Weekly Status Call

March 12, 2020

OneSource
UNIVERSITY OF GEORGIA

onesource.uga.edu

Training Courses
Budget Planning & Salary Setting (BPSS)

Course:	Format:	Date/Time:	Registration:
Policies and Procedures	In-Person	March 25 2:00 p.m. - 4:00 p.m.	Register via PEP
System Training	In-Person	April 8 8:30 a.m. - 11:30 a.m.	Register via PEP

*Budget Management System access required

Training Courses
Financial Management

New Versions

Course:	Format:	Date/Time:	Registration:
Working with GL Journals	Interactive Webinar	March 18 1:30 p.m. – 3:30 p.m.	Register
Working with GL Journals	Interactive Webinar	April 6 1:30 p.m. – 3:30 p.m.	Register

One Run Only

Course:	Format:	Date/Time:	Registration:
Principles of Study Away Financial Management	Interactive Webinar	March 18 8:30 am. – 10:30 a.m.	Register

Training Courses
Sponsored Projects

Course:	Format:	Date/Time:	Registration:
Introduction to Sponsored Projects	In-Person	April 28, 9:00 a.m. - April 29, 4:00 p.m.	Register in PEP
Introduction to Sponsored Projects	In-Person	May 11, 9:00 a.m. - May 12, 4:00 p.m.	Register in PEP

Course:	Format:	Date/Time:	Where:
GRASP Course 4	In-Person or Webinar	April 22 9:00 a.m. - 12:00 p.m.	T&D Room C & Webinar: Register

Training Courses
EITS

Course:	Format:	Date/Time:	Location
Tech Basics	In-Person	March 19 10:00 a.m. – 11:30 a.m.	T&D Room AB: Register

- **Tech Basics:** An in-person class where new/current faculty and staff can get assistance enrolling a backup device in ArchPass, downloading Office 365, syncing mail accounts and more. Registrants should bring their personal devices, as university-issued computers will not be worked on during this class. **The deadline to register is March 16.**

Training Courses
Reminder

Course:	Information:
UGAJobs	• Available to units by request. *Central HR will come to you!* • Email hrweb@uga.edu to make the request for your unit.
P-Card (online!)	• Located on the Procurement site • Initial P-Card Training • Refresher P-Card Training • Procurement Card Information
Sponsored Projects Administration (SPA)	• An abundance of new SPA trainings can be found on the SPA training calendar and registered for through PEP.
Express Direct Retros	• Overview of the Express Direct Retro functionality within OneUSG Connect. • Available on the OneSource Training page for System Managers.

Training Courses
Summer Academic Payroll

- **Summer Academic Payroll –**
  - **New functionality demoed in Weekly Call on March 5.**

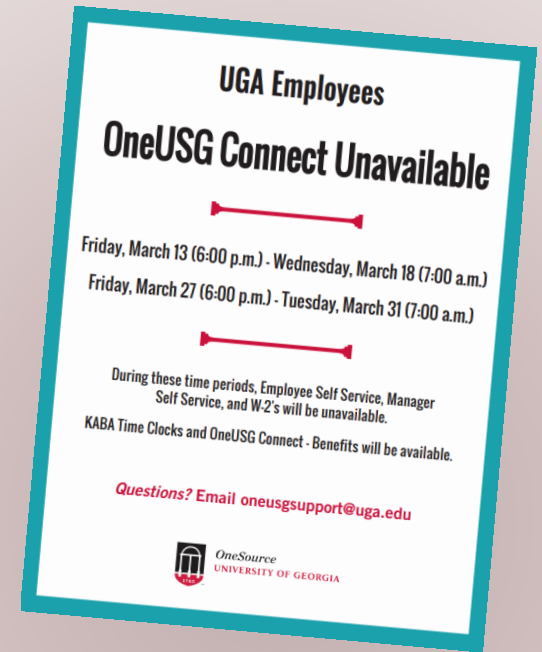| Format:	Date/Time:	Location
Self Service		OneSource Training Library - coming April 2020
Recorded		Video Link - coming April 2020
Interactive Webinar	April 2, 10:30 a.m. - 12:00 p.m.	Click here to register
Interactive Webinar	April 8, 1:30 p.m. - 3:00 p.m.	Click here to register

Employee Self Service
OneUSG Connect Unavailability

- During OneUSG Connect downtimes, **employees will not be able to access employee self-service, including electronic copies of their W-2.**

- This may be especially impactful since tax season and the upcoming March downtimes coincide.

