



The Business Affairs Advisor

A Newsletter by Finance & Administration

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A Conversation with the New Senior Vice President for Finance & Administration: Tim Burgess Addresses Change



Tim Burgess

Tim Burgess, who has worked for 27 years in Georgia government, including four years as the state's top budgeting and finance officer, succeeded the retiring Hank Huckaby as the University's senior vice president for finance and administration on July 1. Burgess recently met with the new members of the F&A Staff Representative Group and will be visiting employees in the F&A divisions in the coming weeks. In this article, he discusses changes on the horizon.

Business Advisor: What can business officers expect to see in the next six months? Are you planning any dramatic changes?

Tim Burgess: It's not my style to come in and start making a lot of abrupt changes. I've known Hank for a long time, know a lot of the people working here now and feel very comfortable that there's a good, strong leadership team in place. I have no desire to make a dramatic change in the short-term until we've had time for a deliberative process with internal discussion about the goals to which we want to commit.

That said, change is coming, brought about by external forces that affect the University. We don't yet have all the details, but several things will be different, and business officers need to be ready for the changes.

For example, it is very clear that Chancellor Davis has been reassessing the business practices of the entire system. He wants it to operate more efficiently and entrepreneurially. He has put together a new organizational structure <http://www.usg.edu/news/2006/070706.phtml> for the central office and is starting to talk about the business practices that he wants the campuses to implement. One of the changes is likely to be a new process of budget preparation, analysis and allocation. This fall, we will be required to prepare a lot of different types of information in different ways and on a different time schedule. Every school and unit is going to be a part of this process. The Regents Office is going to have a budget conference for the chief business officers at the end of September, and the purpose of that conference will be to explain to us how all of this is going to work.

Phone Directory Verification Process in August

UGA benefit-eligible faculty and staff will have the opportunity to update their office and home listings for the printed phone directory August 1-31. Early in August, everyone will receive notification of the process via ARCHNEWS email.

Printed verification forms will be available if you have new employees or employees who do not have computer access. Please encourage everyone who is able to use the online verification site on the Faculty/Staff self-service website:

<https://employee.uga.edu>

This process will be available through the month of August. Questions about the process may be directed to Human Resources at 706-542-4088.

New Departmental Accounting System Now Available

Are you currently using Quicken, Excel or some other software to manage your department's account? WebDFS accounting software is now available to help you manage your accounts, and it pulls information directly from the UGA accounting system. To learn more about this new Web-based system, contact DFS at webdfs@uga.edu or 706-542-6763.

The capital allocation process will also be different. The central office is talking about instituting a new six-year plan for capital projects on all the campuses, which would be driven by strategic and structural criteria. The first three years of the plan would be quite specific, with the remaining years allowing for more flexibility. Again, details are still in progress, but we are told that the new system will be implemented for consideration of FY09 projects.

Another external force of which to be aware is the growing emphasis on customer service. Governor Perdue has established the Office of Customer Service and has tasked every state agency with developing a customer service plan. The Board of Regents, as one of those agencies, has assembled representatives from each university to work on its customer service initiative. I serve as UGA's representative, and each institution has been asked to select a particular project for this year. Ours will be streamlining the way our students buy their textbooks from the UGA Bookstore by enabling them to make those purchases when they register online. Obviously, this is an initiative that the governor and chancellor take very seriously, and it just makes good business practice. Everything we do should be focused on customer satisfaction and customer service.

In terms of internal forces, my intention will be to continue our strategic push to automate our business processes. Wherever possible, and within the context of the outcome of the ongoing business process review/data integration review, we need to make more of our processes electronic.

Finally, to those who may be wondering about the budget situation, I think we're still in a fiscal holding pattern until September or October, when we can better assess what the second half of FY07 will look like. Nothing has materially changed since we first asked the units to set aside 2 percent for our reserves a few months ago. Until we know whether we will receive any financial assistance from the state to help us address uncontrollable increases in utilities and health insurance, we must continue to hold back these funds.

Paper v. Electronic: The Pendulum Swings in Budgets

Electronic submission of budget documents has soared in the last two fiscal years, as evidenced by the chart shown below. The Budget Office's goal for FY 2007 is to achieve universal compliance, with all personnel and budget amendment documents submitted via the WebDFS Budget Amendment System.

Document Type	Fiscal Year 2004			Fiscal Year 2005			Fiscal Year 2006		
	Personnels	Budget Amendments	Total	Personnels	Budget Amendments	Total	Personnels	Budget Amendments	Total
Paper Documents	22,670	14,431	37,101	20,434	10,820	31,254	6,369	2,684	9,053
Electronic Documents				7,183	4,127	11,310	27,592	10,886	38,478
Grand Total	22,670	14,431	37,101	27,617	14,947	42,564	33,961	13,570	47,531

Schools, colleges and administrative units switched from the traditional paper submission method for FY 2007 budget development materials and instead submitted everything via the WebDFS Budget Development System. This electronic process facilitated the successful submission and balancing of all budget development materials and allowed for timely reporting to both UGA senior administrators and the University System Board of Regents.

"Black books" previously were provided to various campus units with the proposed budget for the new fiscal year (based upon the results from the successful completion of the budget development cycle). For FY 2007, cost-cutting and efficiency measures resulted in the use of CD Roms to provide budget development reporting to the Board of Regents and the University of Georgia's schools, colleges and units. Feedback indicates the CDs were a resounding success.



Coming Soon: AskUga

Ever find yourself in need of a quick answer to a policy question? If so, “AskUga” may be just the tool you need.

AskUga is an electronic information warehouse containing administrative policies, procedures and frequently asked questions to assist campus units in performing administrative tasks. You’ll also find a comprehensive search feature to help you obtain the information you are seeking. If you still can’t find your answer, you may easily ask questions by selecting the “submit a question” buttons located throughout the site. Campus units will receive more information about the roll-out of “AskUga” in the near future.

Physical Plant Introduces New Computer-Assisted Facilities Management (CAFM) System

The Physical Plant Division (PPD) of Finance and Administration (F&A) began Fiscal Year 2007 with a new focus. . . Facility Focus™, that is.

Facility Focus™ is an enterprise asset management software package which embraces all aspects of facility management and is tailored to meet the complexities of the higher education market. More than 1,400 educational institutions currently use the system, which is provided by MAXIMUS.

The PPD’s prior cost accounting system was developed in 1968. While it had undergone updates over the years, the time had come for a total replacement of the main-frame driven system. In early 2005, Physical Plant, along with assistance and input from the Office of Institutional Research (OIR), Administrative Information Systems (AIS) and other F&A departments, began the process to select a vendor to provide software for a new maintenance management system.

Facility Focus™ is designed to support the complex job of facilities management by providing a balance of people information, process information, and facilities and related equipment information. It is a flexible and functionally robust solution with the capability to support:

- Maintenance management, including corrective, emergency and preventive maintenance
- Contract and contractor management
- Job cost accounting
- Materials management
- Purchasing and accounts payable processes, not including issuance of checks
- Equipment management
- Property management
- Labor tracking and human resources management

PPD’s former system did an excellent job of generating work order-related cost information in a summary format, but it was extremely cumbersome to glean details of job costs without extracting, massaging or re-entering information from various sources into a separate database. Another shortcoming was that facility managers were only able to impact the main financial accounting system with total accumulated job costs once per month, which kept customers guessing about their charges until month-end. Facility Focus™ will enhance PPD’s ability to provide detailed, timely reports to clients and ultimately will enable customers to check the status of their work requests on-line.

The process to request service or assistance from PPD has not changed. You may call the Work Control desk at 542-7456, email them at ppdwork@uga.edu or fax your request to 542-7003. In the old system, the work order number was a five-digit number. In Facilities Focus, it will be a seven-digit work order number with at least one phase: e.g., 0712345 Phase 001. The “07” prefix relates to the fiscal year, so if you call and request information about your work order, you can provide the five-digit number after the 07 and the Physical Plant will be able to assist you.

If you have questions contact Associate Vice President Ralph Johnson at 542-7369 or Cost Accounting Manager Kathy Hines at 542-7417.

Reminder: Call for MRR Requests Forthcoming

Vice presidents, deans and directors should receive the annual call for Major Repair and Renovation (MRR) submissions in mid-August, with a deadline of early October for requests to be submitted. Projects eligible to be considered for MRR funding generally range between \$40,000 and \$1 million. As in the past, a justification of the need for the project should accompany the description.

Requests for individual school/department needs will be considered by the MRR Committee in the context of a broad examination of overall institutional needs. A total University funding package will then be recommended to President Adams and the three senior vice presidents for consideration and approval.

Please contact Ryan Nesbit at 542-2802 or Kathy Pharr at 542-1361 if you have any questions regarding the MRR process.

Service Providers: Are They Employees or Independent Contractors?

You need to hire someone to perform services for your area, but how should you pay them? If the individual's services fall under the Internal Revenue Service (IRS) definition of an employee, you must pay the individual as an employee. The IRS looks at three areas to determine whether someone is classified correctly as an independent contractor or employee: behavioral control, financial control and the relationship of the parties. An employee is someone who is under the direction and control of the employer. The employer not only controls what is to be done, but the method by which it is to be done.

The University of Georgia intends to comply fully with tax laws that require employers to withhold taxes from employees' income correctly. To help departments decide the appropriate way to pay for services, the Controller's Division has developed a Decision Tree at http://askuga.uga.edu/novo/tmp/2006-6-30_16-27_5813.pdf and Questionnaire at http://askuga.uga.edu/novo/tmp/2006-6-30_16-30_649.pdf that document the relationship between UGA and the provider of services.

