Weekly Status Call

August 15, 2019
**Agenda**

- **Session Highlights/Updates:**
  - Open Office Hours
  - Training Courses
  - OneUSG Connect Support Hours
  - New Employee Quick Starts

- **Financial Management System:**
  - Fiscal Year-End Status
  - New Queries
  - Accounts Payable
  - Travel and Expenses
  - Budget Status Report V2.1
  - Transaction Signs

- **OneUSG Connect**
  - MSS/ESS: Paycheck Stubs
  - Compliance Component
  - Query: Known Issue
  - Academic Payroll Calendar

- **Graduate Assistant**
  - Understanding Reporting

- **BSAG Session**
August 15, 2019

Session Highlights/Updates
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, 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
HR/Payroll
Open Office Hours-EXTENDED

- Need help with your Graduate Student August payroll validation?

- Additional hours have been set for Friday, August 16th
  - 9:00am-11:30am
  - 1:00pm-4:00pm
  - Room 410 Caldwell Hall (4th floor)
  - Call-in number: 877-336-1829 access code: 7969992
Training Courses

**UGAmart**: Register through [Training and Development](https://onesource.uga.edu)

- UGAmart for Beginners Tuesday, August 20 9:00 – 12:00
- UGAmart for Advanced End-Users Thursday, September 19 9:00 – 12:00
- UGAmart for Beginners Thursday, October 17 9:00 – 12:00

**Simpler Training**

- Wednesday, Aug 21, 2019 1:30 p.m. - 3:30 p.m. [Click here to register](https).

**System Manager**

- Tuesday, September 10, 2019 8:30 a.m. – 11:00 a.m. [Click here to register](https).

**Month End Close Procedures**

- Wednesday, September 11 1:30 p.m. – 3:30 p.m. [Click here to register](https).
To provide support for the return of faculty, staff, and students on campus at the beginning of the academic year, the OneUSG Support Center will extend business hours:

- Monday, August 12, 2019, through Friday, August 23, 2019,
- Hours from 8 a.m. – 5:30 p.m.
- Call 706.542.0202 (option #1) OR 877.251.2644
New Employee Quick Start Checklists

Find these guides in the Faculty Staff Guide

- Faculty
- Monthly Staff
- Grad Assistants
- Biweekly (Benefits and non-benefits)
UGA Financial Management System
Module Awareness

August 15, 2019
Fiscal Year 2019 is....CLOSED!

Cheers... for the official close of the fiscal year!

Thank you for all your hard work!!!!
Financials

New Workcenter Queries

Asset Management section (Property Control)
• 3 queries
• One of their top 3 BSAG enhancement requests

Procurement section
• 5 queries
Accounts Payable
Supplier Name vs. DBA Name

- Newly published list! Linked from the Quick Reference Guides for Practitioners
- Just need one? Searching for a Supplier Address by Name or DBA Name
- Supplier name and the "Doing Business As" (DBA) name are two different fields in PeopleSoft. Our vendor records are established by legal vendor name, as they have to be verified with the IRS TIN matching system. Not every record has a DBA (the majority don't), but every record does have a legal name, so we have the legal name mapped. It avoids modifications.
- Example: Supplier ID VN0002810
  - Supplier Legal Name = Shane Todd
  - DBA Name = Chick-fil-a
  - 44 different Legal Suppliers registered as a DBA version of "Chick-fil-A"
Travel and Expenses

Policy clarification

• Rental of Private Residences-The State Travel Policy on Page 37 – states that lodging includes hotel, motel, inn, apartment, or similar entity that furnishes lodging to the public for pay.

• UGA contacted the BOR regarding this language and received the following response: “Although we understand that potentially the cost of the house rental may have been less than the conference hotel, utilization of a private residence is prohibited by Section 3.1 of the State Travel Policy.”

• UGA also contacted Travel Operations at the State Accounting Office for clarification and they confirmed that any rental of a private residence is prohibited. The policy specifically limits lodging to businesses that offer lodging to the general public.

• Per the State Accounting Office: “Although, we understand that on-line services such as VRBO and HomeAway are becoming standard practice for many people related to vacation rentals, the current State Travel policy prohibits the use of these services. Please ensure that all of the employees at your institution are aware of this prohibition and procedures are in place to ensure that travel reimbursement for these expenditures are discontinued moving forward.”

• We will make sure this specific format is included in the UGA policy wording so that all users have this information.
On Wednesday, August 7th, a new Financials Transaction Log was released as an additional link in the Budget Status Report section of OIR's Operational Reports page.

Next week, on Wednesday, August 21st, we will roll out the ability to drill through from any of the BSR's three views directly into the transaction log.

UPKs will be added to the training library prior to the release of this new functionality.

The transaction log will remain available as a stand-alone tool in addition to being available for drill through purposes.
## Budget Status

The Budget Status Cube provides budget-to-actual information at the summary and detail levels. This cube will download as an excel spreadsheet and utilizes "pivot table" functionality. To use the cube you need to be a valid user, connected to the O2 Restricted VPN, and your machine is bound to the active directory.

- **Budget Status Cube**

## Budget Status Paginated Report (Version 1.0)

The Budget Status Report (Version 2.0) provides budget-to-actual information at the summary and detail levels for multiple financial departments. This report will download as a pdf file, and has subscription capabilities which will deliver a customized report to your email on a set schedule.

- Budget Status Report by Department, Fund, and Account
- Budget Status Report by Fund, Department, and Account
- Budget Status Report by Class and Department

## Financials Transaction Log

The Financials Transaction Log is a detailed list of transactions based on a combination of selected parameters. A Department parameter must be selected before any transactions are populated on the 'Transaction List'. Filtering can only be done on the 'Select Parameters' page. In alignment with other Tableau reports, you can export the output to Excel as a crosstab by clicking download in the toolbar at the top right of the report.

- Financials Transaction Log
Quick Reference
Transaction signs

Find this guide: [Quick Reference Materials for Practitioners](https://onesource.uga.edu) in the Training Library

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**Transaction Signs Quick Reference Guide**

This transactions signs “cheatsheet” provides a quick look at the signs (+ or -) associated with increases and decreases in revenue and expenditure for four types of financial activities. The boxes highlighted in red indicate that the sign and the action may not be intuitive (ex: a negative sign indicates an increase).

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<td>Travel and Expense Report Adjustments</td>
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<td>Budget Journals and Transfers</td>
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**For more information:**
- View the training materials for Working with GL Journals, Working with Budget Amendments, and the Approvers courses in the OneSource Training Library at [training.onesource.uga.edu](http://training.onesource.uga.edu) (under Financials Topics by Module).
August 15, 2019

OneUSG Connect
Module Awareness
UGAJobs

Background Investigations in certain GA counties

- We have been notified by our background investigation vendor, Accurate, that we can expect delays in reporting criminal history checks for the following counties in Georgia:
  - Floyd
  - Macon
  - Henry
- There is no current ETA at this time and no searches can be processed.
- *BI clearance of new employees who list one or more of these counties as a place of residence will be delayed.*
Employee Self-Service

- **Biweekly** employees see their stub two working days prior to the pay date. Since all pay dates are Fridays (except any holidays), typically this is available the Wednesday prior.

- **Monthly** employees see their stub 4 days prior to the pay date to allow for weekends and the variable day of paychecks.
Time & Labor

Compliance Component

- **Report has been updated to show only current information.**
- 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 Query Awareness

• **Query does not recognize Short Work Break dates, which may overstate the estimated earnings.**
• Update to the **Funding by DeptID and PayID** query in the Payroll section
• Uses the number of working days in the month to estimate the gross amount of pay
  • Does NOT take into account any absences
  • Does NOT take into account Short Work Breaks
• 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 Position Funding Request that opens in a separate window
Payroll

Academic Payroll Calendar

- Academic calendar posted on the Payroll Calendars page under FY 2019 – 2020 calendars.
- The calendar includes the number of days per check along with the end date and hour for each period. This will enable units to explain how the checks are calculated if the employee’s start date is after the first day of the semester or before the end of the semester.
- Central Payroll Office is ensuring the calculation is correct for Late Start and Early Termination dates for Academic Faculty – 18F and 18P

- A fiscal year calendar for FY 2020 is also on the Payroll calendars page. Information is included regarding the number of hours in the fiscal year for budget purposes and the OneUSG Connect rate based on 2080 hrs.
Payroll

• Academic contract dates

Vs.

• Payroll Dates

ACADEMIC YEAR CALENDAR 2019-2020

18.6 Days Per Check
Fall Semester

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18.6 Days Per Check
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'&' or 'S' contract receive 10 payments

Academic days have shaded
Payroll

- Number of working days in each month
- 2096 hrs for budget purposes
- 2080 hrs used to calculate hourly rate in OneUSG Connect
Graduate Assistant

Understanding Reporting
Questions/Suggestions/Concerns

Project Feedback

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