Faculty Affairs Committee

Co-Chairs: Carly Surratt & Mike Gorman
Finance Committee

Co-Chairs: Kathy McCarty & Shelly Terrazas
Travel Policy
Compliance Initiatives
Strategy #1: TRAVELERS

- Automated email to travelers when TA is submitted
- Series of three short videos on key travel points
- Postcard to all employees
- Travel collateral to all faculty new hires in orientation packet
- Travel flyers covering key points
- Find My Expense Manager webpage
- Comprehensive travel policy training in PEP
Strategy #2: APPROVERS

- Comprehensive travel approver training in PEP
- Provide CBOs with reports to see completion rates for team
- Communication campaign to approvers

*Several steps in Strategy #1 apply to approvers as well.*
GASB 87 Process Updates
GASB 87: End-of-Year Roundtable

• 1st year of GASB 87 implementation

• Accounting, Procurement, Accounts Payable, and Asset Management met to discuss the successes and challenges of the new process.

• Discussed several improvements to the process for future fiscal years
GASB 87: Recommendations

- Simplify process & improve end user experience
- Create UGAmart “pre-screening” questionnaire
- Digitize the GASB 87 form using SmartSheets
- Use logic to reduce the amount of effort in completing the GASB 87 questionnaire
GASB 87: What’s new in UGAmart?

• UGAmart users will be prompted to answer several GASB 87 questions for each requisition.

• A GASB 87 form will no longer be required if the requisition is excluded from GASB 87 reporting or does not meet the standards of GASB 87 (e.g. no lease activity).

• UGAmart will serve as the source record for preliminary consideration of GASB 87 standards.

• IMPORTANT: All lease-related requisitions must be evaluated for GASB 87 reporting requirements.
GASB 87: The SMART GASB 87 Questionnaire

Team effort to develop a new GASB 87 form using the Smartsheet platform

Added logic to the form to help guide users based on their answers

Form for Lessee and Lessor contracts

“There’s a way to do it better – find it”
– Thomas A. Edison
Smartsheet: Lookout for the Email

GASB 87 INFORMATION

Is this lease excluded from GASB 87? No
(If yes) Description:

- Does UGA have a non-cancelable right to use? No

Will this lease extend greater than 12 months, including any renewal periods? Yes

At the beginning of the lease, will you like exercise options to renew? Yes

Would you like to use Cash Price or Present Value of Future Minimum Lease Payments (PVFMLP)? Cash Price

(IF CASH PRICE) What is the cash price? 6,000.00
(IF PVFMLP) What is the PVFMLP?

Does Cash Price OR PVFMLP exceed the Asset Capitalization Threshold (CAP) for the item being leased? Value is greater than the CAP

Will UGA own the asset at the end of the lease? No

Does UGA have a right to control the asset? Yes
GASB 96: Future Updates: GASB 96 SBITAs

SBITA: Subscription-Based Information Technology Agreements

Similar to GASB 87

Will require a questionnaire to be completed

Additional guidance coming Spring 2023
USG Emails to Terminating Employees – Proposal
Payroll: USG Emails to Terminating Employees

**IMPORTANT W-2 & PAY STATEMENT INFORMATION FOR SEPARATING EMPLOYEES**

- As of your expiration date you will no longer have access to OneUSG Connect, including W-2s and pay statements.
- It is important that you print or save your W-2s and/or pay statements and update your personal information prior to your separation.

**Print/Save W-2s & Pay Statements**
- View W-2s – [https://sps.uga.edu/login?login=true&app=aps&uid=USG80010776](https://sps.uga.edu/login?login=true&app=aps&uid=USG80010776)

**Update Personal Information**
- Update Mailing Address – [https://sps.uga.edu/login?login=true&app=aps&uid=USG80010800](https://sps.uga.edu/login?login=true&app=aps&uid=USG80010800)
- Update Email Address – [https://sps.uga.edu/login?login=true&app=aps&uid=USG80010809](https://sps.uga.edu/login?login=true&app=aps&uid=USG80010809)
- Update Phone Number – [https://sps.uga.edu/login?login=true&app=aps&uid=USG80010803](https://sps.uga.edu/login?login=true&app=aps&uid=USG80010803)

If you have questions or concerns, please contact [aps@uga.edu](mailto:aps@uga.edu)
Foundation Committee

Co-Chairs: Elizabeth Prince & Sadie Brown
Human Resources Committee

Co-Chairs: David Maddox & Chandra Echols
Compensation: Supplemental Pay and RSA Process Improvement

Goal:
Our goal is to develop a new process that is easy to use, increases productivity, improves transparency through reporting/metrics, and provides both central and distributed users with a better overall experience.

Tentative Timeline:
December 2023 – Complete development
January 2023 – System testing
February 2023 – User Acceptance Testing (UAT)
March 2023 – Final edits based on UAT feedback
April 1, 2023 – Go live
Reporting Committee

Co-Chairs: Brooke Rooks, Hailey Normandia, and Susan Cowart
Other Business
Budget Planning: **Position Population**

**Goal:**
Reduce the number of unnecessary positions in BPSS by excluding positions that have been inactivated.

The process of pulling positions for Budget Planning & Salary Setting (BPSS) is being updated to exclude positions from OneUSG Connect with an Inactive Status.

- If there are existing positions that are not going to be filled at any time in the future (e.g., positions that were converted as part of the OneUSG Connect Go Live in 2018 but were never and will not be used), they can be inactivated in UGAJobs and OneUSG Connect (it must be both and the position must be vacant) and the position will be excluded from BPSS position population.
Two questions for BSAG:

1) Would you be willing to host a meeting in one of your locations? If so, please email Anjali Dougherty and/or Shawn Hill.

2) Does your college or unit have a good system or process for using graduate tuition return funds? We’re looking for examples that we can share with Deans or Dept. Heads. If so, please email Shawn Hill.
Open Discussion
Next meeting: Feb 8, 2023

View past meeting materials on the BSAG website