

# THE advisor

A NEWSLETTER BY FINANCE AND ADMINISTRATION

[VOLUME 10, NUMBER 7]

MONDAY 06  
JUNE  
TWENTIETH 20  
TWO  
THOUSAND 16  
SIXTEEN



**F&A MERIT AWARD RECIPIENTS:** (L TO R) Sandra Chambers, Kyle Ellard and Reginald Woods with Vice President Ryan Nesbit. (Not Pictured, Eric Gattiker)

## FINANCE & ADMINISTRATION HONORS STAFF FOR OUTSTANDING SERVICE & MERIT

Each spring, Finance and Administration hosts a recognition ceremony to honor its employees for years of service and meritorious performance. More than 250 individuals received awards this May, with those at the 30 year mark earning the pinnacle award: a UGA rocking chair. Remarkably, this year a recipient was even honored for 45 years of service. For more on these outstanding service and merit honorees, visit the [F&A recognition site](#).

## YOU CAN HELP CONSERVE ELECTRICITY & MONEY

💡 Turn off lights  
🔌 Unplug equipment

💻 Turn off monitors  
🌡️ Maintain A/C at 75-78°

FINANCE AND ADMINISTRATION

# SERVING

THE **MISSION** OF UGA®

YOU + ME → WE ELEVATE THE 

# eJV

THIS WILL BE THE  
FIRST YEAR END  
USING THE NEW eJV  
SYSTEM. BASED UPON  
THE PERFORMANCE  
THUS FAR, WE  
EXPECT QUICKER  
PROCESSING TIME  
AND REMEMBER  
YOU CAN TRACK THE  
PROGRESS OF YOUR  
JV ONLINE!

[CLICK HERE](#)  
TO ACCESS eJV

## FLSA RULE CHANGE:

In mid-May, the Department of Labor (DOL) announced changes to the regulations governing which employees are entitled to the Fair Labor Standard Act's overtime pay protections. The changes announced by the DOL take effect on December 1, 2016. The University has been working to prepare for this DOL announcement, and in the coming months UGA Human Resources will provide more information to individual staff members who may be affected.

## SACUBO BEST PRACTICE AWARD FOR TRANSIT APP

EITS and UGA Campus Transit won the Southern Association of Colleges and University Business Officers (SACUBO) Best Practices award for the Campus Transit bus tracker in the UGA Mobile App. The award was presented at the association's annual conference in Asheville, N.C. on April 19, during which representatives from EITS and Campus Transit spoke about the bus tracker. The UGA Mobile App includes two bus trackers — one for UGA Campus Transit buses and another for Athens Transit — along with other features. The app is free and available for download for iOS devices in the App Store and for Android devices in Google Play.



## UPDATED RECORD RETENTION GUIDELINES

According to the University System of Georgia (USG) Records Management and Information Management Program website, "records management is the systematic control of all records (regardless of storage media) from creation to receipt through processing, distribution, use, retrieval and maintenance to their ultimate disposition."

Recently, the Georgia Archives updated the USG Retention Schedules. To search through the new retention guidelines please visit [Georgia Archives](#) or [USG Records Management Schedules](#). Campus departments that need assistance determining the retention of University Financial Records may email [farecord@uga.edu](mailto:farecord@uga.edu) or call Susan Thornton at **706-425-3266**. The Finance & Administration Records Center covers the records for units of the Office of the Vice President for Finance & Administration.

## NEW DINING OPTIONS COMING SOON

Renovations are underway around campus to bring new dining options to the University. The concepts are coming in response to the campus wide survey which revealed the need to revamp the retail dining options. In May, Tate Cafe opened Bulldog Burger which features 100% grass-fed beef served on a local Luna bun and offers add-ons such as a cage-free fried egg. In Fall, the Tate Student Center will see the addition of a Panda Express, an expanded Chick-fil-A Express and Starbucks. The Science Learning Center will open with a Caribou Coffee and Einstein Bagels, the first joint operation for these two concepts on a college campus. All of these locations will accept standard credit and debit cards as well as Bulldog Bucks and Paw Points.



