

Overview

This SOP describes the process for updating Reports To data in OneUSG Connect, UGA's online HR/Payroll system. This process is necessary because of the data integration between UGAJobs and OneUSG Connect. Specific position data, such as "Reports To" data, is captured in UGAJobs and shared with and deployed by OneUSG through this integration.

When the Supervisor (Reports To) field is updated for a position in UGAJobs, the integration updates the Reports To field in OneUSG Connect but also overwrites the existing Time Approver data in OneUSG Connect for that position, inserting the Reports To as the Time Approver. If Time Approver is different than the Reports To, this requires the Department System Manager to update the Time Approver field in OneUSG Connect for that position.

Important Note on Timing: the update to the Supervisor (Reports To) field in UGAJobs does not immediately transfer to OneUSG Connect. The data update between UGAJobs and OneUSG Connect runs every evening. Do not update the Time Approver field in OneUSG Connect for this position until AFTER the data update runs; otherwise, your Time Approver update will be overwritten by the new Reports To data when the data update occurs.

Roles and Responsibilities

Roles involved in the Update Reports To data process include the following:

- **Department HR Practitioner (System Manager role):** Updates the Supervisor (Reports To) field in UGAJobs for a specific position (using the Modify option in UGAJobs). After the nightly file upload to OneUSG Connect runs, updates Time Approver for that position in OneUSG Connect (if necessary).
- **Central Payroll Office** Reviews and approves the request to update Time Approver in OneUSG Connect.

Key Process Steps

1. **The Department HR Practitioner (System Manager role) initiates the request to Modify a position in UGAJobs in order to update the Supervisor (Reports To) field. For step-by-step instructions on how to complete this action, see the [UGA Jobs Position Manager Initiator Manual](#) (for staff positions) or the [UGA Jobs Position Management Resource Manual for Faculty Positions](#).**

Once approved in UGAJobs, the update will be processed and incorporated into a daily update file that is sent to OneUSG Connect (via FTP).

- 2. After the daily UGAJobs to OneUSG Connect integration is run (every evening), the Department HR Practitioner should view the Time Approver for the updated position in OneUSG Connect.**
- 3. If Time Approver needs to be changed, the Department HR Practitioner will request the change to Time Approver via MSS transaction.**

For a general overview of how to complete the Change to Time Approver request, see [SOP TL 003 Request Change to Time and Absence Approver](#) under Time & Labor on the OneSource SOP Resource page.

For specific guidance on how to complete this task in OneUSG Connect, see the tutorial [Requesting a Change to an Employee's Time & Absence Approver](#) in the [OneSource Training Library](#).

- 4. The request to change a time approver requires departmental approval. For guidance on departmental approvals, see the tutorial [Approving MSS Transactions](#) in the OneSource Training Library.**
- 5. The Central Office receives the request to change a time and absence approver and approves or denies the request in the system. If the transaction is approved, the new time and absence approver will be updated in the system at that time.**

Relevant Resources

List of resources and links:

- [UGA Jobs Position Manager Initiator Manual](#)
- [UGA Jobs Position Management Resource Manual for Faculty Positions](#)
- [SOP TL 003 Request Change to Time and Absence Approver](#)
- [Requesting a Change to an Employee's Time & Absence Approver](#)
- [OneSource Training Library](#)
- [OneSource Training Resource page](#)
- [Approving MSS Transactions](#)



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Approval

Name	Date
Amanda Ganger	January 2019 April 2019 October 2020