Get your sleuthing skills ready to play this month’s Treasure Hunt! To play, just find all the hearts in the newsletter, then submit the correct answer via email to spark-comm@uga.edu by February 20, 2019. Up to 3 winners will be chosen to receive a prize.

Last month there were 11 hidden mittens! Congratulations to Ann Smith in Accounts Receivable for winning the winter treasure hunt!

Enjoy your Jittery Joe’s gift card!
Looking for printed guides on specific topics? Something to print and post in your office? We now have Help Guides available!

- The Training Team has created a few Help Guides which are similar to the Job Aids, but with a little more information. They are meant to be printed and placed in locations where employees could potentially use them as a guide as they use the systems.
- You can find the Help Guides at onesource.uga.edu/resources/checklists/. Use these in cases where the employee doesn’t have easy access to the Training Library or needs a quick reference guide.

On occasion you may need to clear your cache. This involves deleting stored information from your browser. Our partners at OneUSG have provided the following instructions:

**How Do I Clear My Cache in Google Chrome?**
- After opening Google Chrome, click the Chrome menu icon (Customize and control Google Chrome).
- Select History.
- Click History in the fly out menu.
- Click the Clear browsing data selection in the menu.
- At the top of the Clear browsing data form, select from when you want to clear items.
- Ensure that Cached images and files is selected.
- Ensure that Cookies and other site data is selected.
- Click the Clear Browsing Data button.
- Your cache is now cleared.

**How Do I Clear My Cache in Firefox?**
- After opening Mozilla Firefox, click the Menu item.
- Select Options.
- In the menu, click Advanced.
- Select the Network tab.
- Next to Cached Web Content, select the Clear Now button.
- Your cache is now cleared.

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On-Campus Places to Visit:
The Butts-Mehre Building

Named for coaches Wallace Butts and Harry Mehre, this building is the nerve center of the UGA Athletic Association. The building houses the players’ headquarters, including the locker room, the weight room, the sports medicine training room along with meeting rooms. It also includes the football coaches’ offices and meeting rooms, and the administrative offices of the Athletic Association. The building is one of the nation’s top facilities. You can relive the greatest moments in Georgia sports history, recall favorite UGA athletes, and you can see the Heisman trophy along with other memorabilia.

You can also visit the Dooley Sculpture Garden that is adjacent to the Butts-Mehre Building. The garden contains 11 distinct garden areas and is about the length of a football field.

Hours are Monday – Friday from 8am to 5pm

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FINANCE

Family

The following person is celebrating years of service milestones in February 2019:
- Treasury Services – 5 years

Please note that for newsletter purposes, we are counting from the and Finance and Administration uses a different

graduated from Brenau University with Masters in Business Administration.

Lindsey Collins - Sarah Walls - Betty Jean Sanfordz

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S P R I N G I N T O W E L L - B E I N G

FREE fitness classes for UGA faculty, staff and retirees at Ramsey!

**M O N D A Y S , W E D N E S D A Y S , F R I D A Y S**
12:15 - 12:45 p.m. Quick Fit
11:30 a.m. - 1:00 p.m. Walk-A-Weigh North Campus (T&D)
12:15 - 1:15 p.m. Yoga
12:30 - 1:00 p.m. Cycle
4:30 - 6:00 p.m. Walk-A-Weigh South Campus (Hoke Smith)
5:30 - 6:15 p.m. Mobility, Stretch & Strength

**T U E S D A Y S**
12:15 - 1:15 p.m. Yoga
12:30 - 1:00 p.m. Cycle
5:30 - 6:15 p.m. Mobility, Stretch & Strength

A current Ramsey membership is required and a Walk-Georgia (FREE) group fitness pass. New to register for a Walk Georgia group fitness pass.

1. Visit https://nep.urgroup.uga.edu/
2. Select the “Memberships and Passes” (card tool) button
3. Sign-in with your UGA credentials
4. Select “Walk-Georgia Group Fitness Pass”
On-Campus Places to Visit:
The Butts-Mehre Building

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You can also visit the Dooley Sculpture Garden that is adjacent to the Butts-Mehre Building. The garden contains 11 distinct garden areas and is about the length of a football field.

Hours are Monday – Friday from 8am to 5pm.

How Do I Clear My Cache in Internet Explorer?
• After opening Internet Explorer, click the Tools icon (or press Alt + X).
• Select Safety.
• Click Delete Browsing History.
• Be sure the following selections are checked: Temporary Internet files and website files and Preserve Favorites website data.
• Ensure the Cookies and website data selection is checked.
• Check any other options you wish to delete.
• Click the Delete button.
• Your cache is now cleared.

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USG WELLBEING REWARD PROGRAM
Have you heard how you and your spouses on a USG healthcare plan can each earn up to $100 wellbeing credit? It’s easy. Just go to ourwellbeing.usg.edu.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Total Possible Wellbeing Credits</th>
<th>Number earned of Possible</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidential health assessment</td>
<td>$25</td>
<td>2</td>
<td>Take a confidential health assessment in 15 mins</td>
</tr>
<tr>
<td>Track It</td>
<td>$25</td>
<td>2</td>
<td>Track at least 15 miles of physical activity in 30 mins</td>
</tr>
<tr>
<td>Sleep a Debrief</td>
<td>$10</td>
<td>1</td>
<td>Learn for creating a sleep habit at all</td>
</tr>
<tr>
<td>Financial Coaching</td>
<td>$25</td>
<td>1</td>
<td>Schedule a free phone confidential appointment with a financial coach</td>
</tr>
<tr>
<td>Phone Coaching</td>
<td>$25</td>
<td>2</td>
<td>Schedule a phone confidential appointment with a RedBrick health coach</td>
</tr>
<tr>
<td>Support your Local Community</td>
<td>$25</td>
<td>1</td>
<td>Volunteer at a local food shelf, or participate in other local activities</td>
</tr>
<tr>
<td>Money Money</td>
<td>$25</td>
<td>2</td>
<td>Provide guidance about personal financial planning including saving, investing, debt management, and planning for the unexpected.</td>
</tr>
<tr>
<td>Well-being Wednesday</td>
<td>$25</td>
<td>2</td>
<td>Raise awareness about health, stress, and finance that will motivate you to make important changes that will benefit you and enhance the quality of your life.</td>
</tr>
<tr>
<td>The Idea</td>
<td>$25</td>
<td>1</td>
<td>Vaccine is available at no cost in Athens BCHS members with your ID card</td>
</tr>
<tr>
<td>Digital Coaching</td>
<td>$25</td>
<td>2</td>
<td>There are 10 coaching sessions on线</td>
</tr>
</tbody>
</table>

The credit is a monetary reward for completing any of the listed healthy activities. Employees and spouses on a USG healthcare plan can earn up to a $100 wellbeing credit by completing these activities by Sept. 30. It is taxable income and will affect your next paycheck. Questions or concerns? Please contact the USG Wellbeing manager (RedBrick Healthy consumer service team at 1-833-728-4974, email), or call our UGA Wellbeing vendor (RedBrick Health) at 1-833-728-4974 or usgwellbeing@usg.edu.

SUNSHINE INTO WELL-BEING

FREE fitness classes for UGA faculty, staff and retirees at Ramsey!

Mondays, Wednesdays, Fridays
12:15 - 12:45 p.m. Quick Fit
11:30 a.m. - 1:00 p.m. Walk-A-Weigh North Campus (T&O)
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Tuesdays
12:15 - 1:15 p.m. Yoga
12:30 - 1:00 p.m. Cycle
5:30 - 6:15 p.m. Mobility, Stretch & Strength

Thursdays
12:15 - 1:15 p.m. Yoga
12:30 - 1:00 p.m. Cycle
5:30 - 6:15 p.m. Mobility, Stretch & Strength

A current Ramsey membership is required and a Walk Georgia (FREE) group fitness pass. New to register for a Walk Georgia group fitness pass.

1. Visit https://shop.rensepts.uga.edu/
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3. Sign-in with your UGA credentials
4. Select “Walk Georgia Group Fitness Pass”

The following person is celebrating years of service milestones in February 2019:
Tiffany Payne – Bursar and Treasury Services – 5 years

Please note that for newsletter purposes, we are counting from the employee’s actual hire date and Finance and Administration uses a different data for their recognition.

Melanie Bemis graduated from Brenau University with a Masters in Business Administration.

Accounts Payable would like to welcome 3 new employees:
Lindsey Collins – Sarah Walls – Betty Jean Sanfordz
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Commitment Accounting and Commitment Control 2.0

The Commitment Accounting and Commitment Control Office works with the campus community to “build a bridge” between OneUSG Connect and the UGA Financial Management System. There is constant traffic across this bridge in the form of messages between the two systems for chartfields, combo codes, project end dates, data for the payroll journal entry, etc.

To say these ladies are more than equipped to take on the new Commitment Control and Commitment Accounting responsibilities is an understatement. This talented group of individuals has more than 114 years of accounting experience between them. “We know that in working together, we can provide a broader knowledge base and better serve the campus community.”

Though they don’t quite know what their office will be called in the Finance Division, what they do know is that in combining Commitment Control and Commitment Accounting, they will be able to cross-train one another and have less compartmentalized knowledge. “We work well together and it’s very much a team effort.” “We enjoy helping the user community solve problems and work their way through the new system.”

Want to help this group name their new office? They are taking suggestions!

Send your recommendations to ecollins@uga.edu. Currently, they are leaning towards Commitment Management - the management of commitments for OneUSG Connect and the UGA Financial Management System.

YOUR SPARK COMMITTEE

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darlene Bradley</td>
<td>Budget Office</td>
</tr>
<tr>
<td>Tina Brown</td>
<td>Procurement</td>
</tr>
<tr>
<td>Sam Chafin</td>
<td>Procurement</td>
</tr>
<tr>
<td>Christy Daniel</td>
<td>Bursar’s Office</td>
</tr>
<tr>
<td>Beth Martin</td>
<td>Finance Division</td>
</tr>
<tr>
<td>Tiffany Payne</td>
<td>Bursar’s Office</td>
</tr>
<tr>
<td>Crystal Rogers</td>
<td>Programs</td>
</tr>
<tr>
<td>Holly Snelling</td>
<td>Programs</td>
</tr>
<tr>
<td>Harold Waters</td>
<td>Bulldog Print + Design</td>
</tr>
<tr>
<td>Tim Welsh</td>
<td>Bulldog Print + Design</td>
</tr>
</tbody>
</table>

busfin.uga.edu/spark