Weekly Status Call

May 14, 2020
# Training Courses

## Available Now

<table>
<thead>
<tr>
<th>Course:</th>
<th>Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UGAJobs</strong></td>
<td>• Available to units by request.</td>
</tr>
<tr>
<td></td>
<td>• Email <a href="mailto:hrweb@uga.edu">hrweb@uga.edu</a> to make the request for your unit.</td>
</tr>
<tr>
<td><strong>P-Card (online!)</strong></td>
<td>• Located on the <a href="#">Procurement site</a>.</td>
</tr>
<tr>
<td></td>
<td>• Initial P-Card Training</td>
</tr>
<tr>
<td></td>
<td>• Refresher P-Card Training</td>
</tr>
<tr>
<td></td>
<td>• Procurement Card Information</td>
</tr>
<tr>
<td><strong>Sponsored Projects Administration (SPA)</strong></td>
<td>• An abundance of new SPA trainings can be found on the <a href="#">SPA training calendar</a> and registered for through <a href="#">PEP</a>.</td>
</tr>
<tr>
<td><strong>Express Direct Retros</strong></td>
<td>• Overview of the Express Direct Retro functionality within OneUSG Connect.</td>
</tr>
<tr>
<td></td>
<td>• Available on the <a href="#">OneSource Training page</a> for System Managers.</td>
</tr>
</tbody>
</table>
## Training Courses
### Available Now

<table>
<thead>
<tr>
<th>Course:</th>
<th>Information:</th>
</tr>
</thead>
</table>
| **Faculty Contracts** | • Updated for 2020  
                      | • Available in the [Training Library](#)                                  |
| **Amazon Punchout** | • All new with Amazon Business information.  
                      | • Posted in the Financial Management System portion of the [Training Library](#) |
## Training Courses

### Coming Soon

<table>
<thead>
<tr>
<th>Course</th>
<th>Format</th>
<th>Date</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Receivable, Carry Forward and Deferred Revenue</td>
<td>Interactive Webinar</td>
<td>Friday, May 15 at 10:00 a.m.</td>
<td><a href="#">GoTo Webinar</a></td>
</tr>
</tbody>
</table>
University Human Resources
*Training and Development*

Online Summer Schedule

- Registration is now open via the [Professional Education Portal](#)
- Over 60 courses offered via Zoom: now – July 31
- Classes from campus partners – thank you!
- Specialized classes for the summer of COVID-19: well-being, remote working, learning circles, leadership and discussion groups
- [List of current courses and dates](#) available on the [Training & Development website](#)
- More resources coming throughout the summer to support campus reopening
GA Center offers 10 free continuing education courses through June 30

- Free, self-paced online courses are now available to the public from the University of Georgia Center for Continuing Education & Hotel.
- These courses cover a variety of hard and soft skills.
- Apply to workers across a wide range of industries and fields.
- Available at no cost through June 30.
Fiscal Master Calendar
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
Weekly Status Call
Update

• The Weekly Status Call is being extended!

• We want to continue to provide this outlet if it is useful to our user community, so we are not pinpointing an end date.

• We welcome your feedback and input – this call is for you!
  • Just email onesource@uga.edu

• More information coming soon.
May 14, 2020

Financials, Budgets, Reporting
Accounts Payable

Friendly Year End Reminders

• Payment Requests
  • FY20 Payment Requests, including Petty Cash reimbursement requests, are due in Accounts Payable by close of business on Friday, June 26, 2020.

• AP Journal Vouchers
  • FY20 AP JVs are due in Accounts Payable by the close of business on Friday, June 26, 2020.
Travel and Expenses

Friendly Year End Reminders

• **Expense Reports**
  • FY20 expense reports are due in Accounts Payable by close of business on **Friday, June 26, 2020**.
  • Expense Report Adjustments involving FY20 transactions are also due by close of business on **Friday, June 26, 2020**.

• Travel and non-travel expense reports created between June 27, 2020 and July 1, 2020 will process in **FY2021** with an entry date of July 1, 2020.
Purchasing
Amazon Business at UGA

• Successful launch of Amazon for Business via UGAmart earlier this week
  • Pcard users should have all received a registration email. Use the email links if users plan on using Pcard for Amazon purchases

• FAQs and Webinar/Demo are available in the Training Library: [here](#)
  • Highly recommend that these resources are reviewed by each Amazon user prior to accessing Amazon Business (whether Pcard or UGAmart user)
  • Includes important instructions for registration, student accounts, account conversion, ordering, user responsibilities, etc.
May 14, 2020

OneUSG Connect, Human Resource, Payroll
Status Update

Furlough Scenario Planning

• **Transparency:** Right now, UGA and USG are still in the scenario planning phase. We remain committed to transparency and timely updates. Therefore, information shared here is subject to change.

• **Process so far:** We solicited and received feedback across all corners of the institution; over 500 questions/comments from our faculty and staff provided operational insight for the development of the plan. We should not expect to know something immediately but will share information as soon as it becomes available.
Status Update
Furlough Scenario Planning

• **Benefits**: We received many questions about the impact on benefits, specifically retirement. When we had furloughs in 2009/2010, faculty and staff were “held harmless” with respect to benefits (i.e., retirement contributions were not reduced) and it is our intention and plan to do the same this time, assuming BOR approval.

• **Furlough Exemptions**: Based on information received so far, we know about the following exemptions from furlough plans: Anyone with a compensation rate under $33,475; part time (under 0.75 FTE) faculty and staff; student workers including graduate assistants; and all temporary employees.

• **Salary Calculations**: We understand that many questions exist with respect to the official calculations and will share information as soon as we receive it.
Commitment Accounting

Initiator Comments on EDR Transactions

- OneUSG Connect migrated a fix for the EDR known issue related to comments not being saved when the 'Save Ad Hoc' functionality is used on an EDR transaction.
- The fix, which impacts all EDR transactions, removed the comments box for initiators of EDR transactions and expands the text box associated with the Cost Transfer Justification.
- EDR initiators that choose to enter comments should use the Cost Transfer Justification text box for comments.
- This change will not impact EDR approvers, they will still have a separate comments box to enter comments if they choose to do so.
The known issue related to the submit button being grayed out on EDR transactions has been resolved.

A known issue was published on 4/30/2020 related to the 36-character file name limit for EDR attachments. While this 36-character file name limit remains in place, the initiator will now receive and error message regarding the 36-character limit.
Summer Pay

Known Issue

• When editing amounts in Summer Pay after a month is grayed-out, do not use the delete row button.
• If the row is deleted, you will lose the amounts for May or any other locked out month, and you will not be able to rekey those values due to the lock.
  • If pay sheets have not created, it will clear that amount out from additional pay and the employee will not be paid.
  • If pay sheets have created, the employee will still be paid, but you will lose visibility to the amount.
• If you need to $0 out or change the values for the open months, simply adjust the totals in each month as needed.
• In the below example, if you need to remove the amounts for June and or July, instead of deleting the row, you would put a $0 amount for both June and July and hit save.
Benefits

Summer TSA Deductions—change!

• Tax Sheltered Annuity (TSA) Payroll Deductions
  • OneUSG Connect confirmed that 403b/457b deductions will be applied to any 10-month employee (18F Pay Group) paycheck in June and July.
  • This is a change from summer 2019.
• Targeted email to be distributed to TSA participants in 18F.
• If an employee does not want TSA deductions applied in June and July, they will need to update Retirement@Work within OneUSG Connect (under Benefits). Instructions can be found on the University HR website.
Benefits

529 Plan Update

• Employees will need to act in order to keep making 529 contributions through UGA payroll.

• Open Office Hours: Join here via Zoom

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues. 5/19</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>Wed. 5/20</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>Thurs. 5/21</td>
<td>2:00 p.m.</td>
</tr>
</tbody>
</table>
Query

Summer Pay Queries

- Additional Summer Pay queries have been added to the Work Center in the past couple weeks.
- One specifically for compliance with UGA's monthly maximum limit for summer pay is: Summer Pay Entered by EmplID.
Query
Summer Pay Entered by EmplID

• This query has prompts to limit the results to only those individuals that are over the monthly maximum limit.
  • Use the Criteria prompt and enter: Over Max

• For those individuals that are over (even a penny), update that month's amount in the Summer Pay page to be equal or less than the monthly maximum.

• Be sure to correct any entries prior to the deadline (for May, it is May 18 @ 5PM).
Payroll
Summer Pay Deadlines

• Below you will find the Summer Pay Entry Deadlines for OneUSG Connect.
• All entries/updates will need to be made by the cutoff listed below.
• Late entries will need to follow the appropriate exception process.

<table>
<thead>
<tr>
<th>Summer Pay Month</th>
<th>Deadline for Online Summer Pay Page Data Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2020</td>
<td>05/18/2020 5 p.m.</td>
</tr>
<tr>
<td>June 2020</td>
<td>06/18/2020 5 p.m.</td>
</tr>
<tr>
<td>July 2020</td>
<td>07/17/2020 5 p.m.</td>
</tr>
</tbody>
</table>
Query

Update to Future Dated Job Records

• Query in the OneUSG Connect Work Center in the Workforce Administration section.

• The current query only provide a single row per job record regardless of how many future dated records exist.

• As an example, with 18F faculty there are currently at least four future dated job actions (3 x June 2020, 1 x August 2020) but the current query only shows the last one of the June 2020.
Query

Update to Future Dated Job Records

<table>
<thead>
<tr>
<th>Inst Code</th>
<th>Emp ID</th>
<th>Emp ID</th>
<th>Name</th>
<th>Job Code</th>
<th>Position</th>
<th>Job Title</th>
<th>Dept ID</th>
<th>Descr</th>
<th>Action</th>
<th>Reason</th>
<th>Eff Date</th>
<th>Sequence</th>
<th>Pay Status</th>
<th>Location</th>
<th>Pay Grp</th>
<th>Comp Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>180</td>
<td>21</td>
<td>5S</td>
<td>202X00</td>
<td>85</td>
<td>ASSISTANT PROFESSOR</td>
<td>H1000077</td>
<td>SUM</td>
<td>CNV</td>
<td>06/01/2020</td>
<td>2</td>
<td>Active</td>
<td>180</td>
<td>18</td>
<td>00</td>
<td></td>
</tr>
</tbody>
</table>
### Query

**Update to Future Dated Job Records**

![Image of a form with fields for updating job records with dates and employee IDs](image)

**Table:**

<table>
<thead>
<tr>
<th>Short Desc</th>
<th>Dept ID</th>
<th>Deser</th>
<th>Name</th>
<th>EmpID</th>
<th>Emp Record</th>
<th>Job Effective Date</th>
<th>Sequence</th>
<th>Action</th>
<th>Reason</th>
<th>Reason Desc</th>
<th>Job Code</th>
<th>Position</th>
<th>Hr Status</th>
<th>Pay Status</th>
<th>Reg/Temp Full/Part</th>
<th>Std hrs/Wk</th>
<th>FTE</th>
<th>Pay Group Deser</th>
<th>Job Comp Freq</th>
<th>Frequency Desc</th>
<th>Job Comp Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUB HEALTH</td>
<td>H1000077</td>
<td>Public Health-Hlth Policy &amp; Mgmt</td>
<td>S 21</td>
<td>5 02/01/2020</td>
<td>0</td>
<td>SWB SWB</td>
<td>Short Work Break</td>
<td>2023/00</td>
<td>98</td>
<td>ASSISTANT PROFESSOR</td>
<td>Active</td>
<td>Regular</td>
<td>Full-Time</td>
<td>40.00</td>
<td>1.00</td>
<td>100</td>
<td>Faculty</td>
<td>M</td>
<td>Monthly</td>
<td>00</td>
<td></td>
</tr>
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<td>H1000077</td>
<td>Public Health-Hlth Policy &amp; Mgmt</td>
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<td>5 06/01/2020</td>
<td>2</td>
<td>SUM CNV</td>
<td>Summer Pay</td>
<td>2023/00</td>
<td>96</td>
<td>ASSISTANT PROFESSOR</td>
<td>Active</td>
<td>Regular</td>
<td>Full-Time</td>
<td>40.00</td>
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<td>100</td>
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<td>H1000077</td>
<td>Public Health-Hlth Policy &amp; Mgmt</td>
<td>S 21</td>
<td>5 06/01/2020</td>
<td>1</td>
<td>RWB RWB</td>
<td>Return From Short Work Break</td>
<td>2023/00</td>
<td>96</td>
<td>ASSISTANT PROFESSOR</td>
<td>Active</td>
<td>Regular</td>
<td>Full-Time</td>
<td>40.00</td>
<td>1.00</td>
<td>100</td>
<td>Faculty</td>
<td>M</td>
<td>Monthly</td>
<td>00</td>
<td></td>
</tr>
</tbody>
</table>
HR/Payroll Practitioners will soon be required to utilize a different URL to access HR/Payroll Practitioner functionality in OneUSG Connect.

This change provides increased security and better ensures the safeguarding of our data.

- If connected to a UGA network, no additional steps will be necessary outside of using the new URL.
- If working remote, or not connected to the UGA network, users will need to be connected through VPN02. For information on VPN02 access, please visit EITS Website.
OneUSG Connect
Practitioner URL

• **OneUSG Connect Self Service Portal**
  • Make updates to your own data via ESS, FDSS, Benefits
  • Perform duties as a manager (Approving Time and Absences)
  • Performing Manager Self-Service Transactions (Termination/Ad Hoc Salary Changes)
  • Manager Self Service Reporting Work Center
  • Available regardless of network, VPN, or device

• **OneUSG Connect Practitioner Portal**
  • All access you have available in Self Service*
  • Access to your HR/Payroll Practitioner duties: job, position and payroll pages, Summer Pay, Query Viewer
  • Requires VPN or Campus Network Connection

*No need to swap between self service and practitioner to perform your duties, all of your self service access is also available in practitioner
OneUSG Connect
Practitioner URL

START:
HR/Payroll Practitioner logging into OneUSG Connect to perform Practitioner Duties

Connect to UGA Network or Connect to VPN02

Use link on OneSource Website for OneUSG Connect Practitioners Portal

Authenticate through SSO using MYID and Password

END:
Successfully logged into OneUSG Connect Core Practitioner URL
Fiscal Year End & Fiscal Master Calendar

Fiscal Year End Guidelines have been collated into a News Item to assist in Year End procedures.

To help keep up with ever-changing information and due dates, don’t forget to utilize the Fiscal Master Calendar!

Looking for communications sent about business continuity and well-being: To assist in successful operations during this time, please utilize our helpful guidelines and resources.

Learn more »

Reminders

Resources & Updates:
- Fiscal Year End Guidelines
- Fiscal Master Calendar
- Business Continuity – Clear your Cache!

Login
- UGA Financial Management System
- Budget Management System
- OneUSG Connect Self-Service Portal
- OneUSG Connect Practitioner Portal
- Training Library
OneUSG Connect
Practitioner URL
Thursday Tidbit
Wellbeing Reminder

“…research has shown that workers often unintentionally make it hard for their supervisors, colleagues, and employees to maintain boundaries. One way they do so is by sending work emails outside office hours. In five studies involving more than 2,000 working adults, we found that senders of after-hours work emails underestimate how compelled receivers feel to respond right away, even when such emails are not urgent. Covid-19 might amplify these pressures.”
Questions/Suggestions/Concerns

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