



The Business Affairs Advisor

A Newsletter by Finance & Administration

Office of the Senior Vice President for Finance and Administration

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Pay Advisements & Other Enhancements: Now on Self-Service Web Site

<http://www.employee.uga.edu>

You may have used the Self-Service Web Site for any number of activities, including enrolling for flexible spending accounts, checking your leave balance or registering for classes offered through Training and Development.

All individuals who receive a UGA paycheck may now access their pay advisements using the Self-Service Web Site. You may view current advisements and past advisements dating back to January 2006. In addition, your enhanced advisement will provide more information, including the UGA contributions to your benefit package.

However, to access your pay advisement information, you must have changed your MyID password to a version which meets the requirements described on the site: <http://myid.uga.edu>. You also must have answered your personal questions to establish the additional security needed to access your pay advisement on the Self-Service Web Site.

Over the next few months, Payroll will change the process for distributing pay advisements via password-protected email attachment. If you receive your advisement in this way, you will instead receive an email directing you to the Self-Service Web Site to access your pay advisement.

In future months, other new services will be added to the Self-Service Web Site. When visiting the site, you may provide feedback or ask questions by selecting the "Leave Feedback" link and completing the short form.

Monetary Awards to University Employees

All managers like to reward employees for exceptional efforts, and the University System Board of Regents encourages service awards to employees. However, state funds cannot be used for this purpose. The awards must be paid through the Arch Foundation or the University of Georgia Foundation.

Payments of awards to employees are taxable according to Internal Revenue Service regulations. Therefore, it is important that departments paying awards to employees handle those awards correctly.

The Arch Foundation provides instructions on its Web site to assist departments in properly handling awards. These can be found at:

http://www.uga.edu/archfoundation/policies_VIIIK.html

E-Checking: One Year Later

The Accounts Payable Electronic Check Request System has been in place for more than a year, and already more than 29,000 check requests have been processed for a dollar value exceeding \$50 million. If you are not currently using the E-Check Request System, contact Accounts Payable today!

If you are an E-Check Request System user, please note the following:

1. Make sure that you are utilizing the vendor search engine in the "Remit to" section to select the vendor "Remit to" address. By selecting the vendor "Remit to" address, you will help to expedite the payment process.
2. When attaching your documentation images, you can scan more than one page per image file.

Though the E-Check Request System still has some limitations – e.g., out-of-state travel, group travel and wire transfers cannot be processed via the system yet – it does offer many luxuries over the paper check request. One primary advantage is peace of mind: if you like knowing where your check request is in the approval process at all times, this system is for you! For more information, please contact the Accounts Payable department at 706-542-2786.

General Purpose Petty Cash Accounts to Close

In an effort to minimize the handling of cash on campus and to reduce the associated risks regarding abuse and unintended misuse of petty cash, the Bursar's Office is currently working with petty cash custodians to close general purpose petty cash accounts. It is requested that the accounts be closed by **June 30, 2007**.

In many instances, petty cash accounts are being used infrequently and are highly underutilized. Recent internal audits and reviews have revealed documented incidents of departmental loss and misuse of petty cash as well as a lack of internal controls over petty cash accounts and the failure of custodians to reconcile and properly maintain petty cash accounts. As such, the Bursar's Office will be contacting all petty cash custodians regarding the close-out of petty cash accounts.

The Bursar's Office staff is available to discuss individual departmental business needs. Purchasing improvements, including the PCard, have virtually eliminated the need for petty cash on campus.

"The Bursar's Office is working with staff members from the Procurement Department and Accounts Payable Department to find alternative solutions to purchases currently made through petty cash accounts," said Bursar Lisa McCleary. "We are confident that petty cash alternatives, which are more efficient and cost effective to administer, are available to all departments at the University of Georgia."

Your cooperation is appreciated as the Bursar's Office works to eliminate unnecessary cash on campus and to reduce the University's risk exposure in this area. If you have any questions, please contact the Bursar's Office at (706)542-1625.

Reintroducing the Accounts Payable Department Search Engine

The Accounts Payable Department would like to reintroduce the campus community to its Check/Purchase Request search engine. The Check/Purchase Request Search can be found online at:

https://busfin1.busfin.uga.edu/accounts_payable/logon.cfm.

To access the system, you need only an IMS user ID and password. Once logged into the system, you can search by paper check request or via a purchase order number. The system will indicate if the paper check request has been received and, if so, on what date. In addition, it will also retrieve the payment date, invoice number and check number if the check request or purchase order has paid. The system also has a function that will allow you to enter a check number and retrieve the payment information for that check.

