Weekly Status Call

July 16, 2020

Zoom Webinar Reminder:
Please use the Q&A feature when submitting all questions related to the content of the Weekly Status Call.
Please use the Chat feature for all other comments!
# Training Courses

## Reminder

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<th>Course:</th>
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<td>What’s New in the Data Warehouse: Budget Reporting</td>
<td>Webinar Recording</td>
<td>Recording coming soon!</td>
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<td>What’s New in the Data Warehouse: Project Reporting</td>
<td>Zoom Webinar</td>
<td>July 31 1:30 p.m. – 3:00 p.m.</td>
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<td>Training and Development (Various)</td>
<td>Zoom</td>
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Fiscal Master Calendar
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
July 16, 2020

Financials, Budgets, Reporting
Purchasing
Reminder: UGAmart Update
(slide 1 of 2)

• UGAmart will be updated to Jaggaer 20.2 on Monday, July 20.

• UGAmart will be unavailable beginning at 9:00 p.m. Friday, July 17 through approximately noon on Sunday, July 19.

• Release notes will be made available at UGAmart System Updates.
Purchasing Reminder: UGAmart Update (slide 2 of 2)

- The JAGGAER Enhanced Search Experience will go into effect for all UGAmart users with the Jaggaer 20.2 update.

- **Jaggaer Tutorial: Using the New Enhanced Search Experience** is available from Jaggaer in the UGAmart section of the OneSource Training Library.

- Jaggaer has stated that your existing saved searches will be migrated to the New Search Experience. However, we **strongly recommend** that you take screenshots of all your saved searches and their criteria as a precaution prior to the end of the workday on Friday, July 17.
Purchasing

UGAmart - Saved Chartstrings

• Users who use saved chartstrings will need to update their saved chartstrings to remove any 2020 budrefs and replace with 2021 budref.

• UPK "Adding Chartstring Information to the UGAmart User Profile" is available in the OneSource Training Library.
Facilities Maintenance Division
Campus/Building Reminders

- FMD Warehouse COVID-related supplies and costs link for campus departments are found on the FMD Website.

- Additional COVID-19 resources from FMD are also listed on the Work Request Center website such as facility cleaning/disinfection that our staff will perform in buildings or how to report a COVID exposure in your building to name a few things.
• UGA units are encouraged to take responsibility for managing waste within their office environments to enable FMD staff to focus on cleaning and disinfecting restrooms and common areas.
• Participants receive new deskside recycling and “side saddle” trash bins and commit to empty them into nearby common area bins.
• New deskside bins are provided free of charge to Resident Instruction facilities and are available for purchase by Non-RI units.
• Departments can submit a request directly to their Building Services Supervisor or complete the UGA Deskside Waste Reduction Program Request Form.
• For more information regarding this program and other waste reduction initiatives at UGA, please visit UGA’s Sustainability website.
Accounting

FY21 Reminders

• GL Journal Entries
  • Fiscal Year should be current date (no backdating please!)
  • BUDREF = 2021
  • GL Journals with an FY21 Fiscal Year Date and BUDREF "2020" will be denied.
  • FY20 Adjusting Period is over and there should be no activity with BUDREF 2020 date.

• AP and Travel & Expense Transaction Corrections (FY21)
  • Corrections to BUDREF 2021 activity should be processed using the AP Journal Voucher or Travel Expense Sheet.
  • Corrections to BUDREF 2020/2019/earlier should be processed using the GL Journal Entry.
  • Instructions are available on the Correcting Charges Quick Reference Guide.
Data Warehouse
New KPI Dashboards – Expense Reports
Data Warehouse

New KPI Dashboards – Expense Reports
Description:
- On Monday, July 13 we were alerted to an issue with some of the filters in the Position Funding Cube.

- The issue seems to be specific to having a filter in place on a pivot field that does not incorporate a hierarchy or rollup, meaning it’s just a list of items.

- Confirmed issues with two fields: ‘GL Account ID Descr’ and ‘Dept ID Descr’ when there was a filter in place on the field limiting the results to a specific selection.

- Please review your cubes for instances of this.

- **Note:** It is not necessary to re-download/rebuild your cubes.
Data Warehouse
Position Funding Cube (1 of 2)

Functional Workaround:
1. Click on the filter itself and identify which items were selected.
2. Next, select the “clear filter from” option from the filter dropdown.

• This will reset the one filter and allow you to re-select your items. Once this is completed, your cube should work correctly.

Examples of fields that could be impacted if they had a filter on them:
• GL Account ID Descr
• Dept ID Descr
• Fund Code Descr
• Class Code Descr
Data Warehouse
Are you using a new cube?

New Budget Cube Default View

New Project Cube Default View

Color coding for easy identification!

New connection name:

- Name: KC_STATUS_CUBE_CONNECTION
- Description: Production
Data Warehouse
Redirecting Test Cubes

• For those of you that received test cubes to work in prior to go-live, please make sure that you are redirecting those test cubes to look at the production server.

• Training on making this transition is posted in the Training Library.

• The test cube connection to the test server will be terminated after July 31, 2020. At that time, the test cubes will cease to function unless you update their connection.

• For the cubes that were sent to BSAG and FRAG, your connection should indicate that it's pointed at the test server (see below).
Data Warehouse

Inactive Projects in Project Data

At this time, inactive projects (projects that ended more than six months ago) are only partially excluded from the Project Status Cube and Project Status Report. The screenshot below shows you what they look like and how to identify. Please disregard these projects – we are working to have them fully excluded to avoid confusion.

If you need information on projects that ended more than six months ago, please use the UGA_KK_PROJECT_BUDGET_BALANCE and UGA_GM_OP_EXPENDITURE_DETAIL queries in the Financial Management System.
Data Warehouse
Upcoming Budget Cube Changes

• For individuals still using the original version of the Budget Status Cube:
  • If your cube contains the following options in the Pivot Table Fields list, you are using an original version:
    • UGA Source Document
    • PS Source Document

• After July 10, **earlier cube versions will no longer work**.
• The data associated with these fields is/will be included in the Data Warehouse reports below. Queries are also available.
  • Budget and Project Status Cube Drillthrough
  • All Tableau companion reports: MSR, BSR, PSR, Financials Transaction Log
Data Warehouse
General Ledger Journal Cube

• A new cube is in development
• Data Source: This cube will be based on GL Journal header and line data
• Anticipated Release: Fall 2020
• Purpose:
  • Provide actuals and historical data
  • Visibility into balance sheet accounts (1XXXXX – 3XXXXX) in the Data Warehouse.
Data Warehouse Enhancements

- Since Monday, we have received SO MANY enhancement requests for the updated reports in the Data Warehouse.

- We LOVE hearing from you and want to encourage you to continue sending in your requests and feedback!

- Benefits of submitting enhancements and feedback:
  - Share what you think is working or not working in reports.
  - Share your thoughts on what could be improved and your suggestions on how to improve.
  - Have an impact on future reports.

- Please continue to send your enhancement requests to onesource@uga.edu!
July 16, 2020

OneUSG Connect, Human Resources, Payroll
OneUSG Connect
6.12 Release

- OneUSG Connect will be unavailable for scheduled maintenance from Friday, July 17, 6:00 p.m. until Monday, July 20, 7:00 a.m.

- More information is available on the OneUSG Connect release page available from the USG.
Enhanced Notification Email for MSS Transactions

**Submission Notification**

Subject: Submitted - Request Ad Hoc Salary Change - Employee Name - Your request was submitted for approval

Your request was successfully submitted. This request requires approval(s) before it will be saved to the database. You will be notified when it is approved or denied.

Transaction Name: Request Ad Hoc Salary Change  
Employee Id: 2121711  
Employee Record Number: 0  
Employee Name: Employee Name  
Department: H1000055 - Grady- Peabody Awards Program  
Initiator: Initiator Name

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.
Enhanced Notification Email for MSS Transactions

**Approval Notification**

Subject: Informational - Submit Termination Request - Employee Name - Approved by Approver Name

Your request was approved by the approver below.

Transaction Name: Submit Termination Request Employee Id: Employee EMPLID Employee Record Number: 0 Employee Name: Employee Name Department: H1000052 - Grady-Journalism Department
Initiator: Initiator Name
Approver Name: Approver Name

This communication was sent via Oracle Workflow Technology. Please do not reply to this email.
Commitment Accounting
Reminder – FY21 Fringe Redirect

• There were no fringe redirects loaded for position funding as a part of the FY21 BPSS load.

• Departments will need to submit MSS Change Position Funding requests to establish FY21 fringe redirects on any position where the funding for benefits is different than the funding for earnings.

• Examples of situations that require fringe benefits to be paid from a different combo code than earnings would be:
  • Positions funded by fund code 15000 (Indirect Cost Recoveries) - this fund cannot be used to pay for benefits
  • Any grant/project that does not cover (pay for) benefits

NOTE: If the funding for benefits can be charged to the same combo code as earnings no action is needed.
Onboarding & Employee Services

FY21 SWB/RWB Requests

• Now that the BPSS process is complete, FY21 Short Work Break/Return from Work Break requests are being entered.

• The priority of entry are those actions that will be effective during the month of July for payroll processing.

• Once July requests have been processed, August requests will be entered.

• New tickets regarding status inquiries of a previously submitted requests are not necessary and can delay processing times.

• We appreciate your patience as we are diligently processing these transactions!
Payroll

Known Issue

• The Estimated Monthly Payroll query does not include unfunded positions.

• It appears this occurs regardless of whether the position is unfunded for only a portion of the month.

• Be sure to fund positions with effective dates that include the entire pay period.

• If a position does not show in the query results, it may mean you need to fund the position. Check for unfunded positions by running the Invalid Funding Report in the Work Center reports/processes section – Commitment Accounting.
OneUSG Connect
Summer Pay

• Summer Pay amounts can continue to be entered on the Summer Pay page until 5:00 p.m. on Friday, July 17 for July summer pay.

• If the individual does not show up in the employee search on the Summer Pay page, the Exception process must be used to submit any summer amounts.

• The Exception form is on the OFA Summer Payroll Procedures website.

• Deadline for Exception forms is today, July 16 (HR/Payroll deadline).

• Queries:
  • Retroactive changes to previous months are entered as earnings adjustments during payroll process and should show on the Validate Monthly Pay query after paysheets are created
  • Use Additional Pay query for new summer hires

• Questions or problems: OneUSGSupport@uga.edu
Manage Faculty Events

Contracts

• Faculty were notified via ArchNews on Tuesday, July 14 that contracts were available for signature

• Over 650 faculty signed in the first 4 hours and 40% of contracts were returned within the first 2 days!!!
Manage Faculty Events

Contracts

• If your unit would like to request new contracts for faculty who began work late in FY20 (after FY21 budget development was completed) or corrected contracts during the second cycle, instructions for submitting these requests are posted on the OFA Contracts website.

• Please note that there is no need to request contracts for new faculty hires because, as in years past, their letter of offer will serve as their employment agreement with the institution for their first year of employment.

• Questions on the contract system may be directed to Angelina Carlson (Angelina.Carlson@uga.edu), or Truitt Broome (truiittb@uga.edu) in the Office of Faculty Affairs.
Training and Development
Faculty/Staff Required Training

• The new employee and faculty training can be found in the Professional Education Portal.

• Search: Protect UGA: COVID-19 Required Training for Faculty and Staff
• To be completed by Sunday, August 9.

• All employees should take the training, including supervisors who have taken the supervisor training module.
• Completion reports will soon be made available to the HR Liaisons.
• Student workers should take the employee training as well as the student training.
Non-Closure Emergency Leave

Reminder:

• Non-Closure Emergency Leave is scheduled to expire July 17 at 11:59 p.m.

• Families First Coronavirus Response Act (FFCRA) is still available until December 31, 2020
  • Emergency Paid Sick Leave
  • Expanded FMLA

• For those situations that don’t meet the FFCRA criteria:
  • Accrued leave
  • Leave of Absence (LOA)
Benefits and Total Rewards

Voluntary Retirement Incentive Plan

- Participation limited to 25% of faculty/staff eligible to retire at start of the application period – approx. 945 are eligible.

- First come first served

- Incentive will be 1/3 of annual compensation at time of retirement.
  - 4 months for 12-month employees
  - 3 months for 9-month (10 pay) faculty

- Must be funded by at least 50% state funds to be eligible.

- Departments will be notified when employee meets with a benefits counselor and signs the Agreement to Participate.
Benefits and Total Rewards

Voluntary Retirement Incentive Plan

• Participation also limited to no more than 25% of eligible employees in any given department to reduce possibility of disruption of teaching and operational continuity.

• Retirement dates:
  • October 1, November 1, December 1 and January 1, 2021
  • Faculty with instructional responsibilities Fall semester will only be eligible to retire January 1, 2021.

• Archnews was sent earlier today.

• More details and the application can be found on the Voluntary Retirement Incentive Plan website!
Time & Labor
Global Pay

Do you have employees who will be working outside the United States in your unit? If so, we need your help.

- IRS and international tax law requires that an employee must be paid based on the location of where the work is performed, not where the employer is located.
- We are working on setting up a compliant payroll arrangement with an external company to provide this service for UGA.
- While the USG does not prohibit these arrangements, the complexity and variability of international taxation laws can require considerable time and expertise.
- This guidance applies to faculty, staff, and student employees.
- A UGA Workgroup has formed to identify and determine steps to pay employees that are not working in the United States, more to follow.
- If you have any employees that are internationally-based, please send their name and ID to hrweb@uga.edu

Reminder
• Reviewing Policy & Procedures

• Streamlining the procedures due to the anticipated increase in COVID-19 related telework requests

• More information on the updated procedures are anticipated to be shared shortly

• Please submit questions via the chat
• We will be placing a Kaba Clock order in the near future.

• Are there any units who need a new clock or would like to be included in this order? We will also be ordering spare hardware items, such as screws and mounting sets.
  • If you are interested, please reach out to Audrey Schroeder (aclaire@uga.edu) or Amanda Ganger (aganger1@uga.edu)

• **Reminder:** For all units who are using their Kaba Clocks, it is recommended that employees should sanitize their hands (with hand sanitizer or soap and water) immediately after touching the clock.
  • Make sure there is a sanitation station available for use near each Kaba Clock
Thursday Tidbit
Daily Life During a Pandemic

YOUR HEALTH

Coping with Stress

On This Page

Pandemics can be stressful
Everyone reacts differently to stressful situations
Take care of yourself and your community
Recovering from COVID-19 or ending home isolation

Pandemics can be stressful

The coronavirus disease 2019 (COVID-19) pandemic may be stressful for people. Fear and anxiety about a new disease and what could happen can be overwhelming and cause strong emotions in adults and children. Public health actions, such as social distancing, can make people feel isolated and lonely and can increase stress and anxiety. However, these actions are necessary to reduce the spread of COVID-19. Coping with stress in a healthy way will make you, the people you care about, and your community stronger.

CDC: Managing Coronavirus Stress and Anxiety
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu