# Training Courses

**Budget Planning & Salary Setting (BPSS)**

<table>
<thead>
<tr>
<th>Course:</th>
<th>Format:</th>
<th>Date/Time:</th>
<th>Registration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies and Procedures</td>
<td>In-Person</td>
<td>February 11 2:30 p.m. - 4:30 p.m.</td>
<td>Register via PEP</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>Interactive Webinar</td>
<td>March 6 10:00 a.m. - 12:00 p.m.</td>
<td>Register</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>In-Person</td>
<td>March 25 2:00 p.m. - 4:00 p.m.</td>
<td>Register via PEP</td>
</tr>
<tr>
<td>System Training</td>
<td>In-Person</td>
<td>February 19 8:30 a.m. - 11:30 a.m.</td>
<td>Register via PEP</td>
</tr>
<tr>
<td>System Training</td>
<td>In-Person</td>
<td>February 25 8:30 a.m. - 11:30 a.m.</td>
<td>Register via PEP</td>
</tr>
<tr>
<td>System Training</td>
<td>In-Person</td>
<td>March 3 8:30 a.m. - 11:30 a.m.</td>
<td>Register via PEP</td>
</tr>
<tr>
<td>System Training</td>
<td>In-Person</td>
<td>March 10 8:30 a.m. - 11:30 a.m.</td>
<td>Register via PEP</td>
</tr>
<tr>
<td>System Training</td>
<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

**OneUSG Connect / Financial Management Interactive Webinars:**

<table>
<thead>
<tr>
<th>Course:</th>
<th>Format:</th>
<th>Date/Time:</th>
<th>Registration:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Updated</em> Query 101 for System Managers</td>
<td>Interactive Webinar</td>
<td>January 21, 1:30 p.m. - 3:30 p.m.</td>
<td>Register</td>
</tr>
<tr>
<td>Approving GL Journals and Budget Transactions</td>
<td>Interactive Webinar</td>
<td>January 22, 1:30 p.m. - 3:00 p.m.</td>
<td>Register</td>
</tr>
<tr>
<td>Chart of Accounts Code Structure</td>
<td>Interactive Webinar</td>
<td>January 23, 8:30 a.m. - 10:00 a.m.</td>
<td>Register</td>
</tr>
<tr>
<td>Travel Authorizations and Expense Reports</td>
<td>Interactive Webinar</td>
<td>February 5, 10:00 a.m. - 12:00 p.m.</td>
<td>Register</td>
</tr>
<tr>
<td>Travel Authorizations and Expense Reports</td>
<td>Interactive Webinar</td>
<td>March 3, 8:30 a.m. - 10:30 a.m.</td>
<td>Register</td>
</tr>
</tbody>
</table>
Training Courses

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

<table>
<thead>
<tr>
<th>Course:</th>
<th>Format:</th>
<th>Date/Time:</th>
<th>Where:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRASP Course 2</td>
<td>In-Person or Webinar</td>
<td>February 10</td>
<td>T&amp;D Room AB &amp; Webinar: Register</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:00 a.m. - 12:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>GRASP Course 3</td>
<td>In-Person</td>
<td>March 2</td>
<td>T&amp;D Lab K (hands on computer lab course)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:00 a.m. - 12:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>GRASP Course 4</td>
<td>In-Person or Webinar</td>
<td>April 22</td>
<td>T&amp;D Room C &amp; Webinar: Register</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9:00 a.m. - 12:00 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

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

**UGAJobs**
- Available to units by request. *Central HR will come to you!*
  - Email hrweb@uga.edu to make the request for your unit.

**P-Card (online!)**
- Located on the [Procurement site](#)
- Initial P-Card Training
- Refresher P-Card Training
- Procurement Card Information

**Sponsored Projects Administration (SPA)**
- An abundance of new SPA trainings can be found on the [SPA training calendar](#) and registered for through [PEP](#).

**Express Direct Retros**
- Overview of the Express Direct Retro functionality within OneUSG Connect.
- Available on the [OneSource Training page](#) for System Managers.
**UGA Budget Management System Training** (** indicates a course with open registration)**

- UGA Budget Management System (Hyperion)
- What's New in BPSS in September 2019?
- What's New in BPSS in November 2019?
- Working with Budget Amendments
- Using Smart View
- Budget Planning and Salary Setting for FY2020

**BPSS Policies and Procedures**

**Description:** Each year, the University System of Georgia (USG) institutions complete development of their proposed budgets for the upcoming fiscal year. This course will provide the background as to why and how UGA submits the annual budget to USG, the anticipated timeline for this year's Budget Planning and Salary Setting (BPSS) cycle, and the significance of each piece of the budget. This discussion will include an overview of the responsibility each school, college, or unit has during this annual process. We will also review the importance of using program codes, budgeting Department Sales & Services, funding positions, and any key policy changes.

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**BPSS System Training**
Network Maintenance
January 25 & March 7

Network maintenance beginning at **6:00 a.m. on Saturdays**

**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). For more information, please contact [Jeff Farese](mailto:Jeff.Farese@uga.edu).
# Upcoming Downtimes/Updates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/24/20</td>
<td>Financial Management &amp; Budget Management Operating System Maintenance</td>
</tr>
<tr>
<td>1/24/20</td>
<td>OneUSG Connect 5.21 Release (moved from 1/17)</td>
</tr>
<tr>
<td>1/25/20</td>
<td>UGA Network Maintenance – all systems</td>
</tr>
</tbody>
</table>

Access the [OneSource Roadmap](#) for additional dates and information!
Holiday Reminder

OneUSG Connect Support (aka USG Shared Services Center) will be closed Monday, January 20 in observance of the Martin Luther King, Jr. holiday.
January 16, 2020

Financials,
Budgets,
Reporting
• UPDATE to Known Issue: Oracle has acknowledged this is a bug and will be fixing it in a future release. The OneSource team will patch the bug when it becomes available.

• 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.
**Pcard Manual Updates**

**Email to Pcard Listserv today**

- **2 policy changes:**
  - Background check timing
  - No Split charges (no exception for fuel)

- **2 role changes**
  - Reconcilers must complete Ethics form
  - Remove Facilitators role

- **3 pre-approval changes**
  - Removed language using UGAMart
  - Preapprovals into Works “receipts”
  - Preapprovals in monthly package

- Changes to Contact info
January 16, 2020

OneUSG Connect, Human Resource, Payroll
OneUSG Connect Downtimes
Georgia Tech Go-Live March 2020

• GA Tech is the last to join OneUSG Connect with the 25 other USG institutions on March 22.

Downtime periods:
• Friday, March 13 (6:00 p.m.) – Wednesday, March 18 (7:00 a.m.)

• Friday, March 27 (6:00 p.m.) – Tuesday, March 31 (7:00 a.m.)

How does this affect me? What do I need to do?
• Biweekly employees will need to record time manually during these times.

• Employees with leave will need to enter requests outside these times.

• Supervisors will need to approve time and absences outside of these times.
OneUSG Connect Downtimes
Georgia Tech Go-Live March 2020

• **Summarized list of employee impacts:**

  - No one on campus will be able to login and access OneUSG Connect.
  - OneUSG Connect-Benefits will remain open for benefits enrollment.
    - Must use the link from the HR website during downtimes (cannot access through OneUSG Connect Employee Self Service homepage).
  - UGAJobs will remain open.
    - Actions will flow into OneUSG Connect once the system is back online.
  - Employee Self-Service: Updates to direct deposit, tax information, addresses, view paystubs, etc. will need to occur around the periods of system unavailability.
• **Summarized list of employee timesheet impacts:**

  • **Web clock/Pay-from-Schedule/Manual Time Entry/Kaba employees:**
    
    • **Web Clock employees** should record punches on a *paper timesheet*. Managers, Supervisors and Time Approvers will need to enter employee time recorded on paper timesheets once the system is back online.
    
    • **Pay from Schedule/Manual Time Entry employees** will be able to add hours worked onto their timesheets once the system is back online.
    
    • **Kaba time clocks** will remain available for use and punches will flow into OneUSG Connect once the system is back online.

  • For the latest information and details regarding the upcoming OneUSG Connect system downtimes and upgrades, you can also follow [OneUSG Connect Release News](#).

  • If you have any questions, please reach out to [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu).
Commitment Accounting
Resolved Known Issues

• The known issue from December 19, 2019 related to the out of balance 9DB2 payroll data, has been resolved. The payroll entry has been posted in UGA Finance. (Journal ID P000099048)

• The known issue from January 2, 2020 related to the out of balance 9DM1 payroll data, has been resolved. The payroll entry has been posted in UGA Finance. (Journal ID P000099049)
Commitment Accounting

Known Issue

• Issue with the personal service encumbrance calculation from OneUSG Connect which was processed in UGA Finance on the evening of January 13 (journal PENCP99442)

• NOTE: Payroll encumbrances for Financials and OneUSG Connect will be out of sync until after this issue is resolved.

• OneUSG Connect will process a corrected encumbrance calculation and the weekend of January 18 encumbrances will be trued up in UGA Finance to be in sync with OneUSG Connect.

• Check the OneSource Known Issues page for updates.
Absence Management
Leave Requests Missing Workflow

• When employees are submitting an absence request via Employee Self Service (ESS), they may encounter spinning/timing out when clicking on the “Check Availability” or “Submit” button.
• View of the absence request from the timesheet will show the absence in a “Needs Approval” status, yet managers cannot approve the transaction.
• The employee will also see the transaction on their timesheet but will not have access to the event via ESS > Absence Request History.
• Impact: approximately 60 employees whose units have all been notified and the error has been corrected- we are continually monitoring this and notifying units.
• More information will be posted to the USG Known Issues page as it becomes available.
• When Reported Hours were batch approved for the previous biweekly payroll, there was an issue with the compliance component.
• Both hours that were batch approved and hours that were approved by the manager went into the compliance component for approval
• We are working with USG on the best solution for this issue
• For now, please do not approve hours out of compliance until further notice
Benefits

2020 Insurance ID Cards

• New insurance identification cards are only distributed to employees who:

  • made changes (switching plans, adding coverage, changing coverage tiers, or adding dependents) during open enrollment to their 2020 insurance plans.
  • are participating in the Comprehensive Care health plan.

  • The new cards will display the 2020 deductible and copay information.
  • The plan and group numbers are not changing, so technically you can use your card from last year.
Compensation
FY20 Staff Pay Bands Updated

• The FY20 Staff Pay Bands have been revised to reflect the new FLSA exempt salary threshold of $35,568 effective January 1, 2020.

• The minimum, midpoint and maximum salaries for impacted pay bands were adjusted and the updated document can be found at https://hr.uga.edu/_resources/pdf/pay-bands.pdf.

• Please reference this document going forward in FY20.
Payroll

Ad Hoc Salary Change “Triggers”

• **Q:** Does updating an employee's FTE in UGAJobs and submitting an ad hoc salary change *automatically trigger back-pay* to be paid out on the next on-cycle pay date, or do I still have to submit an Off-Cycle check request to bring the issue to Payroll’s attention?

• **A:** The salary change will trigger back-pay and an Off-Cycle is not necessary as long as the employee was paid in the previous period related to the ad hoc salary change. **If the employee was not paid in the previous pay period, an Off-Cycle would need to be requested.**

• **Note:** Date changes will not trigger retro-pay. Only pay changes will trigger retro-pay and they must be submitted by the HR/Payroll deadline.

*Thank you, B. Johnson, for suggesting this be covered on today’s call!*
Payroll

W-2 Update

• W-2's are now available as of January 14 in Employee Self Service.

• Updated W-2 training can be found in the Training Library.

• NOTE: Please ensure your web browser is set to allow pop-ups to retrieve your W-2. More information on viewing electronic W-2's can be found on the Payroll website.
• Although the USG W-2 does not have a reconciliation section, an employee can calculate **Federal Taxable Wages in Box 1** by reviewing the last paystub for 2019.

• **W-2 Federal taxable wages =**
  Total Gross + Taxable Fringe – Before tax deductions
  *(find each amount on last paystub of 2019)*
Payroll

W-2s for Terminated Employees

• W-2s for any terminated employee will be mailed to the **home address** listed in OneUSG Connect.

• Electronic W-2s will not be available through OneUSG Connect after an employee has been terminated.

• If the employee does not receive W-2 by 1/31/2020, call OneUSG Support at 706-542-0202 (option 1) for verification purposes and further assistance.

• If overseas, email [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu) to set an appointment with a OneUSG Connect Support representative outside of normal business hours.
Board of Regents Directive
Critical Hire Approval Process

- This is a State of Georgia requirement.
- Questions? Refer to the critical hire website:
  - https://hr.uga.edu/critical-hire/
Weekly Status Calls

- If there are colleagues who you feel should be included, please forward the registration link to the GoToMeeting.

- We highly encourage you to share the information included during the first portion (pre-BSAG session) with those in your units for greater awareness.

- We welcome input!
  - Please send any questions during the call using the GoToMeeting chat functionality.
  - For feedback on how we can improve, topic requests or other suggestions, please email Sarah Fraker or Andrew Kersh.

- Recordings and presentations of each Weekly Status Call are found on the OneSource website and are typically posted by Mondays of the following week.

- Currently scheduled through Ga Tech go-live. Any future updates will be announced later.
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu