Weekly Status Call

January 23, 2020
# 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>
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# Training Courses

**OneUSG Connect / Financial Management**

## Interactive Webinars:

<table>
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<tbody>
<tr>
<td>Travel Authorizations</td>
<td>Interactive Webinar</td>
<td>February 5 10:00 a.m. - 12:00 p.m.</td>
<td>Register</td>
</tr>
<tr>
<td>and Expense Reports</td>
<td></td>
<td><strong>March 3 8:30 a.m. - 10:30 a.m.</strong></td>
<td><strong>Register</strong></td>
</tr>
</tbody>
</table>
# Training Courses

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

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

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

[OnSource](#) UNIVERSITY OF GEORGIA
**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.
Access the Fiscal Master Calendar for additional dates and information!
OneUSG Connect, Human Resources, Payroll
Office of the Chancellor to Presidents

Critical Hire Approval Process

- 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

Critical Hire Approval Process

- 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](https://www.usg.edu/assets/hr/documents/masterBCAT.pdf) 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](https://www.usg.edu/assets/hr/documents/masterBCAT.pdf) is a good resource reference and can be found on the USG website: [https://www.usg.edu/assets/hr/documents/masterBCAT.pdf](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](mailto: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.
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

Resolved
Financials, Budgets, Reporting
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.
Cash Management

TouchNet Browser Error

• 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