This search engine was created to enable Accounts Payable to provide better service to the campus by reducing the time required to track routine payment status information. Please allow five business days from the date that the system indicates that Accounts Payable received the paper check request for processing.

Upcoming Training Opportunities

To view and register for courses, visit the Training and Development [Web site](#).

IMS & QMF for UGA Financial Accounting

February 27, 9 AM – 11:30 AM

E-Payroll & E-Leave System

February 22, 9 AM – Noon

DS2: Faculty Preparation

February 23, 3 PM – 4:30 PM

Overview of UGA Policies and Procedures for Cost Transfers, Program Income, and Cost Share in Complying with OMB Circular A-21

February 26, 2 PM – 4 PM

Direct Costs vs. Facilities and Administrative Costs in Complying with OMB Circular A-21

March 1, 2 PM – 4 PM

IFAS: Accessing Foundation Fund Information

March 15, 8:30 AM – 10 AM

Restricted Account Status Reports

March 20, 9:30 AM – 11:30 AM

Foundation Reporting System Training Offered

The Office of Financial Services of the External Affairs Division offers regularly scheduled training classes on how to access reports for foundation accounts online using IFAS. IFAS (Integrated Financial and Administrative Solution) is the accounting and reporting system for accounts of the Arch Foundation and UGA Foundation. If your department has foundation accounts, you should consider learning this system to access information on account balances, transactions and available spending.

The training class covers the fundamental basics of foundation accounts including fund types and spending budgets. From there you'll learn how to run, view, print and interpret reports using the IFAS system. These reports show up-to-the-minute data on your Arch and UGA Foundation accounts, coming straight to your computer via Internet Explorer.

The next training class is scheduled for March 15. To register, please visit Training and Development's [Web site](#) and search for the course—IFAS: Accessing Foundation Fund Information. For more information, please contact askifas@uga.edu.

Georgia Director of Homeland Security Visits UGA



Major General William T. Nesbitt, director of homeland security for the state of Georgia, visited the University of Georgia twice this fall. The purpose of the general's first visit in October was to meet emergency preparedness and response personnel at UGA and to learn more about safety initiatives on campus.

As the state's largest institution of higher education, the University of Georgia provides both intellectual and physical resources to help assess and manage large-scale emergencies. Conversely, the University also presents risks due to the nature of its research, major events and high-density population.

Picture: Major General Terry Nesbitt (center) meets ESD Associate Vice President Wayne Dill and OSEP Director Opal Haley during a fall visit to UGA.

General Nesbitt's visit was coordinated by Wayne Dill, associate vice president for the UGA Environmental Safety Division (ESD), and by Opal Haley, director of the UGA Office of Security and Emergency Preparedness (OSEP). The visit also included a short tour of campus and a working lunch wherein the general was introduced to several UGA leaders.

For information on Saving Energy click on the logo below:



Hot Info!

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

General Nesbitt returned to the UGA campus in November and attended the Georgia/Georgia Tech football game as a guest of President Adams. During the game he met with personnel from multiple emergency response agencies in the stadium emergency operations box. Representatives from the Environmental Safety Division also provided General Nesbitt and Senior Vice President Tim Burgess with a tour of the stadium during peak activity. By visiting the UGA campus and attending a game, General Nesbitt was able to get a first hand view of many of the security and emergency preparedness issues on campus.

Food Service Expands to 24/7

Beginning the Monday following Spring Break (March 19), Snelling Dining Commons will extend its serving hours from 17 hours each day to 24 hours Monday – Thursday. Snelling will offer traditional breakfast fare along with fresh-brewed coffees. The “A.M. All Day” omelet station, at which customers can choose from a variety of meats, cheeses and vegetables for their made-to-order omelets, will be available during the overnight service period. The “M-Y-O (make your own) Belgian Waffle Bar,” “Park Avenue Bagel Bar,” “Fruit Bar” and the 16-bin “Ready-to Eat Cereal Bar” will provide overnight diners with lots of dining options.

The overnight service, which begins at midnight, is open to meal plan participants and guests. Cost for a guest is \$6.90 which includes 7 percent sales tax. Guests may pay only with credit or debit cards or with Bulldog Bucks, as no cash is accepted between 10 p.m. and 7 a.m. The South Campus Parking Deck across from Snelling is open without charge and attended throughout the overnight service period.

Seven-day service is now available at the Bulldog Café at the Tate Student Center. On Saturdays the Bulldog Café and Chick-fil-A Express are open from 10 a.m. until 4 p.m. On Sundays the Bulldog Café is open from 4 p.m. to 8 p.m.; Chick-fil-A is not open on Sundays.

Modernization and Collaboration: A Formula for Success

The Physical Plant Division (PPD) and many other departments across campus continue to explore, develop and maximize funding opportunities. The ongoing effort to modernize the University's graduate and family housing apartments exemplifies how such partnerships benefit the University as a whole.

Constructed in the mid 1960s on the south end of campus, the University Family and Graduate Housing Village consists of 32 buildings comprised of one- and two- bedroom apartments and seven community laundry rooms, all designed to provide convenient, comfortable and affordable living for UGA students.

After more than 40 years of continuous service, the signs of wear and tear to these apartments were readily apparent. A facility condition assessment (FCA) concluded that the complex required significant corrective maintenance and repairs. University Housing officials developed a strategic plan not only to address the major repair and renovation required to upgrade the units to the current building codes, but also to incorporate a modernization plan to upgrade the entire complex with state-of-the art technology.

Design professionals were engaged to develop the required plans and specifications. PPD learned of the pending project and submitted a partnership proposal that would be a "win-win" for both Housing and PPD. For PPD, this partnership provides an additional source of funding (Housing), as well as a full-time project assignment for 25 University employees. University Housing gains from PPD's total project management, which results in a quality product completed within budget.

The final modernization design includes a new roof with pre-finished aluminum gutters, downspouts, fascia, soffit and gutter guards, as well as replacement of the maintenance-intensive painted wood trim and soffit. The plan also includes energy-efficient thermal windows and metal-insulated exterior entrance doors to complete the exterior envelope.

The interior design calls for repainting of all interior surfaces and replacement of all door hardware. Life safety features include fire suppression, fire alarm and notification systems. Energy-saving features include efficient light fixtures, quick recovery 40-gallon water heaters, and individually controlled HVAC units. Technology upgrades include cable television, high-speed Internet access and local phone service. In addition to new carpet and mini-blinds throughout, the plan also calls for a complete remodeling of the kitchens, including new cabinets, countertops, stainless steel sinks, electric ranges, exhaust fans and frost-free refrigerators. The bathrooms also receive a facelift: new ceramic tile floors, sinks, fiberglass tub surrounds, water-saving toilets, shower fixtures, and timed exhaust fans.

The University Housing modernization plan provides for a state-of-the-art, energy-efficient complex, requiring minimal maintenance while significantly extending its service life. PPD has completed the modernization of 147 one- and two-bedroom units in buildings B, C, D, J and K from August 2004 to date. Buildings L and E are on track for completion in 2007, and building F will follow in 2008.



Exterior of Building E, to be remodeled in 2007. Note the condition of the roof and the exterior A/C units.



Exterior of Building K, recently remodeled.



Updated kitchen in one of the remodeled units.

In the Next Edition...

Check Your Facility Focus Account via MyID

Construction Progress: Tate II and Art School

Proper Disposal of Electronic Equipment

Change at the Pumps for State Vehicles

Contact Information

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

[Auxiliary & Administrative Services](#)

[Budget Division](#)

[Controller's Division](#)

[Environmental Safety](#)

[Human Resources](#)

[Physical Plant](#)

[University Architects](#)

F&A Leadership Training Series Graduates Honored

Finance and Administration (F&A) honored more than 40 staff members during a November reception for graduates of its Leadership Training Series. The series, part of F&A's new bench strength program, is designed to help prepare outstanding employees for further career advancement and growth.



Two programs were offered – one in Managerial Leadership and another in Frontline Leadership. Participants enrolled in special cohorts of these existing series offered by Training and Development and, over the course of a year, also completed additional requisites in diversity and legal issues in the workplace.

Evaluations of the program were positive. Said one participant: "It served to break down barriers between departments by creating friendly relationships between employees who, otherwise, may never come in contact with one another. This, in turn, broadened understanding about internal daily operations of UGA's Finance and Administration division."



And another: "I learned many leadership skills, as well as habits for becoming a more productive person. I was stretched in some areas. The course caused me to think about some things in new ways."

Graduates received customized certificates bearing the Finance and Administration logo and

University seal as well as signatures of their associate vice president, Senior Vice President Tim Burgess and President Michael F. Adams.

Top Picture: *Graduates of F&A's special Managerial Leadership cohort with Senior Vice President Tim Burgess.*

Bottom Picture: *Graduates of F&A's special Frontline Leadership cohort with Senior Vice President Tim Burgess.*