Training Courses

Well-being Resources

• UGA Department of Psychology CoVid19 Well-being Guide

• UGA Well-being Resources

• Mindfulness Moment, 9:00 a.m., Monday – Friday
  • Less than 10-minute guided mindfulness practice via Zoom.

• Check out the Koru Mindfulness & Meditation course in PEP. The online courses offered are beginning on:
  • Thursdays, September 3 (9:30 a.m.);
  • Mondays, October 12 (7:00 p.m.).

• Sign up for all well-being courses through the Professional Education Portal under "Well-Being."
Training & Development

Fall Course Schedule Released

- Over 100 professional development classes offered August – December
- Registration is now open via the Professional Education Portal
- Most courses offered via Zoom. Please reach out to training@uga.edu if employees need computer access or accommodations.
- Specialized classes for working during the pandemic include:
  - Well-being
  - Learning circles and discussion groups
  - Leadership and supervision workshops
  - Zoom skills
- Team development workshops and individual career consultations are also available through Training & Development.
- Find current course listing and more professional development opportunities on the Training & Development website.
Office of Institutional Research

DawgCheck

Live demo and FAQs available at dawgcheck.uga.edu
Fiscal Master Calendar

Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
Weekly Status Call

August 20, 2020
Training Courses
Continuing Education

- Terry College Executive Education fall schedule of courses is now available on their website.
- Courses are being offered to UGA employees at 50% off the cost.
- Please contact Lisa Griffiths at lisagrif@uga.edu for the discount code.
- Upcoming courses include:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Decision Making and Corporate Communications Online</td>
<td>8/24</td>
</tr>
<tr>
<td>Certified Financial Planner Program</td>
<td>9/8</td>
</tr>
<tr>
<td>Fundamentals of Cloud Computing Online</td>
<td>9/8</td>
</tr>
<tr>
<td>Leading Change</td>
<td>9/25</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt</td>
<td>10/5</td>
</tr>
</tbody>
</table>

- UGA Professional License and Certification Policy
Asset Management
Operations Update

• Asset Management will continue to mail inventory decals for newly purchased equipment to our inventory contacts. Instructions are included.
• Please return the completed decal sheet back to our office once the equipment is tagged.
• If you need help in selecting the proper account code for equipment purchases, start here: Account Codes for Equipment!
• Decals can also be picked up from our office in the Auxiliary Services building. A box has been placed outside our building for convenient pickup.
• If your department is starting the FY21 inventory soon, we can also leave a barcode scanner in the drop box for pickup/drop-off!
Purchasing
Reminder – PO Revisions

• When a PO is revised, there is not a budget check step in UGAmart; the PO revision is budget checked when it reaches the Financial Management System. It is more difficult to correct budget errors once the PO reaches the Financial Management System, so it is important to use the most correct chartstrings in UGAmart.

• When asking Procurement to add funds to a PO, please ensure that the chartstrings you provide have sufficient budget balance for the revision and that the chartstring values/combinations are correct.

• Refer to document Budget Check Errors Quick Reference for information on queries to run to determine available budget by Fund.
General Ledger\Commitment Control

2021 Carryforward Budget

• Carryforward has been corrected, with minor exceptions
  • Pending corrections for Original Budget related issues for Office of Research Unit 43xxxxxxxx
  • Any corrections made after Aug 10th were made to the August period.

• **Please confirm your carryforward balances!**
  • Do not report carryforward balances as "Final" until you have reviewed them.
  • **Report any discrepancies through the OneSource Service Desk.**

• Budget checking will be reinstated for the affected funds:
  • Funds 14xxx: Continuing Education and Departmental Sales
  • Funds 15xxx: IDC
  • Fund 16000: Technology Fees
  • Fund 20200: UGA Foundation
  • Fund 20300: Research Foundation
  • Fund 20400: Restricted Non-Sponsored

• Review your departments in these funds for any spending to incorrect chartstrings that occurred while budget checking was turned off. It is the departments’ responsibility to realign spending with the Carryforward and other Budget

• **Carryforward/Deferred Revenue Webinar Recording**.
• On Wednesday, August 19, a system issue occurred that caused problems with the budget checking process and the Budgets Overview display. This issue has been resolved.

• If you received a budget error on a transaction yesterday, please re-submit and/or re-budget check your transaction.
Payroll

Viewing paystubs via cell phones

• **Known Issue**: Some employees are not able to access their paystubs via OneUSG Connect on cell phones.
• **Workaround**: Employees can continue to use computers to access their paystubs.
• Per USG issue will be resolved in the 6.2 release scheduled for December 2020.
Benefits & Total Rewards

Leave 360 Hour Cap

• Don't forget that for faculty and staff who accrue vacation leave, the 360-hour calendar year cap for your vacation balance is still in effect.

• Any vacation hours over 360 hours will be removed if not used by December 31, 2020.

• Although Coronavirus has restricted travel and made it more difficult to take vacation, please consider how you will use your leave if you are close to or over the 360-hour calendar year limit for your vacation balance.

• Please remind employees and supervisors in your colleges and units of this cap!
Manage Faculty Events
Emeritus Faculty in OneUSG Connect

• We will be loading a large batch of Emeritus faculty positions that have been approved over the last several months as well as some that were missing after conversion that units have reported.

• Moving forward, Emeritus faculty appointments that are fully approved on or before the 15th of each month will be loaded into OneUSG Connect by the 1st of the following month (e.g. an appointment approved on September 12 would show up on October 1),

• Beginning September 1, we will have a survey available to report Emeritus faculty appointments that should already be in OneUSG Connect but appear to be missing.

• Please reach out to Carly Surratt (csurratt@uga.edu) in the Office of Faculty Affairs with questions about Emeritus faculty.
HR Administration

Phase 3 Telecommuting Summaries

- Phase 3 Unit Telecommuting summaries are due September 18.
- These are submitted via the input form on the HR website.
- The summaries can be submitted by the designated HR Liaison for each major unit.
OneUSG Connect Query

Test Queries

• A test query grouping has been created to provide an opportunity to test and suggest changes to queries before they are included in the OneUSG Connect Work Center.

• Those with access to Query Viewer will be able to search for the test query grouping (180_TST_TEST_QUERIES_GROUP) which will hold the current test queries.

• The queries will return actual data but this data should be validated against existing queries to ensure accurate results.

• Comments and suggestions should be submitted to Human Resources with a subject of: HRIS Test Query - [include query name].
OneUSG Connect Query

Test Queries

• Using Query Viewer, search for: 180_TST_TEST_QUERIES_GROUP.
• This will always be the query name where the test queries are located but the queries displayed will change as new test queries are added and old ones removed.

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Descr</th>
<th>When to Run Query</th>
<th>1-Description</th>
<th>2-Description</th>
<th>3-Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18000</td>
<td>University of Georgia</td>
<td>Test Queries - Use with caution because of beta status</td>
<td>Biweekly Best Practices Queries</td>
<td>Grouping of queries to run for biweekly employees. These queries are part of best practices for ensuring timely and correct payroll processing for non-exempt employees.</td>
</tr>
</tbody>
</table>
As an example, the Biweekly Best Practices Queries looks like this:

<table>
<thead>
<tr>
<th>Current Pay Period Begin Date</th>
<th>Current Pay Period End Date</th>
<th>Pay Run ID</th>
<th>Empl. Type</th>
<th>1 Description</th>
<th>2 Description</th>
<th>3 Description</th>
<th>4 Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/09/2020</td>
<td>08/22/2020</td>
<td>08B2</td>
<td>2BW AUGUST</td>
<td>No Time Keyed</td>
<td>Run to return biweekly employees with an Active time reporter status without any reported time for this pay period. This should be run every Friday at a minimum.</td>
<td>Reported Time &amp; Absence</td>
<td>Run to return biweekly employees Reported Hours and Absences, including comments, for this pay period. This should be run every Friday at a minimum.</td>
</tr>
</tbody>
</table>

To provide comments or suggestions on this grouping of queries (e.g. the No Time Keyed query should not be included in the grouping), use *Biweekly Best Practices Queries* as the query name in the ticket subject.
Phase 3 Return to Campus
DawgCheck

- Juan Jarrett, AVP, University HR
- Dr. Garth Russo, Executive Director, UGA Health Center
- Stacy Boyles, IT Program Manager, EITS
Thursday Tidbit
LinkedIn Learning (formerly lynda.com)

HTTPS://HR.UGA.EDU/EMPLOYEES/TRAINING/E-LEARNING-OPPORTUNITIES/
Questions/Suggestions/Concerns

Contact Us
onesource.uga.edu
onesource@uga.edu
or
oneusgsupport@uga.edu