Weekly Status Call
July 30, 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.                                                                 |

*Note: [Procurement site](#) and [SPA training calendar](#) are hyperlinks to external sites.*
## 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>
<tr>
<td>Catering in UGAmart</td>
<td>Zoom Webinar</td>
<td>Aug. 5, 1:00 p.m.</td>
<td>Register Here</td>
</tr>
<tr>
<td>Catering in UGAmart</td>
<td>Zoom Webinar</td>
<td>Aug. 18, 10:00 a.m.</td>
<td>Register Here</td>
</tr>
</tbody>
</table>
Training Courses

Well-being Resources

• UGA Department of Psychology CoVid19 Well-being Guide

• UGA Well-being Resources

• Mindfulness Moment, 9 a.m., Monday – Friday – Less than 10 minute guided mindfulness practice via Zoom

• UGA Training & Development Courses – all courses are available online this Fall. Sign up at www.pep.uga.edu

• Check out the Koru Mindfulness & Meditation course on PEP. Online courses offered beginning Tuesdays Aug. 18 (3:30 p.m.); Thursdays Sept. 3 (9:30 a.m.); and Mondays, Oct. 12 (7:00 p.m.). Sign up for this and all the well-being courses through the Professional Education Portal at www.pep.uga.edu. Search under “well-being.”
Fiscal Master Calendar
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
Financial Management System
June 2020 is Officially Closed!

• The June accounting period is closed in the UGA Financial Management system!
  • Closing the accounting period ensures financial transactions are properly recognized in the period in which they were generated, which ensures financial reporting is accurate and locked down for the month.

• FY21 month-end close dates have been added to the Fiscal Master Calendar.
  • This calendar is a useful tool to see key dates in a single location for accounting, budgets, payroll and system downtimes.
  • The calendar can be sorted or filtered to include only the dates that you need.
  • If you have any questions about this calendar, please contact the OneSource service desk at onesource@uga.edu.

• Link to the PDF Financial Closing Schedule: https://busfin.uga.edu/accounting/finclsh.pdf
Financial Management System

UGA Catering Updates

• Catering Services is transitioning the payment process for all internal campus Catering billing in FY21 from the Catering Pay App to UGAmart.

• Invoices to be paid requiring a UGA departmental chartstring will be processed for payment in UGAmart. UGA Food & Business-Related Entertainment Policy and the Food Purchase Matrix will still need to be followed.

• Requisitions will require:
  • Food Policy documentation (event agenda, participation list, etc.)
  • Correct UGA-FMS chartstring information
Financial Management System

UGA Catering Updates

• For any invoice to be paid using external funds such as private funds or the UGA Foundation, the process will remain the same.

• Upcoming Training:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Sign-up</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 5</td>
<td>1:00 p.m. – 2:00 p.m.</td>
<td>Register Here</td>
<td>Zoom Webinar</td>
</tr>
<tr>
<td>Aug. 18</td>
<td>10:00 a.m. – 11:00 a.m.</td>
<td>Register Here</td>
<td>Zoom Webinar</td>
</tr>
</tbody>
</table>

• Questions?
  • askfsap@uga.edu - for assistance regarding payment of catering invoices using UGA Foundation funds
  • onesource@uga.edu - for questions regarding proper fund/chartstring information allowed for food purchasing
  • auxfinance@uga.edu - for questions regarding transition to UGAmart & other general billing/payment assistance
Purchasing
UGAmart – Vendor Revisions
(1 of 2)

• Highlight new functionality added with the UGAmart 20.2 Release: (Release Notes)

2) Order Acknowledgments and Advanced Shipment Notifications

Suppliers with the required technical capabilities can be set up to send order acknowledgments and advanced shipment notices. This allows the supplier to review their orders and send these types of notifications back to UGA:

• Order Acknowledgments are sent by suppliers to confirm that they received the purchase order and indicate if items on the purchase order have been accepted, backordered, or rejected. Suppliers can also indicate the quantity of items being shipped, provide an estimated shipping date, and enter comments about the order.

  Important Note: This setting grants the supplier the right to reject individual line items as well as entire purchase orders.

• POs for those punchout vendors with this capability will be updated automatically in UGAmart, and then a revision is pushed manually by the PO assigned Buyer (allow for some delay).

• Increases efficiency for order revisions. Replaces a number of manual steps for departments and Procurement during a revision (emails, re-issuance of PO, confirmations, etc.)
• Users can view order/shipping acknowledgements or vendor's changes to the PO in the History tab.

<table>
<thead>
<tr>
<th>PO/Reference No.</th>
<th>E1156744 Revision 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>AMAZON CAPITAL SERVICES INC</td>
</tr>
<tr>
<td>Status</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line</th>
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<tbody>
<tr>
<td>4</td>
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<tr>
<td>1</td>
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</tr>
</tbody>
</table>

- original 7/23/2020 6:11 PM System
- Line: 4
- Date: 7/23/2020 6:11 PM
- System
- PO Line Cancelled
- XML Order Acknowledgment Received
- empty
- empty
- ShipmentsID:7053036-Confirmation ID: 0185093803, Notice Date: 7/23/2020 12:00 AM, Operation new, ... more...
Grants Management
Upcoming Project Status Report Trainings

- **Friday, July 31**: This will be an opportunity to review the recent, significant changes and enhancements to the project status report. *Note*: This is not an all-inclusive training on how to use the project status report; therefore, it is likely best for existing users. Attendees can register [here](#).

- **Tuesday, August 4**: This is the standard training on how to use and make the most out of the Project Status Report, which can be valuable to both new and existing users. Attendees can join using this [link](#).
Budget Management

BPSS Static Reports

- Available beginning August 15.

- Static cube for Smart View analysis.

- Variety of reports taken and pointed to those static cubes:
  - Chartstring Budgets
  - Salary Data
  - Position Funding Data
Fiscal Year and Budget Reference defaults in prompts are being updated for queries in the following series:

- **UGA_KK**
- **UGA_GL**

Be attentive to the defaults as we work our way through the queries.
On Monday, July 27, an issue was reported with the Position Funding Cube. The cube was not displaying payroll expenses associated with FY21.

Alternative Reporting Options:
- Simpler: Payroll Expense Detail
- Data Warehouse: Budget and/or Project Status Cube
- UGA Financial Management: UGA_PAY_EXP_DETAIL query
- OneUSG Connect: System Manager Reporting
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**.

![Workbook Connections Table]

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QA_PS_Financials_KK_TRANSACTIONS_CUBE</td>
<td>This cube is pointed to QA based on the connection name above. It will need to be redirected beginning July 10th.</td>
</tr>
</tbody>
</table>
Well-being Resources

Employee Assistance Program (EAP)

Employee Assistance Program (EAP) Services available to active employees (full and part time employees), family members and members of their immediate household.

The service provides:

- 24/7/365 access to telephonic support
- Confidential, short term counseling at no cost to the eligible members
- Work life services and referrals
- Monthly program promotion and webinars
- Unlimited managerial consultations

Kiz Adams – Well-being Coordinator  wellbeing@uga.edu
(w) 706-542-7319     (c) 706-255-3592
KePro EAP Counseling Services

- Eligible members may receive up to four counseling sessions per issue with a licensed EAP Counselor.

- Sessions are administered in person, online, or via phone. Some topics the EAP can assist with may include:
  - Emotional Issues
  - Stress
  - Relationship Issues
  - Substance Misuse
  - Job Concerns
  - Family/Marital Issues
Well-being Resources
Employee Assistance Program (EAP)

KePro EAP Counseling Services

Work Life Services
• Legal & financial consultations
• Childcare resources
• Eldercare resources
• Unlimited access to daily living support referrals

Managerial Consultation Services
• Onsite critical incident
• Employee behavioral concerns
• Training consultations

Online Resources
• On demand webinars
• COVID-19 and return to work resources
• Ready-to-use legal forms
• Financial calculators
Well-being Resources
Employee Assistance Program (EAP)

KePro EAP Counseling Services

• Professional, confidential services
• 24 hours a day, 7 days a week
• 844.243.4440
• www.EAPHelplink.com
• Company Code: USGCares
Well-being Resources
USG Well-being Program Incentive

• There’s still time to register and earn $100!

• Who can participate?
  • All benefits-eligible employees who receive their health benefits from a USG
    health provider can earn up to $100 in well-being credit.
  • Spouses of UGA employees who receive their health benefits from a USG
    provider can also earn up to $100 in well-being credit.
  • Other benefits-eligible employees can register and participate and have a chance
    to win prizes for their participation but cannot earn $.
  • Retirees, graduate assistants and PT employees cannot participate at this time.
Well-being Resources
USG Well-being Program Incentive

- All activities must be completed by Sept. 30. Yikes! I’ve waited a little late. Now what?

- Complete the Health Assessment = $25
- Got a flu shot last Fall after Oct. 1? = $25
- Add 5 friends = $10
- Sync a tracking device = $10
- Log 7,000 steps for 20 days out of the month and earn $15 for the next 3 months. (You can also back date for two weeks) = $45
- Record 2 community or volunteer events. (Any events from Jan. 1 to present; donations count) = $30
- Complete a financial coaching appointment = $20
- Make some progress on a goal with a personal coach. Four phone calls = $60
Return to Work
Protect UGA: COVID-19
Required Training for Faculty and Staff

• 30% Completion as of July 27.

• Pep.uga.edu

• Completion reports are being sent to designated HR Liaisons next week.
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 a summary of their teleworking plan to University HR. Details to come!
Return to Work and **Mask Up, Bulldogs!**
Benefits and Total Rewards
Voluntary Retirement Incentive Program

- 281 applications processed
- Employees have received email confirming receipt of application and timeline of next steps.
- Those who are deemed "not eligible" will receive communication within next two weeks detailing the decision.
- Scheduling appointments with benefits counselors has begun for those who are deemed eligible.
- Employees who accept the incentive plan must wait until 4 months after retiring before being eligible for retired-rehire.
Benefits and Total Rewards

Voluntary Retirement Incentive Program

• 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.

• More details and the application can be found on the Voluntary Retirement Incentive Plan website!
OneUSG Connect
Practitioner Access VPN Changes

• Beginning Monday, August 3rd, VPN02 will be a requirement for access to the OneUSG Connect Practitioner Portal (CORE URL).

• Link to VPN-02 Access Request

• VPN-02 access questions should be directed to the EITS Help Desk.

• OneUSG Connect questions should be directed to OneUSG Connect Support.
OneUSG Connect

Upcoming OneUSG Support Closure

- OneUSG Support help desk will be closed for scheduled maintenance today beginning at 6:00 p.m. until 9:00 p.m.
## Workforce Planning & Recruitment

### Position Clean Up: Unit Ask Update

**Initial Population:** 37,710

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<thead>
<tr>
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<tbody>
<tr>
<td>1430 of the 5800 positions already met at least one of the indicators that the position met the POT criteria, as a result of the unit ask, additional POT criteria was added.</td>
<td>As a result of the unit ask, 4370 of the 5800 positions moved from a regular position; meaning they had a no or blank indicated for each of the position of trust question.</td>
<td><strong>Approach</strong></td>
</tr>
<tr>
<td>501 added financial responsibility to the position during review</td>
<td>1181 added financial responsibility to the position during review</td>
<td>– August</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Update all positions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Kick off Individual Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Communicate to those impacted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>– Sept – Dec 2020 Phase 1 BI Processing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Jan – July 2021 Phase 2 BI Processing</td>
</tr>
</tbody>
</table>

**Validated:** 25,530
For returning Graduate Assistants, Central HR Compensation Team can assist with bulk data updates:

- Compensation
- Position data (FTE, Standard Hours)

Email hrweb@uga.edu with Subject Line: Graduate Bulk Update to express interest and create ticket.

Instructions and Excel template will be provided for unit to enter salary/position information.

Deadline for submitting template will be August 7.
Workforce Planning & Recruitment

Reports to/Supervisor Updates

- Updates to reports to or supervisor are submitted as a position request through UGAJobs.
  - Resource guide: Position Management

- If large number of reports to updates are needed (i.e., more than 30), please contact your Dedicated HR Team and they can assist you with a data load rather than individual position requests.

- After the position action is approved it will be updated in OneUSG Connect via overnight integration.

- If any questions, please don't hesitate to contact your Dedicated HR Team through hrweb@uga.edu or 706-542-2222.
On July 1, Elizabeth Weeks joined the Office of Faculty Affairs as the new Associate Provost for Faculty Affairs following the retirement of Sarah Covert.

Elizabeth Weeks joined the UGA faculty in 2011 and served as Associate Dean for Faculty Development in the School of Law since 2018.

Note, all offer letters requiring Provost approval should be sent to Associate Provost Weeks (weeksleo@uga.edu) for preliminary review per the offer letter policy (1.09-1).

Please copy Carly Surratt (csurratt@uga.edu) and Justin Twiddy (Justin.Twiddy@uga.edu) on offer letter emails as well.
Weekly Status Call
Feedback, Evolution & Innovation

• Overarching goal of weekly status call

• Some lingering expectations = time management challenges

• **Evolution and innovation:**
  • Published agendas
  • 4pm breakout sessions start next week
  • Call recordings by Monday (or before)
  • Tuesday Tips cover each point
Love is Medicine for Fear

Life, especially pandemic life, is full of threats and uncertainty. When we feel afraid, bringing more love into our lives can help.

ARTHUR C. BROOKS JUNE 26, 2020

MORE STORIES

A College Degree Is No Guarantee of a Good Life
ARTHUR C. BROOKS

Sit With Negative Emotions, Don’t Push Them Away
ARTHUR C. BROOKS

The Best Way to Handle Your Decline Is to Confront It Head On
ARTHUR C. BROOKS

“HOW TO BUILD A LIFE” is a biweekly column by Arthur Brooks, tackling questions of meaning and happiness.

ARTHUR C. BROOKS is a contributing writer at The Atlantic, a professor of the practice of public leadership at the Harvard Kennedy School, a senior fellow at the Harvard Business School, and host of the podcast The Art of Happiness With Arthur Brooks.
Questions/Suggestions/Concerns

Contact Us
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onesource@uga.edu

or
oneusgsupport@uga.edu