Weekly Status Call

April 16, 2020

No sound yet?

If you have trouble with audio once we start, try calling in with your phone instead of using computer audio.
Access the Fiscal Master Calendar for additional dates and information!
# Training

**Working with GL Journals**

## Revamped!

<table>
<thead>
<tr>
<th>Format</th>
<th>Date/Time</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Service</td>
<td></td>
<td><a href="#">OneSource Training Library - update coming May 2020</a></td>
</tr>
<tr>
<td>Recorded</td>
<td></td>
<td><a href="#">Video Link - update coming May 2020</a></td>
</tr>
<tr>
<td>In-Person</td>
<td>May 5 1:30 p.m. - 3:30 p.m.</td>
<td><a href="#">Click here to register</a></td>
</tr>
</tbody>
</table>
Each year, UGA is required by USG Policy to reaffirm the necessity of user access to core information systems. Our compliance with this user account verification process is audited and reported to the Regents and the State each year.

User Verification began on March 30, 2020. Users who need to act received an email on March 23, 2020 from EITS Access Services (admininfo@uga.edu).

Must complete the user account verification process, (including supervisor’s response) by April 30, 2020.

If you do not complete the process, your access to these systems will be revoked.

To get started, you will login into your JIRA dashboard at jira.eits.uga.edu.

Systems included:
- Banner and Financial Aid System
- Financial Management System
- Budget Management System
- UGAJobs
- OneUSG Connect
University Human Resources
People Operations

People Operations is comprised of 3 major HR units; Workforce Planning & Recruitment, Compensation and Onboarding & Employee Services. Although our offices are remote, we are actively engaged with our teams to help you during this time.

Over the last few weeks, we have assisted the campus community in variety of ways. Should your teams need specific requests, please contact us!

- HR Service Desk 706-542-2222
- Email hrweb@uga.edu
- Request Services
- UGAJobs Pods

University Human Resources is ready to assist!
Benefits
Coronavirus Aid, Relief, and Economic Security (CARES) Act

• Voluntary 403(b) and 457(b) Retirement Plan Provisions

  • Allows eligible participants in both retirement plans to request penalty-free distributions of up to $100,000 for qualifying Coronavirus-related reasons.

  • Also includes provisions for plan loans and Required Minimum Distributions.

• Specific 403b and 457b retirement plan information can be found in the CARES Act (Coronavirus Aid, Relief and Economic Security) section of the USG HR Coronavirus website.

• Please take special note of the CARES Act and the USG 403(b) and 457(b) plan Frequently Asked Questions (FAQs) for eligibility and vendor contact information.
Benefits
Coronavirus Aid, Relief, and Economic Security (CARES) Act

• Healthcare Flexible Spending Accounts (FSAs) and Health Savings Accounts (HSAs)
  • Details can be found in the Spending Account section on the USG HR Coronavirus website.

• Dependent Care FSAs Changes
  • Suspend elections: If your daycare has closed and is not billing for services, you may suspend contributions. Once daycare services resume, you may restart your contributions.
  • Modify contributions: You may increase or decrease contributions if your daycare has adjusted the fee schedule or if you switch to “free care” or no daycare option.
  • Start Contributions: If you have to start paying a babysitter while you are working from home, this results in new expenses. You may start contributing to a dependent FSA.
  • To make contribution changes, you must call the OneUSG Connect-Benefits Call Center at 1-844-587-4236.
Benefits
Coronavirus Aid, Relief, and Economic Security (CARES) Act

• Over-the-counter drugs are now eligible for reimbursement under FSA and HSA plans in 2020 and 2021 (USG is awaiting updates from the IRS for the comprehensive list of what will be covered).

• The 2019 FSA claim filing deadline extended for plan participants from March 30, 2020 to April 30, 2020.

• Period to make 2019 health savings account (HSA) contributions has been extended to July 15, 2020 to match the federal income tax filing extension.
  • Additional information may be found on the Optum Bank website or by calling Optum Customer Service at 1-877-470-1771.
Benefits

Health Benefits Implications of Faculty Terminations Over the Summer

7/5 Faculty Members Whose Employment is Terminated at the End of Spring Semester
• 7/5 faculty who resign from their teaching positions at the spring semester do not work in the summer follow:
  • Faculty member termination date should be the last day of the semester in May.
  • **Benefits coverage ends on May 31.**
    • Faculty member may contact OneUSG Benefits at 1-844-587-4236 if they wish to continue medical benefits through COBRA.
    • Faculty members may contact Human Resources at 706-542-2222 to request a refund of the benefits premiums for June and July that were deducted from their checks in January-May.
    • Termination transactions from the faculty members’ departments MUST be timely because the termination transaction is required to trigger the cancellation of benefits.
      • Transactions submitted after the fact will result in retroactive cancellation of benefits.
      • Any claims made after May 31 will not be paid and the expenses will become the responsibility of the faculty member.

**NOTE:** Per BOR policy 8.2.9.1, hospitalization, surgical, medical and major medical benefits shall be made available to regular USG employees, with a work commitment of three-quarters time (30 hours per week) or more. This also applies to other employee benefits. Therefore, a faculty member who has resigned effective the end of the spring semester and will not teach summer classes may NOT be covered on USG employee benefits after May 31.
Benefits

GRA Health

Just an FYI...

• Graduate research assistants (GRAs) who are enrolled in the GRA health insurance plan have their insurance premiums come out on a monthly basis, they are not on a 7/5 schedule.

• If GRAs are put on a short work break for the summer, there is no mechanism to direct bill them for their insurance premium.
  • The premiums over the summer will be deducted from their August check.
Updates to Leave and Time Reporting
Job Aid (Leave Matrix) Available

- A new job aid is available on the HR website which provides a matrix detailing which leave types and time reporting codes (TRCs) are available to each employee sorted by employee type!

- Link will be available on this slide once posted to the OneSource website and will be available on the HR FFCRA and FAQ websites.
Time & Absence

Emergency Paid Leave

- Self: Daily cap of $511
  - Hourly rate of $63.88
  - Annual rate of $132,860

- Care for others: Daily cap of $200
  - Hourly rate of $25
  - Annual rate of $78,000

- Care for others provision allows 2/3 of the employee's regular pay
Time & Labor

Time Reporting Codes (TRCs)

Non-Closure Emergency Leave:
• Should be applied to timesheets as of 3/21/20
• 00NHP – BIWK Non-Closure Emer Leave (Used for Hourly Employees)
• 00NSP – MNTH Non-Closure Emer LV (Used for Monthly Employees)

Teleworking:
• Should be applied to timesheets as of 4/5/20 (the current biweekly pay period)
• 00TWH – Teleworking Non-Exempt (Used for Hourly Employees)
• 00TWM – Teleworking Exempt (Used for Monthly Employees)

Details coming via email to time & absence approvers this week!
Grad Assistants
NEW: Summer Tools

• Last week we shared new tools to help navigate actions needed for Grad Assistants' summer transition, covering the below scenarios.

• We mentioned an interactive decision tree, and now have new links to share for flowcharts in PPT format. The below boxes include links to the decision tree as well. Again, many thanks to the Franklin team for the heavy lifting!
April 16, 2020

Financials, Budgets, Reporting
Financial Management System
Extended User Access Clarification

• Effective Monday, March 27, UGA now allows 60 days of extended Financial Management System access after an employee is terminated **if** they continue to have an active MyID (example: current student or retiree).

• This extension is provided to prevent expense reports from “getting stuck” in the system for some users by providing adequate time for expense report preparation and submission.
• TouchNet not allowing deposits to be processed due to an issue related to Banner.

• This has now been resolved!
Grants Management

NEW: Academic Credit Queries

- **Academic Credit** is a concept used to allocate "intellectual" credit for a project across PIs and units. Colleges are evaluated using this.
- **Two new queries** are available for data on demand; we need your feedback.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Status &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGA_GM_AWARDS_BY_CREDIT</td>
<td><strong>NOW AVAILABLE:</strong> Includes sponsored awards with a column for Credit %. Total credit can be calculated. This is a new query, so we appreciate your feedback if anything looks amiss.</td>
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<tr>
<td>UGA_GM_EXPEND_BY_CREDIT</td>
<td><strong>NOW AVAILABLE:</strong> Includes sponsored expenditures with a column for Credit %. Total credit can be calculated. This is a new query, so we appreciate your feedback if anything looks amiss.</td>
</tr>
</tbody>
</table>
A new agency contract for Integrated DNA Technologies (IDT) has been negotiated and a new UGAmart punchout is available for use.

- Rep contact: Neil Skinner, Regional Sales Manager, nskinner@idtdna.com
- Procurement contact: Spencer Mills, Buyer, spencer.mills@uga.edu
- Highlighted pricing information:
  - $0 Shipping on Orders $50 or greater
  - $11.25 Standard Shipping on Orders less than $50
  - $18 for Dry Plate Orders, regardless of order amount
  - $20 Additional Shipping for Next-Day
  - $45 for Dry Ice
Reimbursement for Cell/Internet Procurement Policy

- Information now posted to the Business Continuity page!

To support telework and online classes from March 16, 2020 through July 31, 2020:

- Reimbursement to employees for the business-related portion of home/personal internet access or other phone/data access can be between 10% and 90% of the monthly charges (excluding taxes and late fees). In cases where 100% usage can be justified as business use, reimbursement at this level is acceptable. Units are also encouraged to consider “hot spot” devices and other alternatives that could be purchased and used as needed by various staff, ex. staff rotating through remote and local shifts.
Travel and Expenses
Travel Expense Report Year-End Reminder

• All Expense Reports must be through all levels and to Accounts Payable by the close of business June 26, 2020.
• The Service Desk will be sending out a new list of pending Expense Reports to CBOs this week.
• Beginning May 18, 2020, Accounts Payable will begin regularly deleting pending expense reports that have not been entered into workflow within 60 days of creation.
• Accounts Payable can delete expense reports on your behalf now, please just submit a service desk ticket.
Budget Management

Combo Codes with July 1 or Prior End Dates

• Positions funded by combo codes with project end dates prior to July 1, 2020 will error out in the funding load process of Budget Planning and Salary Setting

• Last year: Replaced with an institutional combo code
  • Caused post-load problems, users failing to update, etc.

• This year: Remove position funding from load
  • As last year, will require post-load position funding change
  • Otherwise will hit the suspense combo code
Accounting
Reminder: Payroll Encumbrance Options

• Given the timing of BPSS, we wanted to send a reminder on the recommended process for navigating payroll encumbrances on positions where future funding is unknown (e.g. sponsored projects).

• As noted in this January update, the request is to use Fund 20400 and Class 64VAR. Institutionally, there is adequate budget in restricted funds overall and this also prevents inflated budgets on other funds to work around this issue.

** Using Fund 20400 and Class 64VAR, you will not need to add budget to support encumbrances **
Purchasing
Open POs

• UGA has been asked again this year to provide justification on any open purchase orders on lapsing funds 10xxx (including Tuition Fund), 11xxx, and 50000 still open from prior fiscal years.

• An email was sent to all Unit CBOs requesting this justification no later than 5:00 p.m. on Thursday, April 23.

• As units review, we ask you to please use best judgement in determining if any of these are critical and need to remain open and would cause significant detrimental impact upon closure. All other POs should be marked to close. We realize that these are extraordinary times and appreciate your efforts on this and other initiatives.
Purchasing
Changes to UGAmart

- Addition of Justification field

- Punchout or hosted Requisitions that would have normally flowed through Procurement automatically will now stop if over $2500

- Review for justification

- Includes statewide contract items, etc.
Year End Spending

Additional Operational Guidance issued April 15, 2020

- What funding sources are impacted?
- What methods of payment are included?
- How do you determine between essential and non-essential spending?
- What types of purchases should be deferred?
- Recommend unit-based internal pre-review processes for PCard purchases.
- Motor Vehicles – emergency only
Budget Updates

- Where we stand today

- More information anticipated from USG soon
Questions/Suggestions/Concerns

Contact Us
onesource.uga.edu
onesource@uga.edu
or
oneusgsupport@uga.edu
April 16, 2020

BSAG Session
• Announcing Amazon Business through UGAmart
• Including Business Prime 2-Day Shipping on eligible items
• In testing now; anticipated release to campus early May
  • Any user would like to be part of the testing for Phase 1 rollout and become early adopters, BSAG attendee send Chad Cox an email at chadcox@uga.edu
Pay Supplements
Annual Validation

How to change:
• Reminder, if changes are needed for an existing pay supplement (e.g. amount increase or extending beyond the original end date approval), an MSS Supplemental Pay Request must be submitted.

What’s next?
• Pay Supplement continuations will now be verified on an annual basis. This is primarily for supplements without specified end dates (i.e. "until duties cease").
Payroll
Summer Pay

• Summer Pay deadlines/reminders:
  • Standard Process deadline is two days prior to monthly pay sheets being created;
  • Suggested Exception Process deadline is the HR/Payroll deadline for the month;
    • Submissions after the HR/Payroll deadline but before payroll confirms for the month may not
      be included on that month's pay check.

• Summer Pay submissions for new hires:
  • For new hires, submitting the Exception Form via the MSS Request will need to wait
    until the effective date of the faculty hire;
    • Example: New hire starting June 1, 2020; this individual will not show up in the employee list
      for MSS Request until June 1.

• Submit Short Work Break (SWB) requests for academic schedule 18P faculty using an effective date of 6/1/20.
What is changing:

- Improved filter and search functionality.
- Ability to use keyword search function (or Ctrl+F) across full list.
- Interactive visualization tools by module added to the top of the page.
# Reporting

## Enhancements to reports.uga.edu

A screenshot of the Reporting page is shown, which includes a search bar with options for Keyword Search, Name, User Role, Area of Functionality, Technical Name, and Platform. Below the search bar, there is a table displaying various reports along with their descriptions, technical names, user role, platform, and area of functionality.

<table>
<thead>
<tr>
<th>Name</th>
<th>Functional Description</th>
<th>Technical Name</th>
<th>User Role</th>
<th>Platform</th>
<th>Area of Functionality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Balances by Employee</td>
<td>Shows sick and vacation leave balances for employees as of pay end date. Search can also be run on a specific HR Department or employee.</td>
<td>180_ABS_CURRENT_BALANCES</td>
<td>Public</td>
<td>OneUSG Connect Query</td>
<td>Absence Management</td>
</tr>
<tr>
<td>Absence Requests - All Activity</td>
<td>Shows all absence activity between two dates. Can be run by individual employee.</td>
<td>180_ABS_Activity</td>
<td>Public</td>
<td>OneUSG Connect Query</td>
<td>Absence Management</td>
</tr>
</tbody>
</table>
Cash Management

• Reminder- Bursar & Treasury Services would like campus to be reminded that deposits are still being processed weekly. We ask that all CBO confirm with their respected areas to ensure deposits are not being held in offices. Holding deposits could result in stale-dated checks, processing issues and potential cash flow concerns. Currently, departments and units can place their deposits in the drop box outside of the Business Services building. Keep in mind, the drop box slot is small and larger deposits will need to be split into multiple envelopes in order to fit properly. Please place your web departmental deposit receipt in each envelope to ensure proper recording
University HR

OneUSG Careers Update

• Based on pilot and first two cohorts, additional time is needed for UGA.

• UGA Careers readiness and requirements assessment will not take place this fall as previously communicated.

• Project timeline for UGA: TBD
Coronavirus Update

Student Employee Unemployment Benefits

- Notice to student workers and HR Liaisons being sent later today.

- Student employees who are currently not working may apply directly to the Georgia Department of Labor (GA DOL) for unemployment. The GA DOL will review and determine eligibility for state and/or federal unemployment benefits.

- **Important note**: USG has advised to not to change the student employee status; leave as active within OneUSG Connect.

- UGA will verify with GA DOL that student employees have lost work due to the reduction of campus operations resulting from the COVID-19 Coronavirus public health emergency.
Coronavirus Update

Executive Order Mitigation Measures

- Additional communications will be sent this week.

- Includes guidance on work options for essential employees including:
  - Exposure mitigation measures
  - Additional sanitation measures
  - Symptom identification
  - Flexible working options