Agenda

- System Updates
- Open Office Hours
- Session Highlights/Updates
- Hours: 2080 vs. 2096
  - Budgets
  - Encumbrance
  - Biweekly Payroll
  - Compensation/Hiring
- OneUSG Connect Module Awareness
  - MSS- Known Issue
- MSS/ESS- Workflows
- Manage Faculty Events-Report
- Commitment Accounting- Update
- Payroll- Off-Cycle Check Process
- Workforce Administration
  - Grad Assistants-FY20
  - Grad Assistant- Workbooks
  - Grad Assistant- Hiring Matrix
- UGAJobs- New Background Vendor
- Q&A
- BSAG Session
OneUSG Connect will be **unavailable** for scheduled maintenance

- Friday, July 26, 11 p.m. until Saturday, July 27, 7 a.m.
  - **Important note:** Web clock and manual time entry employees will need to use a [paper timesheet](#) during this timeframe.
  - KABA Time Clocks and *OneUSG Connect Benefits* will be available for use.
Central HR
Open Office Hours

• The OneSource Team will continue to offer open office hours into fall for guidance on HR/OneUSG Connect.
• Team members will be available to cover questions regarding UGAAJobs processes, graduate assistantship continuations, changes for monthly staff compensation or percent time, funding changes, terminations and transfers, etc.
  • 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
Hours: 2080 vs 2096

Why do we have this question?
2096 working hours in this fiscal year – Leap Year and how the weekends fall.

Where is 2080 used?
- Use 2080 for calculating an hourly rate from an annual rate
- Hourly rate is used in Annual leave payouts, paycheck calculations, etc.
- OneUSG Connect uses 2080 to calculate encumbrances
- Budgets (BPSS) used 2080 for Budget Planning to set Budgets (not Compensation)

Where is 2096 used?
- Total hours workable by Bi-weekly employees in FY20: 2096
- Total payroll costs for entire year = 2096 * hourly rate
- Units need to “hold back” the difference between budgets and actuals to cover costs
- .769% is the amount of the difference per individual
Budgets

Hours: 2080 vs 2096

• Remember that the Budget Salary Setting (BPSS) calculations were processed on 2080 hours, not the 2096 that will be worked in FY20.

• The bi-weekly account code (522100) budget was 0.769% less than total compensation.

• Units should have budgeted this variance in either a vacant or different 5x chartstring.

• This information was included in the FY2020 Budget Development Salary Increase Calculations that are located in the BPSS portion of the University Budget Office Quicklinks page.
Encumbrance

Hours: 2080 vs 2096

• Weekly encumbrance process includes all of the estimated pay periods remaining in the year.

• For the bi-weekly pay groups that we encumber, the encumbrance calculation takes the employee’s hourly rate (which is calculated based on 2080 hours) times their standard hours (from Job Data) times the remaining pay periods in the fiscal year.

  • hourly rate * standard hours * remaining pay periods in FY = encumbrance

• REPORT RECOMMENDATION:
  • Commitment Accounting suggests using the Position Funding Cube since it pulls budget data from Finance and encumbrances from HCM.
Bi-weekly Payroll

Hours: 2080 vs 2096

• If biweekly employees work the full fiscal year this year, 262 working days, therefore it is 2096 hours that they will be paid for.

• Actual payroll costs will therefore be = hourly compensation rate * 2096

• Absence payouts pay at the hourly compensation rate * number of hours that they have for vacation balance.
Compensation/Hiring

Hours: 2080 vs 2096

For Hiring Proposals, Compensation Rate Changes, etc:

- If you need to calculate the hourly rate from an annual rate, please use 2080 as the standard:
- Annual rate / 2080 = Hourly Compensation Rate

- HR will review and return HPs for correction if this calculation is not accurate

- This is based on 52 calendar weeks, 40 hours per week.
- Using 2080 each year ensures that compensation is consistent, no matter the number of working days.
July 25, 2019

OneUSG Connect
Module Awareness
Manager Self-Service
Known Issue

• Payroll Expense Detail Query: The original Payroll Expense Detail query was written to be restricted by department, but it would return duplicate rows if an employee had multiple jobs (empl id’s).
• To resolve that issue the query was re-written and now is impacted by departmental security.
  • We are waiting on USG to determine what to do about the restricted data in the table before we make more changes to this query.
  • In the meantime, please submit inquiries to OneUSGSupport@uga.edu.
Manager Self-Service
Employee Self-Service

• Workflow Approval Paths Working for you!?
  • As you submit and approve MSS transactions, please let us know if any updates to your workflow are needed

• 3 Most Common Workflow Configurations

1. Individual department submits request in MSS. It is approved by a business manager in their department at level 1 and then approved at the unit office (Deans Office for example) at level 2, then routes to central offices.

2. Individual department submits the request in MSS. It is approved by the business manager in their department and does not route to Unit Office (Dean’s Office), then routes to central offices.

3. Individual department submits request in MSS (often a business manager). It is approved by unit office (Dean’s Office), routes to central offices.
Employee Self-Service

- A new tile will be visible for the State Charitable Contributions Program (Campaign for Charities) next week.
- Replaces UGA web-based tool used to enroll in Campaign for Charities
- Does not replace paper forms
- Tile will not be active until enrollment begins with the campaign kickoff in the fall.
Manage Faculty Events

- New Faculty Spring 2019 report
- Available through reports.uga.edu
Commitment Accounting
Update this weekend

- **OneUSG > Commitment Accounting > Invalid Funding Report**

- Enhancements to the Invalid Funding Report will make it more user friendly by providing a CSV output file that does not require additional formatting when the Combo Code field is blank. On a new Run Control ID, PDF format will need to be selected, on the Process Scheduler Request screen, when running the report. A separate CSV file will be created.

- With this modification, the PayGroup column is now the 4th column on the report. All other columns remain in the same order.
# Payroll

**UGA Off-Cycle Check Process STATS**

## University of Georgia

### June 2019 Payroll ScoreCard

<table>
<thead>
<tr>
<th></th>
<th>Total Payments</th>
<th>Off-Cycle Payments</th>
<th>Payment Adjustment Rate</th>
<th>Target Rate</th>
<th>Emergency Payments</th>
<th>Emergency Payments Rate</th>
<th>Target Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>June 2019</strong></td>
<td>24,536</td>
<td>178</td>
<td>0.73%</td>
<td>0.50%</td>
<td>107</td>
<td>0.44%</td>
<td>0.05%</td>
</tr>
<tr>
<td><strong>May 2019</strong></td>
<td>30,429</td>
<td>66</td>
<td>0.22%</td>
<td>0.50%</td>
<td>49</td>
<td>0.16%</td>
<td>0.05%</td>
</tr>
</tbody>
</table>
Payroll
UGA Off-Cycle Check Process STATS

Payment Adjustment Rate (Off Cycles/ Total Payments)

<table>
<thead>
<tr>
<th>Month</th>
<th>2019</th>
<th>2019</th>
<th>Target Adjustment Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>0.52%</td>
<td>0.52%</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>2.07%</td>
<td>2.07%</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>0.37%</td>
<td>0.37%</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>0.64%</td>
<td>0.64%</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>0.22%</td>
<td>0.22%</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>0.73%</td>
<td>0.73%</td>
<td></td>
</tr>
</tbody>
</table>

Emergency Payment Rate (Emergency Payments/ Total Payments)

<table>
<thead>
<tr>
<th>Month</th>
<th>2019</th>
<th>2019</th>
<th>Target Emergency Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>0.27%</td>
<td>0.27%</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>0.59%</td>
<td>0.59%</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>0.28%</td>
<td>0.28%</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>0.27%</td>
<td>0.27%</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>0.16%</td>
<td>0.16%</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>0.44%</td>
<td>0.44%</td>
<td></td>
</tr>
</tbody>
</table>

*“Payment Adjustment Rate” includes Standard Off Cycle Request and Emergency Payment Request.
**Historical data includes JEP and OneSISO Correct Data."
Payroll
UGA (Emergency and Standard) Off-Cycle Check Process

• UGA Off-cycle Payment Request and Instructions are posted on the Payroll forms page.
• The Off-Cycle Calendar is posted on the Payroll calendar page.
• Employee’s supervisor or department manager should submit the Off-Cycle Payment Request to oneusgsupport@uga.edu with the subject “Off-Cycle Request” to route to payroll.
• OneUSG Support assigns ticket with form to UGA Central Payroll.
• UGA Central Payroll reviews form for completeness and makes sure the request meets criteria for emergency or standard off-cycle check. If not, department is notified. If it meets emergency check criteria, it flows to UGA’s Sr. Assoc VP for approval.
• UGA Central Payroll sends approved forms to USG for processing.
• Department is notified via ticket response when emergency or standard off-cycle check will be paid.
Grad Assistantships
Continue for FY20-August

- **August Process Guide** - New Template (as of 7/12)
- All Continuing Graduate Assistantships not already addressed in July
- **Deadline is 10am, Tuesday, August 6th**

- “Return from short work break” i.e., start date
- Compensation changes – FY20 updated compensation rate matches changes in standard hours, transition academic rates to fiscal rates
- Standard Work Hours (FTE) - not greater than 20 for all positions
- Job Codes – Change from current to GTA, GLA, GA, or GRA
- HR teams will upload these changes into UGAJobs and OneUSG Connect in time for the August monthly payrun
- Graduate Assistantship Workbook and instructions can be found [here](#).
Grad Assistantships Continue for FY20-August

- **Considerations:**
  - Watch for students that have more than one line/position.

- This workbook process is optional (can do one by one using Ad Hoc Salary Change Request)
  - Use published rate multiplied by FTE for the new **annualized rate**, or
  - Use published rate multiplied by FTE by 12 for the new **monthly rate**

- Cannot adjust Funding Sources

- No “end dates” will be loaded – for calculations on workbook only

- Payroll will encumber through June 30th, 2020. The [alternate funding options](https://onesource.uga.edu) published for special projects can also be utilized for Graduate Assistantships.
Workforce Administration
Graduate Assistant Workbooks

• Any errors identified on the Grad Assistant workbooks will be reviewed
• HR will reach out to departments on these issues

• 600 rows turned in for July via workbooks
• About 200 identified with questions

• Any changes not entered prior to the deadline will be processed on the next on-cycle

OneSource
UNIVERSITY OF GEORGIA

onesource.uga.edu
Workforce Administration
Graduate Assistant Workbooks

- Be sure to use the NEW workbook (as of 7/12)
- Enter information in the BLUE columns
- Column T should match the published Grad Asst rates
- Calculated Fields:
  - R = Total individual will be paid if these dates do not change
  - S = Monthly Compensation Rate (for a full month)

<table>
<thead>
<tr>
<th>Potential Start Date</th>
<th>Potential End Date</th>
<th>New Stnd Hrs</th>
<th>New Job Code</th>
<th>New Annualized Rate</th>
<th>New Comp Rate</th>
<th>Yearly Salary (40 stnd hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2019</td>
<td>6/30/2020</td>
<td>907X00-GRA</td>
<td>20846.44</td>
<td>1737.20</td>
<td>52378.00</td>
<td></td>
</tr>
<tr>
<td>8/15/2019</td>
<td>5/10/2020</td>
<td></td>
<td>12845.65</td>
<td>1454.58</td>
<td>52378.00</td>
<td></td>
</tr>
<tr>
<td>8/1/2019</td>
<td>12/31/2019</td>
<td>15.00</td>
<td></td>
<td>8184.06</td>
<td>1636.81</td>
<td>52378.00</td>
</tr>
<tr>
<td>8/1/2019</td>
<td>8/31/2019</td>
<td>5.00</td>
<td></td>
<td>545.60</td>
<td>545.60</td>
<td>52378.00</td>
</tr>
</tbody>
</table>
## Workforce Administration
### Graduate Assistant Hiring Matrix

Reminder of matrix here: [https://hr.uga.edu/_resources/pdf/Graduate-Assistant-summer-employment-matrix.pdf](https://hr.uga.edu/_resources/pdf/Graduate-Assistant-summer-employment-matrix.pdf)

### Graduate Assistant Summer Employment Scenarios

<table>
<thead>
<tr>
<th>Graduate Assistant</th>
<th>Working as GA in Summer</th>
<th>Working as Biweekly in Summer</th>
<th>Spring 19 position will resume in Fall 19 **</th>
<th>Paid via Summer Pay</th>
<th>Action Necessary</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>If the Graduate Assistant does not already have a Short Work Break (SWB) and they will not be actively working in their GA position during the summer break, a 6/1 SWB needs to be requested* via <a href="mailto:OneUSGSupport@uga.edu">OneUSGSupport@uga.edu</a></td>
<td>If the Graduate Assistant will continue to work as normal in their GA position during the summer, no action is necessary as they will continue to be processed and paid on the monthly payroll.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Submit a termination request via MSS to remove the Graduate student from their GA position.</td>
<td>If transferring to a different position, the new unit needs to create a position (if a vacant one is not available) and hire the individual into this position.</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes -2019 Summer</td>
<td>Yes</td>
<td>If the Graduate Assistant does not already have a Short Work Break (SWB) and they will not be actively working in their GA position during the summer break, a 6/1 SWB needs to be requested* via <a href="mailto:OneUSGSupport@uga.edu">OneUSGSupport@uga.edu</a></td>
<td>Return from Short Work Break will occur</td>
</tr>
</tbody>
</table>

*Note: SWB needs to be requested via OneUSGSupport@uga.edu.
UGAJobs
New USG Background Vendor: Accurate

• What have we learned in first few 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 within 10 calendar 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 #: 130812518

In Review
Estimated days: 3 - 6

Ready to View

Background Check Application Submitted

onesource.uga.edu
Questions/Suggestions/Concerns

Project Feedback
onesource.uga.edu
onesource@uga.edu

oneusgsupport@uga.edu