

# BSAG Minutes

Wednesday, May 12, 2021

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3:00 – 4:30 p.m.

## I. Welcome and Thank You Remarks: Shawn Hill and Jared Peden

- Congratulations to Annette Evans on her upcoming retirement! You can view her retirement announcement [here](#).
- BSAG is in a great strategic position right now. Urgent enhancement requests have slowed significantly; we're no longer rushing from one fire to the next; and we are in a much better position to be proactive than reactive.
- Today, we have more information-sharing forums than ever before. The value of BSAG is not getting a group of senior-level fiscal and HR staff in the same room to share information. The value is getting that senior-level group in the same room to solve problems together. In short, this will remain an action-oriented group rather than an information-sharing forum.

## II. Open Forum Discussion Topics (Requested by BSAG Members):

- **Process for mass compensation updates for Grad Assistants, etc.:** David Maddox, Chris Allinger, Shawn Hill
  - We propose using SmartSheet ([example here](#)) for upcoming mass updates to compensation for Grad Assistants, students and temps. This would replace thousands of individual transactions. SmartSheet is more stable than Excel and can be shared openly. We discussed the option to update job codes and FTE at the same time.
  - The idea is that we would create one SmartSheet for each major unit so you would be able to send this out to your team. They can make updates for their departments, and then you would be able to do one final review/approval.
  - You can do calculations in the green fields and drag the formula down just like Excel.
  - On the [draft SmartSheet](#), what is missing or what is too much?
    - **Question:** Would the ability to update the Reports To make sense? What about Short Work Break? (Sarah Fraker) **Answer:** Great questions! We will need to confirm with HR.
    - **Question:** Do we need contract type? **Answer:** Several said no, though it could provide a good check for effective date (7/1 vs. 8/1).
    - **Question:** Can Working Title be added? **Answer:** Yes!
    - **Question:** If we make a change to FTE, will that be updated in UGAJobs as well? **Answer:** Yes, updates would be made in OneUSG Connect and UGAJobs.
    - **Question:** Can we also have end dates? **Answer:** We could add an end date field, but nothing in the system would be updated based on this. For that reason, we may not want to do this to avoid confusion.
    - **Question:** We may have the need to run this "7/1" for the increases (for those working summer) and then 8/1 for "standard fall/AY hours." We have a shift for grad students based on the work they are doing in

the summer, so we would have to change them each month, so are we talking about this once and when would it load? **Answer:** Our current strategy is based on the typical 80/20 where it would be able to be applied to most circumstances. If most of your grad students have that happening, we might want to consider multiple iterations or a different process. We might want to consider having those on a separate smartsheet to keep them straight.

- **Question:** Could we use this when we change over our students to temps for summer? **Answer:** We will take this idea back and talk about it more; we probably won't be able to do that for this summer, but in general, we agree that there are numerous applications for this type of thing that can save time and effort.
- **Question:** Any problems with using 7/1 as effective date even if the GA is on SWB until mid-August (as far as we know right now)? **Answer:** The short answer is that this would be fine. Since they are on SWB, their payroll will pick up when they return from SWB, so the 7/1 effective date wouldn't have any effect.
- **Rounding Rules Follow-Up:** Amanda Ganger
  - Recap: the way that the system is set up is to round by 6's so we can round to the nearest decimal point. This is the same rounding logic we had in Kronos, but the biggest difference we are seeing is that the rounding is now more visible. You will see reported which is not rounded and payable which is rounded. We have done a lot of deep diving into OneUSG Connect – for rounding, if you think about an in punch rounds up, that isn't "good" for the employee, but a rounding would be "good" with punching out. There is no way in OneUSG Connect for us to remove rounding without everyone removing it. The impact is minimal on average, for each employee. We would propose to close out this action item at this time.
    - Do you have an example you could share for an individual employee? – If they contact us, we typically find times they work in their favor as well and we show them that. (Clayton Wilcox requested for example for employees.)
    - Do we have something that is a cheat sheet of how it rounds based on each minute of the hour? [Shared Services Rounding Rules Sheet](#) (page 4) and the [Training Library](#).
- **Year-End Open Discussion:** Darlene McConnell
  - This year there will not be a Fiscal Year End Town Hall, so we wanted to see if you all had any questions?
  - Darlene Presentation Payroll Accrual Slide:
    - June 30 timesheet information should be populated and saved in the time sheet system by July 7. This data will be used to create the payroll accrual estimate for FY21 financial statement reporting. This accrual will be reported and funded by FY21 budgets. Any activity NOT reported by July 7 or changed after July 7 in the time system will be reported as FY22 expense and funded by your FY22 budget. Departments are strongly urged to monitor bi-weekly employees' time sheet activity to ensure that ALL employees complete their timesheets for the period June 27 – 30 by July 7, 2021.
    - Anything that hits Works by June 27 will be on FY21.

- During the adjusting period July 1 – July 13, you can [backdate journal entries](#) to include as FY21 activity, where applicable. Journal date should be “June 30, 2021”.
  - **Question:** Will the DSS carryforward process be similar to last year? **Answer:** Yes. Last year was the first full year that the allocation process was used from beginning to end. We have streamlined some of the processing and hope that this will result in an easier process overall for the FY21 allocation process.
  - **Question:** Will you net at dept/fund level? **Answer:** Carryforwards are based by chartstring. We have [Training for carryforwards](#). Slide #28 in that presentation shows all of the fields that are used in creating a unique chartfield combination. Separate lines of carry forward activity will be created for each unique chartfield combination.
  - If you have any additional questions email [Darlene](#) or [Accounting!](#)

### III. Open Discussion

- **Question:** New IDC carryforward process: If the IDC is going to accrue at the college level and I want to distribute out to the PIs and departments, am I going to have to run queries? Will that process and system still work when it shifts from revenue to expenditure budget? Has the process changed just for carryforward? **Answer:** The IDC original budget allocation process has not changed. Each unit receiving an allocation for IDC recovery will receive an allocation in the original budget for the actual amount recovered in the prior calendar year. Units will then budget expenditures within their unit for the amount equal to the allocation. In January, the University Budget Office will initiate a true-up process based on the prior calendar year actual recovered IDC revenue to adjust the amended budget totals for each unit. The adjustment made in January will be made permanent in the following year’s budget planning & salary setting process. Queries can be used to identify actual IDC revenue recovered at the department level.

The change is related to IDC carry forward. Units will receive IDC carry forward as an expenditure allocation rather than actual revenue recorded in 499100. The carry forward expenditure budget allocation will equal the previous fiscal year IDC expenditure budget less IDC expenditures and encumbrances.

- **Question:** Will I have to run queries to find out how much to give our departments and PIs? **Answer:** Yes, queries can be used to determine the actual IDC revenue recovered at the departmental level. The original budget, will be allocated at the unit level. The recovered IDC throughout the year will continue to be recorded as actual revenue at the department level. The change relates to the carryforward process only.
- **Question:** To clarify, if I used revenue queries to do my dept-level distributions, will this affect those revenue queries. **Answer:** Potentially yes, but we discussed how other colleges are doing this as potential solutions.
- **Question:** Will we get one number for IDC budget or will we get it broken down? I think it is important to separate the carryforward. **Answer:** You will get Carryforward broken down all the way to the full chartstring level. It is the same as FY2021 except there is no 499100 actual revenue to go with it. The Carryforward entries all begin with “CF” as they did in FY2021. IDC Budget for the current year will be provided at the unit level.

- **Suggestion:** CVM shared that they use the query UGA\_GM\_IDC\_REV\_UNIT\_CY for calculations to determine dept-level IDC distributions. Rather than doing this monthly, they do it twice a year. This is the same query that the budget office uses to develop original budget amounts for IDC. You can run this with the prior and current year and it will let you see how much you have accrued this year so far.