



The Business Affairs Advisor

A Newsletter by Finance & Administration

Office of the Senior Vice President for Finance and Administration

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The Budget: Where Do We Stand?

President Michael F. Adams and other senior administrators have presented two public forums on the budget situation, addressing the impact of current economic challenges and responding to questions from the audience. Links to archived video of the first budget forum on September 5 and the second on September 17 are available below, as well as talking points and PowerPoint slides from the presentations.

[View September 5 forum online](#)
[View September 17 forum online](#)
[President's talking points](#)
[UGA Fiscal Update](#)

Note: You will need Real Media Player to be able to play the forum sessions.

University of Georgia Preliminary Budget Calendar

July-September 2008	FY 2009 and FY 2010 Budget Reduction planning submitted to UGA senior administration and University System Board of Regents
September-October 2008	Mandatory Fee Request planning and preparation by University units
October 17, 2008	Mandatory Fee Requests due to University Budget Office
October-November 2008	Professional Program Tuition Differential planning and preparation by University units
December 2008	Professional Program Tuition Differential due to Vice President for Instruction (Date TBA)
January-February 2009	School/college/administrative unit budget conferences (Meetings TBA)
March 16, 2009	Deadline for transfers between personal and non-personal services Deadline for year-end estimated revenue on Departmental Sales and Services accounts
April-May 2009	FY 2010 Budget Development procedures (Official dates TBA)
June 9-10, 2009	Board of Regents meeting - review and approval of FY 2010 budget

Reader Survey Results

Many thanks from *The Business Affairs Advisor* editorial board to those of you who responded to our first readership survey in July. We were pleased to receive 76 responses and were even more pleased to receive such positive feedback.

Among the highlights, 92% of those responding read the newsletter each time it is published, and 80% describe its length as "just right." One-third would like to see the newsletter published one additional time per year (on a quarterly basis), and the majority cite articles on business procedures and employment/benefits as the most helpful.

We'll keep these comments in mind as we strive to improve the newsletter in the future. Thank you!

Classification of Service Providers

During the last few years, the Internal Revenue Service (IRS) has greatly increased enforcement actions concerning the correct classification of service providers. Employers who misclassify workers as independent contractors may receive substantial tax penalties for failing to pay employment taxes and failing to file required tax forms. Workers can avoid higher tax bills and lost benefits if they know their proper status.

Whether someone who provides services to UGA is an employee or an independent contractor raises important tax questions. For employees, UGA has liability to pay and withhold federal income tax, social security and Medicare taxes; report wages; and issue W-2 statements. For independent contractors, withholding is generally not required and reporting is only required when payments total \$600 during the year (\$10 for royalties). However, all payments are considered to be income to the payee and must be reported and the taxes paid by the payee.

For most workers, certain tests are applied to determine whether someone is an employee or an independent contractor. In general, someone who performs services for UGA is an employee if other UGA employees can control what will be done and how it will be done. To make this determination requires an analysis of all the relevant facts, which the courts have determined fall into three main categories:

- Behavioral control
- Financial control
- Type of relationship

Before UGA Accounts Payable makes a payment to an individual, the payment is subjected to automatic tests and individual tests to evaluate the correct classification of payees. (For more information, visit the [IRS Web site.](#))

Accounts Payable will be conducting two training sessions about the necessity of properly classifying employees and independent contractors. The training will focus on IRS literature and how it applies to UGA.

Training dates:

December 2, 2008, 9 – 11 a.m.

December 10, 2008, 2 - 4 p.m.

Sessions will be held at Training and Development, and you can register through the [Faculty and Staff Self-Service Web site.](#)

Open Enrollment Deadline Approaches

Remember — benefits open enrollment ends at 5 p.m. November 7, 2008.

All forms, links and related open enrollment materials are available on the [HR Web site.](#) (Select "Open Enrollment for 2009" under the "What's New in HR!" heading.)

