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:
  • Tuesdays, August 18 (3:30 p.m.);
  • 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 13, 2020
Phase 3 Return to Campus
Deskside Waste Reduction

• UGA units are encouraged to take responsibility for managing waste within their office environments to enable FMD staff to focus on cleaning and disinfecting restrooms and common areas.

• Participants receive new deskside recycling and “side saddle” trash bins and commit to empty them into nearby common area bins.

• New deskside bins are provided free of charge to Resident Instruction facilities and are available for purchase by Non-RI units on the UGA Athens and Health Sciences campuses.

• Departments can submit a request directly to their Building Services Supervisor or complete the UGA Deskside Waste Reduction Program Request Form.

• More Information is available on the Office of Sustainability website.
Return to Work
Protect UGA: COVID-19
Required Training for Faculty and Staff

• 70% Completion as of 8/13.

• Pep.uga.edu

• The deadline was Monday, August 10, but the training is still available to complete or to refer to later.

• We will send a final status report to HR Liaisons on Monday, August 17.

Course should show in the Training Due portion of each employee’s PEP home page. If not, he or she should search for the course title.
Travel and Expenses
Delegation Reminder

• With the start of the new academic year please don't forget to utilize the Training Library for assistance with setting up delegates.

• Please remember, with the June Policy change, delegates can no longer submit Travel Authorizations on behalf of the traveler, only create/edit.
Travel and Expenses
August Release

Group Travel will now include Employee ID

- TIGA Reporting Accuracy
- Users will have the ability to search for attendees by name or employee ID
- Release scheduled for August 15, 2020
Data Warehouse
Budget Transaction Descriptions

• Descriptions for Budget Journals and Transfers will be available in the Data Warehouse starting tomorrow.
• The information will appear in the following places:
  • Column H of the cube drillthroughs
  • PS Doc Description column in the companion reports
OneUSG Connect

HR Reports To

- OneSource Communications team will send a list of each unit and their reports-to next week to HR Liaisons and CBOs.

- List will be in a format that HR Liaisons and CBOs can distribute within units and get verification or correct reports-to information.

- Lists with corrections can then be returned to University HR for corrections to UGAJobs which will update OneUSG Connect.

- Reminder: this information is used for a variety of purposes. Currently, DawgCheck uses this data for reporting so accuracy is critical!
Payroll

Relocation Expenses

• Since transitioning to OneUSG Connect, all relocation expense reimbursements have been paid as off cycles unless submitted close to monthly payroll processing.
• USG made an exception for UGA because relocation expenses are paid as Additional Pay payments which don't meet the criteria for off cycle payments.
• Starting in September, relocation expense reimbursements will only be paid as off cycles if submitted before the employees first pay check.
• We encourage units to make direct payments to moving services vendors so employees can avoid paying out of pocket relocation expenses that have to be reimbursed.
Payroll

International Graduate Assistant Pay

• August 10 memo from Graduate School regarding tuition waiver for international graduate assistants
• The only students that would **NOT be eligible** for an assistantship are **new/incoming international graduate assistants who cannot travel to the US for the fall**.
• Students that are already in Athens and returning students that may be abroad should be eligible to receive their assistantships as long as they can carry out their work responsibilities.
• **Questions?** - Email gsfinanc@uga.edu
Benefits

Voluntary Retirement Incentive Update

- 357 applications received
- Approximately 200 retirement appointments scheduled
- Still working on applications that are over the 25% threshold for department
- Goal is to have final number of eligible employees identified by end of next week.
**Benefits**

**2021 Benefits**

- No plan design changes
- Most premiums staying the same.

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• The Onboarding and Employee Services team is continuing the Form I-9 processing through December 31, 2020.

• We are in active communication with the hires as their onboarding packets are being created. To avoid miscommunication with employees and duplication of efforts, we are asking that units not complete the forms or processing during this time.

• Form I-9 service can continue as a permanent offering should your unit decide to use this service moving forward.

• Please let the team know by sending an email to hrweb@uga.edu if you would like to hear more about this offering for 2021!
Thursday Tidbit
Psychological Resilience

The onset of COVID-19 has reshaped almost every dimension of our lives:

Taking care of the ‘essentials of life’ like going to the grocery store is an obstacle course. Perhaps most frustrating, of course, is the fact that none of us know when ‘life-as-we-know-it’ will resume.

However, despite the many challenges posed to us by COVID-19, we also have at our disposal many resources to build psychological resilience: the process and ability to transform moments of adversity into opportunities to thrive.

Resilience comes in many forms in our lives, from daily habits we can nurture, to the relationships that give us joy and fulfillment.

Each of us must now ask ourselves: what sources of resilience can help me survive and thrive during the COVID-19 pandemic?

• A Self-Care Guide for Change-Makers and Peacebuilders During Covid-19 (3 pages)
  • A Self-Care Guide to Surviving and Thriving During Covid-19 (39 Pages)
Questions/Suggestions/Concerns

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