Weekly Status Call

April 9, 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 9-10/30-60 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

- **NEW Guidelines Added to Training Library!**
  - Guidelines for Customer Billing/AR Request form has been added to the "Requesting a Customer" and "Updating Customer Information" trainings.

- **Summer Academic Payroll –**

  - Summer Pay
    - **Description:** Course provides an overview of the summer pay process, including new for
    - **Format:** Interactive Webinar, Recorded, Self Service in the OneSource Training Library

  - **Course Materials**
    - Summer Pay Presentation

  - **Course Recording**
    - Summer Pay Video

  - **Course Resources**
    - Summer 2020 Payroll Procedures and Contacts
    - UGA Summer Academic Payroll Exception Form

  - Last updated 4/2/2020
Training/Awareness
Cybersecurity

• Be sure to complete your USG Cybersecurity by the April 30 deadline. Now is a great time for a refresher!
UGA System Access
FY20 User Verification

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

- Must be completed including your supervisor’s response by **April 30, 2020**.
  - If you do not complete the process, your access to these systems will be **revoked**.

- A reminder will be sent on April 13 to all users and supervisors who have not completed user verification.

**Systems included:**
- Banner and Financial Aid System
- Financial Management System
- Budget Management System
- UGAJobs
- OneUSG Connect

**Status**

<table>
<thead>
<tr>
<th>Total Issues: 3853</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Confirmation</td>
</tr>
<tr>
<td>Done</td>
</tr>
<tr>
<td>Manager Confirmation</td>
</tr>
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</table>
Fiscal Master Calendar
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
April 9, 2020

Financials,
Budgets,
Reporting
B&H Warehouse Photo Closure

Holiday Schedule

B&H Photo Upcoming Holiday Schedule

• B&H Photo has announced they will be closed Wednesday, April 8 through Thursday, April 16.
• They will reopen at 9:00 a.m. on Friday, April 17.
• Departments may submit UGAmart orders during this time; however, they will not ship until April 17, at the earliest.
Budget Management

BPSS: Reminder

• Transfers are being entered on allocation sheets
  • Campus transfers
  • Faculty promotions
  • FY20 Staff Compression
  • Etc.
• All eligible positions can be funded (54% complete)
• All revenue, non-personal services, and non-salary setting position budgets can be set.
Accounting

PUBL_EMERG – What Qualifies?

Q - What about a change to a virtual event and a partial refund?
  • A - Any event cancellations or changes, due to limitations to networks or access to campus or scheduling changes related to COVID19, would be considered a change that qualifies to be identified as PUBL_EMERG.

Q - If a department is processing a programming refund from a DSS fund due to COVID-19, should the CF1 be used for all of those refunds?
  • A - Yes, if a refund is due to UGA's inability to provide the good or service because of COVID19 restrictions to building access or performance of certain types of activities, then the PUBL_EMERG coding should be used on all refunds of this type.

Q - Should we use the CF1 with a GL Journal for receipts that were credited to a later event and not refunded?
  • A - If funds were received from a customer for an event that was cancelled and the customer has requested for UGA to use these funds for a future event, then these funds have not been "lost". No refund to the customer has occurred. These funds that are being held should be moved from Revenue (44xxxx) to Advances (217000) to reflect that the funds have not yet been earned. Should we use the CF1 with a GL Journal for receipts that were credited to a later event and not refunded?
Q - What about repair on a *personal* computer or internet to work remotely?

- A - Repairs to personal computers or internet connection repairs, that exist prior to COVID19, would be considered an expense of the computer's owner. These repairs would have been necessary with or without the COVID19 use. These expenditures should be paid by the employee. They are not an expense of UGA.

- If the employee doesn't have internet access at home before the COVID19 activity OR has access but the access is limited AND is required to obtain internet access in order to work remotely, then this could be considered a cost of UGA for the duration of time that the employee works remotely and the expenses would need to use PUBL_EMERG chartfield1. Once the employee returns to work, the cost of the internet access would revert to being the employee's responsibility to pay.

- If the employee doesn't have a computer, and one is required by the department to work remotely, then a laptop would be purchased by UGA for the employee to use and return once the remote working situation is no longer required. This expense would be coded with PUBL_EMERG.
Q - What if you order ink for home printer, but would have ordered toner at work anyway?

- A - Multiple Scenario Options:
  
  #1 - If home printers are used for UGA related work, the ink could be considered a part of normal business operations. The expense would be considered a normal expense.

  #2 - On the other hand, since home printers usually would require the purchase of different ink cartridges, that would not be required to be turned back in after a return to work, a portion of the ink could be used for UGA purposes and a portion for personal use. Because the furnishing of ink for home printers is not normal, this could be seen as an additional expense due to COVID19 and would require the PUBL_EMERG coding.

  #3 - Employees work on a network printer when in the office. Working remotely requires additional printers for home use. The additional printers or ink for home printers would be considered an expense due to COVID19 and require the PUBL_EMERG coding.

- In all of these scenarios, the total cost would need to be considered. Clearly immaterial or expenditures that are close to what would have been incurred for normal operations could be coded as normal operations.
Q - What about an approved COVID-19 researcher? Would this activity need the CF1?

Q - We employ a virologist who has now stopped normal research and is now working on COVID-19 using start-up funds. Do we track these?

• A - Research that is already designated as COVID19 related would not need the PUBL_EMERG coding. This research would be considered "normal" to the grant's purpose.
Q - This did not work in UGAmart in Chartfield1 for me yesterday.

Q - I have discovered that the PUBL_EMERG in Chartfield1 is not compatible with my chartstrings in UGAmart. The chartstring combo is flagged as an error. The system will not let me continue unless I remove the Chartfield1.

Q - I was getting an error in UGAmart (invalid)? Was that an issue?

- A - When entering speedtypes into UGAmart, no changes are allowed in any fields except for the Account and BudRef. All other fields are dictated by the speedtype.

- Fix: Use "++" in the speedtype field and fill out the remainder of the chartstring manually. This will allow you to edit that field. Please see the UPK on How to Enter Chartstrings Using Both Speedtypes and "++"
Accounting

PUBL_EMERG – P-card

• Q - Will these P-card purchases still require the P-Card Pre-Authorization approval form before making the purchase?

• A - P-Card policies and regulations have not changed. Please see the OneSource Business Continuity Planning website located at onesource.uga.edu/news/business_continuity/ or the Procurement website located at https://busfin.uga.edu/procurement/p_card/ for more guidance.
  • Departments can set up new speedtypes that contain the public emergency CF-1. This will be the only way the P-card can be used to record this CF1. If a new speedtype is not created, these expenditures will need to be corrected through a GL Journal that moves the activity to the PUBL_EMERG CF1 after the P-card activity has been posted.
  • Newly created speedtypes move over to Works automatically at 6:00 am, Noon, and 6:00 pm daily.
Q - Are we supposed to track sponsored project purchases related to COVID19?

• A - Short Answer: It depends!

• Grant expenditures would need to be reviewed to determine if they are allowable to be paid from the grant. A review of the grant award/budget would be needed. Various Federal and State entities have released procedures for how funding should be used. Please consult with your SPA representative for specific questions related to purchases outside of normal grant expenditures.

• Rule of Thumb: If you are able to continue with normal operations on the grant, these expenditures would not need the PUBL_EMERG identifier.

• If you have additional expenditures, necessary for grant operations, that are outside of normal and are related to the COVID19 disruption, check the Grant Award/Budget to determine if expenditure is allowable. If allowable, then the expenditure could be coded PUBL_EMERG.

• If Grant is specifically for COVID19, then this grant would not be marked PUBL_EMERG because the "normal" purpose of the grant is for COVID19.

• The use of "PUBL_EMERG" is only for identification of additional expenditures outside of the norm "caused" by COVID19.

• From SPA: Please be aware that if charging to sponsor, it has to be allowable by the sponsor's award, guidelines, etc. Some sponsors have provided additional guidance, others have not. Please see https://research.uga.edu/coronavirus/
Q - Plans for tracking loss revenue in auxiliary accounts? Like shop sales, rentals, etc.?

- A - Original deposits of revenue will be maintained in the general ledger in the normal chartstring used. Refunds will be coded with the PUBL_EMERG CF1. Units will be able to easily separate this activity to track losses.

Q - We have lots of loss revenue from intra dept rentals of museum, so loss revenue for us, but no expense for those other units?

- A - Refunds of revenue should be coded with the PUBL_EMERG CF1 code to the revenue account code where the deposit was first recorded. For intra-university charges the expense account code would not include the PUBL_EMERG CF1 code.

  - Rationale: USG has requested for institutions to track additional expenditures, outside the norm, related to COVID19. If we were to include the PUBL_EMERG CF1 code on the reductions of expenditures, due to refunds of intra-university charges, these expense credits would offset the actual additional expenditures that UGA is trying to track for COVID19 related expenses.
  - Revenue losses coded to Intra-University Sales Revenue 471100 will provide management with enough information to track the expense side of intra-departmental sales and services activity.
Accounting
PUBL_EMERG – Other

Q - Do we need to request a new combo code for categorizing personnel expenses related to C-19?
• A - Employees working overtime or outside of their "normal" job duties on COVID19 activities would need to have this time coded to PUBL_EMERG. This would require a new combo code. Employees performing their normal job duties, but working remotely, would not.

Q - If things that were cancelled/refunded before the Chartfield1 was created, how do you want us to fix those?
• A - A correction of these expenditures will need to be prepared through the relevant module:
  • Payment requests through AP Journal Voucher
  • Travel & Expense through T&E Spreadsheet
  • GL Journals, Deposits, P-Card, etc. through GL Journal Entry
Accounting

Emergency Leave Funding

• UGA's accounting practice as described in the Disclosure Statement (DS-2) is that vacation and sick leave is charged to grants in the same manner as leave is charged to institutional funds as part of the employee's regular pay.

• The USG Non-Closure Emergency Leave and the federal emergency paid sick leave should be charged to the same funding source (combo codes) as the employee's regular pay just like vacation or regular sick leave.

• In other words, if a grant was going to pay for the employee's salary, then their leave would be charged to the grant in the same proportion.

  • NOTE: Sponsor's rules and regulations vary widely. SPA will need to review, on a project by project basis, the employee, sponsor and award terms/conditions in order to provide guidance.

  • Inquiries should be addressed to SPA Leadership: Cathy Cuppett or Brad Langford
Grants Management
Project Dates Query Replaced

- One of the Financial Management system queries that gives sponsored project start/end dates has been replaced with an improved version.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Status &amp; Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>UGA_GM_PROJ_DATES</td>
<td><strong>ARCHIVED:</strong> Could only be run by project and didn't include activity dates, which was causing potential for misinterpretation.</td>
</tr>
<tr>
<td>UGA_GM_DATES_BY_ACTIVITY</td>
<td><strong>NOW AVAILABLE:</strong> Can be run by dept (or range) and project. Can also show only a range of end dates (i.e., show all projects ending in the next three months).</td>
</tr>
</tbody>
</table>
Reporting
Query Update

- **UGA_KK_PROJECT_BUDGET_BALANCE**.
- Project end date has been added as a column on the far right.
- Enhancement Request – Complete.
**Known Issue:** On April 6, encumbrances were zeroed out with journal PENCP15870. A second journal, PENCP15843, contained the updated encumbrance amounts. Due to timing, only the first journal was cost collected and is now reflected in reports/queries that use the PROJRESOURCE.tbl as their data source. This includes the Project Status Cube and Project Status Report. As a result, payroll encumbrances are currently reflected as $0. The second journal will be cost collected on the evening of April 7 and then picked up by the Data Warehouse. Your project encumbrances will be accurately displayed in the Data Warehouse by the morning of April 8. If you need to see your reports today with the updated encumbrances you can use the Budgets Overview screen or either of the following queries: **UGA_KK_PROJECT_BUDGET_BALANCE**, **UGA_KK_PROJ_BUD_BAL_WSUM**.
Financial Management System

Extended User Access

• Beginning on Monday, March 27, UGA has been granted an exception to the USG IT Handbook to allow for 60 days of extended Financial Management System access after termination as an employee.

• This extension is provided to prevent expense reports from “getting stuck” in the system by providing adequate time for expense report preparation and submission.
April 9, 2020

OneUSG Connect,
Human Resources,
Payroll
Critical Hire Exceptions

Update

- Exceptions to current suspension of critical hire positions include:
  1. Vacant Academic Leadership Positions
  2. Research Personnel
  3. Faculty

- Refer to the April 7 Administrative Memo for additional information

- For these types of requests, follow existing Critical Hire submission protocol.
Grad Assistants
NEW: Summer Tools

- New tools are available to help navigate actions needed for Grad Assistants' summer transition, covering the following scenarios.

- Tools include an online decision tree, as well as flowcharts in PDF or PPT format. Many thanks to the Franklin team for sharing these!
Grad Assistants

NEW: Summer Tools (Online Decision Trees)

Grad Assistant Summer Decision Tree

Scenario: Student is in a GRA position.

Is the student graduating in May?

- Yes
- No
Grad Assistants
NEW: Summer Tools (Flowcharts)
Graduate School
Payroll Changes

• Memo sent Tuesday to the Grad School Business Office listserv.

• For FY21, graduate students on an assistantship are expected to have a start date **prior to the beginning of the first day of classes** and an end date of the last day of classes.

• Depending on hire/termination date, compensation for graduate assistants will be prorated according to time worked.
Graduate School
Payroll Changes

• The compensation for graduate assistants in your program should be aligned with your published fiscal year rates. The Graduate School will collect information for annual rates after the release of budget development instructions for FY21.

• Offer letters should clearly indicate total compensation broken down by months (including deviations in monthly compensation due to prorating).
  • Example: if your graduate assistant will receive full compensation September through April, but will work only portions of August and May, this should be clearly stated in the offer letter (start/termination dates and compensation in full and partial months).

• We strongly encourage you work with your business manager to ensure that assistantship offer letters are consistent with UGA policies and procedures. Templates for graduate assistantship offer letters can be found on the Graduate School website.
OneUSG Connect
Summer Pay Update

• Summer Pay Queries are now available in the OneUSG Connect Work Center (System Manager Reporting Tile).

• Summer Pay training information is available in the OneSource Training Library.

• OFA Website has current procedures and Exception form.

• Virtual Open Office Hours planned; watch for details in Tuesday's Tips.
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
HR Q&A

Leave / Time & Absence

• Please feel free to type in any questions you may have regarding the recent leave and time & absence updates.
Questions/Suggestions/Concerns

Contact Us
onesource.uga.edu
onesource@uga.edu
or
oneusgsupport@uga.edu