Business Services Advisory Group

Faculty Affairs Committee

Co-Chairs: Carly Surratt & Mike Gorman

Offer Letters & OFA topics

Scenario:

The Faculty Affairs committee has an update on offer letters, which will be shared via email after this meeting.

BSAG Request:

Please send any questions/concerns to Carly.

Finance Committee

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

FY24 Supplements

Scenario:

The Commitment Accounting team has learned that they are not going to be able to enter the funding for supplements due to the way in which departments had to budget for them in BPSS. (They would have no way of knowing how funding percentages were set in BPSS to account for the supplement.) Commitment Accounting is open to collecting this information in a spreadsheet/smartsheet if that would be easier, or it may just be easier to submit the MSS Change Funding Requests.

BSAG Request:

What does the group think about the best way to proceed?
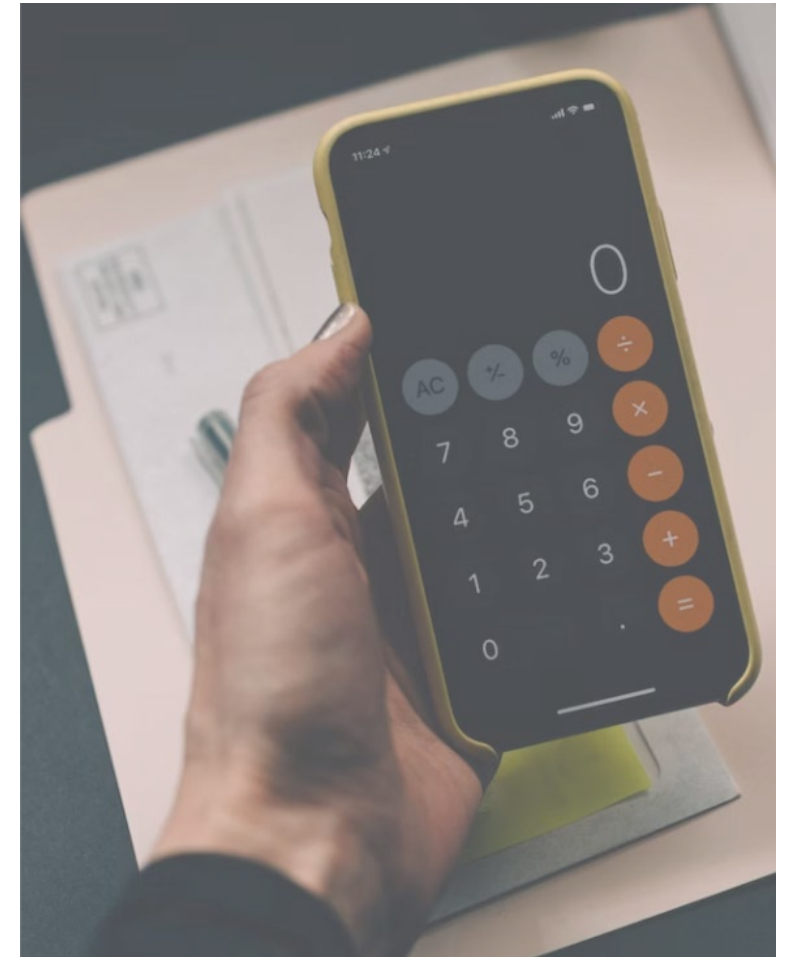
EXAMPLE: Supplement Funding in OneUSG Connect vs. BPSS

FY23 Funding OneUSG Connect

Earnings Code	Combo Code	Percentage Distribution	Annual Compensation
	18123456781001	75.0000%	75,000.00
	18123456781002	25.0000%	25,000.00
CHR	1812345ABC1005	100.0000%	10,000.00
			110,000.00

How FY24 Funding Should Be Set Up In OneUSG Connect

Earnings Code	Combo Code	Percentage Distribution	Annual Compensation
	18123456781001	50.0000%	51,000.00
	18123456781002	25.0000%	25,500.00
	18123456781006	25.0000%	25,500.00
CHR	1812345ABC1005	100.0000%	10,000.00
			112,000.00

How FY24 Funding Was Entered In BPSS And Will Be Loaded Into OneUSG Connect

Combo Code	Percentage Distribution	Annual Compensation
18123456781001	45.5357%	51,000
18123456781002	22.7679%	25,500
18123456781006	22.7679%	25,500
1812345ABC1005	8.9286%	10,000
		112,000

Foundation Committee

Co-Chairs: Elizabeth Prince & Sadie Brown

FMS/FAME Report

Scenario:

Per BSAG request, the Foundation & Reporting committees worked with OIR to release the [combined FAME/FMS report](). Initial feedback has been positive.

BSAG Request:

What do you think of the report so far?

Human Resources Committee
Co-Chairs: David Maddox & Chandra Echols

Compensation Exception Management

Scenario: UHR will have several upcoming comp validation and exception management scenarios as we transition into FY24: Grad Assistant 3% increases, COLA increases for individuals not included in BPSS, MHR increases (students/temps), etc.

BSAG Request:

UHR would like to use a "run a query and click to request exception" process. What does BSAG think?

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te	New Action	New Reason	Requested By	Email ID	Submit Request
	SWB	SWB	1809957@180	shawnh@uga.edu	Submit SWB/RWB Request
	SWB	SWB	1809957@180	shawnh@uga.edu	Submit SWB/RWB Request
	SWB	SWB	1809957@180	shawnh@uga.edu	Submit SWB/RWB Request
	SWB	SWB	1809957@180	shawnh@uga.edu	Submit SWB/RWB Request
	SWB	SWB	1809957@180	shawnh@uga.edu	Submit SWB/RWB Request
	SWB	SWB	1809957@180	shawnh@uga.edu	Submit SWB/RWB Request
	SWB	SWB	1809957@180	shawnh@uga.edu	Submit SWB/RWB Request
	SWB	SWB	1809957@180	shawnh@uga.edu	Submit SWB/RWB Request

Graduate Assistant Compensation

Scenario: For the past four months, a group has been looking at the way we structure Grad Assistant compensation.

- <u>Proposal</u>: Shift to a model where we pay $X between Y and Z dates.

- <u>Benefits</u>: Will reduce transactions and error rates for a significant # of GAs; will reduce risk related to Dept. of Labor regulations surrounding exempt employees.

BSAG Request:

We would need to agree on a first-of-month start date for payroll regardless of actual start date. Is that achievable?

Reporting Committee

Co-Chairs: Brooke Rooks, Hailey Normandia, and Susan Cowart

TouchNet Report

Scenario:

Per BSAG request, the reporting committee worked with the Bursar & Treasury team, who recently started publishing a new, daily TouchNet report.

BSAG Request:

How is this going for your teams?

Cash Management (Deposits)

How To...

Process My Deposits
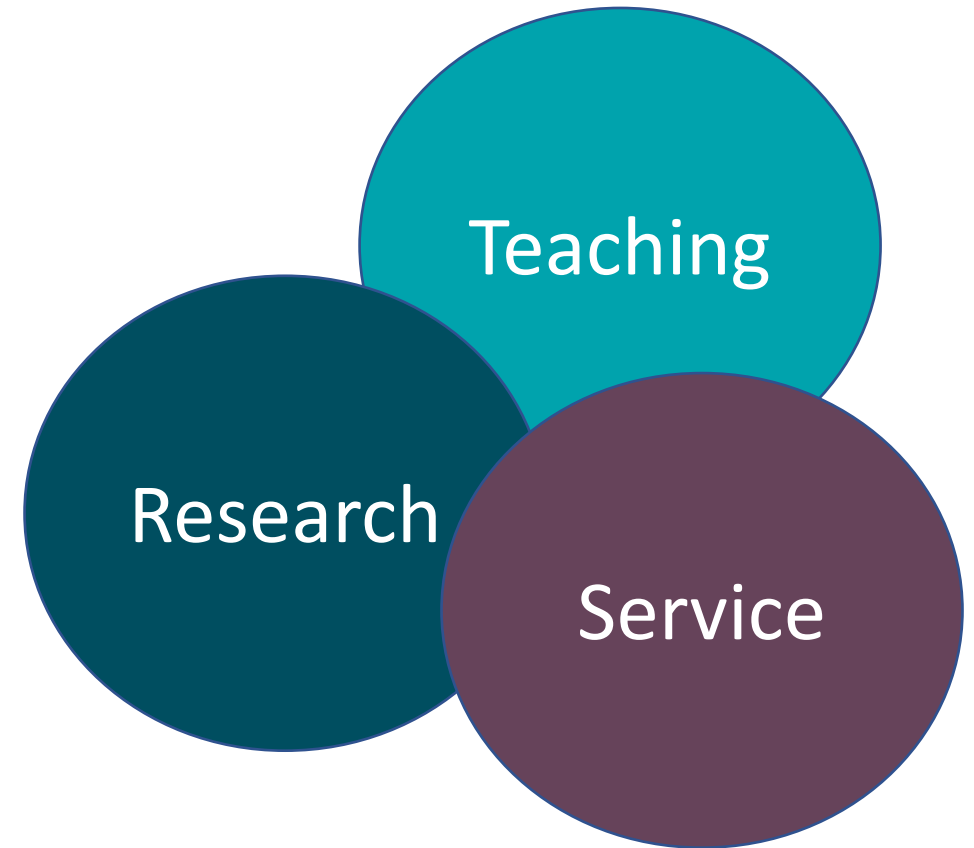
Request/Edit Deposit Detail Code

View Deposit Details

Faculty Effort Reporting

Scenario:

The reporting committee is now focused on effort reporting. Our notes to date are saved [here](#).

BSAG Request:

We're interested in BSAG's feedback in terms of what we should prioritize in this reporting request.

Teaching

Research

Service

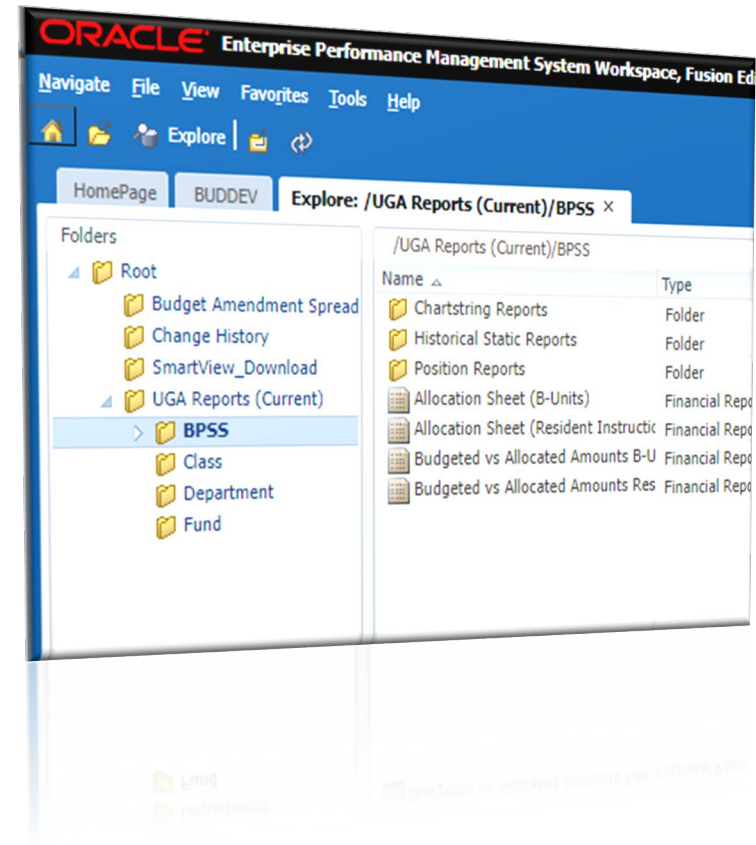# BPSS Reporting

Scenario:

We just finished BPSS for FY24 and while it is still fresh on our minds, we'd like to get feedback regarding BPSS reporting.

BSAG Request:

Does your team have additional reporting needs for BPSS?

If you have thoughts later, please send feedback to hailey.normandia@uga.edu scorwart@uga.edu or brooks@uga.edu
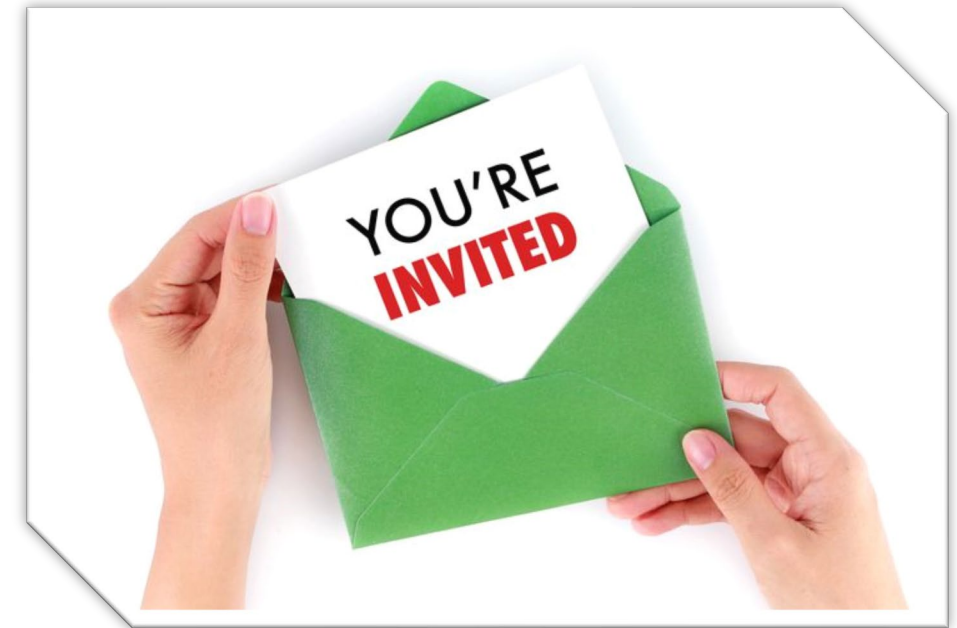
Open Invite to Reporting Liaisons

Scenario:

About Reporting Liaisons:

- Meets every 2 weeks
- 30 minute meetings via Zoom
- Financial, HR, and operational reports
- Open discussion and problem solving
- Members in many different roles at UGA

BSAG Request:

If you have team members that may be interested in joining, please click this link.

Other Business

Draft access page for new team members

Scenario:

We are working on a [draft webpage](#) that combines common systems access links for new financial and HR practitioners into a single location. We started with a list of systems that Terry College uses for their new team members, then added links and a description based on web searches.

BSAG Request:

- Would this be valuable to your teams?
- What changes or additions would be useful?

ACCESS REQUEST LINKS

Financial and HR practitioners at UGA can use this list as a quick guide for access requests. Sort, filter or keyword search below.

System or Resource	Link	Description	Need Assistance?
UGAMart	Click Here	UGAmart serves as the University's primary system for purchasing goods and services. Users log into UGAmart to create purchase requisitions. UGA Procurement staff create a purchase order (PO) from that requisition, and the PO is sent to the supplier and to the UGA Financial Management System, where the funds are encumbered.	Get Help
HR/Payroll			
OneUSG Connect	Click Here	Employees use OneUSG Connect to record and submit time, access, review and update personal information including direct deposit, pay checks and benefits anytime, anywhere – by computer, tablet, or a smartphone	Get Help

Showing 1-26 of 26   Export   Add filters   50 per page

search by keyword   search

Open Discussion

Next meeting:
August 9, 2023

10:30–12:00

Georgia Museum
of Art

View past meeting
materials on
the BSAG website