# Training Courses

*Updated* Query 101 for System Managers

<table>
<thead>
<tr>
<th>Format/Location</th>
<th>Date/Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Service</td>
<td></td>
<td>OneSource Training Library</td>
</tr>
<tr>
<td>Recorded</td>
<td></td>
<td>Video Link</td>
</tr>
<tr>
<td>Interactive Webinar</td>
<td>January 21 1:30 p.m. - 3:30 p.m.</td>
<td>Click here to register</td>
</tr>
</tbody>
</table>
# Training Courses

## Spring 2020 BPSS Policies and Procedures

<table>
<thead>
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<tbody>
<tr>
<td>In-Person</td>
<td>February 11 2:30 p.m. - 4:30 p.m.</td>
<td>Register via PEP</td>
</tr>
<tr>
<td>Interactive Webinar</td>
<td>March 6 10:00 a.m. - 12:00 p.m.</td>
<td>Register</td>
</tr>
<tr>
<td>In-Person</td>
<td>March 25 2:00 p.m. - 4:00 p.m.</td>
<td>Register via PEP</td>
</tr>
</tbody>
</table>
# Training Courses

## Spring 2020 BPSS System Training

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<tr>
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<tbody>
<tr>
<td>In-Person</td>
<td>February 19 8:30 a.m. - 11:30 a.m.</td>
<td>Register via PEP</td>
</tr>
<tr>
<td>In-Person</td>
<td>February 25 8:30 a.m. - 11:30 a.m.</td>
<td>Register via PEP</td>
</tr>
<tr>
<td>In-Person</td>
<td>March 3 8:30 a.m. - 11:30 a.m.</td>
<td>Register via PEP</td>
</tr>
<tr>
<td>In-Person</td>
<td>March 10 8:30 a.m. - 11:30 a.m.</td>
<td>Register via PEP</td>
</tr>
<tr>
<td>In-Person</td>
<td>April 8 8:30 a.m. - 11:30 a.m.</td>
<td>Register via PEP</td>
</tr>
</tbody>
</table>
## Training Courses

### Approving GL Journals and Budget Transactions

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</tr>
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<td><a href="#">Click here to register</a></td>
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</table>
Training Courses

Additional Sponsored Projects Administration (SPA) Courses

• An abundance of new SPA trainings are now being offered!

• These can be found on the SPA training calendar and registered for through PEP.

• Options consist of topics such as the popular Introduction to Sponsored Projects and Project Status Report trainings!
Training Courses

Express Direct Retros Training

- Overview of the Express Direct Retro functionality within OneUSG Connect.
- Available on the OneSource Training page for System Managers.

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<td>Recorded</td>
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</tbody>
</table>
# Training Courses

## General Resources for the Administration of Sponsored Projects (GRASP)

<table>
<thead>
<tr>
<th>Course</th>
<th>Format/Location</th>
<th>Date/Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRASP 1</td>
<td>T&amp;D Room C &amp; Webinar</td>
<td>1/13/2020 from 1:00 p.m. - 4:00 p.m.</td>
<td><a href="#">Register</a></td>
</tr>
<tr>
<td>GRASP 2</td>
<td>T&amp;D Room AB &amp; Webinar</td>
<td>2/10/2020 from 9:00 a.m. - 12:00 p.m.</td>
<td><a href="#">Register</a></td>
</tr>
<tr>
<td>GRASP 3</td>
<td>T&amp;D Lab K (hands-on computer lab)</td>
<td>3/2/2020 from 9:00 a.m. - 12:00 p.m.</td>
<td>T&amp;D website</td>
</tr>
<tr>
<td>GRASP 4</td>
<td>T&amp;D Room C &amp; Webinar</td>
<td>4/22/2020 from 9:00 a.m. - 12:00 p.m.</td>
<td><a href="#">Register</a></td>
</tr>
</tbody>
</table>

**NOTE:** Registration for the *in-person training sessions* can be found on the [T&D website](#).
Training Courses

Chart of Accounts Code Structure

• Do you work with GL Journals and/or Budget Transactions? If you answered yes, we have a training that is just right for you!

• Please join us for a webinar on January 23 at 8:30 a.m. that will help with the understanding and utilization of the Chart of Accounts Code Structure.
Training Courses

**UGAJobs Training**
- Available to units by request.
  *Central HR will come to you!*
  - Email [hrweb@uga.edu](mailto:hrweb@uga.edu) to make the request for your unit.

**P-card Training - online!**
- Located on the [Procurement site](https://onesource.uga.edu)
- Initial P-Card Training
  - Refresher P-Card Training
  - Procurement Card Information
Training
Tutorial Sharing

• Have you found a helpful training that you would like to share with your colleagues or department? You can!
• Use the *Share* option to copy the link from the training library.

Clearing Your Cache
On occasion you may need to clear your cache. This involves deleting stored information from your browser.

**Note:** If you do not check the "Remember my choice" box when selecting the University of Georgia and log on, this is not established instead of using the one stored in the cache. This eliminates the need to repeatedly clear your cache.

How Do I Clear Cache in Internet Explorer?
1. After opening Internet Explorer, click the *
2. Select Safely.
3. Click *Delete Browsing History.*
4. Be sure the following selections are checked:
5. Ensure the Cookies and website data is checked.
6. Check any other options you wish to delete.
7. Click the *Delete* button.
8. Your cache is now cleared.

How Do I Clear Cache in Google Chrome?
1. After opening Google Chrome, click the *
2. Select *History.*
3. Click *History* in the fly out menu.
4. Click the Clear browsing data selection:
5. At the top of the Clear browsing data for:
6. Ensure that *Cached images and files is checked.
7. Ensure that *Cookies and other site data* is checked.
8. Click the *Clear browsing data button.*
Network Maintenance

January

Network maintenance **Saturday, January 25** beginning at **6:00 a.m.**

**Outages (on-campus):**
- Campus Internet access and campus information systems
- Systems that use services in the Boyd Data Center
- UGA websites hosted in the Boyd Data Center
- All UGA Central Authentication System (CAS) and UGA’s Single Sign-On (UGA SSO) to log in to UGA-provided information systems including
  - Athena, Banner Administrative System
  - Degree Works
  - eLearning Commons (eLC)
  - UGA Financial Management System
  - UGA Budget Management System
  - UGAJobs
  - UGAmart
  - OneUSG Connect
  - OneUSG Connect Benefits

**Outages (off-campus):**
- UGAMail, websites hosted by UGA
- Virtual Private Network (VPN)
- ArchPass, powered by Duo
- Information systems hosted by EITS
- All systems behind the Central Departmental firewalls will experience an outage to their access to the UGA network.

Additional details and progress reports will be posted to [status.uga.edu](http://status.uga.edu) and on the [EITS Twitter feed](https://twitter.com/EITS_UGA). For more information, please contact [Jeff Farese](mailto:jeff.farese@uga.edu).
Network Maintenance
March

Network maintenance **Saturday, March 7** beginning at **6:00 a.m.**

**Outages (on-campus):**
- Campus Internet access and campus information systems
- Systems that use services in the Boyd Data Center
- UGA websites hosted in the Boyd Data Center
- All UGA Central Authentication System (CAS) and UGA’s Single Sign-On (UGA SSO) to log in to UGA-provided information systems including
  - Athena, Banner Administrative System
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# Upcoming Downtimes/Updates

<table>
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<tr>
<th>Date</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1/11/20</td>
<td>Financial Management Feature Release</td>
</tr>
<tr>
<td>1/17/20</td>
<td>Financial Management &amp; Budget Management Operating System Maintenance</td>
</tr>
<tr>
<td>1/24/20</td>
<td>OneUSG Connect 5.21 Release</td>
</tr>
</tbody>
</table>

Access the [OneSource Roadmap](#) for additional dates and information!
System Updates
Clear Your Cache & Cookies

• With the recent releases, it's important to ensure your access is to the latest version of the software.

• While you should clear your web browser's cache, cookies, and history periodically in order to prevent or resolve performance problems, **it is best practice to ensure these steps occur after a system upgrade.**

• For more information on how to clear your browser’s cache and cookies, please visit the OneSource Training Library by clicking [here](#).

• This is the most common cause for issues users face when logging into any secure UGA applications.
January 9, 2019

Financials, Budgets, Reporting
Department Reorganization

Financial Tree Restructuring

- **Time frame:** Today
- **Goal:** Tree changes in place for Budget Development in March.
- Final requests for new departments and new tree structures must be submitted via ticket by **January 9**th and finalized prior to **January 15**th.

- **Complications and efforts that should be considered:**
  - Lack of comparability between years, particularly in Hyperion and the Data Warehouse
  - New department set up must be requested individually and manually by the unit. There is no bulk uploader for this process.
  - Departments can’t be inactivated immediately for a number of reasons, so the Units will have to routinely and carefully monitor for inappropriate activity to departments that are no longer to be used.
  - Departments can’t be inactivated while they are referenced by
    - Open Encumbrances
    - Open projects
    - Active Combo Codes
  - Changes that have to be made to reflect new departments:
    - Combo Codes
    - Position Funding
    - Banner Detail codes
    - Deposit Detail codes
    - Speedtypes
    - F&A return and Offsets
    - Carryforward: (Will be posted for 2020 department with the carryforward; Actual, Revenue Budget and Expenditure Budget Journals must be done to move the carryforward.)
  - Providers of Intra-University services will have to be provided updated chartstrings. Examples; Mail Services, Telephone Services
Travel and Expenses

2020 Mileage Reimbursement Rates

• Mileage reimbursement rates for travel by state-owned or personal vehicles has been updated for travel on or after January 1, 2020.

  • When it is determined that a personal vehicle is the most advantageous form of travel, the employee will be reimbursed for business miles traveled at $0.575 per mile (previously $0.58 per mile).

  • If a personal motor vehicle is not determined to be the most advantageous form of travel, but it is used, the employee will be reimbursed for business miles traveled at $0.17 per mile (previously $0.20 per mile).

• The UGA travel policy has been updated and is posted on the UGA Policies website.
Not Able to Add Travel Authorization in Internet Explorer.

In Internet Explorer browser, when users click on the Travel Authorizations tile and attempt to enter a TAuth, they are met with a blank screen.

The OneSource team is in contact with Oracle to identify a fix.

Functional Workaround: Please use any other browser than Internet Explorer to enter a Travel Authorization.
OneUSG Connect & UGAmart
SSO Issue

• When using Internet Explorer and Microsoft Edge, users may encounter issues logging into OneUSG Connect as well as UGAmart.

• Please use either Firefox or Chrome until this issue is resolved.
Users may notice a new "Error" column on the Enter Budget Journal and Budget Transfer pages.

May show that there is an Error on the journal when there may just be a Warning.

Working with Oracle to determine a fix.
Accounts Receivable/Billing
Potential Payment Delay

- Error message when attempting to apply payments to some AR items.
- Introduced in the PUM update.
- Still researching cause and solution to fix the issue.
- Currently only 6 payments in error.
- Please contact the OneSource Service Desk, onesource@uga.edu or 542-0202 (option 2), with questions.
Systems Update

OneUSG Connect & Financial Management

Users can now use both Financials and OneUSG Connect in same browser!
Curriculum Systems Change
Lab and Course Material Fees

- All lab and supplementary course material fees being charged to students will be eliminated effective Spring 2020 semester.

**Spring 2020 and Summer 2020:**
- Units will continue to receive the funds for all previously approved lab/supply fees for spring 2020 and summer 2020.
- These funds will come from a central source instead of student fee payments.
- Enrollment in course sections that have approved lab fees will be determined the day after the last day of drop/add for that semester.
- The amount provided to the departments will be based on the enrollment in the course sections (enrollment X the approved lab/supply fee amount).
- Funds will be distributed by the University Budget Office to the department’s chart string that would have received the funding prior to the change in lab and supplementary course material fee policy. **No further action is necessary on the part of departments and schools/colleges.**
- Anticipate that funds will be available in the appropriate chart strings during the week of January 20, 2020.
Curriculum Systems Change
Lab and Course Material Fees

Fall 2020 and beyond:

• A new process and broad guidelines for requesting for lab/supplementary course fee is under development. Curriculum Systems office requesting input from faculty and associate deans as process is designed.

• Please contact Curriculum Systems, currsys@uga.edu, with any questions or suggestions regarding this process.
January 9, 2019

OneUSG Connect, Human Resource, Payroll
Payroll Encumbrances
Project Payroll Encumbrance Solution

• **Challenge**: We now have a solution to the issue of sponsored project payroll being encumbered through fiscal year end when a budget period closes before the end of the fiscal year.

• **Solution**: Effective immediately (Jan 2020), Sponsored Projects Administration will set a date in the financial system that will stop payroll encumbrances at the budget end date, rather than the project end date. These will appear on the invalid funding report after that.

• **New vs. Existing Projects**: This solution will be applied to all new awards and award modifications (additional increments of funding). SPA is happy to update existing project by request; simply contact SPA at sponprog@uga.edu.
Payroll Encumbrances
Non-Project Payroll Encumbrances

• **Challenge:** Like the previous slide, there are scenarios in which units have a need to stop payroll encumbrances before fiscal year end for employees who are **not** paid from projects.

• **Planned Solution:** The eventual solution is the ability to make concurrent position funding changes. This is already a top-priority change request with USG, but that is a very heavy technical lift and not a quick fix.

• **Workaround Update:** We strongly recommend using Fund 20400 (restricted non-sponsored), instead of other funds, as a placeholder for these payroll encumbrances. This way, you can simply use Fund **20400** with class code **64VAR** and **will not need to add budget** to support encumbrances. Questions on how this will be implemented in your area should be directed to your college's or unit's business support team.
Office of the Chancellor to Presidents

Critical Hire Approval Process

- This is a State of Georgia requirement
- Critical Hire website:
  - https://hr.uga.edu/critical-hire/
- Communications and Documents
It is important to note that position funding is not a factor; it does not qualify or disqualify a position from being considered.

The factors that need to be considered when determining whether the position will be subjected to the newly established critical hire process include the following:

**Is the position benefit eligible?**  
BCAT/OneUSG job code between 100-800, 921-928 and 954 have the potential to accrue benefits; therefore, additional questions should be asked before adhering to the critical hire process procedure.

**Question A: Will the position be occupied at a full-time capacity?** USG has defined a full-time position as 1.0 FTE and/or 40 standard hours.  
- If no, a critical hire request is not needed.  
- If yes, proceed to **Question B**

**Question B: Will the salary be above 40K?**  
- If no, a critical hire request is not needed.  
- If yes, proceed with the critical hire process
Workforce Planning & Recruitment

New Advertising Agreement

• Funded by HR Search Group to advertise basic job postings to the Chronicle of Higher Education for calendar year 2020.

• **Faculty postings** – will be *automatically copied* from UGAJobs to the Chronicle of Higher Education job bulletin board.

• **Staff postings** – will need to be *manually added* to the Chronicle of Higher Education job bulletin board by the hiring department. The job posting will be free, but the hiring department must log into the Chronicle Vitae For Employers account to post. You can access at [https://careers.chronicle.com/careers/account/login](https://careers.chronicle.com/careers/account/login). If this is your first time placing an ad online with the Chronicle, please create an account using your @uga.edu email address.

• Questions should be directed to [ugasearchgroup@uga.edu](mailto:ugasearchgroup@uga.edu).
2019 W-2's are expected to be available January 14, 2020 in Employee Self Service IF electronic consent was provided by December 31.

See link here for more information on viewing electronic W-2's, paper W-2's for terminated employees and changes to USG W-2 vs previous UGA W-2's.
Payroll

New for 2020 W-4

• IRS revised the W-4 tax withholding process
• Now in OneUSG Connect Employee Self-Service.
• Existing employees will not need to complete a new W-4 form unless they wish to change their tax withholding.
• Employees hired in 2020 and anyone who makes withholding changes during 2020 will be required to use the new version.
• IRS published a W-4 and a Frequently Asked Questions page.
W-4 Federal Tax Exempt

- Employees who want Exempt status to continue for 2020 need to update their withholding in Employee Self Service by February 14, 2020.

- Payroll will directly notify employees in January 2020 who have not updated their exempt status since December 1.

- After February 14, 2020, any employee who has an Exempt withholding status with a date prior to December 1, 2019 will be changed to Single filing status which is the option that withholds the most tax.

- OneUSG Connect reminder email was sent yesterday evening.
G-4 State Tax Exemption

- Georgia state law requires employers to send exempt forms to the GA DOR for approval. Therefore, a Form G-4 must be submitted to Payroll.
- Link to G-4 is [here](#).
- UGA Payroll will send email to employees who currently have GA tax exemption and with instructions on how to return G-4 to continue exemption.
- Email [payroll@uga.edu](mailto:payroll@uga.edu) with any questions regarding Georgia state tax exemption.

* G-4 function within OneUSG Connect Employee Self Service will **not** allow employee to choose exempt status due to state law requirement of paper form.
Absence Management

Leave in the New Year

• 8.0 hours of **Educational Support leave** is available for benefited- 1.0 FTE employees within a calendar year. (This leave type is not available for employees who are less than 1.0 FTE.)
  • This paid leave will only be authorized for activities that are directly related to student achievement and academic support.
  • Example: Attend parent/teacher conference
  • For additional details visit: [https://www.usg.edu/hr/manual/education_support_leave](https://www.usg.edu/hr/manual/education_support_leave)

• **Blood Donation leave** is available for benefited employees who donate blood. Up to 2 hours of leave per occurrence, 4 occurrences per year.

• **Blood Platelet leave** is available for benefited employees who donate platelets. Up to 4 hours of leave per occurrence, 4 occurrences per year.
Benefits
Insurance ID Cards

• New insurance identification cards are only distributed to participants who made changes (switching plans, adding coverage, changing coverage tiers, or adding dependents) to their 2020 insurance plans or are participating in the comprehensive health plan.

• All other members only received new ID cards if they made a change that would warrant a new card.
Upcoming Weekly Status Calls
GoToMeeting Update

• Bookmark the link to this GoToMeeting presentation in your web browser.
  • Please note each link is unique to the individual user.

• Outlook reminder was sent 12/17/2019 from OneSource@uga.edu with recurring meeting time, however; attendees will need to continue using his/her unique website link.

• This allows the presenters to respond to questions as a result of the status call each week.

• Registration for new attendees can be accessed here.
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu