

October 2, 2007
COE STAFF MEETING
619 9 am

- The first quarterly report for Fiscal 08 is being prepared for review by the Dean's Cabinet. Please reconcile your spreadsheets to the status reports before Lisa takes the folders off the server for this task.
- Lisa informed everyone that foundation accounts need to be reconciled. Information regarding the principle balance needs to be updated.
- June gave an HR update listed below.
- Bill reminded the accountants to move the pdf status reports into their folders so they can be shared.
- A joint budget justification training session will be held on Thursday October 18 in G23 from 9-11 by COE and Regina Smith. Refreshments will be available which will include: "Writing Iron-Clad Budget Justifications for Cost Accounting Standards Board (CASB) Rule Exceptions" The class demystifies what costs can and cannot be directly charged to federal grants and how to properly justify such costs (if allowable) to stand up to an audit. OMB Circular A-21 allows, in special circumstances, federal grant budgets to include charges that ordinarily would be classified as F&A or indirect costs. These exceptions under Cost Accounting Standards Board rules must be well justified before the Office for Sponsored Programs can approve them. Learn what budget categories are exceptions and why. Also learn how to write a justification that will stand up to an audit. It would be beneficial for all post-award and departmental/center accountants.
- Please e mail June if you haven't completed your training on the new HR system.
- Pat went over the check list for search expenses (Attachment). It will be on the Business Office web site also as well as the new Office Manager's Manual.
- Sheila led a discussion on Peard violations. Bill announced that the Administrative Cabinet will have on it's agenda on October 24th "Lessons learned from audits"

Adjourned

Summary of the HR partners meeting 9/24/07
Masters Hall, Georgia Center

OPEN ENROLLMENT

HR will post a slide show on the "open enrollment" web page. To view the slide show on a test site, visit: http://www.hr.uga.edu/benefits/open_enrollment_2007.ppt and play the show (select the F5 key). NOTE: Because this slide show has sound, it takes a few seconds to load.

Highlights:

- Effective October 8, all life insurance changes will be made via the online MetLife Web site or using their toll-free customer service number. This information will be available on the open enrollment and Benefits Web sites.
- Our new flexible spending account vendor, PayFlex, will offer new services.
- The Board of Regents will offer a new low-premium, high-deductible health plan effective January 2008. Details in the Indemnity/PPO/HD plan booklet.

GDCP Q&A:

Can a temporary employee who becomes a regular, benefit-eligible employee request a GDCP refund?

*Yes. The same is true of student workers who work while **not** enrolled in summer classes (having GDCP deducted) then return in the fall, enrolled in classes, as student workers.*

FMEC – UGA Financial Management Education Center

FMEC is a comprehensive approach to financial planning, retirement planning, educational services, and wealth management services, and includes the resources of the Employee Benefits counselors, TRS, and three of our Optional Retirement Plan (and tax deferred savings plan) vendors: AIG VALIC, Fidelity Investments, and TIAA-CREF. Active and retired faculty and staff will be able to schedule personal counseling appointments with counselors in the Human Resources building. Because new 403b and 457b regulations now require employers to inform and educate their employees regarding retirement plans, faculty and staff will receive email and other communication from our ORP vendors explaining the benefits of tax deferred savings accounts.

iPAWS UPDATE

HR has processed over 20,000 referrals for position vacancies since July 1, using the iPAWS system. We will continue to work with departments to streamline the process.

INACTIVE/TERMINATION ISSUES

HR is working with departments to terminate inactive employees in benefit-eligible positions. Also, departments are asked NOT to use the “Q” reason code on personnels when the “P” code should be used for termination. Departments should use “N” for leave without pay and “T” for transfer. Please do not use “P” for an employee transferring to another UGA position or department.

PROCESS IMPROVEMENT MANAGER

Catherine Shircliff was introduced as UGA’s new Process Improvement Manager. Catherine will assist campus units to streamline and simplify processes as an overall goal to create the best student experience. More information to come on the process improvement initiative.

HR PROFESSIONAL DEVELOPMENT

HR partners are asked to request training topics by sending an email to Judy James (jjames@uga.edu). Please consider what training you think would help you in your role as HR partners in your units.

COE SEARCH EXPENSES CHECKLIST

(ALL SEARCH EXPENSES ARE CHARGED TO ACCOUNT # 1046GT216-015, DEAN'S OFFICE)

FOR HOLIDAY INN OR LODGING OTHER THAN AT THE GA CENTER---

- The departments should receive prior approval from Sarah Bell in A/P for candidates who can not lodge at the GA Center
 - a.) The "Direct Billing Authorization" form listed under Administrative Forms, A/P should be completed and forwarded to Sarah. (See attached)
- Dept Accountant - When you call to make the reservations, the Hotel will fax their "Direct Billing Authorization" to be completed.
 - a.) Dept Accountant - type his/her name and address in the "Bill to" section of the form so that he/she will receive the invoice
 - b.) You may continue to put Pat McDonald and her information as the contact
- Take the hotel's Direct Billing Authorization to Pat McDonald for her signature
 - a.) Give Pat a copy for her records; then the Dept Accountant should fax this form along with the approved Direct Billing Authorization from Sarah Bell to the Hotel
 - b.) The Dept Accountant should give Pat any other paperwork relating to these expenses so that she may encumber these amounts in the spreadsheet, including the TA.
- When the invoice comes in, the Dept Accountant should type the P.O., attach the Direct Billing Authorization form, Travel Distribution form(See attached), and invoice. The Dept Accountant should get their Dept Head's signature and then forward the paperwork to Pat McDonald for her to review and copy. Pat will get Bill's signature and forward to A/P.
 - a.) All invoices should come directly to the Dept Accountant
 - b.) The Dept Accountant is responsible for getting a copy of the invoice from the vendor

GENERAL

- Dept Accountant process all E ck requests etc. Pat McDonald will get copies when she approves them. If Pat is not listed as an approver, you will need to send her a copy of the check request so that she can post the transaction in the spreadsheet.
- The Dept Accountant should type all pink ck requests and get their Dept Head's signature. The paperwork should be sent to Pat M. for her to review and copy. She will get Bill's signature and forward the paperwork to A/P
- GA Center - Direct Billing Authorization form should be completed by the Dept Accountant. Pat McDonald will sign form and fax to the GA Center. We will be direct billed by GA Center.

NOTE:

- Shuttle services can not be paid using P-cards. (Transportation is an unallowable expense for P-cards). The candidate will have to pay upfront and get reimbursed or you will have to use some other form of payment.
- Several of the Search travel expenses can be reimbursed via E Ck Request system. Ex: travel expenses, mileage, etc. There is no need to type a P.O. in this case. You only need the signed honoraria, travel expense statement, receipts and copy of the TA to scan. This is also true for pre-employment expenses.



The University of Georgia

Accounts Payable
Travel And Encumbrance Section
Direct Billing Authorization Form

[Shaded header bar]

- Employee use Non-Employee use
 Lodging (Georgia Center unable to accomodate)

Hotel Name: _____

Hotel Location: _____

Dates of Stay: _____

Traveler Name: _____

Nature of Business:

[Empty rectangular box for Nature of Business]

[Shaded header bar]

- Transportation

Provider Company: _____

Justification for not using shuttle or motor pool:

Date(s) of Service: _____

Traveler Name: _____

Nature of Business:

[Empty rectangular box for Nature of Business]

[Shaded header bar]

UGA Account Number invoice will be processed against: _____

Fax Number where this form can be returned to: _____

Department Approval: _____ Date: _____

[Shaded header bar]

Please fax signed copy to Travel & Encumbrances (706) 542-6767 Attn: Sarah Bell

UGA Travel & Encumbrances Approval: _____ Date: _____

Instructions for Travel Distribution

1. columns to be filled in by department:
Submitted by
Account Number
Amount
Last 4 Digits of SSN
Name
2. Form should be typed or printed.
3. Name should be entered as last name, first name, middle initial. **NO NICKNAMES** are to be used.
Must have given name. If individual goes by initials we must have TWO (2) initials and last name.
4. Last four digits of SSN entered must have four (4) numerical digits.
* The full SSN is required for non employees of the University in order to comply with the reporting requirements of the Internal Revenue Service. Please print this form and fill in the full SSN for non employees.
5. Submitted by line should be signed by individual actually completing the form.