Weekly Status Call

July 18, 2019
### Agenda

#### Training and support
- Open Office Hours
- Data Warehouse Office Visits
- Month End Close Webinar

#### Financials:
- System Updates
- Known Issue
- Budget Reference 2020
- GL Journals
- Fy20 Closing Schedule

#### OneUSG Connect/HR/Payroll
- Accurate - Background vendor
- Payroll Encumbrances
- Faculty Short Work Break
- Summer Pay Deadline
- USG Dependent Audit
- Faculty Contract Update
- Faculty Additional Posts

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July 18, 2019

Session Highlights/Updates
Progress Toward Expected Benefits

**THEN**

- **100% MANUAL**
  - Faculty contract process

- **33,000+**
  - Payroll certifications on grants per year

- **LESS THAN 1%**
  - Paycheck correction rate

- **5.95**
  - Day average for approval of expense statements

**AND**

**NOW**

- **100% ELECTRONIC**
  - Process of contracts signed within 72 hours by faculty

- **90% REDUCTION**
  - In payroll certification processing

- **STILL LESS THAN 1%**
  - Paycheck correction rate now consistent with other USG institutions

- **4.65**
  - Day average for approval of expense statements

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UNIVERSITY OF GEORGIA
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UGA Community Highly Engaged

- **600+** Available Tutorials
- **12,000+** Live Training Attendees
- **29,282** Financial Requests in 12 months
- **15,005** OneUSG Connect Requests in 6 months
- **10,432** HR Requests in 6 months
- **14,000** Views of Recordings

Thank you invitations sent to over 1,000 UGA faculty and staff involved in project.

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Reminder! HR Open Office Hours

Open Office Hours for HR/OneUSG Connect:

- No registration is required.
- Each Thursday from 3:00 p.m. – 5:00 p.m.
- 4th floor of Caldwell Hall
- Call-in number: 877-336-1829 access code: 7969992

- Includes help with Graduate Assistantship workbooks!
Data Warehouse
Office Visits

• Did you know that you can request in-person data cube training?
  • Office of Institutional Research provides this service
  • Group or individual sessions
  • At your offices
  • Request form: https://oir.uga.edu/about/training/
Training Courses

• *NEW* Month End Close Procedures cover the requirements for financials month end close.
  • Wednesday, July 24, 8:30 a.m. - 10:00 a.m.
  • Registration on the Training Resource page.
UGA Financial Management System
Module Awareness

July 18, 2019
System Updates 
Friday 7/19/19

1. **Financial Management & Budget Management** Operating System Maintenance (system availability will not be impacted)

2. **UGAmart** will be unavailable beginning at 9:00 pm on Friday, July 19 through approximately Noon on Sunday, July 21.
   - The 19.2 release notes can be viewed on the UGAMart homepage; also linked [here](#).
   - Version 19.2 includes:
     - New site navigation look and feel
     - Updates to the appearance of iconography and toolbars
     - Updates to the new shopping experience
       - The new shopping experience was originally added in previous releases. Additional functionality has been added.
       - Users can still toggle between Classic and the New Shopping Experience
UGAmart Known Issue
Resolved 7/16/19

• An issue was identified where encumbrance information from new Purchase Orders (POs), or PO revisions, in UGAmart were not flowing to the UGA Financial Management System. The teams evaluated steps needed to resolve the issue and put a fix in place the night of 7/16/19.
• Please help remind your department’s employees that we are in a new fiscal year

• For FY20 transactions to process they must have a BUD REF of 2020.
  • Deposits, Account Receivable, Accounts Payable, General Ledger, etc.

• Ex. All AP Journal Vouchers have to be Budget Reference 2020

• Especially remind your Travelers and other that may not be aware of Fiscal Years
General Ledger Journals

FY19:
- Journals were due by 7/12/19
- Posting by 7/19/19

FY20:
- Journals are now being posted
General Ledger
FY20 Closing Schedule

- FY20 Closing Schedule is published
- Linked from the Accounting Webpage, the Financial Analysis Resource page
- Direct Link https://busfin.uga.edu/accounting/finclsh.pdf

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<th>Monthend Close Process Ends**</th>
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July 18, 2019

OneUSG Connect
Module Awareness
UGAJobs
New USG Background Vendor: Accurate

• What have we learned in first 2 weeks with new USG background vendor, Accurate?
  • One Stop Shop
    • Accurate has been certified to submit electronic consent forms to GBI and other entities when needed.
    • Candidate might need to fill out multiple forms within the portal throughout the process.
  • Less Workflow Stops
    • Central HR is no longer notified when candidate has signed their consent form.
    • If candidate does not sign at 10 days, the order is canceled by Accurate and the HP will be returned to the unit.
  • Timing
    • Too early to tell, but HR is not seeing an increase in processing times
Helpful Reminders

• To avoid Investigations being canceled and to keep the process moving, a common practice should be for the hiring unit to follow-up with candidates until all necessary actions have been completed within the Accurate portal.
  • Candidates should be on lookout for emails from Accurate during the process.
  • Candidates should not assume process is complete after they have completed forms in the portal and received their confirmation.
    • If candidate has lived in multiple places, there is possibility that additional consent forms may be required within the Accurate portal.

• Timely completion of the background investigation depends on the candidate and vendor working together.

• Status updates can be viewed in UGAJobs and those are kept up to date. For more detailed status updates, please contact the candidate.
UGAJobs
New USG Background Vendor: Accurate

Candidate View in Accurate:

Background Checks

SOGA - University of Georgia
Reference #: 1308012618

In Review
Estimated days: 3 - 6

Background Check Application Submitted

Ready to View
The initial personal service encumbrance calculation will be processed in OneUSG Connect on Sunday, July 21\textsuperscript{st}.

As mentioned in the July 16 Tuesday Tip email, a short work break will not automatically be added for graduate assistants in FY20. Therefore, personal services for graduate assistants will encumber through June 30, 2020.

The alternate funding options published for special projects can also be utilized for graduate assistants.
Workforce Administration

Academic Faculty Short Work Break

• All 18F and any 18P Faculty on academic schedule will be placed in a Short Work Break (SWB):
  • SWB effective date of 06/01/2020 on the data job row
  • Currently in testing, but the intent is to have SWB in place prior to the first FY20 encumbrance run on Sunday, July 21st
  • This will prevent a personal service encumbrance for June 2020
  • No action is required by the unit- Central HR will take the SWB action
Payroll
Summer Pay

• **Reminder!** July summer pay change forms are **due Friday, July 19, 2019!**
  - Additions for Maymester & June or changes for July
  - If requests are made by this date, Payroll will work closely with OneUSG Connect Support to get the requests processed for payment in the July payrun. Procedures and the *Summer Academic Change Form* are available on the [Office of Faculty Affairs pages](http://onesource.uga.edu).
• Not more than allowed on **Summer Pay Calc query**.
• **Returned from Short Work Break with $0 Comp**
Payroll
Summer Pay

• If you miss the July 19th deadline, then what?
• Payments of summer pay after July monthly payroll
  • Submit change forms for additions to next monthly payroll
  OR
  • Submit an off-cycle check request
• Funding changes need to be processed via funding processes, retros, etc.

• Important note!
  • Submit these by October and not wait for employee to notice it missing from W-2
Benefits

USG System Wide Dependent Audit

- University System of Georgia (USG) will be conducting a system-wide dependent audit of the medical, dental and vision plans this year.
- The dates of the verification period: July 22, 2019 – September 06, 2019. Letters will go out next week.
- Any employee that added dependents to either medical, dental or vision plans prior to 7/1/2017 will be required to re-verify their dependent status.
- All active employees, employees in a leave status, retirees and COBRA participants are included in this audit.
Manage Faculty Events
Faculty 2020 Contract Update

• 90% of contracts signed across all Colleges and VP units.
• Contract corrections for position/job related attributes (title, BCAT, etc.) require processing in UGAJobs and update in OneUSG Connect before contract can be reissued.
• Contract corrections for compensation related attributes (base pay, supplement, etc.) require an approved adhoc salary/supplement request and updated compensation information in OneUSG Connect before contract can be reissued.
• Please contact Randolph Carter (lrcarter@uga.edu) with any questions.
Manage Faculty Events
Additional Post Update

- Additional Post type at UGA include Courtesy Faculty, Graduate Program Faculty, Center and Institute Membership, Graduate Coordinators (Unpaid)
- Additional Post assignments do not require processing in UGAJobs and are handled directly in OneUSG Connect.
- Units are directly responsible for maintaining Additional Post data. Security provisioning for access to the Additional Post section of OneUSG Connect will have to be routed through the unit's system manager for the appropriate approvals to be obtain.
- Please contact Randolph Carter (lrcarter@uga.edu) with any questions.
Questions/Suggestions/Concerns

Project Feedback
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