Matching**

Cost Share and Matching (page 1 of 1)

▼ **Submission Dates and Budget Periods (2 pages)**

Submission Dates and Budget Periods (page 1 of 2)-NF

C&I Credit

1. * This research project is associated with one or more centers or institutes? Yes No
2. * Are any team members part of a center or institute? Yes No
3. * Did that center or institute have any intellectual or infrastructure contributions to this project? Yes No
4. * Will this project use any resources associated with this center or institute? Yes No

If yes to any of the above, please assign Center & Institute Credit below.

- You may assign 100% Center & Institute Credit across a single or multiple UGA Centers & Institutes.
- Or, you may assign a portion of Center & Institute Credit to a single or multiple UGA Centers & Institutes and the balance must be identified as Non-C&I Portion. This signifies that UGA Centers & Institutes contribute partially to the project, but not wholly.

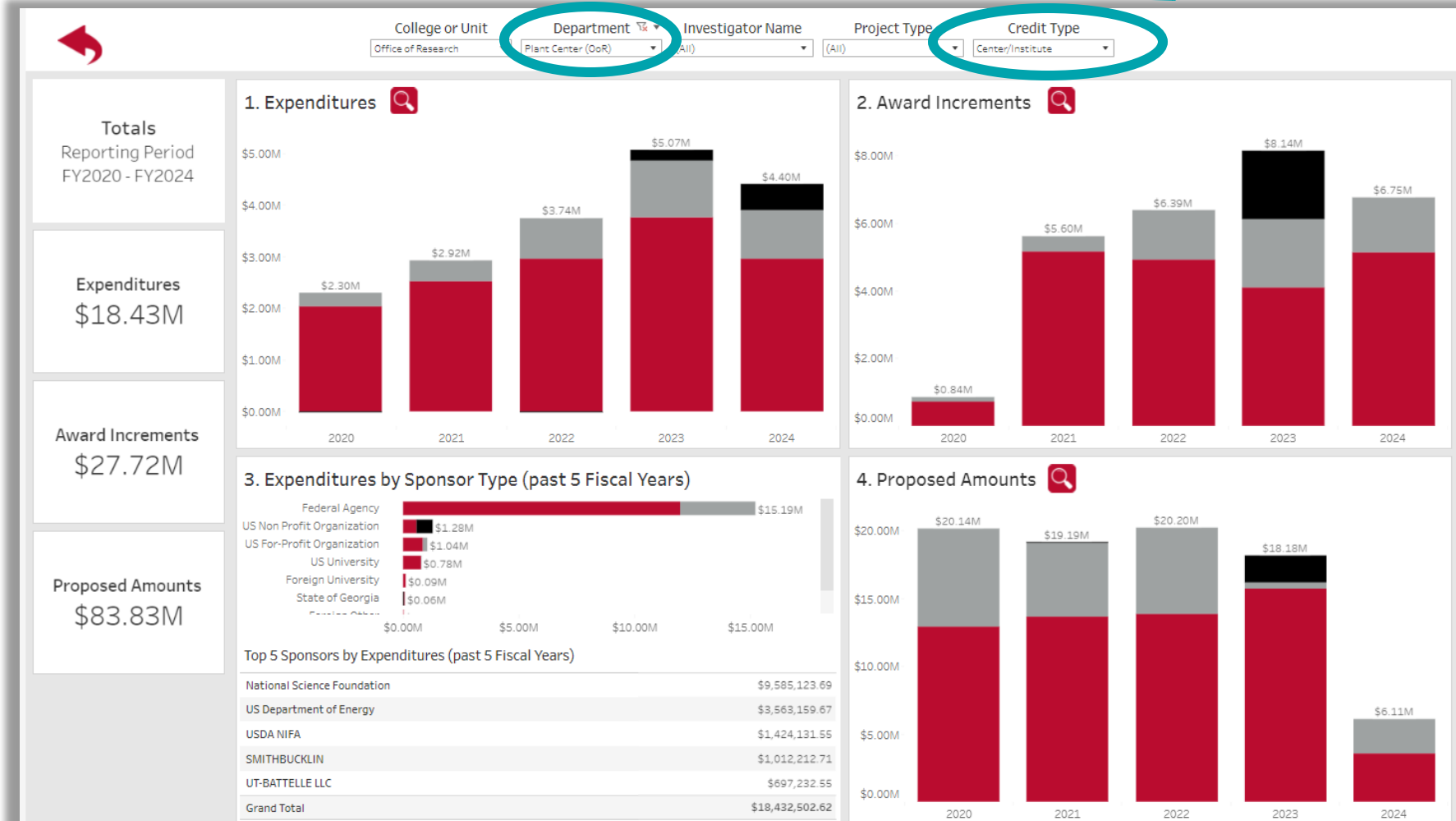
Please see example below:

John Smith	Center for Tropical & Emerging Global Diseases	40%
John Smith	New Materials Institute	40%
John Smith	Non-C&I Portion	20%
		100%

Add Unit	Center for Applied Genetic Technology - 17513000	Institute of Bioinformatics - 43200000	Institute of Plant Breeding, Genetics & Genomics - 17512000	Total
Carol Buell	75 %	10 %	15 %	100 %
	Change Unit	Remove Unit	Change Unit	Remove Unit
			Change Unit	Remove Unit
				100 %



Draft C&I Credit Report





SPA Process Improvements: Brad Langford & Cathy Cuppett

Thursday, April 11, 2024

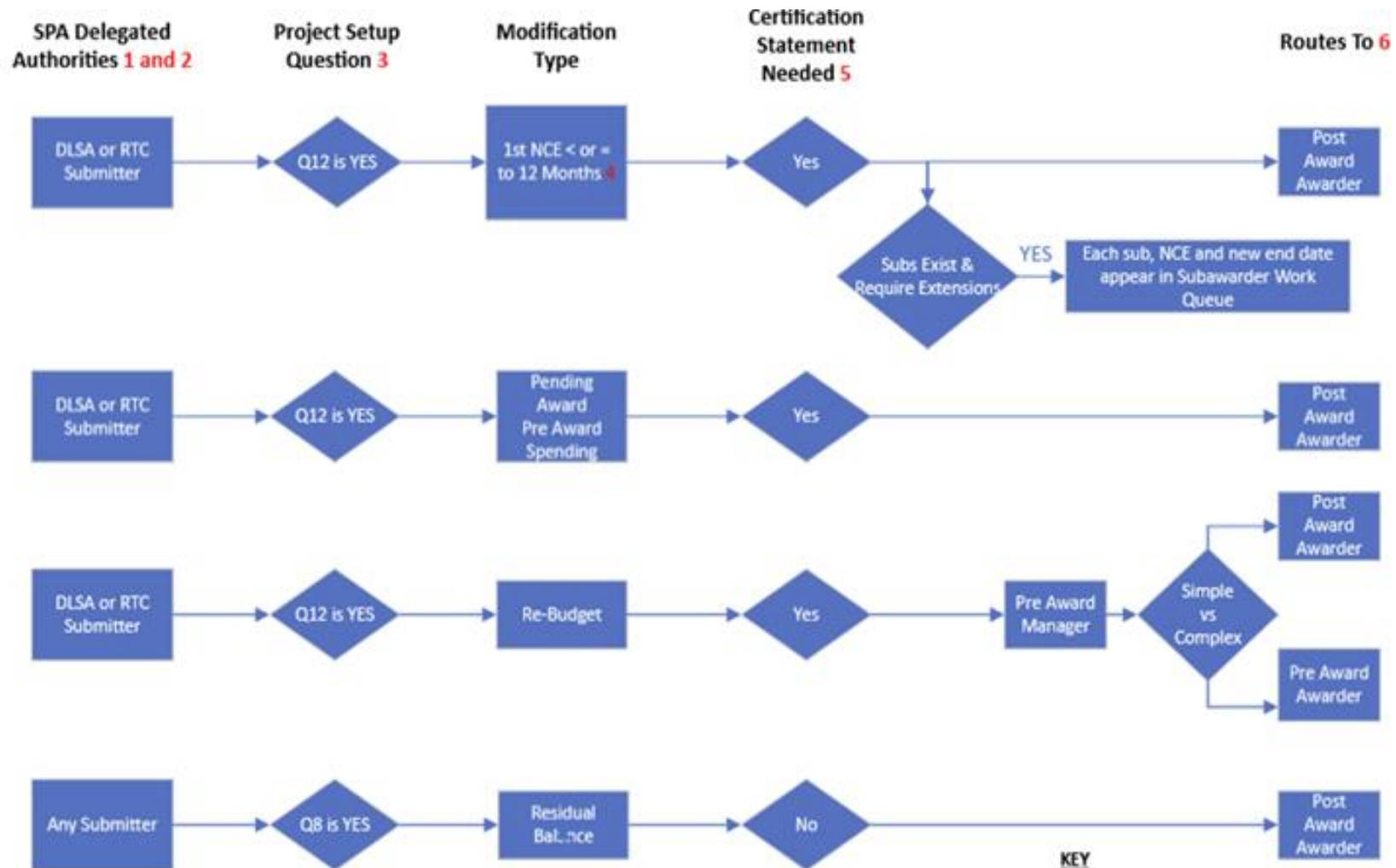


Budget Allocations

- Sponsor budgets/justifications don't align with UGA systems and don't provide needed information to ensure correct award setup.
- **For all NEW Awards**, PI/Unit must utilize the Grants Portal Budget Allocation functionality to create allocation/s. Please use the [Budget Allocations Job Aid](#) to ensure the budget is setup consistent with anticipated spending.
- If PI/Unit create a budget allocation or request internal rebudgeting which anticipates spending in “normally unallowable” expense codes, justification is required if not already contained within the proposal's budget justification.
- **COMING SOON** – If someone with RTC authorities submits internal rebudgeting, these will be automated and streamlined – SEE NEXT SLIDE
- **COMING SOON** – Budget Allocations will also be required for INCREMENTS AND REBUDGETING.



Research Terms and Conditions (RTC) Role





SPA Assignments

The screenshot shows the top section of the University of Georgia Sponsored Projects Administration website. It includes the UGA logo and name, the text 'Sponsored Projects Administration', a navigation menu with items like 'FREQUENTLY USED INFO', 'FORMS & POLICIES', 'TRAINING', 'PORTAL', 'DECISION TOOLS', 'GRANT TOOL BOX', and 'CONTACT', and a descriptive paragraph about the organization's mission.

UNIVERSITY OF GEORGIA
Sponsored Projects Administration

FREQUENTLY USED INFO ▾ FORMS & POLICIES ▾ TRAINING ▾ PORTAL ▾ DECISION TOOLS ▾ GRANT TOOL BOX ▾ CONTACT ▾

Overview
Find SPA Representative
Directory

Sponsored Projects Administration serves the UGA research community by providing expert guidance, exceptional service, and reduced administrative burden throughout the sponsored project lifecycle and allowing our investigators to foster positive change in the world.

Shifting SPA Award and Contract Assignments

- From SPONSOR to UNIT
- This change will provide units fewer SPA Points of Contact
- For larger UGA units, there may be multiple award and contract contacts due to the number of Awards/Contracts, as well as degree of complexity



New Workflow States

COMING SOON: SPA is revising all Grants Portal “states” utilizing the following format.

- Whose Action is Needed: What Action is Needed
 - Examples:
 - PI/UNIT: Pending Compliance Submission/Approval
 - SPA: Expediting Award/Mod Setup
 - SPONSOR: Pending Negotiation/Response
- This should enable PI/Unit to understand whose action is pending and what action.
- It will also identify who and where biggest delays occur to focus on process improvement efforts.
- PLEASE volunteer to review draft states and provide your feedback.



Proactivity for Award Setup

PLEASE utilize Grants Portal to notify SPA when (1) PI/Unit hear a proposal will probably be funded AND (2) when the award notice is received.

- **COMING SOON:**
 - Proactive Portal Assessment – does SPA have everything needed to setup the award/mod
 - **If SPA has everything, SPA WILL EXPEDITE AWARD/MOD SETUP**
 - Proactive Communications identifying what requires PI/Unit action to avoid award setup delays
- Updated [Proactivity to Award Setup Job Aid](#) including common issues which prompt award delays :
 - Grants Portal FP Record is incomplete;
 - FP Record is not fully approved;
 - Compliance Approvals are pending;
 - Budget Allocation/s is not complete;
 - Additional Documents provided to sponsor, but not SPA

Open Discussion

A large, multi-tiered fountain with water spraying upwards is the central focus in the foreground. In the background, a large, white, three-story building with a central arched entrance and several dormer windows is visible. The building is surrounded by lush green trees and a well-maintained lawn. The sky is clear and blue.

Should we meet in June?

Thursday, April 11, 2024

If we meet in June
Georgia Museum
of Art, June 12
@3pm

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

