



Weekly Status Call

January 23, 2020



OneSource
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Training Courses

Budget Planning & Salary Setting (BPSS)

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



Training Courses

OneUSG Connect / Financial Management Interactive Webinars:

Course:	Format:	Date/Time:	Registration:
Travel Authorizations and Expense Reports	Interactive Webinar	February 5 10:00 a.m. - 12:00 p.m.	Register
Travel Authorizations and Expense Reports	Interactive Webinar	March 3 8:30 a.m. - 10:30 a.m.	Register



Training Courses

General Resources for the Administration of Sponsored Projects (GRASP)

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

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



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.





Fiscal Master Calendar

Upcoming Downtimes/Updates

Access the [Fiscal Master Calendar](#) for additional dates and information!



OneUSG Connect, Human Resources, Payroll

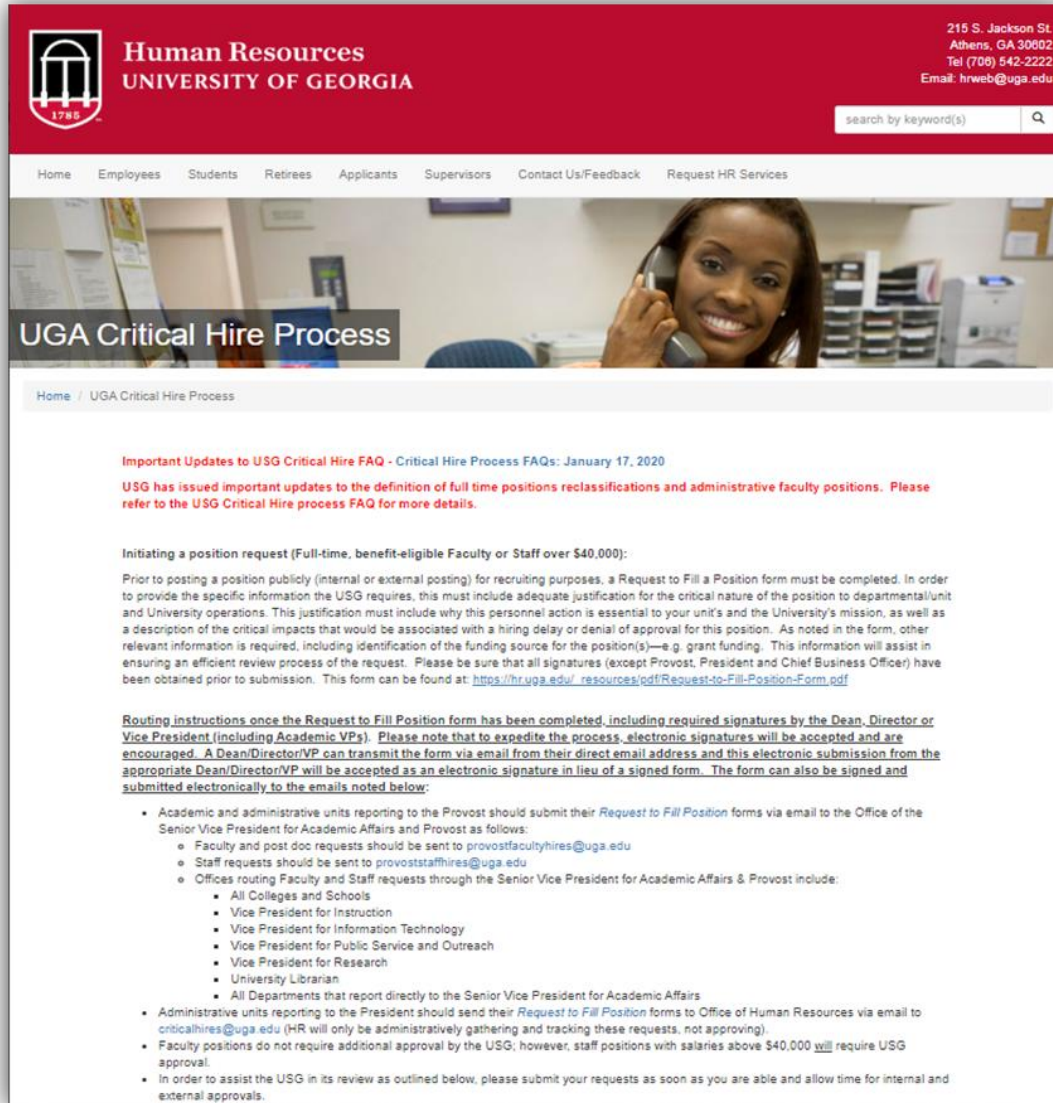


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Office of the Chancellor to Presidents

