



The Business Affairs Advisor

A Newsletter by Finance & Administration

Office of the Senior Vice President for Finance and Administration

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Schedule for Remainder of FY 2011 Budget Development Process ***TENTATIVE***

Mid-April – Mid-May:

- Schools/colleges/administrative units prepare individual budget development submissions via the WebDFS Budget Development System
- The University Budget Office assists campus units in the budgeting and balancing of budget development information
- Review of all budget development information and preparation of internal reporting of budget development information

Last Week of May:

- Submission of final FY 2011 original budget to the Board of Regents for approval

June 2010:

- Board of Regents meeting - Review and approval of FY 2011 budget

**Please note that, due to the ever-changing economic outlook for the state of Georgia, the FY 2011 budget development schedule also is subject to change.*

UGA Budget Update

President Michael F. Adams presented an update on the budget situation to the campus community on January 29. To read his talking points, [click here](#). To view the PowerPoint slides used in the information session, [click here](#).

Changes in Summer School Payroll

The procedures for producing summer school paychecks for academic faculty and graduate assistants have changed this year. If you are in an academic unit, then you need to be aware of the revisions.

Beginning this summer, all summer school payroll will be submitted via electronic personnel documents, and payroll will be generated directly from the payroll authorization process. For more information, read the [memo](#) that was distributed earlier this month on the changes.

Health Plan Enrollment for 2010



There were some big changes in Benefits Open Enrollment this year. How did things shake out? Check the numbers supplied by HR.

Leaving the Indemnity Plan
Actives: 263
Retirees: 1,006

Enrollment for 2010

PPO
Actives: 4,421
Retirees: 4,022

HMO
Actives: 2,697
Retirees: 75

HSA PPO
Actives: 1,277
Retirees: 50

Kaiser Permanente HMO
Actives: 26
Retirees: 0

Mandatory BOR Ethics Compliance Training

The University System Board of Regents (BOR) has approved a unified ethics policy for the entire University System of Georgia. Along with developing the policy, the BOR has created an online compliance training module.

The BOR has directed all System institutions to provide this mandatory training for faculty and staff and to report participation. UGA is providing the online training in the eLearning Commons environment to facilitate participant tracking.

All UGA faculty and staff are required to complete the BOR Ethics Policy compliance training by June 30, 2010. [Click here](#) to read details and to complete the training.



The University of Georgia

UGAmart

Transition to UGAmart – The New Purchasing System

The University of Georgia's new procure-to-pay system, UGAmart, should be implemented by the end of the fiscal year.

The system was purchased from SciQuest, Inc. in June 2008. The Procurement Department staff worked with a campus-wide focus group to design the system and pilot it. The resulting product was rolled out to select departments in June 2009, and approximately 225 departments are now successfully using the system.

UGAmart is Web-based and provides a "one-stop-shop" for purchasing products and services. The system utilizes a shopping cart methodology with icons to assist shoppers in determining if a needed product or service is available on a statewide contract, UGA contract or from a small or minority vendor.

UGAmart incorporates many of the University's business practices such as CESS approval, vehicle purchase approval, routing of the purchase request for departmental approval, review by Contracts and Grants, and verification of the availability of funds to make the purchase.

Procurement is working to provide Web-based training tools such as online tutorials and "how to" guides, along with personalized training, if needed. In addition, Procurement will work with departments to establish individualized departmental approval processes within UGAmart. To schedule training and system set-up, contact [Chad Cox](#).



Campaign for Charities Surges Past Goal

Late arrivals have never been so welcome. Several packets of contribution forms arrived in the Budget Office in February, and once these contributions were added, UGA's Campaign for Charities surged past its goal of \$425,000, finishing with a total of \$434,591.09.

"I am absolutely ecstatic," said campaign chair Laura Jolly, interim vice president for instruction and dean of the College of Family and Consumer Sciences. "I thought we had done exceptionally well to have come within 99% of our goal in these tough times, but I am thrilled to learn that we have actually exceeded it."

Budget Office Food Drive



The Budget Office, which coordinates the Campaign for Charities, also pitched in with an initiative of its own: a "Beat Tech" Business Services Building Food Drive at Thanksgiving to benefit the Food Bank of Northeast Georgia. Nearly 350 pounds of food was contributed, which amounted to 271 meals. This is the second year that the Budget Office has collected food for the needy.

Electronic W-2s Introduced at UGA

More than 8,000 UGA employees chose to download their W-2s electronically from the Employee Self-Service Web site this tax season, expediting their receipt of the information and saving the University money in the process.

"2010 marked the first time that we've made electronic W-2s available to all employees, following a successful pilot program last year," said Associate Controller Bob McGee. "The process meets all IRS requirements, and it avoids the cost of expensive forms and toner, as well as labor to print, fold, seal, sort and distribute the documents."

In accordance with IRS requirements, the electronic option is voluntary, and each employee who participates must demonstrate in advance that he or she can access the system and download the form. Only active employees are able to utilize this service.

The Payroll Department has opened the system again to allow additional employees to sign up for electronic delivery of their W-2s next year. Employees who have already opted in do not need to sign up again. For more information, contact the Payroll Department at 706-542-3431.

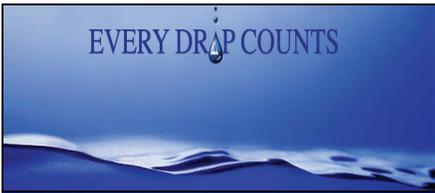
Customer Service Shout-Out



The University Printing Department was recognized in December for excellent customer service by the Governor's Office of Customer Service (OCS). The OCS Web site featured this testimonial from Jacquee Rosumny of UGA's Kinesiology Department:

"I would like to send out a huge 'THANK YOU' to Max Harrell and his team at the University Printing Department. Max and his team really understand what customer service is all about. Not only does the quality of the product reflect the pride they have for their work, but it shows in how they treat their customers. No matter when you call Max, you will always get a cheerful voice and a positive answer to your request. Now that's what a customer wants to hear!"





Water Conservation Effort Recognized as Regional Best Practice

The success of the University of Georgia's water conservation program will be highlighted at the annual meeting of the Southern Association of College and University Business Officers (SACUBO) in April.

UGA's "Every Drop Counts" campaign was selected as one of five regional best practices to be shared with SACUBO members. Since the campaign was introduced in fall 2007, UGA has sustained a 22% decrease in water use.

Transition of Hourly and Salaried Biweekly Payroll to Kronos by End of FY10

By the end of this fiscal year, 80% of the University's payroll for non-exempt employees (hourly and salaried biweekly pay types) will need to be processed via MyTime, and by December 1, 2010, full transition to the new system should be complete.



MyTime, a product developed by Kronos, already is being used in departments such as Food Services, Housing, the Georgia Center, Administrative Services, EITS, Payroll, Procurement, Library Security, Parking, Botanical Garden, Student Affairs and the University Health Center. These units have realized significant benefits, such as the simplified processing of time data, and the elimination of paper time records and the labor-intensive process of entering time data into E-Payroll. Additionally, MyTime provides supervisors, managers and employees greater access to data and allows for more accurate time reporting.

You can learn more about the Kronos/MyTime system by visiting the Frequently Asked Questions ([FAQs](#)) link. If you do not find the information that you need in the FAQ, contact [Chris Wilkins](#), [Julie Camp](#) or [Bob McGee](#).

To schedule implementation for your department, contact [Chris Wilkins](#).

UGA CERT Member Receives State Award

Bill McGee, manager of UGA Card Services and Bulldog Bucks, was named runner-up for the 2009 Georgia Citizens Corps Volunteer of the Year Award for his work with the University of Georgia Campus Emergency Response Team (UGA CERT). McGee joined the UGA CERT program in the fall of 2008 as a part of the inaugural class.

The UGA CERT program is a grant-funded, volunteer program administered by the Office of Security and Emergency Preparedness (OSEP). The Citizens Corps program, of which CERT is a part, is the Federal Emergency Management Agency's grassroots approach to involve citizens in all-hazards emergency preparedness and resilience.

