

FAST: 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.

<p>Financial:</p> <ul style="list-style-type: none"> Status/balance of non-restricted funds Budget development and projections for non-restricted funds Fund type usage guidance Compliance Department Sales and Services (DSS) fund management Fiscal year-end close out of non-restricted funds Departmental indirect cost (IDC) fund management 	<p>Payroll:</p> <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-rehire 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).

<p>Pre-Award Support:</p> <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 internal proposal records in the Grants Portal 	<p>Post-Award Support:</p> <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.

<p>Financial Transaction Processing:</p> <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 	<p>Business Services:</p> <ul style="list-style-type: none"> Act as liaison between the department, vendors and various UGA business offices Ensure compliance with all processes and standards Journals for DSS billings
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P&P: Personnel and Payroll Team

P&P provides operational support to units in the areas of personnel and payroll 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, onboarding (transition from UGAJobs to HCM), and ensuring that employees are compensated for the correct amount on the correct chart string on a timely basis. The P&P team will be available for policy consultation and will work closely with Franklin HR and Faculty Affairs.

<p>Hiring and Personnel:</p> <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 	<p>Payroll:</p> <ul style="list-style-type: none"> Ad hoc and position funding changes Overpayments and off-cycle check requests Special pay and supplemental requests Faculty summer pay Ensure accurate payroll run
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