Weekly Status Call

April 2, 2020

No sound yet?

If you have trouble with audio once we start, try calling in with your phone instead of using computer audio.
## 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><strong>NEW: Office Hours</strong></td>
<td>Virtual</td>
<td>April 6-10/30-60 Minutes</td>
<td>Email <a href="mailto:Budgets@uga.edu">Budgets@uga.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 2-3 Date &amp; Time Options</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• CC Additional Attendees</td>
</tr>
</tbody>
</table>
Training Courses

**Summer Academic Payroll**

- Summer Academic Payroll –
  - New functionality demoed in Weekly Status Call on March 5.

<table>
<thead>
<tr>
<th>Format</th>
<th>Date/Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Service</td>
<td></td>
<td>[OneSource Training Library](OneUSG Connect &gt; Summer Pay)</td>
</tr>
<tr>
<td>Recorded</td>
<td></td>
<td>Video Link - coming April 2020</td>
</tr>
<tr>
<td>Interactive Webinar</td>
<td>April 8, 1:30 p.m. - 3:00 p.m.</td>
<td>[Click here to register]</td>
</tr>
</tbody>
</table>
Cybersecurity awareness is important all year but is especially necessary as we are working remotely. We ask that you be particularly vigilant about anything that seems out of the ordinary. Use these best practices:

- Watch for and be aware of the **EXTERNAL SENDER - PROCEED CAUTIOUSLY** header on emails coming from non-UGA and non-USG email addresses.
- Use only your UGA email address for business communications and still be aware that accounts can be hacked. Examine email FROM addresses closely.
- If you have any doubts, ASK before acting. Is someone asking you to buy gift cards or anything else unusual? Don’t even reply to that email. Write directly to your co-worker’s UGAmail address or better yet, Zoom or direct phone call.
- Please continue to report any identified fraud attempts to the UGA Office of Information Security via abuse@uga.edu.

The [UGA EITS Phish Tank](#) page can also help you recognize phishing emails and attempts that are being frequently reported on the [Fresh Phish](#) page. Phishing emails are designed to trick you into replying to them with personal information like your username and password, your birthday or financial account numbers. **Be sure to complete your USG Cybersecurity by the April 30 deadline. Now is a great time for a refresher!**
Zoom Meetings

Best Practice

- Do you create Zoom meetings for people outside of your team?
- Do you publish your Zoom meeting links anywhere?
- Do you host large meetings?

To help mitigate safety concerns when you and your colleagues are utilizing Zoom to do any of the above, best practice would be to either:
  - Set a password for your meeting
  - Use a randomized meeting ID
  - Or both!
Alternate/Proxy Approver

OneSource Systems

- Reminder: If you are an approver and cannot perform your approval responsibilities for a temporary period of time, you may request an alternate approver to act in your place for a period of time. This can be self-requested OR the CBO of your Major School/ College/ Unit can request on your behalf.

  - Delegating Authority as a Supervisor in OneUSG Connect
  - Requesting a Temporary Alternate Approver
  - Requesting Temporary Alternate Approver on Behalf of Another (CBO)
  - Delegating Authority as a Time & Absence Approver

- *Note: When assigning an alternate, the employee receiving the designation must have the same level of approval roles as the original approver. Please work with your CFO Approver if additional approval roles need to be granted.
April 2, 2020

Financials,
Budgets,
Reporting
Tracking Public Emergency Transactions

USG office has asked all institutions to track incremental and extraordinary expenses directly tied to COVID-19:

- Conference/travel cancellation cost
- Additional cleaning costs (e.g. disinfectant, sanitizing services)
- Equipment (e.g. computers, facilities personal protection equipment, etc.)
- Supplies (e.g. plastic gloves, sanitizer stands and refills, etc.)
- Additional Technology Costs (e.g. setup for additional online services for teaching/student services)
- Additional Personnel Costs (e.g. campus security overtime)
- Additional contractual services beyond the current scope
- Refunds of revenues received for programs, conferences, workshops, and events canceled due to COVID-19
Tracking Public Emergency Transactions

- *PUBL_EMERG* Chartfield1 should be used, if possible, for any expenditure transactions related to purchases of goods/services needed for continuing operations during this time period, that would not normally have been ordered as a part of normal operations. If the purchase is for normal operations, then *PUBL_EMERG* would not be used.

- *PUBL_EMERG* should be used, if possible, for any refunds/returns of monies collected from sales/services/fees for those services/goods not being provided to customers because of cancellations due to COVID-19.
Tracking Public Emergency Transactions

• For those units that already use Chartfield1 for other purposes, they should determine if the expense/refund is a normal part of operations or related to needs for continuing operations due to COVID-19. If normal operations, they should use their normal Chartfield1. If related to COVID-19 operations, they should use the PUBL_EMERG Chartfield1.
  • If units still need to use their own Chartfield1 values instead of PUBL_EMERG for continuing operations, then track the expenditures with internal records or spreadsheets.

• Do the best that you can!
Travel and Expenses

Group Meals Expense Types

• We will be deactivating Expense Type D – Group Meals as of April 3.
• New expense types will be available on April 3 for non-travel related group meals.

  • O – Group Meals Not Travel Related Employees (Account code – 727710)
  • O – Group Meals Not Travel Related Non-Employees (Account code – 727720)
    • For these expense types, you will need to include the Request for Authorization to Provide on Campus Group Meals form.

• For any Entertainment related meals, please continue to use the Entertainment code.
The UGAmart vendor, JAGGAER, will update to version 20.1.

UGAmart will be unavailable beginning at 9:00 p.m. on Friday, April 3 through approximately noon on Sunday, April 5.

Majority are changes to the "look and feel."

Details of the updates can be viewed on the UGAmart homepage and at: https://busfin.uga.edu/procurement/pdf/20.1_Release.pdf
Purchasing
UGAmart Update 20.1
Here are some additional procurement items that may be helpful in our current operating environment.

- Guidelines for supporting the purchasing, delivery and related expense needs related to remote operations.
- Guidelines on IT purchases, including emergency purchasing.

We are working closely with the State of Georgia Purchasing Division and our statewide contract suppliers to understand any temporary closures or other changes in supplier business operations. Please reach out to us if you have questions about a specific vendor’s availability.

- If you have other questions or need assistance, contact us at procure@uga.edu.
April 2, 2020

OneUSG Connect,
Human Resource,
Payroll
Wellbeing Resources

Mindfulness Moment – Participate in a daily mindfulness moment with your campus community.
- Every day at 9:00 a.m., Kiz Adams will lead a short (<10 min.) mindfulness practice.
- Join via Zoom

KEPRO Employee Assistance Plan (EAP)
- Help for coping with stress related to the COVID-19 outbreak or other life matters is available through the KEPRO Employee Assistance Plan via phone at 844-243-4440 or online at EAPHelpLink.com (company code is USGCares).
- Services are available to all full and part time employees and their families and other members of their household.

- Many other wellbeing resources available on the Wellbeing website!
- Kiz Adams, UGA’s well-being coordinator: kizadams@uga.edu
Commitment Accounting

Updates

• EDR Workflow Known Issue – As of March 27, there is an issue with workflow approval routing in situations where the employee has moved to a different position in a different department. See the Known Issues page for details.

• Manager Self Service Express Direct Retro will be the method to redistribute summer school payroll expenditures after they have posted to the general ledger.

• The summer payroll page in OneUSG Connect does not allow the user to redirect fringe benefits to a different combo code. If the employer paid portion of fringe benefits should be charged to a combo code that is different from summer school earnings, an MSS Express Direct Retro will need to be processed to move the benefit expenditures to the appropriate combo code.
Commitment Accounting

Reminder

• Manager Self Service Express Direct Retro transactions that are saved ad hoc (not submitted into workflow) will be deleted by the batch job after 5 days.

• The batch job runs four times per day:
  5:00 a.m., 9:00 a.m., 1:00 p.m. and 5:00 p.m.

• Any saved ad hoc EDR transactions will be deleted after 5 days.
Onboarding & Employee Services

Reminders

• **Form I-9 Processing:** University HR will be making outreach to all the new hires during this time to process Form I-9s. 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.

• **Remote working/work from home:** For remote developmental activities for employees, please visit: [https://hr.uga.edu/_resources/pdf/Distance-Based-Professional-Development.pdf](https://hr.uga.edu/_resources/pdf/Distance-Based-Professional-Development.pdf) for resources.

• **Start date changes:** Please submit your requests via a ticket to oneusgsupport@uga.edu with a justification of the change. Please note that start date changes can have an impact on pay and benefits.
• **Short Work Breaks:** For SWB requests that are being submitted at this time, the Return From Break dated row will not be entered until Budget Development processes have taken place. For those SWB with effective dates after Budget Development, the request will be entered after this update to OneUSG Connect has occurred.

• **Terminations:** University HR has received several calls from employees requesting their Separation Notice. Without having a termination request processed in the system we are unable to process an employee’s Separation Notice. In an effort to reduce any financial impact to our employees, we encourage units to submit these requests in a timely manner paying special attention to effective date of the termination.

Please note that during this time, University HR may reach out to you to clarify the information submitted for your employees to ensure we have the most accurate data and have explored the best approach for your employees.
• County closures have impacted University System of Georgia’s (USG) background vendor, Accurate Background Inc., from being able to complete county criminal searches for the affected areas.

• **USG System Office has developed a process for those investigations impacted by county closures.**
  
  • UGA HR will send an email with the USG Criminal History Attestation form to the individual.
  
  • Department contacts & HR liaisons will be notified by email if they have an impacted individual.

  • *For all hires, the hiring proposal in UGAdjobs will be moved to "Further information needed" workflow state until the USG Criminal History Attestation form has been returned by the candidate to UGA HR*

  • Once the attestation form has been received by UGA HR and all other actions and reviews have been completed, the candidate will be allowed to begin working/volunteering as appropriate, based on the procedures established within the background policy.
• What happens when the impacted county reopens?
  • UGA HR will submit a new background request for any outstanding counties. **This request will require the individual to complete a new electronic consent.**
  • Any findings that are returned will be addressed in accordance with the USG background check policy. Continued employment eligibility will be determined as appropriate, based on the procedures established within the policy (such as adverse action, Background Investigation Committee review, etc.).

• Other actions requiring background investigations, e.g., P-card renewals, volunteer requests, etc., will also follow this process.

• We will continue to provide updates as additional information becomes available.

• In an effort to provide you the most up to date information related to county closures, Accurate Background, Inc. will be updating information directly on their **website**.
COVID-19 HR Updates

Updated University HR FAQs

• Found on the University HR webpage

• General HR and remote operations FAQ

• Non-closure Emergency Leave FAQ
Payroll

Academic and Fiscal Year 20-21 Calendars

• Academic calendar posted on the Payroll Calendars page under FY 2020 – 2021 calendars.
  • The calendar includes the number of working days per check along with the end date and hours for each period. This enables units to explain how the checks are calculated if the employee’s start date is after the first day of the semester or if the employee leaves before the end of the semester.

• Central Payroll Office is ensuring the calculation is correct for Late Start and Early Termination dates for Academic Faculty – 18F and 18P.

• A fiscal year calendar for FY 2020-2021 is also on the Payroll Calendars page. Information is included regarding the number of hours in the fiscal year for budget purposes and OneUSG Connect's standard 2080 hrs.
### ACADEMIC YEAR CALENDAR 2020-2021

#### 18.4 Days Per Check

**Fall Semester**

<table>
<thead>
<tr>
<th>a</th>
<th>b</th>
<th>c</th>
<th>d</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUG</td>
<td>13</td>
<td>0</td>
<td>92</td>
</tr>
</tbody>
</table>

**9/8 @ 3.2**

<table>
<thead>
<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>30</td>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SEPT**

| 22 | 13 | 79 |

**10/2 @ 6.4**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 19.2 Days Per Check

**Spring Semester**

<table>
<thead>
<tr>
<th>a</th>
<th>b</th>
<th>c</th>
<th>d</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAN</td>
<td>21</td>
<td>0</td>
<td>96</td>
</tr>
</tbody>
</table>

**1/28 @ 1.6**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FEB**

| 20 | 21 | 75 |

**2/24 @ 3.2**

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

**c - Number of academic days from beginning of semester thru end of previous month**

- **Fall Semester:**
  - AUG 13
  - SEPT 22
  - OCT 21

- **Spring Semester:**
  - JAN 21
  - FEB 20

**Legend:**
- **a:** Month of semester
- **b:** Number of academic days in month
- **c:** Number of academic days from beginning of semester thru end of previous month
OneUSG Connect

Updates

• Job profiles from GA Tech are visible to UGA users.

• We still recommend not using the job profiles tile, as it is not utilized by UGA.

• Next OneUSG Connect downtime: Friday 4/24 from 11:00 p.m. – Saturday 4/25 7:00 a.m. (standard maintenance window)
Time & Absence

Families First Coronavirus Response Act

• On March 18, Congress enacted, and the President signed into law the Families First Coronavirus Response Act.

• Additional information regarding the legislation and how to request can be found on the University Human Resources website.

• Two items that are applicable for UGA include:
  1. Emergency Paid Sick Leave
  2. Expanded Family and Medical Leave

• These requirements take effect on April 1, 2020 and expire on December 31, 2020.

• Faculty/Staff Archnews sent this morning!
The new law entitles an employee, regardless of length of service, to emergency paid sick leave if the employee is in connection with COVID-19:

1. Subject to federal, state, or local quarantine or isolation order;
2. Advised by health care provider to self-quarantine;
3. Experiencing symptoms and seeking a medical diagnosis;
4. Caring for an individual who is subject to (1) or (2);
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable; or
Full-time employees who meet at least one of these criteria may take up to 80 hours of paid leave. Part-time employees may take paid leave for up to their average number of hours worked over a 2-week period.