Please contact Employee Benefits via [email](#) or at 706-542-2222 if you have questions about your benefits choices.

PPD Work Management: Here to Serve

The Physical Plant Division (PPD) is comprised of numerous shops and various areas of responsibility. Work Management is the campus' first point of contact for all work orders other than routine maintenance and trouble calls or emergency situations.

In a typical year, the Physical Plant will handle 50,000 work orders—anything from overflowing toilets to building bookcases to major building renovations. Work Management's role is to route a request to the appropriate department(s) and determine the funding source for the work.

If you need an estimate on a job or have a question about how to proceed with a renovation request, contact Work Management at 706-542-7479.



Members of PPD's Work Management team are Supervisor Chris Daigle, Design Estimator Terry Ruark, Administrative Assistant II Shelia Smith, and Work Management Coordinators Mike Callihan and George Nunnally.

UGA Receives Top Honors for Customer Service



Parking Services Manager Don Walter accepts the customer service award on behalf of his staff from Governor Perdue.

The University of Georgia claimed top honors in the [Governor's Customer Service Awards](#), thanks to the ingenuity of the Parking Services staff. The department acted on a suggestion from a parking services monitor, Mike Chalker, to reconfigure the traffic flow in the North Deck. The innovation resulted in a dramatic reduction in the wait time (and gasoline use and carbon emissions) for customers.

The innovation earned Parking Services one of only 16 statewide awards for customer service excellence presented by the governor on October 8. In addition, Parking Services garnered a gold award for the same initiative in the team category of the [Chancellor's Customer Service Competition](#).

The University won three other honors in the chancellor's annual awards program: bronze in the Institution of the Year category for overall customer service excellence; honorable mention to Parking Services in the Improvement Initiative category for its strategic plan to improve operations and customer service; and honorable mention in the Leadership category to Shawn Ellis, EITS' director of client services, for his efforts to gather feedback and initiate improvements. The awards were presented at the Board of Regents meeting in mid-October.

"To me, it's always been essential that anyone who works in a public service environment should have a customer service focus," said Senior Vice President for Finance and Administration Tim Burgess, who serves as UGA's customer service champion. "On a university campus, it all revolves around the students. We need to improve our operations so that we better support their overall learning experience. These honors indicate that we are succeeding in that effort."

In addition to the University's awards for customer service, several UGA Libraries employees were part of the University System of Georgia team that won gold for GALILEO, Georgia's Virtual Library. Team members from UGA included: Brad Baxter, senior GALILEO programmer; Mike Thomas, GALILEO programmer; Phil Fitzpatrick, senior systems administrator; and Tim Peacock, department head and GALILEO technical coordinator.



Senior Parking Services Monitor Mike Chalker, who developed the idea for the North Deck traffic flow change, joins Manager Don Walter in accepting the gold award from Chancellor Erroll B. Davis.



Early Holiday Payroll Cut-offs

As is customary, the deadlines for processing payroll vouchers are earlier than normal in November and December in order to ensure that pay checks will be ready before Thanksgiving and Christmas holidays.

The deadlines for payrolls falling during that time period are:

	<u>Pay Date</u>	<u>Pay Period</u>	<u>Vouchers Due to Payroll</u>
Monthly:	11/26/2008	11/1/2008–11/30/2008	11/13/2008
	12/23/2008	12/1/2008–12/31/2008	12/10/2008
Academic:	11/26/2008	11/1/2008–11/30/2008	11/12/2008
	12/17/2008	12/1/2008–12/17/2008	12/09/2008
Hourly:	11/26/2008	11/06/2008–11/19/2008	11/19/2008
	12/12/2008	11/20/2008–12/03/2008	12/03/2008
	12/23/2008	12/04/2008–12/17/2008	12/11/2008
Salaried:	12/05/2008	11/13/2008–11/26/2008	11/26/2008
	12/19/2008	11/27/2008–12/10/2008	12/08/2008
	01/02/2009	12/11/2008–12/24/2008	12/16/2008

To access the University's payroll calendar online, please visit <http://www.busfin.uga.edu/payroll/calendar.html>

MARK YOUR CALENDARS: Cook's Holiday 2008

December 18-19

11:00 a.m. - 2:00 p.m.