Critical Hire Approval Process



The screenshot shows the University of Georgia Human Resources website. The header includes the UGA logo, the text "Human Resources UNIVERSITY OF GEORGIA", and contact information: "215 S. Jackson St. Athens, GA 30602 Tel (706) 542-2222 Email: hrweb@uga.edu". A search bar is also present. The main navigation menu includes links for Home, Employees, Students, Retirees, Applicants, Supervisors, Contact Us/Feedback, and Request HR Services. The main content area features a banner image of a smiling woman on a phone, with the text "UGA Critical Hire Process". Below the banner, there is a breadcrumb trail: "Home / UGA Critical Hire Process". The main text area contains the following information:

Important Updates to USG Critical Hire FAQ - Critical Hire Process FAQs: January 17, 2020
USG has issued important updates to the definition of full time positions reclassifications and administrative faculty positions. Please refer to the USG Critical Hire process FAQ for more details.

Initiating a position request (Full-time, benefit-eligible Faculty or Staff over \$40,000):
Prior to posting a position publicly (internal or external posting) for recruiting purposes, a Request to Fill a Position form must be completed. In order to provide the specific information the USG requires, this must include adequate justification for the critical nature of the position to departmental/unit and University operations. This justification must include why this personnel action is essential to your unit's and the University's mission, as well as a description of the critical impacts that would be associated with a hiring delay or denial of approval for this position. As noted in the form, other relevant information is required, including identification of the funding source for the position(s)—e.g. grant funding. This information will assist in ensuring an efficient review process of the request. Please be sure that all signatures (except Provost, President and Chief Business Officer) have been obtained prior to submission. This form can be found at: <https://hr.uga.edu/resources/pdf/Request-to-Fill-Position-Form.pdf>

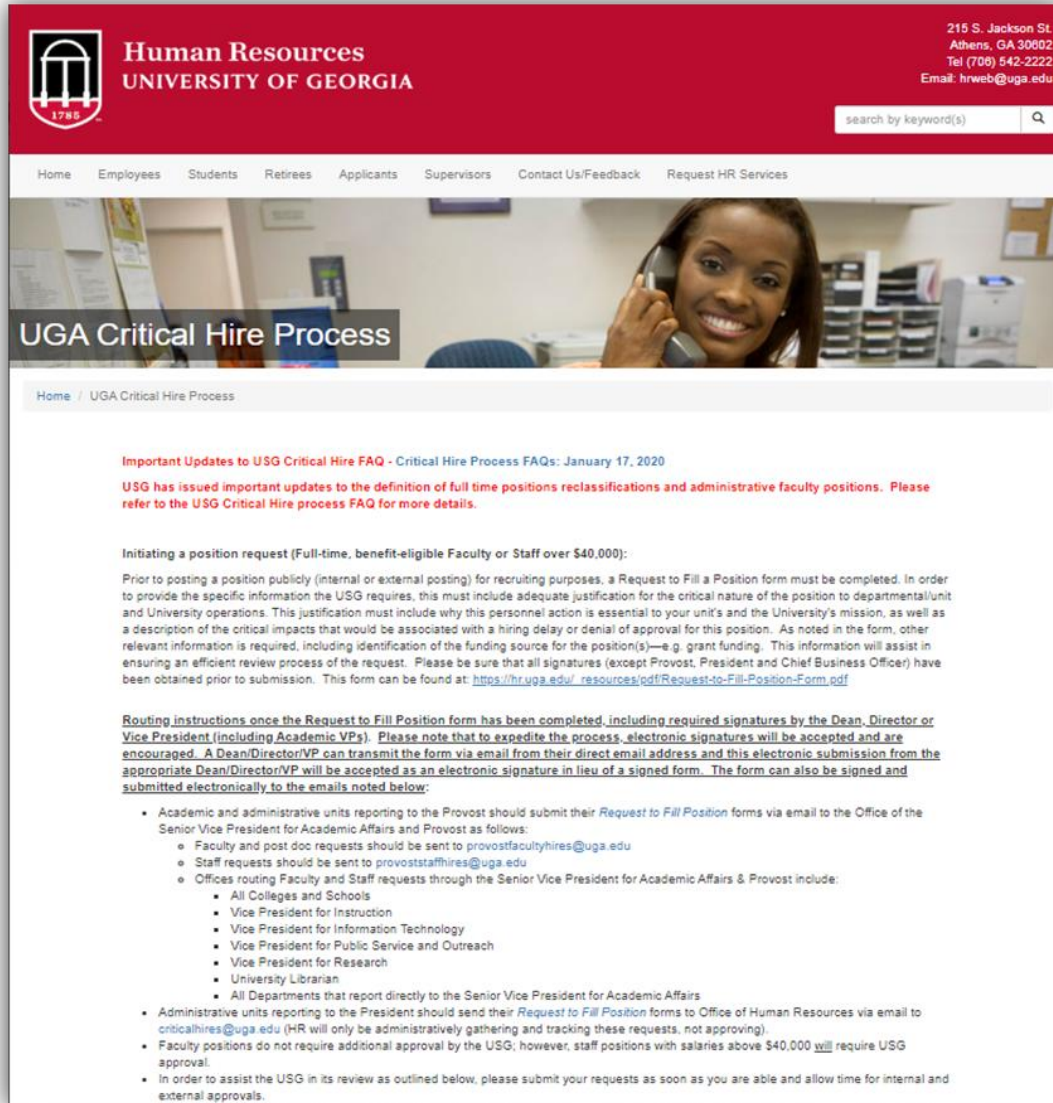
Routing instructions once the Request to Fill Position form has been completed, including required signatures by the Dean, Director or Vice President (including Academic VPs). Please note that to expedite the process, electronic signatures will be accepted and are encouraged. A Dean/Director/VP can transmit the form via email from their direct email address and this electronic submission from the appropriate Dean/Director/VP will be accepted as an electronic signature in lieu of a signed form. The form can also be signed and submitted electronically to the emails noted below:

- Academic and administrative units reporting to the Provost should submit their Request to Fill Position forms via email to the Office of the Senior Vice President for Academic Affairs and Provost as follows:
 - Faculty and post doc requests should be sent to provostfacultyhires@uga.edu
 - Staff requests should be sent to provoststaffhires@uga.edu
 - Offices routing Faculty and Staff requests through the Senior Vice President for Academic Affairs & Provost include:
 - All Colleges and Schools
 - Vice President for Instruction
 - Vice President for Information Technology
 - Vice President for Public Service and Outreach
 - Vice President for Research
 - University Librarian
 - All Departments that report directly to the Senior Vice President for Academic Affairs
- Administrative units reporting to the President should send their Request to Fill Position forms to Office of Human Resources via email to criticalhires@uga.edu (HR will only be administratively gathering and tracking these requests, not approving).
- Faculty positions do not require additional approval by the USG; however, staff positions with salaries above \$40,000 will require USG approval.
- In order to assist the USG in its review as outlined below, please submit your requests as soon as you are able and allow time for internal and external approvals.

- Critical Hire Process webpage updated January 21, 2020
- USG's updated FAQ defines full-time as **30 hours or more** per week.
- Certain reclassifications and promotions may also be subject to the Critical Hire process.

Office of the Chancellor to Presidents

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- Faculty positions do not require additional approval by the USG; however, staff positions with salaries above \$40,000 will require USG approval.
- In order to assist the USG in its review as outlined below, please submit your requests as soon as you are able and allow time for internal and external approvals.

- Clearly defines that Administrative "A" Faculty positions need USG approval.
- This includes Administrative "A" Faculty positions with rank and/or tenure (e.g. dean).
- Faculty promotions are **NOT** subject to the Critical Hire process.
- Reminder: The Critical Hire Process is a University System of Georgia process for all the 25 USG institutions and the USG system office.



BCAT Reminders

RE: Updated FY20 Staff Pay Bands

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](#) should be referenced for FY20.
- The USG BCATs (Job Codes) are structured as follows with respect to exempt and non-exempt designations:
 - BCATs 100X to 499X are exempt level positions.
 - BCATs 500X to 899X are non-exempt level positions.
- BCATs 900 and above are other positions (students, temp, miscellaneous status designations for payroll purposes).
- The [BCAT Master List](#) is a good resource reference and can be found on the USG website: <https://www.usg.edu/assets/hr/documents/masterBCAT.pdf>



HR Consulting Engagement

Open Meetings for Faculty & Staff

- **HR Engagement:** As discussed in November, UGA hired Segal Consulting (formerly Sibson Consulting) to assess strengths and opportunities to meet our institution's current and future human resource needs.
- **Over 200 individuals:** So far, Segal has met with more than 200 individuals. They have received a great deal of candid and constructive feedback so far, which will help ensure the success of this engagement. Thank you!
- **Open Faculty/Staff meetings:** There will be open meetings for faculty and staff on Feb 5 and 6.
 - If you have not had a chance to share feedback and would like to, please add your email address [here](#) or send an email to Shawn Hill at shawnh@uga.edu.
 - Registration for these sessions will open soon, and those who expressed interest will receive a notification.



OneUSG Connect 5.21 Release

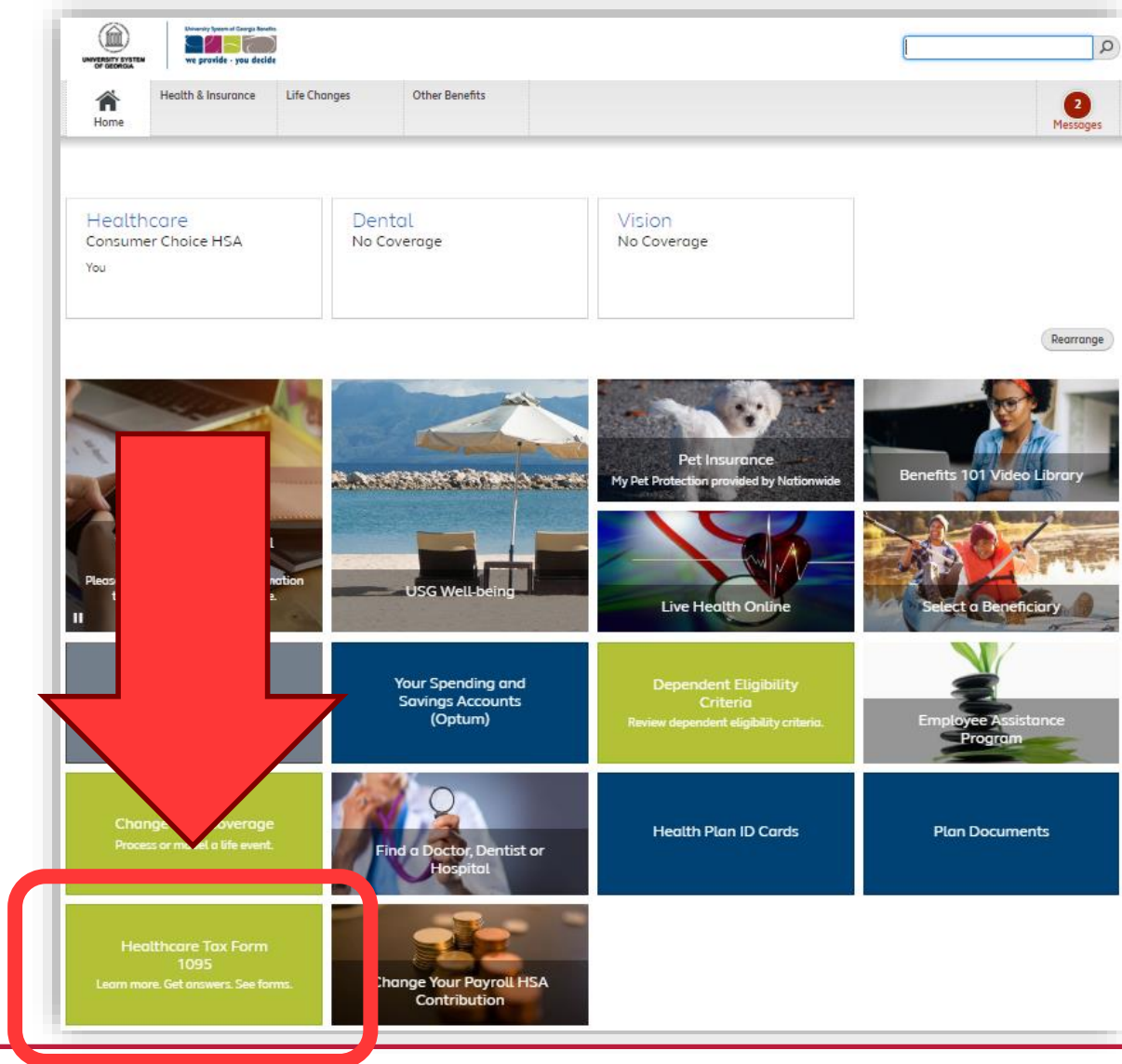
Updates/Bug fixes

- 1/24/20 Downtime starting at 5 p.m. until 1/25/20 at 7 a.m.
- Note that the UGA network maintenance begins the morning of 1/25/20 which has a large impact.
- Nothing users will need to do
- Includes bug fixes and known issue resolution
- Example:
 - Change Position Funding (Position Description)
 - Navigator > Manager Self Service > Position and Funding > Change Position Funding
Current position description will be displayed. Previously, more than one position description was being displayed on selected position.

Benefits

1095-C Form Now Available

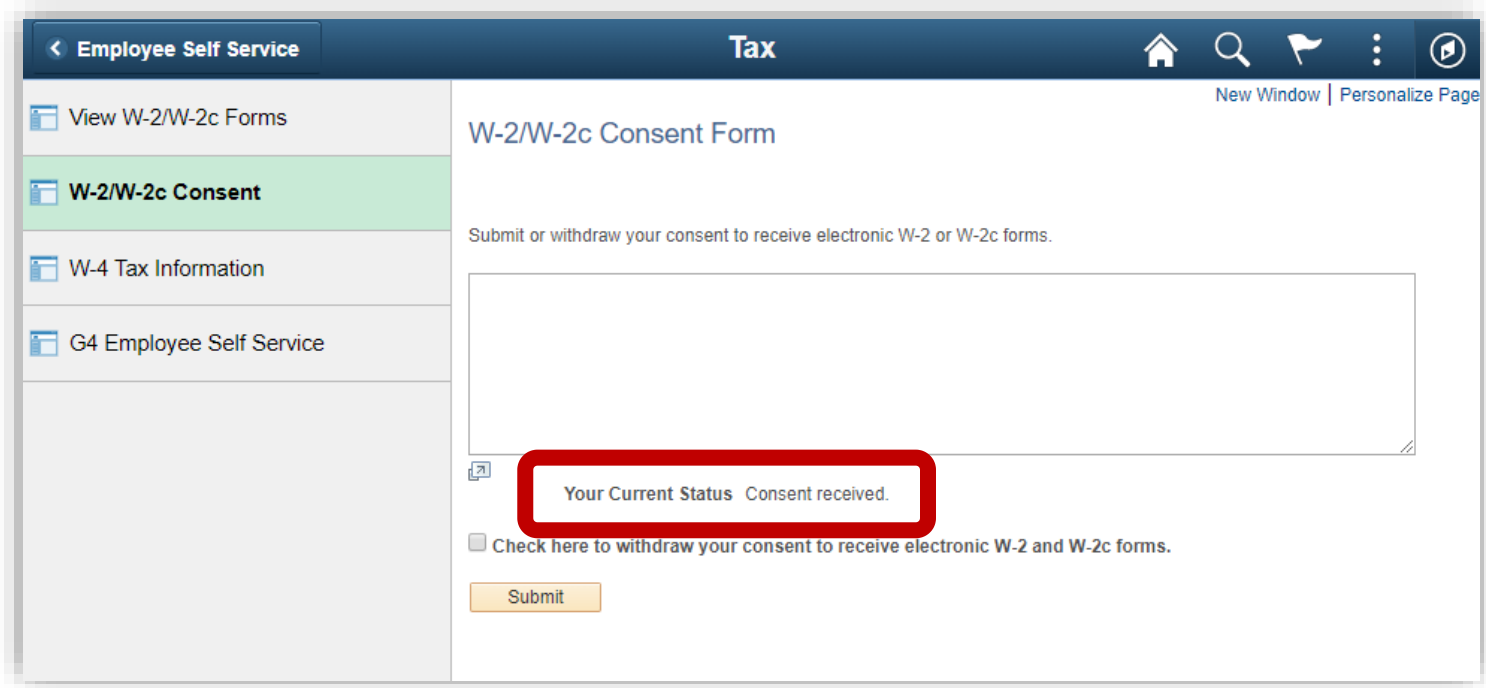
- Healthcare Tax coverage verification Forms 1095-C are now available within OneUSG Connect Benefits.
- Website allows form to be downloaded, emailed, or sent via text message to user.



Payroll

W-2 Delivery

- Help us clear up employee confusion!
- Electronic consent for W-2 delivery was not converted from legacy to OneUSG Connect.
- As a result, if you were previously enrolled in electronic W-2 delivery but didn't enroll within OneUSG Connect during 2019, you should also receive a paper W-2 in the mail.
- Information is on [payroll website](#).



The screenshot shows the 'Employee Self Service' interface with a 'Tax' tab selected. The left sidebar contains links for 'View W-2/W-2c Forms', 'W-2/W-2c Consent' (highlighted), 'W-4 Tax Information', and 'G4 Employee Self Service'. The main content area is titled 'W-2/W-2c Consent Form' and includes instructions to 'Submit or withdraw your consent to receive electronic W-2 or W-2c forms.' Below this is a large empty text box for a message. A status box at the bottom indicates 'Your Current Status: Consent received.' There is also a checkbox labeled 'Check here to withdraw your consent to receive electronic W-2 and W-2c forms.' and a 'Submit' button.



Known
Issue

OneUSG Connect Workflow Skips

Errors in Workflow
Notifications for MSS
Transactions

~~USG is working through
this issue and we hope to
have an update soon.~~



-----Original Message-----

From: donotreply@usg.edu <donotreply@usg.edu>

Sent: Tuesday, December 10, 2019 9:55 AM

To:

Subject: Your :\$:4 for :\$:3 was approved by :\$:7

Your :\$:4 request was approved by the approver below.

Approver Name: :\$:7

Employee Name: :\$:3

Employee ID: :\$:2

Employment Record: :\$:8

Originator Name: :\$:5

Department: :\$:10

Comments: :\$:11



Financials, Budgets, Reporting



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Travel and Expenses

O – Other Miscellaneous Expenses

O-Miscellaneous Expense type

- Should only be used when an expense does not fit into any of the provided expense types.
- Please do not use this as a default!
- If using, Description Field is required.
- More specific details for the expense types and when to appropriately use them can be found in the Expense Types Quick Reference Guide located [here](#).



EXPENSE TYPES QUICK REFERENCE GUIDE

This guide provides you with the description and lists some of the appropriate uses of the expense types offered within the UGA Financial Management system. These expense types are organized into four expense “categories”:

- Domestic
- International
- Entertainment
- Supplies and Other

For Non-Travel Expenses: Please keep all of your expenses within the **Supplies and Other** expense category.

DOMESTIC

<u>Expense Type</u>	<u>You would select this expense type when...</u>
<u>D-Air Travel</u>	<ul style="list-style-type: none">• You are seeking reimbursement for the purchase of a plane ticket to a domestic location.• NOTE: Reimbursements for air travel can be submitted prior to travel.• If purchased via a travel agency, the travel agency will direct bill the University via the Accounts Payable module. You will report the cost of the ticket and select the “Direct Bill to UGA” option in that expense line.
<u>D-Car Rental</u>	<ul style="list-style-type: none">• You are seeking reimbursement for the purchase of a rental car for a domestic trip.• If renting through one of the University’s contract providers (Hertz or Enterprise), they will direct bill the University via the Accounts Payable module. You will report the cost of the rental and select the “Direct Bill to UGA” option in that expense line.
<u>D-GA Meals High Cost Overnight</u>	<ul style="list-style-type: none">• You are seeking reimbursement for meals that you purchased in one of the USG-designated “High Cost” locations while conducting in-state travel.
<u>D-GA Meals Regular Overnight</u>	<ul style="list-style-type: none">• You are seeking reimbursement for meals that you purchased in non-“High Cost” locations while conducting in-state travel.
<u>D-Group Meals</u>	<ul style="list-style-type: none">• You are seeking reimbursement for the amount you paid for another employee’s meal while conducting group travel.
<u>D-Group Trav By Emp For Non Em</u>	<ul style="list-style-type: none">• You are seeking reimbursement for the amount that you paid for one or more non-employees’ expenses during a group trip.• NOTE: This does NOT include meals.
<u>D-Group Trav Pd By Emp For Emp</u>	<ul style="list-style-type: none">• You are seeking reimbursement for the amount that you paid for another employee, or multiple employees, during a group trip.

Cash Management

TouchNet Browser Error

A dark blue, rolled-up scroll with the words "Known Issue" written in white, bold, sans-serif font.

**Known
Issue**

- Intermittent Issues Connecting to TouchNet via Google Chrome Browser.
- Users may experience issues when attempting to log into TouchNet while using the Google Chrome browser.
- Does not happen all the time.
- Please use another browser (IE, Firefox, etc.) until this issue is resolved.



Commitment Control

Budget Transaction Terminology

- **Budget Journals** are used to increase or decrease budgets, **or** to move budgets from one chartstring to another.
 - Also referred to as Budget Amendments or Budget Transactions.
- **Budget Transfers** are a **type of Budget Journal** that move budget between chartstrings.
 - These should balance, or net to \$0.
 - Can be entered through the Budget Journal or Budget Transfer pages.
- **Budget Amendments** is the terminology used in the UGA Budget Management System.
 - UGA BMS Amendments are imported into UGA FMS as Budget Journals



Commitment Control

Budget Transaction Terminology

- **Best practices:**

- Use the Budget Journal pages exclusively for entering Budget Transactions.
 - Budget Journals are more accessible and budget transactions can be found more easily if there is one, standard point of entry.
 - Budget Amendments from UGA BMS come in as Budget Journals, and will also be found using the Budget Journal pages
- If you use both Budget Journals and Budget Transfers pages, you may have to look in both pages to find an entry.
 - Budget Transfer pages are **not** accessible from Fluid.
 - Budget Transfer pages will not allow the entry to proceed until it nets to \$0, but this advantage is negated as the Budget Journal approver isn't shown that the entry is a Budget Transfer and therefore can't rely on the Budget Transfer forced balance feature.



Commitment Accounting

Payroll Encumbrances

- Encumbrance process ran today because OneUSG Connect will be going down tomorrow at 5pm for maintenance.
- They are running a full encumbrance process which is a two-step process. The first step/process is to zero encumbrances on all positions and the second step/process is a new encumbrance projection on all positions.
- The first step (zero encumbrances) is complete, so **if anyone looks at OneUSG Connect right now the encumbrances will be zero.**
- Once the second step/process completes, new encumbrances amounts will then be in OneUSG Connect. May be after 5pm before the second step completes because that process takes a long time to run.
- After both of these processes complete, then we will process both sets of entries in UGA Finance (probably tomorrow night).

Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu

The screenshot displays the OneSource website. At the top is the OneSource logo and a search bar labeled "search by keyword(s)". Below the logo is the "OneSource Roadmap" section, which includes a description of the roadmap and a "Learn more" link. To the right of the roadmap is a "RESOURCES" section with a table of upcoming releases.

January 2018	February 2018	March 2018	April 2018
01/15/18 Financial Management & Budget Management System Upgrade	02/15/18 Financial Management & Budget Management System Upgrade	03/15/18 Financial Management & Budget Management System Upgrade	04/15/18 Financial Management & Budget Management System Upgrade
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01/15/18 Financial Management & Budget Management System Upgrade	02/15/18 Financial Management & Budget Management System Upgrade	03/15/18 Financial Management & Budget Management System Upgrade	04/15/18 Financial Management & Budget Management System Upgrade

Below the roadmap and resources are six navigation buttons: "UGA Budget Management System", "UGA Financial Management System", "OneUSG Connect System", "Data Analysis and Reporting", "Resources", and "Training and Help". To the right of these buttons is a "Login" section with four buttons: "UGA Financial Management System", "Budget Management System", "OneUSG Connect", and "Training Library". Below the login buttons is a "Highlights" section with a list of links: "Faculty and Staff Guide", "Help", "Weekly Status Call (are you registered?)", and "Tuesday Tips".



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