

GENERAL INFORMATION

Purpose	<p>These Release Notes are to inform PeopleSoft Financials technical staff and functional users of the scheduled 2.18 release of BOR functional application enhancements.</p> <p>NOTE: These Release Notes and other accompanying documentation for this release can be found on the GeorgiaFIRST web site at: http://www.usg.edu/gafirst-fin/release_info/.</p>
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TECHNICAL IMPACT

Database	<p>The production environment will be down for the normal nightly maintenance window 11 pm tonight (Friday) thru 7 am tomorrow (Saturday) morning, and then will remain unavailable for additional maintenance tomorrow morning (Saturday) until the release is applied. We will make every effort to minimize the downtime on Saturday, May 21st.</p> <p>NOTE: The system cache may be cleared as part of the release process. ITS recommends that all users clear their temporary internet files when logging back into the system. Please be aware that the initial loading of pages may be slower than normal on the first business day after a release because of this. It is highly recommended that all users clear their browser cache often, especially after an update is applied to the Production Transaction database.</p>
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MODULE-SPECIFIC INFORMATION

ACCOUNTS PAYABLE (AP)

QUERIES

<i>BOR_AP_STAGED_INVOICES</i>	<p>BOR Reporting Instance > Query Manager/Viewer</p> <p>This is a new query that retrieves data from the voucher staging header table (VCHR_HDR_STG). This query will show data that has been imported into the voucher staging tables from various sources such as the voucher load spreadsheet (XML), Banner, or the GeorgiaFIRST Marketplace (catalog.) This data is waiting to be built into vouchers using the voucher build process.</p>
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DOAA/TIGA REPORTING (CONT AUDIT)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

<i>DOAA/TIGA Reporting</i>	<p>BOR Menus > BOR General Ledger > BOR Interfaces > DOAA Reporting</p> <p>Formerly known as Continuous Audit reporting. Additional instructional documentation will be provided in upcoming announcements. The</p>
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following changes have been made for Fiscal Year End 2011:

- The PeopleSoft menu layout and navigation have been updated to be more user friendly. In most cases, the term 'Continuous Audit' is no longer being used.
- **BORIF01B Per Diem Report.** Will no longer be produced as this data will now be included in the Vendor Payment Report. ConAudB will no longer appear in the Process Scheduler Request Page.
- **BORIF01C - Report of Salary/Travel.** Previously produced reports Salary and Travel and Per Diem. Now it will only produce the Salary and Travel report.
- **BORIF01D - Create Files** Previously produced files Salary and Travel and Per Diem. Now it will only produce Salary and Travel File. The Text file will now have .AUD extension (instead of .TXT).
- **BORIF37B - Vendor Payment Report** The Funding Source field in the Vendor Payment file will now be 'FE' or 'SO'. 'FE' is for Federal Funds and is determined by a class code = 61000 or 'FSxxx'. 'SO' is for all non Federal Funds.
- **BOR_CONT_AUD_JRNLS_TO_REPORT Query**
This query has been modified so that the results are grouped and summed by the first 3 digits of the GL Account number.

EPROCUREMENT (EP)

QUERIES

BOR_SUPPLIER_ ***UPDATES***

BOR Reporting Instance > Query Manager/Viewer

This query is used to update GeorgiaFIRST Marketplace suppliers that store Ship To codes within their vendor system.

An audit record to the Location table was created and applied to the BOR_SUPPLIER_UPDATE query. This query will return only newly added locations or existing locations where a change has been made within the specified date range for a specific business unit.

The query will be run and updates provided to suppliers weekly by the GeorgiaFIRST Marketplace System Administrator.

PAGE CHANGES

PV_REQUISITIONS

Applicable only to GeorgiaFIRST Marketplace participating institutions.

eProcurement > Create Requisitions

PeopleCode was introduced to ensure a lookup of the Vendor_ID from the cart return is performed for GeorgiaFIRST Marketplace requisitions. If no Vendor is found matching the ID returned, the vendor id is set to blank so that PS provided code can assign a System Default Vendor_ID.

PeopleCode has been modified to ensure that users will be unable to save an 'ONL' Origin (Special Request) requisition for a CAT Vendor(s) when there is more than one Ship To per Vendor.

GENERAL LEDGER (GL) / COMMITMENT CONTROL (KK)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

nVision AER Reports

Reporting Tools > PS/nVision > Define Report Request

The following AER nVision reports have been updated to include 2011 year end mapping changes:

- AERSCHOP – Schedule of Operating Expenses
- AERSCHPS – Schedule of Personal Services
- AERSUMEX – Summary of Expenditures
- AERSUMRE – Summary of Revenue

NOTE: Column A and Row 1 in the reports are reserved for code. If at any time they are unhidden, the code will be visible. You may use the Excel **Hide** functionality to hide these so that your report will be more presentable.

For additional information on running nVision reports, please refer to the appropriate General Ledger Business Processes in the **Business Processes** section of the **Documentation** page on the GeorgiaFIRST financials web site at: <http://www.usg.edu/gafirst-fin/documentation/>

GASB nVision Reports

Reporting Tools > PS/nVision > Define Report Request

The following GASB nVision reports have been updated to include 2011 year end mapping changes. The FY2011 mapping changes can be viewed in the Fiscal Year End section of the Documentation page referenced below.

- GASB CASHFLOW
- GASB SNA - Statement of Net Assets

NOTE: Column A and Row 1 in the reports are reserved for code. If at any time they are unhidden, the code will be visible. You may use the Excel **Hide** functionality to hide these so that your report will be more presentable.

For additional information on running nVision reports, please refer to the appropriate General Ledger Business Processes in the **Business Processes** section of the **Documentation** page on the GeorgiaFIRST financials web site at: <http://www.usg.edu/gafirst-fin/documentation/>

Ledger History Reports – BORRG021, BORRG21A, and BORRG038

BOR Menus > BOR General Ledger > BOR GL Reports > Ledger History reports.

The following modifications have been made to the Ledger History Reports:

Run Control Page - The run control page, which is used for all three reports, has been corrected to allow a percent sign to be used in the From Project, To Project, and Bud Ref fields. Previously, users would receive an edit error on those fields if they attempted to change it back to a percent after choosing a value in those fields.

BORRG021.sqr - This report has been corrected to print all Commitment Control entries affecting Pre-Encumbrances and Encumbrances.

Previously, some entries were not printing in the detail because there were not enough 'keys' for the program to differentiate between two similar rows. Four fields were also added to the temp table, and the order on the report was updated.

BORRG21A.sqr – This report was modified to work with the 4 new fields in the temp table. No other change was made.

BORRG038.sqr – This report was modified to work with the 4 new fields in the temp table, and the order was updated.

***Restricted Funds
Report – BORRG051***

BOR Menu > BOR General Ledger > BOR Year End > Year End Reports > Restricted Funds

This report was modified to correct a spacing issue that caused the Project ID column to overlap the Project Description column.

***Grant Budget Progress
Report – BORRG044***

BOR Menu > BOR General Ledger > BOR GL Reports > Grant Budget Progress Report

This report was modified to correct two problems that caused some detail lines to not print on the report.

- If there were AP vouchers that had been budget checked but not posted, the amount was included in the subtotals and totals, but the detail line did not appear. This has been corrected so that all budget checked vouchers will appear in the detail.
- Encumbrance liquidations from AP vouchers did not appear in the detail, but was included in the subtotals and totals. This has been corrected so that the encumbrance liquidations will correctly appear in the details.

BORIF06 Payroll to GL

BOR Menu > BOR General Ledger > BOR GL Interfaces > Payroll to GL

The BORIF06.sqr was modified to update the generate journals template PAYROLL_EX with the description contained in the epglx001.txt import file from ADP.

Prior to modification, a default value of BOR Payroll Actuals was placed on every payroll journal, unless the user manually entered the payroll description contained in the epglx001.txt interface file from ADP.

QUERIES

***Integrity Check 12 -
BOR_CHK_BUD_REF_FISCAL
_YEAR query***

BOR_CHK_BUD_REF_FISCAL_YEAR is a new query that will identify any entries in PS_LEDGER or PS_LEDGER_KK with a Budget Ref value greater than the Fiscal Year.

This query has been added to the Period End Integrity Check page as Integrity Check 12.

***BOR_JE_PENDING,
BOR_CHK_JE_PENDING***

BOR_JE_PENDING and BOR_CHK_JE_PENDING queries were modified to improve performance. Additionally, the prompt labels and Description field were updated to improve readability and clarity.

BOR_EX_ER_KK_RECON The BOR_EX_ER_KK_RECON query was originally written to display Expense Reports that were posted for a different amount than was budget checked in Commitment Control. However, this query was timing out when users attempted to run it. This query has been rewritten so that it will now return results within the allotted time.

PAGE CHANGES

KK_XCP_HDR_PO1 Commitment Control > Review Budget Check Exceptions > Purchasing and Cost Management > Purchase Order

This page has been modified to prevent users from budget checking a PO that has an accounting date in a closed period.

Previously, POs with a budget error could be re-budget checked from this page even if their accounting date was not in an open period. The Commitment Control entries generated from the re-budget check would update ledgers for periods already closed and possibly submitted to FDM. In some cases, this occurred across Fiscal Years and caused the DETAIL_EN and ENCUMB ledgers to be out of balance for FYE 2010.

To prevent this, PeopleCode has been added to the page so that an error message will be generated if the user attempts to budget check a PO with an accounting date in a closed period. Users will need to navigate to the PO Add/Update pages and update the accounting date on the PO in order to re-budget check the PO.

OTHER NOTES

ACCOUNT_REPORTS tree Two nodes on the ACCOUNT_REPORTS tree were corrected. These nodes are ACCOUNT PAYABLE and ACCOUNTS_PAYABLE. Both of these nodes had leaves with transposed numbers.

KK_POST_VW_BOR The KK_POST_VW_BOR view has been modified to correct a misspelling. This misspelling was causing CAPITAL journals to incorrectly appear on the Mark KK Journals for Posting page. Users were then able to mark the CAPITAL journals as Posted, although they had never been through the posting process.

PURCHASING (PO)

NEW BOR PROCESSES AND REPORTS

PO OPEN ENC AS OF ACCTG PERIOD (BORRP014) BOR Menu > BOR Purchasing > BOR PO Reports > PO Open Enc as of Acctg Period

A new **PO Open Enc as of Acctg Period (BORRP014)** report has been created to provide the remaining PO Encumbrance balance as of a previous accounting period.

This report prompts for Business Unit, Fiscal Year and Accounting Period on the run control page. Users also have the choice to include restricted funds as well as display the report results in Summary or Detail Form.

The Summary Report provides a sum of remaining encumbrances for each unique chartstring and subtotals by Fund.
The Detail Report provides remaining encumbrance amounts for each Purchase Order Line.

QUERIES

BOR_PO_OPEN_ AMOUNT_2

BOR Reporting Instance > Query Manager/Viewer

The BOR_PO_OPEN_AMOUNT_2 query has been modified to use base tables, which contain 8.9 data only, to improve performance. The original version of this query has been renamed BOR_PO_OPEN_AMOUNT_2_ARCH, and uses BOR tables, which contain 7.5 data and 8.9 data.

BOR_PO_OPEN_ AMOUNT_3

BOR Reporting Instance > Query Manager/Viewer

The BOR_PO_OPEN_AMOUNT_3 query has been modified to use base tables, which contain 8.9 data only, to improve performance. The original version of this query has been renamed BOR_PO_OPEN_AMOUNT_3_ARCH, and uses BOR tables, which contain 7.5 data and 8.9 data.

BOR_PO_OPEN_ AMOUNT_4

BOR Reporting Instance > Query Manager/Viewer

The BOR_PO_OPEN_AMOUNT_4 query has been modified to use base tables, which contain 8.9 data only, to improve performance. The original version of this query has been renamed BOR_PO_OPEN_AMOUNT_4_ARCH, and uses BOR tables, which contain 7.5 data and 8.9 data.

BOR_POAP_VENDOR

BOR Reporting Instance > Query Manager/Viewer

The BOR_POAP_VENDOR query has been modified to improve performance so that it no longer times out when run.

MENU/SECURITY CHANGES

PAGE CHANGES

ADD/UPDATE VENDOR

Vendor > Vendor Information > Add/Update > Vendor

PeopleCode has been modified to ensure:

- The Vendor Short Name for all catalog vendors created within the SHARE SetID must end with '-CAT'.
- The Vendor Short Name for all vendors within the Institutional SetIDs cannot be created with a short name ending with '-CAT'.

SECURITY (SC)

MENU/SECURITY CHANGES

BOR_LOCAL_SEC_ADMIN New view only role for security administration was created.
_VW

PAGE CHANGES

Copy User Profile Modified the Copy User profile feature under Security to remove the checkbox for copy emplid. The copy feature was allowing users to delete an existing id, if they clicked through the warning messages. ITS modified it so that if the local security administrator is trying to copy one user id to a new one, and if the user id they are trying to copy to already exists, it will error. This will eliminate user ids getting wiped out and used by another user. This modification also corrected the issue where security administrators were not able to pull up a non employee profile after creation.

TRAVEL & EXPENSES (EX)

MODIFICATIONS TO EXISTING BOR PROCESSES AND REPORTS

Employee Send Back notifications Modified the wording in the email travelers receive to direct them to login to PeopleSoft Financials and update their expense report. Previously it stated for them to go to their worklist, which was invalid, since travelers do not use the worklist.

Expense Per Diem Population Modified international and recruiting expense types, so that when selected on an expense report, the per diem rate would auto populate. This was for Expense Types: IEDIN, IEBRK, IELUN, REDIN, RELUN, and REBRK.

QUERIES

BOR_EX_PYMNT_BY_EXP_TYPE Modified query to pull expense types from the SHARE setup, and allow each institution to run the query for employees at their institution.

BOR_EX_PYMNT_BY_DATE_RANGE Created new query based on the query above to be run by a specific date range instead of by employee id. This query runs for each business unit, expense type, for a specified date range.

PAGE CHANGES

ePro Approvers View When viewing the approval list for an ePro requisition, there is a hyperlink that will display the approvers at a certain stage. This hyperlink was taking several minutes to return the list of approvers. This was modified and is now taking just several seconds to return the list of approvers.

VENDORS (VN)

PAGE CHANGES

ADD/UPDATE VENDOR Vendor > Vendor Information > Add/Update > Vendor

PeopleCode has been modified to ensure:

- The Vendor Short Name for all catalog vendors created within the SHARE SetID must end with '-CAT'.
- The Vendor Short Name for all vendors within the Institutional SetIDs may not be created with a short name ending with '-CAT'.

ADP RECON PORTAL (ADPREC)

QUERIES

BOR_ADP_ Reporting Tools > Query > Query Viewer
INTERDEPT_TRANSFER

This query has been modified to resolve the issue of not returning accurate results.

This query allows user to return a list of employees who have transferred from one department to another within a specified period of time.

ADP RECONCILIATION (PY)

MODIFICATIONS TO EXISTING FUNCTIONALITY

ADP Process Audit

ADP Recon Phase II

Security:

BOR_ADP_RET_BEN_ACCTG

BOR_ADP_SUPP_PDR

BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > ADP Process Audit OR

BOR Menus > BOR Payroll > Retiree Accounting > Supplemental PDR > ADP Process Audit

This page is view only

This page has been modified to fix the issue where some users were not able to see other users' previous processes within the same institution.

**Personnel Services
Detail**

ADP Recon Phase II

Security:

BOR_ADP_RET_BEN_ACCTG

BOR_ADP_SUPP_PDR

BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > Personnel Services Detail OR

BOR Menus > BOR Payroll > Retiree Accounting > Supplemental PDR > Personnel Services Detail

A prompt has been added to the Transaction Type field.

**Retiree Benefit
Accounting**

ADP Recon Phase II

Security:

BOR_ADP_RET_BEN_ACCTG

BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > Retiree Benefit Accounting

	The label for the Account on the Run Page has been changed from “Cash Account” to “Account”.
ADP Net Receivables Change <i>Security:</i> BOR_ADP_RET_BEN_ACCTG	ADP Recon Phase II BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > ADP Net Receivables Change The Heading of the last column has been changed from “Sum Expended” to “Total Amount”.
Supplemental PDR Accounting <i>Security:</i> BOR_ADP_SUPP_PDR	ADP Recon Phase II BOR Menus > BOR Payroll > Retiree Accounting > Supplemental PDR > Supplemental PDR Accounting The label for the Account on the Run Page has been changed from “Cash Account” to “Account”.
Load Payroll Adjustments to GL <i>Security:</i> BOR_ADP_PAYROLL_ADJ	ADP Recon Phase II BOR Menus > BOR Payroll > Payroll Adjustments > Load Payroll Adjustments to GL This page has been modified to add PeopleCode validation to require both dates to run the process, and to require that the “To Date” is greater than the “From Date”.

