**2021 Financial Summit Questions by Section**

| **Administrative Excellence** | |
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| No questions | |
| **HR & Payroll Update** | |
| **Question** | **Answer** |
| It seems like current employees have a difficult time being promoted to the next tier; but if that person leaves, the department will change the position to the next tier. Why couldn't it have been done while the employee was in the position? | Employees can naturally progress within the tiers with merit, equity, and additional pay for additional duties. All of these actions are done in conjunction with the organization's budget process. |
| How does GT expect us to be able to keep experienced employees if we are unable to give any incentive to stay? People can get paid more for doing less outside of GT. | GT is developing an annual plan within the budget cycle to address compensation on a regular basis. Compensation is only one component of retaining employees. Career progression, development, flexibility, additional benefits, organization, and culture all need work in harmony to achieve retention. |
| What is the method of moving experienced employees from tier I to tier II? Is there a process or set of guidelines for when and how to reward good employees that stick around? | Employees can naturally progress within the tiers with merit, equity, and additional pay for additional duties. All of these actions are done in conjunction with the organization's budget process. The process of rewarding valued and performing employees is included in the annual merit process. |
| The Institute shared in the Daily Digest $1.6M in retention funds for faculty and staff. What are the plans to distribute those funds? | Retention is guided by the USG policy on retention. Justification for retention must accompany a department's requests for such adjustments, including specific outside salary offers and are enacted upon on an individual basis. Your HR Directors and HRBP's are ready to assist as needed. |
| Are the tier years based on years in that position, or general experience? If the Tier 2 entry point is 4-5 years, but average turnover is 2-5 years, how can someone reach Tier 2? | Relevant experience helps the individual worker gain the opportunity of the job. Years of experience within the job is a key determining factor matching similar jobs in market. The market is evolving rapidly, and our GT strategies need to evolve too. We are looking at our tiers as well as the overall structure in our market review and anticipate changes. |
| What is GT plan for workers that work in GT more than 4 years but still in Tier one? | Within our current structure, 4 years is currently still applicable to Tier I. However, we are reviewing the overall structure as part of our Market Equity review and updating the tiers based on market trends is part of the program objectives. |
| If a new employee with a graduate degree was hired at 26 or 27 percent higher salary than an existing employee who has twice as many years of experience from USG jobs and a Bachelors, can the existing employee ask for a compensation review? | New hires and internal hires should all be based on the same determining factors. Years of experience performing the actual job is instrumental to the evaluation. Degrees and certifications noted as required or preferred are also determining factors. Equity reviews are a standard process and the GTHR Compensation unit can make recommendations, however, all actions are influenced by the organization's budget process. |
| The department goes through the steps to hire a student (ask faculty each semester whom he/she wants to hire) & then faculty comes back a month (or two) later & says that the student is on an internship. Is accurate student hiring stressed from above to faculty? Consequences? | There are specific guidelines within the Department of Labor (DOL) related to determining whether the internship is paid or unpaid. More information is needed related to this request. Please contact HR directly for assistance. |
| If a salaried employee has been given market equity increase as part of an overall | It is our objective with this Market Equity Review to introduce a regular cycle for equity reviews. We are also aware that sometimes factors in the market (such as a pandemic) may |

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| compensation review, can they ask for a review again after a certain time? | escalate the need for more urgent review and the Compensation unit will be prepared to assist. |
| For monthly employees, what code do we use for the vaccine day leave? If you don’t see the code in the drop down, can you just reference in the comments? | Employees cannot submit the Vaccine Leave request.<br><br>Only managers can enter the Vaccine leave day for their direct reports. The drop down does specify the unique code.<br><br>00VLM (monthly) for eligible exempt workers (paid monthly)<br>00VLH (hourly) for eligible non-exempt workers (paid biweekly) |
| Could you repeat the calculation you mentioned? | We will be dedicating a web page on the GTHR website that will provide more clarity and transparency to the initiative. |
| Will cost of living raises ever resurface? | Not aware that there is any direction to toward this type of compensation at this time. |
| How do open jobs that are reclassified at a lower level when someone leaves fit into your model? | Part of good practice is to review job responsibilities and organizational needs within the unit at time of vacancy to identify the right candidate. Sometimes the responsibilities needed align with jobs having lower value in market. The model should work the same. Match core responsibilities to market to place the appropriate value in market. |
| **Treasury Services Update** | |
| **Question** | **Answer** |
| How can I be added to the payment notification list? | Email nicole.shepherd@business.gatech.edu |
| **Budget Update** | |
| No unanswered questions | |
| **Procurement & PCard Update** | |
| **Question** | **Answer** |
| Should a Spend Auth include a line for Conference registration fees if a department is paying for a registration fee with a pcard and won't be seeking reimbursement through T&E Workday? | A spend authorization is not required to be submitted for registration fees being paid via PCard. |
| Please clarify when a department should use a bill-only payment, as opposed to a Supplier Invoice request? There has been varied guidance about this. Is there a dollar threshold at which a bill-only is not appropriate? What if there's a hotel contract and a $9k payment? | Please contact procurement by submitting a ticket via ServiceNow. |
| In regards to unpaid invoices, are the requestors being notified in WorkDay? | Reports are sent out weekly to requestors and department point of contacts listing unpaid invoices and the action required by the end user to process the invoice for payment. |
| Is it possible to review the P-Card requisition request policy to streamline the process relating to the PCard form? If a GT employee holds a P-Card and has to wait for two P-Card approvals on the form, this may impact the purchase ability, amount, or otherwise. | Please contact procurement by submitting a ticket via ServiceNow. |
| **Prior Year PO Update** | |
| No unanswered questions | |

| Supplier Accounts & Travel Update | |
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| **Question** | **Answer** |
| Is the travel questionnaire and risk acknowledgment form part of the SA? The online form is for non-employees only. | Yes, the travel questionnaire and risk acknowledgment form are part of the spend authorization (SA). The online form should only be used for non-employees. |
| Can you discuss the difference between the email addresses for sending invoice to ap? apinvoices@gatech.edu versus apinvoices-noreply@gatech.edu. Our department FSC's copy me on invoices they send to AP and sometimes I can see they go to apinvoices and sometimes they go to apinvoices-no reply. | All invoices are to be submitted to Georgia Tech via email to apinvoices@gatech.edu to be processed for payment.<br>An auto reply from apinvoices-noreply@gatech.edu is generated when invoices are submitted, however invoices are not to be sent here. |
| Can you clarify what is considered "student activities"? Does this include student activities via student organizations activities? Asked in regards to gift cards. | From an AP perspective student involvement is any activity with student involvement on or off campus with a business purpose that benefits Georgia Tech. This could include Student Organizations activities. |
| I've submitted this question to ServiceNow but I'm still unclear. We ask our students to request vendor profiles just in case they win one of our end of year cash awards. The students that are working on campus are not able to advance once the system determines they are employees. Please advise. | This would depend on whether the award is related to employment or not. Awards related to employment are to be paid via Payroll. Awards not related to employment can be paid via AP, in which case online registration needs to be completed and the supplier groups "Awards, Prizes, Fellowships" and "Students" are to be selected. |
| In lieu of gift card to individuals outside of GT for research paper, can I summit "Research Participant Payment"? | A Human Subject/Research Participant Payment form may be submitted for payment to individuals participating in conducting research as human subjects. The gift card policy still applies. |
| How do new faculty purchase gift cards for research when all they have is startup funds? | Faculty have the following payment options:<br>1. Requesting a Program Advance by submitting a spend authorization via Workday<br>2. Purchasing the gift cards with personal funds and submitting an expense report to claim reimbursement<br>3. Submitting a Human Subject/Research Participant Payment form for payment to the individuals<br>For all options the gift card policy still applies. |
| When are supplier invoices generated? Is it only for services? | AP will need further clarity regarding these questions. Please submit a ServiceNow ticket and provide further details so we may fully address your questions. |
| Is anything being done to update how we can access WebNow? Some of us can't use it because we have new machines and aren't allowed to use Internet Explorer or Java because they aren't secure. | We are working towards moving to another web platform as soon as possible.<br>Georgia Tech IT Standards require MyCloud to be used to access Internet Explorer with Java. The MyCloud virtual environment provides a more secure access for end users. Please see the following link regarding **How to Access WebNow using MyCloud** for more information.<br>For further questions please submit a ticket via ServiceNow. |
| Why are only the GT generated invoices uploaded in Workday sometimes instead of the actual invoice from the vendor? Had a sponsor ask for invoices before for an audit and they don't accept these GT generated invoices. Access | Invoices for punch out suppliers are processed as touchless cXML invoices. The invoices uploaded in Workday are the actual invoices but are generated by Workday in another format.<br>End users do have the option to access the Jaggaer system (old BuzzMart) via Workday by using the search field to look for "Connect to Supplier Website" to view the invoice. |

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| to get the invoices in WebNow is hard because of the issue with using java. | For further questions please submit a ticket via ServiceNow. |
| Do you have someone on your team that can research the invoices before putting into WebNow? Invoices are often sitting in WebNow for months. | Yes, the AP team reviews all invoices that are delivered to Accounts Payable before indexing them into WebNow. If upon further research AP is unable to process the invoice, a comment is added to the invoice under the "sticky note" field and routed to the department for further action. Each Department should be reviewing the invoices in their WebNow department queue at least once a week, taking appropriate action, providing an update on the sticky field, and then routing the invoice back to AP to pay. |
| Is there anything planned to make Webnow more user friendly? We aren't able to save/export the invoice from there and with Java being outdated, sometimes it's difficult to even access it. | We are working towards moving to another web platform as soon as possible.<br>Georgia Tech IT Standards require MyCloud to be used to access Internet Explorer with Java. The MyCloud virtual environment provides a more secure access for end users. Please see the following link regarding **How to Access WebNow using MyCloud** for more information.<br>For further questions please submit a ticket via ServiceNow. |
| Do we know why we are not informed of some invoices not being able to be paid out when we have sent them into APinvoices and have already received notification that it was successfully received. Usually, we won't know that there is an issue until the vendor reaches out to us for nonpayment. | Yes, the AP team reviews all invoices that are delivered to Accounts Payable before indexing them into WebNow. If upon further research AP is unable to process the invoice, a comment is added to the invoice under the "sticky note" field and routed to the department for further action. Each Department should be reviewing the invoices in their WebNow department queue at least once a week, taking appropriate action, providing an update on the sticky field, and then routing the invoice back to AP to pay. |
| Is there anywhere to know exactly when to use the correct spend category? | The Spend Category Hierarchy – GTCR report may be ran in Workday. The spend category selected will be based upon the type of expense. |
| If a department has received one lump sum ATT or other such bill for multiple month's bills, how do they enter this in Workday? Should they put in a line for each month that's due and put into a SIR using goods, or ONE service line for the full amount including past due? | As part of our best practice AP typically does not pay multiple months of invoices/bills at a time. Each individual monthly bill is to be submitted on a separate SIR (Supplier Invoice Request) to be processed for payment. |
| What happens when all the criteria are met but weeks have gone by w/o the invoice being uploaded to the PO? What is the turnaround for when the invoice has been received to being uploaded? I've asked this question several times in SN with no answer & simply we have entered the invoice & will pay out | If all criteria are met invoices are loaded up into Workday and processed for payment. If an invoice is not uploaded into Workday, it generally is an indication that there is an issue with the invoice. The standard turnaround time for payment from when an invoice is received, and all criteria are met is 5-10 business days.<br>All criteria meet = Invoice billed to Georgia Tech, Invoice has a valid PO, PO has sufficient funds, Receipts are entered into Workday, Invoice has no match exceptions. |
| What can be done to prevent duplicate payments because two different parties are sending the invoices? Sometimes, the vendor will send an invoice to AP that the unit they're working with will also end to AP and that invoice (or parts of it) get paid twice. | All invoices should only be sent to apinvoices@gatech.edu. Sending the same invoice multiple times or sending the same invoice with a different invoice number could lead to a duplicate payment. |

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| What is the business process for travel submitted after 45 and 60 days, do we report this up? | Expenses submitted for reimbursement after 60 days require a valid explanation for reason of lateness. Depending on period of lateness reimbursement may require further written approval via email or memo to be attached to the expense report. Expenses submitted more than 60 calendar days after completion of the trip or event, if reimbursed may be considered as taxable income per the IRS and may be reported on the individual's W-2. |
| Can the Travel Audit results be provided to the Cost Center Managers that had identified issues? | Please contact Georgia Tech's Department of Internal Audit |
| **Business Assets Update** | |
| No unanswered questions | |
| **Commitment Accounting Update** | |
| **Question** | **Answer** |
| When there is reorg, how do we get access to the new employees EDRs? | You'll need to request access to the new org in order to gain access to employees in another department. Access will need to be requested for the HR department via the GT security request form found on the OneUSG employee self-service. |
| When you AdHoc a level 2 approver, do you have to save AdHoc? | Yes, you have to save ad hoc after adding an approver to the transaction. |
| What would be the correct effective date for a Biweekly employee who transferred to a department in the middle of a pay period? Or BW whose salary has to be charged to a different worktag or split in the middle of a pay period? | The effective date would be the beginning of the pay period. The distribution will need to be prorated based upon the number days worked in each department during the pay period. Another effective date will need to be included to fully fund the position to the new department. |
| **Grants & Contracts Update** | |
| **Question** | **Answer** |
| Who can run ASR reports? I am a financial manager but cannot run this report. Thanks. | Manual ASR reports can be ran by the Financial Manager(s) assigned to the department in the ASR module. Questions can be sent to easr.ask@business.gatech.edu. |
| **Financial Accounting & GTF Restricted Gift Updates** | |
| **Question** | **Answer** |
| When will we be given the same functionality that was available in PEB on June 30, 2019 - meaning when will I have the ability to see income and expenses "live" like a monthly checking account report? I have GTF accounts funded by donors and corporate affiliates. | PEB was an LTD grants report and GTF Gifts were in the Grants module in PeopleSoft. The structure has changed with Workday and gift functionality is not LTD like it is in Grants. There is no way to create an LTD gift accounting or PEB-like report in Workday. |
| **GASB 87 Update** | |
| No questions | |