Important OneUSG Connect Downtimes:

- Friday, 3/13/20 (6:00 p.m.) – Wednesday, 3/18/20 (7:00 a.m.)
  - Friday, 3/27/20 (6:00 p.m.) – Tuesday, 3/31/20 (7:00 a.m.)

UGA Employees
OneUSG Connect Unavailable

Friday, March 13 (6:00 p.m.) - Wednesday, March 18 (7:00 a.m.)
Friday, March 27 (6:00 p.m.) - Tuesday, March 31 (7:00 a.m.)

During these time periods, Employee Self Service, Manager Self Service, and W-2's will be unavailable.
KABA Time Clocks and OneUSG Connect - Benefits will be available.

Questions? Email oneusgsupport@uga.edu

OneSource
UNIVERSITY OF GEORGIA

Printable Flyer Available now on the OneSource website!

Fiscal Master Calendar
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!

OneSource Weekly Status Calls
Extended to FY20 End

Announcement

Reminder

- **Extended through Thursday, June 25, 2020**.

- Notification following last week's Weekly Status Call.

- Share the registration link with others who might benefit. Spread the word!

Fiscal Year End
Town Hall

Announcement

Reminder

- **Georgia Center, Masters Hall**
- Thursday, March 26th
- 1:30 - 3:00 p.m.

- NO Status Call this day

Registration:
- In person (RSVP requested, not required)
- Online Zoom Meeting (RSVP requested, not required)
- Posted as a News Item on the OneSource webpage
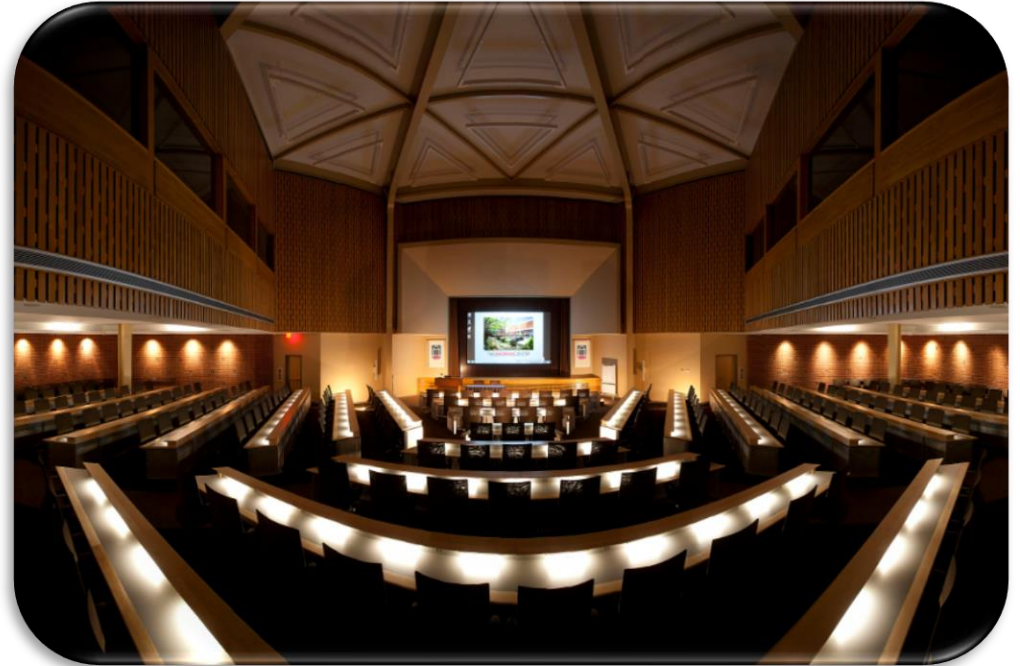
March 12, 2020

Financials, Budgets, Reporting

Travel and Expenses
Travel Planning & Cancellation Guidance

- Questions regarding upcoming travel or travel cancellations?

  - NEW Guidance on Travel Planning and Cancellations will answer most key questions.

  - Note: Business travel approvals are unit-based decisions made between faculty, staff and their leadership. Such decisions should be informed by the particular circumstances and any travel advisories as noted on UGA's Coronavirus Information and Resources webpage.

- Upcoming Communications

  - 1. Admin Memo (released today)

  - 2. Email to Business-Admin with #1 and #3 included

  - 3. Direct Email to Travelers (based on dates of TA's)

    - Weekly email to travelers with NEW TA's

Purchasing
Urgent Purchases of IT Devices

- Related information is outlined in the **Urgent Purchases of IT Devices Proactive Planning for Business Continuity** memo, <u>here</u>.

  - You should continue to order IT devices through UGAmart purchase order or PCard. (Note that devices purchased via PCard may not exceed a unit price of $2,999.99 or the card's STL, if lower.)

  - However, if due to time constraints those normal purchasing methods are not feasible, faculty and staff may temporarily purchase these IT devices using personal funds and submit for reimbursement.

  - This temporary purchasing method may be used until May 1, 2020. This timeline will be evaluated for possible extension.

  - Before purchasing a laptop or IT device using personal funds, faculty staff must review the **Urgent Purchases of IT Devices – Proactive Planning for Business Continuity** memo for guidance and requirements. The link is also posted on <u>UGAmart</u>, the <u>Procurement homepage</u> , and the <u>OneSource Business Continuity Planning</u> page.

Business Contingency Planning

- **News Item** on OneSource site
  - Links to Travel Guidance
  - Links to Urgent Purchase
  - Additional items to be added

March 12, 2020

OneUSG Connect, Human Resource, Payroll

OneUSG Connect Support
New "Warm" Phone Transfer Option

- Inability to call OneUSG Support and speak to someone who could assist was the **#1 item** in the first round of voting on enhancement priorities.

- New **warm transfer option to UGA** is now available for practitioners.

Points	Subcommittee	Issue
191	Human Resources	Ticketing system delays - Customer perspective is that they are going to shared services and sent to UGA for most questions. Very frustrated at feeling like they're being passed around consistently. Can't reach someone directly - first level support can't assist. People are stuck in a loop. Also, multiple service desks (OneSource, Shared Services, and HR) and multiple platforms (Service Now and TD) is adding to the pain. What does Shared Services do vs. what we should handle? No triage or escalation options? What if we need something answered TODAY?
187	Human Resources	
138	Human Resources	
129	Grants Accounting	
117	Travel	

Commitment Accounting
Express Direct Retro Changes

Known
Issue

- **Known Issue Title:** EDR Requires Refresh of Current Combo Code
- **Overview:** Incorrect accounting entries will be created if an Express Direct Retro (EDR) transaction is not entered in a specific manner.
    - When entering an EDR transaction that involves no change to the existing combo code(s) but only a change to the revised amount(s) on the existing combo code(s), the initiator must click the 'Chartfield Details' button and re-choose the existing combo code(s). Failure to click on the 'Chartfield Details' button and re-choose the existing combo code(s) will result in incorrect accounting entries for the transaction.

- **Functional Workaround:** Best practice is to always review the accounting entries associated with EDR transactions. The Payroll Expense Detail query in System Manager Reporting can be run to see all transactions (original payroll and EDR) associated with an employee.

OneUSG Connect
Release 6.0

Release 6.0 Changes

- Changes resulting from the 6.0 release.

- UGA will see changes when OneUSG Connect comes back online the morning of Wednesday 3/18.

- Reminders:
  - 2 downtimes in March. Impacts might include access to W-2s, access to contact information, or access to pay stubs.
  - Payroll deadlines. Remind employees who submit time online.

# Commitment Accounting
Express Direct Retro Changes

- The HR department and employee name will be displayed on EDR transactions

- Approvers will now be able to see the combo code chartfield details, the HR department, and the employee name

- When inserting rows to split funding on an EDR transaction, the total original amount of the row must be accounted for

- If the revised amount is being updated but the combo code is not, it is necessary to click the 'Chartfield Details' button and re-select the original combo code. This will refresh the combo code for the transaction. Otherwise, the accounting entries for the EDR transaction will not be correct

- New training documents and job aids will be available in the training library soon.

Manager/Employee Self-Service
GA Tech Release info

- New tiles that are not currently utilized by UGA.

- OneUSG Connect is a shared platform, so sometimes we see things that other institutions use, but we don't and vice versa.

- To our knowledge, UGA users can't process anything with these tiles.
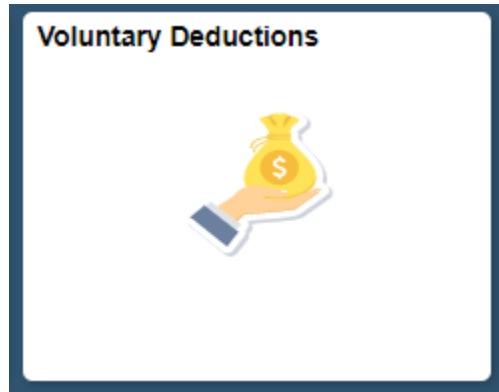
Voluntary Deductions	View Job Profiles	Direct Hire Form
Employee Self-Service	Employee Self-Service	Manager Self-Service
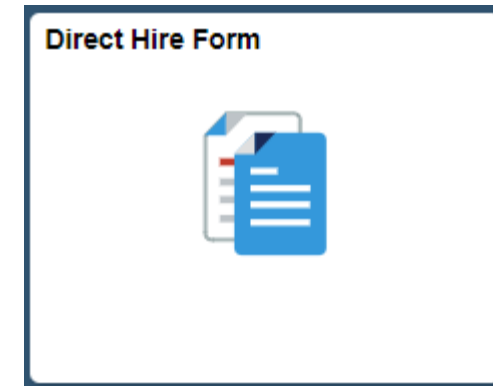
Summer Pay
User Role Update

- Security Request - Communication went out this week to ask for units to submit Summer Pay security request via email to oneusgsupport@uga.edu

- We have received about 1/3 of those requests. THANKS!

- Please submit by **5:00 p.m.** on **Thursday, March 19**.

- Submission that after this date will need to go through the normal security request process.

Absence Management
Release 6.0 - Georgia Tech

Release 6.0 Changes

Visibility of Cascading Absence Requests

- Currently only seen in forecasted results

- With the release, the earnings codes will now correspond to the actual absence balance that was deducted

  - Will be able to see in forecasted results, payable time and on the paystub

- (Example: Request 8 hours of vacation but have a 3-hour comp balance. Forecast results, payable time and the paystub will now have this split out to reflect 3 hours of comp and 5 hours of vacation.)

Time & Labor
Auto Enrollment Matrix

- The complete auto-enrollment matrix has been added to the OneSource website to be used as a reference:

- There 1,870 rows on the matrix, so it can be a bit overwhelming

- It will work best to sort by specific HR Departments or descriptions to see how your unit will enroll

- Updates can still be made to this standard setup by submitting a ticket to oneusgsupport@uga.edu

Compa	Departme	Dept Desc	Job Co	*Employee Typ	*Paygroup Ending Wi	*Time Reporter Typ	TCD Group	Punch Reporting Templat	Elapsed Reporting Templat	Workgro	Taskgroup Alloc. Rule
180				Salaried	A	Elapsed			00EE_ELPSD	00EXR12M	PSNONCATSK
180				Hourly	C	Punch		00EE_PUNCH	00EE_ELPSD	18HRTOVT	PSNONCATSK
180	H1000008	Institutional Diversity		Hourly	C	Punch		00EE_PUNCH	00EE_ELPSD	18HRTOVT	PSNONCATSK
180	H1000011	GMOA		Hourly	C	Punch		00EE_PUNCH	00EE_ELPSD	18HRTOVT	PSNONCATSK
180	H1000012	PAC		Hourly	C	Punch		00EE_PUNCH	00EE_ELPSD	18HRTOVT	PSNONCATSK
180	H1000017	Admissions		Hourly	C	Punch		00EE_PUNCH	00EE_ELPSD	18HRTOVT	PSNONCATSK
180	H1000019	CTL		Hourly	C	Punch		00EE_PUNCH	00EE_ELPSD	18HRTOVT	PSNONCATSK

Payroll
Off Cycle calendar updates

- Off cycle calendar updates for GA Tech go-live.

- March deadlines changed for 03X2 and 04X1 off cycle payrolls.

- Updates are published to the Off-Cycle Payroll Calendar.

2020 UGA Practitioner Processing Schedule

Off - Cycle Payroll Schedule

HR/Payroll Deadline at 5pm	OneUSG Confirm Date	Pay Date	Pay Run ID
03/13/20	3/18/2020*	03/20/20	03X2
3/26/2020*	03/31/20	04/03/20	04X1

New Compensation Queries
Compensation with Supplement Data

- Two new/revised queries coming to the System Manager Reporting tile.
- Currently available to Query Viewer users
  - Compensation Summary - *180_HR_COMP_PLUS_SUPPLEMENT*
  - Compensation Detail - *180_HR_COMP_V2*
- These Workforce Administration queries will provide detailed compensation data including supplements or Multiple Components Of Pay (MCOP)
- Compensation supplement data is broken out into three categories:

1. MCOP – these supplements fall into the category of OneUSG Connect configured Multiple Components Of Pay:
2. Hourly Supplement – these are supplements only for hourly paid employees;
3. Special Chair – this is a category for faculty supplements that don't conform to an existing OneUSG Connect MCOP category; these include Endowed Chairs, Professorships and Other Special Appointments.

New Compensation Queries
Employee Compensation Summary

- Query provides job compensation rate *plus* a summary of component information.

- This query is an attempt to have only one row for each Job Record/Position with the component data summarized in the right columns.

- If there are no additional components other than base rate, the additional columns will be blank.

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New Compensation Queries
Employee Compensation Summary

Release 6.0 Changes

- Hourly supplement examples:

  No supplement vs.

  Hourly supplement

Job Record Comp Rate	Job Record Comp Freq	Job Frequency Descr	Base Comp Rate	Total Of All Supplements	Non-MCOP Supplement	MCOP Supplement	MCOP Description
7.750000	H	Hourly	7898.80	0.00			
22.394231	H	Hourly	43579.99	3000.00	Hourly Supplement at 3,000.00		

- MCOP example:

Job Record Comp Rate	Job Record Comp Freq	Job Frequency Descr	Base Comp Rate	Total Of All Supplements	Non-MCOP Supplement	MCOP Supplement	MCOP Description
11320.083333	M	Monthly	125841.00	10000.00		MCAFA at 10,000.00 annually	Academic Faculty Admin Assign
5438.916667	M	Monthly	59267.00	6000.00		MCTAS at 6,000.00 annually	Temporary Assignment Staff

New Compensation Queries
Employee Compensation Detail

Release 6.0 Changes

- Update to the existing *180_HR_Comp* query

- Query provides job compensation rate *plus* detailed component information

- Each compensation component will have its own row:
  - If there is only one compensation component (e.g. default base rate), there will be only one row for an individual
  - If there are multiple compensation components (e.g. default base rate plus some type of supplement), there will be multiple rows for an individual

New Compensation Queries
Employee Compensation Detail

- Single component:

Job Compensation Rate	Job Compensation Frequency	Job Comp Frequency Descr	Job Annualized Rate	Annual Benefits Base	Component Rate Code	Comp Rate Code Descr	Comp Freq	Comp Freq Descr	Comp Rate	Annualized Component Rate
1166.660000	M	Monthly	13999.92	13999.920	NAANNL	Default NA Annual	A	Annual	13999.920000	13999.92

- Multiple components:

- Note the Job data will be duplicated for each component row

Job Compensation Rate	Job Compensation Frequency	Job Comp Frequency Descr	Job Annualized Rate	Annual Benefits Base	Component Rate Code	Comp Rate Code Descr	Comp Freq	Comp Freq Descr	Comp Rate	Annualized Component Rate
5237.583334	M	Monthly	62851.00	62851.000	NAANNL	Default NA Annual	A	Annual	55442.000004	55442.00
5237.583334	M	Monthly	62851.00	62851.000	MCTAS	Temporary Assignment Staff	A	Annual	7409.000000	7409.00

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Employee Directory
Employee Contact Info

Employee Directory
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Employee Directory
Employee Contact Info

Employee Directory
Employee Contact Info

Employee Directory
Employee Contact Info

Updating Employee Person Information Quick Guide			
Date Element	**Who**	**Where**	**More Information**
Campus Address	System Manager Role	OneUSG Connect	[UGA Training Library](#)
Business Phone	UGA Business Managers	Ticket: OneUSGSupport@uga.edu	[OneSource SOP Library](#)
Emergency Contact Home Address Home Phone Ethnicity/Disability	Employee	Employee Self-Service	[Training Library](#)

Remote UGA System Access
Requirements

Requires Cisco AnyConnect VPN:

- UGA Financial Management
- UGAmart
- Simpler
- Data Warehouse

Requires Internet Access:

- OneUSG Connect
- UGAJobs

Remote UGA System Access
Authentication Tips

- Ensure UGA ArchPass Duo is up-to-date.
- Things to consider:
  - Phone number – consider using a mobile phone not just a desk phone.
  - Push authentication can be used if you have downloaded the mobile application to a secondary device.
  - SMS (text message) notifications can also be sent to a mobile phone.
  - SMS (text message) list of "one-time use" codes can be sent for future use

- More info: http://archpass.uga.edu

Need help?
We're here for assistance!

- Reminder: the "Help" tile in UGA Financials gives you access to imitate assistance from the OneSource Service Desk and all the central financial offices.
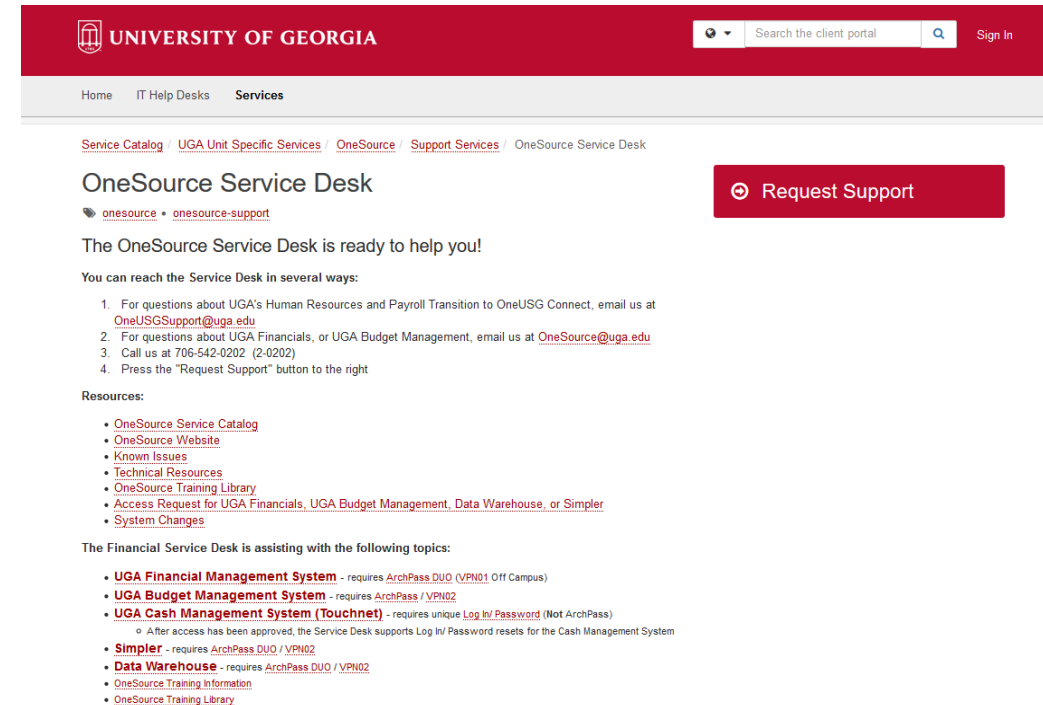
Alternate/Proxy Approver
OneSource Systems

- Reminder: If you are an approver and cannot perform your approval responsibilities for a temporary period of time, you may request an alternate approver to act in your place for a period of time. This can be self-requested OR the CBO of your Major School/ College/ Unit can request on your behalf.

  - [Delegating Authority as a Supervisor in OneUSG Connect](#)

  - [Requesting a Temporary Alternate Approver](#)

  - [Requesting Temporary Alternate Approver on Behalf of Another](#) (CBO)

  - [Delegating Authority as a Time & Absence Approver](#)

- *Note: When assigning an alternate, the employee receiving the designation must have the same level of approval roles as the original approver. Please work with your CFO Approver if additional approval roles need to be granted.

Remote UGA System Access
Useful Tools

Zoom

Skype
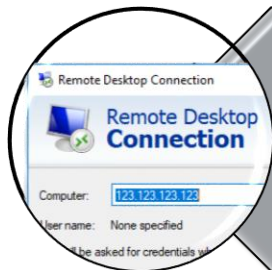
Remote Desktop

Budget Management
Cost Share

During BPSS

- Review positions and their available funding, both sponsored and non-sponsored
- Cost share only when mandated but the external sponsor
- Identifying it
  - Program codes 11110, 11320, 13110, 13120, 13210, 12110, 12220

Awareness

- SPA is reviewing cost share best practices
- SPA will assess all cost share – identifying mandatory vs. voluntary cost share
- When to cost share? Only cost share when mandated by the sponsor/funding announcement (13.3 https://policies.uga.edu/pdf/cost_share.pdf)
- Reach out to SPA for questions and additional guidance

Budget Management
Indirect Cost Recoveries

- Beginning with FY2021, indirect cost recoveries (IDC) will be built into the base budgets of campus units.

- Based on prior calendar year revenue collections
  - Example: FY 2021 IDC allocation will be based on IDC revenue realized by units between January 2019 and December 2019
    - Calendar Year 2019 IDC Revenue: $100,000
    - FY21 Original Budget: $100,000

- True Up each January
  - If the prior calendar year revenue is more, units will increase their amended budget by that amount
  - If prior year calendar revenue is less, units will decrease their amended budget by that amount

- Query for Unit and Department Amounts: *UGA_GM_IDC_REV_UNIT_CY*

Budget Management
Position Funding Reports

Known Issue

- On Tuesday, March 3, it was confirmed that certain BPSS reports are not running to success.
  - Combo Code Budgets
  - Combo Code Budgets (Full Chartstrings)
  - Position Funding Distribution
  - Position Funding Distribution (Full Chartstring)

- These reports will be removed and replaced with new reports as soon as possible.
  - New reports available now (see next slide)

- For additional details and updates, please visit the Known Issues page or contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202.

Budget Management
BPSS Reports

- New Reports Available Now
  - Position Funding and Salary Data Spreadsheet
  - Position Funding Data
  - Position Salary Data

- Available March 14
  - All reports from last year with updates
  - Removal of the funding reports that aren't working (replaced with above)
  - New
    - Employee Supplement Amount
    - Weekday Adjustment Amount

Budget Management
BPSS Reports

- Weekday Adjustment Amount
- In OneUSG Connect, bi-weekly employees are paid an hourly rate which can be seen as an hourly and annual rate based on a set 2,080 working hours.
- In certain years there will be more hours worked than the 2,080.
  - 2,088 for FY2021

- $10/hour * 2,080 = $20,800 Base Pay
- $10/hour * 8 = $80 Weekday Adjustment
- $20,800 + $80 = $20,880 Total Comp

FTE	1
Starting Base Pay	20,800
Adjusted Base Pay	20,800
Merit %	
New Base Pay	20,800
Supplemental Pay	
Weekday Adjustment	80
Total Compensation	20,880
Total Budgeted Amount	20,880
Funding Balance	0

Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu