



# The Business Affairs Advisor

## A Newsletter by Finance & Administration

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Volume 1, Number 3

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## Budget Development

While the Board of Regents has made some changes to the budget process for the central administration of the University of Georgia, the internal budget development schedule and process remain the same as they pertain to schools, colleges and administrative units.

The schedule provided below offers a tentative guide to the schedule, but it is subject to change as new budget development deadlines are provided to the University of Georgia by the Board of Regents. As in years past, a final budget development schedule will be provided with the annual budget development instructions (generally in the April timeframe) to each school, college and administrative unit.

### FY 2008 BUDGET DEVELOPMENT SCHEDULE TENTATIVE

October – November:

- FY 2008 Mandatory Fee Schedule preparation and submission
- FY 2008 revenue projections preparation and submission

December:

- Planning information provided to senior administration in preparation for budget conferences

January – February:

- Budget conferences with Deans and Vice Presidents for FY 2008 budget development

March – May:

- Actual creation of the FY 2008 Original Budget through the budget development process

June:

- Submission of final FY 2008 Original Budget to the Board of Regents for approval.

## **Campaign for Charities Underway**

The University is driving toward a \$425,000 goal in the annual Campaign for Charities, which kicked off October 4. As in the past, the campaign represents the University's single effort to raise contributions for an expansive list of organizations approved through the State Charitable Contributions Program.

The UGA Athletic Association will help boost total giving by once again offering its Quarter Back Program. Once UGA employee pledges reach \$200,000, the Athletic Association will donate 25 cents for every \$1 pledged (up to a maximum of \$50,000).

UGA employees have until December 4 to return their forms through their campaign captains. The Budget Office asks that all pledge forms be returned, whether or not a contribution is made.

## **Protecting Your Identity**

Identity theft is one of the fastest growing crimes in the nation. According to Brian Koerner's newsletter, *Protecting Your Identity 101*, a person's identity is stolen every 79 seconds. Finance and Administration is developing ways to help protect University employees against this crime.

One of the easiest ways for a person's identity to be stolen is by the mishandling of Social Security Numbers (SSNs). Approximately 130 forms used by the University request all or some portion of an individual's SSN. The Controller's Division is leading an initiative to help eliminate some of the risks associated with the use of SSNs on these forms. The staff is reviewing each form that appears in the administrative forms section of the UGA website and is contacting the "owner" of the forms that require SSNs to determine if the use of the identifier is necessary.

Some forms will continue to require the full Social Security Number because the form may result in a taxable and reportable payment to an individual or because of other governmental requirements, such as those of the Internal Revenue Service. In many cases the number on the form can be shortened to the last four digits, and then the form owner can use this information to ascertain the additional information needed for processing. While use of a shortened number can lengthen processing time and increase the risk of an error in processing, the Controller's Office believes that the benefits outweigh the risks.

The University also continues to work toward implementing a new ID Management System that will further assist in eliminating the use of SSNs. This initiative, along with the changes to the administrative forms, should help to provide a safe and secure workplace for all University employees.

To read the referenced article above and learn 10 ways you can protect yourself, please visit: <http://idtheft.about.com/od/identitytheftbasic/a/PROTECTID101.htm>.

## **Benefits Annual Enrollment Later This Year**

The Board of Regents has moved this year's benefits annual enrollment period to November 13 – December 15. UGA faculty and staff will have five full weeks to make their benefits choices for 2007.

All annual enrollment information will be posted on the Human Resources Web site ([www.hr.uga.edu](http://www.hr.uga.edu)) on Monday, November 13. In addition, eligible faculty and staff will receive packets of enrollment information during the week of November 13 – 17.

Because of the late deadline (December 15), Human Resources staff will have only one working day following the deadline to finish benefits data entry into the appropriate systems. HR staff members will strive to stay current with data entry during the enrollment period; however, early submission of enrollment forms will be greatly appreciated, as this will help to reduce the number of last-minute enrollments to be processed.

If you have questions about annual enrollment or other benefits issues, you may call 706-542-2222 or e-mail [benefits@uga.edu](mailto:benefits@uga.edu).



## Conservation Efforts- Raising Awareness

October was Energy Awareness Month, and the University's new Energy Conservation Executive Committee utilized the autumn weeks to focus campus employees on ways to conserve energy.

Finance and Administration is well represented on the committee, with Ralph Johnson and Ken Crowe of Physical Plant, Danny Sniff and Paul Cassilly of University Architects, George Stafford of Auxiliary and Administrative Services, and Tom Gausvik of Human Resources all serving as members. Crowe has been appointed university energy engineer to coordinate energy-saving efforts.

