Training Courses

• Training courses will operate on a case-by-case basis. The Training Team will contact currently registered participants directly if webinars are to be postponed.

• Please review the Training Website for the most up-to-date information on training webinars.

• Most of the OneSource courses have a recorded version.

• UGA T&D: All in-person professional development classes have been cancelled and will be rescheduled. Information for online professional development can be found on the Training & Development website and recommendations for distance-based learning can be found on our resources page.
Budget Management
Budget Planning Salary Setting

• Trainings
  • Policies and procedures on March 25: Converting to Webinar
    • Training Resources under "BPSS Policies and Procedures"
    • Webinar Registration direct link
  • Tool course on April 8: TBD
• Other options
  • Training Library UPKs are all up to date
  • Reach out to budgets@uga.edu
Employee Self Service
OneUSG Connect Unavailability

• During OneUSG Connect downtimes, employees will not be able to access employee self-service, including electronic copies of their W-2.

• This may be especially impactful since tax season and the upcoming March downtimes coincide.

Upcoming OneUSG Connect Downtimes:
• Friday, 3/27/20 (6:00 p.m.) – Tuesday, 3/31/20 (7:00 a.m.)

Clear your cache!

Emailable Flyer
Available now on the OneSource website!
Access the Fiscal Master Calendar for additional dates and information!
Each year, UGA is required by USG Policy to reaffirm the necessity of user access to core information systems. Our compliance with this user account verification process is audited and reported to the Regents and the State each year.

User Verification begins on March 30, 2020. Users who need to act will receive an email on March 30, 2020 from EITS Access Services (adminfo@uga.edu).

You must complete the user account verification process, including your supervisor’s response

By April 30, 2020.
  • If you do not complete the process, your access to these systems will be revoked.

To get started beginning March 23, you will login into your JIRA dashboard at jira.eits.uga.edu.

Systems included:
  • Banner and Financial Aid System
  • Financial Management System
  • Budget Management System
  • UGAJobs
  • OneUSG Connect
Business Continuity Planning

• News Item on OneSource site
  • Updated Regularly

Items on the page:

Contingency Operating Plans:
  • EITS
  • Finance
  • Foundation
  • Human Resources
  • Mail and Receiving Services
  • Office of Faculty Affairs
  • Training and Development

Hiring:
  • Critical Hire Approval and Job Posting Process - Temporary Suspension

Purchasing:
  • Urgent IT Purchases

Research:
  • Information about COVID-19 and Effects on Federally Funded Research (3/13)
  • Office of Research: Research Operations at The University of Georgia

Travel:
  • Administrative Memo Travel Guidance
  • Guidance for Travel Planning and Cancellations (includes scenarios)
  • Traveler Email Communication
Need help?
We're here for assistance!

• FINANCE:
  • All Finance Websites
  • Phone support –
    • Voicemail option
    • 706-542-0202
  • Email onesource@uga.edu
  • "Help" tile in UGA Financials
  • Finance Dropbox at 424 Broad St.
  • If an in-person transaction is imperative, schedule an appointment by contacting the specific Finance department.
  • Mail and Receiving Services – needs your department’s info! Do you have a closed sign on your door for UPS/FedEx?

• HR:
  • Main HR Website
  • Phone support –
    • OneUSG – 706-542-0202 option 1
    • HR – 706-542-2222
  • oneusgsupport@uga.edu or hrweb@uga.edu
  • HR lockbox located at the main entrance of Human Resources office at 215 S. Jackson St. will be available for drop-off of documents.
  • Benefits (including leave): Please first refer to the Benefits portion of the HR webpage.
  • Faculty & Staff Relations: Call 706-542-9756
  • If an in-person meeting is imperative, schedule an appointment through 706-542-2222
NON-ESSENTIAL TRAVEL

• All non-essential travel—including travel to conferences (particularly those held internationally and out-of-state), training, site visits and any non-essential activities—is **suspended** during this period.

• Non-essential travel, as well as the decision to travel or not, are decisions made between the school/college/division and the traveler.

• We encourage you and your supervisors to consider online opportunities for professional development and scholarly activity.

• We encourage departments to review and internally discuss this information and related resources such as the FAQ in the [UGA Travel Policy](#).

