# Training Courses

**Available Now**

<table>
<thead>
<tr>
<th>Course:</th>
<th>Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Understanding Accounts Receivable, Deferred Revenue and Carry Forward Calculation</strong></td>
<td>• Recording <a href="#">Now Available!</a></td>
</tr>
</tbody>
</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

## Reminder

<table>
<thead>
<tr>
<th>Course:</th>
<th>Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UGAJobs</strong></td>
<td>• Available to units by request. <em>Central HR will come to you!</em></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

Return to Campus

• New training that each employee and supervisor must complete in preparation for the re-opening of campus.
  • Supervisor course will include measures that UGA is taking to create a healthy and safe workplace.
  • Will also provide guidance and resources for supervisors to navigate a return for their staff/faculty and the reopening of campus.

• The training will be available in the PEP system.

• More information to come once the training is ready.
Fiscal Master Calendar
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
A reminder to regularly review funds encumbered on Purchase Orders using the queries and procedures provided in the Training Library.

Closing POs in a timely manner can help free up department funds for use and avoid carrying unnecessary encumbrance balances into the new fiscal year.
Travel and Expenses

Travel Authorization Changes during COVID-19 Pandemic Timeframe

• Beginning June 15, a travel authorization (TA) will be required for pre-approval of *ALL* essential travel.
  • This includes in-state travel, out-of-state travel and international travel.

• Why?
  • Facilitates the pre-approval process for *all* essential travel.
  • Assists with contact tracing during the COVID-19 pandemic.

• Delegates may continue to create a TA on behalf of the traveler, but during this timeframe, delegates will not be able to submit a travel authorization on behalf of the traveler.
  • Systematically, the delegate’s ability to submit TA into workflow is temporarily disabled.
  • No action is required from anyone on campus to update delegations.
Travel and Expenses

Travel Authorization Changes during COVID-19 Pandemic Timeframe

- The following is added to the TA to capture an acknowledgement from the traveler:
  
  - *I understand that if I am traveling to a country determined by the Department of State to be at a Level 3 or Level 4 travel advisory, a country determined by the CDC to be at a Level 3 travel warning or a domestic hot spot for transmission as determined by the State of Georgia or UGA/USG, and by traveling to this area that I may incur additional health risks and there will be a 14-day quarantine period after returning.*

- This mimics the traveler certification box that currently exists on the travel expense report that the traveler acknowledges when submitting the expense report into workflow.
Travel and Expenses

Blanket Travel Authorizations: In-state

- Fiscal Year Blanket Travel Authorizations are available for in-state travel only.
- All blanket travel authorizations are for a single individual traveler and cannot be for an entire department or unit.
- Fiscal Year Blanket Travel Authorizations are available for frequent in-state travel activities that meet the following requirements:
  - Travel activities are consistent with the employee’s job duties
  - Travel business purpose is consistently the same for each travel event
  - Travel activities are to the same location(s) based on employment activities
  - Travel activity is for the same individual identified on the Travel Authorization
  - Blanket Travel Authorizations are renewed on a fiscal year basis and end each year on June 30th
- Expenses incurred under the blanket travel authorization must comply with the UGA Travel policy.
- Fiscal Year Blanket Authorizations are not allowed for out-of-state or international travel.
Travel and Expenses

Travel Changes During the COVID-19 Pandemic Timeframe

• The travel policy has been updated to reflect the changes effective June 15.
  • The travel authorization changes will be live in the Financial Management System on June 15.
• The Non-Employee travel authorization has been updated.
• If you have any questions, please submit a service ticket to the OneSource Service Desk.
Purchasing
Washable Face Coverings – Employees

• The University will be giving each faculty and staff member two (2) reusable and washable cloth face coverings.

• One face covering is black and the other one is gray with the G logo.
  • The black face coverings are in stock
  • The logo face coverings will not arrive until July 1.

• In addition to face coverings for our faculty and staff, we will have additional black cloth face coverings available for the University community to purchase for their visitors, guest speakers, etc.
Purchasing
Washable Face Coverings – Students

• Students will receive two (2) reusable and washable cloth face coverings in July via mail.

• If you have any students currently on campus that need a face covering before the July mail out, please email Harold Waters or Tonya Seay.
Purchasing

UGAmart PPE Availability

• Procurement is in the process of developing a personal protective equipment (PPE) punch-out for ordering faculty and staff washable cloth face coverings.

• We have a list of each department’s filled positions as of June 1, 2020.

• If you need assistance in determining the total number of face coverings for your faculty and staff, please email Harold Waters or Tonya Seay.

• To order face coverings for your department or college, please submit an order in UGAmart, following the same process as ordering UGA Stock Items and Bulk Paper.
Budget Management
BPSS Update

• BOR has not yet provided FY21 Budget Information to institutions

• Planning for quick communication and action once we receive information from BOR.

• Continue staying current on position funding.
Accounting
New Travel Query

UGA_GL_EMPLOYEE_TRAVEL

• Query includes both NAME and EMPLID for ease of locating travel assigned to a certain employee.
  • Expenses reimbursed to one employee for a bill that contains other attendees ("attendee table") are being adjusted by Accounts Payable.
• ONLY 641xxx transactions that have posted to the GL are included. Expense sheets and vouchers that have not been journal generated will not show up.
• Benefits:
  • Travel corrections – provides full chartstring, name/ID, account and amount
  • Travel reimbursements – easily identify by employee and amount
  • Great way to look up travel for a specific employee or by department
  • Prevents incorrect ID's being used on correcting journals
Accounting
New Travel Query

UGA_GL_EMPLOYEE_TRAVEL

"To Acctng Pd" must be changed.

Not Case Sensitive.
No spaces after comma:
NO: Smith, John
YES: Smith,John ; Smith% ; Smith,J%

Voucher ID
Expense ID
GL Journal Entry
#

Full Chartstring for ease of pulling data into a Pivot Table
Data Warehouse
Upcoming Budget/Project Cube Changes

• **What:** Data source change will take place on **Friday, July 10**.

• **Reason:** To improve the accuracy of project reporting and add additional data/detail/features to the cubes.

• **Impacted Reports:** Budget and Project Status Cube, Budget Status Report, Project Status Report, Monthly Status Report, and the financials transaction log.

• **User Impact:** This will mean a new download of the cube, not just a filter change. In addition, saved views and subscriptions in the BSR, PSR, and MSR will need to be rebuilt.

• **Questions:** [onesource@uga.edu](mailto:onesource@uga.edu) - ATTN: Reporting
Data Warehouse

Upcoming Budget/Project Cube Changes

• Transition Tips:
  • For Companion Reports: Transition information for views and subscriptions will be announced soon!
  • For Cubes: Start taking screenshots of your current cubes. This information will help you to set up your new cubes.
    • Include your PivotTable fields so you know which fields you included.
    • If you can, include your cube format as well which can help you remember filter settings.
      • Ex. Based on the PivotTable fields you can see UGAACCTTREE is selected as a row. However, you wouldn't see that Level 01 of the account tree was hidden or that Bud Ref and UG AdeptBUDGRT were filtered to specific values.
# Data Warehouse

## Budget/Project Cube Updates

- **Feature Release:** Line level detail and journal source information
- **Enhancement Request:** Add GL Journal sources to the cubes.
- **Enhancement Request:** Add line description to the cube.

<table>
<thead>
<tr>
<th>Journal_ID</th>
<th>Description</th>
<th>Source_ID</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000086308</td>
<td>PRE - Pre-approved by Central Office - SE-VDI-Oct</td>
<td>JL_No 17</td>
<td>EITS-SE-VDI-Oct</td>
</tr>
<tr>
<td>1000086282</td>
<td>ACT - Central Accounting use only - To distribute telephone charge</td>
<td>JL_No 129</td>
<td>TELECOM GTA OCT 2019</td>
</tr>
<tr>
<td>10320148</td>
<td>Staples Stickies Lined Standar</td>
<td>3428275895</td>
<td>I1162612</td>
</tr>
<tr>
<td>PCARD84146</td>
<td>PCD - Purchasing Card - Purchasing Card Transactions</td>
<td>JL_No 660</td>
<td>NY TIMES NATL SALES</td>
</tr>
<tr>
<td>EIT084831</td>
<td>EIT - EITS - EITS Transactions</td>
<td>JL_No 782</td>
<td>EITS WO 20-42204 Ph 001 IREL</td>
</tr>
<tr>
<td>MAIL084779</td>
<td>CM - Campus Mail - Campus Mail Transactions</td>
<td>JL_No 360</td>
<td>2 1st Class Mail</td>
</tr>
<tr>
<td>1000084675</td>
<td>ONL - Online Journal Entry - LifeREADY AED annual charge</td>
<td>JL_No 2</td>
<td>LifeREADY AED Software - Leased</td>
</tr>
<tr>
<td>FMD0085749</td>
<td>FMD - Facilities Mgmt Div AIM - FMD Aim Transactions</td>
<td>JL_No 47</td>
<td>WO 2021527 Ph 01 RE-IN L CW</td>
</tr>
<tr>
<td>TSW0085726</td>
<td>TS - Telephone Services - Telephone Services Transaction</td>
<td>JL_No 160</td>
<td>Telephone Services Billing</td>
</tr>
</tbody>
</table>
Data Warehouse
Budget/Project Cube Updates

• Feature Release: P-Card journal line detail added to drillthrough
  • This is in response to an enhancement request to post P-Card charges by individual charge instead of batch.

<table>
<thead>
<tr>
<th>Journal_ID</th>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCARD10046</td>
<td>PCD - Purchasing Card - Purchasing Card Transactions</td>
<td>JL_No 847 - FACEBK 6Y8VFR2NF2</td>
</tr>
<tr>
<td>PCARD11577</td>
<td>PCD - Purchasing Card - Purchasing Card Transactions</td>
<td>JL_No 607 - FACEBK WCB38REMF2</td>
</tr>
<tr>
<td>PCARD88044</td>
<td>PCD - Purchasing Card - Purchasing Card Transactions</td>
<td>JL_No 117 - PAYPAL SUPREME</td>
</tr>
<tr>
<td>PCARD08349</td>
<td>PCD - Purchasing Card - Purchasing Card Transactions</td>
<td>JL_No 876 - LINKEDIN-531 4514914</td>
</tr>
<tr>
<td>PCARD13058</td>
<td>PCD - Purchasing Card - Purchasing Card Transactions</td>
<td>JL_No 743 - FACEBK KKPBMSWWMF2</td>
</tr>
<tr>
<td>PCARD50460</td>
<td>PCD - Purchasing Card - Purchasing Card Transactions</td>
<td>JL_No 669 - FACEBK F96K5L6XR2</td>
</tr>
<tr>
<td>PCARD13058</td>
<td>PCD - Purchasing Card - Purchasing Card Transactions</td>
<td>JL_No 749 - PUBLIX #1263</td>
</tr>
<tr>
<td>PCARD88044</td>
<td>PCD - Purchasing Card - Purchasing Card Transactions</td>
<td>JL_No 116 - OCCASIONAL OCCASIONS</td>
</tr>
<tr>
<td>PCARD10046</td>
<td>PCD - Purchasing Card - Purchasing Card Transactions</td>
<td>JL_No 848 - FACEBK 4F23NQ6MF2</td>
</tr>
</tbody>
</table>
HR People Operations
Student Summer Employment Resources

Resources available to practitioners regarding student employment:

- Student Summer Employment Scenarios
- Graduate Student Summer Employment Scenarios

If you have questions, please reach out to your dedicated HR Team.
Commitment Accounting
Chartfield Values and Combo Codes

• Prior to inactivating a chartfield value in UGA Finance, check to see if the chartfield value is a part of an active combo code in OneUSG Connect. If it is, then the combo code should also be inactivated.

• There are combo code queries in both UGA Finance and OneUSG Connect.

• In OneUSG Connect, under Commitment Accounting in MSS System Manager Reporting is the query Combo Codes.

• In UGA Finance, the query is UGA_CA_ACTIVE_COMBOCODES.

• Once a combo code is inactivated, it cannot be used for position funding or express direct retro purposes even if the EDR is for a pay period during the time in which the combo code was active. EDR transactions use the system date (the date you enter the EDR). If the combo code is inactive as of the system date, the combo code will not be available for use.
Payroll
Summer Payroll Exception Form

• Link to form on Summer payroll procedures link on OFA website
• 12 exception forms received as of June 2.

• When to use:
  • Corrections to previous month's summer pay (Example – to increase amount of Maymester pay)
  • To submit payment for new faculty hires

• When NOT to use:
  • Overpayments – Request via Overpayment Request
  • Changes to funding should be processed via Express Direct Retro process

• The OneUSG Connect navigation for submitting the Exception Form using the MSS Request:
  • Navigator > Manager Self Service > Forms > Manager Self Service Request
Faculty Affairs

Furlough Communication for Incoming Faculty

• Memo sent to Deans and their staff yesterday (June 3) to give instructions on how to notify faculty who have accepted an offer for FY21 employment about the possibility of furlough days

• Template letter was included to send to faculty that have signed an offer with a start date of July 1 or after.

• Communication should be sent by June 10.

• Questions can be sent to Carly Surratt (csurratt@uga.edu) in the Office of Faculty Affairs.
Absence Management/ Time & Labor
Compensatory (Comp) Payout FY2020

• Reminder – Comp Payouts are to be processed this current pay period (May 31 – June 13)!
• 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.
• Payouts will be added to the timesheet during the May 31 - June 13 pay period to be paid on June 19.
• If an employee has a scheduled leave event prior to June 30 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.
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
  • The accurate balance will be visible on June 2

• 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 on the employee's timesheet.
Two Time & Labor queries have been modified to include hourly rate:
- Reported Time Biweekly: 18o_TL_REPORTED_TIME_BWK
- Payable Time Biweekly: 18o_TL_PYTM_BWK

We hope that adding hourly rate to these queries can help provide a better picture of what a biweekly employee's pay will be before payroll processing begins.

Please note that this rate is the hourly rate from Job Data, and may not correspond to special TRCs in Payable Time (Overtime, Shift Differentials, etc.)
IDM

Upgrade Scheduled for June 5-7

• Our current IDM system, OneIdentity, is on limited support and in need of an upgrade before the end of the year.

• With this upgrade, there will be look and feel changes for users of the IDM Portal.

• During this upgrade, there will be no impact for users to be able to use their MyID to get into campus systems.

• Identity creation and updates will be suspended during the upgrade weekend.
Web Browser
Clear Your Cache

• If you’re ever experiencing issues loading a web application or updating a website, it’s a good practice to clear the cache in your web browser!

• This will ensure you’re viewing the most current version of the website you’re visiting!
"Injustice anywhere is a threat to justice everywhere. We are caught in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly, affects all indirectly."

Rev. Dr. Martin Luther King Jr.  
*Letter from Birmingham Jail, April 16, 1963*
Thursday Tidbit

Welcome to the UGA Equal Opportunity Office

Thank you for choosing to learn more about the Equal Opportunity Office at the University of Georgia. We’re committed to creating a fair and respectful environment for all faculty, staff, and students.

Equal Opportunity Office, 278 Brooks Hall
Phone: (706) 542-7912, Email: ugaeoo@uga.edu
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu