



# The Business Affairs Advisor

A Newsletter by Finance & Administration

Office of the Senior Vice President for Finance and Administration

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## In This Issue

- Minority & Small Business Expo III
- Emergency Guidebooks
- GMOA's New Home
- Stadion Classic at UGA
- New Post-Tax Savings Plan
- Best Practices Kudos
- And much more!

## Kronos: Making the Final Transition



The deadline for adding all hourly and salaried employees to the Kronos MyTime system has been extended to the June 10, 2011 pay date. No hourly or salaried ePayroll vouchers will be created after that time, and all hourly and salaried employees will be required to be paid through the Kronos MyTime system.

The reason for the extension is a hiccup that occurred a few months ago. "The Kronos MyTime project deployment was progressing well until mid-December when all available supervisor licenses were consumed," explained Kronos Project Manager Chris Wilkins. "After negotiating with Kronos, UGA was able to obtain the necessary additional licenses and the project is now continuing."

Many campus units have inquired about monthly and academic payroll processing through the Kronos MyTime system. Although a few pilot groups have been using the MyTime system for monthly payroll processing, issues have been discovered that preclude all UGA units from utilizing Kronos MyTime for these pay types. As a result of these issues, all monthly and academic employees will be paid from payroll authorizations by the October 2011 payroll, instead of via Kronos MyTime. After this date, the ePayroll voucher system will no longer be used for any pay type.

In order to report leave taken for academic and monthly employees and provide a tool for leave adjustments for all pay types, the leave functionality within ePayroll is being rewritten using modern software. The expected completion date of the eLeave re-write is May. The new eLeave interface will function similarly to the current eLeave system, with minor improvements. The eLeave interface will have a different look considering the differences in technology between the old and new systems. Additional information on this project will be announced as it progresses, including an opportunity for functional testing by members of the Business Affairs Advisory Forum.

Kronos has released a new version of MyTime, and UGA is planning to upgrade to this version in March. The upgrade is a significant undertaking that involves coordination between EITS, the Controller's Office and campus unit personnel. Every effort will be made to minimize the impact to the campus community. More information will be available as the upgrade date approaches.

## Welcome to UGA's New Fiscal Compliance Officer



Mike Self has been hired by the Controller's Division as the University's new fiscal compliance officer.

"In this position, Mike will play a significant role in fiscal compliance for the University and will assist our staff members in identifying and correcting potential internal control weaknesses," said Controller Holley Schramski. "He will review regulations at the federal, state and Board of Regents levels and will assist in ensuring that the University is meeting fiscal requirements."

Self is a certified public accountant and has two degrees from the University of Georgia including a master's of accountancy. He brings more than 15 years of business experience to the position, including four years of public accounting with Price Waterhouse.

## UGAmart Soon to Become Universal

In the first year since the University of Georgia purchasing community has been introduced to UGAmart, its use has spread like wildfire. UGAmart now averages 275 unique users per day and 985 unique users per month. The current total of active UGAmart users is 2,125.



UGA is on track to discontinue the use of the IMS purchasing module by June 30, 2011. During the first six months of the current fiscal year, UGA has issued 15,706 purchase orders from UGAmart, compared to just 1,601 from IMS. During the second quarter of FY11, IMS accounted for only 542 purchase orders that were issued to 438 different vendors. The vast majority of those vendors—97%—were issued only one or two purchase orders during those three months.

As of December 2010, the new Unified Vendor Database had 4,715 vendors approved and available for use.

"Accounts Payable and Procurement have worked together to streamline the vendor approval process and will continue to do so into the future," said Associate Controller Bob McGee. "However, as the deadline to retire the purchasing module of IMS approaches, end-users need to evaluate the vendors they are using. Purchases to vendors that are used for infrequent, low dollar purchases may need to be converted to P-Card transactions."

UGAmart is capable of processing all purchase requests that require competitive bidding without a vendor being specified. All purchase requests requiring competitive bids can be submitted with the UGAmart supplier name of "Vendor TBD via Bid." If the awarded vendor is not currently in the new vendor database, then Procurement will request that the vendor complete the required form and see that they are entered into the new database.

Current plans are that the IMS purchasing module will not be available to campus after June 30, 2011. McGee advises campus purchasers to review their IMS activity now and request that the vendors complete a [vendor profile form](#). Without a completed and approved vendor profile form, UGA cannot continue to do business with a vendor.

### FY 2012 REMAINING BUDGET DEVELOPMENT SCHEDULE TENTATIVE

March – April:

- Budget conferences with deans and vice presidents for FY 2012 budget development

April – May:

- Actual creation of the FY 2012 Original Budget through the budget development process

May:

- Submission of final FY 2012 Original Budget to the Board of Regents for approval

## Documentation of Employee Leave

Departments must maintain documentation to support employee leave reported through the payroll system.

Leave reported in the MyTime and ePayroll systems must be supported by a signed and approved [leave request form](#), and it should be retained by the department for possible review. This form documents the request for leave by the employee and the approval by the employee's supervisor with the appropriate certifications.

Payroll is evaluating the possibility of modifying the MyTime system in such a way that would allow it to become the official leave document in the future.

## Minority and Small Business Expo III Set for March 28

The University of Georgia will hold the Minority and Small Business Expo III, "Building Purchasing Relations," March 28 from 8 a.m.-2 p.m. in the Grand Hall of the Tate Student Center.

The Expo brings potential vendors and campus purchasers together under one roof. It also includes three informational sessions that vendors can attend to learn more about doing business with UGA. In each of the past two years, this event has connected more than 200 vendors with nearly 100 campus and community purchasers.

Mark your calendars to attend, and be sure to register to set up a booth for your department. For more information, e-mail [ugaexpo@uga.edu](mailto:ugaexpo@uga.edu) or call Katy or Jessica at 706-542-2361.

## OSEP Distributes Emergency Guidebooks and Stickers

Need a quick answer at your fingertips in the case of an emergency?

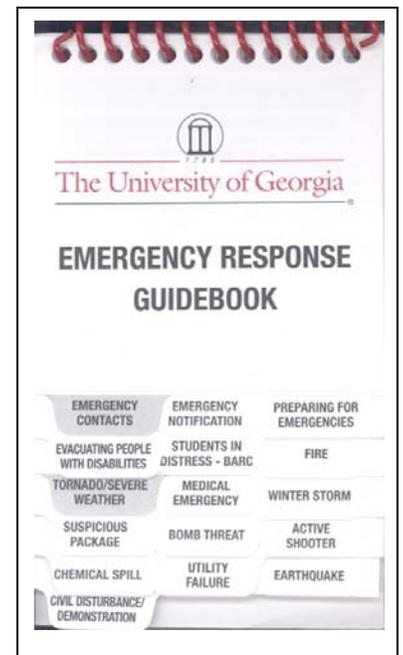
Then flip to it fast in one of the small emergency response guidebooks being distributed to the more than 300 Building Safety and Security Representatives (BSSRs) on campus by the Office of Security and Emergency Preparedness. BSSRs serve as the point persons in coordinating emergency planning efforts in each occupied University building.

"The emergency guidebooks are simply smaller versions of building emergency response plans and contain condensed emergency response information," said OSEP Director Steve Harris. "They include a list of quick emergency contacts, information on UGA's emergency notification methods, and instructions on how to respond to various situations."

Extra copies of the guidebooks are available, and OSEP will provide them to requesting departments and staff members while supplies last. In November, more than 200 flipcharts were requested by the Physical Plant to distribute to supervisors. A wallet-sized version for students is in development and will be distributed during the summer orientation sessions.

Also, as a part of this initiative, OSEP is providing BSSRs and other UGA personnel with small emergency stickers to place on or near phones and computers as reminders to call UGA Police Communications at 706-542-2200 for all campus emergencies.

For additional information on preparing for emergencies or to request emergency response guidebooks and emergency stickers for your department, e-mail [osep@uga.edu](mailto:osep@uga.edu) or call 706-542-5845.



## Secure Vault Payment Recognized as Regional Best Practice

The University of Georgia's introduction of Secure Vault Payment (SVP) has been selected as a regional best practice by the Southern Association of College and University Business Officers (SACUBO). Bursar Lisa McCleary will present a session on SVP at SACUBO's annual meeting in Orlando in April.

Secure Vault Payment is a process through which students and parents can make payments directly from their own bank accounts with no personal banking information divulged and no fees charged to the payer. The cost to UGA is minimal, and UGA has the added bonus of knowing that adequate funds are available for payment.

The Bursar's Office was honored with a silver award for SVP in the Chancellor's Customer Service Awards Program this fall.

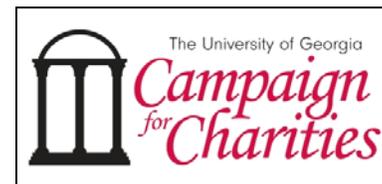
## Campaign for Charities Exceeds Goal

A few weeks ago, leaders of the University of Georgia's Campaign for Charities knew they had surpassed their goal. They just didn't know by how much.

Since the total was reported to *Columns*, several more boxes of contribution forms have arrived, bumping the total up another \$2,000 to \$439,504.56. The goal for UGA's participation in the statewide charitable giving effort had been \$435,000.

"I am thrilled that my fellow faculty and staff members at the University responded so positively and generously to this effort," said MCG/UGA Medical Partnership Campus Dean Barbara Schuster, who chaired UGA's campaign. "The success of this annual effort demonstrates our compassion for those in need and our commitment to the well-being of our community."

Nearly 22% of the University's faculty and staff contributed to the campaign. While that participation rate is down slightly from the previous year, UGA's 2,262 donors increased their giving levels.



## Capitol Kudos



*Governor Deal meets with UGA Police Department leaders following the awards ceremony. (l. to r.) Deputy Chief Bernard Thomas, Chief Jimmy Williamson, Governor Nathan Deal and Deputy Chief Eric Gattiker.*

The University of Georgia Police Department has been honored by Governor Nathan Deal for excellent customer service. Leaders of the department were presented with a commendation from Governor Deal at a ceremony in mid-February.

The Police Department was honored for its "Help is on the Way" approach to campus policing.

"Help is on the Way isn't just a program for us; it's a culture," said Chief Jimmy Williamson. "We want to be helpful in every service we

provide, whether it is presenting information to incoming students at summer orientation, providing crime prevention programs for our campus community, responding to calls for help or handling a crime scene. We strive to be positive in serving our faculty, staff and students in all of the ways that we keep the campus safe and secure."



## Clean Out Your Files Week

Paper is a major source of waste generated in offices. In support of RecycleMania, a national competition among colleges and universities in which UGA competes for top recycling honors, the Office of Sustainability is encouraging paper recycling in all UGA offices.

By request, UGA Building Services supervisors will be supplied paper recycling bins for offices the week of March 7 - 11. "Clean Out Your Files Week" will begin the week of spring break, March 14 - 18. Faculty and staff will have the opportunity to clean out their offices, old files, etc., reducing paper waste and boosting UGA's recycling quantities while students are away.

To be sure your building participates, please contact the appropriate Building Services Office: North Campus (542-2225) or South Campus (542-1818) and speak with your building's supervisor to request additional recycling bins.

## Impressive New Home for the Georgia Museum of Art

At the end of January, the Georgia Museum of Art (GMOA) hosted a [week of events](#) to celebrate its grand re-opening after a period of major construction.

GMOA began its Phase II expansion in March 2009 to create new space along with an extensive renovation of existing space. The addition to the current facility includes more than 16,000 s/f in new galleries, an open-air sculpture garden, an expanded lobby and added storage space.

Designed by Gluckman Mayner Architects of New York with collaboration from Stanley Beaman & Sears Architects of Atlanta, the



*Artist's rendering of the new Georgia Museum of Art*

entire development has increased the building's area by 29,970 square feet. Check out the following links to see architectural renderings.

[http://www.uga.edu/gamuseum/support/images/elev\\_east\\_south.jpg.png](http://www.uga.edu/gamuseum/support/images/elev_east_south.jpg.png)

[http://www.uga.edu/gamuseum/support/images/elev\\_west\\_north.png](http://www.uga.edu/gamuseum/support/images/elev_west_north.png)

One of the main goals of the new gallery space is to provide extra display area for the museum's permanent collection. GMOA has more than 8,000 collected works, and the expansion will allow more pieces to be made available for public viewing in between hosting national and international touring exhibits.

Construction was funded through a fund-raising effort that generated \$20 million in private support and federal grants.

For more information about the Georgia Museum of Art and a schedule of upcoming exhibits, visit [GMOA's Web site](#) or [Facebook](#) page. In addition, a [YouTube video](#) provides a behind-the-scenes look at setting up an exhibit.

In conjunction with the museum expansion, the Office of University Architects (OUA) also is completing the final stage of a project to improve fire truck access at the Performing and Visual Arts Complex (PVAC). Buildings in this East Campus complex include the Georgia Museum of Art, the Lamar Dodd School of Art, the Hugh Hodgson School of Music, and the Performing Arts Center. OUA was charged with improving emergency access while maintaining an atmosphere that puts pedestrians first, enhances the appearance of the plaza and is befitting of the arts. The landscape is arranged with a large grass quad framed by oak trees and a granite plaza (mined locally in Elberton). A sculpture by renowned artist Beverly Pepper sits at the forefront of the plaza, creating a shady area and a formal "front gate" to the Performing and Visual Arts Complex.



## Bulldog Bucks: The Way to Pay at UGA

Bulldog Bucks cardholders will enjoy a new feature – the ability to complete their entire Bulldog Bucks transactions online, any time. This will not only save time for customers, it will also make the entire process greener.

Bulldog Bucks is an online account-based debit card program for the campus community, available to anyone (faculty, staff or student) with a UGA ID card.

Digital service will be introduced at the start of the summer semester and is in keeping with Bulldog Bucks' focus on the Governor's Excellence in Customer Service Initiative.

## Stadion Classic Returns

Auxiliary Services is teeing up for the Stadion Classic at UGA, to be held at the University of Georgia Golf Course from May 2 – 8, 2011.



The Stadion Classic at UGA is the only event on the Nationwide Tour that is owned and operated by an institution of higher education. All net proceeds from the event will support need-based scholarships for UGA students through the Arch Foundation. For more on the event, visit [www.stadionclassic.uga.edu](http://www.stadionclassic.uga.edu) or e-mail [aclassic@uga.edu](mailto:aclassic@uga.edu).



The Stadion Classic at UGA is once again participating in the TICKETS Fore CHARITY™ program. Last year, the program raised more than \$92,000 for local northeast Georgia non-profit organizations, a record for a first-year event. Nationally, the program has raised more than \$4 million for not-for-profits in other PGA TOUR communities.

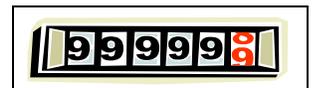
Participating not-for-profits have the ability to sell event tickets and keep 100% of the proceeds from the sale. In addition, the TICKETS Fore CHARITY™ program includes a \$15,000 bonus pool, which will be divided among all participating not-for-profits based on their percentage of overall tickets sold and attendance at the event. Participating organizations must be registered 501(c)(3) organizations.

All questions regarding the Regional FirstCare TICKETS Fore CHARITY™ program should be directed to Lucy Richardson in the Tournament Office at [t4c@uga.edu](mailto:t4c@uga.edu) or 706-369-5841.

## Mileage Reimbursement Rate Changes

The mileage reimbursement rate for travel in state-owned or personal vehicles has been updated as of January 1, 2011.

According to the State Accounting Office, when it is determined that a personal vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled at \$0.51 per mile (up from \$0.50 per mile). If a personal motor vehicle is not determined to be the most advantageous form of travel, but it is used, the employee will be reimbursed for business miles traveled at \$0.19 per mile (down from \$0.285 per mile).



In addition, the list of high cost areas in Georgia has been updated and is now limited to the following counties: Chatham, Clayton, Cobb, Coweta, DeKalb, Fayette, Fulton, Glynn, Gwinnett and Richmond.

Click on the links to access the modified [travel expense statement](#) and revised [UGA travel policy](#).

Questions? Email Jennifer Collins at [jfinch@uga.edu](mailto:jfinch@uga.edu).

## In the Next Issue:

- Petty Cash Changes
- Insuring Volunteer Drivers
- Residual Balance Policy Changes
- Meeting International Business Needs

## Roth 403(b) Post-Tax Savings Plan Now Offered

UGA faculty and staff may now choose either pre-tax or Roth post-tax contributions to their 403(b) retirement plan. The four approved investment vendors (Fidelity, VALIC, Lincoln Financial and TIAA-CREF) are prepared to accept both Roth after-tax contributions and traditional pre-tax contributions to the 403(b) plans.

Roth contributions allow post-tax savings; i.e., taxes are paid when contributions are made, and—provided certain qualifications are met—no taxes are due on retirement withdrawals.

Faculty and staff members who are interested in discussing the Roth 403(b) or other UGA savings opportunities should meet with Senior Executive Consultants Travis Jackson or Jason Parker in Human Resources. To make an appointment, email [Cindy Walker](#) or call her at 706-542-7359.

## Fill 'er Up: H<sub>2</sub>O to Go

Students, faculty and staff are enjoying a lifestyle change at the Odum School of Ecology Building. Gone are the old water fountains; in their place are water bottle refilling stations.

"Bottles and cans currently make up about 15% of the trash sent to the landfill at UGA," said Andrew Lentini, sustainability coordinator in UGA's Office of Sustainability. "On average, only 10-15% of plastic water bottles are recycled nationwide, and plastic in the landfill can take a thousand years to break down."

An added benefit of the stations is that they make older fountains available to persons with disabilities. The refilling stations release a steady stream of filtered water when a bottle is placed beneath the spout. This hands-free system is fast, clean, easy and more affordable than bottled water.

The fountains were installed in January as a partnership between the UGA Ecology Club, which raised private funds for the pilot program, and the UGA Physical Plant. Based on its success, the Physical Plant plans to install more stations in other locations.

Want to learn more? Contact the [UGA Office of Sustainability](#).



*The new water bottle refilling stations are a crowd favorite in the Ecology Building. A popular feature is the digital counter, which indicates how many disposable plastic bottles have been diverted from the waste stream.*

## Contact Information

For more information, please select a division below, and you will be redirected to its Web site.

[Auxiliary & Administrative Services](#)

[Budget Division](#)

[Controller's Division](#)

[Environmental Safety](#)

[Human Resources](#)

[Physical Plant](#)

[University Architects](#)

## Winter Storm Preparation

Although winter storm preparation is not a subject that is constantly on our mind, the recent "Snowpocalypse" should serve as a wakeup call.

"If you were to lose power, water and vehicle travel for a minimum of three days, would you be prepared?" asks Sergeant Peter Walls of the UGA Police Department. "Our tendency is to make a run to the grocery stores at the last minute and to stock up on milk and bread, but our preparations need to go a bit further."

Walls recommends that every home have an emergency kit containing a flashlight with extra batteries, bottled water, a first aid kit, rock salt or snow melt, a snow shovel, emergency radio (crank or battery operated), non-perishable food, and any prescription medications needed for family members. (For more tips on preparing a home emergency kit, consult the [OSEP Web site.](#))

As someone who has seen his share of car accidents, Walls also recommends that drivers avoid travel during winter storms, noting that snow and ice create dangerous conditions for drivers as well as pedestrians. If you must drive in winter storm conditions, Walls urges that you take the following precautions:

- Decrease your speed.
- Allow at least three times the normal distance between you and the vehicle in front of you.
- Break gently, drive in lower gears, be careful on bridges and overpasses, and do not pass snow plows.

"Many people incorrectly believe their vehicle can handle driving on ice," says Walls, "but under icy conditions, most vehicles fail to maintain traction with the road, which results in accidents and stranded vehicles. Even if the roads are passable, the potential still exists for patches of ice in parking lots and walkways and may require additional caution."



*January's snowstorm, while rare and beautiful, shut down the campus and surrounding community for nearly a week.*

## Newsletter Editorial Committee

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## Safe Driving Tips from UGA Risk Management

A preventable auto collision is one in which the driver fails to do everything reasonable to avoid an accident. According to the National Safety Council's Defensive Driving Course collision prevention formula (RUA), the following three steps can help to prevent auto accidents: 1) recognize the hazard; 2) understand the defense; and 3) act correctly, in time.

"Today our lives are busier than ever," said Administrative Services Division Assistant Director Kathy McCarty. "Doing other tasks while driving may seem like a good use of our time, but these distractions take our attention away from driving and increase the risk of a crash."

Some tips for managing distractions within your control are:

- Make adjustments to your vehicle controls before starting to drive.
- Know where you are going – check maps and traffic conditions before driving.
- Leave an outgoing message on your phone that says you do not take calls while driving.
- Do not multi-task while driving – avoid using your cell phone or texting; pull over to a safe area to take a phone call; do not eat or drink while driving; do not reach down or behind the driver's seat to pick up items from the floor.

"Remember, the only person who can control your behavior or your reaction is you," said McCarty. "Don't give up control of your driving to actions or conditions. Know what you can and cannot control to avoid or prevent auto accidents."

## F&A Merit Award Nominations Now Open

Know someone in Finance and Administration who goes above and beyond the call of duty? Well, from now until March 25, you can nominate that person for a merit award, to be presented at Finance and Administration's annual recognition ceremony in May.

The four [merit award categories](#) are: Customer Service, Tough Dawg, Newcomer and Unsung Hero.



Nominees must work in a division of Finance and Administration to be considered for an award, but they can be nominated by any campus colleague. Consult the [F&A organization chart](#) for a listing of the eligible units.

[Click here](#) for an online nomination form.