## Outstanding Rehabilitation

The renovation of the Carnegie Library Learning Center led by the Office of University Architects was recently honored with the **2016 Outstanding Rehabilitation** award by the Athens-Clarke Heritage Foundation. The original 1910 Beaux Arts structure was built using funds from the Andrew Carnegie Foundation to serve as the library for the Normal School, a college for training teachers. In its renovated state, it will continue to serve as one of the UGA libraries providing modern amenities in a historical setting.

[Learn More](#)

## COMING SOON

Bulldog Print + Design is excited to announce a new state-of-the-art Digital Storefront will be unveiled in the coming months. All of your ordering needs - from business cards to magazines - will be available in this user-friendly online store. To keep up to date on the Digital Storefront launch and other exciting new services like variable data printing and digital publishing, subscribe to the BP+D newsletter.

[SUBSCRIBE](#)



## FACULTY/STAFF MEAL PLANS ON SALE NOW

A newly designed meal plan allows faculty and staff to eat 10 meals in any of the five dining commons for \$9.20 per meal plus tax for a total of \$98.44—an 18% savings on the regular cost of lunch and a 40% savings on the regular cost of dinner. Additional blocks can be purchased in 10-block increments at any time. The blocks do not expire. Faculty and staff members can call the Food Services Administration office at **706-542-7130** or go [online](#) to purchase.

[Learn More or Purchase Online](#)

## DID YOU KNOW?

The Office of Emergency Preparedness has trained over **1,100** faculty, staff & students on active shooter responses in the last 8 months. For more information visit [www.prepare.uga.edu/resources](http://www.prepare.uga.edu/resources).





## BULLDOG BIKES EXPANDS

Getting across campus without a car is getting even easier. Bulldog Bikes, UGA's bikeshare program, currently provides free bike checkout to UGA students faculty and staff at the Main Library and Science Library. This summer the program is expanding to the Carnegie Library on the Health Sciences Campus. Launched in 2015, there are now over 450 members of the UGA community registered to ride. Over 300 rides and 1,300 hours were logged on Bulldog Bikes during spring 2016. Interested? It's quick and easy to sign up! Visit the [Bulldog Bikes website](#) to learn more.

## KRONOS UPGRADE

After many months of preparation, myTime Kronos was updated to version 8.0 on May 8, 2016.

Thanks to the assistance of BSAG, UGA is experiencing several benefits including:

- Reduced need for Java
- 1,535 mobile manager licenses that provide supervisors the option of approving employee timecards using a smartphone.
- "Multi-job" functionality, which is a new feature that will help manage payroll for staff who work in more than one department.
- Resolution of longstanding issues with the payroll export (interfaces) and utilization of the most recent version of Kronos WFC software.

Please contact Christine Edell ([cedell@uga.edu](mailto:cedell@uga.edu)) or Christy Coddington ([ccodding@uga.edu](mailto:ccodding@uga.edu)) with any questions or issues you have regarding myTime Kronos.



BULLDOG BIKES

## Work/Life Balance:

Learn more about resources to help you take care of yourself and your family at the new [Work/Life Balance website](#).

## BULLDOG BUCKS OFFERS PAYROLL DEDUCTION

- Faculty and Staff are now able to use payroll deduction to make automatic deposits into their Bulldog Bucks account. Participants designate an amount to be deducted from their paycheck and automatically deposited into their Bulldog Bucks account each month. This saves participants from having to manually deposit funds. Bulldog Bucks is the cheapest way to pay for printing. Discounts at local merchant locations are also available.

[Learn More](#)

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## UGA Alert:

UGA Alert desktop pushes any issued alert across your computer screen during an emergency. Have your IT staff contact [prepare@uga.edu](mailto:prepare@uga.edu) for the most recent updates.