If the criteria is (1), (2), or (3) pertaining to self, the 80 hours is capped at $511 per day and an aggregate total of $5110.

If the criteria is (4) or (5), pertaining to the care of others, this pays the 80 hours at a rate of at least 2/3 their regular pay but is capped at $200 per day and an aggregate total of $2,000.
Time & Absence

Emergency Paid Leave

- Self: Daily cap of $511
  - Hourly rate of $63.88
  - Annual rate of $132,860

- Care for others: Daily cap of $200
  - Hourly rate of $25
  - Annual rate of $52,000

- Care for others provision allows at least 2/3 of the employee's regular pay, we are currently seeking guidance on how this cap is applied
**Time & Absence**

**Expanded FMLA Regulations**

- FMLA coverage is available for employees with at least 30 days of service who are caring for a son or daughter under 18 years of age whose school or childcare is closed or unavailable due to COVID-19.

- 12-week allotment under the FMLA this does not add an additional 12 weeks onto existing FMLA leave.

- The first two weeks of this leave are unpaid however, an eligible employee can use the Emergency Paid Sick Leave or their own accrued leave for this period of time to receive compensation.

- The remaining 10 weeks are paid. The pay is calculated as at least two-thirds (2/3) of their regular pay but capped at $200 per day for an aggregate of $10,000.
Time & Absence

Non-Closure Emergency Leave & Teleworking

- The University System of Georgia (USG) issued Non-Closure Emergency Leave Procedures on March 20, 2020 that give USG presidents the authority to allow Leave with Pay for emergency leave where the institution remains open but with reduced operations.

- Provides compensation to employees for hours not worked up to the equivalent of their regularly scheduled hours per week when there is no work for those employees to perform, not to exceed 40 hours per week.

- Teleworking, remote work assignments, and should be utilized before Non-Closure Emergency Leave is provided.

- All regular full and part-time employees of UGA who are not able to perform their regular duties through telework or other remote and flexible work arrangements are eligible for Non-Closure Emergency Leave.

- These procedures are in effect from March 21, 2020 and extend for 120 days or until the declaration of Georgia’s state of emergency ends (whichever is earlier).

- Reference: March 25 Archnews
Non-Closure Emergency Leave will be reported as a Time Reporting Code (TRC) directly on the employee's timesheet.

These TRCs can be added by the Manager/Approver, or anyone in the department with access to edit the timesheet. The employee cannot add these TRCs onto their own timesheet.

The following TRCs have been added to OneUSG Connect:
- ooNHP – BIWK Non-Closure Emer Leave (Used for Hourly Employees)
- ooNSP – MNTH Non-Closure Emer LV (Used for Monthly employees)

Departments will be adding these codes for employees in their unit who are utilizing the Non-Closure Emergency Leave.

If the employee is working a reduced schedule, the hours worked plus the Non-Closure Emergency Leave should not exceed 40 hours, and this is prorated based on FTE.

Non-Closure Emergency Leave should be applied to timesheets effective 3/21/20

- This includes one day in the prior period (Saturday, March 21)
- The current pay period (March 22 – April 4) will be the first full pay period utilizing this code
New Requirements: Teleworking TRCs

- At this time, we have instructed all employees who are teleworking to report their remote worked hours as REG (00REG)
  - Currently, there are no requirements to track the use of remote work.
- There are Time Reporting Codes in OneUSG Connect that can be used to track hours that are worked remotely:
  - 00TWH – Teleworking Non-Exempt
  - 00TWM – Teleworking Exempt
- These TRCs count towards hours worked and pay the same as the 00REG TRC.
- To ensure we are tracking this correctly, we plan to shift to the use of the Teleworking TRCs.
- We are currently working through the best way to ensure these codes are applied to employee's timesheets.
- Teleworking can be added by the employee as well as the manager/approver.
- **We may need to start using of these codes for your employees who are working remotely as early as next week.**
New Requirements:

Work Study Employees

• Federal Work Study students should continue to receive their applicable financial aid for student employment during an emergency in accordance with the Department of Education guidance.

• A new Time Reporting Code has been added to OneUSG Connect to report these non-worked hours for Federal Work Study students:
  • 00WSP – Work Study Pymt Non-Closure Em

• All non-worked Federal Work Study hours must be reported using this code, effective March 8.

• The Central Time and Labor team will assist units in updating this code for prior periods as needed.
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu