Weekly Status Call

August 6, 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!

Print Screen Options:
Windows Key + Shift + S
~or~
CTRL + ALT + PrtScr
Agenda
August 6, 2020

• Office of Institutional Research – DawgCheck
• Budget Management – Quarterly Amendment Review, BPSS Static Reports
• Return to Campus – Phase 3 Telecommuting
• Training and Development – Fall Course Schedule
• Commitment Accounting – Funding End Date Mismatch
• OneUSG Connect – Global Pay
• Manage Faculty Events – Contracts
• Time & Labor – HR/Payroll Deadline Reminder
• OneUSG Connect Work Center – HR DeptID Related Queries
• Breakout Rooms
## Training Courses

### Reminder

<table>
<thead>
<tr>
<th>Course:</th>
<th>Format:</th>
<th>Date:</th>
<th>Registration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What’s New in the Data Warehouse: Budget Reporting</td>
<td>Recording</td>
<td>Coming Soon!</td>
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<tr>
<td>What’s New in the Data Warehouse: Project Reporting</td>
<td>Recording</td>
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</tr>
<tr>
<td>Training and Development (Various)</td>
<td>Zoom</td>
<td>Aug. 1 – Dec. 31</td>
<td><a href="#">Professional Education Portal</a></td>
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<tr>
<td>Catering in UGAmart</td>
<td>Zoom Webinar</td>
<td>Aug. 18, 10:00 a.m.</td>
<td><a href="#">Register Here</a></td>
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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.
As seen on the Fiscal Master Calendar, there will be a tentative downtime and upgrade from 6:00 p.m. on Friday, November 6 to Sunday, November 8.
Access the Fiscal Master Calendar for additional dates and information!
Office of Institutional Research
DawgCheck

- Live demo, with additional information at dawgcheck.uga.edu
Purchasing
Staples Punchout

• Some users were experiencing errors when ordering from the Staples punchout in UGAmart.

• This is now resolved.

• Anyone experiencing issues with a Staples order within UGAmart should submit a ticket to OneSource@uga.edu.
Budget Management
Quarterly Amendment Review

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

BPSS Static Reports

• Available beginning August 15

• Static cube for Smart View analysis

• Variety of reports taken and pointed to those static cubes:
  • Chartstring Budgets
  • Salary Data
  • Position Funding Data
# Phase 3 Return to Campus
## Telecommuting & Flexible Scheduling

<table>
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<tr>
<th>July - August</th>
<th>August</th>
<th>September</th>
</tr>
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<tr>
<td>• Units work with employees to develop plans that ensure operations continue safely and effectively</td>
<td>• HR distributes updated telecommuting agreements and summary procedure <strong>Completed 8/5/20</strong></td>
<td>• Units submits telework summary document via Team Dynamic.</td>
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<td>• HR updating agreement and process for submitting summary to HR</td>
<td>• Units complete telework agreements with employees to be maintained at the college/unit level. <strong>Individual forms should be signed by 8/31/20</strong></td>
<td>• <strong>HR Liaisons should submit unit telework summaries by 9/18/20</strong></td>
</tr>
<tr>
<td>• <strong>Completed 8/5/20</strong></td>
<td>• HR liaisons begin work on telework summary</td>
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- HR distributes updated telecommuting agreements and summary procedure **Completed 8/5/20**
- Units complete telework agreements with employees to be maintained at the college/unit level. **Individual forms should be signed by 8/31/20**
- HR liaisons begin work on telework summary
Phase 3 Return to Campus
Telecommuting & Flexible Scheduling

2 Components:

**Unit Summary Plans**
- Submitted by designated HR Liaisons via TeamDynamics
- Provides description of entire college or unit based on total number of faculty, staff, and student/graduate employees who are working
  - The regular, in-person schedule they held prior to COVID-19
  - A flexible schedule outside normal working hours for that position
  - A rotating telecommuting schedule or
  - Full-time telecommuting as a result of an ADA accommodation

**Individual Agreement Forms**
- Maintained at unit level (please do not submit to University HR)
- Includes flexibility regarding schedules for telecommuting and flex scheduling of employees
- Includes verbiage that this agreement is temporary and can end at any time or at the University’s return to full, pre-COVID19 operations, whichever comes first.
Phase 3 Return to Campus
Telecommuting & Flexible Scheduling

- Remember; this is different from the Telecommuting Policy which would be in effect once the University returns to full on-campus operations.

- Email was distributed to HR Liaisons on August 5 with detailed instructions.

- Q&A Breakout room available immediately following this call.

- [University HR webpage](http://example.com/hr) contains links and detailed information on Phase 3 Telecommuting and Flexible Scheduling guidelines.
Commitment Accounting

Funding End Date Mismatch

• The FY21 budget load process loaded position funding rows where the funding end date, associated with the project/grant combo code, was June 30, 2020 or earlier. While the combo code was used on the funding record for the position the associated project/grant, end date was not loaded. This means there is a mismatch between the funding end date associated with the project/grant combo code and funding end date on the position funding record.

• This mismatch will be reflected on the Invalid Funding Report with the message: ‘Expenses will be posted to Department Suspense – Proj Grant End Date. Proj Grant End Dt Does Not Match the End Date in the Department Budget Table.’
Commitment Accounting

Funding End Date Mismatch

• Despite the wording of this message, since there is no project/grant end date on the position funding record, payroll expenses will post to the expired grant if the employee seated in the position is paid and funding for the position has not been updated.

• We will be providing each school/college/unit Financial Director a list of impacted positions. Departments should take the following steps:
  • Update the funding for the position via MSS Change Position Funding.
  • If the project/grant has ended AND all personal service expenses charged to the grant are accurate, a request to inactivate the combo code should be submitted via the OneSource Service Desk. (NOTE: Once the combo code has been inactivated it can no longer be used for an Express Direct Retro – even if the EDR is for a pay period when the combo code was active).
Commitment Accounting
Non-Project Payroll Encumbrance Reminder

• If there are scenarios in which units have a need to stop payroll encumbrances before the fiscal year end for employees who are not paid from projects, units should use the encumbrance workaround solution used last fiscal year.

• As a reminder, it is recommended that Fund 20400 (restricted non-sponsored) with class code 64VAR be used as a placeholder for these payroll encumbrances.

• Questions on how this is implemented in your area should be directed to your college's or unit's business support team.
Reminder - UGA is working to contract with an outside organization to help us employ and pay UGA employees located in another country and not returning to the USA. While we work to procure this resource, we are recommending the following:

• Hire or rehire any impacted employee as you normally would in UGAJobs. We will continue to pay employees through our current system.

• Send an email with the employee(s)’ name and ID to hrweb@uga.edu by August 14th to notify us of the employee name that will remain outside of the USA. This will allow us to make sure they receive the proper onboarding materials for international employee hires once they are entered in OneUSG Connect.

• Many units have already submitted this information to us so no further action is needed at this time.
Manage Faculty Events

Contracts

• As of this morning 85% of contracts have been signed!
• If you have faculty that have not signed, please encourage them to do so as soon as possible.
• We are still working through some of the data errors reported during the first and second cycles (e.g. MFE updates and job title corrections).
• Please see the contracts page on our website for information about requesting a new or corrected faculty contract.
• Questions on the contract process may be directed to Truitt Broome (truittb@uga.edu) or Angie Carlson (Angelina.Carlson@uga.edu) in the Office of Faculty Affairs.
Time & Labor

HR/Payroll Deadline Reminder

• If there is an update that will impact an employee's pay, it needs to be entered and fully approved by the HR/Payroll Deadline
  • Example: Hire, Comp Rate Change, Comp Frequency Change, Termination
• If it is not approved by this deadline, we will do our best to enter the change but cannot guarantee it will be entered
• The deadline can be found on the Payroll Calendar
  • This deadline is always 1 week before the time and absence approval deadline
• The calendars can be found on the payroll website under Quick Links
• The calendars include other important dates such as Time and Absence Approval, Confirm Date, and Pay Date
  • Confirm Date is a date used for Central Payroll. This is the day we confirm the payroll with Shared Services as our final step in payroll processing.
OneUSG Connect Work Center

HR DeptID Related Queries

• New query grouping to provide easy access to queries related to HR Departments.

• Provides a link and description to specific queries; these queries to not return any employee data, only HR Department data.
Weekly Status Call Improvements
Thank you for the feedback!

• **Agendas.** Posting no later than Thursday Mornings. Link [here](#).

• **Slides.** Posting on Thursday afternoons. Link [here](#).

• **Recordings.** Posting no later than Mondays. Link [here](#).

• **Breakout Rooms.** Using 2:30-3:00pm window. Links in [agenda](#).

• **BSAG Time.** Proposal to discontinue and give that time back.

• **Reminders & Lower Priority.**
  New "If Time Allows" section.
Thursday Tidbit
Screen Capture Tool

• **Snipping Tool** available on Windows operating systems.

• Right click the application in the taskbar and select *Pin to taskbar*

**Tip:**
Any time you experience an issue that might require a helpdesk ticket or additional assistance, take a screen capture of what’s going on!
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu