Weekly Status Call

April 23, 2020
## Training Courses

### Reminder

<table>
<thead>
<tr>
<th>Course:</th>
<th>Information:</th>
</tr>
</thead>
</table>
| **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. |
## Training

<table>
<thead>
<tr>
<th>Course</th>
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<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working with GL Journals</td>
<td>Self Service</td>
<td></td>
<td><a href="#">OneSource Training Library</a> - update coming May 2020</td>
</tr>
<tr>
<td>Working with GL Journals</td>
<td>Recorded</td>
<td></td>
<td><a href="#">Video Link - update coming May 2020</a></td>
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<tr>
<td>Working with GL Journals</td>
<td>In-Person</td>
<td>May 5 1:30 p.m. - 3:30 p.m.</td>
<td><a href="#">Click here to register</a></td>
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**NEW!**

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<th>Course</th>
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<td>Summer Pay</td>
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Be sure to complete your **USG Cybersecurity** Awareness Training by the April 30 deadline. *Now is a great time for a refresher!*
Fiscal Master Calendar
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
Financials, Budgets, Reporting

April 23, 2020
Mail and Receiving
Pickup/Delivery Options

• For those units that put their mail and package delivery on hold, you may want to consider a special pickup or delivery to ensure you do not have time sensitive mail/packages (i.e., checks, vendor invoices, documents relating to international activities, etc.).

• We are offering curbside pickup for both mail and packages.
  • Please call ahead so we can prepare your items for pickup.

• If you prefer that we deliver the mail and/or packages, we will be happy to meet you at your office/mailroom.

• It is our preference that we do not leave mail/packages in an unsecured location.

• Mail & Receiving Services is located at 4435 Atlanta Highway, Athens 30606.
• Mail assistance: Susan Baxter at 706-425-3014 or sbaxter@uga.edu
• Package assistance: Dwayne Weaver at 706-425-3263 or ldweaver@uga.edu
Sponsored Projects

Updated Residual Balance Policy

- Accelerated speed in which faculty can access residual funds
- Increased time for spending residual funds to 24 months
- Raised threshold for when a residual balance form needs to be completed
- Streamlined processing through workflow in the Grants Portal
- Easier to track and spend residual funding

- Updated Residual Balance Policy

- Residual Balance Request Form
Cash Management

Deposits Reminder

• Reminder- Bursar & Treasury Services would like to remind the University community that deposits are still being processed weekly.

• We ask that all CBOs confirm with their respected areas to ensure deposits are not being held in offices.
  • Holding deposits could result in stale-dated checks, processing issues and potential cash flow concerns.

• Currently, departments and units can place their deposits in the drop box outside of the Business Services building.
  • Keep in mind, the drop box slot is small and larger deposits will need to be split into multiple envelopes in order to fit properly.
  • Please place the web departmental deposit receipt in each envelope to ensure proper recording.
Budget Management

FY20 vs. FY21 Lapsable Credit & Anticipated Cuts

• The April 24 BPSS deadline is expected to be extended.
  • Do not yet have enough information to provide a new deadline.

• Please work to complete as much of your FY21 budget as possible if we are allowed a short extension.

• New FAQs have been added to the Fiscal Year End Guidance FAQ.

• As always, do not hesitate to contact the OneSource Service Desk with questions.
Budget Management

Technical Items

- System Availability
  - Nightly refresh
    - Starts at 5:00 a.m.
    - Completes by 8:00 a.m.
    - Use before then could provide incomplete results or unsaved changes
    - Could cause load issues

- Save Button
April 23, 2020

OneUSG Connect, Human Resource, Payroll
The Addendum to the Fiscal Year End Letter is now available:

OneUSG Connect Year-end letter
Commitment Accounting

FY20 and FY21 Encumbrance Dates

• All remaining personal service encumbrances for FY20 will be zeroed out by OneUSG Connect on June 26, 2020.

• The first personal service encumbrance calculation for FY21 will be processed by OneUSG Connect on July 31, 2020.

• These dates have been posted to the Fiscal Master Calendar.
Payroll

Relocation Expenses

- New Relocation Expenses guide
- Added to Training Library
  - Quick Reference Materials for Faculty - Other Resources
  - Quick Reference Materials for Practitioners - OneUSG Connect
  - Quick Reference Materials for Employees - OneUSG Connect
  - Supplemental Pay tutorial
Payroll

Summer Pay

• Summer Pay deadlines/reminders:
  • Standard Process deadline is two days prior to monthly pay sheets being created;
  • Suggested Exception Process deadline is the HR/Payroll deadline for the month;
    • Submissions after the HR/Payroll deadline but before payroll confirms for the month may not be included on that month's paycheck.

• Summer Pay submissions for new hires:
  • For new hires, submitting the Exception Form via the MSS Request will need to wait until the effective date of the faculty hire;
    • Example: New hire starting June 1, 2020; this individual will not show up in the employee list for MSS Request until June 1.

• Submit Short Work Break (SWB) requests for academic schedule 18P faculty using an effective date of June 1, 2020.
Payroll

Summer Pay Open Office Hours

• Open office hours beginning next Thursday following the Weekly Status Call!
  • April 30, May 7 and May 14
  • 3:00 p.m. until 5:00 p.m.

• Register here to attend via Zoom.
Updated Query

Summer Pay

• Additional Summer Pay Queries are now in the Work Center
  • Summer Pay Contact List
  • Summer Pay Entered by Combo Code
  • Summer Pay Entered by EmplID
  • Additional Pay by Pay Period End Date
Benefits

529 Plan Communications

• An email was sent to 529 plan participants by the vendor, Path2College that does not reflect the process UGA uses to manage these plans.

• University HR sent a follow-up email explaining the error on Tuesday afternoon to all 529 plan participants.

• There is no action participants need to take.
Benefits

Health Benefits Implications of Faculty Terminations Over the Summer

7/5 Faculty Members Whose Employment is Terminated at the End of Spring Semester

- 7/5 faculty who resign from working at the end of spring semester and do not work in the summer follow:
  - **CORRECTION:** If a Faculty member is to maintain full benefits and pay in the month of May, the effective date of the termination should be June 1.
  - **Important Note:** please enter the last day worked in the comments of the termination record.
  - Benefit coverages end on May 31.
  - Faculty member may contact OneUSG Benefits at 1-844-587-4236 if they wish to continue medical benefits through COBRA.
  - Faculty members may contact Human Resources at 706-542-2222 to request a refund of the benefits premiums for June and July that were deducted from their checks in January-May.
  - Termination transactions from the faculty members’ departments MUST be timely because the termination transaction is required to trigger the cancellation of benefits.
    - Transactions submitted after the fact will result in retroactive cancellation of benefits.
    - Any claims made after May 31 will not be paid and the expenses will become the responsibility of the faculty member.

**NOTE:** Per BOR policy 8.2.9.1, hospitalization, surgical, medical and major medical benefits shall be made available to regular USG employees, with a work commitment of three-quarters time (30 hours per week) or more. This also applies to other employee benefits. Therefore, a faculty member who has resigned effective the end of the spring semester and will not teach summer classes may NOT be covered on USG employee benefits after May 31.
OneUSG Connect
Release 6.10

Full Release notes are available on the [USG website](https://www.usg.com).

**Highlights:**
- Enhancements have been made to allow Requestor/Initiator of EDR transactions to enter information in the Comments box when using the Save Ad Hoc button.
- The Review Transaction tile search now returns data when the “From Date” and “End Date” fields dates are populated.
- You are now unable to submit a supplemental pay transaction with begin date greater than end date. You will receive an error message to have the dates corrected.

**Next Scheduled Releases:**
- HREL 6.12- July 17, 2020
- HREL 6.20- December 4, 2020
OneUSG Connect
Release 6.10

OneUSG Connect will be unavailable this weekend beginning **Friday, April 24, 11:15 p.m.** until **Saturday, April 25, 7:00 a.m.**

Time Reporting during this time period:

- *Not* available: Web Clock
- Available: Kaba clocks
Time & Labor
Time Reporting Codes (TRCs)

Non-Closure Emergency Leave:
- Should be applied to timesheets as of **March 21, 2020**
- 00NHP – BIWK Non-Closure Emer Leave (Used for Hourly Employees)
- 00NSP – MNTH Non-Closure Emer LV (Used for Monthly Employees)

Teleworking:
- Should be applied to timesheets as of **April 5, 2020** (the current biweekly pay period)
- 00TWH – Teleworking Non-Exempt (Used for Hourly Employees)
- 00TWM – Teleworking Exempt (Used for Monthly Employees)

Guidance regarding the use of these TRCs is available on the [OneSource site](#).
Coronavirus Update
Student Employee Unemployment Benefits

• Notice to student workers and HR Liaisons was sent Friday afternoon on April 17.

• Student employees who are currently not working may apply directly to the Georgia Department of Labor (GA DOL) for unemployment. The GA DOL will review and determine eligibility for state and/or federal unemployment benefits.

• Important note: USG has advised to not to change the student employee status; leave as active within OneUSG Connect.

• UGA will verify with GA DOL that student employees have lost work due to the reduction of campus operations resulting from the COVID-19 Coronavirus public health emergency.
Coronavirus Update
Executive Order Mitigation Measures

• Email including the guidance document was sent to CBOs and HR Liaisons last week.

• Includes guidance on work options for essential employees including:
  • Exposure mitigation measures
  • Additional sanitation measures
  • Symptom identification
  • Flexible working options
Absence Management/ Time & Labor
Compensatory (Comp) Payout FY2020

• Email to be distributed on Monday to Business Admin and Time & Absence Listservs
• In accordance with USG policy, comp balances must be paid out prior to the end of the fiscal year.
• Comp payouts will be based on the balance as of May 30, 2020.
• Payouts will be added to the timesheet during the May 31 - June 13 pay period to be paid on June 19, 2020.
• If an employee has a scheduled leave event prior to June 30, 2020, comp hours can be used for the leave event instead of the payout.
  • For central tracking purposes, these leave events will need to be submitted and approved by 5:00 p.m. on June 13, 2020.
Absence Management/ Time & Labor
Compensatory (Comp) Payout FY2020

• To determine the number of hours to be paid follow the training tutorial below:
  • Viewing an Employee's Leave Balances
  • Use biweekly period end date of May 30, 2020
  • The accurate balance will be visible on June 2, 2020

• To process the comp hours for payment follow the training tutorial below:
  • Paying Out an Employee's Comp Balance (requires Departmental Dynamic Group access to timesheet, can also be done by supervisors and Time & Absence Approvers)
  • These hours can be added to June 13, 2020 on the employee's timesheet.
Questions/Suggestions/Concerns

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