

PolicyStat Frequently Asked Questions

What is PolicyStat?

PolicyStat is a **cloud-based document management tool** that helps organizations manage, access, and collaborate on policies. PolicyStat's primary functions are:

- To act as a **centralized, searchable library of an organization's policies and procedures**.
- To provide **policy management tools** that support the entire policy lifecycle including creation, approval, publishing, updating, version control, and retiring policies.

What is included in the USG Policy & Procedures Library?

Currently, the USG Policy & Procedures Library includes the following:

- **Academic and Student Affairs Handbook**
- **BOR Policy Manual**
- **Building Projects Procedures Manual**
- **Business Procedures Manual (BPM)**
- **HR Administrative Practice Handbook (HRAP)**
- **IT Handbook**

Additional USG policies may be added over time.

Will I need to update my old links?

Yes, but not immediately.

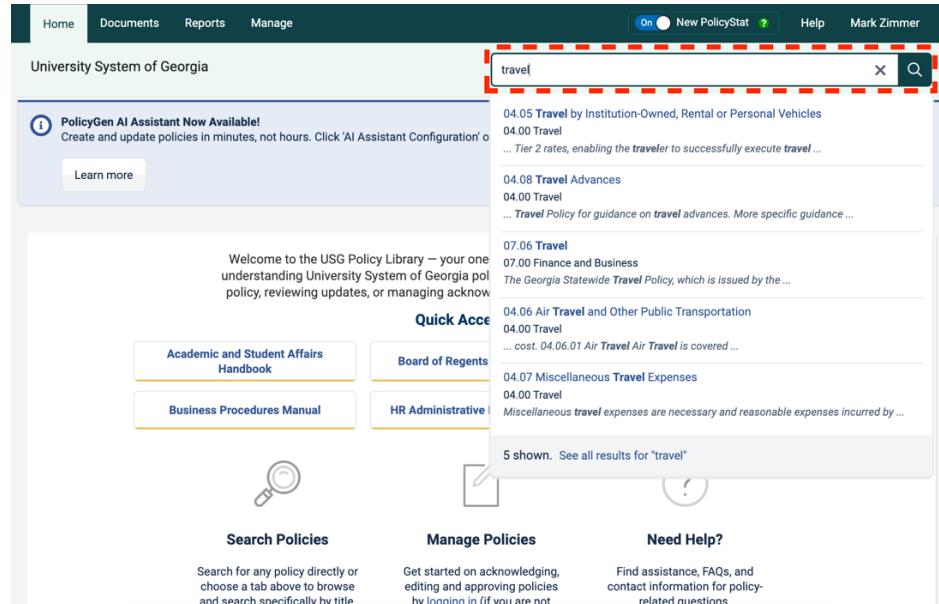
All existing links to USG Policies will automatically redirect to PolicyStat until July 1st, 2026. As a best practice, it is recommended that links to specific USG policies be updated when possible.

Example: *Any existing link to the Business Procedures Manual's old “14.02 Establishment of Custodial Fund” URL will automatically redirect to the new URL for the Business Procedures Manual's Table of Contents inside PolicyStat.*

A complete PolicyStat URL Crosswalk document has been created for your convenience. It contains current and new links for all USG policies and procedures moving to PolicyStat.

How do I search for a specific USG policy?

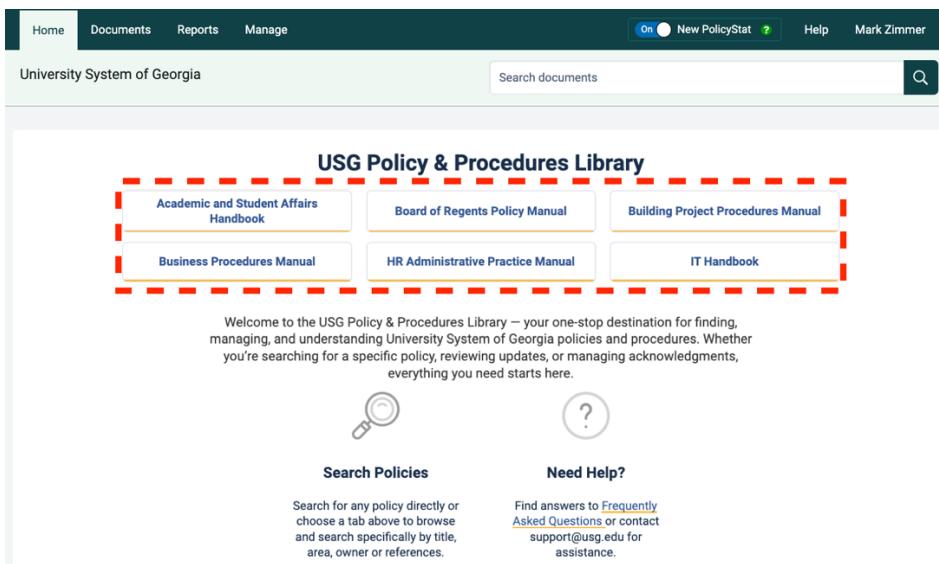
Policies are **searchable by keyword** in either the title or within the policy itself. Results are shown in a quick dropdown menu or in full search page by order of relevance upon **clicking the Search “magnifying glass” button**.



The screenshot shows the USG Policy Library interface. At the top, there is a navigation bar with 'Home', 'Documents', 'Reports', and 'Manage' buttons. To the right of the navigation bar are 'On' (radio button), 'New PolicyStat', a help icon, 'Help', and 'Mark Zimmer'. Below the navigation bar is the University System of Georgia logo. A search bar contains the word 'travel' with a magnifying glass icon to its right. A red dashed box highlights the search bar and the results list. The results list shows several policy documents related to travel, such as '04.05 Travel by Institution-Owned, Rental or Personal Vehicles', '04.00 Travel', and '07.06 Travel'. Below the results list, a message says '5 shown. See all results for "travel"'.

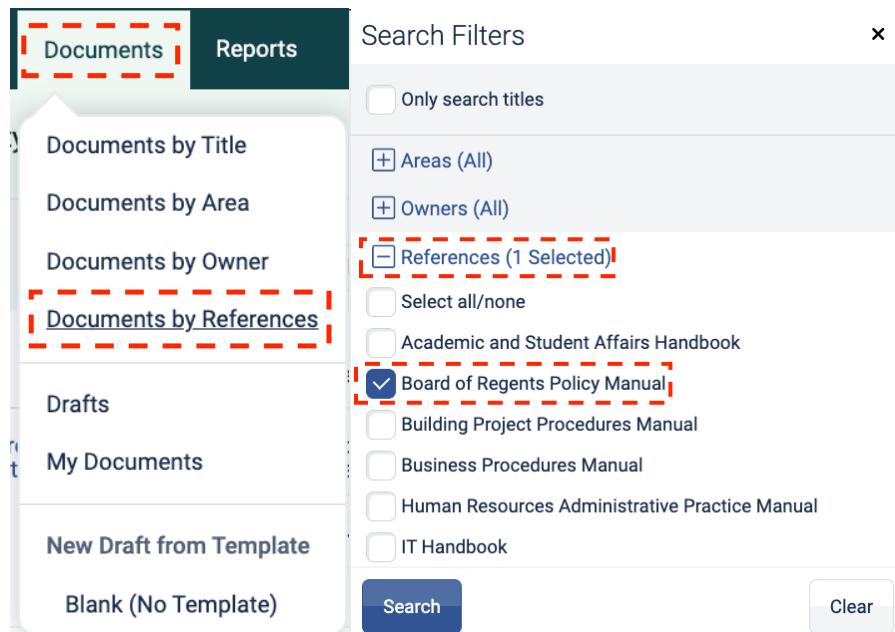
How do I review all policies in the BOR Policy Manual/Business Procedures Manual/etc?

The easiest way to browse all policies in a particular Reference is to click its quick access link on usg.policystat.com.



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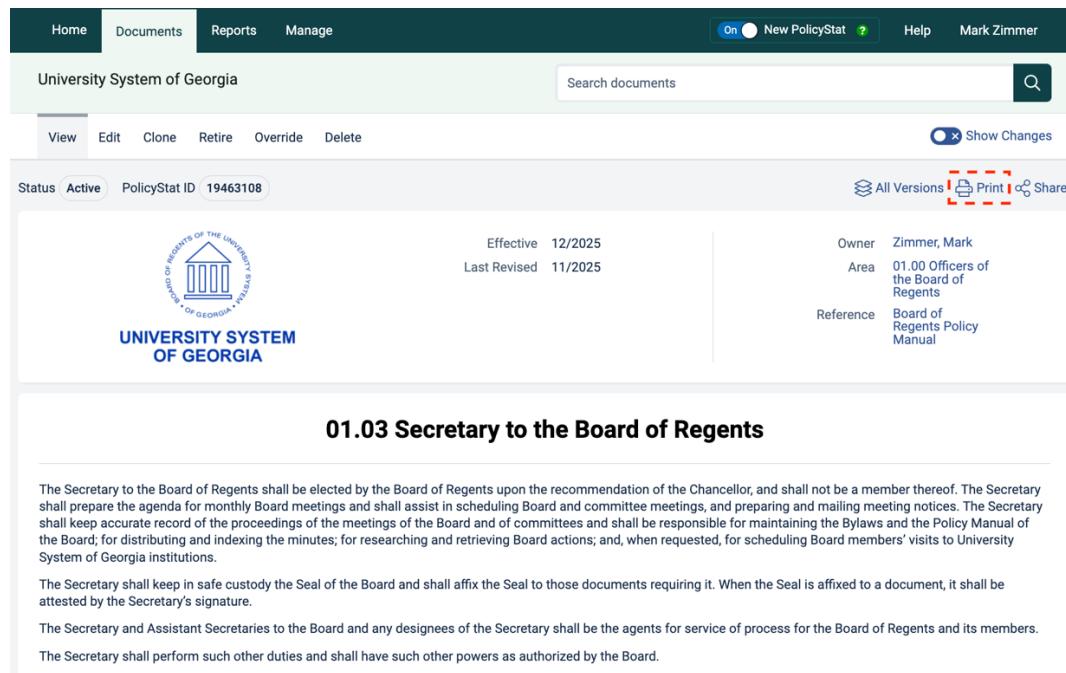
Or filter your search by selecting **Documents -> Documents by Reference-> References**



The screenshot shows a search interface with a sidebar on the left and a main search filters area on the right. The sidebar contains links for 'Documents by Title', 'Documents by Area', 'Documents by Owner', 'Documents by References' (which is highlighted with a red dashed box), 'Drafts', 'My Documents', 'New Draft from Template', and 'Blank (No Template)'. The main search filters area has a title 'Search Filters' and an 'x' button. It includes a checkbox for 'Only search titles', a 'Areas (All)' button, a 'Owners (All)' button, and a 'References (1 Selected)' button. Below these are checkboxes for 'Select all/none', 'Academic and Student Affairs Handbook', 'Board of Regents Policy Manual' (which is checked and highlighted with a red dashed box), 'Building Project Procedures Manual', 'Business Procedures Manual', 'Human Resources Administrative Practice Manual', and 'IT Handbook'. At the bottom are 'Search' and 'Clear' buttons.

How do I download or print a policy?

Click on the “Print” icon in the upper right-hand corner of the policy. This will take you to a PDF version of the policy suitable for printing and/or downloading.



The screenshot shows a policy document page. At the top, there is a navigation bar with 'Home', 'Documents', 'Reports', 'Manage', 'On' (radio button), 'New PolicyStat', 'Help', and 'Mark Zimmer'. Below the navigation bar is a search bar with 'Search documents' and a magnifying glass icon. The main content area has tabs for 'View', 'Edit', 'Clone', 'Retire', 'Override', and 'Delete'. A 'Show Changes' button is also present. The document details section includes a status 'Active', 'PolicyStat ID 19463108', the 'UNIVERSITY SYSTEM OF GEORGIA' logo, and information about the document's effective date (12/2025) and last revised date (11/2025). On the right, there are fields for 'Owner' (Zimmer, Mark), 'Area' (01.00 Officers of the Board of Regents), and 'Reference' (Board of Regents Policy Manual). At the bottom, there are buttons for 'All Versions', 'Print' (highlighted with a red dashed box), and 'Share'.

01.03 Secretary to the Board of Regents

The Secretary to the Board of Regents shall be elected by the Board of Regents upon the recommendation of the Chancellor, and shall not be a member thereof. The Secretary shall prepare the agenda for monthly Board meetings and shall assist in scheduling Board and committee meetings, and preparing and mailing meeting notices. The Secretary shall keep accurate record of the proceedings of the meetings of the Board and of committees and shall be responsible for maintaining the Bylaws and the Policy Manual of the Board; for distributing and indexing the minutes; for researching and retrieving Board actions; and, when requested, for scheduling Board members' visits to University System of Georgia institutions.

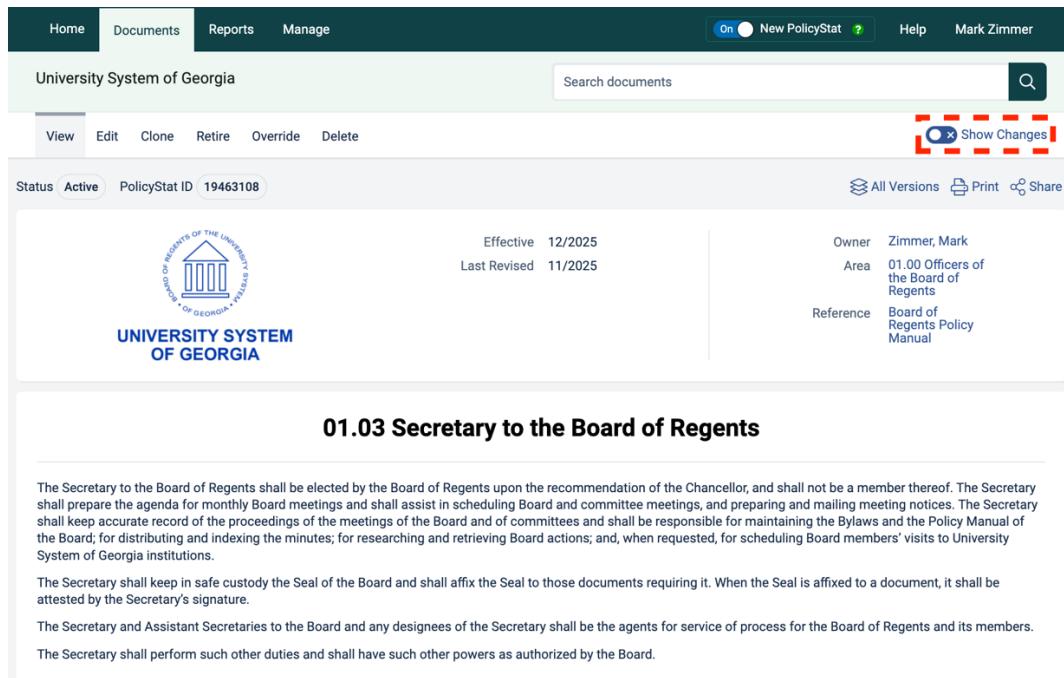
The Secretary shall keep in safe custody the Seal of the Board and shall affix the Seal to those documents requiring it. When the Seal is affixed to a document, it shall be attested by the Secretary's signature.

The Secretary and Assistant Secretaries to the Board and any designees of the Secretary shall be the agents for service of process for the Board of Regents and its members.

The Secretary shall perform such other duties and shall have such other powers as authorized by the Board.

How do I view recent changes made to a policy?

Click the “Show Changes” toggle in the upper right-hand corner of the screen. Any changes made to the policy within the past 90 days will be highlighted.



The screenshot shows a web-based policy management system. At the top, there is a navigation bar with links for Home, Documents, Reports, and Manage. On the far right of the top bar are buttons for 'New PolicyStat', 'Help', and 'Mark Zimmer'. Below the navigation bar, the title 'University System of Georgia' is displayed, along with a search bar and a magnifying glass icon. A horizontal menu bar below the title includes 'View', 'Edit', 'Clone', 'Retire', 'Override', 'Delete', and a 'Show Changes' button, which is highlighted with a red dashed box. Below this, a sub-menu bar shows 'Status' (Active), 'PolicyStat ID' (19463108), and links for 'All Versions', 'Print', and 'Share'. The main content area displays the policy document '01.03 Secretary to the Board of Regents'. The document text is as follows:

The Secretary to the Board of Regents shall be elected by the Board of Regents upon the recommendation of the Chancellor, and shall not be a member thereof. The Secretary shall prepare the agenda for monthly Board meetings and shall assist in scheduling Board and committee meetings, and preparing and mailing meeting notices. The Secretary shall keep accurate record of the proceedings of the meetings of the Board and of committees and shall be responsible for maintaining the Bylaws and the Policy Manual of the Board; for distributing and indexing the minutes; for researching and retrieving Board actions; and, when requested, for scheduling Board members' visits to University System of Georgia institutions.

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