In the last fiscal year UGA spent more than \$28 million for energy and related utilities, and rising energy costs continue to present one of the University's greatest budgetary challenges.

## Faculty Pay Designation

As part of open enrollment, faculty will have the option to determine whether they are paid over 10 or 12 months for the next contract period. Please make sure that faculty members in your units (if applicable) understand that they need to go online and note their preference if they desire a change.

## Cooling Down Thermostats and Heating Up Savings

Each year over the Christmas/New Year's holiday period, the Physical Plant administers a program to reduce energy consumption by cutting back the heating and cooling of campus buildings. The program results in below-normal temperature conditions for most building spaces and higher temperatures in a few areas, particularly interior rooms that normally need cooling year-round.

Activities in this program include:

- lowering thermostats to minimum levels for heating;
- turning off cooling systems; and
- turning off all office equipment.

The program will be implemented during the last work day of the year, December 22, 2006, and buildings will be restored to normal operation on the first work day of the new year, January 2, 2007. Because of this schedule, space temperatures may be outside the normal operating range of 68 – 78 degrees Fahrenheit during some periods of these two days.

Campus constituents will be notified via e-mail prior to implementing the setbacks and will be asked to qualify any exceptions to the program. Certain areas are exempted due to the need for continuity of operation and/or criticality of function, including research laboratories, animal quarters, the Main Library and the Georgia Museum of Art.

The Holiday Energy Reduction Program generates a considerable amount of energy savings on the University's annual power bill, as evidenced by past experience:

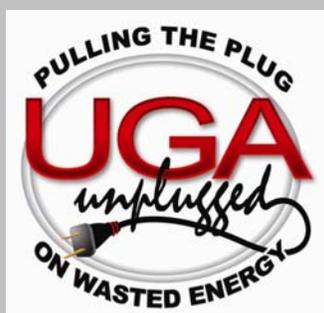
- |                 |            |
|-----------------|------------|
| • December 2003 | \$ 42,000  |
| • December 2004 | \$ 66,000  |
| • December 2005 | \$ 150,000 |

Questions regarding the Holiday Energy Reduction may be directed to Operations and Maintenance Director Gene Austin at 542-7680 or [gpaustin@uga.edu](mailto:gpaustin@uga.edu).

“It’s my hope that all members of the UGA community will consider ways to conserve energy in their individual offices, departments, labs and classrooms,” Crowe recently commented in the University’s newsletter, *Columns*.

The committee has issued a report that recommends several energy-saving measures including energy audits in buildings, alternative transportation options, water-saving measures, “green cleaning” in buildings, use of alternative fuels and use of a biorefinery to produce energy.

For more information about ongoing campus conservation efforts, consult the new Web site for the [Office of Energy Services](#).



**Energy Tip:** Be sure to turn off your computer and printer before you leave work. Catch the light on the way out the door, too. These easy actions can result in significant savings for UGA.

## Early Payroll Cutoffs for November and December

In November and December of each year, the deadlines for processing payroll vouchers are earlier than normal to ensure that pay checks will be ready before the Thanksgiving and Christmas holidays.

These are the deadlines for the payrolls that fall during that time period:

<u>Pay Date</u>	<u>Pay Period</u>	<u>Vouchers due to EPayroll</u>
11/22/06 (Salaried)	11/02-11/15/06	11/15/06
12/01/06 (Hourly)	11/09-11/22/06	11/22/06
12/08/06 (Salaried)	11/16-11/29/06	11/29/06
12/15/06 (Hourly)	11/23-12/06/06	12/04/06
12/14/06 (Academic)	12/01-12/14/06	12/06/06
12/21/06 (Salaried)	11/30-12/13/06	12/06/06
12/21/06 (Monthly)	12/01-12/31/06	12/07/06
12/21/06 (Hourly)	12/07-12/20/06	12/13/06

## F&A Fellows Nearing End of First Rotation



L-R: Finance and Administration Fellows Tamala Foreman, Brett Jackson and Rod Platt.

Staff members in the Physical Plant, Auxiliary and Administrative Services, and the Controller’s Office have gotten used to seeing some new faces in the office over the last few months. The 2006-07 F&A Fellows began their first rotations after Labor Day.

F&A Fellows, now in its second year, is part of an overarching program designed to improve the “bench strength” of the division by broadening employees’ knowledge of the diverse functions of Finance and Administration; building employees’ individual knowledge, skills and abilities; and forging connections for potential career growth and advancement.

Each Fellow spends six months working in two F&A divisions (three months in each section). The 2006-07 Fellows and their placements are: Tamala Foreman, an assistant cafeteria manager II in Food Services – Auxiliary and Administrative Services and Physical Plant; Brett Jackson, a senior accountant in Parking Services – Controller’s Office and Architects Office; and Rod Platt, a patrol lieutenant with University Police – Physical Plant and Human Resources.

The Fellows will stay in their first placements through the end of November and will return to their home departments for the month of December. They will begin their second rotations in January and will conclude their experience with an awards luncheon in April.

To read more about this year’s Fellows, see the August 28 feature in [Columns](#). [Click here](#) to learn more about the Fellows Program.

## Money Management Courses

The Georgia Federal Credit Union and the College of Family and Consumer Sciences have teamed up to offer UGA employees courses in financial education. Please share these dates with your employees:

Wednesday, November 1<sup>st</sup>,  
12:00 p.m., Room 142,  
Tate Student Center  
**“Am I better off contributing to a 403(b), 457, Traditional IRA or Roth IRA?”**

Wednesday, November 8<sup>th</sup>,  
12:00 p.m., Room 142,  
Tate Student Center  
**“What should I do to get ready to file my taxes and save money?”**

Wednesday, November 15<sup>th</sup>, 12:00 p.m., Room 142, Tate Student Center  
**“What should I do with my TRS money if I leave UGA before I am vested?”**

Each presentation will last approximately 40 minutes and will allow time for questions. Light refreshments will be served.

## Food Services Celebrates Its Bicentennial



*Serving Georgia for*  
**200 YEARS**  
University of Georgia Food Services

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The rededication of Old College marked two reasons to celebrate: the campus ribbon-cutting ceremony for the facility and the bicentennial anniversary of the University of Georgia Food Services. UGA’s first food services operation actually began in Old College. When the building was constructed in 1806, it served as student housing and dining facilities, as well as classroom and library space.

In honor of the special occasion, each of UGA’s four dining commons featured a 200<sup>th</sup> anniversary dinner on August 30. Menu items featured foods indicative of 200 years of evolving food choices. Appetizers, for example, included Meat Turnovers, Boiled Peanuts and Fried Pork Skins as well as Spicy Tuna Sushi Rolls. Chefs sautéed shrimp and produced batches of one of the featured entrees, Shrimp Grits with Greens. Desserts included Bread Puddin’ Pie and fresh strawberries ladled over shortcake biscuits and served with fresh whipped cream.

Food Services hosts several other special events in the dining commons throughout the year. Guests are always welcome, and the price is usually \$13.25. Menu details for the events are made available prior to the event on the Web site: [www.uga.edu/foodservice](http://www.uga.edu/foodservice).

Mark your calendar for these dates:

Five-Star Dinner — November 9, 2006

Taste of Home — December 6, 2006

On the Boardwalk Dinner — January 25, 2007

Roaring 20s Dinner — February 8, 2007

Spirit of the Gulf Coast Dinner — March 1, 2007

Bluegrass and Barbecue Dinner — March 22, 2007

End of the Year Blast — April 26, 2007

In addition, make plans for the lavish buffet, “A Cook’s Holiday,” back by popular demand on December 13-14 at the Tate Student Center.

## Safety Seminars

Environmental Safety is offering two special training courses:

**Fire Extinguisher Use**  
November 1 or December 6, 10 a.m. – 12 noon  
(FIRST Building)

**Handling of Compressed Gas Cylinders**  
November (TBD – will be announced via listserv)

These courses are free to the University community. To register or find out more, contact Tori Outlaw at 369-5706 or by e-mail, [toutlaw@esd.uga.edu](mailto:toutlaw@esd.uga.edu).

## Facility Focus Feedback

September 30<sup>th</sup> marked the conclusion of the Physical Plant Division's first quarter of operation on the new computer-aided facilities management software, Facility Focus®. PPD Cost Accounting Manager Kathy Hines reports that the overall experience has been very positive.

“We have successfully updated financial accounting on a weekly basis since August,” Hines said. “We are beginning to hear from our ‘customers’ across campus, and the interest in Facility Focus® is growing rapidly.”

PPD's goal is for customers to be able to view their account information directly via Facility Focus during the first quarter of Calendar Year 2007.

## Campus Construction: A Work in Progress

### Completed Projects

The renovation of UGA's oldest building, Old College, was celebrated on October 13 (Homecoming Weekend). The historic 1806 structure received a total interior refurbishment in order to meet the demands of a modern administrative facility, and historic elements of the exterior were restored. Old College will now house administrative functions for the Franklin College of Arts and Sciences.



The dedication of the Paul D. Coverdell Center for Biomedical and Health Sciences by former President George H.W. Bush in April marked the completion of the campus' most prominent construction project of 2006. The \$40 million research facility was financed through an innovative partnership of state, federal and UGA resources. Its focus on interdisciplinary research and public health will advance UGA's research mission for many years to come.



Other completed projects on the main campus include a renovated facility for the College of Veterinary Medicine's Community Practice Clinic, new storage space for the Natural History museum in the Auxiliary Services Warehouse, infrastructure improvements in support of the Coliseum Practice Annex, and the first phase of renovations to the Physics Building. Projects completed for satellite campuses include a new security facility for the Rock Eagle 4-H Center in

Eatonton, an auditorium and conference facilities at the Rural Development Center in Tifton, major renovations to the Horticulture Building in Tifton, and renovations to the third floor of the Flynt Building in Griffin to support the expanded instructional programs being offered on that campus.

### Projects Under Construction

Construction of the new East Campus home of the Lamar Dodd School of Art is now the University's largest project. Site infrastructure work for the \$39 million project commenced in late July, and work on the building's foundations began in mid-October. Other ongoing construction projects include renovations to the Animal Health Research Center and construction of the Coliseum Practice Annex on South Campus, and installation of a new sprinkler system for the Chemistry Building in the Central Campus. Projects under construction on satellite campuses include new dormitory and conference facilities at the Marine Institute on Sapelo Island and upgrades to the Senior Pavilion facility at the Rock Eagle 4-H Center.

## Hot Info!

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

## In The Next Edition...

How to pay awards for employees

## 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](#)

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## Projects in Design

Design of two student-centered projects began in Spring 2006: the Tate Center expansion and Phase II of University Housing renovations. The \$41 million Tate Center project includes expansion and renovation of the existing space, as well as a 500-car parking deck. The project will be financed through the UGA Real Estate Foundation with a \$25 per semester Student Activities Fee increase approved by the student body in March 2005. The \$42 million University Housing project includes renovations to Mary Lyndon and Rutherford Halls, and an addition to Rutherford Hall.

Other projects in design include the College of Pharmacy facility, renovations to New College, a new dining hall for the Rock Eagle 4-H Center in Eatonton, a new Student Learning Center facility on the Griffin Campus, and modifications to the University's Central Steam Plant.

## Travel Advisory: Statewide Travel Regulation Changes

Several revisions to the Statewide Travel Regulations were recently made by the Georgia State Accounting Office and adopted by the University System of Georgia with an effective date of October 1, 2006. All travel on or after October 1st must comply with these new regulations. The University's travel policy has been updated to reflect these revisions and the policy is available online at: <http://askuga.uga.edu/>

You may also find the updated [travel FAQs](#) helpful in your review of the travel changes. Additionally, the University's travel expense statement has also been modified.

Please use the following [travel expense statement](#) for travel prior to October 1, 2006

Use the following [travel expense statement](#) for travel on or after October 1, 2006

Please familiarize yourself with the updated travel policy information. Questions should be directed to the Travel and Encumbrance section of the Accounts Payable Department at 706-542-2786.

## “AskUGA”: Now Up and Running

On August 31, “askuga” became the official UGA site for administrative and financial policies and procedures. The new site also offers customers a large compilation of frequently asked questions (FAQs) and the ability to submit questions easily.

Since the rollout, numerous questions have been submitted to the site and answered.

General questions (with answers) will be added to the site on the FAQ pages.

Users report the search tool to be an efficient way to find policy and procedure information. One staff member, who admittedly didn't “expect to find an exact match for my search,” was pleasantly surprised to do just that.

The "ask uga" site now becomes the official site for administrative and financial policies and procedures. No University units should copy and paste policies or policy text from this site into policy manuals on their departmental Web sites. If departments wish to publish individual Web manuals, they should link to text in the "ask uga" site rather than moving text onto their own pages. Policies transferred to departmental sites often become outdated and are not official University policy. Memos to the ADMIN-MEMO listserv will continue to be issued as appropriate regarding significant changes to administrative and financial policies and procedures.