Weekly Status Call

August 27, 2020
Training Courses

Well-being Resources

• UGA Department of Psychology CoVid19 Well-being Guide

• UGA Well-being Resources

• Mindfulness Moment, 9:00 a.m., Monday – Friday
  • Less than 10-minute guided mindfulness practice via Zoom.

• Check out the Koru Mindfulness & Meditation course in PEP. The online courses offered are beginning on:
  • Thursdays, September 3 (9:30 a.m.);
  • Mondays, October 12 (7:00 p.m.).

• Sign up for all well-being courses through the Professional Education Portal under "Well-Being."
Training & Development

Fall Course Schedule Released

• Over 100 professional development classes offered August – December
• Registration is now open via the Professional Education Portal
• Most courses offered via Zoom. Please reach out to training@uga.edu if employees need computer access or accommodations.
• Specialized classes for working during the pandemic include:
  • Well-being
  • Learning circles and discussion groups
  • Leadership and supervision workshops
  • Zoom skills
• Team development workshops and individual career consultations are also available through Training & Development.
• Find current course listing and more professional development opportunities on the Training & Development website.
Live demo and FAQs available at dawgcheck.uga.edu
Training Courses

Continuing Education

- Terry College Executive Education fall schedule of courses is now available on their website.
- Courses are being offered to UGA employees at 50% off the cost.
- Please contact Lisa Griffiths at lisagrif@uga.edu for the discount code.
- Upcoming courses include:

<table>
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<tr>
<th>Course Title</th>
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<tbody>
<tr>
<td>Strategic Decision Making and Corporate Communications Online</td>
<td>8/24</td>
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<tr>
<td>Certified Financial Planner Program</td>
<td>9/8</td>
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<td>Fundamentals of Cloud Computing Online</td>
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<tr>
<td>Leading Change</td>
<td>9/25</td>
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<tr>
<td>Lean Six Sigma Green Belt</td>
<td>10/5</td>
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- UGA Professional License and Certification Policy
Access the Fiscal Master Calendar for additional dates and information!
Q&A Breakout Rooms

Reminders

• Breakout rooms are not recorded – our goal is to encourage dialogue, discuss concerns and share ideas openly in these sessions!

• These sessions are 30 minutes; sometimes detailed troubleshooting may need to be taken offline. But, this is still valuable discussion!

• Please know that we are accepting requests for breakout room topics; don't hesitate to email onesource@uga.edu.
Purchasing
Vendor Notice

- UGAmart vendor Bio-Rad Laboratories is updating their business operations systems from Thursday, September 3, 8:00 p.m. to Tuesday, September 8, 3:00 p.m.

- Orders will be accepted by the vendor and queued up during this time period but will be shipped after September 8.
Grants Management

Compensation and Payroll Certification

• SPA has a new Compensation and Payroll Certification UPK job aid to help departments and PI navigate certifications.

• SPA is working on updating Policies and Procedures. Updates can be found here.
  • Recently updated: Compensation & Payroll Certification, Cost Share, Cost Transfer, Direct Cost, Fixed Price Contracts – Residual Balance

• Reminder for Project Status Training on September 4 10:30 a.m. - noon
  • Sign up here.
Bursar and Treasury
Deposit Detail Codes

• After analysis from Accounting, the Bursar & Treasury Services office will be inactivating numerous deposit detail codes later this week due to inaccurate chartfields. The link to those being inactivated and the reason for inactivation, can be located on the Deposit Detail spreadsheet.

• Please remember the Chart of Accounts Code Structure document is a great resource for reviewing proper chartfield combinations.
Data Warehouse

Department Rollup Issue

• On Thursday, August 27th, an issue was reported with the UGADEPTBUDGRPT tree in the Budget and Project Status Cubes.

• Units that may experience an impact from this issue are departments beginning with 15, 16, and 17.

• Please pay close attention to your filters and data until this issue has been resolved.

• In the meantime, you can utilize the following pivot fields within the cube:
  • UGAKKDEPARTMENT
  • Dept ID Descr
Budget Management

Amendment Cube Error

• The Amendment Cube in UGA Budget Management failed to reload on the night on 8/26 and is incomplete.

• Users who would use the Amend functionality in UGA Budget Management will not have accurate data to create budget journals with.
ADA Accommodations

Process Change

• **Effective immediately** – COVID-19 related ADA accommodation requests will not be processed until valid medical certification is received by Employee Relations.

