



# The Business Affairs Advisor

A Newsletter by Finance & Administration

Office of the Senior Vice President for Finance and Administration

October 31, 2007

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## UGA's Commitment to Accountability and Compliance

Increasingly high demands for accountability are being placed upon higher education, and in a special topics workshop on October 31, unit and department heads at the University of Georgia learned more about what that means to them.

The first presentation in the half-day session focused on the role of University leaders as public figures and the breadth of campus leaders' respective and collective responsibilities in the fiscal and academic arenas in which they operate.

"This discussion was particularly timely and relevant in light of a number of recent developments," said Associate Vice President for Finance and Administration and Controller Holley Schramski. "While improving and enhancing administrative efficiency and streamlining processes are top priorities for the University administration, it is incumbent on University leadership and management at all levels to incorporate accountability and responsibility into the framework of the overall organization. We need to send a clear signal that the roles and responsibilities of individual faculty and staff members are important, and that as leaders of a public institution, we have significant responsibilities as stewards of the public trust and the resources in our care."

As examples, Schramski points to the greater levels of accountability from the various constituents UGA serves; increased audit scrutiny from the growing number of agencies to whom UGA is accountable; and recent events, such as the national student loan issue, that have brought greater visibility to potential institutional conflicts of interest.

The workshop concluded with a session on "Research Administration and Infrastructure – Creating a Balanced Culture of Administrative Efficiency and Compliance," presented by the Huron Consulting Group. Huron has been working with a UGA committee to develop recommendations for improving the efficiency and effectiveness of the administrative support UGA provides to its ever-expanding research mission. Huron advised the workshop participants on the top compliance risks in research administration and provided information on recent audits and settlements at other institutions.

## **FY 2009 BUDGET DEVELOPMENT SCHEDULE** **TENTATIVE**

### **Remember: Open Enrollment Deadline is November 2!**

Please don't miss the benefits open enrollment deadline this Friday, November 2 at 5:00 p.m. In most cases, if you don't wish to make any changes in your benefits options, no action is required on your part. The exception is flexible spending accounts. You must enroll every year in these programs in order to participate. Visit the Open Enrollment [Web site](#) for all available open enrollment choices.

### **Employee Termination Codes**

Thank you for your cooperation in appropriately terminating employees by using the following reason codes on personnel reports:

Termination	P
Transfer	I
Leave without pay	N

Please do not use the Q (other) reason code in lieu of termination.

In addition, please do not use the P (termination) code if the employee is transferring to another position at UGA.

If you have questions about the reason codes, please contact the Budget Office at 706-542-2802.

September:

- Enhancement Request proposal development

October–November:

- FY 2009 Mandatory Fee Schedule preparation and submission
- FY 2009 Professional Program Tuition Differential increase preparation and submission
- FY 2009 revenue projections preparation and submission
- FY 2009 Consolidated Enhancement Request preparation

December:

- Planning information provided to senior administration in preparation for budget conferences
- Guidelines and instructions to deans and vice presidents

January–February:

- Budget conferences with deans and vice presidents for FY 2009 budget development

March–May:

- Actual creation of the FY 2009 Original Budget through the budget development process

June:

- Submission of final FY 2009 Original Budget to the Board of Regents for approval

### **Early Payroll Cutoffs for November and December**

The deadlines for processing payroll vouchers are earlier than normal in November and December of each year in order to ensure that pay checks will be ready before 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 Payroll</u>
11/21/07 (Salaried)	11/1-11/14/07	11/14/07
11/30/07 (Hourly)	11/8-11/21/07	11/21/07
12/07/07 (Salaried)	11/15-11/28/07	11/28/07
12/14/07 (Hourly)	11/22-12/05/07	12/03/07
12/14/07 (Academic)	12/01-12/14/07	12/05/07
12/20/07 (Salaried)	11/29-12/12/07	12/05/07
12/20/07 (Monthly)	12/01-12/31/07	12/06/07
12/20/07 (Hourly)	12/06-12/19/07	12/12/07
01/04/08 (Salaried)	12/13-12/26/07	12/17/07

## Reporting Accidents



All accidents must be reported within 48 hours to the Risk Management Network, the company hired by the state to handle all workers compensation and auto accident claims. This requirement applies to all accidents involving state vehicles and all accidents involving state employees operating personal vehicles on state business. The number to call is 1-877-656-7475.

If you are in an accident, do not wait for the police report to obtain information or to report the accident. While at the scene, collect the third party's name, address and phone number. It is also beneficial to know which police agency is working the scene.

For additional information visit the UGA Risk Management [Web site](#).



## UGA Recognized for Customer Service Excellence

Four customer service programs at the University of Georgia were selected as finalists in the inaugural awards ceremony recognizing customer service excellence for all state agencies. Governor Sonny Perdue presided over the awards ceremony held on October 30 in Atlanta. A total of four customer service programs at the University of Georgia were in the running for top honors:

- Outstanding Customer Service Improvement Initiative Award
  - ◇ 24-Hour Food Service – Snelling Dining Commons, Food Services
  - ◇ Service Excellence Initiative – Georgia Center for Continuing Education
- Outstanding Customer Service Leadership Award
  - ◇ Mike Floyd – Director, Food Services
- Outstanding Customer Service Team Award
  - ◇ New Dawg Enrollment Checklist – Student Financial Aid, Undergraduate Admissions, Student Accounts, University Housing, Auxiliary Services

These programs already were recognized by Chancellor Erroll Davis as finalists for the Chancellor's Customer Service Recognition Awards.

## UGA Water Conservation Plan Being Developed



With no relief in sight from the severe drought that grips the region, an ad-hoc task force has been formed to recommend ways the University of Georgia can immediately reduce water consumption and conserve water over a sustained period.

The task force, comprised of faculty, staff and student representatives, has been meeting since mid-October and will submit its recommendations by November 15. The group is chaired by Kathy Pharr, assistant vice president for finance and administration, and Lonnie Brown, associate professor of law and administrative fellow in the provost's office. The group was appointed jointly by Provost Arnett Mace and Senior Vice President for Finance and Administration Tim Burgess.

"If we do not receive additional precipitation and/or the move to Level 4 water use does not contribute to significant reductions in water use, then additional restrictions will be implemented," they said. "Given this situation, we believe it is essential to develop plans for water use by UGA."

## Find Out What Central Duplicating and University Printing Can Do for You

Friday, Nov. 16, 2007

9:30 to 11:00 am

Training and Development Center

A valuable campus resource to help you with a variety of duplicating and printing needs is at your fingertips. To find out more, attend this seminar on the services offered by Central Duplicating and University Printing. You will hear a brief history of the two units, learn about variable data printing and how to set up a job for duplication. In addition, you will learn how to get a job started effectively at the printing office (it involves more than just printing) and find out what to expect after a job goes into production.

Come see what the future holds for both Central Duplicating and University Printing. Time for Q&A is planned. [Click here](#) to register.

### Instructors:

Max Harrell, University Printing Manager  
Dwayne Weaver, Central Duplicating Manager

## UGA Water Conservation Plan (continued):

The task force is working to develop practical actions that would enable the University to reach a possible reduction of 25 percent.

The task force also will suggest actions to conserve water over a sustained period and potential ways UGA can increase its water supply in both the near and long-term. To learn the latest information on the water situation, check UGA's Water Resources [Web site](#).

## UGA Energy Awareness Month



Each October, Energy Awareness Month is organized by the Federal Energy Management Program of the U.S. Department of Energy to create awareness of energy and sustainability issues and stimulate citizens to conserve energy. This year, Physical Plant's newly formed Sustainability Committee worked with student members of the "Go Green Alliance" to plan all the month's activities at UGA.

On October 4, the group hosted a Town Hall Forum in the Student Learning Center as part of a nationwide "National Conversation on Climate Action." Speakers at this event included representatives of the University's Energy Conservation Executive Committee, the School of Ecology and interested students.

October 14-21 was designated as "Eight Days to Go Green" with many events held to generate interest in environmental issues:

- Stamp Yourself for Recycling Awareness at the Tate Plaza
- Georgia Power "Change a Light" pledge drive
- Environmental Student Fair at the Tate Plaza
- "Trashion" Show – featuring clothing made from recyclable materials
- Eco-friendly water bottle exchange at Tate and Ramsey

Additionally, a recycling competition was organized in several residence halls and Sanford Drive was painted green to commemorate the week.

"We hope Energy Awareness Month will become an annual event observed at UGA," said Energy Services Director Ken Crowe. "I encourage people to check the Sustainability Committee's [Web site](#) over the coming months to learn more about the 'Greening of UGA.'"

## Expediting Personnel Reports

If you need to prepare a personnel form to change nothing but the accounts, dates or rates in the payroll authorization section, you can save yourself time and get the document processed more quickly by selecting the 'Payroll Authorization Only' checkbox when you create the document. This type of document bypasses employee validation checks and Credential Review and Faculty Affairs approvals.

Call the DFS Support line at 542-6763 for more information.

## Travel Reimbursement Tips

Want to have your travel reimbursements processed faster? Then follow these tips from Accounts Payable to get everything right the first time!

Before submitting reimbursement requests, be sure that the following items have been addressed:

- Provide proof of payment for airfare, lodging and conference registrations.
- Include a letter of justification if the traveler has exceeded the published per diem rates for meals. Also provide justification when lodging costs exceed more than 25 percent of the published lodging rates. The letter of justification must be signed by the appropriate dean, vice president or an individual with signature authority for the dean or vice president.
- Always include a departmental contact person on the reimbursement request.

The General Services Administration [Web site](#) per diem rate for meals includes \$3 per day for incidental expenses, but the Georgia State Accounting Office regulations reimburse these expenses directly. Please be sure to deduct the \$3 from the GSA rates.

Still have questions? Check [UGA's travel policies](#) in their entirety. If you have specific questions, please contact Accounts Payable at (706) 542-2786.

## 2007-08 UGA Campaign for Charities Underway



The University of Georgia hopes to raise \$425,000 to benefit those in need in the local community through its annual charitable giving program. The 2007-08 Campaign for Charities

officially kicked off with a breakfast October 18; the campaign will run through December 18.

All faculty and staff are encouraged to contribute to the campaign to support United Way agencies, Georgia Shares members and many other charitable organizations. This is the only time during the year that University employees will be invited to participate in the charitable giving program.

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

## Parking Services Under New Leadership

Parking Services welcomed Don Walter as its new department head at the end of July. Prior to joining the University, Walter had been an executive with an Atlanta medical support company, and before that, he had a career as an officer in the United States Marine Corps.



"Don Walter brings an extensive history of management and leadership, and we look forward to him elevating us to the next level of customer service, which we are aggressively focused on," said Doug Ross, director of auxiliary and administrative services. "As Parking Services migrates to a more Web-based and electronically controlled operating system, Don's experience in business operations and service industry support should give the department a strong foundation for future improvements in our operations."

## E-Travel Portion of the E-Check Request System Nearing Completion

The Accounts Payable department announces the completion of the design phase of the E-Travel component of the Electronic Check Request system. When AIS programmers are ready to begin the testing phase, a representative group of campus departments will begin working with Accounts Payable and the programmers to evaluate and improve the system prior to its planned implementation in early 2008.

Once the E-Travel module is operational, campus users will be able to process travel authorities and reimbursement requests online, eliminating the paper routing process. Submitting the travel authority electronically will decrease the amount of information that the traveler will have to enter when filling out the reimbursement request, since much of the information will flow automatically from the travel authority to the reimbursement request. The new system also will perform edits on the information entered on the E-Travel form, which should greatly reduce the errors that currently slow down the process.

Accounts Payable will keep you posted on progress and projections in the coming months.

## Campus Feels Parking Squeeze From Construction

Parking on the University of Georgia campus can be challenging as 40,000 people compete for 17,000 parking spaces on a daily basis. Prior to 2002, Parking Services sold permits to everyone who requested one, making the phrase "parking hunting license," a reality. In August 2002, a Parking Task Force developed a better alternative, and UGA's current Parking Priority Plan was established. Under the plan, employees are grandfathered into their existing spaces in April, if they desire; all new employees and all students must register for a space. Assignments are made on a point system, with job classification and years of service making up the scoring criteria. Each lot on campus is assigned a priority and divided so that the core of campus is dedicated to those employees who work within that area. In essence, customers are competing for a parking space only once a year—when applying for a permit, and before they have to park every day. Thus, the old "parking license" is now a parking permit, with permit holders having a guaranteed place to park.

The parking plan has been affected this fall, however, by construction activity on campus. Some faculty and staff were assigned to different lots, even though they had parked in the same ones for years. The ongoing construction projects have significantly reduced the number of parking spaces on campus and have shifted parking availability. A "domino effect" of parking space assignments has resulted, with construction in one lot creating a loss of space in others far removed from the construction site.

## Let Us Do Your Dirty Work!

Do you have old hard drives stored in your office? Are you clinging to old computers because you don't have time to sanitize and remove the hard drives? If you do, then let Surplus Property do the dirty work for you! Surplus Property will remove your hard drive, destroy it by using a degausser (an eraser), and then send it to the Department of Administrative Services for shredding. Best of all, this service is free to all UGA departments.

UGA's commitment to ensure the proper disposal of sensitive data prompted the purchase of a degausser, approved by the U.S. Department of Defense, for use in the Surplus Warehouse. It can wipe out most hard drives within seconds. To date, approximately 1,500 hard drives have been destroyed, with the count rising every day.

If you're interested in the service, call Penny Gheeling at 706-542-6988.

## Campus Feels Parking Squeeze (continued):

Lots N11, S01, S05, S09, S10 and E10 either have been or will be affected by construction. The construction of the Tate Center Parking Deck and the expansion of the Tate Student Center closed the entire N11 lot, pushing N11 permit holders into various surrounding lots. The expansion of the Robert C. Wilson Pharmacy Building has caused a domino effect in the core of campus due to spaces lost in S05, S09 and S10. An expansion to the University Health Center will cause much of the lot to be lost and will force E10 permit holders to surrounding lots.

"Any growing university can expect to experience challenging parking pains from the effects of construction," said Parking Services Manager Don Walter. "The University of Georgia is no exception, but there are plans to help offset the loss of space. At least two new parking decks are projected within the next several years, which will help to relieve high parking space demands. We have to remember that campus growth is a positive development for the University and that advancement of the academic mission is for the greater good of the institution."

## Finance and Administration Staff Development Programs for 2007-08

Three employees in Finance and Administration (F&A) have been selected as participants in the F&A Fellows Program and are in the midst of their first assignments, while another group of 20 employees who aspire to become managers are learning basic supervisory skills. Both programs are part of Finance and Administration's effort to improve its "bench strength" by broadening employees' knowledge of the diverse functions of the division; building employees' individual knowledge, skills and abilities; and forging connections for potential career growth and advancement.



*(l. to r.) F&A Fellows Al Jeffers, Tomekia Wilson and Franky Zhang.*

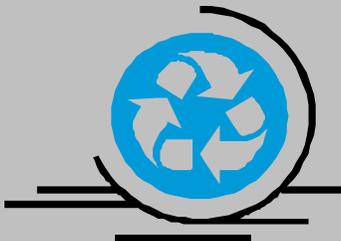
## Central Office Supply

All purchase requests received between Nov 1-30 will receive a \$5 discount per toner cartridge.



Be a part of our program. Return your empty cartridges to Central Office Supply through Campus Mail.

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



We invite you to join the Central Office Supply Informer on our [Web site](#) to hear about future discounts.

### Recycling:

- Makes a Difference
- Saves our Environment
- Is Good Business

### Contact:

Tashua England  
tengland@uga.edu  
(706) 425-3266

## Finance and Administration Staff Development Programs for 2007-08 (continued):

Through the Fellows Program, now in its third year, each Fellow spends six months working in two F&A divisions (three months in each section). The 2007-08 Fellows and their placements are: Al Jeffers, an assistant materials manager for the Physical Plant Division – Human Resources and a joint placement with the Budget Division and Architects Office; Tomekia Wilson, an accountant in the Payroll Department – Physical Plant and Auxiliary and Administrative Services; and Franky Zhang, a grants accounting specialist with the Contracts and Grants Department – Auxiliary and Administrative Services and Human Resources. The Fellows began their rotations after Labor Day. Their experience also includes shadowing opportunities in several other University departments.



*Members of F&A's first cohort in the Aspiring Managers Program with Senior Vice President Tim Burgess.*

In addition, a new program for aspiring managers, called the Certificate Program in the Foundations of Leadership and Management, is now underway. The program is designed to provide the new or aspiring supervisor

with the requisite tools and skills to be an effective and successful supervisor at the University of Georgia. Participants must have a minimum of a high school diploma or GED and little or no supervisory experience (six months or less). The program emphasizes fundamentals such as reading a budget and running effective meetings, but also hones participants' writing and presentation skills, personal leadership development and team-building skills. Demand for the program has been so great that a second cohort will be offered in the spring; applications from F&A employees for that session will be accepted in November.

"One of the signs of a healthy organization is that it has prepared employees for potential advancement when appropriate opportunities arise," said Tim Burgess, senior vice president for Finance and Administration. "We are committed to 'growing our own' in Finance and Administration, and we continue to develop innovative programs in support of that goal."

For more details about F&A staff development programs, visit the Finance and Administration [Web site](#).

## In the Next Edition...

Tips for Safer Driving

Physical Plant to "GO GREEN" (Green Cleaning, that is)

Faculty/Staff Golf League

## Contact Information

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

[Auxiliary & Administrative Services](#)

[Budget Division](#)

[Controller's Division](#)

[Environmental Safety](#)

[Human Resources](#)

[Physical Plant](#)

[University Architects](#)

## UGA Golf Course Transformed to Championship Standards

If you haven't seen the UGA Golf Course lately, then a trip to the links is overdue. The golf course reopened last spring after undergoing major renovations.



Improvements include the rebuilding of all greens complexes to improve drainage and to meet championship standards. To attract more players to the course, 12 of the holes were lengthened with new championship tees, while forward tees were added on nine holes to improve the playability for women, senior and

junior golfers. The new championship tee yardage is 7,240 yards, an increase of 448 yards. The new forward tees measure 5,186 yards, a decrease of 449 yards. Approximately a third of the cart paths were replaced.

The E.B. Smith Clubhouse underwent minor interior renovations, including the installation of new carpet and the renovation of Greenside Café and restrooms. Additionally, the entire clubhouse interior was repainted in UGA colors.



*A recent renovation transformed the UGA Golf Course. The last major renovation occurred in 1989.*

The University of Georgia Golf Course was designed by Robert Trent Jones, Sr. and opened in 1968. It is the home of Georgia's men's and women's golf teams and has hosted many prestigious collegiate events, including the SEC and NCAA championships as well as the oldest women's tournament in the South, the Liz Murphey Collegiate Classic.

For more information on the renovation, visit the UGA Golf Course [Web site](#).