



# HCM Business Process Design Forums

April 30, May 1, and May 3, 2018



*OneSource*  
UNIVERSITY OF GEORGIA

[onesource.uga.edu](http://onesource.uga.edu)

# Welcome

- Since August 2016, over 400 persons have been involved in over 800 meetings related to the OneSource project.
- Thank you for your time and expertise; it makes a difference!



# Today's Format

- Today's format:
  - Topics are a combination of the summary of key changes available online on the [HCM Business Process Review Resources Page](#) and questions/comments received since March 15.
  - Subject Matter Panelists on-hand today.
  - Please ask questions after the end of each module presentation.
  - The presentation and recording will be available on the OneSource website.



# OneUSG Connect Overview

- OneUSG Connect:
  - University System of Georgia initiative to develop and implement streamlined human resources and payroll policies, procedures, and technology solutions that benefit all USG institutions.
  - Implementation of OneUSG Connect will align UGA with other USG institutions.
- HCM software refers to:
  - Applications that are intended to help an organization manage and maintain its workforce. Instead of having individual payroll software, time-sheet software, productivity analytics software, etc., HCM software integrates all of those functions into one platform.



# OneUSG Connect Scope

## Time & Labor

- includes employee time and the approval of that time.

## Absence Management

- includes the management of absence time such as vacation, sick, and leaves of absence for all faculty and staff.

## Payroll

- includes how an employee is paid and how pay is managed and processed.

## Self-Service

- allows employees to perform routine tasks and managers to initiate and approve transactions for their employees.

## Faculty Events

- includes details around faculty promotion, tenure, eligibility, and special titles.

## Workforce Administration

- includes information regarding the lifecycle of a person and position details.

## Benefits

- consolidation and coordination of benefits processes across the USG.

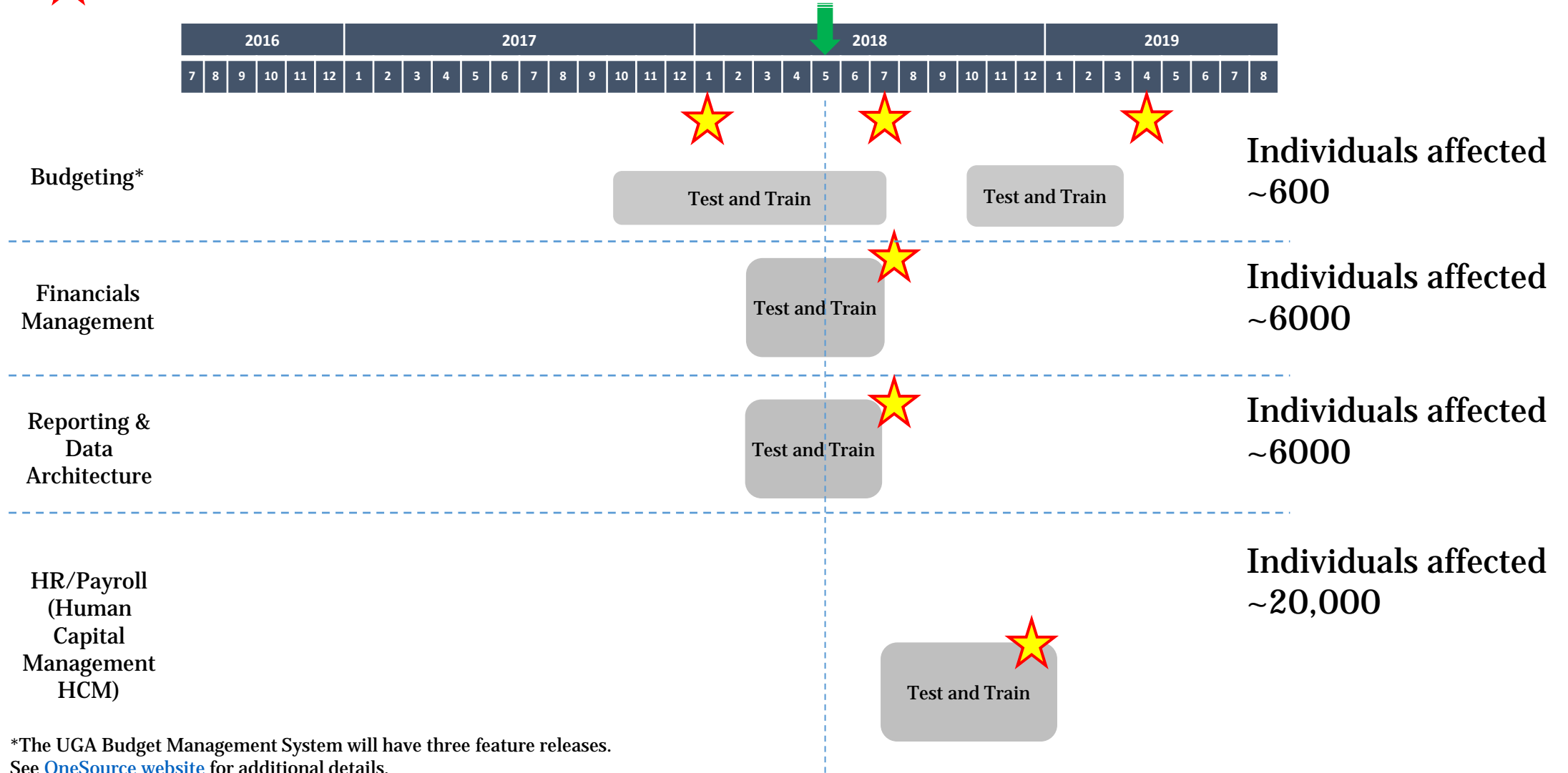
## Commitment Accounting

- includes how to distribute and account for payroll. How to connect labor distribution in HCM to the General Ledger in Finance PeopleSoft.

# UGA's OneSource Roadmap

★ Go Live

As of 5/1/2018



\*The UGA Budget Management System will have three feature releases. See [OneSource website](#) for additional details.

# Time and Labor

- The Time & Labor module provides a solution for time management for nonexempt employees in OneUSG Connect.
- Employees can report time into the Time & Labor module through the Kaba Biometric Clocks, the PeopleSoft Web Clock, Timesheet Edit/Elapsed Time, and Pay From Schedule.
- The Time & Labor module will be replacing Kronos Workforce Central and the Kaba Biometric Clocks will be replacing the Kronos Biometric Clocks.



# Time and Labor

How does auto-enrollment into Time & Labor work for new users, job changes, and termination?

- Hires and job changes in iPaws will create the push for auto-enrollment into Time & Labor. When an employee is terminated, their Time & Labor record will automatically be terminated as well. Manual updates may be needed in certain situations.





# Time and Labor

How is accrued leave payout processed in Time & Labor?

- There is a Time Reporting Code (TRC) on the Timesheet that is used to pay out accrued leave. The leave will need to be zeroed-out in the Absence Management module as well. The accrued leave will be paid out on the next on-cycle payroll after the employee's last day.



# Time and Labor

How do we set-up a temporary employee working in two different departments in Time & Labor?

- Unlike Kronos, an employee can be given multiple records with the same employee ID in OneUSG Connect Time & Labor. Each record will have a different record number. This will eliminate the “-1” issue in Kronos!



# Time and Labor

Will we need to estimate time at year-end?

- There may still be a need for estimated time at year-end. However, we do not believe there will be as much estimated time in the future as there is today. This is a process we are still working through.



# Time and Labor

What happens if an employee is not available to submit their time?

- If an employee is unable to submit their own time, a manager or administrator can do it for them. Time does need to be submitted in order to be paid.
- Pay From Schedule hours will also need to be submitted onto the timesheet (unlike in Kronos today where the hours automatically populate).



# Time and Labor

How will an employee approve their time if someone else submits it for them?

- If time is submitted by someone other than the employee, the employee will receive an e-mail notification alerting them of the change. The employee does not need to approve time in the system.



# Time and Labor

If an employee works some or all of the holidays in December, how will they use the time at a later date when it cannot be added into annual leave?

- Time worked on holidays will go into a Deferred Holiday Leave Bucket to be used through the year. Currently, the Deferred Holiday hours do need to be paid out at the end of the calendar year, so time worked during the December holidays will need to be paid out by December 31<sup>st</sup>. We are in discussion with the System Office about this policy.



# Time and Labor

If a time approver/manager is out of the office, can someone else approve the time for them? How will this work?

- Each employee will be set-up with a primary time approver (Reports To) and an alternate time approver (Time & Absence Approver) who both have the capability to approve time. If both of these time approvers will be out, there is also a Delegate feature that can be used to allow a different person to approve the time.



# Time and Labor

Will faculty and staff have to approve their work schedules in the Time & Labor module since a work schedule is required for exempt employees to request leave?

- The work schedule for exempt employees will not need to be approved in Time & Labor. The schedule only exists for absence management purposes for exempt employees.





# Time and Labor

Why do benefit eligible non-exempt employees need to submit time when they are required to have a default work schedule?

- The work schedule primarily exists for absence management purposes for benefit eligible non-exempt employees. The only role the schedule plays in Time & Labor is for the employees set up as "Pay From Schedule," and these employees will still need to submit the time that rolls in for them. The submission of time is the equivalent of the employee approval in Time & Labor.



# Time and Labor

How will schedules be identified if employees work non-regular hours?

- There will be a unit ask in the fall to provide all benefit eligible employee work schedules. These schedules will be given to Shared Services to be created prior to Go-Live so that all current employees will be converted with the correct schedule.



# Time and Labor

Prior Period Adjustments can be performed by Managers as well as Time Administrators. Why is this possible when managers cannot perform this action today?

- This is a Key Change for Time & Labor. Managers can perform Prior Period Adjustments for up to 28 days, while Time Administrators can perform this action for the entire calendar year. Beyond the calendar year, Prior Period Adjustments will need to be performed by the Shared Services Center.



# Time and Labor

If the manager approves time, will the supervisor also need to approve time? Can the approval be done on paper?

- In the PeopleSoft Time & Labor module, there is only a single level of approval. The approval will need to be done in the system to ensure the employee is paid.



# Time and Labor

What determines if an Exception is High, Medium, or Low? Is the department able to control this?

- Exceptions are defined at the system level into the High, Medium, or Low categories. High Exceptions, such as missed punches, will block payroll from running. Low and Medium exceptions, such as reported hours less than scheduled hours, will not block payroll from running.



# Time and Labor

Will Pay From Schedule still exist?

- Yes, Pay From Schedule will still exist, though it will function a little differently. Employees who are set-up to be paid from a schedule will need to login to OneUSG Connect to submit their hours.
- In addition to Pay From Schedule, biweekly employees can also submit time via the Kaba Biometric Clock, the PeopleSoft Web Clock, and through Timecard Edit/Elapsed Time.



# Time and Labor

Can you approve your time on a mobile device?

- Managers will be able to login from a mobile device to approve time for their employees. Employees do not need to approve their time.



# Time and Labor

What is the difference between PeopleSoft Time & Labor and Kaba?

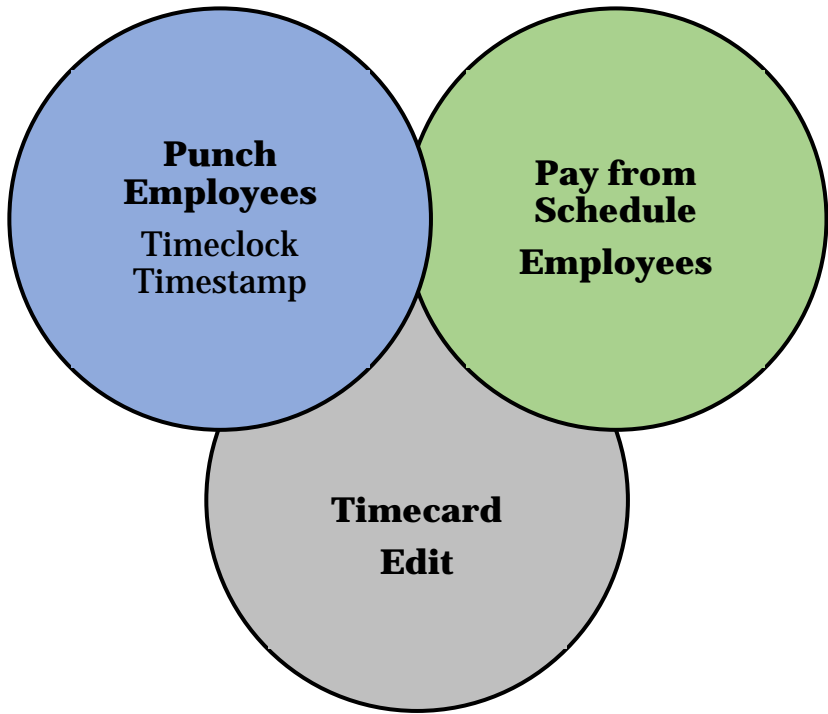
- PeopleSoft Time & Labor is the system you will use to view timesheets, approve time, and make time adjustments. Kaba is only a time collection device that collects punches and then sends the time into PeopleSoft Time & Labor. There is no Kaba login or separate Kaba system. Employees will use their fingerprint to clock in at the Kaba Clocks.





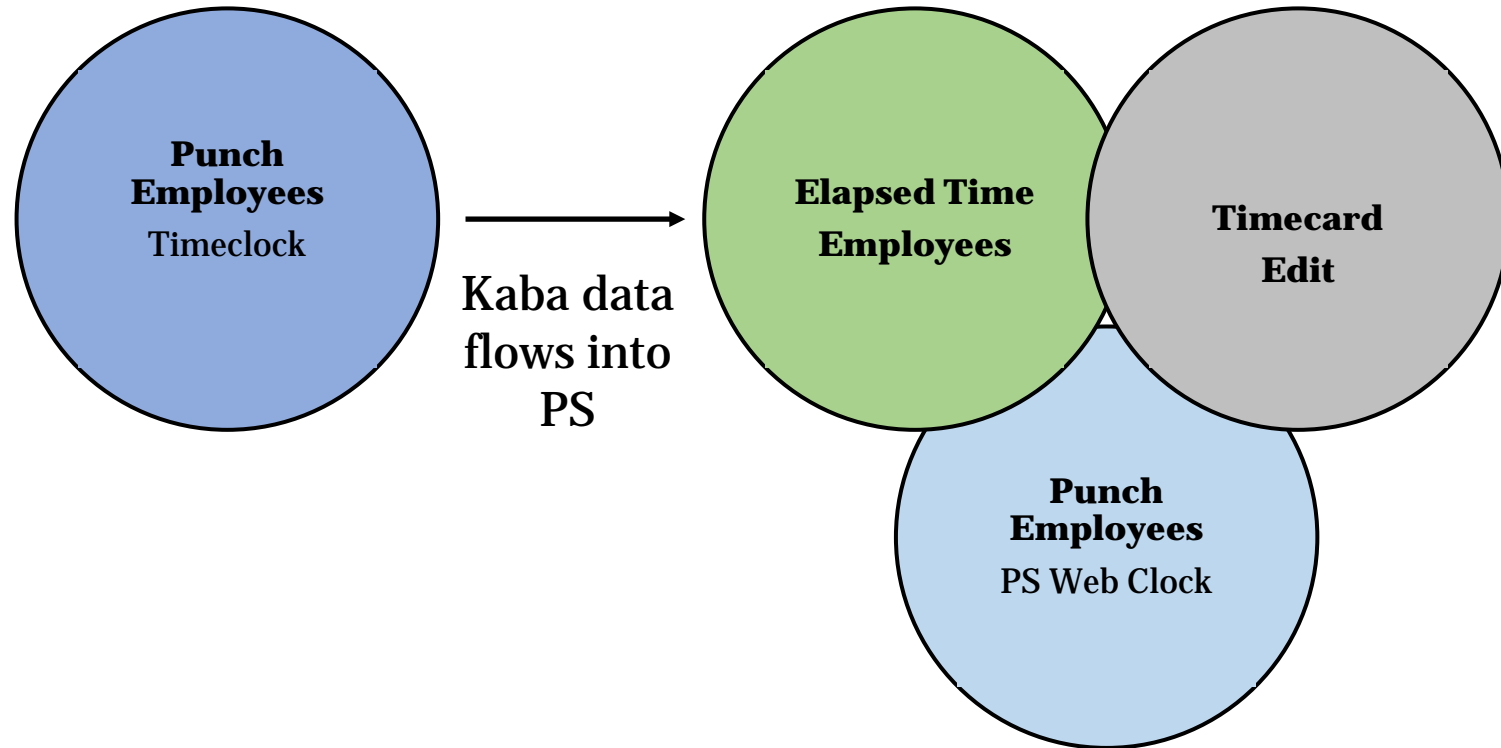
# Kronos

All biweekly employees



# Kaba

# PeopleSoft (PS)



# Time and Labor – Kaba

- Only employees who use physical Biometric Timeclocks to clock in/out will need to use Kaba.
- The Kaba Clocks will be linked to an employee's 81X#, just as Kronos is today.
- All payroll timesheet adjustments/approval will take place in PeopleSoft Time & Labor, not Kaba.
- Punches are interfaced into the Time & Labor module from Kaba almost instantly (less than a few minutes).



# Absence Management

The Absence Management Module provides an automated solution for employees and managers to track and administer leave in a single application.



# Absence Management

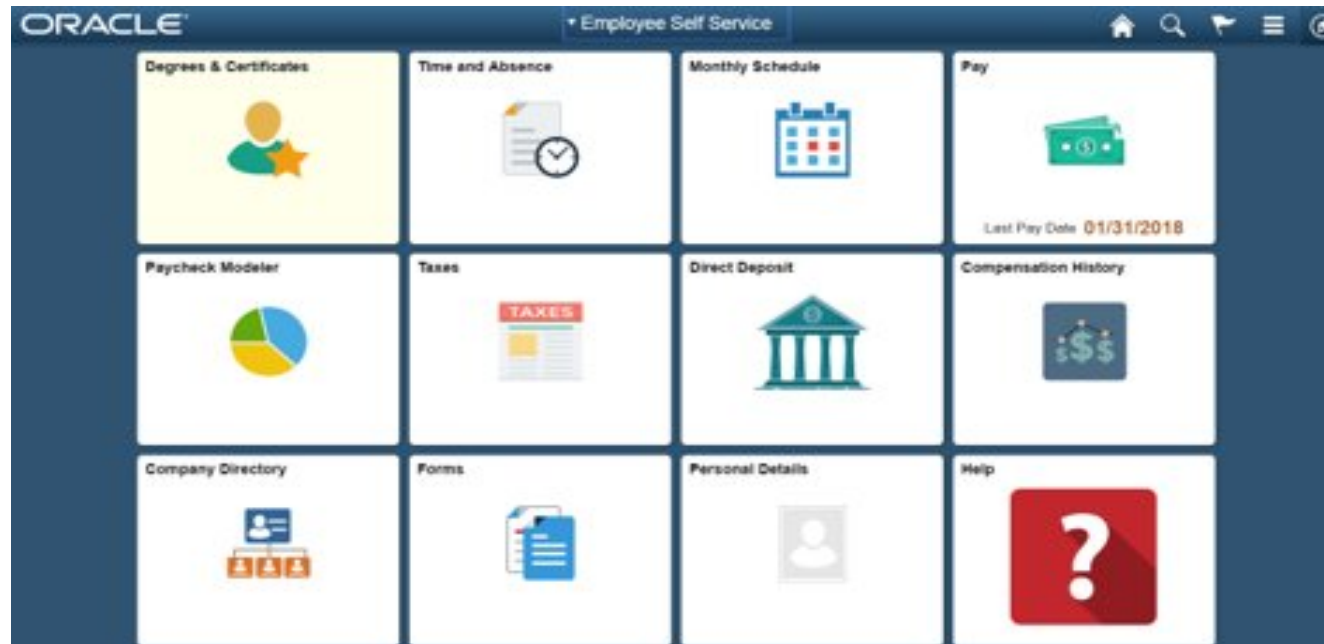
How will I access Absence Management?

- eLeave will be retired December, 2018.
- Absence Management can be accessed using OneUSG Connect Employee Self-Service and clicking on the Time and Absence Tile. You may access using your smart phone and/or tablet's browser as well as your computer or laptop.
- Login using your MyID password and Arch Pass Duo.



# Absence Management

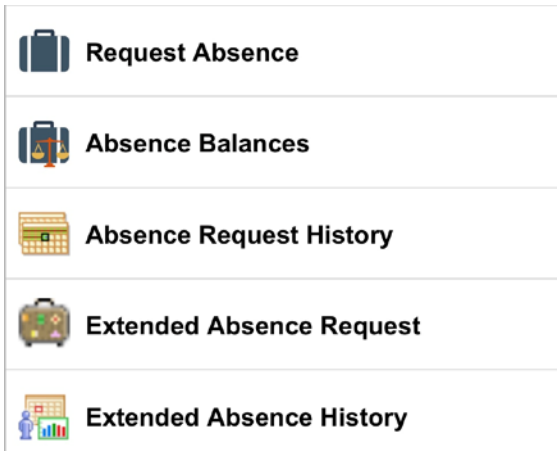
## OneUSG Connect Employee Self-Service



# Absence Management

## Leave requests

- OneUSG Connect allows you to easily submit future and past absence requests and routes them to your supervisor for approval.



- Absence requests are reflected on time card schedules.



# Absence Management

Will UGA's leave policy remain the same?

- UGA's leave policy will remain the same.
- OneUSGConnect technology will uphold the USG policy and use the Cascading Matrix to apply leave.



# Absence Management

## What is the Cascading Rule Matrix?

- Cascade Rule Matrix shows the application order for different leave types.

ABSENCE MATRIX	##	Leave Type	Buckets	Drop Down on Timesheet	Cascading	Carryover	Limits	Periodic Accrual
REGULAR ABSENCES	1	Comptime	COMPTIME	Y - E/A	No Cascade	NO - FY Payout	240	No
	2	Floating Holiday*	FLOATING HOL	Y - E/A	No Cascade	NO	3 days	24 hrs/yr
	3	Deferred Holiday	DEFERRED HOL	Y - E/A	No Cascade	NO	40	No
	4	Sick	SICK	Y - E/A	4-1-3-5-2	YES	None	8 hrs/Month
	5	Annual Leave/Vacation	ANNUAL LEAVE/VACATION	Y - E/A	1-3-5-2	YES	360	10,12 or 14 hrs per month based on the years of Service
	6	Sick - Bereavement	SICK	Y - E/A	4-1-3-5-2	NO	None	No
	7	Jury Duty	N/A	Y - E/A	No Cascade	NO	None	No





# Absence Management

Can leave be requested in advance in OneUSGConnect, regardless of balance?

- Future leave can be requested, but not in excess of the number of hours the employee currently has in their leave balance.
- An error message will be received by employee. If there is not accrued time available, employee will be unable to submit leave.
- System capability of projection and forecasting is an option that has been requested.



# Absence Management

Where on the leave request process will employees attest to the accuracy of their leave request?

- The employee's submission of the leave request in OneUSG Connect is the only approval or attest to the accuracy needed from the employee.
- If the employee has entered the leave incorrectly, they can cancel the request.



# Absence Management

When are my absence balances updated?

- Absence balances are updated at the close of each pay period.
- OneUSG Connect can process absences taken after a pay period closes so manual paper entry is no longer necessary. Absence requests will still need to be entered in a timely manner.



# Absence Management

Can I view the absence balance information?

- You can easily view your leave balances as well as planned absences.
- The Time and Labor Approver will be able to see and approve the leave requests for all the employees that they have been given access.



# Absence Management

Will you have a report feature for managers to export and/or print employee's reports of their leave and absences?

- There will be a report of the employee's leave and absences.

If someone other than a manager approves leave, will the department be able to assign someone else this role?

- The department will decide who will be given the ability to approve time and leave.

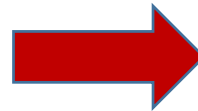


# Absence Management

Will extended leave continue to be managed by department?

## LEGACY

- Extended Leave is currently administered & managed at the department level.



## OneUSGConnect

- Beginning Jan 1, 2019, Extended Leave will be administered at UGA Central HR



# Absence Management

Will UGA's Shared Leave Program continue?

- UGA's Shared Leave Program Policy will remain the same.
- Donations to the shared leave program will continue to be received during open enrollment.
- Donations will continue to be made to the Shared Leave Pool and not to a specified individual.



# Absence Management

Since KABA interfaces with OneUSG Connect Absence Management System, could the end user use the KABA timeclock to request time off?

- This capability is not in the scope for Go-Live.
- Possibility of future release (post Go-Live) for we recognize function is needed.





# Payroll

The Payroll Module includes features that enable institutions to maintain payroll-specific data for employees, such as tax details, additional pay, general deductions, direct deposit, and garnishment information. These features work in conjunction with information entered on the Workforce Administration pages and deduction data maintained in the Benefits pages.



# Payroll

How will payroll processing change with OneUSG Connect?

- UGA Central payroll processes split between UGA and the USG Shared Services Center (SSC).
- The current method of processing payroll and timing will change
  - Biweekly pay period: Sun – Sat
  - Submitted time approved any time during pay period
  - Approve time for Mon. – Fri. employees on Fri. and Sat. employees between Sat. and Mon.
  - Approval deadline - Monday around 9 a.m.



# Payroll

How will payroll deductions be loaded in OneUSG Connect?

- UGA Payroll working with OneUSG Connect on method of loading and validating deductions.
- OneSource team working with departments to communicate information needed for deduction files and methods of sending information to Payroll.
- Sample deductions files loaded and tested during fall 2018.



# Payroll

How will the post payroll processes change with OneUSG Connect?

- Processes split between UGA Payroll, USG SSC and third party vendors.
- Paystubs will match the OneUSG Connect format.
- Direct deposit requirement for all employees
  - Approval of unbankable employee exceptions through the USG SSC. These will be paid by pay card.



# Payroll

How will the post payroll processes change with OneUSG Connect?  
(cont.)

- Check printing and mailing will be managed by Wells Fargo in Charlotte, NC two days before pay date.
- UGA Payroll will no longer distribute checks.



# Payroll

What changes are taking place with direct deposit?

- UGA employees set direct deposit via Employee Self-Service
  - maximum of six accounts
- Pre-noting is not necessary with OneUSG Connect and accounts are active when set-up occurs.
- Employees will no longer have credit union deductions. Set-up of direct deposits for credit union accounts communicated in fall 2018.
- Tutorial video:  
[https://www.usg.edu/oneusg/training/module/category/employee\\_self\\_service](https://www.usg.edu/oneusg/training/module/category/employee_self_service)



# Payroll

How is the emergency check process changing with OneUSG Connect?

- Replaced by the USG Connect' s off-cycle payroll process
- Off-Cycle payments are made on opposite weeks from the regularly scheduled biweekly payrolls. Distributed by direct deposit or printed check.
- Criteria for payments included in the Payroll business process summary document.
- On demand payment is a payment that is requested before the next on-cycle or off-cycle payment.
  - Extremely rare and employee demonstrates financial hardship. Approved by Chief Human Resources Officer. Paid by ACH, pay card or printed check.
- Both payments processed by the USG SSC.



# Payroll

## Taxable Travel Reimbursements

- Requests received by Accounts Payable more than 60 days after end of travel, paid as taxable payroll payments in OneUSG Connect.
- 1<sup>st</sup> time employee exceeds the 60 day limit, Accounts Payable will allow request of exception.
- 2<sup>nd</sup> time employee exceeds the 60 day limit, Accounts Payable will deny request and notify employee about taxable travel expense paid through payroll.
- Accounts Payable will send information to Payroll to add to the employee's next on-cycle payment.





# Payroll

Will there be any changes with the overpayment process with OneUSG Connect?

- Overpayment forms submitted to USG SSC who will collect reimbursements from inactive/terminated employees.
- UGA Payroll will resolve overpayments with active employees and departments.

How will the W-2c process change with OneUSG Connect?

- W-2cs are corrected W-2s.
- UGA Payroll will research and identify prior year adjustments and submit W-2c requests to the USG SSC.



# Payroll

How will employees update tax withholding in OneUSG Connect?

- Federal and Georgia tax withholding updated via Employee Self-Service.
- Maximum withholding deducted if new employee does not enter.
- Departments should assist certain employees with updating tax withholding.
- State withholding other than GA will be submitted to UGA Payroll and updated by Payroll staff.
- Tutorial video:  
[https://www.usg.edu/oneusg/training/module/category/employee\\_self\\_service](https://www.usg.edu/oneusg/training/module/category/employee_self_service)



# Payroll

## What is changing with garnishment processing?

- Currently referred to as Wage Assignments
- ADP will assist OneUSG SSC in processing garnishments.
- UGA Payroll will scan orders received and submit to OneUSG SSC.
- The USG SSC will review and send to ADP.
- ADP will interpret the orders, send information to SSC, and distribute deductions to agencies.
- The SSC will download information into OneUSG Connect so deductions to calculate deductions.
- UGA employees will contact USG SSC regarding garnishment questions and information will be provided to assist employees.



# Payroll

What's changing with retirement deduction reporting?

- OneUSG SSC is responsible for monthly TRS, ORP, ERS, and GDCP reporting for all USG institutions.
- UGA Payroll and HR will work with the OneUSG SSC to resolve errors.



# Employee Self-Service

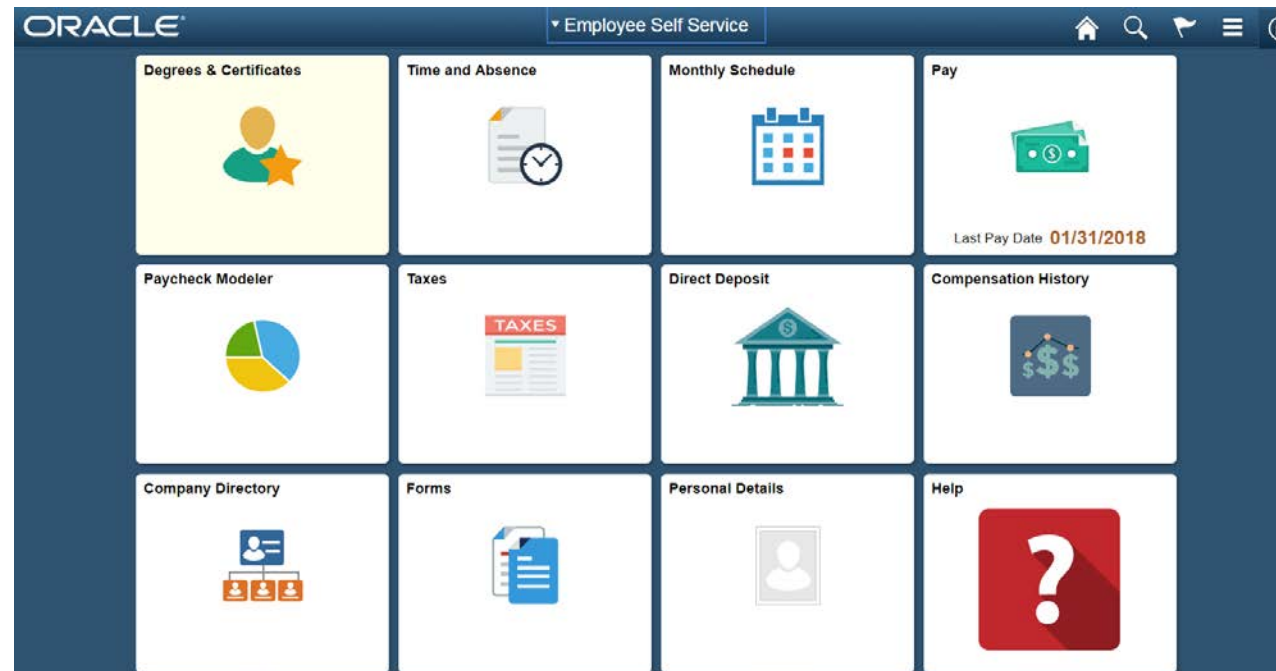
The Employee Self-Service Module provides employees with streamlined access to multiple employee related requests and information. This includes access to:

- View their timesheet and request for time-off
- Manage their direct deposit information
- A paycheck modeler to simulate changes in their earnings, deductions, and/or taxes
- Important payroll information, such as W-2s and the ability to change withholdings
- View and change personal information
- The OneUSG Connect Company Directory



# Employee Self-Service

The user friendly interface will allow employees to easily access OneUSG Connect through any PC, tablet, or phone.



# Employee Self-Service

Will faculty and staff need to approve their work schedules in KABA or the Time and Labor System?

- Schedules will be viewed through OneUSG Connect Employee Self-Service. Schedules are not approved by the employee. Schedules are assigned by the employee's manager/supervisor or their Time and Labor Approver.



# Employee Self-Service

Why do pay from schedule employees have to submit hours when there is a default work schedule?

- “Pay from schedule” employees will be required to submit hours to fulfill the requirement of verifying/approving their time. For other employees, the action of clocking in at a time clock or on a PC fulfills this requirement.





# Employee Self-Service

Will the OneUSG Connect Company Directory include personal information?

- OneUSG Connect Company Directory only contains work-related information:
  - Business e-mail and phone
  - Work Location/Address/Building
  - Reg/Temp Status, standard hours, manager level, job function
- Employees are not able to opt-out of being in the OneUSG Connect Company Directory.



# Employee Self-Service

Will it be possible to split a paycheck into two different accounts through direct deposit?

- Yes! Employees will be able to divide their check over multiple banks accounts using distribution rules (settings that govern how much of the check goes to each of the different accounts (up to six)).



# Employee Self-Service

How will information be validated when submitting a request in Employee Self-Service?

- Information that requires validation (name change, degree updates, etc.) will be processed through an approval process. The employee will likely have to provide additional information as part of that approval process.



# Employee Self-Service

How will I know that my manager received my absence request and if the request has been approved/denied?

- Managers will receive e-mail notifications and OneUSG Connect system alerts when absence requests are submitted. The employee will receive a notification when their request has been approved or denied.



# Employee Self-Service

Will all employees be able to go into their timesheet and make edits?

- The method in which employees enter time is dependent on how that employee is set-up for time entry in OneUSG Connect. Generally speaking, if an employee is set-up as a Kaba timeclock employee, they will not be able to edit their timesheet in OneUSG Connect Employee Self-Service and vice versa.



# Manager Self-Service

The Manager Self-Service Module provides Managers/Supervisors with streamlined access to a number of manager related tasks, including:

<b>Manager Self-Service Transactions</b>
MS316- Request to Change Time and Absence Approver
MS317- Request Leave Balance Adjustment
MS231- Request Location Change
MS234- Request Terminate Employee
MS239- Request Ad Hoc Salary Change
MS241- Request Supplemental Pay
MS242- Security Request



# Manager Self-Service

Wait.....where's the rest?

- UGA will be utilizing the position management system PeopleAdmin (iPaws)/FacultyJobs to manage majority of position related tasks.

Transaction Type	Action	System
Time/Absence	Approve Absences	OneUSG Connect
Time/Absence	Request to Change Time and Absence Approver	OneUSG Connect
Time/Absence	Request Leave Balance Adjustment	OneUSG Connect
Job and Personal Information	Request Reporting Change	PeopleAdmin (iPaws)
Job and Personal Information	Transfer Employee	PeopleAdmin (iPaws)
Job and Personal Information	Promote Employee	PeopleAdmin (iPaws)
Job and Personal Information	Change Full Time / Part Time	PeopleAdmin (iPaws)
Job and Personal Information	Terminate Employee	OneUSG Connect
Job and Personal Information	Demote Employee	PeopleAdmin (iPaws)
Position Management	Add Position	PeopleAdmin (iPaws)
Position Management	Update Position	PeopleAdmin (iPaws)
Position Management	Inactive Position	PeopleAdmin (iPaws)
Budget/Compensation	Request Ad Hoc Salary Change	OneUSG Connect
Budget/Compensation	Request Supplemental Pay	OneUSG Connect



# Manager Self-Service

Which employees do I see in Manager Self-Service? How does OneUSG Connect know who my employees are?

- Reports-To relationships drive a manager's ability to initiate transactions for employees. Human Resources and the OneSource Project have been working with the UGA community to document these reporting relationships.





# Manager Self-Service

What is a Reports-To?

- Reports-To refers to the reporting relationship between an employee and their manager/supervisor.
- Reports-To is managed in iPaws/FacultyJobs.
- Managers approve time and absence as well as initiate transactions for employees that report to them.
- The Reports-To structure is very important as it maintains who a manager has access to view and perform actions for in OneUSG Connect.



# Manager Self-Service

Example of Reports-To in  
The OneUSG Connect  
Organizational Structure.

- Director for School of Nursing has 54 employees reporting to that position.
- Director of Advising is one of those employees and has three individuals (Academic Advisors) reporting to this position.



# Manager Self-Service

How do I know who I can delegate to?

- OneUSG Connect will provide a list of eligible proxies (those that can receive delegated tasks) on the delegation screen for the manager to choose from.

Can I delegate tasks that were delegated to me?

- No, delegated tasks cannot be delegated to someone else.



# Manager Self-Service

What do employees do if they are out, but did not put leave in OneUSG Connect, for example sick days?

- The employee submits the request even if it is for a past event. If the employee is unable to do so, the manager can submit leave on the employee's behalf.

What if a request that has already been submitted and approved needs to be changed/deleted?

- Submitted requests can be canceled. The system will allow employees the ability to cancel their request, edit that request and resubmit. If the absence was already approved, it would need to be reapproved with the current edits.



# Manager Self-Service

How long does leave stay at the manager level? Will the system allow it to stay unapproved?

- Leave request remain active until the manager acts on the request. The system will allow it to remain unapproved. It will not hold up payroll.



# Manage Faculty Events

The Manage Faculty Events (MFE) module includes features that enables the University of Georgia to maintain faculty appointment data such as rank, tenure, special titles, additional post and credentials.

The MFE module replaces the Faculty Data Base (FDB) and the Faculty Information Records System (FIRST) and becomes the System of Record for Faculty Data.

Unlike other modules, the business processes conducted in MFE are primarily carried out by UGA's Office of Faculty Affairs. Faculty-related units will have view-only access to MFE records.



# Manage Faculty Events

The MFE module will provide faculty the ability to view their employee (HR) information and faculty appointment information through the Employee Self-Service (ESS) and Faculty Data Self-Service (FDSS) pages respectively.

ESS and FDSS pages give faculty the ability to transact several HR processes and provide a link to Elements for entering faculty academic and research activity.



# Manage Faculty Events

Does MFE replace FacultyJobs?

- MFE processes are separate from the faculty hiring processes conducted in FacultyJobs. Units will still be required to conduct those processes as they are currently implemented. Data placed in FacultyJobs by units (through the Posting and Hiring Proposal processes) will however be a big part of the faculty data in MFE.

Will Elements go away with implementation of MFE?

- Elements will not go away and will receive automated feeds from the MFE module. All of the processes currently used in Elements remain the same.





# Manage Faculty Events

As a faculty member, will all my titles be represented on the FDSS page?

- The Faculty Data Self-Service Page (FDSS) will display rank and tenure data as well as additional post and special titles approved by the university and/or USG Board of Regents.

Will part-time faculty be in MFE?

- All UGA faculty, including part-time faculty will be captured in the MFE module.



# Benefits

- On July 1, 2017, OneUSG Connect-Benefits went live as the benefits administration platform for all USG institutions.
- For UGA, OneUSG Connect-Benefits replaced Mybenefits@UGA.
- OneUSG Connect-Benefits also serves as a frontline, benefits customer service call center for all USG institutions to handle basic benefits questions and assistance.



# Benefits

- OneUSG Connect-Benefits was designed to integrate with the OneUSG Connect platform.
- Since the OneUSG Connect platform was not live for UGA in July of 2017, custom processes and procedures had to be developed with our current legacy system to bridge until UGA's go-live date to insure the proper delivery of benefits to our employees.



# Benefits

What changes will employees notice in regards to benefits administration?

- Access through Employee Self-Service will be available.
- Voluntary retirement plan (403b/457b) changes will be integrated into the OneUSG Connect system (Target date: later in 2019).
- Changes to the Optional Retirement Plan vendor selection process will also be integrated into the OneUSG Connect system (Target date: later in 2019).



# Benefits

**\*\*Key change for departmental HR practitioners\*\***

- **Employee benefits eligibility is dependent on employment information that is entered in FacultyJobs/iPaws which feeds the Workforce Administration module.**
- **In order for newly eligible employees to enroll in benefits in a timely manner, employment data must be entered in FacultyJobs/iPaws before the employee starts the benefits eligible position.**



# Workforce Administration

Workforce Administration is the management of the lifecycle of people associated with the university. This includes things like hiring, promotions, transfers, reclassifications, terminations, and retirement or end of appointment.



# Workforce Administration

Employees and Affiliates – OneUSG Connect manages both Employees and Non-Employees within Organizational Relationships through identifying person types. Types of persons managed:

- Employee –
  - A person who is hired to provide services to the organization.
  - Paid through UGA Payroll.
- USG Affiliate –
  - A person who provides services to the organization such as Adjunct Faculty, Borrowed Employee, Consultant, Dual Appointment, Temp Agency Employee, etc.
  - May be paid, but not by UGA Payroll.
- Non-Paid Affiliate –
  - A person who is not an Employee or USG Affiliate but is of interest to the organization.
  - These individuals are not paid.



# Workforce Administration

- Action/ Action Reason Codes – Better collection of data.
- Currently there are 27 Action Reasons in Web DFS.
- OneUSG Connect will have 133 Action Reason Codes!
  - They are arranged by type of action.
  - For example: a pay change could be for a variety of reasons such as a promotion, beginning a temporary appointment, merit, etc.
  - This will help us identify why an action was taken.





# Workforce Administration

LOA	LEAVE OF ABSENCE		Unpaid Leave of Absence
LOA	LEAVE OF ABSENCE	Temporary Leave	Use this option to place an employee on unpaid leave while in consultation with HR.
LOA	LEAVE OF ABSENCE	Educational/Professional Leave	Use when an employee takes unpaid Educational or Professional Leave.
LOA	LEAVE OF ABSENCE	Family Medical Leave	Unpaid Family Medical Leave
LOA	LEAVE OF ABSENCE	Military Service	Unpaid leave for Military Service. (First 18-Days at full pay; next, if accrued leave is available, use until exhausted;
LOA	LEAVE OF ABSENCE	Non-FMLA Qualified Family Leave	Non FMLA Qualified Family Leave when employee doesn't meet eligibility requirements.
LOA	LEAVE OF ABSENCE	Unpaid leave with benefits	Unpaid leave with benefits. This is typically used for sick leave when no more accrued sick leave is available.



# Workforce Administration

Is the OneUSG Connect: Workforce Administration Module similar to the legacy WEBDFS System or not?

- Not exactly. Workforce Administration is one component of Human Capital Management. It touches many of the other Human Capital Management modules. It is the foundation for many things in OneUSG Connect.



# Workforce Administration

## Foundation Tables:

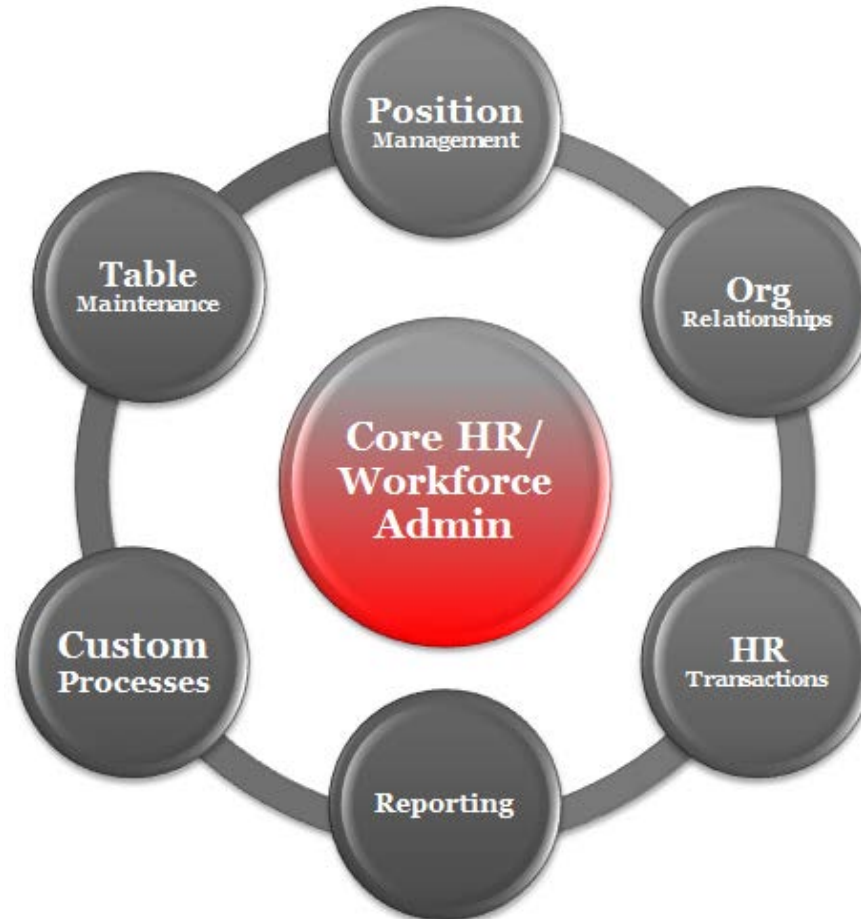
- Job Codes
- Departments
- Positions

## Custom Processes:

- Short Work Break – Auto Termination

## Reporting:

- Active Employees
- Terminations
- HR Transaction Audit
- Vacant Positions
- Position Incumbents
- Regulatory Reports



## Position Management: Via iPAWS/ Faculty Jobs:

- Request New Positions
- Clone Positions
- Update Positions
- View Position Incumbents

## Organizational Relationships:

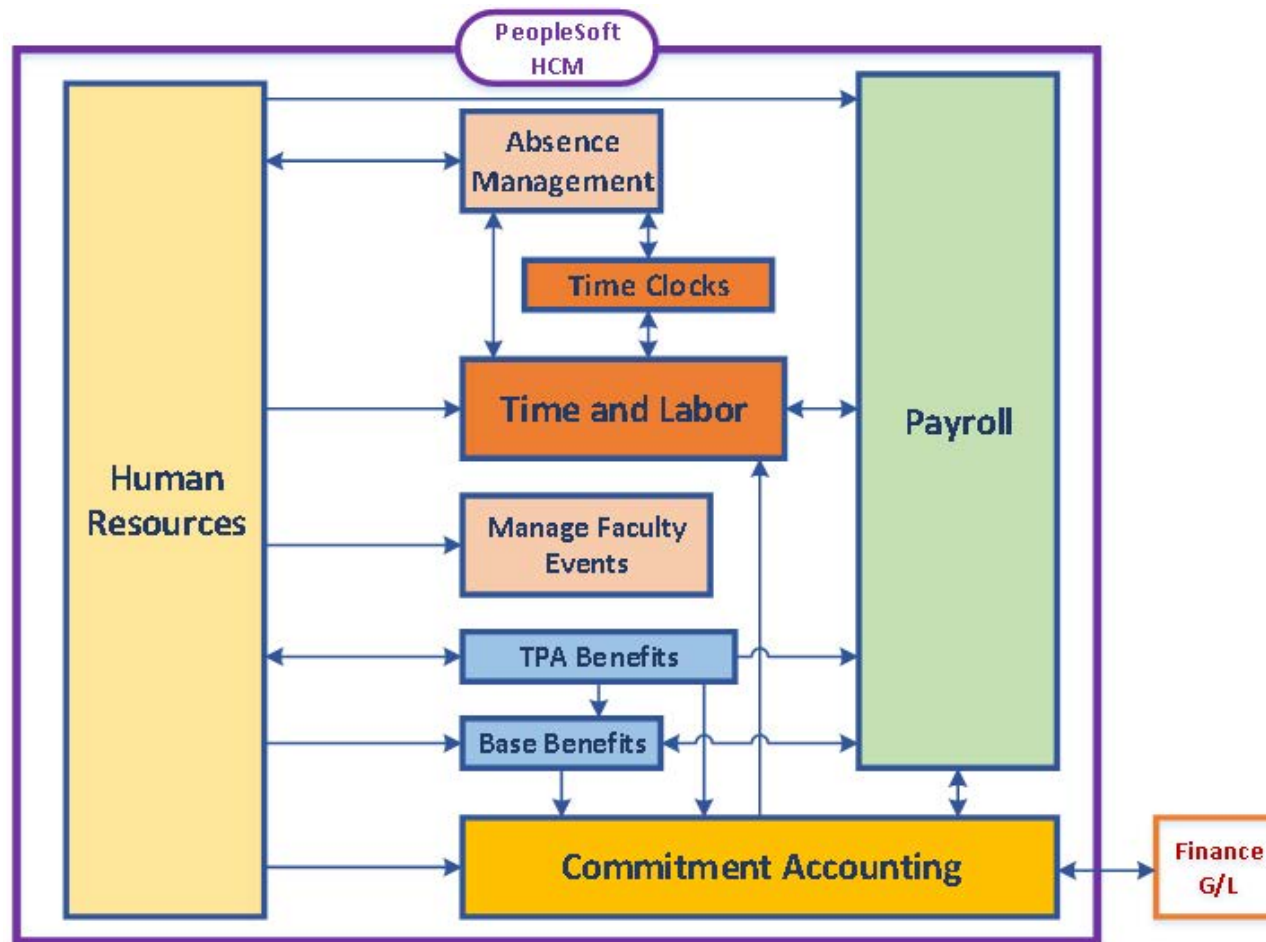
- Employee
- USG Affiliate
- Non-Paid Affiliate

## HR Transactions:

- Hires
- Data Changes
- Pay Changes
- Transfers
- Terminations



# Workforce Administration



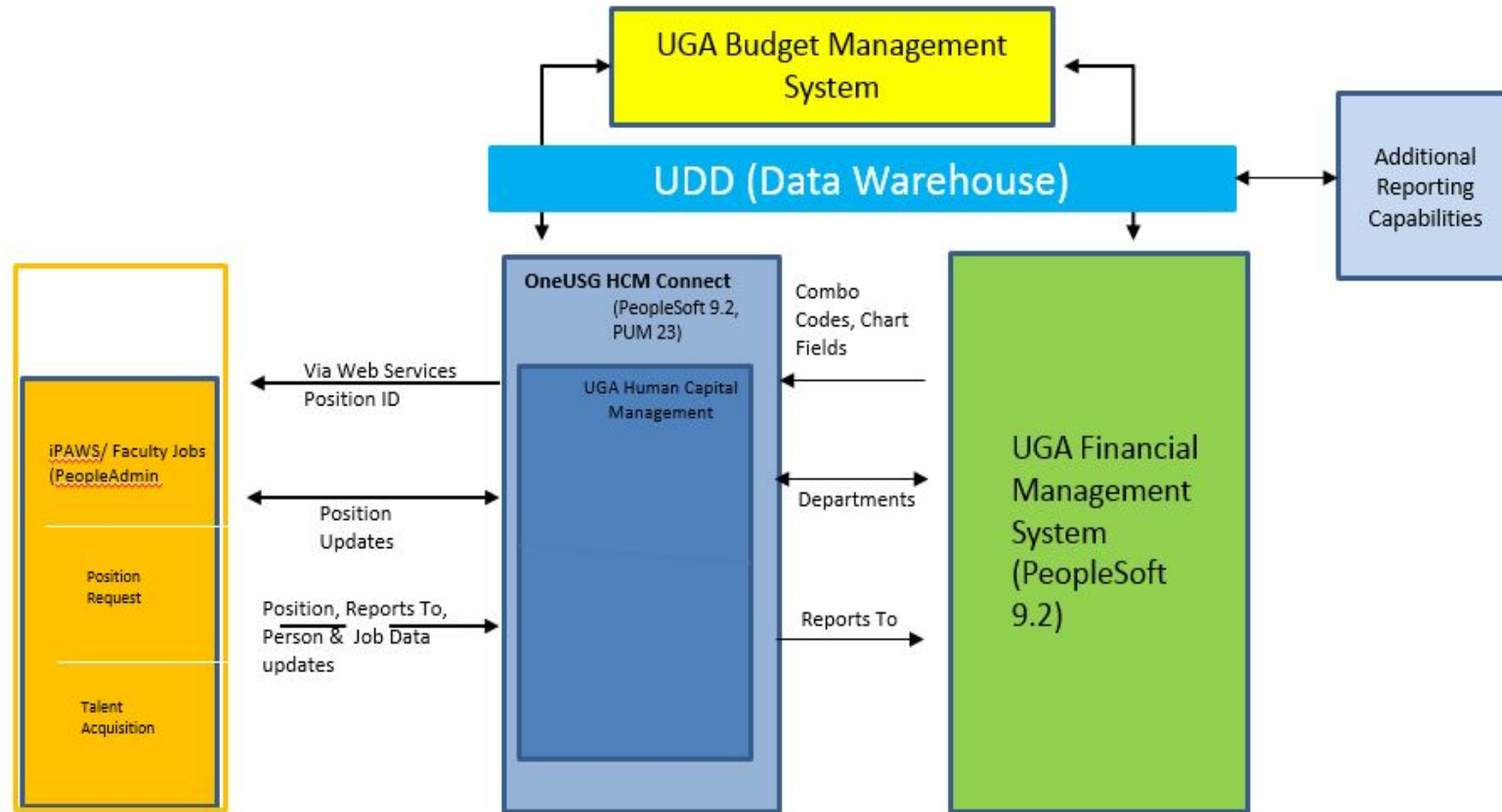
# Workforce Administration

Does this system interface with iPAWS, UGA Budget Management System, and UGA Financial Management System?

- Yes. There will be an interface built that will allow the information from iPAWS and Faculty Jobs to feed into OneUSG Connect. That information is then shared with Hyperion and UGA Financial Management System (PeopleSoft Financials).



# Workforce Administration



# Workforce Administration

Will the current UGA employee personnel data transfer to this new Workforce Data Management system? If yes, how much information will be captured?

- There will be a period of one calendar year "look back" period of data that will convert into OneUSG Connect. Additional information will reside in the Data Warehouse.
- For more information you may visit:  
[onesource.uga.edu/resources/reporting/](https://onesource.uga.edu/resources/reporting/)



# Workforce Administration

Is the information gathered for new employees taken from the iPAWS system?

- Yes. FacultyJobs and iPaws are the entry points for all employees.





# Workforce Administration

How are graduate students, temporary hourly workers, retire/rehire personnel processed since these classifications are not line items in the budget?

- In the future all UGA Employee positions will be managed in iPAWS and FacultyJobs.
- Integration between iPAWS/ FacultyJobs and OneUSG Connect.
  - This will eliminate the need to enter information in multiple systems.



# Commitment Accounting

The Commitment Accounting module is where funding is maintained for positions. It is also where the encumbrance for payroll and related costs is calculated.

Commitment Accounting is the link between OneUSG Connect and the UGA Financial Management System for payroll expenditures and encumbrances.



# Commitment Accounting

How are positions funded?

Position funding is maintained on the Department Budget Table in Commitment Accounting. Combination codes, which represent a UGA Financial chartstring, are used for position funding.



# Commitment Accounting

What is a combination code and how are they created?

A combination code (combo code) is a short cut to represent a full financial chart string. It is similar to a speedtype in PeopleSoft Financials. Combination codes for position funding will be created in the UGA Financial Management System and messaged over to OneUSG Connect.



# Commitment Accounting

What is a suspense combination code?

A suspense combo code is where salary and benefit expenditures will be charged if a position is not fully funded or the funding is invalid. Departments will be responsible for correcting items which post to a suspense combo code. Corrections should be made ideally in one day but no later than five business days.



# Commitment Accounting

How can we avoid items posting to a suspense combination code?

An invalid funding report can be run daily to identify any situations where a position is not fully funded or the funding is invalid. This allows time for departments to correct funding prior to payroll processing.



# Commitment Accounting

What will the encumbrance process be?

In addition to salary, fringe benefits (health, life, taxes & retirement) will be encumbered for benefit eligible positions. The encumbrance projection for salary will be based on the funding in the department budget table while the encumbrance projection for fringe benefits will be based on the last paycheck.



# Commitment Accounting

How will we correct funding on a position after payroll has posted to the general ledger?

Retroactive funding changes to a position will be processed in Commitment Accounting. Requests for direct and budget retro distributions will be available.





# Questions

## Project Feedback

[onesource.uga.edu](http://onesource.uga.edu)

[onesource@uga.edu](mailto:onesource@uga.edu)

The screenshot shows the OneSource website header with the University of Georgia logo and a search bar. The main content area features a training announcement for May - June 2018, including a registration notice and a 'Learn more' link. A callout box highlights the training information. Below the main content are navigation icons for About, News, Resources, and Contact, and a 'Highlights' section listing 'UGA Budget Management System' and 'Spring 2018 Key Messages'.

UNIVERSITY OF GEORGIA

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Training: May - June 2018

Registration is now open and available for May - June 2018 training courses.

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- [Spring 2018 Key Messages](#)

