Agenda – General Session
June 6, 2019

- Poll – What Topics Do You Want?
- No OneUSG/HR Open Office Hours on Thursday, June 27, 2019
- Communications
  - Status Calls/Tuesday Tips/Targeted Emails/Word of Mouth
- Financials Known Issues
- UGA Financials – June Upgrade
- Travel & Expenses – Friendly Reminders
- Accounts Payable – Friendly Reminders
- FY20 Budget and Accounting
- Commitment Accounting – Known Issue
- Employee Self-Service – Known Issue
- Summer Academic Pay –
  - New Manager Self-Service Request
- OneUSG Connect – Examples of Changes Coming
- What’s New in OneUSG Connect
  - June 2019 Webinars
- Manage Faculty Events – Contract Delivery
- Payroll – Off-cycle Reminder
- USG Background Policy Update
- Workforce Administration
  - Temporary Positions Processing
- Workforce Administration
  - OneUSG Connect & Onboarding/Form I-9
- UGAJobs – FY2020 Retire-Rehire
- UGAJobs – Training Resources
- Mainframe Access Removed
- Employee.uga.edu –
  - Unavailable after 6/30/19
- No Weekly Status Call on 6/27/19
- June Payroll Processing
- Manually Adding to Timesheet
June 6, 2019

Session Highlights/Updates
OneUSG/HR Open Office Hours
No Meeting on Thursday, June 27, 2019

• There will not a OneUSG/HR Open Office Hours session on Thursday, June 27, 2019.

• Open Office Hours will be held in June from 3:00 p.m. – 5:00 p.m. in Caldwell Hall, room 410 on the dates listed below:
  • Thursday, June 6th
  • Thursday, June 13th
  • Thursday, June 20th
  • Call-in number is available: 877-336-1829 PW: 7969992
Communications

**Weekly Status Calls**
- 250 average attendees on the call
- Presentation and Recording posted
- Continuing until Fall
- [https://onesource.uga.edu/resources/monthly_status_call/](https://onesource.uga.edu/resources/monthly_status_call/)

**Tuesday Tips**
- Approximately 3000 subscriptions – Sent every Tuesday to OneSource Listserv, Project Coordinators and Change Champions
- [https://onesource.uga.edu/resources/tuesday_tips/](https://onesource.uga.edu/resources/tuesday_tips/)

**Targeted emails**
- Payroll  Budgets  Admin Memos  Archnews

**Word of Mouth**
- Priceless!
UGA Financial Management System
Module Awareness
Financials Known Issues
Update

• Pop-Up Window is small and not expandable when approvers select "View Travel Authority" on an Expense Report Approval.
• Approvers receive "invalid parameter 1 for function CreateRecord" error message when attempting to approve some transactions.
• RESOLVED: "Accounting Date is Invalid" message on expense reports.
• Banking Address and Bank Phone Information fields need to be hidden (on Vendor Form).
• Approximately 1000 vendors are added into FMS each month.
• 340 vendors are currently pending approval.
• To make the best use of processing time, requisitioners can use the dummy vendor in UGAmart called “Vendor TBD via Bid” as a placeholder. The true vendor should be indicated in the notes section and, if the vendor has not been approved and synced when the PR reaches Procurement, they will work to prioritize that vendor's processing.
• Example on next slide: PR# 118924893. The Department indicated the vendor name in the Cart Description and it is also on the attached Quote. This PR is already flowing through UGAmart’s approval workflow while the vendor is being reviewed and synced later.
Approximately 1000 vendors per month added
340 vendors pending approval

You can use the dummy vendor in UGAmart called "Vendor TBD via Bid" as a placeholder. The true vendor should be indicated in the notes section and in the Internal Notes and Attachments section, where you see "Innovation Grant funds $5000 - Telfair Co. Laura Smith." Note to Supplier: Attachments for supplier, please see Innovorp. Ltd Quote below.

Vendor TBD via Bid
Fulfillment Address 1
Travel & Expenses

Friendly Reminders

- **Travel Authorizations (TA)**
  - FY20 Travel Authorizations creation can occur once the FY20 budget is loaded.
  - FY20 travel authorizations must reflect a 2020 budget reference.

- **Expense Reports**
  - FY19 expense reports are due in Accounts Payable by noon on Thursday, June 27, 2019.
  - Please delete any pending FY19 expense reports that you will not complete this fiscal year to ensure we do not have lingering accounting transactions in the system as we complete the year-end accrual process.
  - FY20 expense report creation can begin June 27, 2019,
    - Accounts Payable will change the creation date of your FY2020 expense reports to July 1, 2019.
    - FY2020 expense reports must reflect a 2020 budget reference.
Accounts Payable
Friendly Reminders

• Payment Request
  • FY19 payment requests are due in Accounts Payable by noon on Thursday, June 27, 2019.
  • FY20 payment request creation can begin July 1, 2019 and need to reflect a FY20 accounting period.

• AP Journal Vouchers
  • FY19 AP journal vouchers are due in Accounts Payable by noon on Friday, June 28, 2019
Simpler Reporting
New Data Apps for Finance

• Updates to the Simpler data apps for use with the UGA Financial Management System are coming in the next week.
• You may access it using the same log in as you currently do for legacy Simpler data reporting at simpler.uga.edu.
• Once you have logged in, select “PeopleSoft Financials” in the bottom right to access the new Financial Management System data in Simpler.

• We’re flipping! The homepage for Simpler will be “flipped” to reflect the new data apps first. There will then be a link to allow you access to legacy data under Legacy Reports.
Simpler Reporting
June/July 2019 Webinars

• Please register for one of the *Simpler* webinars:
  • Wednesday, June 19, 2019 at 8:30 a.m. Click here to register
  • Wednesday, July 17, 2019 at 10:00 a.m. Click here to register

• Registration information can also be found on the OneSource Training Resources page.

• After registering, you will receive a confirmation email containing information about joining the webinar.
June 6, 2019

OneUSG Connect
Module Awareness
Commitment Accounting

Known Issue

• Payroll charges and encumbrances

• Second biweekly for May pay period (05/18/2019) had a delay and was posted in the UGA Financial system on 05/30/2019.

• Monthly currently has a delay due to errors
Employee Self-Service Known Issue

- We are currently experiencing delays with the provisioning of access for users new to UGA.
- For now, you should expect at least a one day delay.
- A resolution is currently being worked with Identity Management (IDM) and OneUSG Connect.
  - An update will be provided to campus as soon as possible!
Summer Academic Pay

*New* Manager Self-Service Request

- **NEXT WEEK**, we will be transitioning the Summer Pay Change Form submission from the *MSS Ad Hoc Salary Change* to a new transaction called *Manager Self-Service Request*:
  - This request will be available in the form's menu.
    - It is in the same location as the Security Request Form.
  - It’s a very simple transaction, including the addition of comments and attachments.
  - This is needed as we *cannot* continue to process the $.01 transaction as an ad hoc salary change when Augusta University goes live. *These transactions will be denied.*
- **The process will need to be used starting 6/11/2019.**
- A tutorial is available in the Training Library [HERE](https://onesource.uga.edu).
OneUSG Connect

Examples of Changes Coming

Employee Self-Service
• Self-Identify Veteran Status
• Self-Identify Disability Status
• Outside Professional Activities (OPA)

HR Practitioners
• Automatic database updates upon final approval for job-related transactions (termination, retirement, ad hoc salary request) and change funding transactions
• Navigation naming change to the Position Funding Change
• Change to submitting Supplemental Pay requests

Related/Coming Soon
• Link to Retirement @ Work (goes live July 1, 2019)
• State Charitable Contributions Campaign
What’s New in OneUSG Connect? June 2019 Webinars

- Please register for one of the What's New in OneUSG Connect in June 2019? Webinars scheduled for:
  - Monday, June 10 at 1:30 p.m. Click here to register
  - Thursday, June 13 at 10:30 a.m. Click here to register
- Registration information can also be found on the OneSource Training Resources page.
- After registering, you will receive a confirmation email containing information about joining the webinar.

onesource.uga.edu
Manage Faculty Events
Contract Delivery

• Almost 40% of contracts were returned within the first 24 hours!!!

• Please be mindful that contracts are located on the tile within OneUSG Connect not the UGA Financial Management System (recurring inquiry to OFA).

• We expect about 300 additional, “corrected” contracts will be generated later this summer after the budget data loads into OneUSG Connect and job/compensation corrections are entered by the units in OneUSG Connect.
Payroll

Standard Off-Cycle Requests

Standard Off-Cycle Requests –

• **Must meet one of the following**
  • Payment omitted due to administrative error or system error
  • Payment reversal due to employee overpayment
  • Employee has received less than 50% of wages
  • Employee is owed 10 hours or more
  • Employee has been involuntarily terminated

• **Paid based on off-cycle calendar**
  • Fridays between bi-weekly on-cycle payrolls
  • Link to Off-Cycle calendar [here](#)
Payroll

Emergency Off-Cycle Requests

• Emergency Off-Cycle check requests **must** meet the following requirements *in addition to* the regular Off-Cycle requirements:
  • Undue hardship on employee
  • No fault of the employee
  • Employee must have direct deposit
  • Must be approved by the UGA’s Chief Business Officer (CBO)
  • Paid earlier than Off-Cycle
USG Background Policy Update

• University System of Georgia (USG) Background Policy updated:
  • Effective 5/31/19, if a temporary position is not a position of trust, a background investigation is not necessary.
• USG Human Resources Administrative Policy Manual:
  • https://www.usg.edu/hr/manual/background_investigation
Workforce Administration

- **As of Friday, 5/31/19**, temporary positions that are not considered positions of trust will be treated like the student populations. These are hires that do not require background check processing.

- The temporary hires that lack the key data elements will be contacted by Central HR to collect this information prior to entering the new hire to the OneUSG Connect System. These employees will be given minimum 5 days for a start date from Hiring Proposal Approval to OneUSG Connect.

- If any data is incomplete, immediate outreach will take place to resolve any issues with the employee. Central HR will be in contact with HR Liaisons if the information is not collected from the new hire in a timely manner.

- If Central HR does not have this vital information, this will impact processing and start dates.

- Please note that this social security requirement is not applicable for Foreign Nationals.
Position Does Not Require a Background Check:

**Scenario 1:**
- Temporary hire visits Central HR to provide SSN and Birthdate to complete HR process (WFA enters this in OneUSG Connect, completing the employment record. This data entry triggers onboarding in Equifax/TALX system).
- Student completes the Form I-9 with Central HR (in the same visit if they have brought the appropriate documentation).
- Student completes the remaining documents/checklists in onboarding documents as directed.

**Scenario 2:**
- Temporary Hire visits Central HR to provide SSN and Birthdate to complete HR process (WFA enters this in OneUSG Connect, completing the employment record. This data entry triggers onboarding in Equifax/TALX system).
- Student returns to complete the Form I-9 with Central HR (via appointment or walk in if they did not originally bring documentation).
- Student completes the remaining documents/checklists in onboarding documents as directed.

**Scenario 3:**
- Temporary Hire visits Central HR to provide SSN and Birthdate to complete HR process (WFA enters this in OneUSG Connect, completing the employment record. This data entry triggers onboarding in Equifax/TALX system).
- Student completes the Form I-9 in person with their Home Department.
- Student completes the remaining documents/checklists in onboarding documents as directed.
FY20 Rehired Retiree

• If continuing to employ a Rehired Retiree for FY20, please submit request forms for approval prior to employment using the current Rehired Retiree process/forms.

• Upon receipt of Rehired Retiree form at HR, an addendum will be sent to the departmental contact listed on the Rehired Retiree form.
  • The addendum includes information required for Workforce Administration to add/update OneUSG Connect.

• If not rehiring a current Rehired Retiree for FY20, please submit termination through OneUSG Connect Manager Self Service.
June 6, 2019

Updates/Reminders
UGA Financials
June Dates

• 6/15/19  Financial Management Feature Release
• 6/21/19  Financial Management & Budget Management Operating System Maintenance
• Purchase Order Close
  • Units should review their current PO encumbrances. Any funds that should be unencumbered need departmental action as outlined in the document titled **PO Year End Procedures**, located on the UGAmart homepage, also linked here:
  • [https://busfin.uga.edu/procurement/pdf/PO_Closing_Year_End_Procedures.pdf](https://busfin.uga.edu/procurement/pdf/PO_Closing_Year_End_Procedures.pdf)
  • Unit or departmental action is vital as soon as possible to **release any needed funds** that are currently encumbered on PO that no longer need to be encumbered.
  • Direct your questions to College/Unit Fiscal Director or to the contacts at bottom of the document linked above.
UGAJobs
Training Resources