If you are not certain whether the provider of services should be an independent contractor or employee, please call the Payroll Department (542-3431) or email (payroll@uga.edu) before you agree to pay the individual. Also, remember that tax laws concerning payments to individuals who are not United States citizens are different and require special processing. For more information on paying non-resident aliens, go to the "Payments to Internationals" section of the Payroll Office web page at <http://www.busfin.uga.edu/payroll/itc/>.

To Bid or Not to Bid? – That is the Question

For purchases equaling or exceeding \$5,000, where the items are not available from a statewide or agency contract, the question reflected in the title of this article is of major importance. State regulations set the competitive bid threshold at \$5,000. For purchases of this magnitude, the Procurement Office must solicit bids from vendors with open and generic specifications to allow competition or must substantiate the lack of competition through a sole source/sole brand justification. End users are encouraged to involve Procurement as early as possible in purchases of this nature. Procurement can assist in the development of competitive specifications or advise if the rationale presented for any sole source/sole brand justification is acceptable.

While competitive bidding is the preferred method of obtaining goods and services for the University, this is not always feasible. Therefore, an understanding of sole source/sole brand is required. Sole brand is defined as the availability of only one brand or model which will meet the needs of the end user. Sole source is defined as the restriction of that single brand or model to a single supplier. This single provider may be the manufacturer or the sole distributor or reseller. In the sole brand/sole source arena, the completed sole source/sole brand form must be submitted with the purchase request. Please note that the form requires two signatures: the end user and the department head. Additionally, a letter from the manufacturer of the product, stating that it is the sole provider of the item or that the product is only available from a single reseller or distributor, is required. Finally, if the unit cost of the item is \$10,000 or above, a matrix in the form of a Word table or Excel spreadsheet, detailing the unique features of the sole brand as compared to other brands, must be provided with the purchase request.

For questions concerning bidding or other procurement functions, please contact the Procurement Office at (706) 542-2361. The Procurement Web site, <http://www.busfin.uga.edu/procurement>, also offers information on the purchasing process.

Hot Info!

For the most recent version of HR News, [click here!](#)

In The Next Edition...

What you need to know about holiday payroll

Information on HR's Open Enrollment

Important information on fraud and social security numbers

Campus construction update

Contact Information

For more information, please select the division below, and you will be redirected to their website.

[Auxiliary & Administrative Services](#)

[Budget Division](#)

[Controller's Division](#)

[Environmental Safety](#)

[Human Resources](#)

[Physical Plant](#)

[University Architects](#)

Bursar's Office Announces Staff Changes

Susan McCullough will now be handling endowments and investments held by the University of Georgia. Please contact Susan for information regarding spending limits, how endowments may be used and endowment statements. Susan may be reached at 706-542-2542 or by email at suzer01@uga.edu.

Elizabeth Quillian will be handling issues of compliance with campus credit/debit card merchants to ensure all UGA and Card Associations policies and procedures are maintained. In addition to reconciling the credit card account and overseeing TouchNet MarketPlace, Elizabeth will be working with merchants to assist with implementation of regulations, reconciliation of IT issues, and notification of credit card changes. Elizabeth may be reached at 706-542-6832 or by email at equillia@uga.edu.

HR's Own "Marathon Man"



Ritter finished in 3:48:06

downtown area, maybe with apple in hand.

The race itself was well run and organized, Ritter said, even staging 20,000 runners to start at various intervals. Highlights for him included the cheering women from Wellesley (a Boston Marathon tradition), "Heartbreak Hill" at mile 20, and meeting runners from around the country.

New technology was used in this year's race, making it possible for Ritter's fans in Athens to follow his progress. Each runner had a computer chip in his/her shoe, which tracked the runner's status at race checkpoints and posted official times on the Boston Marathon Web site. Of his finish this year, Ritter says, "I beat Will Ferrell's time when he ran the Boston Marathon."

Upcoming Training Opportunities

For enrollment, contact Training and Development: <http://www.hr.uga.edu/registration.cfm>

Administrative Report Retrieval (Arrow) Training: Aug. 29, 9am-11am

Budget Amendment Processing Using WebDFS, Beginner: Sept. 21, 9am-noon

Budget Amendment Processing Using WebDFS, Intermediate.: Sept. 27, 9am-noon

IMS for the UGA Purchasing/Campus Entry System: Aug. 24, 9am-noon

IMS & QMF for the UGA Budget System: Sept. 14, 9:15am-11:45am

Personnel Report & Budget Amendment Preparation: Sept. 12, 8:45am-11:45am

Purchasing at UGA: Managing the Red Tape: Aug. 29, 9am-noon

Basic Elements of Sponsored Projects Administration: Sept. 5, 9am-11:30am

Restricted Account Status Reports: Aug 31, 9am-noon

