



Weekly Status Call

May 7, 2020



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Fiscal Master Calendar

Upcoming Downtimes/Updates

Access the [Fiscal Master Calendar](#) for additional dates and information!

University Human Resources Training and Development



Online Summer Schedule

- Registration opens Monday, May 4 via the [Professional Education Portal](#)
- Over 60 courses offered via Zoom: May 13 – July 31
- Classes from campus partners – thank you!
- Specialized classes for the summer of COVID-19: well-being, remote working, learning circles, leadership and discussion groups
- [List of current courses and dates](#) available on the [Training & Development website](#)
- More resources coming throughout the summer to support campus reopening

Training

Continuing Education



GA Center offers 10 free continuing education courses through June 30

- Free, self-paced online courses are now available to the public from the University of Georgia Center for Continuing Education & Hotel.
- These courses cover a variety of hard and soft skills.
- Apply to workers across a wide range of industries and fields.
- Available at no cost through June 30.

Training

Carryforward / Deferred Revenue training



Course	Format	Date	Registration
Accounts Receivable, Carry Forward and Deferred Revenue	Interactive Webinar	Friday, May 15 at 10:00 a.m.	GoTo Webinar



May 7, 2020

**Financials,
Budgets,
Reporting**



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Purchasing Training Library Update

- OneSource Training Library has been updated to reflect updated Purchasing UPKs to match images and pathways that were changed during the UGAmart upgrade 20.1.

The image displays two screenshots from the University of Georgia's UGAmart system. The left screenshot shows the 'UGAmart' section of the Training Library, which provides training materials for various UGAmart functions. The right screenshot shows the 'Shopping Home' page, which includes a navigation menu with 'Orders', 'Search', and 'Approvals'. The 'Approvals' menu is expanded, showing options like 'Requisitions to Approve', 'Purchase Orders to Approve', and 'Requisitions Recently Approved By Me'. A red box highlights the 'Requisitions to Approve' link. A yellow callout box provides instructions on how to view pending approvals: 'Orders > Approvals > Requisitions to Approve'.

University of Georgia UGAmart Training Library

- Foundation Accounts
- General Ledger
- Grants Management
- Monitoring Business Transactions
- Procurement
 - Purchasing for Departments
 - UGAmart**
 - Requesting UGAmart Access
 - Logging into UGAmart via UGAmart Webpage
 - Logging into UGAmart via UGA Financials
 - Changing a Shipping Address in UGAmart
 - Using a One-Time Address in UGAmart
 - UGAmart for Shoppers and Requisitioners
 - Creating a New Empty Cart in UGAmart
 - Switching Between Carts in UGAmart
 - Adding a Hosted Catalog Content Item to Your Cart
 - Adding a Non-Catalog Item to Your Cart
 - Adding a Punch-Out Catalog Item to Your Cart
 - Determining Whether to Order Chemicals via UGAmart or iLab
 - Assigning a Purchase Requisition to a Requisitioner
 - Adding Chartstring Information to the UGAmart User Profile
 - Entering ChartField / SpeedType Information in UGAmart
 - Returning a Purchase Requisition to a Shopper
 - UGAmart for Department Approvers
 - Approving a Purchase Requisition as a Department Approver
 - Approving Part of a Purchase Requisition as a Department Approver
 - Returning a Purchase Requisition as a Department Approver
 - Rejecting a Purchase Requisition as a Department Approver

UGAmart
This section of the Library provides training materials for UGAmart.

Section Resources

- [UGAmart website](#)
- [Quick Start to UGAmart](#)
- [Security Roles Spreadsheet](#)
- [UGAmart Frequently Asked Questions](#)
- [PO Close Procedures](#)

Shopping Home

Shop > Shopping > Shopping Home

Search (Alt+Q) 167.38 USD

Orders

Search

Approvals

Requisitions to Approve

Purchase Orders to Approve

Requisitions Recently Approved By Me

Purchase Orders Recently Approved By...

Approval Notifications

Closing Purchase Orders

Fiscal 2020 Year End Information

Updates to Lowe's Punchout/Quick Tips

New Inbox for Departments to Submit Invoices

MSDS Online Search

Questions related to trackable items should be directed to Central Research Stores. To

New Copier Lease Agreement

Yearly Copier Lease Renewal

Copier Maintenance Agreement

Copier Purchase

Lab Supplies

Try It!

To view your pending approvals, use the following navigation:

Orders > Approvals > Requisitions to Approve

Click the Requisitions to Approve link.

Purchasing

Amazon for Business – ACTION NEEDED

- Training material (video and FAQs) will be available early next week
- For flexibility, users will have multiple options for ordering in Amazon:
 - Pcard (continued option)
 - UGAmart punchout
 - Pcard and UGAmart punchout



Purchasing

Amazon for Business – ACTION NEEDED

- PCard cardholder will receive an invite email between 11am and noon on **Tuesday 5/12** to register their Pcard and MyID
 - If the PCard cardholder would like to use their Pcard for Amazon purchases, they should follow the instructions on this email right away (even if user has previously used their Pcard on Amazon's website).
 - If user does not plan on using Pcard on Amazon, no action is needed.
 - If user plans on using both Pcard and UGAmart, user should follow the email instructions **before** using Amazon in UGAmart
 - Use MyID email address, rather than an alias email address
- UGAmart users will have access to Amazon Business starting **Wednesday 5/13**





Asset Management

Disposal of UGA Equipment

- Reminder to consult with Asset Management -Surplus before disposing of any UGA equipment. Asset Management staff will submit a request to DOAS Surplus and coordinate the appropriate and approved disposal method.
- Disposals include but are not limited to recycling, donating equipment to external entities, vendor trade-in and sale.
- Georgia DOAS Surplus will ultimately determine the best method for disposal.
- Email surplus@uga.edu for specific questions about disposing of equipment.

Per the DOAS Surplus Property Manual:

- *Once a state entity no longer has a use for property, DOAS Surplus Property Division is responsible for determining the best utility of that property, which could include inter-entity transfer, sale, or destruction.*

Reporting

Known Issue

Known
Issue

- **Known Issue:** On May 4, encumbrances were zeroed out by one journal and updated values were contained in a second journal. However, due to timing, the updated encumbrance values are not yet visible in the Project Status Cube/Report. We anticipate that they will be picked up tonight by the Data Warehouse nightly load process and visible tomorrow in all reports. In the meantime, the UGA_KK_PROJ_BUD_BAL_WSUM query can be used to find updated payroll encumbrances on projects.

RESOLVED



May 7, 2020

**OneUSG Connect,
Human Resource,
Payroll**



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Commitment Accounting

Awareness

- There is a new public query available to identify positions that are currently funded (partially or in total) by a grant that has an end date **prior** to July 1.
- Query: *180_CA_FUND_GRT_END_FY21BPSS*
- The **only** purpose of this query is to show the most current funding row for a position **if** that position is funded (partially or in total) by a grant that has an end date prior to July 1.
- The data in this query is subject to change as new MSS change position funding requests are submitted for the remainder of FY20.

Commitment Accounting

EDR Error Button Unavailable

A dark blue banner with a rolled-up edge, containing the text "Known Issue" in white.

Known
Issue

- Express Direct Retro Error-Submit Button Grayed Out
- Requester/Initiator will be unable to complete Express Direct Retro (EDR) transactions if they click the *Save Ad Hoc* button and then the Submit button before returning to the Retro Distribution Request page.
- Currently, if the Requester/Initiator clicks the *Save Ad Hoc* button and then the *Submit* button, before returning to the Retro Distribution Request page, the *Submit* button will become grayed out and the transaction will be locked.
- Monitor [USG Known Issue](#) page for updates.



Summer Pay

18P Academic Schedule Faculty

- Any 18P Academic Schedule Faculty being paid during the summer must be approved by OFA prior to receiving any summer payment(s);
- OneUSG Connect Job set-up for existing faculty:
 - Multiple job rows need to be added to make sure the approved faculty can get paid in the summer;
 1. Short Work Break – this will generally be effective June 1;
 2. Return from Work Break – this will generally also be effective June 1;
 3. Summer Conversion – will be effective the same date as the RWB and it will change the compensation to \$0; this final row will provide the set-up necessary to receive summer pay;
 - Although some of these rows seem unnecessary, it follows the same SWB/RWB process as last summer;
 - These job rows have already been added to 18F faculty.



Summer Pay

18P Academic Schedule Faculty

- Short Work Break (SWB):
 - This changes the Payroll Status of an individual so they are not processed with the on-cycle payroll;
 - This is true even if there is an Additional Pay amount in the Payroll module.
- Return from Work Break (RWB):
 - This job action is required to change the Payroll Status back to Active and processed with the appropriate on-cycle payroll;
- Summer Conversion (SUM):
 - This is new for this summer and identifies the individuals to be included in the Summer Pay process; this also changes the compensation to \$0



Summer Pay

18P Academic Schedule Faculty

- Why does the compensation need to be \$0 for summer?
- Over-simplified view of paycheck creation:
 - Job Comp Rate -> populates the pay sheet as a line;
 - Additional Pay -> populates the pay sheet as a line;
 - These lines get added together to create the earnings on the paycheck.
- Questions about whether 18P faculty are correctly set-up for summer pay?
 - First check with OFA to be sure they are approved;
 - Still have questions: email OneUSGSupport@uga.edu

Summer Pay Query Reminders



- May will be the first paycheck to include Summer Pay for 2020
 - The vast majority of these entries are being made on-line utilizing the new Summer Pay page; currently there are 475 faculty w/ summer amounts
- Prior to pay sheets being created two weeks from now on Thursday, May 21, be sure to review your summer pay entries using one of the queries from the Summer Pay Queries in the Payroll section of the OneUSG Connect Work Center
 - You can also use one of the Additional Pay queries
- Once pay sheets have been created, be sure to run and review the Validate Monthly Pay query
 - The results from this query indicate the amount of the May paycheck

Payroll

Summer Pay Deadlines



- Below you will find the Summer Pay Entry Deadlines for OneUSG Connect.
- All entries/updates will need to be made by the cutoff listed below.
- Late entries will need to follow the appropriate exception process.

Summer Pay Month	Deadline for Online Summer Pay Page Data Entry
May 2020	05/18/2020 5 p.m.
June 2020	06/18/2020 5 p.m.
July 2020	07/17/2020 5 p.m.

Payroll

Summer Pay Open Office Hours



- Open office hours beginning TODAY following the Weekly Status Call!
 - 3:00 p.m. until 5:00 p.m.
 - Also being held on May 14.
- [Register here](#) to attend via Zoom;
 - Please be sure to register by prior to the beginning of the meeting;
 - To be respectful of everyone's time, if no one registers, we may cancel the meeting;
 - If you are unable to attend a scheduled meeting and have a question, submit a ticket to: OneUSGSupport@uga.edu



Payroll

Important Dates and Deadlines

- Biweekly checks for the June 14 – June 27 pay period will be charged to FY20 and pay date will be July 3, 2020.
- Biweekly checks for the June 28 – July 11 pay period:
 - Time recorded for June 28 – 30 charged to FY20
 - Time recorded for July 1 – 11 charged to FY21
 - Pay date for this pay period is July 17, 2020
- Biweekly payrolls paid during July 2020 for days earned during FY20 will be charged to FY20 budget using information from OneUSG Connect to create a GL journal to accrue the expenditures in FY20. This GL journal will be reversed in FY21 to offset the OneUSG Connect payroll journal.
- All compensatory time on record as of **May 30, 2020** should be paid out by the **May 31 – June 13** pay period.

Benefits

529 Plan Update

- Employees will need to act in order to keep making 529 contributions through UGA payroll.
- Reminder that participants cannot make this direct deposit change until May 11, 2020 or after.
- Open Office Hours: [Join here via Zoom](#)

Date	Time
Tues. 5/12	2:00 p.m.
Wed. 5/13	2:00 p.m.
Thurs. 5/14	2:00 p.m.
Tues. 5/19	2:00 p.m.
Wed. 5/20	2:00 p.m.
Thurs. 5/21	2:00 p.m.



Absence Management

Families First Coronavirus Response Act


- ***Emergency Paid Sick Leave*** and ***Expanded FMLA*** are paid leave options available to employees to assist with various circumstances related to the COVID-19 public health emergency.
 - There are 6 qualifying reasons for Emergency Paid Sick Leave
 - There is 1 qualifying reason for Expanded FMLA
 - Please visit the HR Website to determine if these leave types apply to your situation: [FFCRA](#)
- There may be pay caps associated with these leave types:
 - **Emergency Paid Sick Leave**
 - ***Self-*** Daily cap of **\$511**
 - ***Care for others-*** **2/3rds** the employee's regular rate of pay with a daily cap of **\$200**
 - **Expanded FMLA**
 - ***Care for others-*** **2/3rds** the employee's regular rate of pay with a daily cap of **\$200**



Manage Faculty Events

Contract Delivery

- As a reminder, fiscal year 2021 and academic year 2020-2021 contracts for all full-time, regular faculty will be available electronically through the Faculty Data Self Service (FDSS) module of OneUSG Connect.
- Faculty are expected to gain access to their contracts for review, print, and signature in June 2020.
- Faculty will be notified via ArchNews when contracts are ready for signature, and will be expected to sign their contracts within 20 days of receipt.
- Faculty members are encouraged to verify their login and access to OneUSG Connect and their Faculty Data Self Service before the end of the spring semester.



Manage Faculty Events

Contract Delivery

- To ensure that faculty are prepared to access their contracts when they are available, the Office of Faculty Affairs and UGA's OneSource Project have developed:
 - A Quick Reference Guide; and
 - An online tutorial for viewing and signing your contract.
- Links to these resources are posted on the Office of Faculty Affairs' [Contracts website](#).
- Questions on the contract system may be directed to Angelina Carlson (Angelina.Carlson@uga.edu), or Truitt Broome (truittb@uga.edu) in the Office of Faculty Affairs.



FY21 Budget Planning Overview

Remember:

- We do not yet have a final budget from the state.
- Scrutinize all vacant positions before recommending that vacancies be filled, except for grant-funded positions. We expect a very high bar for approval, irrespective of salary range.
- Make every effort to protect filled positions. Find creative solutions to cover the responsibilities of vacant positions.

Questions?



Thursday Tidbit

Wellbeing Reminder

Health/Physical Well-being

Work with a personal health and wellness coach this summer! The coaching is FREE and available to all employees regardless of insurance coverage. **Attend a virtual information session on May 27 at 1 p.m. or May 28 at 11 a.m.** to learn how to sign up and beginning taking charge of your health! Register for the information session through the Professional Education Portal at www.pep.uga.edu.

Mental/Emotional Well-being

Begin a personal, daily mindfulness practice. Mindfulness is key to learning, living, and leading in this time. Have you wondered what “mindfulness” is all about and why it is so critical? And how do you get started with a mindfulness practice? Sign up for a **Koru Mindfulness and Meditation** session this summer and receive hands on training on how to start a daily mindfulness practice. This class is a 4-week course which meets (online) once per week. Those that register will get access to a free mobile app which will provide daily assistance with your mindfulness practice. Three sessions are being offered this summer. Register through the Professional Education Portal at www.pep.uga.edu.

Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu



search by keyword(s)

OneSource Roadmap

The OneSource Roadmap includes information about upgrades, enhancements and system maintenance for the UGA Financial Management System, the UGA Budget Management System and OneUSG Connect.

[Learn more](#) ▶

RESOURCES			
OneSource Roadmap			
The OneSource Roadmap includes information about system downtime, upgrades, and enhancements for the UGA Financial Management System, the UGA Budget Management System and OneUSG Connect. Use the OneSource Release Schedule below for a list of enhancement requests and planned release dates. We reserve the right to take the system down for maintenance at any time. See UGA Financials and Budget Management and OneUSG Connect for system status and availability. See OneSource Release Notes for a list of released and open issues that may be addressed through the system upgrade or enhancement cycle.			
January 2018	February 2018	March 2018	April 2018
Release Dates	Release Dates	Release Dates	Release Dates
1/15/18	2/15/18	3/15/18	4/15/18
Financial Management & Budget Management Upgrading System Maintenance	Financial Management & Budget Management Upgrading System Maintenance	Financial Management & Budget Management Upgrading System Maintenance	Financial Management & Budget Management Upgrading System Maintenance
1/15/18	2/15/18	3/15/18	4/15/18
OneUSG Connect Enhancement Release 4.10	OneUSG Connect Enhancement Release 4.10	OneUSG Connect Enhancement Release 4.10	OneUSG Connect Enhancement Release 4.10
1/15/18	2/15/18	3/15/18	4/15/18
Financial Management Feature Release	Financial Management Feature Release	Financial Management Feature Release	Financial Management Feature Release
1/15/18	2/15/18	3/15/18	4/15/18
Financial Management Feature Release	Financial Management Feature Release	Financial Management Feature Release	Financial Management Feature Release
1/15/18	2/15/18	3/15/18	4/15/18
Financial Management & Budget Management Upgrading System Maintenance	Financial Management & Budget Management Upgrading System Maintenance	Financial Management & Budget Management Upgrading System Maintenance	Financial Management & Budget Management Upgrading System Maintenance
1/15/18	2/15/18	3/15/18	4/15/18
OneUSG Connect Enhancement Release 4.11	OneUSG Connect Enhancement Release 4.11	OneUSG Connect Enhancement Release 4.11	OneUSG Connect Enhancement Release 4.11

UGA Budget Management System

UGA Financial Management System

OneUSG Connect System

Data Analysis and Reporting

Resources

Training and Help

Login

[UGA Financial Management System](#)

[Budget Management System](#)

[OneUSG Connect](#)

[Training Library](#)

Highlights

- [Faculty and Staff Guide](#)
- [Help](#)
- [Weekly Status Call \(are you registered?\)](#)
- [Tuesday Tips](#)



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