The Village Summit in Joe Frank Harris Commons

[Click here](#) for more information and advance ticket purchases.

BY THE NUMBERS: UGA Food Services

780 Food Service employees

8,280 meal plan participants (the most ever)

2,050 students living off campus on the meal plan



UGA Kicks Off 2009 Campaign for Charities

The University of Georgia kicked off its annual charitable giving campaign on October 16 in hopes of generating \$425,000 from the faculty and staff to benefit those in need in the local community.

"The fact is that there has not been a time in recent history when those who are struggling in our community have needed us more," said Student Affairs Vice President Rodney Bennett, who is serving as the honorary chair of this year's campaign. "The good news is that there are already agencies on the front lines who faithfully provide relief, but they need our continued financial support."

The campaign will run through December 19. It represents the only time during the year that University employees will be invited to participate in the statewide charitable giving effort.

To learn more about the State Charitable Contributions Program or to view the UGA campaign video, visit the Budget Office's [Campaign for Charities Web site](#).



New Director of Contracts and Grants Joins UGA

Pamela Ray joined the University of Georgia as director of contracts and grants on September 1. Ray, the former productivity enhancement and technology transfer program administrator at Mississippi State University, brings with her more than 24 years of university and sponsored program financial experience.

“Pam’s years of experience with contracts and grants accounting, departmental financial administration and program administration of a significant agency contract involving multiple entities will provide the University with insight into the varied and diverse aspects of research administration,” said Holley Schramski, associate vice president and controller.

The Contracts and Grants department is charged with responsibility for the fiscal administration of all contracts, grants and other sponsored agreements entered into by the University for the conduct of research, instruction and public service. Ray replaces Tracy Walters, who left UGA after eight years to become the director of contracts and grants at Yale University.

Wings Air Cleared for Take-off

Wings Air, a commuter airline based in Lawrenceville, will begin service on November 1 with six daily round-trips from Athens to Atlanta’s Hartsfield-Jackson International Airport. A reduced schedule with three daily round-trips has been operating since early September.

Passengers will be able to bypass Atlanta traffic, airport parking, and check-in and security lines at Hartsfield by driving to Ben Epps airport, parking for free and clearing TSA security in Athens. Passengers will arrive in the secure area at Hartsfield where they will be able to go directly to their connecting flight.

“Wings Air will let travelers reach their planes at Hartsfield in 30 minutes instead of two plus hours for a price that is comparable to bus shuttles,” said CEO Charlie Mintz, who notes that Wings’ fleet consists of twin-engine Piper Chieftain aircraft which are exceptionally quiet and well suited for regional shuttle runs.

One-way fares start at \$79. Additional taxes and fees may apply. Visit [Wings Air](#) for more information and reservations or call 1-877-SKIP-ATL.

In addition to new Athens-Atlanta and Macon-Atlanta shuttle service, Wings Air also offers UGA game-day shuttles, charters and on-demand flights to key destinations in the Southeastern U.S.

UGA Procurement Honored with Diversity Award

Representatives of the University of Georgia Procurement Office were honored with an inaugural Embracing Diversity Staff Award for their role in planning the campus’ first Minority and Small Business Vendor Expo in March 2008. The awards, presented in September by the Office of Institutional Diversity, recognized Procurement Officer Annette Evans and Procurement Assistants Sarah Williamson and Jessica Guest.

As was noted in the letter of nomination from Associate Vice President Holley Schramski, the trio did the “heavy lifting” on the event, which brought together more than 200 vendors in the local community and prospective

buyers from more than 90 campus units. Program Coordinator Joan Pittman of the Office of Institutional Diversity also was lauded for her efforts.

Purchasers in the colleges and units were introduced to new products and services and expanded their list of potential vendors, which ultimately could lead to better pricing and quality of goods for the University.



The Procurement Office was awarded a check for \$250 from the Office of Institutional Diversity in recognition of its efforts to enhance diversity on campus. Shown at the presentation are (from l. to r.): Jessica Guest, Sarah Williamson, Annette Evans, Associate Provost for Diversity Cheryl Dozier and Joan Pittman.

Remember: TRS and ORP Choice for New Hires

Effective July 1, 2008, all newly hired *exempt* staff in benefit-eligible positions may choose between the TRS and ORP retirement plans. New hires eligible to make this choice should be aware of the differences in the TRS and ORP programs. This information may be found on the [Human Resources Web site](#), including a brief [comparison](#) of the two plans.

Questions about who is exempt? Contact HR's [list](#).

Only new hires are eligible to make the TRS vs. ORP choice; current TRS and ORP participants cannot change their plan elections.

Changes in Administration of Tax Deferred Savings Plans

Effective January 1, 2009, new IRS regulations will be enacted, the first major changes to the 403(b) regulations in some 40 years. The new regulations place more responsibility on employers offering 403(b) tax deferred savings programs. Among other things, employers are now required to have a written plan document; ensure compliance with IRS limits; monitor transfers, distributions and hardship withdrawals and loans; more closely monitor fund performance; proactively notify employees of their eligibility to participate in a 403(b); inform employees about expenses/fees associated with funds; and provide greater education to employees.

Several months ago, the Board of Regents established a System-wide committee to make recommendations on how to comply with the new 403(b) regulations. The BOR committee recommended that USG schools select no more than four vendors (preferably less) and recommended that schools choose their 403(b) vendors from the three USG Optional Retirement Plan vendors that submitted proposals to a BOR request for information (TIAA-CREF, Fidelity Investments and AIG Retirement). Considering the BOR committee recommendation, the number of UGA participants with each vendor, and each vendor's commitment to UGA's retirement program, the University is reducing its number of approved 403(b) vendors to four: TIAA-CREF, Fidelity Investments, Lincoln Financial Group and AIG Retirement (VALIC). All four have a significant campus presence and are serving several hundred 403(b) participants. In addition, the four vendors will collectively provide the opportunity to invest in all of the same funds not only in the 403(b), but also the 457(b) tax deferred savings plans. All approved vendor information, including fund lists, can be found on the [HR Financial Management Education Center \(FMEC\) Web site](#).

Individuals who have current 403(b) account assets with non-approved vendors will not be required to transfer (move) their money to an approved vendor and may leave their contributions in the accounts they already have established. However, they will not be able to make any *new* contributions to these non-approved vendors or take loans from non-approved vendor accounts after December 2008. Individuals wishing to make additional contributions to a 403(b) account after December 2008 must take action to change their 403(b) contributions to one of the approved vendors. If they do not take the appropriate action to make this change by December 19, 2008, HR will make their 403(b) contribution in December and then discontinue their 403(b) contributions until they change their contributions to one of the approved vendors.

To assist UGA faculty and staff in making their decisions, FMEC offers on-site personal retirement, investment, financial and wealth management planning services, as well as advising and counseling with approved vendors. Please call Human Resources at 706-542-2222 to make an appointment or directly contact one of the vendor representatives listed on the FMEC [Web site](#). The approved vendors have representatives frequently on site in the Human Resources building on South Jackson Street.

Golf Course



Golf Course Turns 40

The University of Georgia Golf Course is celebrating its 40th anniversary. During the last three months of 2008, every golfer will receive a free poster that includes an autographed print by renowned artist Jack Davis.

The golf course recently was voted as "Athens' Best Golf Course" by *Athens Banner-Herald* readers. Players soon will reap the benefits of overseeding of the fairways and tees with ryegrass. This will keep the course in summer-like playing conditions throughout the winter.

