Agenda

• Special Topics
  • Off-Cycle Payroll Processing
  • Budget Development
  • Expense Module Customization
  • Training Grants & Fellowships

• Awareness Items
  • USG Connect Service Desk Inquiries
  • Arrow Retirement
  • MSS Security Form
  • Financial Management System Code Migration – January 26, 2019

• Project Coordinator Session
OneUSG Connect

Off-Cycle Payroll Processing
Off-Cycle Payroll Processing

• Off-Cycle/Emergency check request and instructions are posted on the Payroll forms page. The Off-Cycle payroll calendar is posted on the Payroll calendar page.

• Employee’s supervisor/manager should sign the Off-Cycle Request Form on the Supervisor line and email approved request form to oneusgsupport@uga.edu with the subject “Off-Cycle Request.” All other signatures will be provided by Central Offices.

• OneUSG Support assigns ticket with form to Central HR.

• Central HR reviews/works with department to ensure that employee has been hired, job data is set up correctly, or reviews benefit deductions if applicable. Ticket is assigned to Central Payroll with form that has been approved by Central HR.
Off-Cycle Payroll Processing

- UGA Central Payroll reviews the form for completeness and makes sure the request meets criteria for Emergency or Off-Cycle check. If not, the department will be notified. If it meets Emergency check criteria, it will go to the CBO for approval.
- UGA Central Payroll will send the approved forms or spreadsheet to offcycle@usg.edu for emergency and off-cycle payrolls.
- The department will be notified via ticket response when Off-Cycle or Emergency checks will be paid.
Off-Cycle Payment Request Instructions documentation can be found here.
The Off-Cycle Payment Request should be sent to oneusgsupport@uga.edu.
• Important to include Empl ID, Record # and pay group
• Justification – After January payrolls, HR & Payroll will monitor requests to make sure they meet the requirements. Requirements are detailed in the Off-Cycle Payment Request Instructions document.
• The Off-Cycle request instructions also list reasons that a request should not be submitted.
• Root Cause Analysis must be completed. Please provide as much detail as possible.
• Payment details
  o Left side of box is for biweekly employees. Any missing hours or absences must be approved before the request is submitted.
  o Right side of box is for monthly employees. Need earn codes, amounts and pay period dates.
• Special Processing – please use for other situations that don’t involve biweekly or monthly gross pay
• Supervisor signature is the only signature needed from departments.
# Off-Cycle Payroll Processing

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<th>Off-Cycle Request to SSC by 11 AM Date</th>
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- Off-Cycle payrolls due to OneUSG by Monday morning after biweekly payroll
- Department should submit request by Friday afternoon
- Deadline applies to monthly & biweekly payments
- Any requests received after the deadline will be processed on the next on-cycle payroll
OneUSG Connect

Budget Development
Budget Development Timeline

• January 21-25: Systems Integration Testing
• January 28-February 8: User Acceptance Testing (UAT)
• TBD: Post-UAT
• February 15 – March 14 and beyond: Training
• Mid-March: Budget Development System opens for users for Budget Prep
• Mid to Late April: Budget Development System open for Budget and Salary Setting
• Late April/Early May: Submit Budget and Salary Setting to BOR
• ~Mid – May: Update Financial Management and OneUSG Connect systems with FY2020 budget
Budget Development

DRAFT Communication Strategy

• Week of Jan 14: Email users with budget development access and Project Coordinators a planning email
• Jan 17 – Budget Development Go Live Timeline and Overview information in Weekly Status Call
• Week of Jan. 22 – Email Project Coordinators and budget development users with information about training
• Feb. 18 – Training documentation updated online
• Feb. 20 – Budget Development overview at BSAG
• March and April – Budget Development instructions and other Go-Live information emails
• May – Follow up information on the availability of FY20 budget data in the Finance and OneUSG Connect systems
OneUSG Connect
Expense Module Customization
We are pleased to announce the implementation of two Expense module customizations that should add significant value for expense approvers.

The Budget Status for the expense report routed for approval will now be visible to the approver.

The Budget Status Field will display one of the following results: Not Budget Checked, Valid or Error.

The Expense Report budget checking job is automated to run hourly, at the top of the hour. Items just submitted will continue to display the Not Budget Checked result until the process runs.
Expense Module Customization
Budget Check Status in Fluid Approvals

• The Budget Check status of Valid means issues do not exist with the funding and the report is ok to proceed.
• A Budget Check status of Error means that an issue exists that needs to be resolved prior to submitting to Accounts Payable.
• The status field does not contain the exact error. If an approver sees the Error result, query UGA_TE_ER_BUDGET_ERRORS should be ran to determine the cause of the error.
• Remember, approvers cannot make modifications to the chartstring. The expense report must be pushed back to the initiator for updates.
Expense Module Customization

Notes in Fluid Approvals

• Approvers will now see all expense report comments in the Fluid approval page. Comments will be displayed in the “View Notes” section. These comments will include approval and push back comments and will continue to be associated with the transaction regardless of the number of times it is returned and resubmitted.

• Please note, approvers are encouraged to manually input a date at the beginning or end of the comment before saving. The “View Notes” field does not have an automatic date and time stamp at this time.

• These customizations were released into the production environment and will be visible to campus users on Saturday, January 26, 2019.
OneUSG Connect

Training Grants & Fellowships
Fellowship and Training Grant Stipends

- Historically processed through Payroll

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<th>Short Title</th>
<th>Short Title Description</th>
<th>Position Code</th>
<th>Grad Status Waiver Code</th>
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<td>PSTDF</td>
<td>Post-Doctoral Fellowship</td>
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</table>

- New procedure is to process these transactions through Accounts Payable
  - Payment Request and Non-Employee Payment Form
  - Can submit one lump sum payment or monthly payments
  - Monthly payments should use the “COPY” feature of Payment Request

- Business Managers in the units that process these payments have been contacted
  - If you have not done so, please submit payment requests to Accounts Payable by the close of business on Friday, January 25, 2019

- Training resources are available [here](#) in the Training Library.
- Policy and Procedure has been sent to appropriate Business Managers, Project Coordinators, and Graduate Coordinators
- Questions regarding the new process can be directed to [onesource@uga.edu](mailto:onesource@uga.edu) or by contacting the Service Desk at 706-542-0202.
January 24, 2019

Awareness/Updates
OneUSG Connect Service Desk
Primary & Secondary Inquiries

Primary Trending Inquiries
- W2 Inquiries
- Paycheck Inquiries
- Prior Period Adjustments

Secondary Trending Inquiries
- Time & Absence Approver Changes
- Reports To Changes
- Approving Absences from the Timesheet
Manager Self-Service
Security Form/Operational

• USG Known Issue – Manager Self-Service (MSS) Security Form has not been functional

• *Manager Self-Service (MSS) Security Form is now up and running.*
Arrow Being Retired
Reminder

- ARROW will no longer be available after February 1, 2019.

- Individuals who have used ARROW in the past few months will receive an email notification in early January 2019.

- ARROW and other reporting tools were replaced by the UGA Financial Management System and OneUSG Connect Human Capital Management System (HCM) in December 2018.
Absence Management
Monthly Batch Approval

• Monthly leave requests were not batch approved
• This will not affect pay, however, leave balances will not be updated until the request is approved
• Reports To supervisors or the Time and Absence approver should log-in to OneUSG Connect and respond to these requests ASAP
• NOTE: If there isn’t a sufficient leave balance to cover the absence request the portion not covered by leave will go uncompensated
• UGA's Financial Management System will have a system update on the morning of Saturday, January 26, 2019.

• Refer to the Known Issues and Feature Releases page of the OneSource website for information about updates and enhancements: https://onesource.uga.edu/resources/known_issues/
Questions/Suggestions/Concerns

Project Feedback
onesource.uga.edu
onesource@uga.edu
• oneusgsupport@uga.edu