Daily Status Call

December 18, 2018
OneSource

Agenda

• Celebrations
• OneUSG Connect Support
• Updates to Faculty and Staff Guide
• Awareness and Information Items
• Known Issues/Defects
  • Resolved Items
  • New Items
Celebrating OneUSG Connect

- 2800 leave requests submitted
  - Managers: please remember these need to be approved/denied and an employees pay and leave balances depend on your timely action!
- 1562 KABA Clock Punches
- Shift Differentials Worked Successfully
Celebrating OneUSG Connect

- Blake Waldrop in the School of Law requested the first new Combo-Code

- Terri Baker reports: Journalism employees are using the system without issue!!
OneUSG Connect Service Desk

- Resolved: 221
- On Hold: 72
- In Progress: 70
- Cancelled: 12
- New: 2
- Closed: 1

378 Total Tickets
As of 12/18/2018 7:30 AM
OneUSG Connect Service Desk

- **Trending Inquiries**
  - Single Sign On
  - Time Approver/Reports To
  - Leave Requests
  - Leave Balances
  - Direct Deposit
  - Position and Personnel (UGAJobs)
  - G4 and Personal Information
OneUSG Connect Service Desk

- 404 Error Remedy
  - Clear Cache
  - Recommended Browser: Google Chrome, IE

HTTP Status 404 - /asimba/profiles/saml2/sso/undefined

type: Status report
message: /asimba/profiles/saml2/sso/undefined
description: The requested resource is not available.

Apache Tomcat/7.0.65
In OneUSG Connect, you have access to a new feature called the Paycheck Modeler. With the paycheck modeler, you can determine what your take home pay would be if you adjusted your earnings, your deductions, or your tax information. Whether bi-weekly or monthly, paycheck modeler is a powerful tool to investigate your own what-if scenarios that impact your paycheck.

**Note:** The Paycheck Modeler will not be functional until after you have a paycheck in the new system.

[https://training.onesource.uga.edu](https://training.onesource.uga.edu) Using the Paycheck Modeler
If I am requesting annual leave but also have comp time, how will OneUSG connect know which hours to use?

For sick and annual leave requests, leave is deducted from your balances using a set of “cascading rules,” a set of USG rules that determine which type of leave to deduct from first.

Cascading Rules Matrix

Annual leave requests use this order: Comp, Deferred Holiday, Annual.

Sick leave requests and FMLA Intermittent use: Sick, Comp, Deferred Holiday, Annual.

Example: If an employee requests 40 hours of annual leave but has an 8 hour comp balance, due to cascading rules, 8 will be deducted from their comp balance and the remaining 32 hours will be deducted from their annual leave balance. The employee is made aware of this when they forecast the leave request. On the timesheet and paystub it will reflect that 40 hours of vacation is being paid, because that is what the original request was made for, it does not break it out for what absence balances were actually deducted. However, their leave balances will accurately reflect that 8 is being deducted from comp and 32 being deducted from annual leave.
Can I use both the Kaba Clock and the Web Clock?

No. For a single job, you can be set up on either Kaba Clock or Web Clock – not both.

What should I do if I am unable to report time?

Check with your supervisor or project coordinator to verify what your time entry method should be.
Where can I find more information about where to perform personnel related actions in new systems?

The **Personnel Action/System Matrix** is a quick reference to assist with which system will now be used to initiate common personnel-related actions.
### Faculty And Staff Guide Updates

Where to Initiate Personnel-Related Transactions Post OneUSG Connect HCM Go Live

<table>
<thead>
<tr>
<th>UGAJobs</th>
<th>OneUSG Connect Self Service</th>
<th>UGA HR Team Dynamix</th>
</tr>
</thead>
<tbody>
<tr>
<td>• New Employee</td>
<td>Department Initiated via Manager Self Service</td>
<td>• Enroll/Update Time Reporter</td>
</tr>
<tr>
<td>• Lateral Transfer</td>
<td>• Continuation Existing Position</td>
<td>• Request Athletic Pay</td>
</tr>
<tr>
<td>• Promotion</td>
<td>• Revise distribution of salary</td>
<td>• Request for County Employee Funding and Changes</td>
</tr>
<tr>
<td>• Replacement Position</td>
<td>• Termination</td>
<td>• Request for Salary Approval/Request for Supplemental Pay</td>
</tr>
<tr>
<td>• Appointment to New Position</td>
<td>• Rate Range</td>
<td>• More to Come</td>
</tr>
<tr>
<td>• Change Percent Time Employed</td>
<td>• Compression/Market Faculty</td>
<td></td>
</tr>
<tr>
<td>• Transfer</td>
<td>• Compression/Market Staff</td>
<td></td>
</tr>
<tr>
<td>• Change in Pay Type</td>
<td>• Extra compensation including summer pay</td>
<td></td>
</tr>
<tr>
<td>• Change in Job Code</td>
<td>• Leave without Pay</td>
<td></td>
</tr>
<tr>
<td>• Change in Working Title</td>
<td>• Employee Initiated via Employee Self Service</td>
<td></td>
</tr>
<tr>
<td>• Change in Job Duties</td>
<td>• Change First Name</td>
<td></td>
</tr>
<tr>
<td>• Retroactive changes on any of above may systematically trigger back pay</td>
<td>• Change Middle Name</td>
<td></td>
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<tr>
<td></td>
<td>• Change Last Name</td>
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<tr>
<td></td>
<td>• Change Suffix</td>
<td></td>
</tr>
</tbody>
</table>
Biweekly Leave – December Transition

• For biweekly employees, leave balances convert late December
• When entering leave requests the first week - December 16th through 21st, employees will get an error that requests are ineligible and that the request will be uncompensated
• When the 1/4/19 payroll processes, the requests will be compensated as long as they have sufficient leave balances

-> Remember: If a biweekly employee has entered leave in Kronos and/or on a leave sheet for 12/16 or later, it will need to be entered again in OneUSG Connect
Monthly and Academic Leave – January Transition

• For monthly employees, balances convert mid-January
• When entering requests in January, employees will get an error that requests are ineligible and that the request will be uncompensated.
• When 1/31/19 payroll processes, the requests will be compensated as long as they have sufficient leave balances

-> Remember: Going forward, the system does allow monthly benefitted employees to request leave in excess of their balance and this will be uncompensated
Leave Requests

- All absences/leave requested in eLeave/Kronos before December 15, including through Dec 31 for Monthly.

- All Absences/leave and extended leave events will be requested and approved in OneUSG Connect.

Bi-Weekly in OneUSG Connect

12/16/2018

1/1/2019

- Manual Leave Adjustments can be made in OneUSG Connect by Departmental System Managers for leave that should have been entered into eLeave/Kronos but was missed.
## Awareness and Information

<table>
<thead>
<tr>
<th>Known Issue Title</th>
<th>Posted Date</th>
<th>Status</th>
<th>Audience</th>
<th>Overview</th>
<th>Functional Workaround</th>
<th>Resolution Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browser Issues when attempting to logon to UGA Financial Management AND OneUSG Connect</td>
<td>12/17/2018</td>
<td>Awareness: UGA Financial Management and OneUSG Connect</td>
<td>Finance and HR Practitioners</td>
<td>Users may experience browser caching issues when trying to log in to Financial Management and OneUSG Connect at the same time.</td>
<td>OneSource recommends using any of these standard approaches below to work around this issue:</td>
<td>- clear browser cache &lt;br&gt;- use private browsing mode to logon to the second system &lt;br&gt;- use a different browser to logon to the second system</td>
</tr>
<tr>
<td>Validation for Time Entry Method</td>
<td>12/17/2018</td>
<td>Awareness: Time and Labor</td>
<td>HR Practitioners</td>
<td>A validation template was sent to Project Coordinators the morning of 12/16/18. If your employee if not able to submit time in the way you desire, please reach out to your Project Coordinator to verify or update the time entry information on the template. The templates are due back on 12/20/18.</td>
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<td>We have been notified that some employees may have been set up with a different time entry method than they might have expected. There has been some confusion because, in our previous system, employees could use the Web Clock and the Kronos Timeclock for the same job. In OneUSG Connect, only one method is permissible. Either the web clock or the Kaba clock can be used for the same job, but not both.</td>
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Auto meal deductions do not show in reported time, only in payable time.

So, if an employee reports 9 hours and they are set up with a 1-hour auto meal deduction, the reported time will show 9 hours. The time needs to be approved as 9 hours.

After the approval, the time will be converted to payable time through the time admin process that runs every 2 hours.

The payable time will show:

8 hours = 9 reported hours less 1 hour meal deduction.
Awareness and Information

- Over 100 "preferred name changes" entered on Day 1.

- While OneUSG Connect allows employees to input a "preferred name", currently only the primary or legal name is used for reporting and transaction processing.
Known Issue - UPDATE Query Viewer

- Chief Financial Officer, HR Officer and Project Coordinators access enabled
  - Can disseminate data within their organization (short term solution)

- System Manager role being updated to provision access to distributed users
  - Goal Release Date: December 27

- Additional interim solution:
  - Request data from the Time & Labor Team
  - Additional Details in the Wednesday Morning Daily Status Call
| Security Request Form not available in Manager Self-Service portal | 12/17/2018 | Known Issue: Security | HR Practitioners | The Manager Self-Service "Submit Security Request" under NavBar-Manager Self-Service-Forms-Submit Security Request is not available in the self-service portal. |

RESOLVED
### Known Issues - NEW

<p>| Manager Self-Service Alerts BUG | 12/17/2018 | Known Issue: Manager Self-Service | HR Practitioners | Alerts that come through for Manager Self-Service transactions are coming through with a &quot;reserved for bug&quot; text instead of the type of transaction. |</p>
<table>
<thead>
<tr>
<th>Permission Lists Missing</th>
<th>12/17/2018</th>
<th>Known Issue: Security</th>
<th>All employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>We have identified permission list missing from the production environment. This will impact workflow and access to queries.</td>
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</tbody>
</table>
Your Excellence Drives Our Success!

Thank you!