• User Guides (position management, postings & hiring proposals, etc.)
  https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/
• Recorded Training Sessions & Tutorials in the Training Library under OneUSG Connect Topics > UGAJobs
• By appointment by emailing hrweb@uga.edu and is available to:
  • Units
  • Individuals
• Available for questions at weekly OneSource Open Office Hours:
  • Thursdays 3:00-5:00 p.m. at Caldwell Hall, room 410.
Mainframe Access Removed
June 30, 2019

- **Reminder:** This is the last year mainframe systems will be included in the FY19 System Verification process.
  - **Access to the mainframe will be removed June 30, 2019.**
- QMF
- WebDFS
- IMS/TSO/(Green Screens)
- [https://onesource.uga.edu/resources/system_changes/](https://onesource.uga.edu/resources/system_changes/)
employee.uga.edu
Unavailable after June 30, 2019

• Download pre-2019 paystubs and W2s by June 30, 2019
• Paystubs and W2s prior to January 1, 2019 will NOT be migrated to the new University System of Georgia employee site, OneUSG Connect.

• If you wish to keep copies of pre-2019 paystubs or W2s for your records, please take action to download them from employee.uga.edu before June 30, 2019.
• Log into employee.uga.edu and click on “My Paychecks” and/or “My W2s” in the left sidebar. Both paychecks and W2s are available in PDF format and can be printed. Please store these in a secure personal location as they will contain your SSN.
  • Please contact the EITS Help Desk at 706-542-3106 or helpdesk@uga.edu for assistance with this process.

• After June 30, 2019, to request copies of pre-2019 paystubs or W2s, please contact oneusgsupport@uga.edu or 706-542-0202 (option 1). These records are retained for 5 years from their issue date.
• All employees will access paystubs and W2s dated after January 1, 2019 on OneUSG Connect.
Weekly Status Call
No Meeting on Thursday, June 27, 2019

• There will not be a Weekly Status Call session on Thursday, June 27, 2019.
  • This includes both the general session which usually meets from 1:30 p.m. to 2:30 p.m. and the Project Coordinator session which is normally scheduled to meet from 2:30 p.m. to 3:00 p.m.
• More information will be provided later in June regarding the status of the weekly status calls.
OneUSG Unavailable This Weekend

Reminder

• **Reminder!** OneUSG Connect will be unavailable this Friday, June 7, 2019 beginning at 5 p.m. through Tuesday, June 11, 2019 at 7 a.m.

• **Kaba clocks and OneUSG Connect Benefits** (for benefits enrollment) will remain active!
Time & Labor

June Payroll Processing
Time & Labor

June Payroll Processing

• Friday June 7th at 5pm – Tuesday June 11th at 7am – OneUSG Connect will be unavailable

• Time Entry Impacts:
  • **Kaba Clock:** Employees can still clock in/out as normal. The punches will be stored in the clock and will flow into OneUSG Connect as soon as the system is available.
  • The Kaba Clock may show “offline,” but employees will still be able to record their hours.
  • **Web Clock:** Employees will need to record their hours on paper timesheets. Managers will need to enter the hours for their employees once the system is available.
    • [UGA Paper Timesheet](#) - available in the Administrative Forms site
  • **Pay From Schedule/Manual Time Entry:** Employees can enter their own time once the system is available.

• Payroll Processing Impacts:
  • HR/Payroll Deadline will be early on June 7, 2019
  • **There will be no impact on the normal approval deadlines**
    • Absence approval deadline is 9am on June 17
    • Time approval deadline is 10am on June 17
Time & Labor

June Payroll Processing

- Friday June 21\textsuperscript{st} at 5pm – Monday June 24\textsuperscript{th} at 7am – OneUSG Connect will be unavailable
- Time Entry impacts will be the same as the June 7\textsuperscript{th} – June 11\textsuperscript{th} unavailability
- Payroll Processing Impacts: Payroll has early cutoffs due to the July 4\textsuperscript{th} holiday

- The June 16 – June 29 payroll will be processed on June 28\textsuperscript{th}
- June 28\textsuperscript{th} at 9am – Absence approval deadline
  - Any absence entered or approved after 9am on June 28 will not be paid until the next on-cycle payroll on 7/19/19
- June 28\textsuperscript{th} at 10am – Time approval deadline
  - There will be an opportunity to make urgent changes to hours reported until 10am on July 1, 2019.
  - These updates can be made to hours reported only, not to absences.
Time & Labor

June Payroll Processing

• **Estimated Time will differ based on Time Entry Method**
  
  • **Kaba Clock and Web Clock**: Employees can continue to clock in/out on June 28 and June 29. No estimated time is needed.
    • Central payroll will batch approve these hours at 10am on July 1st.
  
  • **Pay From Schedule/Manual Time Entry**: Employees should estimate their time for Friday June 28 and Saturday June 29. The estimated time should be entered and approved by 10am Friday, June 28.
# Time & Labor – Unit example

## OneUSG Connect OUTAGE

5:00 PM on Friday-June 7th to 7:00 AM on Tuesday-June 11th

### HOW WILL THE OUTAGE IMPACT YOU?

Employees **WILL NOT** be able to **LOGIN** and **ACCESS** OneUSG Connect’s Employee Self-Service and Manager Self Service

<table>
<thead>
<tr>
<th>Staff/Bi-weekly Employees</th>
<th>Monthly Employees</th>
<th>Student Workers/Temporary</th>
<th>Managers/Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TIMESHEET SUBMISSIONS DUE THURSDAY-JUNE 6TH BY 12:00 PM</strong></td>
<td><strong>CANNOT VIEW YOUR INFORMATION ON EMPLOYEE SELF SERVICE DURING OUTAGE</strong></td>
<td><strong>CANNOT USE THE WEB CLOCK DURING OUTAGE</strong></td>
<td><strong>TIMESHEET APPROVALS DUE BY 5:00 PM THURSDAY-JUNE 6TH</strong></td>
</tr>
<tr>
<td><strong>CANNOT SUBMIT ABSENCE REQUESTS DURING OUTAGE</strong></td>
<td><strong>CANNOT SUBMIT ABSENCE REQUESTS DURING OUTAGE</strong></td>
<td><strong>SUBMIT WORKED TIME DURING OUTAGE VIA PAPER TIMESHEET</strong></td>
<td><strong>CANNOT VIEW YOUR EMPLOYEES INFORMATION ABSENCES &amp; TIMESHEETS DURING OUTAGE</strong></td>
</tr>
<tr>
<td><strong>CANNOT SUBMIT TIMESHEETS OR TIMESHEET ADJUSTMENTS DURING OUTAGE</strong></td>
<td><strong>REMINDERS: SUBMIT ABSENCES TAKEN DURING THE OUTAGE WHEN ONEUSG CONNECT IS BACK UP</strong></td>
<td><strong>PAPER TIMESHEET MUST BE SUBMITTED TO YOUR SUPERVISOR BY 5:00 PM TUESDAY</strong></td>
<td><strong>CANNOT APPROVE ABSENCE REQUESTS &amp; TIMESHEETS DURING OUTAGE</strong></td>
</tr>
<tr>
<td><strong>ADJUSTMENTS/TIMESHEET/ABSENCE REQUESTS MUST BE SUBMITTED BY 5:00 PM TUESDAY-JUNE 11TH</strong></td>
<td></td>
<td><strong>CANNOT VIEW YOUR INFORMATION ON EMPLOYEE SELF-SERVICE</strong></td>
<td><strong>STAFF/BI-WEEKLY APPROVALS FOR SUBMITTED ADJUSTMENTS TIMESHEET/ABSENCE REQUESTS DUE 9:00 AM WEDNESDAY-JUNE 12TH</strong></td>
</tr>
<tr>
<td><strong>CANNOT VIEW YOUR INFORMATION ON EMPLOYEE SELF SERVICE</strong></td>
<td></td>
<td></td>
<td><strong>STUDENT WORKERS/TEMPORARY HOURS WORKED DURING OUTAGE MUST BE ENTERED &amp; APPROVED BY 9:00 AM WEDNESDAY-JUNE 12TH</strong></td>
</tr>
</tbody>
</table>
Questions/Suggestions/Concerns

Project Feedback
onesource.uga.edu
onesource@uga.edu
oneusgsupport@uga.edu