Weekly Status Call

July 23, 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!

Print Screen Options:
Windows Key + Shift + S
~or~
CTRL + ALT + PrtScr
# Training Courses

## Reminder

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

### Reminder

<table>
<thead>
<tr>
<th>Course:</th>
<th>Format:</th>
<th>Date:</th>
<th>Registration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What's New in the Data Warehouse: Budget Reporting</td>
<td>Recording</td>
<td>Coming Soon!</td>
<td></td>
</tr>
<tr>
<td>What's New in the Data Warehouse: Project Reporting</td>
<td>Zoom Webinar</td>
<td>July 31, 2020</td>
<td>Register Here</td>
</tr>
<tr>
<td>Training and Development (Various)</td>
<td>Zoom</td>
<td>May 13 – July 31</td>
<td>Professional Education Portal</td>
</tr>
</tbody>
</table>
Fiscal Master Calendar
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
Weekly Status Call
We Value Your Time & Need Your Feedback

• A few changes to keep these weekly status calls **within** the scheduled time window.

• Idea for separate **open forum discussion groups** after the call-in breakout rooms.

• Your thoughts?
Procurement
UGAmart Outage

• UGAmart intermittent system outage beginning around 9:45 a.m. today due to technical issue with the UGAmart vendor, Jaggaer.

• Jaggaer resolved the issue around 12:15 p.m. Users should now be able to successfully access UGAmart.

• Please contact the Service Desk at onesource@uga.edu if you experience additional issues.
Accounting
FY21 Reminders

• FY21 GL Journal Entries
  • BUDREF = 2021
  • GL Journals with an FY21 Fiscal Year Date and BUDREF "2020" will be denied.

• Requisitions
  • BUDREF = 2021

• DSS FY20 Deferred Revenue has been "REVERSED" to FY21 C/Y DSS Revenue (44xxxx or whatever you normally use!)
  • FY21 GL Journal #1000131238 with Reference "RVDEFREV20"
  • If Deferred Revenue was not included in your initial FY21 Budget, then you will need to increase your FY21 Budget (DEPT_REV & DEPT_CHILD) for these amounts.
  • See A/R / Deferred Revenue/ Carry Forward training for details.
Accounting
FY21 Reminders

• Fiscal Year 2020 is now closed for entering transactions.

• Central Accounting is still working to finalize the year. Campus will be notified when the 2020 Fiscal Year General Ledger (Actuals Ledger) is closed.

• Except for invoices against prior year POs, all transactions should now bear both Fiscal Year and Budget Reference of 2021. Corrections to AP or expense transactions charging a Budget Reference of 2020 or earlier should be processed using a GL Journal Entry.

• Information related to how transactions should be corrected based on the Budget Reference and type of original transaction are available on the Correcting Charges Quick Reference Guide.
Data Warehouse
Redirecting Test Cubes

- If you 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. 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).
- Please plan to have this completed **no later than Friday, July 31**.
July 23, 2020

OneUSG Connect,
Human Resources,
Payroll
Facilities Maintenance Division
Cleaning Supplies Update

Campus-Wide Sanitation Wipe Stations
• Disposable disinfectant wipes are available at central locations in campus buildings so that commonly used hard surfaces and objects (i.e.: desktops, classroom chairs, study tables, doorknobs, etc.) can be wiped down before use to help campus stakeholders keep their immediate environment cleaner and safer.
• Disinfectant wipes ARE NOT FOR HAND SANITIZING.
• The active ingredient in these wipes is comparable to Clorox and Lysol household disinfecting wipes (but without chlorine bleach) in a safety rating that is still EPA/CDC rated as effective against a broad spectrum of viruses and bacteria, included CoV2*.
• Information and a user video on usage disinfectant wipe towels are found on the FMD website.
• Contact FMD Work Request Center.
Training and Development
Faculty/Staff Required Training

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

• Course Title: Protect UGA: COVID-19 Required Training for Faculty and Staff
  Deadline to Complete is Sunday, August 9.

• All employees must complete, including:
  • Supervisors who have taken the supervisor training module
  • Student employees

• Completion reports will soon be made available to the HR Liaisons.
Commitment Accounting
Position Funding in OneUSG Connect

• In OneUSG Connect, MSS Change Position Funding transactions do not replace one another. Instead, position funding transactions are layered.

• Example: a change position funding transaction submitted in December 2020 would not replace a funding transaction submitted back in August 2020.
Commitment Accounting
Position Funding in OneUSG Connect

Example:

<table>
<thead>
<tr>
<th>Transaction submitted August 1:</th>
<th>Transaction submitted December 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 8/15/2020 100% combo code A</td>
<td>• 1/1/2021 100% combo code C</td>
</tr>
<tr>
<td>• 5/1/2021 100% combo code B</td>
<td>• 4/1/2021 100% combo code D</td>
</tr>
</tbody>
</table>

The transaction submitted on December 1 does NOT replace the transaction submitted on August 1. Instead, it is layered in with the August 1 transaction so that the position is funded as follows:

• 8/15/20 100% combo code A
• 1/1/2021 100% combo code C
• 4/1/2021 100% combo code D
• 5/1/2021 100% combo code B
Fall semester student employment is ramping up quickly!

- **Graduate Assistants**
- **Student Assistants**

Helpful resources for summer to fall student employment changes:

- [Graduate Assistant summer-fall employment scenarios](#)
- [Student Assistant (undergraduate) summer-fall employment scenarios](#)

- For assistance with student hiring (UGAJobs or OneUSG Connect), please contact your [Dedicated HR Teams](#) or [hrweb@uga.edu](mailto:hrweb@uga.edu)
Manage Faculty Events

Contracts

• As of this morning, over 2,000 contracts have been signed!!

• The first correction cycle is scheduled to go out on Monday, July 27 but we expect to have several cycles of corrections.

• As a reminder, instructions for submitting new or corrected contract requests are posted on the OFA Contracts website.

• Questions on the contract system may be directed to Angelina Carlson (Angelina.Carlson@uga.edu), or Truitt Broome (truittb@uga.edu) in the Office of Faculty Affairs.

• Quick Tip: If a faculty member reports that they are receiving a pop-up error when they try to view their contract, please ask them to switch to a different browser. Firefox and Chrome work best, and Safari is not recommended.
As discussed on page 14 of the Return to Campus guidelines, some units may find it necessary to maintain some measure of ongoing or rotating telecommuting.

• Department Heads, Directors or Deans have discretion and can work with their faculty and staff to develop these plans at any time.

• Units will be expected to send telecommuting info to Human Resources. Streamlined procedures for reporting are currently being developed.
Phase III Telecommuting Guidelines

Friendly Reminders

• Those telecommuting should sign the telecommuting agreement and departments should retain these forms for internal recordkeeping.

• The Telecommuting policy along with the agreement are located here.

• Remember, telecommuting decisions should be made as a matter of necessity and institutional benefit, rather than individual preference.
Time & Labor
Teleworking Time Reporting Code

- Recording Telework in OneUSG Connect:
  - Exempt employees do not need to report
  - Non-exempt employees continue to record on days they worked remotely
"COVID fatigue" is hitting hard. Fighting it is hard, too, says UC Davis Health psychologist

It's time to develop coping skills, which include exercise and talking about our fears and stress.

(SACRAMENTO) — One description trending now is, "COVID fatigue." It's real and it's strong.

We're tired of being cooped up, tired of being careful, tired of being scared. Our collective fatigue is making some people careless — one reason COVID-19 is rising sharply again in California and throughout the U.S.

However, facing this fatigue is important for our personal health and for beating the coronavirus that has shaken American life so completely. Many people understand this, which adds to their exhaustion and stress.

"This is a real challenge," said Kaye Hermanson, UC Davis Health psychologist in the Department of Physical Medicine and Rehabilitation. "There are no easy solutions."

Abnormal is the new normal

But that doesn't mean we don't have paths to help ourselves and others. It starts with understanding why so many people feel frazzled. Knowing why we feel that everything is abnormal can help us feel normal.

"We know there are two kinds of stress that have long-term effects on our mental well-being and physical health — intense stress and prolonged stress," Hermanson said. "We have both."

Add to that the uncertainty about, well, almost everything.

"COVID fatigue" is hitting hard. Fighting it is hard, too, says UC Davis Health psychologist
Questions/Suggestions/Concerns

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