"We strive to fulfill the golfing needs of our customers by providing excellent course conditioning, positive customer interaction, great teaching programs and a pace of play that lasts no longer than 4 hours and 12 minutes," said Golf Course Manager Dave Cousart. "We are committed to ensuring that our employees and grounds are the best so that we are able to accomplish those goals."

The Ever-Expanding Campus

The University of Georgia reaches far beyond the Athens campus, touching all corners of Georgia and stretching across the globe. In fact, [UGA Gwinnett](#) dedicated its new campus facility in August, and UGA's new [Oxford Center](#) (in Oxford, England) was officially inaugurated this past May. There are several other projects currently in development at extended sites, including at the Rock Eagle 4-H Center.

The Rock Eagle location is the largest of the [state's 4-H centers](#), and thousands of youth and adults participate in its camping and education programs each year. Rock Eagle is currently constructing a new dining hall which will seat 1,150 people and serve as the hub of its activities.

A couple of very important but smaller scale projects are in development in Athens, including the expansion of the intramural fields. The new Club Sports Complex will be located on South Milledge Avenue near the Red Barn. While maintaining the aesthetics of the rural landscape, the developers also managed to incorporate green technologies, such as solar-powered lights, recycled gravel in the parking lot (made from crushed concrete and granite removed from other construction sites), and self-composting restrooms. The main portion of construction work is done, and an opening ceremony is tentatively scheduled for the spring.

Another intramural project in progress is the construction of the Redcoat Marching Band Practice Field at what is currently known as Field #9 in the existing intramural complex. This expansion will provide the Redcoats with their own practice site (avoiding scheduling conflicts with the football team) and will supply additional parking and bus access. Completion is scheduled for January.



The Rock Eagle Dining Hall should be finished by mid-January.



The University's new Club Sports Complex integrates green technologies with a rustic setting.



Incentive to Recycle Toners

[Central Office Supply](#) encourages you to return empty cartridges through Campus Mail.

Reused cartridges do not require refined petroleum products, and recycling saves landfill space from unrecyclable plastic.

All toner purchase requests received during the month of November will receive a \$5.00 discount per toner cartridge. No coupon is necessary to receive the discount.

Contact:

Tashua England Sands
tengland@uga.edu

706-425-3266

UGA's Community Emergency Response Team (CERT)

Nearly 80% of Georgians recently surveyed on emergency preparedness said they are not fully prepared for a large-scale emergency, and half do not have an emergency plan in place that includes a pre-arranged family meeting place, extra prescription medications or alternate shelter. These studies by the "[Ready Georgia](#)" campaign demonstrate the need for more disaster education for Georgians, as the state is susceptible to many types of natural and man-made emergencies.



On October 15, the Office of Security and Emergency Preparedness, the Athens-Clarke County Fire Department and the East Georgia Chapter of the American Red Cross initiated the first Community Emergency Response Team for UGA faculty, staff and students. The UGA CERT program provides training on basic medical operations, fire safety, light search and rescue, disaster psychology, terrorism preparedness and disaster organizational skills. In addition, it allows participants to practice their new skills in a live, mock scenario.

The objective of the nine-week program is to create a cadre of well-informed, responsible individuals who will be able to assist other faculty, staff and students on campus as well as their own families during emergencies. Also, UGA CERT participants will be engaged in campus and community drills and other efforts to promote a culture of individual preparedness and personal responsibility.

See the [OSEP Web site](#) for more information on the UGA CERT program.

Physical Plant Earns Highest-Level Service Honors

The Physical Plant Services Department recently earned an international certification for the quality of its cleaning program on North Campus. UGA becomes the first university in the nation to have achieved Certification with Honors for its green cleaning program from the International Sanitation Supply Association's (ISSA) Cleaning Industry Management Standard (CIMS).

A CIMS assessor analyzed the Physical Plant's overall operation for the 28 buildings that comprise the North Campus Green Corridor. Everything from cleaning methods, supplies, procurement processes, hiring and safety training was considered. Building clients also were interviewed for feedback.

The assessor praised the Physical Plant for reducing the number of chemicals used in the cleaning process from 300 to three and for mandating a two-week training program for custodial staff prior to building assignment. By the time the Physical Plant is reassessed in two years, supervisors hope to have spread the green cleaning program across the entire campus.



Participants in the University's CIMS certification effort included Physical Plant senior management, Building Services staff, key campus customers, and local vendors. Here, Physical Plant administrators and staff are joined by ISSA President Jim Chittom (front center), John Chittom (back right) and Josh Neatherly (back left) of Athens Janitor Supply.

Food Services Veteran to Retire



UGA Food Services has blossomed over the last half century into one of the nation's premier providers of campus dining, its well appointed dining centers routinely winning national awards for excellence in quality, value and service. One of the key architects of the remarkable growth of UGA Food Services will retire in December after 40 years. Materials Manager Sam Phillips has ensured that the thousands of ingredients needed to please the palate have made their way to campus from suppliers at home and abroad.

"Sam will be missed by the hundreds of friends he's made here in Athens and in the public sector food service industry," said Executive Director of Food Services Mike Floyd. "He'll be remembered for his gracious, accommodating spirit and for his steadfast commitment to the highest standards of ethics and quality."

Highlights from the Finance & Administration Recognition Ceremony

Finance and Administration celebrated the service of its staff members at its third annual [Employee Recognition Ceremony](#) in mid-May. The pinnacle award presented for years of service is a rocking chair awarded to those who have worked at UGA for 30 years. Seven employees reached that milestone in 2007, and four are shown: (l. to r.)



Willie Jennings, North Campus Building Services; Charles Yearby, Bolton Cafeteria, Food Services; Brenda Gresham, North Campus Building Services; and Sandra Taylor, South Campus Building Services.

In addition, four Finance and Administration employees were presented with awards for [meritorious service](#) at the recognition ceremony. Honored were:



(l. to r.) Ronnie Sexton of Grounds Maintenance, Tough Dawg Award; Sue Hopewell of Parking Services, Unsung Hero Award; Senior Vice President Tim Burgess; Dan Bowdoin of Food Services, Customer Service; and Beth Maples of Environmental Safety, Newcomer.



UGA Receives Spirit of Green Award

The University of Georgia was recently honored with the Spirit of Green Award from the Georgia Recycling Coalition for its outstanding and well-established institutional recycling program.

Recycling opportunities can be found across campus. Paper bins and bottle/can bins are located in each of the 380 buildings on the main campus and in several outside areas on the campus. The University recycles about 1,000 tons of mixed paper, cardboard, bottles and cans each year. The Automotive Center recycles tires, fuel filters, oil and antifreeze from the 1,650 vehicles serviced within the UGA fleet. UGA Food Services feeds 30,000 people each day, recycling .6 tons of cooking oil each month. UGA also recycles pallets, scrap metal, batteries, toner/inkjet cartridges and cell phones.

In FY 2008, UGA diverted 2,000 tons of garbage from the landfill, saving the institution \$75,000 in landfill fees. See the [GoGreen Web site](#) for more information on recycling at UGA.

UGA: Leading the Way in Energy and Water Conservation

Did you know that the cost of energy has more than doubled in the past decade? Good thing UGA is committed to conservation. Despite adding more building space to campus over that time period, energy use per square foot has actually declined by 20 percent. Water use is down 28 percent over this time last year.



Still, with energy costs skyrocketing, the University faces a utility bill shortfall of more than \$13.7 million in the FY09 budget.

The University has achieved energy and water savings primarily through investment in energy-efficient systems and upgrades. However, human behavior plays a major factor in energy savings, too. Here are some tips on ways you can help to conserve energy, both at work and at home:

- Trade incandescent light bulbs for compact florescent light bulbs. They use up to 75% less electricity and last up to 10 times longer.
- Enable "sleep mode" on your computer. Screen savers do not save energy.
- Choose a laptop over a desktop (they use about 15-25 Watts, compared to 300 Watts).
- Use power strips and turn them off when not in use.
- Re-use one-sided office paper for handouts.
- When sending a fax, use a sticky note instead of a cover letter.
- Use the Print Preview feature in Word to check for stylistic mistakes prior to printing a document.
- Do not use space heaters or electric fans in classrooms or offices. If the temperature in your space is not comfortable, notify the Physical Plant at 542-7456.
- Discard newspapers, cans and plastics in recycling bins on campus.
- Don't run the water while brushing your teeth.
- Catch the shower water while it is heating up and use it to water plants or flush your toilet.
- Repair all leaking fixtures and put aerators on your faucets.

Visit the [Office of Energy Services Web site](#) for additional energy tips and to learn about energy conservation efforts on campus.



Kronos Status Check

Progress is being made on the Kronos front. The Payroll Office has migrated completely off ePayroll and is processing its hourly, salary and monthly payrolls through Kronos interfaces. Food Services is using the Kronos payroll interfaces for two of its locations. Several other departments are using Kronos to collect hourly and salary payroll data and are working with the Kronos team to transition to the payroll interfaces.



Printing Department Adds Sales and Marketing Assistant

University Printing has hired a sales and marketing assistant to develop new business and implement an expanded marketing plan.

Debi Huckaby, who has worked for large commercial printers in Atlanta and Birmingham, will perform the duties on a part-time basis. She earned a degree in print management from Georgia Southern University.

"Debi brings a vast knowledge of the printing process to the department and is eager to share that knowledge with our customer base," said University Printing Manager Max Harrell. "We're confident that her efforts will give us a larger presence, both on campus and across the state."

F&A Fellows in Midst of Rotations

Finance and Administration's 2008-09 F&A Fellows are rounding the midway point of their first rotations this fall.

Darlene Bradley, a budget analyst in the Budget Division, and Heath Hardison, an environmental safety specialist in the Environmental Safety Division, began their rotations in early September. Bradley is working with Human Resources this fall and with Administrative and Auxiliary Services in the spring. Hardison is working with the Physical Plant this fall and with Human Resources in the spring. They have also participated in shadowing experiences with Academic Affairs, business officers in two campus units (each), and on site at the University's new extended campus in Gwinnett.



2008-09 F&A Fellows Heath Hardison and Darlene Bradley.

F&A Fellows, now in its fourth 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 placements begin after Labor Day, and Fellows return to their home departments for the month of December. The Fellows' successful participation in the program will be celebrated at a luncheon in April.



Buying a Home? Renting an Apartment? Purchasing a Car? Applying for a Loan?

UGA has recently contracted with The Work Number® to provide proof of UGA employment or income information 24 hours a day, 7 days a week.

The Work Number is a secure, automated service that allows you to provide quick proof of your employment or income. You benefit from having control of the process, because you authorize access to your information. The Work Number provides verification services to over 80 million employees. It is widely known to mortgage lenders, banks, apartment complexes and others who may need proof of your employment or income, and it is easy for them to use.

How does it work? If a bank or car dealer requests proof of employment, direct them to The Work Number. The verifier can call The Work Number (or visit the Web site) any time of day or night to receive proof of your employment.

Human Resources will further communicate with the campus community as the proposed November implementation approaches.

Sustainable Solution at the Founders Garden

The extended drought which has devastated water supplies in Northeast Georgia has nevertheless created opportunities for improved efficiency in water management.

At the Founders Memorial Garden on North Campus, the Physical Plant Grounds Department has installed a rainwater harvesting system to ensure supplemental irrigation, especially during water restrictions.

The garden is on the National Register of Historic Places, and its mature, irreplaceable plant materials are particularly vulnerable to drought conditions. Grounds planners have designed an affordable, yet inconspicuous system that does not compromise views. A plastic above-ground cistern allows it to be placed in a narrow, screened service area. Physical Plant roofers collaborated with the School of Environment and Design's historic preservation faculty to reconfigure the gutter.

The cistern has a capacity of 750 gallons and includes a filter which diverts leaves and other contaminants. In use now for three months, the system is very popular with staff at the garden and has become a teaching resource for landscape architecture students.



Now you see it, now you don't. The innovative cistern at the Founders Garden is hidden from view but keeps the surrounding plant life looking its best.

Car Rentals and Insurance Coverage

University of Georgia employees are authorized to rent automobiles while on official state business, subject to certain limitations and restrictions. Within Georgia, use of the state contract with Enterprise Rent-A-Car is mandated. For out of state travel, travelers may use any rental car provider; however, the State of Georgia has statewide contract pricing in place with National Car Rental.



Employees traveling on state business in a rented motor vehicle are covered by the state's liability policy; therefore, liability coverage should be declined when renting a motor vehicle. In addition, Loss Damage Waiver/Collision Damage Waiver insurance is included in the statewide contract at no additional cost.

What if your business location does not have access to either of these two vendors? Other rental companies may be utilized for official state business; however, they will not offer collision insurance, and this coverage should be selected at the time of rental.

In order for insurance coverage to be valid, only University of Georgia employees can rent or operate the rental vehicle. Insurance coverage is invalid if the vehicle is used for non-business purposes.

For more information regarding [insurance coverage and rental vehicles](#), please consult the procedure on AskUGA.

[Click here](#) for travel regulations regarding the rental of vehicles.

Newsletter Editorial Committee

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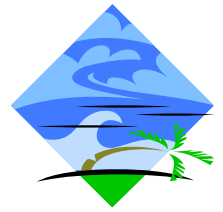
Contact Information

For more information, please select the 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](#)

Disasters in Outlying Areas

You might not realize it, but the active hurricane season earlier this fall had some University administrators on edge. Why? Because UGA has land holdings across the state, some in coastal areas potentially along a hurricane's path.



Consider the statistics: UGA owns 42,247 acres in 32 counties across the state of Georgia; the Athens campus comprises only a small portion of those holdings—380 buildings on 650 acres. The vast majority of UGA's real estate is outside of Athens-Clarke County and consists of other campuses, research sites, demonstration forests, agricultural land, island research property and coastal research sites.

The Office of Security and Emergency Preparedness (OSEP) and the Administrative Services Office are both tasked with serving UGA's outlying properties, research sites and other campuses. OSEP can assist UGA's outlying properties and campuses with emergency planning, training and exercises. Contact them at (706) 542-5845 or by [email](#). The Administrative Services Office is tasked with maintaining the University's property insurance program, which provides comprehensive protection for all University buildings and contents. [Click here](#) for additional information regarding the various types of insurance coverage.

Important insurance reminders for all university sites:

- If your area of work has been affected by water or fallen tree damage, it must be reported to UGA Administrative Services at 706-425-3250 so an insurance claim can be filed.
- Claims must be reported within 48 hours of the event. Catastrophic events must be reported immediately by telephone. The assistant director of administrative services can be reached after hours and on weekends by calling the UGA Police Department at 706-542-2200.
- Do not throw away any damaged property that is subject to an insurance claim. It must be photographed and inventoried. The insurance agency will arrange for disposal or restoration of damaged property or equipment.
- Do not attempt to clean or repair any damaged items or property. The insurance company will arrange for cleaning and repairs.

In the Next Issue

- New Voluntary Benefits:
 - Short-term Disability Insurance
 - Critical Illness Insurance
 - Personal Indemnity Accident Insurance
 - Cancer Insurance