# Training Courses

**Budget Planning & Salary Setting (BPSS)**

<table>
<thead>
<tr>
<th>Course:</th>
<th>Format:</th>
<th>Date/Time:</th>
<th>Registration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies and Procedures</td>
<td>In-Person</td>
<td>March 25 2:00 p.m. - 4:00 p.m.</td>
<td>Register via PEP</td>
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<tr>
<td>*System Training</td>
<td>In-Person</td>
<td>April 8 8:30 a.m. - 11:30 a.m.</td>
<td>Register via PEP</td>
</tr>
</tbody>
</table>

*Budget Management System access required*
## Training Courses

### Financial Management

<table>
<thead>
<tr>
<th>Course:</th>
<th>Format:</th>
<th>Date/Time:</th>
<th>Registration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working with GL Journals</td>
<td>Interactive Webinar</td>
<td>March 18</td>
<td>Register</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:30 p.m. – 3:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>Working with GL Journals</td>
<td>Interactive Webinar</td>
<td>April 6</td>
<td>Register</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:30 p.m. – 3:30 p.m.</td>
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</tbody>
</table>

### New Versions

- **Principles of Study Away Financial Management**
  - Format: Interactive Webinar
  - Date/Time: March 18 8:30 am. – 10:30 a.m.
  - Registration: [Register](#)

### One Run Only

- **Principles of Study Away Financial Management**
  - Format: Interactive Webinar
  - Date/Time: March 18 8:30 am. – 10:30 a.m.
  - Registration: [Register](#)
# Training Courses

## Sponsored Projects

<table>
<thead>
<tr>
<th>Course:</th>
<th>Format:</th>
<th>Date/Time:</th>
<th>Registration:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to Sponsored Projects</strong></td>
<td>In-Person</td>
<td>April 28, 9:00 a.m. - April 29, 4:00 p.m.</td>
<td><a href="#">Register in PEP</a></td>
</tr>
<tr>
<td><strong>Introduction to Sponsored Projects</strong></td>
<td>In-Person</td>
<td>May 11, 9:00 a.m. - May 12, 4:00 p.m.</td>
<td><a href="#">Register in PEP</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course:</th>
<th>Format:</th>
<th>Date/Time:</th>
<th>Where:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRASP Course 4</strong></td>
<td>In-Person or Webinar</td>
<td>April 22, 9:00 a.m. - 12:00 p.m.</td>
<td><a href="#">T&amp;D Room C &amp; Webinar: Register</a></td>
</tr>
</tbody>
</table>
Training Courses

**EITS**

<table>
<thead>
<tr>
<th>Course:</th>
<th>Format:</th>
<th>Date/Time:</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech Basics</td>
<td>In-Person</td>
<td>March 19 10:00 a.m. – 11:30 a.m.</td>
<td>T&amp;D Room AB: <a href="#">Register</a></td>
</tr>
</tbody>
</table>

- **Tech Basics**: An in-person class where new/current faculty and staff can get assistance enrolling a backup device in ArchPass, downloading Office 365, syncing mail accounts and more. Registrants should bring their personal devices, as university-issued computers will not be worked on during this class. **The deadline to register is March 16.**
# Training Courses

**Reminder**

<table>
<thead>
<tr>
<th>Course:</th>
<th>Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UGAJobs</strong></td>
<td>• Available to units by request.</td>
</tr>
<tr>
<td></td>
<td>* Central HR will come to you!*</td>
</tr>
<tr>
<td></td>
<td>• Email <a href="mailto:hrweb@uga.edu">hrweb@uga.edu</a> to make the request for your unit.</td>
</tr>
<tr>
<td><strong>P-Card (online!)</strong></td>
<td>• Located on the <a href="#">Procurement site</a>.</td>
</tr>
<tr>
<td></td>
<td>• Initial P-Card Training</td>
</tr>
<tr>
<td></td>
<td>• Refresher P-Card Training</td>
</tr>
<tr>
<td></td>
<td>• Procurement Card Information</td>
</tr>
<tr>
<td><strong>Sponsored Projects Administration (SPA)</strong></td>
<td>• An abundance of new SPA trainings can be found on the <a href="#">SPA training calendar</a> and registered for through <a href="#">PEP</a>.</td>
</tr>
<tr>
<td><strong>Express Direct Retros</strong></td>
<td>• Overview of the Express Direct Retro functionality within OneUSG Connect.</td>
</tr>
<tr>
<td></td>
<td>• Available on the <a href="#">OneSource Training page</a> for System Managers.</td>
</tr>
</tbody>
</table>
## Training Courses
### Summer Academic Payroll

- **Summer Academic Payroll** – 
  - New functionality demoed in Weekly Call on March 5.

<table>
<thead>
<tr>
<th>Format:</th>
<th>Date/Time:</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Service</td>
<td></td>
<td>OneSource Training Library - coming April 2020</td>
</tr>
<tr>
<td>Recorded</td>
<td></td>
<td>Video Link - coming April 2020</td>
</tr>
<tr>
<td>Interactive Webinar</td>
<td>April 2, 10:30 a.m. - 12:00 p.m.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Interactive Webinar</td>
<td>April 8, 1:30 p.m. - 3:00 p.m.</td>
<td>[Click here to register]</td>
</tr>
</tbody>
</table>
Employee Self Service
OneUSG Connect Unavailability

• During OneUSG Connect downtimes, employees will not be able to access employee self-service, including electronic copies of their W-2.

• This may be especially impactful since tax season and the upcoming March downtimes coincide.

Important OneUSG Connect Downtimes:

• Friday, 3/13/20 (6:00 p.m.) – Wednesday, 3/18/20 (7:00 a.m.)
• Friday, 3/27/20 (6:00 p.m.) – Tuesday, 3/31/20 (7:00 a.m.)

Printable Flyer Available now on the OneSource website!
Fiscal Master Calendar
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
OneSource Weekly Status Calls
Extended to FY20 End

Reminder

• Extended through Thursday, June 25, 2020.

• Notification following last week’s Weekly Status Call.

• Share the [registration link](#) with others who might benefit. Spread the word!
Fiscal Year End
Town Hall

Reminder

• Georgia Center, Masters Hall
• Thursday, March 26th
• 1:30 - 3:00 p.m.

• NO Status Call this day

Registration:

• In person (RSVP requested, not required)
• Online Zoom Meeting (RSVP requested, not required)
• Posted as a News Item on the OneSource webpage
March 12, 2020

Financials,
Budgets,
Reporting
Travel and Expenses
Travel Planning & Cancellation Guidance

- Questions regarding upcoming travel or travel cancellations?
  - NEW Guidance on Travel Planning and Cancellations will answer most key questions.
  - Note: Business travel approvals are unit-based decisions made between faculty, staff and their leadership. Such decisions should be informed by the particular circumstances and any travel advisories as noted on UGA’s Coronavirus Information and Resources webpage.

- Upcoming Communications
  - 1. Admin Memo (released today)
  - 2. Email to Business-Admin with #1 and #3 included
  - 3. Direct Email to Travelers (based on dates of TA's)
    - Weekly email to travelers with NEW TA's
Purchasing

Urgent Purchases of IT Devices

- Related information is outlined in the **Urgent Purchases of IT Devices Proactive Planning for Business Continuity** memo, [here](#).
  - You should continue to order IT devices through UGAmart purchase order or PCard. (Note that devices purchased via PCard may not exceed a unit price of $2,999.99 or the card’s STL, if lower.)
  - However, if due to time constraints those normal purchasing methods are not feasible, faculty and staff may temporarily purchase these IT devices using personal funds and submit for reimbursement.
  - This temporary purchasing method may be used until May 1, 2020. This timeline will be evaluated for possible extension.
  - Before purchasing a laptop or IT device using personal funds, faculty staff must review the **Urgent Purchases of IT Devices – Proactive Planning for Business Continuity** memo for guidance and requirements. The link is also posted on UGAmart, the [Procurement homepage](#), and the [OneSource Business Continuity Planning](#) page.
Business Contingency Planning

- **News Item** on OneSource site
  - Links to Travel Guidance
  - Links to Urgent Purchase
  - Additional items to be added
March 12, 2020

OneUSG Connect, Human Resource, Payroll
OneUSG Connect Support
New “Warm” Phone Transfer Option

- Inability to call OneUSG Support and speak to someone who could assist was the #1 item in the first round of voting on enhancement priorities.

- New warm transfer option to UGA is now available for practitioners.
Commitment Accounting

Express Direct Retro Changes

• **Known Issue Title:** EDR Requires Refresh of Current Combo Code

• **Overview:** Incorrect accounting entries will be created if an Express Direct Retro (EDR) transaction is not entered in a specific manner.
  
  • When entering an EDR transaction that involves no change to the existing combo code(s) but only a change to the revised amount(s) on the existing combo code(s), the initiator must click the ‘Chartfield Details’ button and re-choose the existing combo code(s). Failure to click on the ‘Chartfield Details’ button and re-choose the existing combo code(s) will result in incorrect accounting entries for the transaction.

• **Functional Workaround:** Best practice is to always review the accounting entries associated with EDR transactions. The Payroll Expense Detail query in System Manager Reporting can be run to see all transactions (original payroll and EDR) associated with an employee.
Release 6.0 Changes

• Changes resulting from the 6.0 release.

• UGA will see changes when OneUSG Connect comes back online the morning of Wednesday 3/18.

• Reminders:
  • 2 downtimes in March. Impacts might include access to W-2s, access to contact information, or access to pay stubs.
  • Payroll deadlines. Remind employees who submit time online.
Commitment Accounting
Express Direct Retro Changes

Release 6.0 Changes

- The HR department and employee name will be displayed on EDR transactions
- Approvers will now be able to see the combo code chartfield details, the HR department, and the employee name
- When inserting rows to split funding on an EDR transaction, the total original amount of the row must be accounted for
- If the revised amount is being updated but the combo code is not, it is necessary to click the 'Chartfield Details' button and re-select the original combo code. This will refresh the combo code for the transaction. Otherwise, the accounting entries for the EDR transaction will not be correct
- New training documents and job aids will be available in the training library soon.

20
Manager/Employee Self-Service

GA Tech Release info

- New tiles that are not currently utilized by UGA.
- OneUSG Connect is a shared platform, so sometimes we see things that other institutions use, but we don't and vice versa.
- To our knowledge, UGA users can't process anything with these tiles.
Summer Pay
User Role Update

• Security Request - Communication went out this week to ask for units to submit Summer Pay security request via email to oneusgsupport@uga.edu

• We have received about 1/3 of those requests. THANKS!

• Please submit by 5:00 p.m. on Thursday, March 19.

• Submission that after this date will need to go through the normal security request process.
Visibility of Cascading Absence Requests

- Currently only seen in forecasted results
- With the release, the earnings codes will now correspond to the actual absence balance that was deducted
  - Will be able to see in forecasted results, payable time and on the paystub
- (Example: Request 8 hours of vacation but have a 3-hour comp balance. Forecast results, payable time and the paystub will now have this split out to reflect 3 hours of comp and 5 hours of vacation.)
The complete auto-enrollment matrix has been added to the OneSource website to be used as a reference:

- There 1,870 rows on the matrix, so it can be a bit overwhelming
- It will work best to sort by specific HR Departments or descriptions to see how your unit will enroll
- Updates can still be made to this standard setup by submitting a ticket to oneusgsupport@uga.edu

### Release 6.0 Changes

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<th>Department</th>
<th>Dept. Description</th>
<th>Job Code</th>
<th><em>Employee Type</em></th>
<th><em>Paygroup Ending</em></th>
<th><em>Time Reporter Type</em></th>
<th>TCD Group</th>
<th>Punch Reporting Template</th>
<th>Elapsed Reporting Template</th>
<th>Workgroup</th>
<th>Task Group Alloc. Rule</th>
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<td>Hourly</td>
<td>C</td>
<td>Punch</td>
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Payroll

Off Cycle calendar updates

• Off cycle calendar updates for GA Tech go-live.

• March deadlines changed for 03X2 and 04X1 off cycle payrolls.

• Updates are published to the Off-Cycle Payroll Calendar.
New Compensation Queries
Compensation with Supplement Data

Release 6.0 Changes

• Two new/revised queries coming to the System Manager Reporting tile.
• Currently available to Query Viewer users
  • Compensation Summary - 180_HR_COMP_PLUS_SUPPLEMENT
  • Compensation Detail - 180_HR_COMP_V2
• These Workforce Administration queries will provide detailed compensation data including supplements or Multiple Components Of Pay (MCOP)
• Compensation supplement data is broken out into three categories:
  1. MCOP – these supplements fall into the category of OneUSG Connect configured Multiple Components Of Pay:
  2. Hourly Supplement – these are supplements only for hourly paid employees;
  3. Special Chair – this is a category for faculty supplements that don’t conform to an existing OneUSG Connect MCOP category; these include Endowed Chairs, Professorships and Other Special Appointments.
New Compensation Queries

Employee Compensation Summary

- Query provides job compensation rate *plus* a summary of component information.

- This query is an attempt to have only one row for each Job Record/Position with the component data summarized in the right columns.

- If there are no additional components other than base rate, the additional columns will be blank.
New Compensation Queries

Employee Compensation Summary

Release 6.0 Changes

- Hourly supplement examples:
  No supplement vs. Hourly supplement

- MCOP example:
New Compensation Queries
Employee Compensation Detail

Release 6.0 Changes

- Update to the existing 180_HR_Comp query

- Query provides job compensation rate plus detailed component information

- Each compensation component will have its own row:
  - If there is only one compensation component (e.g. default base rate), there will be only one row for an individual
  - If there are multiple compensation components (e.g. default base rate plus some type of supplement), there will be multiple rows for an individual
New Compensation Queries
Employee Compensation Detail

Release 6.0 Changes

- Single component:

- Multiple components:

- Note the Job data will be duplicated for each component row
Employee Directory
Employee Contact Info
Employee Directory
Employee Contact Info

[Image of a screenshot from the Employee Self Service portal showing the Personal Details section with the Addresses tab highlighted. The screenshot displays a home address: 123 First Street, Athens, GA 306060 Clarke.]
Employee Directory

Employee Contact Info

Campus Address

Address
410 Caldwell Hall
Athens, GA 30602
## Employee Directory

### Employee Contact Info

![Employee Contact Info](image)

<table>
<thead>
<tr>
<th>Phone</th>
<th>Extension</th>
<th>Type</th>
<th>Preferred</th>
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</tr>
<tr>
<td></td>
<td></td>
<td>Home</td>
<td>✔️</td>
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</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Type</th>
<th>Preferred</th>
</tr>
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<tbody>
<tr>
<td><a href="mailto:l@uga.edu">l@uga.edu</a></td>
<td>Business Other</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:l@uga.edu">l@uga.edu</a></td>
<td>Business</td>
<td>✔️</td>
</tr>
<tr>
<td>Date Element</td>
<td>Who</td>
<td>Where</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Campus Address</td>
<td>System Manager Role</td>
<td>OneUSG Connect</td>
</tr>
<tr>
<td>Business Phone</td>
<td>UGA Business Managers</td>
<td>Ticket: <a href="mailto:OneUSGSupport@uga.edu">OneUSGSupport@uga.edu</a></td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>Employee</td>
<td>Employee Self-Service</td>
</tr>
<tr>
<td>Home Address</td>
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<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnicity/Disability</td>
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</tr>
</tbody>
</table>
Remote UGA System Access

Requirements

**Requires Cisco AnyConnect VPN:**
- UGA Financial Management
- UGAmart
- Simpler
- Data Warehouse

**Requires Internet Access:**
- OneUSG Connect
- UGAJobs
Remote UGA System Access
Authentication Tips

• Ensure UGA ArchPass Duo is up-to-date.
• Things to consider:
  • Phone number – consider using a mobile phone not just a desk phone.
  • Push authentication can be used if you have downloaded the mobile application to a secondary device.
  • SMS (text message) notifications can also be sent to a mobile phone.
  • SMS (text message) list of “one-time use” codes can be sent for future use
• More info: http://archpass.uga.edu
Need help?
We're here for assistance!

- Reminder: the "Help" tile in UGA Financials gives you access to imitate assistance from the OneSource Service Desk and all the central financial offices.
Reminder: If you are an approver and cannot perform your approval responsibilities for a temporary period of time, you may request an alternate approver to act in your place for a period of time. This can be self-requested OR the CBO of your Major School/ College/ Unit can request on your behalf.

- Delegating Authority as a Supervisor in OneUSG Connect
- Requesting a Temporary Alternate Approver
- Requesting Temporary Alternate Approver on Behalf of Another (CBO)
- Delegating Authority as a Time & Absence Approver

*Note: When assigning an alternate, the employee receiving the designation must have the same level of approval roles as the original approver. Please work with your CFO Approver if additional approval roles need to be granted.
Remote UGA System Access

Useful Tools

- Zoom
- Skype
- Remote Desktop
Budget Management

Cost Share

During BPSS

• Review positions and their available funding, both sponsored and non-sponsored
• Cost share only when mandated but the external sponsor
• Identifying it
  • Program codes 11110, 11320, 13110, 13120, 13210, 12110, 12220

Awareness

• SPA is reviewing cost share best practices
• SPA will assess all cost share – identifying mandatory vs. voluntary cost share
• When to cost share? Only cost share when mandated by the sponsor/funding announcement (13.3 https://policies.uga.edu/pdf/cost_share.pdf)
• Reach out to SPA for questions and additional guidance
Budget Management
Indirect Cost Recoveries

- Beginning with FY2021, indirect cost recoveries (IDC) will be built into the base budgets of campus units.
- Based on prior calendar year revenue collections
  - Example: FY 2021 IDC allocation will be based on IDC revenue realized by units between January 2019 and December 2019
    - Calendar Year 2019 IDC Revenue: $100,000
    - FY21 Original Budget: $100,000
- True Up each January
  - If the prior calendar year revenue is more, units will increase their amended budget by that amount
  - If prior year calendar revenue is less, units will decrease their amended budget by that amount
- Query for Unit and Department Amounts: UGA_GM_IDC_REV_UNIT_CY
• On Tuesday, March 3, it was confirmed that certain BPSS reports are not running to success.
  • Combo Code Budgets
  • Combo Code Budgets (Full Chartstrings)
  • Position Funding Distribution
  • Position Funding Distribution (Full Chartstring)

• These reports will be removed and replaced with new reports as soon as possible.
  • New reports available now (see next slide)

• For additional details and updates, please visit the Known Issues page or contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202.
Budget Management

BPSS Reports

• New Reports Available Now
  • Position Funding and Salary Data Spreadsheet
  • Position Funding Data
  • Position Salary Data

• Available March 14
  • All reports from last year with updates
  • Removal of the funding reports that aren't working (replaced with above)
  • New
    • Employee Supplement Amount
    • Weekday Adjustment Amount
Budget Management
BPSS Reports

• Weekday Adjustment Amount
• In OneUSG Connect, bi-weekly employees are paid an hourly rate which can be seen as an hourly and annual rate based on a set 2,080 working hours.
• In certain years there will be more hours worked than the 2,080.
  • 2,088 for FY2021

• $10/hour * 2,080 = $20,800 Base Pay
• $10/hour * 8 = $80 Weekday Adjustment
• $20,800 + $80 = $20,880 Total Comp
Questions/Suggestions/Concerns

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