Weekly Status Call

September 17, 2020
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:
  - 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.
Live demo and FAQs available at dawgcheck.uga.edu.

Now available in the University of Georgia smartphone application for iPhone and Android.
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>
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<tbody>
<tr>
<td>Leading Change</td>
<td>9/25</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt</td>
<td>10/5</td>
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• **UGA Professional License and Certification Policy**
Fiscal Master Calendar

### September 2020

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8a HR/Payroll Deadline (09E2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>8a OneUSG Confirm Date (09X2)</td>
<td>8a Pay Date (09X2)</td>
<td>16p Financial &amp; Budget Management Feature Release</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td></td>
<td>8a Mgr Leave/Time Approval by 6am (09M1)</td>
<td>8a Financial &amp; Budget Management Feature Release</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>8a Pay Period Start Date (09B1)</td>
<td>8a Pay Period End Date (09B2)</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td></td>
<td>8a HR/Payroll Deadline (09E2)</td>
<td>8a OneUSG Confirm Date (09B2)</td>
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</tbody>
</table>

### Notes:
- 8a Pay Period Start Date (09B1): Pay period starts.
- 8a Pay Period End Date (09B2): Pay period ends.
- 8a HR/Payroll Deadline (09E2): Payroll deadline.
- 8a Mgr Leave/Time Approval by 6am (09M1): Manager must approve time off.
- 8a Pay Date (09X2): Pay date.
- 8a OneUSG Confirm Date: Update confirm date.
- 8a Financial & Budget Management Feature Release: Feature release date.

Download Events:

- <
- >
- today
Today's Agenda

• Friendly reminder on how to access the agenda before the call:
Today's Agenda

OneSource Weekly Status Call Agendas

Sep 13 — 19 2020

- Thu  Sep 17
  - EITS: Network Maintenance
  - Wellbeing: Flu Clinics
  - Purchasing: Vendor Updates
  - Budget Management: Quarterly Amendment Review Dates
  - Budget Management: September 19 Updates
  - Commitment Accounting: Personal Service Encumbrance Calculation
  - Payroll: Taxable Fringe & Electronic W-2s
  - Time & Labor: System Downtime
  - Time & Labor: Holiday and Deferred Holiday Tips
  - Breakout Rooms This Week:

Breakout Rooms This Week:
1. People Operations (recurring)
2. Benefits & Total Rewards (recurring) *Cancelled for 9/17*
3. Reporting (recurring)
4. Commitment Accounting
Network Maintenance Outage

Saturday, October 24 at 6:00 a.m. to Saturday, October 24 at 11:59 p.m.

• Outages associated with the maintenance will be unpredictable, so the UGA community should assume that network services will be unavailable during the entire day.

• This standard maintenance is necessary to allow EITS to continue to provide ample bandwidth and capacity for the University. This is the second of two regularly scheduled network maintenances in 2020.

• Please share information about this maintenance with faculty, staff, and students in your units.

• Additional details and progress reports will be posted at status.uga.edu and on the EITS Twitter feed at @uga_eits.
Mobile Flu Clinics

- September 17
- September 21
- September 22
- September 28
- September 29
- October 7
- October 22

More Information
Purchasing
Vendor Updates

• **My Georgia Office Products**
  • New punchout available as of September 14
  • Contains items from the Convenience Statewide Contract for General Office Supplies
  • Available in the Furniture, Books, Office Supplies and Cell Phones UGAmart punchout section

• **Lenovo**
  • Newly updated punchout available currently
  • Available in the IT Hardware, Software, and Audio Visuals UGAmart punchout section

• Announcement email with further details and contacts sent out to Shoppers and Requisitioners on September 14.
Budget Management
Quarterly Amendment Review Dates

- **Q1**: September 25, 2020
- **Q2**: December 18, 2020
- **Q3**: March 26, 2021
- **Q4**: TBD

Fund 15000 (IDC) for Quarter 1

<table>
<thead>
<tr>
<th>Department</th>
<th>Fund</th>
<th>Balance 400000 - Revenue</th>
<th>Balance Personal Services</th>
<th>Balance NonPersonal Services</th>
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<tbody>
<tr>
<td>210000000 - College of Education</td>
<td>14100 - Departmental Sales and Service</td>
<td>5,163,830</td>
<td>498,835</td>
<td>2,017,584</td>
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<tr>
<td>210000000 - College of Education</td>
<td>14000 - Continuing Education</td>
<td>266,245</td>
<td>51,955</td>
<td>219,538</td>
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<tr>
<td>210000000 - College of Education</td>
<td>15000 - RL-Indirect Cost Recoveries</td>
<td>(23,312)</td>
<td>(22,264)</td>
<td>451,177</td>
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</tbody>
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Quarterly Amendment Review
09-15-2020
Budget Management
September 19 Updates

- Single Sign-On (SSO) Postponed

- Budget Planning Salary Setting open for FY22
  - Chartstring budgets
    - Pre-populated with FY21 budgets
    - Add/Edit chartstrings and budgets
  - Positions
    - View salaries and position information
    - Add/Edit funding
  - Allocation Sheets
    - View only. Will be FY21 Original Budget amounts
    - UGA will retain the standard Spring adjustment timeframe
As discussed on last week's status call, OneUSG Connect will implement a new method for calculating personal service encumbrances.

OneUSG Connect is scheduled to run the new encumbrance process on September 25 and 26.

On Wednesday, a high-level encumbrance calculation summary document was posted to the BSAG listserv.

We will have a Q&A Breakout Room today to answer questions related to the document.
Enrollment for the 2021 Campaign for Charities is now open!
ArchNews with official information will be sent shortly.
Additional Information is available on the SCCP webpage.
Tutorial available in the Training Library.
Notable changes from last year:
- Cash will no longer be accepted (ignore instructions pertaining to cash)
- Packets will only be available at the request of HR Liaisons
- Previous year's contributions will auto populate
- Charity codes are formatted slightly differently
- Users should utilize the "contains" dropdown to search for charities.
2021 Campaign for Charities

Known Issue

• Some users may experience duplicate blank rows when viewing their previous year's contributions. Hitting submit with these duplicates will result in an error.
  • Users should use the delete button to remove the rows.
• **Fringe benefit** – Property or service that an employee receives in lieu of or in addition to compensation.

• Added to checks as taxable income in order to deduct additional federal and state taxes, as well as Social Security and Medicare taxes.

• Examples: gift certificates, athletic tickets, certain club memberships, spouse/companion travel, automobiles, housing, meals, awards, clothing or prizes.
Payroll

Taxable Fringe

• Taxable clothing – New for 2020
  - What is taxable clothing? - USG BPM Section 5.3.17 Taxable Fringe Benefits found here.
  - Reaching out to units with large volumes of clothing purchases (FMD, Auxiliary Services, Student Affairs, College of Ag)
  - Will need information by November 6 to include on November and December checks.

• Direct bill relocation payments
  - Sending emails to employees and CBOs in early October.
  - Adding to October, November and December payments.

• Other fringes (season tickets, TAP, gifts, etc.)
  - Sending reminder to units in early October.
  - Deadline for sending information is November 6.
  - Adding to November and December checks.
Payroll
Electronic W-2s

• Tax time will be here soon! Employees can go paperless for 2020 and future W-2s by providing consent to receive their W-2 form electronically through OneUSG Connect. A short tutorial is also available.

• IRS regulations require UGA to send employees a paper W-2 form unless they consent to receive their W-2 in an electronic-only format.
Payroll
Electronic W-2s

• **Safer.** Reduces the risk of identity theft.

• **Faster.** Electronic W-2s are available before mailed. Paper W-2 forms are mailed by January 31, 2021 to your home address. Please ensure your address is accurate in OneUSG Connect **prior to December 31.**

• **Greener.** Save paper, an envelope, and fuel by receiving your 2020 W-2 online.

• **Cost-effective.** Save state and institutional funds on printing and postage costs, which is crucial this year, more than ever!
Manage Faculty Events

Additional Posts

• **Additional Post types** at UGA include [Courtesy Faculty](#), Graduate Program Faculty, Graduate Program Coordinator, and Center/Institute Member.

• **Assignments of Additional Posts** do not require processing in UGAJobs and are handled directly in OneUSG Connect by the unit.
  - *This includes adding posts for new and current faculty as well as end dates when applicable*

• **Security provisioning** for access to the Additional Posts section of OneUSG Connect should be routed through the unit's system manager for the appropriate approvals.

• Please contact the [Faculty Affairs Liaison](#) for your unit or Carly Surratt in the Office of Faculty Affairs ([csurratt@uga.edu](mailto:csurratt@uga.edu)) with any questions and training requests.
Time & Labor
System Downtime

Friday, September 18 at 11:15 p.m. to Saturday, September 19 at 7:00 a.m.

- Employees may report hours worked differently during this time:
  - **Kaba Clock:** Employees can continue to clock in and out at the clock, though the clock may show as "Offline."
  - **Web Clock:** Employees will need to record their hours on a paper timesheet. The hours will need to be entered by the manager once the system is back online.
  - **Pay From Schedule/Manual Time Entry:** Employees can enter their own hours once the system is back online.
Time & Labor

Holiday and Deferred Holiday Tips

• **Holiday hours should be loaded onto timesheets now.**
  • Holidays are earned based on 8 hours for the holiday times the employee's FTE, regardless of the employee's schedule.
  • If the employee was hired/updated after the Holiday load, the hours may be missing from the timesheet. Managers can add this Time Reporting Code (TRC) themselves if it is missing.

• **If the employee needs to defer the holiday, the Deferred Holiday TRC (00DFT) can be added by the manager**
  • This TRC does not pay any hours, it instead adds that number of hours to the employee's deferred holiday leave balance.
  • If Deferred Holiday is added to the timesheet, the holiday hours should be removed.
Thursday Tidbit

Carol Dweck: A Summary of Growth and Fixed Mindsets
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu