

FBSO: Franklin Business Services Office- Quick Reference Guide

FAST: Divisional Financial Affairs Support Team

FAST provides effective fiscal management and stewardship of the Franklin College of Arts and Sciences financial resources. In partnership with the college and departmental leadership, FAST manages funds; works to evaluate, develop, and improve business processes; and makes financial decisions that are strategic, compliant, and timely. The FAST team will also manage other faculty-specific funds including start-up funds and IDC returns.

Financial: <ul style="list-style-type: none">• Status/balance of non-restricted funds• Budget development & projections for non-restricted funds• Fund type usage guidance• Compliance• Department Sales & Services (DSS) fund management• Fiscal year-end close out of non-restricted funds• Departmental indirect cost (IDC) fund management• Study Away fund management	Payroll: <ul style="list-style-type: none">• Hiring and terminations• Faculty and staff funding changes• Graduate Student Funding hiring and funding projections• Leave of absence• Retire-rehires• Summer faculty pay
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REST: Research Enterprise Support Team

REST provides pre- and post-award contracts and grants support for the principal investigators in the Franklin College of Arts and Sciences. This team serves as the liaisons between the Franklin College Business Services Office (FBSO) and UGA's Sponsored Projects Administration (SPA).

Pre-Award Support: <ul style="list-style-type: none">• Assist faculty in preparation, review, and submission of grant proposals• Develop and prepare detailed budgets, budget justifications, personnel documents, and other non-science proposal documents• Liaison between SPA and grant agency/sponsor• Complete the internal proposal records in the Grants Portal	Post-Award Support: <ul style="list-style-type: none">• Monthly reconciliation/balance reports on sponsored research funds• Assist with re-budget requests, pending awards, no-cost extensions, etc.• Compliance• Assist faculty with effort planning and annual/end of project payroll certifications• Manage sub-awards/contracts
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BSC: Business Services Center

The BSC processes financial transactions including travel authorizations and reimbursements, expense reports, UGAMart procurement requisitions, invoice payments, procurement card reconciliations, payment requests, journal vouchers, and cash deposits in an efficient and accurate manner.

Financial Transaction Processing: <ul style="list-style-type: none">• Travel authorizations and reimbursements• Expense reports• UGAMart procurement reconciliations• Invoice payments• Procurement card purchases and reconciliations• Payment requests• Journal Vouchers• Cash deposits• Chemical order requests	Business Services: <ul style="list-style-type: none">• Act as liaison between the departments, vendors, and various UGA business offices• Ensure compliance with all processes and standards• Journals for DSS billings
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Hiring and Personnel Team

The Hiring and Personnel team provides operational support to units in the areas of personnel by processing actions using appropriate systems such as UGAJobs and USGConnect. They coordinate the entry and validation of employee changes including position creation and management and onboarding (transition from UGAJobs to HCM). The Hiring and Personnel team will be available for policy consultation and will work closely with Central HR teams.

Hiring and Personnel: <ul style="list-style-type: none">• Create and update position information• Assist with Departmental searches• Process all direct hires and retire-rehires• MyID & FOIT new hire requests• Visa processing for all faculty, staff, and visitors
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FFM: Foundation Fund Management Team

FFM provides College-wide oversight of the College's Foundation funds to ensure compliance and good stewardship of donor funding. FFM manages Foundation system (FAME) and ScholarshipUniverse reports. This team serves as a liaison between departments, the Dean's Office, and UGA Foundation regarding funding pre-approvals, policy and procedures.

Foundation Fund Management: <ul style="list-style-type: none">• Partner with FAST for budget development and account reconciliations; Assist in identifying UGAF fund options• Dean's Office review/signature on Foundation forms (including pre-approvals for employee-only staff appreciation, team building or morale events)• Fund/Cash transfers between Foundation funds• Spending allocation and budget projections• General questions related to Foundation funds
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