NEW FUNCTIONALITY

Faculty Reconciliation Jan-Jul <i>Security:</i> BOR_GL_PAY_INTERFACE	ADP Recon Phase I BOR Menus > BOR Payroll > Carrier Enrollment Accounting > Faculty Reconciliation Jan-Jul Between January to May of each year, the payroll deduction for faculty members does not match the amounts collected by Carrier enrollment services (CES). CES collects the 5 months premium over 7 months. Therefore, all faculty will have an outstanding balance on the books at the end of every fiscal year. The payroll deductions will tie out to the CES amounts only after the July CES file has been loaded. The purpose of this query is to display the amounts collected/deducted each month and show the outstanding balance.
Build Retiree Recv. Aging Data <i>Security:</i> BOR_ADP_RET_BEN_ACCTG	ADP Recon Phase II BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > Build Retiree Recv. Aging Data With the implementation of Phase II, the Retiree Receivables processing has been migrated to the PeopleSoft Financials and is no longer recorded in Banner. This creates the need for a receivables report that displays outstanding receivables for each retiree. The program is created to produce a list of outstanding Retiree Receivables as of a certain date which will be used to produce the Retiree Receivables Aging report (see below).

ADP Retiree Receivables Aging

Security:
 BOR_ADP_RET_BEN_ACCTG

ADP Recon Phase II

BOR Menus > BOR Payroll > Retiree Accounting > Retiree Benefits > ADP Retiree Receivables Aging

This is the Retiree Receivables Aging report, breaking the aging stages into various categories such as 0-30 days, 31-60 days, 61-90 days, 91-120 days and > 120 days, using the data built from the previous Build Retiree Recv. Aging Data

ADP Employee Paycheck

Security:
 BOR_ADP_PAYROLL_FYE_REPORT

ADP Recon Phase III

BOR Menus > BOR Payroll > ADP Year End Reports > ADP Employee Paycheck

This is the ADP version of the Employee Paycheck Report previously available in PeopleSoft HRMS.

It allows users to generate paycheck report for one, multiple, or all employees for their institution for any specific period of time.

This report can assist the user with Auditor Item #53.

ADP Payroll YTD Summary

Security:
 BOR_ADP_PAYROLL_FYE_REPORT

ADP Recon Phase III

BOR Menus > BOR Payroll > ADP Year End Reports > ADP Payroll YTD Summary

This is the ADP version of the Payroll YTD Summary report previously available in PeopleSoft HRMS.

It allows user to generate the summary report for any specific period of time. This report can provide users support documentation for any balance sheet items at June 30th associated with payroll/ADP, such as salary payable, benefits payable, etc.

ADP Compare Job Rates

Security:
 BOR_ADP_PAYROLL_FYE_REPORT

ADP Recon Phase III

BOR Menus > BOR Payroll > ADP Year End Reports > ADP Compare Job Rates

This query displays all employees whose hourly rate is different between two particular dates.

The purpose of this query is to support the Compensated Absences Report which is run at year end from eTime. The hourly rate used in the report is as of the date of the report and not necessarily as of the Fiscal Year End (6/30). This report will identify employees that have to be adjusted in that report.

This query can assist user with Auditor Item #60.

ADP Salary Data

Security:
 BOR_ADP_PAYROLL_FYE_REPORT

ADP Recon Phase III

BOR Menus > BOR Payroll > ADP Year End Reports > ADP Salary Data

This query will produce a list of all employees and their salaries as of a given Effective Date. This will be used for selecting a sample of the employees for payroll audit.

This query can assist user with Auditor Item #62.

<p>ADP ORP Data by Provider <i>Security:</i> BOR_ADP_PAYROLL_FYE_REPORT</p>	<p>ADP Recon Phase III</p> <p>BOR Menus > BOR Payroll > ADP Year End Reports > ADP ORP Data by Provider</p> <p>This query provides an employee/vendor level breakdown of the contributions. On the GL side, all contributions are lumped into the same account. This will help users validate the contributions submitted to each provider and troubleshoot any discrepancies.</p>
<p>ADP TRS Summary <i>Security:</i> BOR_ADP_PAYROLL_FYE_REPORT</p>	<p>ADP Recon Phase III</p> <p>BOR Menus > BOR Payroll > ADP Year End Reports > ADP TRS Summary</p> <p>This query provides the Total employee and employer contributions for TRS Contributions for a whole fiscal year. This query can assist user with Auditor Item #54.</p>
<p>ADP ERS Summary <i>Security:</i> BOR_ADP_PAYROLL_FYE_REPORT</p>	<p>ADP Recon Phase III</p> <p>BOR Menus > BOR Payroll > ADP Year End Reports > ADP ERS Summary</p> <p>This query provides the Total employee and employer contributions for ERS Contributions for a whole fiscal year. This query can assist user with Auditor Item #54.</p>
<p>ADP ORP Summary <i>Security:</i> BOR_ADP_PAYROLL_FYE_REPORT</p>	<p>ADP Recon Phase III</p> <p>BOR Menus > BOR Payroll > ADP Year End Reports > ADP ORP Summary</p> <p>This query provides the Total employee and employer contributions for Regents Retirement Plan Contributions for a whole fiscal year. This query can assist user with Auditor Item #54.</p>
<p>ADP GDCP Summary <i>Security:</i> BOR_ADP_PAYROLL_FYE_REPORT</p>	<p>ADP Recon Phase III</p> <p>BOR Menus > BOR Payroll > ADP Year End Reports > ADP GDCP Summary</p> <p>This query provides the Total employee and employer contributions for Georgia Defined Contributions for a whole fiscal year. This query can assist user with Auditor Item #54.</p>
<p>ADP Benefits Summary <i>Security:</i> BOR_ADP_PAYROLL_FYE_REPORT</p>	<p>ADP Recon Phase III</p> <p>BOR Menus > BOR Payroll > ADP Year End Reports > ADP Benefits Summary</p> <p>This query provides the starting point for schools to generate the post-employment benefits for retirees and benefits for all employees. The report also provides the count of people enrolled in each plan. The employee and employer contribution totals for each month should include any retro-active adjustments but the employee count should reflect only those who are enrolled in current month.</p>

	This query can assist user with Auditor Items #55 and 57.
ADP Control Table <i>Security:</i> BOR_ADP_PAYROLL_FYE_REPORT	ADP Recon Phase III BOR Menus > BOR Payroll > ADP Year End Reports > ADP Control Table This query displays the number of rows loaded from EV5 into the HRADP environment. The record counts should match between the two environments ensuring data integrity.
ADP File Load Audit <i>Security:</i> BOR_ADP_PAYROLL_FYE_REPORT	ADP Recon Phase III BOR Menus > BOR Payroll > ADP Year End Reports > ADP File Load Audit This query displays the processes run to load data into the ADP Recon portal. This query allows users to see when the last time the batch process such as the CES Table or the Supplemental PDR Interface was run by ITS.
ADP Audit Job Table <i>Security:</i> BOR_ADP_PAYROLL_FYE_REPORT	ADP Recon Phase III BOR Menus > BOR Payroll > ADP Year End Reports > ADP Audit Job Table This query enables the auditors to determine who entered data with respect employee changes such as hiring/termination/pay rate changes etc.

OTHER NOTES

Next Scheduled Release	PeopleSoft Financials Release 2.19 is currently scheduled for September 17, 2011. You will receive a reminder of when this update will occur.
More Information and Support	For a production down, business interrupting (emergency) situation, call the ITS HELPDESK immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For anything else, contact the ITS HELPDESK at http://www.usg.edu/customer_services (self-service support request requires a user ID and password, contact the ITS HELPDESK to obtain self-service login credentials) or e-mail helpdesk@usg.edu .
Additional Resources	For more information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/oit/policies .