Welcome and Announcements

• Congratulations – new positions, etc.
• Other announcements
Promotion & Tenure:
Elizabeth Weeks & Sunshine Jordan
Faculty Promotion & Tenure Portal

Promotion & Tenure section of the new Faculty Affairs Support Portal

- Central location for all processes related to P&T cycle
- One-stop for questions and resources
- Cycle Tracker for phases and deadlines
Faculty Promotion & Tenure Portal

- Prepopulated faculty information from OneUSG Connect to allow data vetting/correcting.

- Role-based permissions and security
Faculty Promotion & Tenure Portal

All related data and documents will be attached to the candidate’s record.
New TT Form

- Less detail
- Easier to fill out
Microsoft Copilot: Justin Sackett
Microsoft Copilot with Commercial Data Protection

Key Takeaways

1. Free to all students, faculty, and staff with a UGA Microsoft Office 365 License.

2. Use copilot to help draft documents, give writing assistance, translate text and solve problems, explore and summarize web content, generate artistic content and more!

3. Links:
   • Visit our website for more information.
   • Access Copilot with your MyID (myid@uga.edu) and password.

With Copilot with Commercial Data Protection Microsoft does not retain the prompts or responses issued by the user and they are not used to train large language models. It does not have access to organizational resources or content within UGA's Microsoft 365 tenant, such as documents in OneDrive or emails.
Microsoft Teams Phone:
Ilir Hasko, Jeff Teasley, Dennis Flint, Meg Spencer
Microsoft Teams Phone

Key Takeaways

1. Microsoft's cloud-based next-generation phone system that will eventually replace UGA's current on-premise phone system.
2. Teams Phone works through an internet connection using a desktop application or a physical handset.
3. Departments can submit a Teams Phone Onboarding Request to initiate the transition.
4. Links:
   - Visit our website for more information on features, pricing, and training.
Labviva Project: Bob Currey
Labviva Project Progress

Key Takeaways

1. Significant progress made getting suppliers registered and catalogs tested
2. Second phase of UAT testing starts week of June 17th
3. Targeting Soft Launch of platform for week of July 8th
4. Not too late to be included in UAT testing...please email chadcox@uga.edu to be added to the UAT team
Vacation Payouts on Grants: Jenny Dutton
Vacation Payouts on Grants

Key Takeaways

1. Across UGA, vacation payouts on grants have averaged more than $300K per year for the past 5 years.

2. When an employee leaves UGA, accrued vacation payout must be “equitably allocated” (i.e., time earned while not working on grant cannot be charged to grant).

3. Question for BSAG: Has anyone identified an efficient way to manage this?
Relocation Reimbursement & Overpayment
Amanda McHugh
Relocation Reimbursement Policy Update

Key Takeaways

1. We had hoped to have the new Relocation Reimbursement Policy posted by 7/1/24

2. The draft policy and form are ready, but we became aware of a pending change to the USG Policy

3. We submitted our lump sum reimbursement draft to USG to ensure alignment with the new USG Policy being drafted
Overpayment Process

Key Takeaways

1. Smartsheet process up and running

2. Outstanding overpayments from 2019–2023 being added
   - We will soon begin outreach on outstanding prior year overpayments

3. New process for outstanding overpayments:
   - Creating receivables – in process
   - Monthly metrics and cause analysis

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 EmpID, Record #, HR Department, Position #, and Payroll Group.
Monetary vs. Non-Monetary Awards: Amanda McHugh & Travis Jackson
Monetary vs. Non-Monetary Awards

Key Takeaways

1. Issue: Two separate processes for Monetary and Non-Monetary can be confusing
2. Knowledge base language has been updated
3. Submitting Employee Awards
4. UHR website to be updated as well to provide more detail on each process
Charge to Account Process Improvements:
Nicole Moon
Charge to Account Process Improvements

Key Takeaways

1. New and improved Charge to Account process coming July 1
2. Options for single entry and bulk entry (spreadsheet style)
3. New processing approach
4. Draft webpage
5. Benefits: Much easier to submit, improved transparency, improved reporting and analytics

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.

Set Delegates (CBOs only)
Chief Business Officers have the ability to set delegates for their departments who will...
This topic is on hold until the August BSAG meeting

Travel Audit Recommendations: Jennifer Dunlap
Format of Next BSAG meeting

• We’ll work to identify a widely held area of opportunity for improvement
• In our August meeting, we’ll break into small groups to brainstorm potential solutions
• Then, we’ll share these with the group
Next Meeting
Terry College Stelling Study, August 14 @3pm

View past meeting materials on the BSAG website
Overview

• Merit-based salary adjustments to assist with recruitment and retention efforts
• Effective September 1, 2024
• Budget pool will be provided to Deans and Vice Presidents for allocation
• Merit-based increases can be recommended for salary adjustments from 1% to 4% for up to 20% of faculty and up to 20% of staff.
• Recognizes outstanding performance and help address critical internal compression, external market forces, and retention needs
Eligibility Questions

• Scenario: An individual in my unit is marked ineligible but the unit feels that is inaccurate:
  • The unit can add recommended merit amount to rows in gray. A comment must be added to the row.
  • The only reason someone in a gray row should be edited is for a qualifying promotion.
  • If known, please add UGA Jobs Action Number or attach RSA for validation purposes.
  • For those with multiple increases, please add a comment to indicate the promotion date.
Validation

• Units must develop a consistent methodology for applying merit-based adjustments relative to performance. After establishing a basis for performance, other factors such as compression, pay vs. market, or the need for retention can be included in the recommendation.

• University HR and the Office of the Provost will use the methodology information to complete the central compliance review for each unit's merit-based recommendations.
Documentation

• Actions
  • Attach the documentation and/or narrative that describes and supports your unit's approach to the recommended allocations to the "Budget" row in your Smartsheet.
  • This documentation will be used to validate your Smartsheet and confirm that merit and compression were recommended consistently.
  • Your documentation should describe your unit's methodology and the criteria for the increases you recommend.