August 22, 2019

Session Highlights/Updates
The OneSource Team continues to offer weekly open office hours 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
Training Courses

• **UGAmart for Beginners training**
  • Thursday, October 17, 9:00 a.m. – noon
  • Register through Training & Development

• **UGAmart for Advanced End-Users**
  • Thursday, September 19, 9:00 a.m. – noon
  • Register through Training & Development

• **System Manager** Webinar is an update to the original MSS for System Managers course, providing additional information on best practices for MSS transactions, new information on ad hoc salary change and supplemental pay.
  • Tuesday, September 10, 8:30 a.m. – 11:00 a.m. [Click here to register.]

• **Month End Close Procedures** Webinar covers the requirements for financials month-end close.
  • Wednesday, September 11, 1:30 p.m. – 3:30 p.m. [Click here to register.]
Budgets
Training

• New Training: What’s New in BPSS in September 2019?

  • Very short webinar/video
  • Webinar Monday, September 30, 1:30pm – 2:00pm Click here to register
  • Will be some tutorial updates (moderate number and scope) in September, webinar covers the changes going in September 28th - what is changing and reviews some of the basics
Budgets
Training

• Quarterly Amendment Review for Fiscal Year 2020
  • In person trainings, register through Training and Development
    • September 10 (morning)
    • September 11 (afternoon)
    • September 12 (morning)
    • September 17 (morning)
    • September 18 (morning)
    • September 24 (Afternoon) - Webinar
  • Webinar Tuesday, September 24 from 1:30-3:30 Click here to register
  • Will have updates to the existing materials – new presentation, new recording, additional resources, but no changes to tutorials
New Employee Rounding Rules

Quick Reference Materials for Employees in the Training Library

Punch Rounding
Biweekly employees may use in/out punches within PeopleSoft Web Clock or Weekly Timesheet, depending on each unit’s choice to record their time entry. Each punch recorded, regardless of the time entry option, is evaluated by the system to apply the appropriate rounding and grace rules. This is referred to as punch rounding. Rounding and grace rules are necessary to calculate the length of an employee’s shift in a format that meets UGA requirements.

Round Rule
A round rule makes an adjustment for each punch, based on the specified time interval that divides the hour into equal segments. UGA’s payroll system requires that each punch be rounded to a tenth of an hour, representing 6-minute intervals. For example, 8 hours and 6 minutes equals 8.1 hours. It is important to note that seconds do not round. For example, a punch in at 8:02:40 AM does not round up to 8:03 AM (which would convert to 8.1 hours).

Recorded Punch Time

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<tr>
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<td>.1 (06' 00&quot;)</td>
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<td>.2 (12' 00&quot;)</td>
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<tr>
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OneUSG Connect
Downtime for 23rd and 24th

• **Release 5.12** is scheduled for this Friday, August 23, 2019
• System will be unavailable from Friday, August 23, 2019 at 11 p.m. – Saturday, August 24, 2019 at 7:00 a.m.

• **Important note:** Web clock and manual time entry employees will need to use a [paper timesheet](https://onesource.uga.edu) during this timeframe
• OneUSG Connect Benefits and Time Clocks will still be available
• No major end user facing changes in this release
UGA Financial Management System
Module Awareness

August 22, 2019
Asset Management Training Audit

- 107 Asset Management users emailed about audit for training

Responses to date:
- Will review recorded webinar – 15 responses
- Option for live webinar – 3 responses
Data Warehouse
Known Issue Fixed

• Drill throughs on the *Project Status Report* was compressing some transactions that had multiple similar lines (ex. Pcard entries)

• Fixed as of this morning, 8/22/19

• Drill through now includes Journal Line Description (JL Description) and Journal Line Number (JL No) in order to ensure that all lines of a transaction are visible and not compressed
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Purchasing
Motor Vehicle Request

• The University System of Georgia (USG) is implementing new procedures for motor vehicle requests to meet a new requirement established by the Governor’s Office of Planning and Budget (OPB).

• All new and replacement motor vehicle requests will require approval from the University System Office (USO) in advance of the request submission to OPB.

• The USO will review vehicles on the 22nd of each month and feedback or approval will be complete by the end of the month. Emergency requests relating to life or safety will be reviewed on an ad hoc basis.

• We suggest departments plan for a 60-90 day approval process for all vehicle purchase requests on contract. Vehicles not on contract are put out to bid after approvals have been received.
Purchasing
Motor Vehicle Request

- https://busfin.uga.edu/procurement/pdf/VRAP.pdf

**NEW**

**Procurement**

- UGA Procurement enters the vehicle request into ARI

**Budget Check 3**

- UGA F&A VP approves the vehicle request (non-ARI workflow)
- USO (University System Office) approves the vehicle request (non-ARI workflow)
- UGA Procurement approves the vehicle request in ARI
- UGA Fleet Manager approves
- DOAS OFM approves (Dept of Administrative Services - Office of Fleet Mgmt)
- OPB approves (Governor's Office of Planning and Budget)

**Exception Management**

- Optional Approval Step - Required if Budget Check 3 Does Not Pass
- Create PO

**Dept of Administrative Services - Office of Fleet Mgmt (OFM)**

- UGA Procurement emails a pdf version of the purchase order to OFM
- OFM stamps an approval seal on the purchase order and returns it to UGA
- UGA Procurement send the OFM approved/stamped purchase order to the vendor
The July accounting period closed last weekend.

Accounting is still working on carry forward balances.

The FY19 encumbrance balances need to be considered with the carry forward balances, which requires additional analysis.

Commitment Control ledgers have been set to track without budget on the carry forward funds, so units should be able to spend their estimated/expected carry forward funds until budgets are processed.
August 22, 2019

OneUSG Connect
Module Awareness
**Graduate Assistant Payment Plan**

- 1263 students signed up for this option for Fall
  - Additional 600 additional students could benefit
  - Email going next week to students and coordinators

- Student Accounts is able to delay the first payment
- [Payment Plan for Grad Assistants](https://onesource.uga.edu) and [Instructions](https://onesource.uga.edu) on the “Payments” section of the [Bursar and Treasury Service’s website](https://onesource.uga.edu).

- Deadline to sign up for the plan: **August 29, 2019**

<table>
<thead>
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<td>December 4, 2019</td>
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<tr>
<td>January 3, 2020</td>
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Update to Faculty & Staff Guide

Holiday Hours

When are holidays reflected in OneUSG Connect?

Holidays are not pre-loaded into OneUSG Connect because if there are any changes in Job Data or eligibility, there is a risk that holiday hours will be paid to an employee in error.

Each holiday is loaded into the Time and Labor module within OneUSG Connect closer to the pay period that includes the current holiday.

https://onesource.uga.edu/faculty_and_staff_guide/
New Hire Messaging

Several messages are automatically sent to the new hire as a part of our HR processes. Some messaging is sent from UGAJobs, while others are sent from Onboarding (TALX). The following is a list of the communication that a hire can expect to receive:

- **At “Recommend for hire” (Pre-HP)** an email is sent regarding the offer of employment and a background investigation will be required (if applicable). This email shares that they will receive the link via a secure portal.

- **At “All Approvals Obtained”** an email is sent with next step information that includes instructions:
  - Updating Personal and Demographic information
  - Previous or Current employment at USG/UGA
  - Central HR may be reaching out if information is needed to create employment record, needed to begin employment
  - Onboarding email will arrive when the employment record is created
  - Access to systems/timing, including links for resources and contacts.
  - Payroll information, including GLACIER and the out of state instructions for taxes for those hires who live outside of Georgia. The email shares that the employee cannot update this information until the effective date of hire.
New Hire Messaging

- **Onboarding email** – an email is shared that provides a link to begin onboarding forms. The onboarding packet contains rich information on policies, next steps, and timing.

- **Final Instructions email (after packet is completed)** - an email is sent recap the last page in onboarding. It contains information on completing the Form I-9, enrolling in benefits (where applicable) and to complete the payroll forms, noting GLACIER and the out of state instructions for taxes for those hires who live outside of Georgia.

- **Ethics training and Secure UGA training** - an email is sent providing next steps and instructions for completing these online training modules.

- **Message to those who have “SSNA/applied for” onboarding packets** - an email is sent to those employees who did not have a Social Security number assigned at hire, but have applied for this information through the Social Security Administration (SSA). This email is sent (3) weeks post packet completion, which is the usual time frame that the hire will have received this information from the SSA. This communication includes additional steps that are needed from the hire, including a reminder to update GLACIER information and visiting Central HR to update their OneUSG Connect record.

**Please note:** This communication list does not include Onboarding and Records team’s outreach. Additional manual messages are sent in those cases, where compliance standards are not met and actions are needed by the employee and the departmental HR representative.
Payroll
Relocation Payments

• Instructions for Reimbursement of Relocation Expenses found [here](#).
• Typically processed along with the normal paycheck once submitted.
• At the request of leadership, these have been processed as *off-cycle checks* prior to the August monthly payroll.

• Employees can also take advantage of Direct Bill options for movers, saving them those out of pocket costs.

• Funding for Relocation or other Additional Pay
  o Enter combo code on form if the funding is different than regular pay
Payroll

Emergency Checks for August

• UGA will continue to request Emergency checks for most identified errors with August monthly payroll.

• **Off Cycle Payment Instructions and Request** can be found on the [Payroll Forms](#) website.

• Reminder! Emergency Checks require the employee to have set-up Direct Deposit.

• *All bankable employees should have Direct Deposit.*
HR/Payroll

Special Open Office Hours

• For Assistance with Emergency Check Request processing for August Monthly Payroll.

• No registration is required
• Wednesday, August 28th from 1:00pm – 4:00pm
  • 4th floor of Caldwell Hall
  • Call-in number: 877.848.7030; access code: 8693480
Grad Assistants
August Status Update

- Grad Assistants are now returning from Short Work Break (SWB) for the first time this month and significant effort has made to ensure all are paid correctly.
- Proactively identified individuals with $0 comp or still on SWB; sent this list to applicable CBOs and HR liaisons on August 14.
- This week, a second round of phone calls and emails went out to address not just Grad Assistants, but anyone with $0 comp for August.
- HR expanded Office Hours to help practitioners with last-minute changes; these sessions were well attended. They have also been working nights and weekends to ensure these last-minute actions are completed.
Grad Assistants
By the Numbers

• 3,687 Grad Assistants in OneUSG Connect last week vs. 3,618 last year
• 1,700+ Grad Assistants actions taken since August 14 outreach
• 30 Grad Assistants with $0 comp currently (down from 526 on August 12)
• <95 pending terminations and <10 pending Grad Assistant hiring proposals, both very low numbers by historical standards
Benefits

Q

A
Questions/Suggestions/Concerns

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