"Bill's spirit of volunteerism is evident through his participation in nearly every UGA CERT training event, field exercise and as an instructor for the disaster medical operations segment of the training program," said Emergency Operations Coordinator Pete Golden, who manages UGA CERT. "He not only believes in the CERT motto of 'do the most good for the most amount of people,' he lives it through his daily actions."

The next [UGA CERT training series](#) will be held March – April 2010. If you're interested, contact [Pete Golden](#) at OSEP. To learn more about Bill McGee, read the profile of him in the [February 1 issue](#) of *Columns*.



Caption: Pictured are (l. to r.) Emergency Operations Coordinator Pete Golden, Award Winner Bill McGee, ACC Emergency Management Coordinator Chuck Gulley, and OSEP Director Steve Harris.



Splitting Benefits Deductions for Biweekly Employees

Effective with the first paychecks in February 2010, insurance deductions for the following insurance premiums of biweekly-paid employees are being split between the first and second paychecks each month:

- * Health
- * Dental
- * All Life Insurance
- * Accidental Death & Dismemberment
- * Long Term Disability
- * Cancer
- * Accident
- * Short Term Disability
- * Critical Illness
- * Long Term Care

First Carpentry Apprentices Graduate

The Physical Plant recently recognized carpenters John Kilpatrick (left with certificate) and Jansen Dixon (right with certificate) for graduating from the U.S. Dept of Labor Apprenticeship program. Also pictured are (clockwise from left) Reg Woods, senior human resources manager for the Physical Plant; Don Jennings, structural support foreman; Mark Duclos, operations and maintenance director; Ralph Johnson, Physical Plant associate vice president; and Tim Burgess, senior vice president for finance and administration. The apprenticeship program included academic courses and an emphasis in carpentry theory. The apprentices had to demonstrate proficiency through certification tests with their foreman. Kilpatrick and Dixon are the first two apprentices in the carpentry program and will be promoted as a result of their accomplishment.

For more on the Physical Plant's apprentice program, see the Dec. 8, 2008 issue of [Columns](#).

Previously, the entire health insurance premium (typically, the largest deduction) had been taken out of the second check.

All other deductions (Ramsey, parking, etc.) did not change.

The need for this change was studied by Human Resources, Payroll and EITS prior to implementation. In addition, requests came from the Finance and Administration SRG and the UGA Staff Council.

There is no change to an individual's total overall annual pay; paycheck size will be determined by the total number and amounts of payroll deductions.

Biweekly-paid employees who have questions about insurance deductions may call HR at 706-542-2222 or email benefits@uga.edu. Biweekly-paid employees who have questions about payroll deductions other than benefits may call Payroll at 706-542-3431 or email payroll@uga.edu.

F&A Merit Award Nominations Now Open

From now until March 26, you can nominate an outstanding member of the Finance and Administration team for one of four merit awards to be presented at the division's fifth annual recognition ceremony in mid-May.



The [merit award categories](#) are: Customer Service, Tough Dawg, Newcomer and Unsung Hero.

Nominees must work in a division of Finance and Administration to be considered for an award, but they can be nominated by any campus colleague. Consult the [F&A organization chart](#) for a listing of the eligible units.

[Click here](#) for an online nomination form.

Change in State Mileage Reimbursement Rate

The mileage reimbursement rate for travel by state-owned or personal vehicles has been updated. According to the State Accounting Office, the following reimbursement rates are effective for travel on or after January 1, 2010:

- When it is determined that a personal vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled at \$0.50 per mile.
- If a personal motor vehicle is not determined to be the most advantageous form of travel but is used, the employee will be reimbursed for business miles traveled at \$0.285 per mile.

The [travel expense statement](#) has been modified to reflect this change, and UGA's [travel policy](#) also has been updated. Questions should be directed to [Jennifer Collins](#).



UGA to Undergo Environmental Compliance Audit

The University of Georgia is slated to undergo an Environmental Protection Agency (EPA) self-audit this fall. Voluntary audits are being performed at all 35 institutions in the University System of Georgia (USG) at the request of the EPA.

The audits, to be conducted by health and safety representatives from the various USG institutions, will cover 15 EPA programs. While the majority of the audit will focus on locations where hazardous chemicals are stored and used, some EPA programs such as Universal Waste and the Toxic Substance Control Act (TSCA) are applicable to the entire campus.

The Universal Waste program governs the labeling and disposal of common items such as spent batteries (non-alkaline) and used fluorescent light bulbs. The TSCA program governs the handling and disposal of items that contain PCBs or asbestos, such as old light ballasts (which contain PCBs).

In preparation for the audit, oversight of EPA program compliance is being consolidated through UGA's Environmental Safety Division (ESD). For additional information, visit ESD's [Web site](#). Here you will find a brief overview of the 15 pertinent EPA programs along with contact information for the UGA program coordinator for each one. If you have questions, contact the appropriate coordinator in the [listing](#).

Encore! Second Consecutive National Award for UGA's Green Cleaning Program

For the second year in a row, the Physical Plant Services Division has earned honorable mention in *American School & University* magazine's Green Cleaning Award competition.



Through the comprehensive program, first introduced on North Campus in August 2005, the Services Department is improving air quality for building occupants, replacing hazardous cleaning chemicals with safer products, reducing employee workplace accidents, and standardizing employee work practices.

Green cleaning has now been implemented in 99 buildings across campus, and the number of chemicals used has plummeted from 500 traditional chemicals to just three daily cleaners with environmentally friendly compounds.

The green cleaning program is complemented by the Building Service Worker Academy, a required two-week training program to establish a consistent method of training and prepare eligible employees for advancement. To date, 93 employees and supervisors have completed the academy. The program emphasizes business processes, training, IAQ (indoor air quality) and sustainability.

To read the feature on UGA's green cleaning program in *American School & University*, [click here](#).

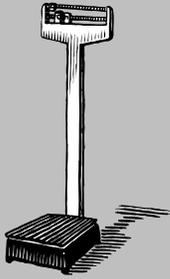
Fitness Fun: HR Staff Members Are "Losers"

After the holiday eat-fest, several staff members in Human Resources decided enough was enough. With the goal of eating healthier, losing weight and maybe even exercising, 18 people weighed in Wednesday, February 3 and paid \$5 for the privilege of joining the "Biggest Losers in HR." The individual who loses the largest percent of his/her body weight will win the jackpot (at least \$90) when the contest ends in early May.

Participants weigh every Wednesday morning and record their gains and losses. One staff member (sworn to secrecy) is keeping the official weight tally: the group lost a total of 28 pounds the first week. Losers who gain weight in any given week owe the group .50 per gained pound.

One participant said, "It's a way to do what we all wanted – lose some weight, have fun and help each other do it."

Find out the winner in the July issue. In the meantime, you might want to consider this idea as a fun way for your office to get more fit!



UGA Recognized for Auto Safety

The University of Georgia has been recognized as having a "best practice" or "mature" auto safety program for reducing auto accidents by 22.8% and for not having any at-fault losses from July 1, 2008 to June 30, 2009.

The recognition comes at the midpoint of the first year of Georgia's new Comprehensive Loss Control Program (CLCP). The purpose of the CLCP is to recognize, evaluate, control and anticipate risks and hazards that lead to losses. Full details of the program can be found at the [DOAS](#) Web site. (Hit Cancel if a prompt comes up asking for a password.)

The Department of Administrative Services (DOAS) Risk Management Services administers the state's trust funds for Georgia's self insurance programs. DOAS Risk Management annually processes more than 10,000 claims for injured state workers, damaged vehicles and property, as well as claims from individuals and groups seeking monetary damages from the state and its agencies. State funds in excess of \$100 million dollars a year are paid for these claims.

"The University's goal is to reduce the severity and frequency of claims by anticipating and avoiding exposures," explained Assistant Director of Administrative Services Kathy McCarty, who oversees UGA's risk management efforts. "So far, we have made great strides toward meeting the eight components of the CLCP."



Free Income Tax Assistance

The Georgia Federal Credit Union (GFCU) is partnering again this year with the Internal Revenue Service and the UGA College of Family and Consumer Sciences to provide the Volunteer Income Tax Assistance (VITA) program.

The VITA program extends free tax return assistance to individuals and families with low to moderate income. Two VITA sites (housed at UGA's Visual Arts Building and GFCU's 190 Gaines School Road location) are open from January 30 – April 10. For a complete list of available dates and times or to make an appointment, visit the [GFCU Web site](#).

Last year, 424 families and individuals were assisted through the VITA program, providing service not only to the clients but also to the UGA financial management students who gained valuable experience as counselors.

Sustainability Office Goes Green

As of February 1, the University's new Office of Sustainability is up and running at the Physical Plant.

President Michael F. Adams announced the creation of the office in his [State of the University Address](#). It is staffed by Sustainability Director Kevin Kirsche (formerly assistant planning director at the University Architects Office) and Recycling Director Andrew Lentini.



(l. to r.) Kevin Kirsche and Andrew Lentini comprise the fledgling Office of Sustainability.

Kirsche and Lentini are already engaged with students, faculty and staff to enhance sustainability efforts across campus – including energy and water conservation, recycling and waste reduction, and alternative transportation – and they have ambitious plans for the future.

If you have questions or ideas to share, call 706-542-1301 or contact Kirsche by email at kkirsche@uga.edu and Lentini at alentini@uga.edu.

Campus Capital Developments



Artist's rendering of the Russell Building

valuable literary and cultural treasures while also making them more accessible to students, scholars and the public," said University Librarian and Associate Provost William Gray Potter.

For more on the project, read the [February 8 issue](#) of *Columns*.

UGA has earned LEED certification from the U.S. Green Building Council with high marks – gold – for the expansion of the Tate Student Center. The addition, which opened in June, earned every credit point that was submitted in the Leadership in Energy and Environmental Design process. Four other projects recently completed or currently under design and construction by the University are LEED-registered and tracking certification at the silver or gold level: the College of Pharmacy addition, a new residence hall on East Campus, the Georgia Museum of Art addition, and the Richard B. Russell Building for the Special Collections Libraries.

For more on UGA's green building effort, read the [January 27 press release](#) on the Tate Center's LEED certification.

In addition, the Office of University Architects (OUA) is continuing its work on water quality and native riparian habitat in East Campus's Lily Branch Watershed. This project began in 2008 with landscape improvements surrounding the new Lamar Dodd School of Art—a project which won the 2008 ACC Stormwater Steward Award.

Rather than piping run-off directly into Lily Branch, improvements on East Campus are designed to slow stormwater flow, creatively expose stormwater to the public, and infiltrate much of it back into the soil to recharge groundwater supplies. Many of the aesthetic decisions, including granite runnels and rain gardens, provide an opportunity for the public to become engaged with a natural process that is normally hidden from view. These techniques allow UGA to exceed stormwater requirements while providing a natural method to reduce stormwater flow and improve water quality leading into Lily Branch – and ultimately, the Oconee River.

In conjunction with these efforts, OUA (with support from a current F&A Fellow) has submitted a grant proposal to the Georgia Forestry Commission which would provide funds for forest restoration along the Lily Branch Watershed. Additionally, OUA is assisting a student practicum led by the College of Environment and Design and the UGA River Basin Center to identify further opportunities to improve stream water quality and native habitat along Lily Branch.

The University recently broke ground on the site of the new Richard B. Russell Building, which will house UGA's special collections libraries. The \$42-million building is expected to be completed in 2011.

"The Richard B. Russell Building will house and protect some of the state's most



East Campus landscape and water improvements

UGA Printing Designer Earns Kudos



Bill Reeves, a senior graphic designer at the University Printing Department, recently earned first place awards in regional and national competitions. The honors were presented by the National Extension Association of Family and Consumer Sciences for his design of *Guide for New Parents*, a publication of UGA's College of Family and Consumer Sciences.

"This design project exemplifies Bill's creative talents," said Max Harrell, manager of University Printing. "He is a tremendous asset for the Printing Department and the entire University community."



TICKETS Fore CHARITY™ Program

Local 501(c)3 non-profit organizations will have the opportunity to add thousands of dollars to their bottom line thanks to an innovative partnership with the Stadion Athens Classic at UGA and the PGA TOUR. Under the TICKETS Fore CHARITY program, local non-profits will sell event tickets and keep 100 percent of the proceeds from those sales.

The TICKETS Fore CHARITY program has raised more than \$4 million for charities in communities around the United States since its inception in 2001.

"This is another example of how the University is making the Stadion Athens Classic at UGA more than just another professional golf tournament," said Associate Vice President for Auxiliary and Administrative Services George Stafford, who is serving as tournament chairman. "We hope this will become a community-wide celebration that will benefit many and have something for everyone to enjoy."



Non-ticket profits from the tournament will benefit need-based scholarships at the University of Georgia. The tournament, to be held at the University Golf Course April 26 - May 2, 2010, will feature some of the best up-and-coming golfers trying to earn their 2011 PGA TOUR cards. See the [Stadion Athens Classic Web site](#) for more details.

UGA's Minority and Small Business Expo a Success

The University of Georgia held its second annual Minority and Small Business Expo on November 19 in the Grand Hall of the Tate Student Center. The event is part of UGA's effort to increase the amount of business conducted with local small and/or minority-owned businesses. More than 200 vendors met with representatives from 75 University departments and 12 local agencies in an arrangement that is the reversal of a typical trade show.

"UGA departments and local agencies set up booths, and the vendors served as the attendees," explained Procurement Officer Annette Evans. "They received a master commodity list that detailed what products were purchased by the departments at each booth, which helped them to identify the booths that were most relevant to their businesses."

The Procurement Office has compiled [a list of the attending vendors](#) by product or service classification to assist UGA departments. As a state agency, the University must abide by a 2007 directive from the governor to increase business with small and minority-owned businesses.



In the Next Issue:

- FY11 Budget Outlook from Tim Burgess
- Find out HR's Biggest Loser

OSEP Offers Two New Training Classes

The Office of Security and Emergency Preparedness (OSEP) offers emergency planning and preparedness training through a variety of programs and classes. Eleven courses are available through a departmental request or offered frequently at the UGA Training and Development Center. Recently, two new classes were developed, Planning for Emergencies in the Classroom and Conflict De-escalation Techniques.

Planning for Emergencies in the Classroom is a one-hour course targeted toward professors, instructors, graduate teaching assistants and others who regularly teach classes on campus. Classroom instructors will be looked upon as emergency leaders by students if an emergency occurs in a classroom or impacts a building. This class addresses important emergency response procedures that every instructor should know and practice. In addition, emergency notification and campus emergency planning are discussed.

Conflict De-escalation is a one-hour class available to all UGA departments that focuses on basic techniques to keep a confrontation from becoming violent. Any of us can become involved in exchanges that have the potential to become heated discussions or arguments. This class will examine how to keep unpleasant encounters from becoming violent and how to de-escalate a heated exchange.



A complete listing of current class schedules and registration links is posted on OSEP's [home page](#).

PPD HR: No Small Task

You might not realize it, but the operation of the Physical Plant is so large and complex that it has its own Human Resources Department (PPD HR). [PPD HR](#) works in concert with UGA Payroll and Human Resources to serve the 800 employees of the Physical Plant. Its staff members play a strategic role in policy formation, safety practices, recruiting, job classifications, organizational development, payroll and benefits administration.

For example:

- In January, photos were taken of all PPD employees to be uploaded into the AiM Facility management system to assist with name recognition of employees.
- In February and March, PPD HR is teaming up with the College of Pharmacy to offer six free health clinics for staff members.
- On February 11, the second class of 15 graduates completed the Leadership Training Series offered by PPD HR. The next phase will offer the training not only to supervisors but also to those who aspire to become leaders. (cont.)



PPD HR Staff Left to Right – Back Row: Hope Thomas, Lyn Garvin and Katrina Pittman. Front Row: Reginald Woods and Sandy Peterson.

Newsletter Editorial Committee

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Kathy Pharr
Office of the Senior Vice President

PPD HR: No Small Task (cont. from pg. 10)

- In January, the Physical Plant celebrated the safety milestones that have been achieved in the reduction of on-the-job injuries. Staff at the central steam plant took top honors by working 1,000 days without a lost time injury, while a total of 14 shops finished 2009 with no lost time injuries. PPD's Worker Safety Program also is coordinated by PPD HR.



Bulldog Bucks: It's Not Just for Students Anymore

Did you know that faculty and staff can reap the same benefits as students do from Bulldog Bucks? Well, you can. The online account-based debit card program is open to anyone with a UGA ID card.

Using a Bulldog Bucks card offers several advantages:

- More convenient than carrying cash
- Quicker transactions
- Electronic statements
- Easy deposits - Web, phone, mail and the Bulldog Bucks Office
- Printing and photo copying in computer labs and UGA libraries
- On Campus Retail including:
 - Food Services cash operations, UGA Golf Course, University Libraries, Ramsey Center, Tate Center, vending (150 Coke & snack machines on campus), and the University Bookstore
- Accepted at more than 110 [off-campus locations](#), and many of these merchants offer special coupons to cardholders on an ongoing basis.

To set up a Bulldog Bucks account, bring your UGA ID card to the Bulldog Bucks office on the Sanford Drive side of the University Bookstore. If you don't have a UGA ID, you can have one made at the Tate Center. Activating your account is completely free and takes only a couple of minutes, then you're ready to go.

Building a Better Laboratory Tracking System

Years ago Environmental Safety Division (ESD) staff members knew they needed a better way of handling the mountains of paperwork required to track everything from eye wash station inspections to hazardous chemical waste manifests. Nearly 10 years of work has gone into building what is now known as Chematix, and there's plenty of work still ahead.

Chematix made its first widespread debut on campus during the 2006-07 academic year and has since been the exclusive system used by chemical lab personnel to properly label hazardous waste and request pickups. (cont.)

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](#)

Building a Better Laboratory Tracking System

(cont. from pg. 11)

Chematix utilizes authoritative building/location and personnel data from across campus to ensure that consistency is maintained. To date, almost 10,000 waste cards have been created using Chematix, eliminating the days of handwritten requests (the infamous "blue tags"). Also, ESD can now respond more quickly and accurately to documentation requests from agencies (such as the EPA) that inspect UGA's facilities.

Safety inspections of the University's 2,000 emergency showers and eye wash stations—two of the most critical safety apparatus in any chemical laboratory—are now recorded in Chematix and retrieved with a click of the mouse, a far superior process than wading through the old collection of three-ring binders. Chematix also enables maintenance needs and other repair issues to be routed quickly to the proper personnel so they can be addressed without delay.

Additional initiatives such as electronic fume hood inspections and a comprehensive radiation safety component will be online soon. If you have any questions or suggestions regarding Chematix, [email](#) or call 706-542-5801.

Stopping Crime Before It Happens

Education and enforcement. These two principles serve as the twin pillars supporting the University of Georgia Police Department's approach to community policing. In FY 2009, nearly 100 training courses were offered to more than 11,000 faculty, staff, students and parents.



One of the most highly demanded classes is Personal Safety for Women.

The primary responsibility of the Crime Prevention Bureau is to serve as the educational arm of the department's community policing effort. Officers do so through workshops, presentations, and by sharing online resources and other print materials.

"From property crimes such as theft and burglary, to person on person crimes such as sexual assault and robbery, our workshops are designed to provide citizens with the information they need to reduce their risk of becoming a victim of a crime," said Sergeant Peter Walls, who leads the program. "We want to help the members of the University community make appropriate choices regarding their safety, their property, their community and the law."

The Police Department's training programs are offered free to members of the University community. If you're interested in attending a session or would like to have a special program presented for your office, contact the Crime Prevention Bureau at 706-542-0104 or email crimeprevention@police.uga.edu.