Weekly Status Call

July 9, 2020

Zoom Webinar Reminder:
Please use the Q&A feature when submitting all questions related to the content of the Weekly Status Call.
Please use the Chat feature for all other comments!
## Training Courses

### Reminder

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

### Reminder

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<th>Course:</th>
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<td>What’s New in the Data Warehouse: Budget Reporting</td>
<td>Zoom Webinar</td>
<td>July 14, 10:00 a.m. - 12:00 p.m.</td>
<td><a href="#">Zoom Webinar Registration</a></td>
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<tr>
<td>What’s New in the Data Warehouse: Project Reporting</td>
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<tr>
<td>Training and Development (Various)</td>
<td>Zoom</td>
<td>May 13 – July 31</td>
<td><a href="#">Professional Education Portal</a></td>
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Questions/Assistance
UGA OneSource Systems

- Unless directed otherwise, please use the OneSource and OneUSG Support Service Desks for questions related to OneSource systems and processes.

- This provides a variety of benefits for users and functional teams including:
  - Multiple eyes on an issue help to keep things from being overlooked or stagnating
  - Tracking ability
  - Ease of follow-up
  - Trend and pattern identification – can build a knowledge base of questions
  - Quick response time
  - Ability to track Service Levels – open issues, time to resolve, etc. (Dashboards coming soon!)
# Questions/Assistance

## UGA OneSource Systems

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<td>UGA Budget Management System</td>
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<tr>
<td>OneSource Training Library</td>
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<td><a href="mailto:OneSource@uga.edu">OneSource@uga.edu</a></td>
<td><a href="mailto:OneUSGSupport@uga.edu">OneUSGSupport@uga.edu</a></td>
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<td>706-542-0202, option 1</td>
<td>706-542-2222</td>
<td>706-542-3106</td>
</tr>
</tbody>
</table>

This information and more can be found on the [OneSource website](mailto:OneSource@uga.edu)!
Weekly Status Call
Transition to Zoom Webinar

• Please use the Q&A feature when submitting all questions related to the content of the Weekly Status Call.

• Please use the Chat feature for all other comments!

• **Question & Answer**: Open the Q&A window, allowing you to ask questions to the host and panelists. They can either reply to you via text in the Q&A window or answer your question live.

• To ask a question:
  1. Type your question into the Q&A box. Click **Send**.
  2. If the host replies via the Q&A, you will see a reply in the Q&A window.
Fiscal Master Calendar
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
July 9, 2020

Financials, Budgets, Reporting
1. **Who is receiving what PPE?**
   - All faculty and staff will receive two face coverings and one thermometer.

2. **When should I place my order?**
   - Phase 2 employees: order now
   - Phase 3 employees: order now

3. **How do I order and who is responsible for submitting orders?**
   - When possible, submit **one** order in UGAMart for all items including masks and thermometers rather than multiple orders.

4. **How these are distributed?**
   - Designated HR Liaisons for each unit received a list of mailing addresses for employees.
   - Need to find your HR Liaison? A list is available on the [HR Workforce Planning & Recruitment website](https://hr.uga.edu)!
PPE Punchout
UGAmart Availability

• If you need assistance in determining the total number of face coverings for your faculty and staff, please email Harold Waters or Tonya Seay.

• Order face coverings for your department or college by submitting an order in UGAmart following the same process as ordering UGA Stock Items and Bulk Paper.
PPE Punchout
Ordering and Distribution

**Ordering:**
- Units should put the home addresses in *External Notes* when ordering in UGAmart.
- It is also helpful if they tag Harold Waters or Tonya Seay on the comment and advise they want items mailed to employees’ home addresses.
- This allows the team fulfilling orders to review the internal notes on the requisition if we do not see the addresses in external notes on the purchase order.

**Distribution:**
- Keep in mind; mail on hold, designated mail pickup days, other info that might cause a delay in receiving PPE
- Expected timeframe for receiving masks and thermometers
  - *On-campus delivery in Athens*: within 2-3 days
  - *Mail-out to employee home address or off-campus location*: 2-3 days to fulfill plus shipping time.
PPE Punchout

Hand Sanitizer

• Available now!

• Variety of hand sanitizer types and quantities available in UGAmart PPE Punchout.

![Hand Sanitizer Options](https://example.com/hand-sanitizer-options.png)
Purchasing COVID Signage

• As mentioned in the Supervisor Return to Campus training, sign templates for social distancing, sanitizing, and other preventative measures are available through the Marketing and Communications website. Units will be responsible for printing and posting signs as needed.

• Units can work with Bulldog Print + Design if they have a need for printing. There is a "Contact Us" tile on this website if you have printing questions.

• Units should follow their normal ordering process when using Bulldog Print + Design including payment and allowing for lead time. Use the job request form to submit details to the team for a quote.
Procurement

PPE Availability

• Qualtrics form sent to CBOs to help quickly facilitate communication. This is not intended to replace the UGAmart ordering process.

• Units are responsible for submitting the UGAmart requisition.

• In some instances Procurement may put units in direct contact with the supplier due to limited quantities of some items.

Good afternoon,

In an effort to assist you in your re-opening plans, the Procurement Office now has the following limited-time products available to order. Please click on the applicable link(s) below to reserve your order amounts. Once the survey closes, or once available quantities are reserved, Procurement will provide you with instructions for submitting your UGAmart requisitions.

- Please Reply by 7/1 for Disposable Masks (quantity available = 200 cartons of 2,000 masks/carton)
- Please Reply by 7/2 for Free-Standing Hand Sanitizer Dispenser (please see attached document for product information)

Additional Opportunity: We’ve also confirmed that Grainger currently has over 200,000 packs of disposable masks ready to ship. Masks are $25.53 per package of 50 masks. To submit your order, please login to UGAmart, open the Grainger punchout and search for item #56D44.

In the coming days I hope to reach out to with opportunities for other supplies.

Regards,

Claire
Carryforward will be calculated and posted mid-August.

Related funds will be set to "Track without Budget" to allow you to meet operational needs in the meantime.

- 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

When Carryforward is made available, Budget enforcement will be reinstated.

It will be the departments' responsibility to realign spending with the Carryforward and other Budget

Carryforward/Deferred Revenue Webinar Recording.
Anomalies Update

• Anomalies
  • Use GL Queries
    • Identify actual transactions easily
    • Show actual sign of transaction (positive or negative number).
    • Helps with preparing GL Journal corrections (when moving from chartstring use the opposite sign as on the GL Query)
  • Revenue Anomalies
    • Deferred Revenue entry was not considered
    • If you have a debit balance – check for a Deferred Revenue GL Journal #1000128113
    • DON'T Adjust these anomalies if Deferred Revenue has been adjusted
General Ledger/Commitment Control

GL Journal Update

• GL Journal Entries – **Year End Letter**
  • Deadline: July 13 by 5:00 p.m.
  • Be at the Accounting Review Level
    • Should already have passed Department workflow and SPA approval levels
    • Journals should be dated June 30
      • [Year End Journal Entry Preparation](#)
  • Supporting Documentation should be attached

Another Year End is Almost OVER...for Campus!!!
Budget Management

FY21 Activity

• Possible down time this weekend
• BPSS Salary Sheets available this weekend
• Processing STF and other central budget transfers
Data Warehouse
Upcoming Budget/Project Cube Changes

- On the evening of Friday, July 10, the data source migration will take place.
- Updated cubes and reports can be accessed via OIR's Operational Reports page once the migration is complete – bookmarks may need to be updated.
- Training will be available in the Training Library by Friday evening.
- Remember that if you built out updated cubes via the test version of the cubes that the connection will need to be updated to point towards the production server.
- For questions and support, please contact the OneSource Service Desk.
Data Warehouse

Upcoming Budget/Project Cube Changes

Budget Status and Monthly Status Report enhancements include:

• Addition of Journal Line Detail, which provides better transaction information
• Increased visibility of P-Card details including vendor and card holder name
• Improved transaction identifiers such as transaction type and “journal mask” (ex. PAY, FMD, BAN, etc.)
• Updates to the Monthly Status Report to add more filters and detail account subtotaling
• Addition of a net income calculated column in the cubes
Data Warehouse

Upcoming Budget/Project Cube Changes

Project Status Report enhancements include:

• Addition of pending transactions (like a bank account)
• Ability to see individuals paid or encumbered by project, broken out by salary and benefits
• Improved transaction descriptions
• Ability to hide accounting details and see only expenditures
• Ability to filter transaction lists by certain expense types
• New tabs that show project data in the same format as the Monthly Status Report
Views, Subscriptions and Cubes:

• Because of these changes, all of your “views” (bookmarks) and “subscriptions” (if reports are auto-emailed to you) will become obsolete.

• We have a team working to rebuild the subscriptions for you, but they may not be available by July 10. No action is required on your part and thank you for your patience.

• Please note that if you do not have a subscription established, this team will be unable to see your view, and therefore unable to rebuild it.

• The Budget Status Report version 1.0 will be decommissioned.

• If you use the cubes for reporting, you will need to download a new version from OIR’s Operational Reports page.
Data Warehouse
Upcoming Budget/Project Cube Changes

Upcoming Training Webinars:

**What's New in the Data Warehouse - Budget Reporting**
Tuesday, July 14 10:00 a.m. – 12:00 p.m.
[Registration Link]

**What's New in the Data Warehouse - Project Reporting**
Thursday, July 16 10:00 a.m. – 12:00 p.m.
[Registration Link]

In addition, all Training Library materials associated with the current Budget and Project Status cubes and their corresponding companion reports is in the process of being updated.
July 9, 2020

OneUSG Connect,
Human Resources,
Payroll
Commitment Accounting
OneUSG Connect 6.11 Release

• OneUSG Connect is planning to deliver the 6.11 release the evening of Thursday, July 9.

• This release is the Change Position Funding enhancement that allows multiple effective dated position funding changes in a single transaction.

• Departments can begin submitting FY21 change position funding transactions Friday, July 10.
Commitment Accounting

07B1 Pay Run

- In OneUSG Connect, the 07B1 payrun is an FY21 pay period since the pay date was July 3, 2020.
- In UGA Finance, the journal entry (P000128719) for the 07B1 payrun is dated July 3, 2020 and uses budget reference 2021.
- For accounting purposes, in UGA Finance this payroll is accrued (except for funds 2xxxx) as an FY20 expense because the pay period beginning and end dates are within FY20 (June 14 - 27).
- The accrual journal entry in UGA Finance is 1000128761 dated June 30, 2020. You will **not** see this accrual entry in OneUSG Connect.
- This accrual entry is reversed in FY21 to offset the July 3, 2020 entry (P000128719) from OneUSG Connect.
- The reversing journal entry in UGA Finance is 1000128764 dated July 3, 2020. You will **not** see this accrual reversal entry in OneUSG Connect.
Commitment Accounting
07B2 Pay Run

• In OneUSG Connect the 07B2 payrun is also an FY21 pay period since the pay date is July 17, 2020.

• The 07B2 payrun begins June 28 and ends July 11. OneUSG Connect distributes payroll expenses based on a five-day work week so two days (June 29 and 30) fall within FY20.

• For accounting purposes, two days of this payrun will be accrued (except for funds 2xxxx) in UGA Finance as an FY20 expense.

• The accrual entry will be reversed in FY21.
Commitment Accounting
Position Funding Across Fiscal Years

• Positions are funded by fiscal year (July 1 – June 30) and are funded based on effective dates within the fiscal year. The funding for a position determines the distribution of payroll expenses for the employee seated in the position. When a pay period crosses fiscal years, the payroll expenses will be distributed based on the effective date of the position funding across both fiscal years.

• The 07B2 payrun begins June 28 and ends July 11. OneUSG Connect distributes payroll expenses (biweekly & monthly) based on a five-day work week – Monday through Friday.

• For the 07B2 payrun, payroll expenses will be distributed for two days (June 29 and 30) based on how the position was funded for FY20 and eight days be based on how the position is funded for FY21.
Commitment Accounting
Payroll Expenditure Redistributions

• Payroll expenditure redistributions, which are used to transfer payroll charges from one combo code to another, are initiated by processing an Express Direct Retro through Manager Self Service in OneUSG Connect.

• Payroll expenditure redistributions should **not** be submitted via a UGA Finance general ledger journal entry unless the expenditure is from a legacy pay period. (Pay period prior to go-live on OneUSG Connect)

• The deadline for submitting an FY20 Express Direct Retro has passed.

• Departments can begin submitting FY21 Express Direct Retro transactions on Friday, July 17.
Onboarding and Employee Services

Form I-9 Processing

- The Onboarding and Employee Services team is prepared to **continue Form I-9 processing through December 31, 2020**.

- 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!
Summer Pay

- Summer Pay amounts can continue to be entered on the Summer Pay page until 5:00 p.m. on Friday, July 17 for July summer pay.

- If the individual does not show up in the employee search on the Summer Pay page, the Exception process must be used to submit any summer amounts.

- The Exception form is on the [OFA Summer Payroll Procedures](#) website.

- Be sure to submit any Exception forms by Thursday, July 16 (HR/Payroll deadline).

Queries:
- Retroactive changes to previous months are entered as earnings adjustments during payroll process so they should show on the Validate Monthly Pay query after paysheets are created
- Use Additional Pay query for new summer hires

Questions or problems: [OneUSGSupport@uga.edu](mailto:OneUSGSupport@uga.edu)
Training and Development
Faculty/Staff Re-opening Training

- The Faculty/Staff Re-opening Training module scheduled to go live early the week of July 13.

- All employees should take the training, including supervisors that have taken the supervisor training module.
Reminder:

• Non-Closure Emergency Leave is scheduled to expire July 17 at 11:59 p.m.
• Families First Coronavirus Response Act (FFCRA) is still available until December 31, 2020
  • Emergency Paid Sick Leave
  • Expanded FMLA
• For those situations that don’t meet the FFCRA criteria:
  • Accrued leave
  • Leave without pay (LWOP)
Manage Faculty Events

Contract Delivery

• Your unit’s review of faculty contract data via the “Faculty Contract Dept Review” query in OneUSG should be complete and all error reports submitted to OFA by 5:00 p.m. today (Thursday July 9, 2020).

• We waiting on a final update from OneUSG, but we are on track for contracts to be ready for signature next week.

• Faculty will be notified via ArchNews and staff will be notified via the BSAG or OFA listserv.

• Shortly after the first cycle of contracts are generated, units will be sent instructions on how to request new or corrected contracts.

• Resources for faculty and staff are posted on the Office of Faculty Affairs’ Contract website and questions on the contract system may be directed to Angelina Carlson (Angelina.Carlson@uga.edu) and Truitt Broome (truiittb@uga.edu)
OneUSG Connect
6.12 Release

• OneUSG Connect will be unavailable for scheduled maintenance from Friday, July 17, 6:00 p.m. until Monday, July 20, 7:00 a.m.

• More information is available on the OneUSG Connect release page available from the USG.
• Thank you to all the Kaba units who participated in our Kaba solutions this week!

• Reminder: Please let us know which option you intend to use by tomorrow (Friday, July 10th)

• If you have any questions, reach out to Audrey Schroeder (aclaire@uga.edu) or Amanda Ganger (aganger1@uga.edu)
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu