Weekly Status Call

September 3, 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.
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](mailto:lisagrif@uga.edu) for the discount code.
- Upcoming courses include:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Certified Financial Planner Program</td>
<td>9/8</td>
</tr>
<tr>
<td>Fundamentals of Cloud Computing Online</td>
<td>9/8</td>
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<tr>
<td>Leading Change</td>
<td>9/25</td>
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<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
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
Purchasing
Purchase Order Close

• Reminder: Purchase Orders (PO) **that have remaining encumbrance** should be regularly reviewed to assess if the PO should be closed.

• **PO Close Procedures** are located in the OneSource Training Library.

• Questions? Contact Chris Versola, cversola@uga.edu

• **How do I tell if a PO has remaining encumbrance?**
  • Encumbrances do not exist in UGAmart, so the Financial Management System is the data source for identifying encumbrance amounts, rather than comparing PO Amount vs payments in UGAmart.
  • Utilize the queries outlined in the PO Close Procedures to identify remaining encumbrances for POs.
Purchasing

PO Close – Tips and FAQs

• Does every PO need department action in order to close it?
  • No, the only POs that need department action are those that appear on the provided queries. If the PO does not appear on the queries, you should **not** request that it be closed.
  • To streamline campus effort, Procurement auto closes POs with $0 remaining encumbrance after a delay period.

• What is the difference between cancelling and closing a PO?
  • Closing a PO is the internal process of stopping all PO activity and freeing up any leftover encumbrance.
  • Cancelling a PO is an additional external process that notifies the vendor that we will no longer be purchasing an item/service or the entire order.
  • To cancel line items from a PO or the entire PO, contact the Buyer directly. Do not send a close request.

• Can I send a PO close request in with my invoice?
  • No, only send a PO close request **after** all invoices have been paid. Doing so before invoices are paid may result in a loss of funds. PO close requests cannot be queued up to wait for payment.

• Can I delegate PO closing to other staff members?
  • Yes, however, any staff member submitting PO close requests should be asked to review the PO Close Procedures to understand the responsibilities and effects of closing a PO.
Data Warehouse
Department Rollup Issue

• On Thursday, August 27, an issue was reported with the UGADEPTBUDGRPT tree in the Budget and Project Status Cubes.

• Units that may experience an impact from this issue are departments beginning with 15, 16, and 17.

• Please pay close attention to your filters and data until this issue has been resolved.

• In the meantime, you can utilize the following pivot fields within the cube:
  • UGAKKDEPARTMENT
  • Dept ID Descr
Budget Management

Amendment Cube Error

• The Amendment Cube in UGA Budget Management failed to reload on the night on August 26 and is incomplete.

• Users who would use the Amend functionality in UGA Budget Management will not have accurate data to create budget journals with.
Service Desks
Holiday Closure

- Monday, September 7 is a UGA holiday.

- Service desks including OneSource, OneUSG Support, Human Resources and EITS will be closed on Monday.
Payroll & University HR
Off-Cycle Check Requests

• Payroll and University HR have noticed a large increase in off-cycle check requests for new hires or re hires.

• Most due to employee not being in OneUSG Connect prior to the standard on-cycle payroll deadline.

• The following will be discussed during the People Operations breakout room today following the call.

• How can we work together to ensure employees are paid and benefitted correctly?
OneUSG Connect Release updates

Ad Hoc Release Sept. 1

- Email notification messages for Change Position Funding have been enhanced to include Transaction ID, Request Date, Paygroup, Emplid, Employee Name (or Vacant, if applicable), Position Number and Description, Department Number and Description, Initiator, and Last Approver

- For full release note information, please visit OneUSG Connect Release Information Website
Workforce Planning & Recruitment
UGAJobs Technical Updates

• Due to a security update by vendor, PeopleAdmin, to protect sensitive information, the maximum time of inactivity in a user's session is now capped at 15 minutes.

• Calendar feature has been updated to run Monday to Sunday.
Time & Labor

Early Biweekly Payroll Deadline

• Due to the Labor Day Holiday, the 09B1 payroll will have EARLY cutoffs
  • The Time and Absence Approval Deadline will be **this Friday, September 4 at 10:00 a.m.**
  • All **absences** must be entered and approved by this time. The central office will batch approve any unapproved time and absences
  • Timesheets **will not** be locked on Friday
    • We cannot lock timesheets in the current period
    • Pay From Schedule/Manual Time: Time should be estimated for Friday September 4, and Saturday September 5.
    • Kaba Clock/Web Clock: Employees can continue to clock in/out when they report to work
• The TL Reconciliation Report will be available on Friday afternoon
  • An alert will be sent via the Time and Absence Listserv when the report can be run
• Timesheets will be locked on Tuesday, September 8 at 10:00 a.m.
• **Even though the timesheets will be unlocked, updates to absences after Friday, September 4 at 10:00 a.m. will not be picked up until the following payroll cycle.**
If Time Allows...

Housekeeping Items

- **Microsoft Teams**: Share your experiences via questions feature!
- **Spending Guidelines**: Breakout room next week
- **Breakout Rooms Today**:
  - **People Operations** – focused on Off Cycle paycheck ideas
  - **Reporting** – on schedule as usual
  - **Benefits and Total Rewards** – **cancelled** this week
Anxious About What’s Next? Here’s How to Cope.

by Rasmus Hougaard and Jacqueline Carter

August 06, 2020
Questions/Suggestions/Concerns

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