• Currently approved COVID-19 related ADA accommodations are subject to revocation if Employee Relations does not have on file a valid medical certification for the employee.
Overpayment and off cycles result in employees being paid incorrectly and create additional work for units as well as Payroll.

Several units have been using the old Overpayment Request and tickets have been closed prematurely due to using the wrong form.

Team Dynamix overpayment and off cycle request forms are located on the Payroll website.

Job Data must be corrected prior to submitting Overpayment or Off Cycle requests. If not, they will be returned and must be resubmitted.
Payroll

Overpayment & Off Cycle Requests

• To avoid overpayments and off cycles please be sure to run the following:
  • Run Estimated Monthly Payroll query (180_PY_FUNDING_BY_DEPTID_VER02) as early as the first day of the month being processed up until first day of payroll processing.
  • Run Validate Monthly Pay query (180_PY_MO_PAYROLL_VALIDATION) when paysheets are created during monthly payroll processing.

• Another resource is the OneUSG Connect Queries Quick Reference Guide.

• The cutoff for requests for reversals or cancellations of August 31 monthly payments is today, August 27 at 5:00 p.m.
• Any tickets submitted after today will be returned to be processed as overpayments.
Payroll

Proposed Deferral of Social Security Tax

• The UGA Payroll office has reached out to the OneUSG Connect Shared Services Center for guidance on the possible deferral of Social Security tax.

• Details are currently being reviewed by USG System Office leadership.

• UGA Payroll will send update to campus as soon as we hear from USG.
Time & Labor

Early Biweekly Payroll Deadline

• Due to the Labor Day Holiday, the 09B1 payroll will have early cutoffs
  • The Time and Absence Approval Deadline will be **Friday, September 4 at 10:00 a.m.**
  • All **absences** must be entered and approved by this time. The central office will batch approve any unapproved time and absences
  • Timesheets **will not** be locked on Friday
    • We cannot lock timesheets in the current period
    • Pay From Schedule/Manual Time: Time should be estimated for Friday September 4, and Saturday September 5.
      • Kaba Clock/Web Clock: Employees can continue to clock in/out when they report to work
  • The TL Reconciliation Report will be available on Friday afternoon
    • An alert will be sent via the Time and Absence Listserv when the report can be run
  • Timesheets will be locked on Tuesday, September 8 at 10:00 a.m.
  • **Even though the timesheets will be unlocked, updates to absences after Friday, September 4 at 10:00 a.m. will not be picked up until the following payroll cycle.**
OneUSG Connect - Benefits
Call Center Interruption of Service

• OneUSG Connect – Benefits call center has reported that they are expecting longer than normal wait times in their call center as their Texas Call Center will be directly impacted by Hurricane Laura. They do not expect to close at this time.

• We will provide updates as needed.

• If you have questions or concerns, please contact OneUSG Connect Support at oneusgsupport@usg.edu.
OneUSG Connect Release updates
Ad Hoc Release August 25

• Code fix for MSS Delegation to address issues related to delegations being inactive after the proxy accepts the delegation.

• For full release note information, please visit OneUSG Connect Release Information Website
The Campus Address for Employee query in the OneUSG Connect Work Center was recently updated.

This update was necessary because the previous query was excluding employees who did not have a campus address associated with their job record.

This tends to happen when a new individual is hired or transferred to UGA from another institution.
Manager/Employee Self Service

Campus Address

• Why should I make sure Campus Address is up to date for my Employees?
  • Many units on campus use campus address to send important information to UGA Employees. This can include invitations to award ceremonies, marketing brochures, state charity campaign information, etc.

• Who can update?
  • All System Managers can update campus address for employees in their departments.

• How do I know if I need to take action?
  • A query is available in the OneUSG Connect Work Center (System Manager Reporting tile).
    • Under workforce administration, you will see a new query “Campus Address for Employee.”
    • Run this query by all your employees OR by HR Department.
    • Review the output of this query for discrepancies or missing campus address information.

• How do I update a Campus Address?
  • [Updating an Employee’s Campus Address](#) in the Training Library.
Thursday Tidbit

LinkedIn Learning (formerly lynda.com)

HTTPS://HR.UGA.EDU/EMPLOYEES/TRAINING/E-LEARNING-OPPORTUNITIES/
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu