Weekly Status Call

August 1, 2019
• Session Highlights/Updates
  • Open Office Hours
  • Training Courses
  • Separation/Transfer Checklists

• UGA Financial Management System Module Awareness
  • System Updates
  • Removing Permissions
  • Required Training: User Audit
  • General Ledger: Carry Forward Funding
  • Account Codes Reference Guide

• OneUSG Connect Module Awareness
  • HRIS: New HR/Payroll Query Sneak Peek
  • Invalid Funding Auto-Delivery
  • Workforce Administration
  • UGAJobs: Workforce Planning & Recruitment
  • UGAJobs: HR Service Center
  • Employee Self Service: New OneUSG Connect Tiles
  • Manager Self Service: System Managers
  • Time and Labor: Compliance Component
  • Graduate Assistantships: August
  • BSAG Session
HR/Payroll
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 UGAJobs 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 (typically room 410)
  • Call-in number: 877-336-1829 access code: 7969992
Training Courses

• **System Manager Update**: another session of the System Manager Update webinar has been added due to popular demand!
  - Tuesday, September 10, 2019 8:30 a.m. – 11:00 a.m. [Click here to register.](#)

• **Simpler Training** course provides an overview of the updated Simpler system, including new apps that can be used to filter, group, and summarize data from the UGA Financial Management System.
  - Wednesday, Aug 21, 2019 1:30 p.m. - 3:30 p.m. [Click here to register.](#)
HR Separation & Transfer Checklists
Updated /Published

• In light of the new UGA systems and as guides for departmental procedures and processing of UGA departmental transfers and student employee terminations, the following checklists have been updated:
  • Faculty & Staff Transfer Checklist
  • Student Employee Separation Checklist
• As a reminder, the Faculty and Staff Separation Checklist was recently updated and published.
• These forms can be found in the Finance and Administration Forms Library.

• **NOTE**: If you use the above forms often, you may need to clear your cache to get the new version(s).
August 1, 2019

UGA Financial Management System
Module Awareness
Financial & Budget Management

August 10th Updates

Budget Management System
- BPSS reopens for FY21
- Folders renamed: UGA Reports (Current) and UGA Reports (Archive)
- New Position, Combo Code, Chartstring, Budget report and spreadsheet available

Financial Management System
- Addition to Financials homepage: New Business Management Workcenter Tile
- Asset Management fix to Known Issue – delay with physical inventory scans
- Combo Codes - system will not allow new combo codes against non-transactional departments and other budgetary-only chartfields
- Fix for known issue on deleting the attachments in expense reports and payment requests (partial fix for expense reports) - waiting on a system patch, so may not be the 10th
Budget Status Report 2.1
Update 2.1 Wednesday 8/7/19

• Includes Transaction Level Detail [https://oir.uga.edu/data/oper/](https://oir.uga.edu/data/oper/)
Accounts Receivable
Known Issue Update

• Self-creation of customers has been temporarily unavailable.

• Fix coming tomorrow, August 2\textsuperscript{nd}!

• If you have any customer creation requests, please wait until Monday and you should be able to create those yourself.
Financial User Roles

Required Training Audit

Asset Management Departmental Update and GL Speedtype Acct Tag M

- Similar to audit that we ran after go-live
- Training Team will reach out and request self-confirmation from users (via Qualtrics)
- Only current users for whom we do not have training on record
- 2 weeks to confirm that they have completed training
- Viewing the online recorded webinar and completing the tutorials is sufficient
- [Maintaining SpeedTypes](#) or [Maintaining Custodial Records](#)
- If no response, we will reach out to division CBOs

- Employees that will hold these roles should complete training **before** the role is requested by the Unit
Financial Management
Removing Permissions

• Do you have employees transferring out of your unit and need to remove their access in the Financial Management System?

• Please remind anyone that edits/requests permissions and routings to be extra careful when an employee has transferred from your unit to another unit on campus.

• When you adjust their permissions in Financials, do not remove any department approval structures already in place for the employee’s new unit.

• This is especially important if you had any delay in removing your former employee from the approval structure.
  • You can accidently remove the new security levels that have already been set for the employee for their new unit.

Thanks to S.C. for this tip!
Account Codes Quick Reference

Find this guide in the Quick Reference Materials for Practitioners in the Training Library and directly here:

Account Codes Quick Reference

UGA Account Codes List

This document provides a quick look at the most commonly used account codes across campus. It displays account codes per category (Codes for Personal Services, Travel, Supplies and Expenses, and Equipment) in addition to per budget for each category. Please note the following:

- You can use the UGA_GL_ALL_ACCOUNTS query to view all account codes including inactive account codes.
- Access the Account Codes for Equipment document for additional information on equipment-related account codes.

<table>
<thead>
<tr>
<th>PERSONAL SERVICES CODES</th>
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<tbody>
<tr>
<td>500000</td>
<td>Personal Services Expense</td>
</tr>
<tr>
<td>522000 Salaries – Staff (Budget)</td>
<td></td>
</tr>
<tr>
<td>522100</td>
<td>Salaries – Staff</td>
</tr>
<tr>
<td>524000 Salaries – Student Assist (Budget)</td>
<td></td>
</tr>
<tr>
<td>524100</td>
<td>Salaries – Student Assistants</td>
</tr>
<tr>
<td>565000 Relocation Assistance (Budget)</td>
<td></td>
</tr>
<tr>
<td>565100</td>
<td>Relocation Assistance (Taxable)</td>
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</table>

<table>
<thead>
<tr>
<th>TRAVEL CODES</th>
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</tr>
</thead>
<tbody>
<tr>
<td>641000 Travel – Employee (Budget)</td>
<td></td>
</tr>
<tr>
<td>641100 Travel – Employee – Excl. mileage</td>
<td></td>
</tr>
<tr>
<td>641110 Travel – Employee – Ground</td>
<td></td>
</tr>
<tr>
<td>641120 Travel – Employee – Air Travel</td>
<td></td>
</tr>
<tr>
<td>641130 Travel – Employee – Meals</td>
<td></td>
</tr>
<tr>
<td>641140 Travel – Employee Lodging</td>
<td></td>
</tr>
<tr>
<td>641150 Travel – Employee Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>641200 Travel – Employee – Rental Car</td>
<td></td>
</tr>
<tr>
<td>641210 Travel – Employee Parking</td>
<td></td>
</tr>
<tr>
<td>641250 Int’l Travel – Employee – Ground</td>
<td></td>
</tr>
<tr>
<td>641260 Int’l Travel – Employee – Air</td>
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<tr>
<td>641280 Int’l Travel – Employee – Meals</td>
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<tr>
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</tr>
<tr>
<td>641360 Int’l Travel – Employee – Rental Car</td>
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<tr>
<td>641370 Int’l Travel – Employee – Parking</td>
<td></td>
</tr>
</tbody>
</table>

OneSource
UNIVERSITY OF GEORGIA
August 1, 2019

Carry Forward Funding Changes
Fy20 Accounting
Carry Forward Funding

• For departments that have carry forward amounts:
  • In the past, only Budget was created to reflect the amount available. No recognized Actual Revenue in the current year because these funds were earned in prior years.

• UGA Central Accounting will record **Actual Revenue amounts as FY20 entries**
  • Also recording **Actual Revenue amounts as FY19 entries** (amounts from FY18)

• Departments will be able to see these entries in the Actuals carry forward account code (499100), as well as the typical Budget Revenue and Budget Expense entries.
• These entries should be available in early August. Review this [new process](https://onesource.uga.edu) found on the [Chart of Accounts Resource](https://onesource.uga.edu) page.
Fy20 Accounting
Carry Forward Funding

How will Carry Forward be calculated?
At the end of a Fiscal Year, a closing rule calculates as follows. This calculation is determined at the Departmental level:

\[
\text{Amount available to be Carried Forward} = \left( \text{Prior Year Carry Forward Actuals} + \text{Current Year Revenue Actuals} \right) - \text{Current Year Expenditures Actuals}
\]

This affects the following Funds:

- DSS Departmental Sales & Services – 14XXX
- Indirect Cost Recovery – 15000
- UGA Research Foundation – 20300
- Restricted non-Sponsored – 20400


onsource.uga.edu
Fy20 Accounting
Carry Forward Funding

Budget Ledger
- UGA Central Accounting will prepare and record a budget journal for each Financial Department to record Budget Revenue and Budget Expense for the amounts calculated as carry forward available.

- The Budgeted Revenue & Budgeted Expense will equal each other and the Actuals Revenue ledger entry.

Actuals Ledger
- UGA Central Accounting will create entries for each Financial Department into a Actuals Revenue account (499100) credited with the amount of carry forward from the previous year for the specific type of funding.

- An offsetting revenue will be debited in the overall UGA Central Institutional department to offset this revenue. This will zero out the revenue overall and result in net zero revenue in current year revenue.
August 1, 2019

OneUSG Connect
Module Awareness
OneUSG Connect ESS  
State Charitable Contributions Tile

• A new tile for the Campaign for Charities
• **Currently, NOT active!**
• Replaces UGA web-based tool used to enroll in Campaign for Charities
• Does not replace paper forms
• Enrollment begins with the campaign kickoff in the fall.
OneUSG Connect ESS
New Training Library Tile

• New tile is available in Employee Self Service to take users **directly** to the UGA Training Library.

• Use this tile to access a wealth of information, such as training UPKs, presentations, job aids, quick guides and more!
Commitment Accounting

Known Issue – Encumbrances

• The OneUSG Connect personal service encumbrance calculation is a two step process. The first step of the process is to zero out the current encumbrance amount. The second step is a new encumbrance calculation.

• The new encumbrance calculation did not complete successfully. USG is working to resolve the issue.

• Because of this issue, personal service encumbrances in OneUSG Connect and the UGA Data Warehouse will be zero.
  • Personal Service encumbrances in UGA Finance will remain unchanged from last week (calculation from July 21st).
Commitment Accounting
Invalid Funding Auto-Delivery

- You can receive Invalid Funding reports every day
- You can set it for the current pay run
- You can set-up multiple pay runs at once
- You will need to set it to stop receiving the old invalid funding reports
  - You will then repeat the process again for any new payroll runs

- Tutorial in the [Training Library](http://onesource.uga.edu)
We have added information to the “All Approvals Obtained” email for helpful hints for the departmental contacts such as how to view your new hire, onboarding and MyID creation steps.

**Viewing your new hire in OneUSG Connect:**
- Job Data Pages (Job Data Inquiry Role)
- Query 180_HR_FUTURE_DATED_ACT_RSN (Available as a public query)
- Company Directory (Tile in Employee Self Service (ESS). This profile will be visible starting on the effective date of hire.
If you have any questions about these methods, please contact OneUSGSupport@uga.edu.
Central HR will reach out to those new hires who need to provide additional information to create their OneUSG Connect record. HR Liaisons will be contacted to assist in this effort, if this information cannot be obtained timely.

**Onboarding:**
The new hire will receive an onboarding packet from the vendor. All other hires and transfers are carefully audited to ensure their essential documents are current. Additional actions may be required from the employee. Central HR will contact affected employees and units where applicable.
The new hire is unable to access their OneUSG Connect profile to complete tax forms, direct deposit, and profile information until the effective date of their hire.

**Employee 810 and MYID information:**
- For 810 and MyID information, please visit [https://confluence.eits.uga.edu/display/HDSH/MyID+FAQ](https://confluence.eits.uga.edu/display/HDSH/MyID+FAQ).
- Once the OneUSG Connect record is complete, the 810 provisioning process begins. For any questions related to this creation, please contact the EITS Help Desk at 706-542-3106. *Central HR does not assign 810s or create MyID profiles.*
- Inquiries to Central HR can only confirm if the hire is in OneUSG Connect. Department representatives and units are able to access if the new hire record is in OneUSG Connect through the methods listed above.
Central HR Workforce Planning & Recruitment Team Realignment

- Units will now have a dedicated team to assist with their workforce planning & recruitment needs
- This new structure will provide units with designated team members who will be available to handle all actions related to workforce planning and recruitment
- Teams will work in conjunction with the Workforce Planning & Recruitment Service Center
- Official launch date will be beginning of the 2019-2020 Academic Year (08/14/19)
- Improved efficiencies in hiring process and customer support
- Meet & Greet being planned for Unit HR Liaisons to meet the teams

Human Resource Teams & Unit HR Liaisons contact information can be found at: Human Resource Contacts & Unit HR Liaisons
Central Human Resources
Service Center FAQs

• What is the HR Workforce Planning & Recruitment Service Center?
  • Position management & hire services for distributed users across campus

• What type of services are offered?
  • Position Management Services
  • Hire Services

• How do I request Services?
  • Central HR Workforce Planning & Recruitment team member
  • HRWeb Form **Coming Soon

• What work would be required for the unit to conduct?
  • Dependent on the service request would determine information needed

• Who can make a request for work to be performed by Central HR on behalf of a unit?
  • Authorizer
  • Executive Authority
  • Certified HR Practitioner*

onesource.uga.edu
Time & Labor

Compliance Component

- All employee reported time needs to be approved
- Any time not approved by the deadline by units gets “batch approved” in the system – these entries go into the Compliance Component to be approved “after the fact”
- Units need to begin monitoring this with the new Fiscal Year
- All time from 12/16/18 - 6/30/19 has been approved and cleared out
- Beginning this month, we will be reaching out to unit representatives to have their managers approve any time that was picked up in the batch approvals
- System Managers should begin to manage this on their own using the Batch Approved RPTD Query in System Manager Reporting
- Managers or Time Approvers should follow the Approving Time in the Compliance Component Tutorial
HR: New HR/Payroll Query Sneak Peek!

- Hyperlink on the EmplID that opens the Job Data page in a separate window
  - Must have Job Data view access for this to work
- Hyperlink on the Total Gross amount that runs the Monthly Validation w/ EmplID Prompt query to show earnings code(s) in a separate window;
- Last column shows the Difference Between the CompRate on Job and the Pay Check; this could indicate when a pay check is prorated;
- Returns individuals that aren’t receiving a pay check but have an HR Status of Active; this could indicate someone on Short Work Break
- This query should be run only after the pay sheets are ready.

<table>
<thead>
<tr>
<th>ID</th>
<th>Empl Record</th>
<th>Name</th>
<th>Position</th>
<th>Job Title</th>
<th>Group</th>
<th>Dept ID</th>
<th>Monthly Comp Rate</th>
<th>Pay Run ID</th>
<th>Pay Period End</th>
<th>Check Nbr</th>
<th>Tot Gross</th>
<th>Net Pay</th>
<th>Check Off</th>
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Manager Self-Service
System Managers Guide

Check out the new System Manager Quick Reference Guide

Manager Self Service for System Managers Quick Reference Guide

This guide serves as a quick reference for the material found in the Manager Self Service for System Managers course, with updates from the System Manager Update course. For additional information, please refer to the relevant course materials in the OneSource Training Library, including tutorials that walk you step-by-step through each of the MSS Transactions described below.

Important Reminder

After final approval of the MSS transactions, certain types of MSS transactions now automatically update the system. Automatic updates mean that information entered MUST be accurate (e.g. effective date).

<table>
<thead>
<tr>
<th>AUTOMATIC (changes auto update the system upon final approval)</th>
<th>MANUAL (changes keyed in manually by Central HR for change to occur)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Job-related transactions, including:</td>
<td>• Security requests</td>
</tr>
<tr>
<td>o Terminations</td>
<td>• Change Time Approvers</td>
</tr>
<tr>
<td>o Retirements</td>
<td>• Adjust leave balances</td>
</tr>
<tr>
<td>o Ad hoc salary requests</td>
<td>• Supplemental pay</td>
</tr>
<tr>
<td>• Change funding requests</td>
<td>• General MSS requests</td>
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</table>
Graduate Assistantships
Continuing 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](https://onesource.uga.edu).
# Graduate Assistantships

## 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>N</th>
<th>O</th>
<th>P</th>
<th>Q</th>
<th>R</th>
<th>S</th>
<th>T</th>
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<tbody>
<tr>
<td>Potential Start Date</td>
<td>Potential End Date</td>
<td>New Stnd Hrs</td>
<td>New Job Code</td>
<td>New Annualized Rate</td>
<td>New Comp Rate</td>
<td>Yearly Salary (40 stnd hours)</td>
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<td>12/31/2019</td>
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<td>907X00-Graduate Research Assistant</td>
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<td>545.60</td>
<td>52378.00</td>
</tr>
</tbody>
</table>
Questions/Suggestions/Concerns

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