



Weekly Status Call

August 29, 2019



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August 29, 2019

Session Highlights/Updates



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Training Courses

UGAmart for Beginners training

- Thursday, October 17, 9:00 a.m. – noon
- Register with [Training & Development](#)

UGAmart for Advanced End-Users

- Thursday, September 19, 9:00 a.m. – noon
- Register with [Training & Development](#)

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 Quarterly Amendment Review for FY20*** :compliance with UGA's quarterly amendment to the Board of Regents and Governor's Office. Best practices and resources to help avoid overdrafts.
 - ***In person***: September: 10, 11, 12, 17, 18
 - *For details and to register, visit [Training & Development](#).*
 - ***Webinar***: September 24, 1:30 – 3:30 p.m.
 - [Click here to register.](#)
- ***What's New in BPSS?*** Changes in Budget Planning and Salary Setting (BPSS) and reviews some of the basics for budgeting.
 - Monday, September 30, 1:30 p.m. – 3:30 p.m. [Click here to register.](#)



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Training Courses

- ***UGAJobs training***
- Available to departments and units by request. We'll come to you!
 - Email us at hrweb@uga.edu
- ***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 and more.
- 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](#)



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Training Courses

NEW

- **Campaign for Charities** webinar
- This webinar will provide an overview of the new optional *State Charitable Contributions Program (SCCP)* in OneUSG Connect.
- UGA will utilize this functionality for Campaign for Charities, replacing the previously used website charities.uga.edu.
 - *Note: Letters/paper forms will follow the same processes as last year.*
- Wednesday, September 25, 2019, 2:00 p.m.
- Please register [HERE](#).
- Course will also be recorded.



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Temporary Approvers Quick Start

- Find this in the **Quick Reference Materials for Practitioners in the Training Library**.



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Temporary Approvers Quick Start

Temporary Approvers for Financial and HR/Payroll Responsibilities

This document provides a quick look at the steps that supervisors and/or approvers should follow prior to being out of office for a period of time for leave or vacation.

What is a temporary approver?

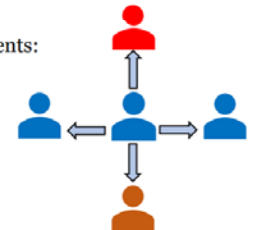
Temporary approvers are described differently depending on the system in which you are working.

In the UGA Financial Management System, a temporary approver is known as an Alternate Approver. Alternate Approvers can temporarily approve transactions in your place for a specified period of time. Anyone with your same role can serve as your Alternative Approver. For example, if you are an Expense Approver, you can only set up another Expense Approver as an alternate.

Note: Chief Financial Officers should not set up an Alternate Approver for CFO duties.

In OneUSG Connect, approvals can be temporarily assigned to a Delegate. A Delegate can be assigned to anyone meeting the following org chart requirements:

- One up (your listed Reports-to in OneUSG Connect)
- One down (Someone with you listed as their Reports-to in OneUSG Connect)
- Across (someone who shares the same Reports-to as you in OneUSG Connect)



Financials Approvals

If you are an approver in UGA Financial Management, you will navigate to the [System Access Resource Page](#) to request an Alternate Approver who will become responsible for your approval responsibilities during your absence. You are responsible for completing this request, but it can be completed by the Chief Business Officer of your unit in cases of emergency. Please note, the process can **take up to 1 (one) day** for the appropriate access to be provisioned to the Alternate.

You will need to know the following information:

- The name and MyID of the employee you want to request as an Alternate Approver
- The start and end dates of your absence

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HR/Payroll

Open Office Hours

- The OneSource Team continues to offer 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
 - **No Open Office Hours on September 19th**



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InteractUSG Conference

- Consider attending the [Interact USG Conference](#).
 - Nearly 150+ peer-led sessions
 - Featured speakers, hands-on training and roundtable discussions
 - Dedicated tracks focused on your area of IT, including: Academic Services, Administrative Services, Client Support, Infrastructure, Professional Development and more
 - Great networking opportunities
- **No Weekly Status Call on September 19.**
- **No Open Office Hours on September 19.**



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Data Warehouse Update

- ChartField1 report will be available on Wednesday, September 4

← Undo → Redo |← Revert |↻ Refresh |⏸ Pause |📊 View: Original |🔔 Alerts |✉ Subscribe |🔗 Share |⬇ Download |🖥 Full Screen

Summary-Chartfield-Dept | Detail-Chartfield-Dept-Acct

Budget Status Report

Chartfield1 - Department
Chartfield1: 16P2001SEC - Anti-Virus License 3-yr & 16P2003NE - HSC Ext Internet Conn/DR
Dept: 16001003 - EITS Base/CF Funded Projects
Account Level 2: All
Account Level 3: All
Account Level 4: All

Chartfield1 ID Descr	Department	Fund	Budget Balance	Revenue Balance
16P2001SEC - Anti-Virus License 3-yr	16001003 - EITS Base/CF Funded Projects	10000 - RI-State Approp..	\$179,050.00	\$0.00
		Dept Total	\$179,050.00	\$0.00
16P2003NE - HSC Ext Internet Conn/DR	16001003 - EITS Base/CF Funded Projects	10000 - RI-State Approp..	\$85,000.00	\$0.00
		Dept Total	\$85,000.00	\$0.00

Chartfield1 ID Descr
(Multiple values) ▼

Department
16001003 - EITS Base/C... ▼

Budget Ref Descr
2020 ▼

Fiscal Yr
2020 ▼

UGAACCTTREE Level02
(All) ▼

UGAACCTTREE Level03
(All) ▼

UGAACCTTREE Level04
(All) ▼



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August 29, 2019

UGA Financial Management System Module Awareness



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Quarterly Amendment Review Budgets

- First *Monthly Overdraft Report* to units after August close (college/school/intermediate unit) to Chief Budget Officer
- **QAR Current Schedule for FY2020** will be posted on the [Budget Office website under Resources](#).
 - Will include Quarterly Amendment Review deadline for Q1
- **Quarterly Amendment Review SOP** is a standard operating procedure document explaining the “why” behind the QAR process and provides general guidance to how to move forward when overdrafts are present.
- **QAR Report Steps** is a walkthrough of running the QAR, analyzing, determining next steps, reviewing additional reports, and more. Its aim is to provide users with a better understanding of what actions to take during the QAR process.





Grants Management

- At the July 29th RADG meeting potential improvements to the SPA budget process were discussed.
- In the interest of gathering additional feedback, SPA designed a very short survey which you can access [here](#) or <http://bit.ly/ugaspa>.
- Your opinions are important to us!





Accounts Receivable/Billing

- Aging accounts receivable enables you to view the amounts owed by all customers, including the length of time the amounts have been outstanding (unpaid). [Tutorials](#)
- Ensures that customers are paying their invoices in a timely manner
- Run and review the aging report monthly so you can notify customers who are late with their payments
- Use the *Aging **Detail** by Unit* report to see aged open balances for every **customer and invoice** in your business unit.
- Use the *Aging **Summary** by Unit* report to see aged total open balances for every **customer (no invoices listed)** in your business unit.





Accounting – Carry Forward

- **Funds 14xxx, 15xxx, 20300, and 20400: [Detailed document](#)**
- Established by complete chartstring
- GL journals posted to record actual revenue as funds from prior year in account 499100.
- Budget journals posted to establish the carry forward revenue budget in account 499100 and the carry forward expense budget in account 700000.
- The chartfields in the chartstrings came from FY19 ending actual balances (not budget balances) from the ACTUALS ledger and ENCUMB ledger in accounts that begin with 321xxx or 34xxxx.
- **Fund 16000 - Student Technology Fee:**
- Budgeted in account 700000 for the units who had STF carry forward. The carry forward for this fund will not have actuals revenue or budgeted revenue.





Accounting – Carry Forward

“Are we able to move these actuals and budgets if we need the carry forward somewhere else?” Yes!

Instructions for moving funds to different locations will be forthcoming from the Accounting Office.

Departments should look for **Deficit Carry Forward balances**. Move budgets and actuals to different chartstrings if FY20 actuals will not cover those amounts. The goal is to not have deficits at the end of the fiscal year.





August 29, 2019

**OneUSG Connect
Module Awareness**



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Absence Management

Known Issue Resolved

- *Reported Issue:*

- Monthly paystubs reflecting the **previous** month's leave balances:
 - March and May

- *Resolution:*

- USG identified root cause: occurred in months where the pay date is not the last day of the month
 - USG has put a fix in place to prevent this from occurring in future months
 - Accurate for August





UGAJobs

Automated Vacate of Positions

- This new feature was migrated to UGAJobs on August 23!
 - Feature will vacate positions automatically in UGAJobs after an employee has been terminated in OneUSG Connect.
 - Previously, this was a *manual* process which required the unit to contact Central HR to request the update of the termination.
 - Manual clean-up efforts currently going on for terminations requested prior to implementation of this new feature.





Further Information Needed

- When additional information and review are required for a background investigation that has been marked 'completed' by the vendor. UGA Central HR will provide the following language when additional information review are needed:
- Examples include, international searches, degree verifications, appeals, etc.

Human Resources has received the Background Investigation Report. The report provided some information that Human Resources needs to verify with the applicant. Until this information can be verified for correctness, the background investigation is still under review. Thank you for your patience.

- The language will be added to the Hiring Proposal history tab and the Hiring Proposal workflow state will be changed to **Further Information Needed**.
- This workflow state and language will not be used for candidates who fail to sign the consent form in Accurate portal.





Background Investigation Updates

County Delays

Update: delays in reporting criminal history checks

- USG has provided a contingency hiring process for candidates impacted by the county processing delays
- Central HR will work with candidates and departments per USG process





Payroll

- **First Year Odyssey faculty payments:**

- Follow the FYO form instructions and complete the [First-Year Odyssey Seminar Request for Compensation](#) found on the [FYO Seminar Resource webpage](#).
- Submit within OneUSG Connect via Manager Self Service as [Supplemental Pay](#) with a *defined term payment* of “*overload*.” Central Payroll will then process the faculty compensation as *additional pay* (until Multiple Components of Pay is available in 2020).

- **CURO Research Assistantships:**

- September 30: HR/Payroll deadline to set up CURO positions with \$0 Comp
- Paid \$1000 over five pay periods from Sept 22 – Nov 30 (\$200 per pay period)
- Entered as additional pay by Payroll (no hours should be entered on a timesheet)





Payroll Off Cycle Update

Standard Off-Cycle Requests

- **Must meet one of the following**
 - Payment omitted due to administrative error or system error
 - Payment reversal due to employee overpayment
 - Payment was less than 50% of wages
 - Employee is owed 10 hours or more
 - Employee has been involuntarily terminated
- **Paid based on off-cycle calendar**
 - Fridays between bi-weekly on-cycle payrolls
 - Link to Off Cycle calendar [here](#).
 - Link to Off cycle request [here](#).

Emergency Off-Cycle Requests

- **Emergency Off-Cycle check requests must meet the following requirements *in addition to the regular Off-Cycle requirements*:**
 - Undue hardship on employee
 - No fault of the employee
 - Employee must have direct deposit
 - Must be approved by the UGA's Chief Business Officer (CBO)
 - Paid earlier than Standard Off-Cycle





Payroll

Overpayment Process

- Overpayment Instructions and Worksheet found [here](#)

Payment has not yet been made

- Discovered after payroll confirms but before the pay date (ex. today) an Off-Cycle Check request will need to be created to *reverse* payment.
 - Email form with subject “**UGA Paycheck Reversal**” to oneusgsupport@uga.edu.





Payroll

Overpayment Process

- **Payment has already been made:**
 - Department should complete Overpayment Worksheet for employee and send to oneusgsupport@uga.edu with subject “**UGA Overpayment.**”
 - Central Office review for job data corrections, compensation corrections, etc.
- **If leave or hours need to be corrected:**
 - ***Absence Management*** – decreases in leave paid (*this form will only be utilized if a substantial number of leave hours were paid in error*)
 - ***Time & Labor*** – decreases in hours paid (*this form will only be utilized if the adjustment goes back more than 28 days, otherwise dept. should correct hours*)
 - After areas above approve, Central Payroll will process changes.





Payroll

Overpayment Process

Overpayment calculation

- 1) If the employee is terminated or inactive
 - Payroll will review Overpayment Worksheet, calculate the repayment due from employee and respond back to department with the amount due from former employee
- 2) If the employee is active and can repay in one payment:
 - Biweekly and Monthly corrections trigger adjustments on the next on-cycle payroll
- 3) If the employee is active and has to repay in multiple payments:
 - Biweekly and Monthly – If adjustments would result in a negative check, Payroll will set up negative Additional Pay on multiple checks





Benefits

Dependent Verification

- USG has decided to ***allow a grace period*** for submission of dependent verification documents.
- UGA HR will have a list of employees who ***have not*** completed the process by next Tuesday.
 - Once we review the list of affected employees/retirees, we will determine the best course of action to reach these individuals.

Update to last week's Benefits information:

- Dependents can remain on Dental/Vision/Life insurance up to age 26 with no requirement of full-time student status.





Time & Labor Holiday Hours

- Holiday has loaded for Labor Day
- Each holiday is loaded into the Time and Labor module within OneUSG Connect *close to the pay period that includes the current holiday*.
- Holidays are *not pre-loaded* into OneUSG Connect in case there are changes to an employee's job data or eligibility; this helps ensure that holiday hours are paid to all eligible employees.
- Managers can also add holiday time as a time reporting code (TRC) on a new employee's time sheet if needed.
- As a reminder, the *Apply Schedule* button for *Pay from Schedule* employees is greyed out during weeks that include holiday pay. Employees can add worked hours by pressing the "+" button on the right hand side of the timesheet.



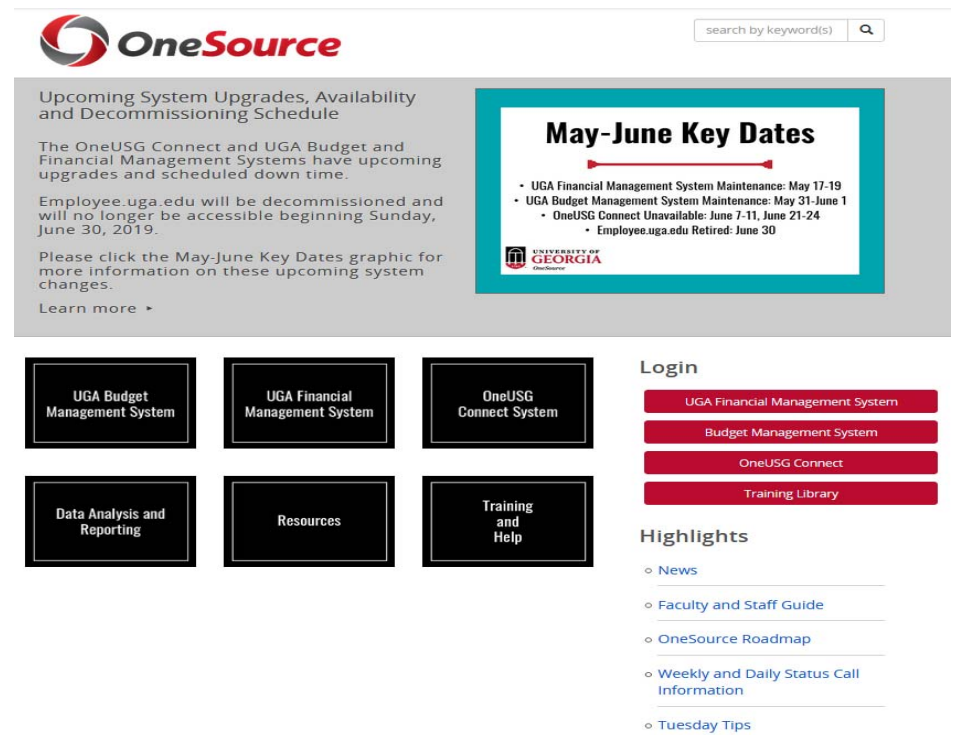
Questions/Suggestions/Concerns

Project Feedback

onesource.uga.edu

onesource@uga.edu

oneusgsupport@uga.edu



The screenshot displays the OneSource website interface. At the top, the OneSource logo is visible alongside a search bar. A prominent announcement banner details upcoming system upgrades and decommissioning schedules for the UGA Budget and Financial Management Systems, as well as the OneUSG Connect system. It specifies that Employee.uga.edu will be decommissioned on June 30, 2019. A 'May-June Key Dates' graphic lists critical periods: UGA Financial Management System Maintenance (May 17-19), UGA Budget Management System Maintenance (May 31-June 1), OneUSG Connect Unavailability (June 7-11, June 21-24), and Employee.uga.edu Retirement (June 30). Below the banner, a grid of navigation tiles provides access to various systems: UGA Budget Management System, UGA Financial Management System, OneUSG Connect System, Data Analysis and Reporting, Resources, and Training and Help. On the right side, a 'Login' section lists links for the UGA Financial Management System, Budget Management System, OneUSG Connect, and Training Library. A 'Highlights' section includes links to News, Faculty and Staff Guide, OneSource Roadmap, Weekly and Daily Status Call Information, and Tuesday Tips.



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