• Resources are listed as a [News Item](#) on the Onesource Website.
Don't forget! You do not have to be *in office* to submit an Expense Report and be reimbursed.

Expense Reports can be submitted remotely, with pictures of your receipts right from your phone and loaded to an Expense Report.

Photos are acceptable if travelers don’t have a scanner.

Via phone web browser. VPN still required.

For more instructions on how you can add these remotely, please utilize the [Training Library](#).
Expense Credits

• Step 1: Deposit travel expense credits to go through DSS funds as **Revenue**. Can’t deposit as credit to expense.

• Step 2: Once the deposit is posted to the DSS fund revenue account, a GL journal can move the deposit to the original fund (even funds 10000 or 10500) as an expense credit to the original travel account with the EmpID in the open item field.

• Why 2 steps?

• Requirement to have EmpID as an open item field on the travel account code transactions for reporting on the Transparency in Government Act (continuous audit).

• Deposit process does not have the ability to enter EmpIDs on the open item field, so a separate GL journal required to get the travel expense credit recorded by employee.

• Since airlines are not issuing refunds, but issuing airline credits instead, we don’t expect the need to process many expense credits in the UGA FMS.
Travel and Expenses/Accounting

Expense Credits

- When creating the GL Journal moving the deposit:
  - Debit Revenue/Credit Expense
  - Open Item Key - Use the same Employee ID Number as used on the original Travel Request
Accounting

Addition of “Account Type”

• The public query \textit{UGA\_KK\_DEPT\_EXP\_REV\_BALS} has been updated with an additional column at the end of “Account Type” using the new account short description. Allows for summary + details.

• The new public query \textit{UGA\_KK\_DEPT\_EXP\_REV\_BALS\_ACCT} summarizes amounts by new Account Types. Allows for summary alone.

• Much like “summary object code”
Budget Management

Budget Planning Salary Setting

• Dates
  • Any changes to due dates will be pursuant to USG direction
  • March 31 deadline for 3rd quarter budget changes remains in effect
    • Revenue changes
    • Transfers between Personal and Nonpersonal Account Codes

• BPSS Dates
  • April 15: Anticipate receiving allocation and merit information
  • April 24: Deadline for BPSS entry to be complete
  • Continue...
    • Funding all employees
    • Set all DSS budgets
    • Update operating budgets
Budget Management

Budget Planning Salary Setting

• Trainings
  • Policies and procedures on March 25: Converting to Webinar
    • Training Resources under "BPSS Policies and Procedures"
    • Webinar Registration direct link
  • Tool course on April 8: TBD
• Other options
  • Training Library UPKs are all up to date
  • Reach out to budgets@uga.edu
Purchasing/Accounting
Pcard Works

• P-Card WORKS - Please continue to monitor Works activity and update transactions as normal in the system.

• If you are unable to update, due to remote networking limitations, please email onsource@uga.edu Attn: Paula Bond. Paula will help to update the speedtype and/or account code when posting to the General Ledger.

• We have noticed that there have been very few updates to the Works file that departments normally go into and update and having the departments update before posting to the General Ledger will cut down on the number of journal entries that the Departments would be required to submit to correct this after the fact.
Purchasing
Remote Work Environment Reminders

• Reminder of temporary purchasing method using personal reimbursement.
• **Urgent Purchases of IT Devices Proactive Planning for Business Continuity** memo, [here](#).

• Existing option for reimbursement for business use of personal devices for remote cell phone usage. Policy link, [here](#) (see sections titled "Option 2")

• To modify a ship-to address for a requisition during the cart stage, see OneSource Training Library.
Asset Management
Remote Location/Off-Site Equipment

• UGA equipment and other devices are allowed to be used at remote locations to support UGA operations.
• The policy and procedures for using UGA equipment at non-UGA locations can be found in the Finance & Administration Policy Library.
• A tutorial for recording inventoried assets as off-site in UGA Financial Management can be found in the OneSource Training Library.
• Please contact Asset Management with questions regarding the procedures or if your unit needs assistance in updating the asset status in UGA Financial Management.
• For questions related to all-risk insurance for equipment, please contact Insurance & Claims Management.
Asset Management

Business Continuity

• Asset Management Central Office (Auxiliary Services Building)
  • The Auxiliary Service building (1088 S. Lumpkin Street) will be locked. Please schedule an appointment ahead of time if you need to visit our office.
  • Staff are available remotely M-F 8 a.m. - 5 p.m.
  • For all Asset Management questions, appointment requests or assistance email: property@uga.edu.

• Surplus Warehouse (Chicopee Building #3)
  • The Surplus Warehouse (120 First St) will be minimally staffed
  • Please schedule appointments if there is a need to visit the warehouse
  • For all Surplus questions, appointment requests, or assistance email: surplus@uga.edu

Please monitor the Finance Division webpage for updates and more information.
Asset Management
New Asset Purchases and Barcode Tags

• Due to the remote nature of the University community and to limit person to person contact, we will be mailing the barcode inventory tags instead of our normal in person visits.

• We understand that some assets may not be able to be tagged quickly during the transition to remote working arrangements. This will not affect the inventory record of the asset.

• We can work with individual departments/units if we need to temporarily hold tags or come up with an alternative plan.

• We are flexible and here to help! Just contact our office with any questions or concerns! Email us at property@uga.edu.
Reporting

Connecting to Reports by Remote

Remote access to Simpler (no change):
• Ensure that you are connected to the VPN using 02 Restricted.

For assistance with Simpler, please contact the Service Desk.

Remote access to Data Warehouse companion reports (Budget Status Report, Project Status Report, etc):
• Ensure that you are connected to the VPN using 02 Restricted.

For assistance with Data Warehouse reports, please contact the Service Desk, OIR, or use the pop-up assistance window on OIR's website.
Remote access to Data Warehouse cubes (Budget Cube, Project Cube, etc):

- Make sure you're using a UGA device that authenticates to the UGA Domain
- Ensure that you are connected to the VPN using 02 Restricted.

**Important:** You MUST be on a UGA device to fully utilize the cubes.

**Alternative options for those people who must work with the cubes:**

1. Check with your department to see if it's possible to take your desktop home. Keep in mind departments are making this decision on a case by case basis.

2. Contact your unit's IT department to request their assistance in determining if your work computer can be reconfigured to allow access to the cubes from a non-UGA machine.

*For assistance with Data Warehouse reports, please contact the Service Desk, OIR, or use the pop-up assistance window on OIR's website.*
Cash Management

Deposits

• Bursar & Treasury Services will continue to process deposits.
• UGA departments can use the secure dropbox at 424 E. Broad Street.
• The dropbox can accommodate packages up to 8.5 x 11 inches.
• Please place your deposit in an envelope with the department name included.

• Reach out to bursar@uga.edu with any questions
Mail and Receiving Services

UPS & FedEx

• Many units have questions about UPS and FedEx parcels which are routinely delivered directly to the unit’s Athens campus buildings. Mail & Receiving Services has coordinated with UPS and FedEx to establish operating guidelines for these deliveries.

• UPS and FedEx will re-route the parcel to Mail & Receiving Services after the first delivery attempt if a building has a closed notification.

• UPS and FedEx will attempt a delivery three (3) times if a building does not have a closed notification posted on the door. There is an exception for perishable goods. They will only attempt to deliver perishable goods once and then re-route to Mail & Receiving Services after the first delivery attempt.

• Mail & Receiving Services will follow the delivery instructions selected by your department to re-deliver the parcel to you. Please continue to email your US mail delivery requests to Susan Baxter (sbaxter@uga.edu) and email your package/other delivery requests to Dwayne Weaver (ldweaver@uga.edu).
Grants Management

Research Continuity

• Office of Research Continuity Site: COVID-19: Research Operations

• Funding Agencies: Funding agencies are fully cognizant of the challenges faced by researchers during this time. Most, if not all agencies are signaling an intent to be flexible and adaptive. Please direct questions or concerns to your unit grants administrator or SPA.

• Funding Personnel from Grants: Charges for research personnel time on grants should continue unchanged at this time. PIs should consider ways to keep research personnel working remotely. Additional updates will be provided as we assess our institutional and sponsor policies in response to COVID-19.
Grants Management
Research Continuity

• **Core Facilities:** Core facility directors have been asked to be reasonable and flexible as faculty need their services to wind down non-essential research and continue essential research, while being mindful of safety concerns and university directives. Faculty should contact core facility directors as soon as possible to make arrangements.

• **Deliveries:** Central Research Stores will continue to receive and deliver orders to the UGA community to ensure continuity of operations. Deliveries will be reduced to once per day in the afternoon. We understand that customers may require special orders and delivery times. If your department requires a special order, please contact Central Research Stores at 706-542-2411 or crs@uga.edu for service options. Satellite stockrooms will remain open but with limited staffing and operating.
Grants Management
Research Continuity

• **Remote Support:** Office of Research units remain operational. Some service units, such as Sponsored Projects Administration (contact page [here](#)), are primarily working remotely, but day-to-day operations continue. SPA office lines are now forwarded to personal phones.

• **Sponsor Guidance:** Recognizing that our sponsors differ in their policies, the Research [COVID-19 page](#) contains links to various federal sponsors' FAQs.

• **COGR Guidance:** The most recent COGR, [Council on Government Relations, update](#) contains information about flexibility around proposal submission, award receipt and award administration during the pandemic. Examples: Travel fees and costs associated with events cancelled due to COVID-19 can be charged to [NIH grants](#) and other helpful information like expanded pre-award spending.
Most of the UGA Foundation staff will be teleworking. If you need assistance, please use the following emails to contact the UGA Foundation:

- Gift Related Transactions: gifts@uga.edu
- Expenditure, Budget, and Fund Related Transactions: askfsap@uga.edu

Effective Wednesday, March 18, the UGA Foundation will operate a reduced remote schedule Monday – Friday from 8 AM – noon for customer questions and support.

Drop off items at 1 Press Place for the UGA Foundation during current business hours, Monday – Friday between 8 AM – noon. Please ring the doorbell of suite 101 for service. The doors to the building will remain unlocked, but due to reduced staffing levels, the suite doors will remain locked.

If you have submitted a check request to the Foundation, please note that checks will be processed periodically and will be mailed directly to the payee if not otherwise notified. To have a check held for pickup during the aforementioned time, please contact the Expenditure Control office at askfsap@uga.edu.

https://give.uga.edu/uga-foundation/
March 19, 2020

OneUSG Connect,
Human Resources,
Payroll
**OneUSG Connect Known Issues**

**Release 6.0**

- **Known Issue:** Visibility of Direct Hire Form Tile

  - **Overview:** UGA is not set with the functionality to support this new tile. At this time, we encourage users to not attempt to access the Direct Hire Form tile until further direction from Central HR regarding the functionality and plan for utilizing the tile.

  - **Resolution:** Tile is no longer visible to UGA.
• **Known Issue Resolved:** System Manager Reporting Workcenter Not Updated
  
  • **Overview:** The System Manager Reporting Workcenter in the 6.0 release is showing an old version of the Workcenter and some new queries are missing, such as the new EDR queries.
Commitment Accounting

Known Issue

- Express Direct Retro transactions that were saved or submitted but not approved as of the OneUSG Connect outage Friday evening (March 13) were deleted in error, during the upgrade.

- OneUSG Connect is working with their development team to determine if the data can be retrieved. We will provide more information to campus as we receive updates.
Commitment Accounting
Express Direct Retro Changes

Release 6.0 Changes

• With the 6.0 OneUSG Connect release there is a slight change to how certain EDR transactions are entered.
• For each line number of the EDR, the revised amount(s) must total the original amount. The revised amount(s) cannot exceed the original amount.
Commitment Accounting
Express Direct Retro Changes

Release 6.0 Changes

- An updated tutorial for submitting an express direct retro is now available in the training library.

- Updated recording of the Express Direct Retro training will be posted soon.
Summer Pay
User Role Update

• Security Request - Reminder for units to submit Summer Pay security request via email to oneusgsupport@uga.edu.

• We have received almost all requests.

• Please submit by 5:00 p.m. on Thursday, March 19.

• Submission that after this date will need to go through the normal security request process.
Onboarding & Employee Services

• University HR will be making outreach to all the new hires during this time to discuss processing Form I-9s that will include remote processing in addition to meeting with the Onboarding & Employee Services team where applicable.

• We will prioritize those employees who are within 30 days of hire and have specific outreach tailored to those employees to secure the information closer to their hire date.
Payroll
Business Continuity

• Payroll department staff will be working remotely as of Thurs., March 19.
• Payroll staff will be checking in for mail and faxes periodically during the week.
• A secure dropbox is also available on the side of the Business Services Building, 424 E. Broad St.
  • Please place documents in an envelope and write the name of the department or staff member on the envelope so we can securely route it to the intended party.
• For payroll questions, please email oneusgsupport@uga.edu or call 706-542-0202.
• You can also contact Payroll staff members via email.
Telecommuting Resources

• Telecommuting Agreement is NOT required at this time:

  • Telecommuting Agreement

  • Workspace Self-Certification & Safety Guidelines
Time & Labor

Reporting for Remote Work

Current decision: As employees record work hours on their timesheets (or as managers enter work hours on behalf of Webclock or Kaba employees), even if these employees have moved to a remote working location, they should continue to use the Regular Time Reporting Code (TRC).

Note: This is only for employees that record hours.

- Hours should be recorded as regular time. No change from the current processes. Employees can either leave the field blank or choose the ooREG – Regular time reporting code (TRC).
- Absences should also be recorded as normal through the Employee Self Service – Request Absence link.
- Exception: Employees that have had existing teleworking agreements and have been using the teleworking code can continue to do so as directed by their supervisor.
- The use of the ooTWH – Teleworking Non-Exempt time reporting code (TRC) is not currently suggested during this time for any other employees.
- Kaba employees may want to avoid clocks for social distancing, or may not be able to enter time from home
  - Employees will use this paper timesheet to record hours
  - Managers will need to enter these hours on the employee's behalf
  - The Central Time and Labor team can assist in adding hours during this time. For central assistance, please submit the timesheets to oneusgsupport@uga.edu.
The Office of Faculty Affairs has moved to remote operations. To help us serve you well, please review the following for guidance on faculty employment actions and conducting business with OFA in the weeks ahead.

The Faculty Affairs Liaison within each school, college or central office should still be utilized as the first point of contact whenever a faculty or staff member within a unit needs assistance with faculty employment procedures. Contact information for the Faculty Affairs Liaison within each hiring unit on campus is posted on OFA’s Liaison website.

For most other matters, the best way to reach OFA staff is via email. Our email addresses are all listed on the OFA Staff Directory page. We also are happy to connect with you via Zoom for any issue that is best discussed orally.
Office of Faculty Affairs
Business Continuity

• Submissions - from a dean’s office or a vice president’s office - for review or approval by OFA:
  • All offer letter reviews should be sent simultaneously as email attachments to:
    • Sarah F Covert covert@uga.edu
    • Carly Surratt csurratt@uga.edu
    • Justin Twiddy Justin.Twiddy@uga.edu
  • All other review or approval requests should be sent as email attachments to Angelina Carlson Angelina.Carlson@uga.edu; these include, but are not limited to:
    • Retire Rehire forms
    • Degree Exception requests
    • Educational and Professional Leave requests
    • Endowed Position Establishment requests
    • Endowed Position Appointment requests
    • P&T Extension requests
    • Emeritus requests

• Hard-copy mail (campus mail and USPS) will still be delivered to OFA’s mailbox in New College, however, items submitted in this way may be subject to delayed processing.
Need help?

USG Provides Assistance - KePro

• A resource available to all of us and our families: KePro, the employee assistance provider for UGA. The resources KePro provides are available to all full and part-time employees and their families.

• They provide not only counseling services, but many other resources as well (I’ve included a list below). Their counseling services are free and confidential and can be done over the phone. They are available 24/7 by calling 844-243-4440.

• To access online services, visit www.EAPHelpLink.com and enter Company Code: USGCares.
If you have any questions, you can reach Kiz Adams at wellbeing@uga.edu or kizadams@uga.edu or by calling 706-542-7319. Stay tuned for more information on health and well-being!
Fiscal Year End
Town Hall

Update

• Will not be in-person
• Will be hosted as the Weekly Status Call for this day.
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu