Weekly Status Call

January 31, 2019
Agenda

- Invalid Funding Report
- Finance Report
- Workforce Administration
  - Termination Requests
  - UGAJobs to OneUSG Connect Workflow
  - Onboarding
- Benefits Update – Tobacco Surcharge
- Awareness & Highlights
- Project Coordinator Session
Known Issue
Manager Self-Service Ad Hoc Salary Change Calculations

- The system calculates assuming 40 hours per week, 12 months per year as PeopleSoft delivered functionality. Need to have code written to customize the calculation by position and job data to account for scenarios like this.
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Invalid Funding Report
Invalid Funding Report

• System managers should run the Invalid Funding Report, at a minimum, every other day for upcoming pay runs.
• Submit a change funding request, via Manager Self Service, for filled positions showing on the report without funding or where funding has ended.
• Payroll expenditures for positions that are not funded will post to the unit’s suspense combo code and require a direct retro to correct.
• Direct retros are time consuming to prepare and are not processed by OneUSG Connect on a daily basis, so clearing items from suspense will take time.
Invalid Funding Report

- Instructions for running the invalid funding report can be found in the training library under OneUSG Connect > Manager Self Service > MSS for System Managers > Running the Invalid Funding Report
- Information on clearing items from the invalid funding report can be found in the training library under OneUSG Connect > Manager Self Service > MSS for System Managers > Correcting Invalid Funding
- Instructions for submitting a change funding request can be found in the training library under OneUSG Connect > Manager Self Service > MSS for System Managers > Submitting a Change Funding Request
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Finance Update
Known Issue
UGA Financials Payment Request Center
“Blank Screen” Using Fluid Interface

- When it occurs, users see a “blank screen” when attempting to initiate a new Payment Request.
- The Fluid interface is currently working, but we are not considering this “resolved”. The team is actively investigating the root cause of the issue in order to prevent future occurrences.
- Should Payment Requests become unavailable in Fluid, users should utilize the Classic Payment Request pages to enter requests. Training material is available [here](https://onesource.uga.edu).

### Known Issues for UGA Financial Management and Budget Management Systems (Updated 01/28/19)

<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>
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<tbody>
<tr>
<td>Users Seeing &quot;Blank Screen&quot; when Attempting to Initiate a New Payment Request</td>
<td>01/28/2019</td>
<td>Active</td>
<td>Payment Request Initiators</td>
<td>Campus users are experiencing intermittent issues with the Fluid Payment Request entity page</td>
<td>The team is actively investigating the root cause of the issue in order to prevent future occurrences. Should Payment Requests become unavailable in Fluid, users should utilize the Classic Payment Request pages to enter requests. Training material is available <a href="#">here</a>.</td>
<td></td>
</tr>
</tbody>
</table>
Status.uga.edu

UGA Financial Management System

Kronos – MyTime Timecard/Attendance System

UGAMail

Active Directory

Disruption

Maintenance

Maintenance

Maintenance
UGA Financial Management System

The UGA Financial Management System (PeopleSoft) is a web-based, financial accounting system that enables UGA employees to transact business including: payment requests, travel authorities, expense reimbursements, customer billing and collection, project costing, grants accounting, asset management, and other related accounting and reporting activities.

Current Incidents

UGA Financial Management (PeopleSoft) Payment Request issue
Friday, January 25th 2019, 8:00 am

We want to make you aware of an issue using the Payment Request Center in UGA Financials using the Fluid (UI) interface. Users are currently seeing a "blank screen" when attempting to initiate a new Payment Request. The functional and technical teams are investigating the issue. No other areas of UGA Financials are known to be impacted. If you have an urgent payment request, instructions are available in the OneSource Training library for "Creating a Payment Request in Classic". These instructions are available at this link: https://training.onesource.uga.edu/UKP_Training/OneSourceOIP/Publishing%20Content/PlayerPackage/index.htm?guid=5d3c3d20-28cf-40cb-8d11-7ad2429f1049&bypassloc=0 Further updates will be made as the team continues to work with Oracle and our vendor partners on this recurring issue.

Scheduled Maintenance
January 31, 2019

Termination Requests
UGAJobs to OneUSG Connect – Basic Workflow
Onboarding
Termination Requests

- System managers can request a termination of an employee in OneUSG Connect using the termination form.

- System managers indicate the last date worked and a reason for termination.
Termination Requests

What to Consider

• When processing termination of employee requests, please include in the comments section:
  • Last day worked
  • If the employee is on leave and the applicable dates
  • If you are aware of a transfer

• Workforce Administration (WFA) will determine the effective dates based on the information the department has provided.
UGAJobs to OneUSG Connect

Basic Workflow

1. Candidate has a submitted Hiring Proposal through UGAJobs
2. Candidate is approved to proceed in the hiring process by appropriate screenings where applicable (example: background investigation)
3. Department is notified of this approval through UGAJobs and will be sent a message that informs them the hire is in transit to OneUSG Connect
4. Data sent to Manage Transactions Page in OneUSG Connect nightly
5. Workforce Administration team validates and enters information to create employment record
6. If any data is incomplete, immediate outreach takes place to resolve any issues with the employee. Normal processing times is 24-48 hours from receipt of delivery to Manage Transactions page
Onboarding

• Process for Onboarding
  • The requirements are the same. The difference is the action is not being triggered by the personnel, but when the person has been moved from UGAJobs to OneUSG Connect for processing.
  • For the graduate and student population that lack the key data elements, Central HR will need to collect this information prior to entering the new hire to the OneUSG Connect System.
  • If Central HR cannot connect with the employee or unit to verify, this will impact processing and start dates.
What’s Next
UGAJobs/OneSource Connect

• **OneSource Connect Check Point**
  • An HR Practitioner will be reaching out to each Project Coordinator to schedule on site visits OR schedule available office hours at Testing & Training.
  • The purpose of this session is to provide a better understanding of how UGAJobs and OneSource “Connect” as well as address how information moves from Workforce administration to the other modules.
  • These sessions will include members from Position Management, Recruitment & Hiring, Workforce Administration, Time & Labor, Benefits, Payroll, Commitment Accounting, Self Service, and Security and Workflow.
  • It is important for units to have individuals attend who are conducting the daily operations in the OneUSG Connect system.
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OneUSG Connect
Module Awareness
Benefits

• We have identified approximately 175 monthly employees and approximately 100 bi-weekly employees that received a tobacco surcharge in error.

• Benefits is working with Payroll to expedite emergency checks. We expect the employees to receive their refunds by Monday, February 4, 2019.

• An email has been sent to the affected monthly employees alerting them to the charge and the emergency check process.

• We are working through the biweekly to see which ones have already received refunds based on prior inquiries by the employee. Once we have that group identified we will send an email to them as well.
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Known Issues
Known Issue

Resident Aliens Tax Withholding Change

• For ~165 Resident Aliens (bi-weekly and monthly), their tax withholding changed from married to single during or after conversion
• Payroll and EITS are currently researching impact and how to correct
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Session Highlights/Updates
2018 W-2s Are Now Available!

- Employees who have opted in to receive electronic W-2’s should have received an email letting them know that they have been posted to the UGA Self-Service website (employee.uga.edu).
- Payroll distributed W-2s to University departments on Monday, January 28, 2019. They will be distributed in the same manner as payroll checks are distributed (i.e. picked up or mailed).
- **An authorized person in your department must come to the Payroll Department to pick up the W-2s. Please bring your ID.**
  **Please also know your department’s distribution code to expedite the process.**
- Departments will be responsible for distributing the W-2s to their active/inactive employees.
- The Payroll Department will mail W-2s for employees shown as terminated in the payroll system.
OneUSG Connect Service Desk
Primary & Secondary Inquiries

Primary Trending Inquiries
• Timesheet Assistance
• Absence Requests
• Reports To
• W-2s & Tax Forms
• Time & Absence Approver Changes

Secondary Trending Inquiries
• Security Access
• Monthly Payroll Validations
• Bi-weekly Payroll Reconciliations
• Queries & Reporting
• Time Entry Method
• Pay Statements
OneUSG Connect Support Metrics

- **Total UGA Payments (Including Off Cycles) – 24,831**
  - 1st Bi-weekly – 6,057
  - 2nd Bi-weekly – 8,340
  - Monthly – 10,304
  - Off Cycles – 130
    - 64 – Standard (Hot Payroll)
    - 66 – Emergency Payments

- **UGA DD Usage % - 98.59%**
  - Total DDs/ Total payments (excluding Emergency Payments))
  - USG AVG 98.94%
  - USG target 99.50%

- **Error Rate - .52%**
  - Total Off Cycles/Total payments
  - USG AVG for January – .34%
  - USG target .25% - .50%
Tuesday Tips

• Ever wanted to go back to find a past Tuesday Tip? Now you can!

• Users can now go to the new Tuesday Tips Resource page and search by topic, date, and workstream.

• Content will continue to be added to this page until all past Tuesday Tip editions have been included.
Annual Leave in Excess of 360

- Annual Leave over 360 has not yet been forfeited in OneUSG Connect for monthly and academic employees.
- ~800 employees' balances will be updated to show the forfeited leave.
- We will provide an update once balances reflect the hours lost.
Reviewing Withholdings

- Tax withholdings appear on the Pay Advice but may look different.
- Employees should review their withholding settings and adjust as needed for their W4 or G4 in OneUSG Connect. [Link to training library topic.]

Pay Advice in OneUSG Connect

<table>
<thead>
<tr>
<th>Advice Date:</th>
<th>01/31/2019</th>
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<tbody>
<tr>
<td>TAX DATA:</td>
<td>Federal</td>
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<tr>
<td>Marital Status:</td>
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<tr>
<td>Allowances</td>
<td>3</td>
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<tr>
<td>Addl.</td>
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<tr>
<td>Allowance::</td>
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</tr>
<tr>
<td>Addl. Percent:</td>
<td></td>
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<tr>
<td>Addl. Amount:</td>
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Pay Advice in Legacy

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<thead>
<tr>
<th>Fed Status / Exemptions</th>
<th>State Status / Exemptions</th>
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<tbody>
<tr>
<td>S 03</td>
<td>B 01 02</td>
<td>12/31/2018</td>
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Holiday Hours on Monthly Pay Advice

- Holiday Hours are shown on Monthly pay advice documents as information only. It will show the instances and value of those days.
- This is not Additional Pay, it is included in the monthly rate for Monthly employees, but may be confusing.
- We will be adding this information to the Monthly Pay Advice Job Aid in the Training Library.

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Current</th>
<th>Hours</th>
<th>Earnings</th>
<th>YTD</th>
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<tr>
<td>Holiday Exempt</td>
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<tr>
<td>Regular</td>
<td></td>
<td></td>
<td></td>
<td>4,085.25</td>
<td>184.00</td>
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<tr>
<td>TOTAL:</td>
<td></td>
<td>16.00</td>
<td></td>
<td>4,085.25</td>
<td>200.00</td>
<td>4,085.25</td>
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</table>
THE EMOTIONAL JOURNEY OF CREATING ANYTHING GREAT

This is the best idea ever!!

This will be fun

This is harder than I thought

This is going to be a lot of work

Belief/Persistence
Family+Humour

Ok but it still sucks

Dark swamp of despair

This sucks I have no idea what I'm doing

Quick, let's call it a day and say we learned something

Hum...

Hey!

Wow

This is one of the things I am most proud of

Family+Humour

THE EMOTIONAL JOURNEY IS INEVITABLE AND PERHAPS NECESSARY
Questions/Suggestions/Concerns

Project Feedback
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onesource@uga.edu
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