Business Services Advisory Group

10/10/24

Welcome and Announcements

- **Congratulations to Megan & Shawn Hill on the birth of Sadie Elizabeth Hill**

August Brain Storming Session Update

Thursday, October 10, 2024

Prioritization of Ideas: Voting Results

Where would UGA see the greatest impacts from streamlined workflow processes, reduced duplication of effort, and improved transparency into data?

Theme	Topic	Priority Score
HR Data & Position Mgmt	Status of HR actions	72
HR Data & Position Mgmt	HR: General transparency of workflows	60
HR Data & Position Mgmt	HR workflows, processing times, standardizing	45
HR Data & Position Mgmt	Position Mgmt: Allow users to see other units desc	43
HR Data & Position Mgmt	Position Mgmt: Develop hiring pool; internal temp	40
Process & Business Intelligence	Direct access to data to create reports	56
Process & Business Intelligence	Create a centralized team that can develop process improvements using Smartsheet, Power Automate, Power BI and other tools to help college and units streamline their processes and make better informed business decisions	47
Process & Business Intelligence	System to prioritize HR/SPA transactions	42
Process & Business Intelligence	General: Improve system transparency (workflows)	42
Process & Business Intelligence	Central mechanism for policy change communication	41
Process & Business Intelligence	Consolidated reporting	40
Process & Business Intelligence	Define boundaries where units have policy authority	40
Training & Best Practices	Standardized trainings for Business & HR staff	57
Training & Best Practices	More Centralized Training	55
Training & Best Practices	Standardize best practices	48
Training & Best Practices	Build best practices before new ERP	43
Training & Best Practices	Develop data best practices	41
Training & Best Practices	Supervisor training; available and required for all supervisors	40

Asset Management
Craig Mathews

What is Surplus?
(according to Microsoft Copilot!)

Key Takeaways

1. **Definitions**

2. **Examples**

3. **Data**

4. **New Resource**

5. Requested Action: Review New Surplus Guide

Asset Management – Surplus

Key Takeaways

1. **Definitions**

2. **Examples**

3. **Data**

4. **New Resource**

5. Requested Action: Review New Surplus Guide

- ## What is *Surplus*?

  •The **Georgia Department of Administrative Services (DOAS) Surplus Division** defines surplus property as **non-consumable *personal property*** that the state no longer requires.

  •*Personal property* is defined as "any fixed or movable tangible property used for operations, the benefits of which extend beyond one year from the date of acquisition." **Essentially, personal property refers to any item that is owned by the state, and is not real estate, regardless of acquisition cost or method.**

Asset Management – Surplus Examples

Key Takeaways

1. **Definitions**

2. **Examples**

3. **Data**

4. **New Resource**

5. Requested Action: Review New Surplus Guide

Surplus Equipment

Furniture
Keyboards
Bookshelves
Freezers
Farm Machinery
IT Equipment
AV Equipment
Refrigerators
Lab Equipment*

Redistribute, Recycle, Trash
(can coordinate with FMD Waste Reduction)

Paper products
Supplies (pens, notepads, folders)
Lab Glass* (via GreenLabs)
File Folders
Toner*
Scrap materials
Binders

All examples above can be posted to the UGA Surplus Marketplace!

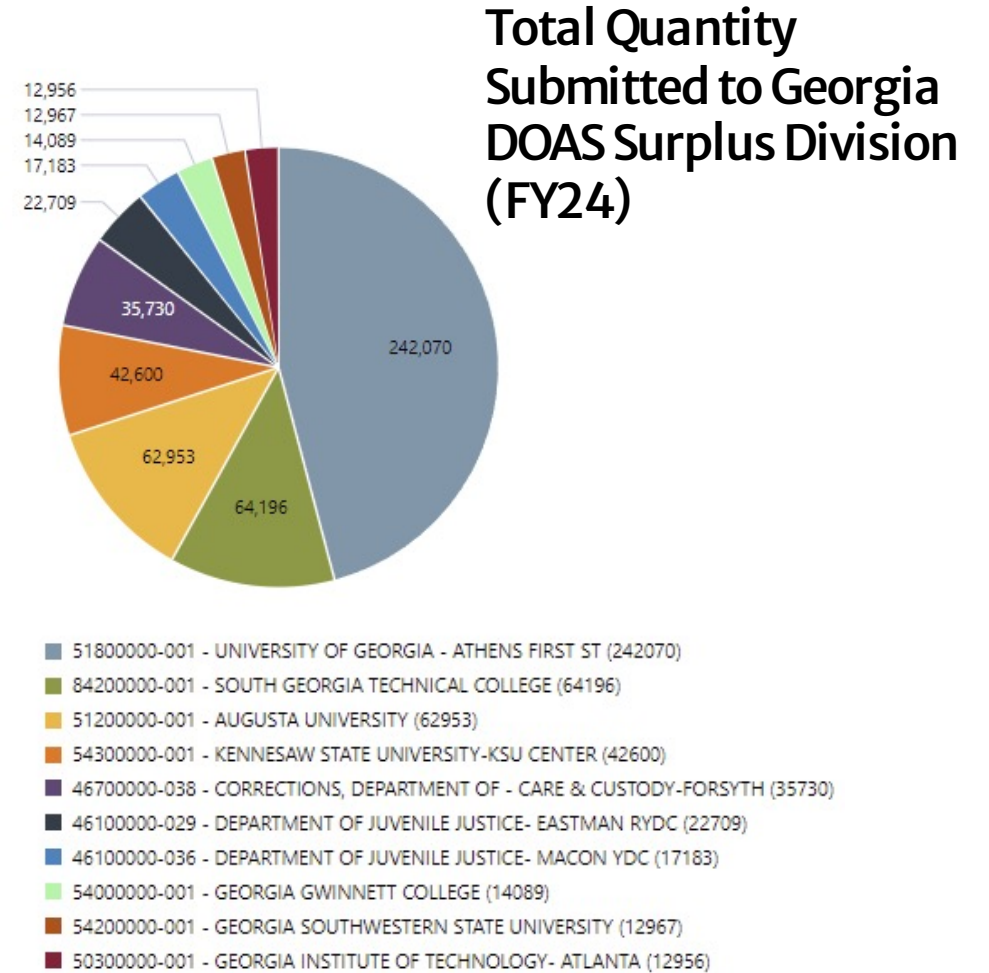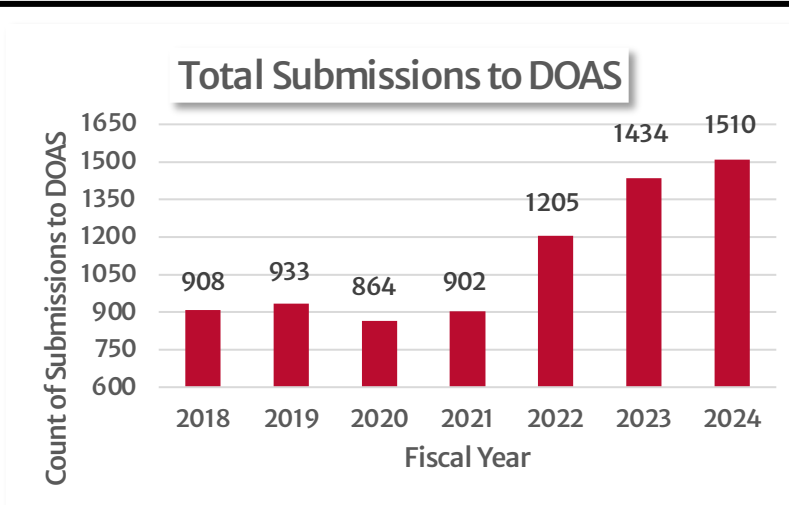Recycling Questions? Contact the FMD Office of Sustainability

https://sustainability.uga.edu/campus-operations/waste-reduction/

DISPOSAL FLOW
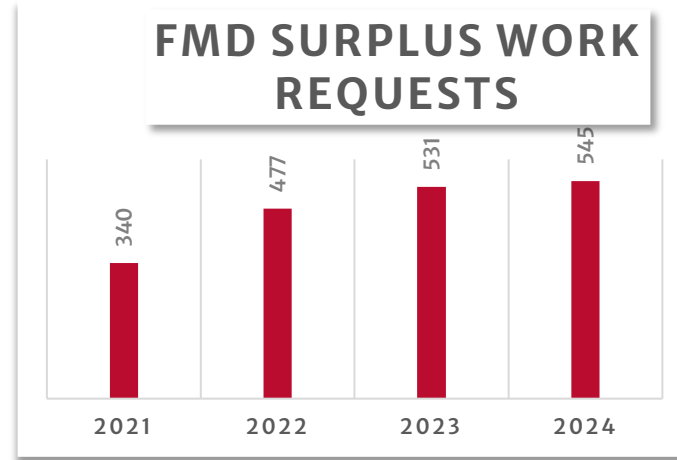
Redistribute

Sell

Recycle

Trash

Asset Management – Surplus **By the Numbers**

Key Takeaways

1. **Definitions**

2. **Examples**

3. **Data**

4. **New Resource**

5. Requested Action: Review New Surplus Guide

FMD SURPLUS WORK REQUESTS

340	477	531	545
2021	2022	2023	2024

Total Submissions to DOAS

Count of Submissions to DOAS vs Fiscal Year:
- 2018: 908
- 2019: 933
- 2020: 864
- 2021: 902
- 2022: 1205
- 2023: 1434
- 2024: 1510

Total Quantity Submitted to Georgia DOAS Surplus Division (FY24)

Pie chart values: 242,070 · 64,196 · 62,953 · 42,600 · 35,730 · 22,709 · 17,183 · 14,089 · 12,967 · 12,956

- 51800000-001 - UNIVERSITY OF GEORGIA - ATHENS FIRST ST (242070)
- 84200000-001 - SOUTH GEORGIA TECHNICAL COLLEGE (64196)
- 51200000-001 - AUGUSTA UNIVERSITY (62953)
- 54300000-001 - KENNESAW STATE UNIVERSITY-KSU CENTER (42600)
- 46700000-038 - CORRECTIONS, DEPARTMENT OF - CARE & CUSTODY-FORSYTH (35730)
- 46100000-029 - DEPARTMENT OF JUVENILE JUSTICE- EASTMAN RYDC (22709)
- 46100000-036 - DEPARTMENT OF JUVENILE JUSTICE- MACON YDC (17183)
- 54000000-001 - GEORGIA GWINNETT COLLEGE (14089)
- 54200000-001 - GEORGIA SOUTHWESTERN STATE UNIVERSITY (12967)
- 50300000-001 - GEORGIA INSTITUTE OF TECHNOLOGY- ATLANTA (12956)

Asset Management – Surplus New Resource

Key Takeaways

1. **Definitions**

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5. Requested Action: Review New Surplus Guide

UGA Surplus Guide

Contents

Where do I send Surplus UGA equipment?

Units located on or around the Athens campus should send surplus equipment to the UGA Surplus Warehouse located in the Chicopee co... Surplus Transfer Form completed prior this completed and signed form in your

Surplus property, in usable condition, c great way to be good steward of our res

A FMD Work Request can be submitted delivering the surplus equipment to the

If your department has a large quantity surplus@uga.edu to discuss and plan t not store or accumulate excess surplu

Units outside the Athens campus can e handle surplus property. Options are a...

FAQ's

Can I throw away my old office chair?

- No equipment or furniture should be disposed of unless first consulting with Surplus staff.

Can I purchase my old surplus laptop from UGA?

- UGA surplus cannot be resold directly to UGA employees. Surplus IT equipment is not sold or auctioned due to data security concerns.

Can I bid on state surplus auctions?

- Yes! Employees can take part in state surplus public auctions by visiting https://www.govdeals.com/. These auctions are managed by Georgia DOAS Surplus Division and not UGA.

Can I donate UGA equipment/furniture to non-profit organizations?

- In some cases, registered 501(c)3 organizations may be eligible for donations of UGA equipment after the equipment is approved for disposal by Georgia DOAS (this does not include IT equipment). Please contact UGA Surplus Staff for additional questions as UGA is required to follow the Georgia DOAS procedures for disposals, including donations.

Asset Management – Surplus Tips

Key Takeaways

1. **Definitions**

2. **Examples**

3. **Data**

4. **New Resource**

5. Requested Action: Review New Surplus Guide

Surplus Tips

- Redistribute by utilizing the Surplus Marketplace.

- Plan (Departmental moves, major renovations & furniture upgrades)

- Documentation is key!

- Surplus often!

**Relocation Policy
Amanda McHugh**

Thursday, October 10, 2024

Relocation Policy Update

Key Takeaways

1. **UGA Relocation Policy**

2. Policy will not change at this time

3. Please continue to follow current procedures

Changes are postponed until further notice

• Continue to operate under the **current** relocation policy procedures

• Based on discussions with the system office, it seems the intent is to more closely align the BOR Policy with the State Policy, which does point to specific expense reimbursement (not lump sum)

• We don't want to make any changes until we confirm what the new BOR Policy will be. We understand there are continued discussions around this policy at the system office.

Data / Business Intelligence
Joshua Hanna & Hailey Normandia

BSAG Priority Update: Process & Business Intelligence

- OIR recently procured a Microsoft Fabric license and are beginning limited testing. (Fabric is a unified data analytics platform.)

- OIR working with Microsoft and UGA InfoSec to establish appropriate security protocols for managing data and sharing with campus users.

- OIR plans to develop and provide data sets that campus users can access via desktop Power BI to build local reports and publish to UGA's Power BI cloud service. OIR expects to work with users and data stewards to share reports that are helpful for enterprise reporting on OIR's fabric instance. (Direct access to create reports.)

- OIR is developing Power BI reporting templates and style guides for OIR reports, which they will share.

Vacation Leave Payout
Jenny Dutton, Brooke Salter & Ken Dover

Vacation Leave Payout

Key Takeaways

1. Problem: VPO Allocable Amts
2. VPO Defined
3. 2 CFR 200.431
4. Audit Risks
5. Solution: VPO Tool

- Problem: Vacation leave payout charged to funding sources that are not completely correct based on earnings schedule.

- Vacation payout is payment employees receive for unused vacation time when they leave UGA.

- 2 CFR 200.431 is a section of the Code of Federal Regulations

- Audit Risks

- Solution: Vacation Payout Tool

Vacation Leave Payout

Key Takeaways

1. **Overview of VPO Tool**
   - VPO Tool Excel Template
   - Payroll Query to Use
   - Info from HCM

2. **How to use VPO Tool Results**

- Overview
  - Vacation Payout Tool Excel Template
  - Payroll Query to Use UGA_PAY_EXP_BASE
  - Information from HCM

- How to use results

Vacation Leave Payout

Key Takeaways

1. **Overview of VPO Tool**

   o **VPO Tool Excel Template**

   o **Payroll Query to Use**

   o **Info from HCM**

2. **How to use VPO Tool Results**

- **Vacation Payout Tool Excel Template and Query**

Vacation Leave Payout

Key Takeaways

1. **Overview of VPO Tool**

   o **VPO Tool Excel Template**

   o **Payroll Query to Use**

   o **Info from HCM**

2. **How to use VPO Tool Results**

- **Vacation Payout Tool Excel Template and Information from HCM**

	B	C	D	E	F	G	H	I	J	K	L	M
1						Hours	360.00	Rate	55.83	20,097.68	Complete payout amount	
2	Pay End	360		Note	Combo Codes	Hours per combo code						
3	8/31/2021				18246100001019	0	0%	-				
4	9/30/2021	10			1824600BB01001	0	0%	-				
5	10/31/2021	14			1824600BB01004	25	7%	1,406.84				
6	11/30/2021	14			1824200DB01008	62	17%	3,443.21				
7	12/31/2021	14			18246100001020	20	5%	1,092.37				
8	1/31/2022	14			18246100001011	211	59%	11,757.80				
9	2/28/2022	14			1824600ZS01015	7	2%	379.62				
10	3/31/2022	14			18740010021006	0	0%	-				
11	4/30/2022	14			18740010021010	0	0%	-				
12	5/31/2022	14			18740010021009	0	0%	-				
13	6/30/2022	14			1824600ZS01022	8	2%	455.27				
14	7/31/2022	14			1824600ZS01020	0	0%	-				
15	8/31/2022	14			18246100001001	5	1%	280.79				
16	9/30/2022	14			18241009991001	0	0%	-				
17	10/31/2022	14			1824200DB01006	17	5%	937.89				
18	11/30/2022	14			1824600ZS01025	3	1%	156.31				
19	12/31/2022	14			1824200DB01015	2	1%	109.42				
20	1/31/2023	14			1824600BB01005	1	0%	78.16				
21	2/28/2023	14			0	0	0%	-				
22	3/31/2023	14				0	0%	-				
23	4/30/2023	14				0	0%	-				
24	5/31/2023	14				0	0%	-				
25	6/30/2023	14				0	0%	-				
26	7/31/2023	14				0	0%	-				
27	8/31/2023	14				0	0%	-				
28	9/30/2023	14				0	0%	-				
29	10/31/2023	14				0	0%	-				
30						0	0%	-				
31						0	0%	-				
32						0	0%	-				
33						0	0%	-				
34						0	0%	-				

UGA_PAY_EXP_BASE   **Vacation Earning Schedule**   Instructions   ⊕

Vacation Leave Payout

Key Takeaways

1. **Key Points**

2. **Lag Time w Usage**

3. **Suggested Review Cycle**

4. **Tracking**

- **Key points**

  o **Use the query provide: UGA_PAY_EXP_BASE**

  o **Information from HCM– Understand vacation earning schedule of employee**

  o **How to use results – Ensure that Combo Codes listed with amounts are viable for payout**

- **Lag Time with Results & Use for Multiple Employees**

- **Suggested Review Cycle: At Least Bi–Annually**

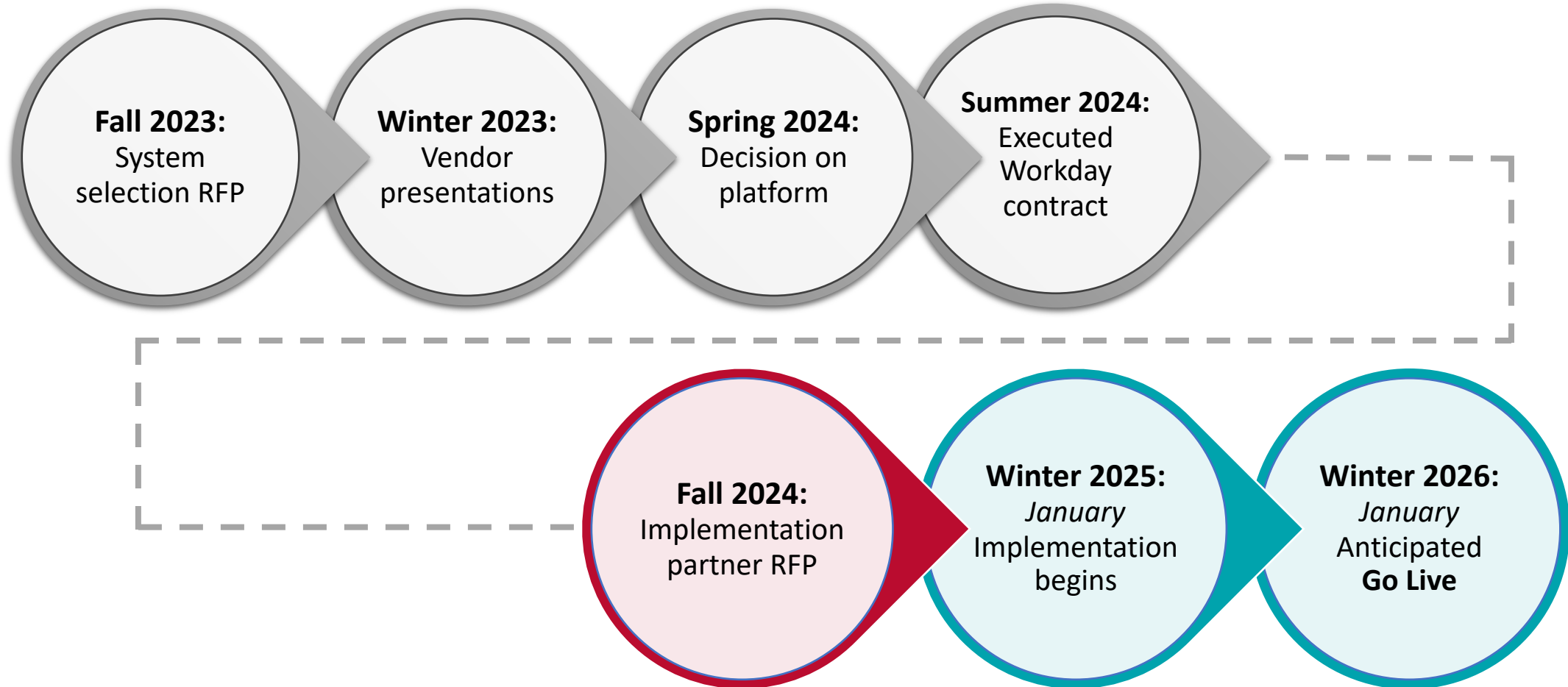- **Track: Where you are not able to re–allocate & amounts.**

FAME Replacement
Elizabeth Prince

Thursday, October 10, 2024

FAME Replacement Timeline

Fall 2023:
System selection RFP

Winter 2023:
Vendor presentations

Spring 2024:
Decision on platform

Summer 2024:
Executed Workday contract

Fall 2024:
Implementation partner RFP

Winter 2025:
January Implementation begins

Winter 2026:
January Anticipated **Go Live**

RSA Dynamic View
Russ Ramsey

RSA Dynamic View Update

- **RSA Dynamic View Enters Pilot Group Testing**

  - UHR has developed a dynamic view to provide additional information into the RSA approval process.

  - A Pilot group for testing and feedback has started as of 10/4.

  - We are excited to deliver this tool to UGA CBOs and HR Liaisons in the near future.

OneUSG Connect: New Security Updates
Tim Chester & Andrew Kersh

New Security Enhancements in OneUSG

- USG institutions have seen an increased number of cybersecurity attacks on their employees regarding their personal and direct deposit information.

- To keep faculty and staff information safe and secure, the OneUSG Connect system will incorporate an additional layer of security to some areas of OneUSG Connect.

- On October 12, 2024, access to the following areas of Employee Self-Service will be updated:
  - Direct Deposit
  - Personal Details

New Security Enhancements in OneUSG

- **Employee Self-Service tiles impacted on October 12, 2024:**

  - Personal Details
  - Direct Deposit

- **Access to <u>view</u> this information in OneUSG Connect will not change.**

- **To <u>edit</u> this information, you will need to either:**

  - Be connected to the UGA Network
  - Call UGA Payroll or University HR to update these details over the phone.

UGA Network Requirement to **Edit** Impacted Tiles

- **Employees can connect to the UGA Network through**

  - a wired connection at a workstation on a UGA campus
  - the PAWS-Secure wireless network

- **If employees are not on campus, they will need to contact:**

  - UGA Payroll to edit Direct Deposit information.
  - University HR to edit Personal Details information.

UGA Network Requirement to **Edit** Impacted Tiles

The following locations should have edit access:

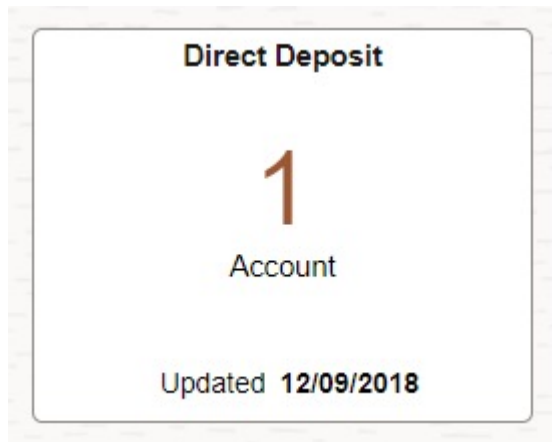|	
18 Capitol Square Atlanta	Tifton Main Campus
Gwinnett Campus	Tifton Vet Med Lab
Institute of Continuing Judicial Education	J. Phil Campbell Farms
Ironhorse	Griffin Campus
Terry Buckhead Campus	Wormsloe
Savannah River Ecology Lab (SREL) Campus	Skidaway Island

Impacted Tiles

Access to <u>view</u> information in these tiles will not change.

You may <u>edit</u> this information if you are on the <u>UGA Network</u>.

After October 12, 2024

The following screen will be displayed if you want to <u>edit</u> your information, and you are are <u>not</u> on the UGA Network:
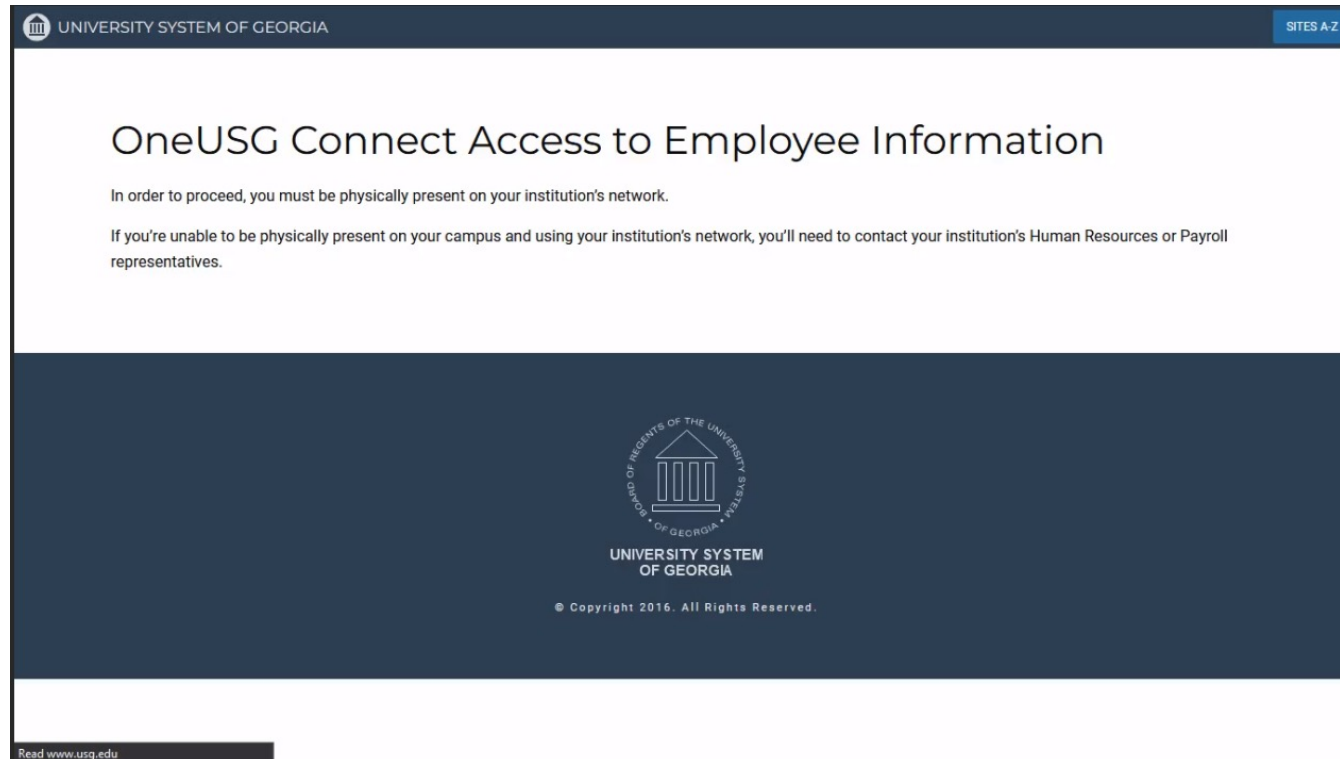
Communication Efforts & How BSAG Can Help

- ## Communications:
  - Information is being shared with stakeholder groups.
  - An ArchNews message will be distributed soon.

- ## Within your areas:
  - Communicate this change to your employees and new hires.
  - Provide secure locations connected to a UGA internet connection where employees without computers can make changes.
  - Remind employees to update *home address* and *emergency contact* details.
  - Report any issues to UGA Payroll or University HR.

Open Discussion

Thursday, October 10, 2024

Next Meeting

Coverdell Room S175,
Dec. 11 @ 3pm

View past meeting materials on the BSAG website