



UNIVERSITY OF
GEORGIA

Controller's Office

DATE: April 16, 2021

TO: Administrators, Business Managers and Fiscal Operations Personnel

FROM: Allison Davis
Interim Controller

As mentioned in the February 2, 2021 fiscal year end letter, the following information regarding deadlines for OneUSG Connect processing should be used in planning and preparing to make all appropriate charges to your funds for this fiscal year. The following dates are based on the OneUSG connect payroll calendars found at <https://busfin.uga.edu/payroll/calendar/>.

Manager Self Service Position Funding

Position funding changes for the bi-weekly pay period ending June 26, 2021 (17B1) must be approved at all levels by **June 25, 2021**.

Position funding changes for the monthly pay period ending June 30, 2021 (16M1) must be approved at all levels by **June 23, 2021**.

Note: Positions are funded by fiscal year (July 1 – June 30) and are funded based on effective dates within the fiscal year. The funding for a position determines the distribution of payroll expenses for the employee seated in the position. When a pay period crosses fiscal years, the payroll expenses will be distributed based on the effective date of the position funding across both fiscal years.

Manager Self Service Express Direct Retro

The last day to submit an express direct retro (EDR) for an FY21 pay period is **June 30, 2021**. These requests must be at Central Commitment Accounting's level for final approval by **July 12, 2021**.

If an FY21 express direct retro is needed after the June 30th deadline, an EDR request should be submitted to the OneSource Service Desk at:
<https://uga.teamdynamix.com/TDClient/2060/Portal/Requests/ServiceDet?ID=32313>
The deadline to submit this kind of request is the close of business **July 7, 2021**.

These requests will be entered by Commitment Accounting outside of the normal EDR process and will not go through work flow approval routing.

Note: EDRs should not be submitted for the biweekly pay date of July 2 since that payroll is charged to FY21 using a GL journal and then reversed in FY22 to offset the OneUSG Connect payroll journal that will be posted on July 2.

Payroll Encumbrances

The process which will zero out all FY21 personal service encumbrances will run June 27, 2021 in OneUSG Connect. The encumbrance balances should be updated in the Financial Management System by June 29, 2021.