Weekly Status Call

September 5, 2019
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

• No Weekly Status Call on September 19.
• No Open Office Hours on September 19.
Training Courses
Finance

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.
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

Campaign for Charities Webinar covers the new optional State Charitable Contributions Program (SCCP) in OneUSG Connect, replacing the previously used website charities.uga.edu. Course will also be recorded. Note: Letters/paper forms will follow the same processes as last year.
• Wednesday, September 25, 2019, 2:00 p.m. Click here to register.
Training Courses
GRASP (Sponsored Projects)

GRASP Class 4: Negotiation, Acceptance, and Award Management, October 1 9am-12pm
- **Class description** - Examines the agreement review process and challenges commonly involved in negotiating and accepting awards and presents an overview of the chartstring set-up and access in the UGA Financial Management System. We will discuss the fiscal compliance requirements involved in managing externally funded projects, and learn to differentiate between allowable and unallowable costs. The session also provides an overview of the invoicing and payments processes, financial reporting, and subrecipient requirements.

GRASP Class 5: Prior Approval, Audits, & Reporting, November 13 9am-12pm
- **Class description**: Examines actions that require prior approval of the sponsor, types of audits that can be conducted, and types of reports that are often required for sponsored projects.

GRASP Class 6: Special Topics, December 3 9am-12pm
- **Class description**: This session focuses on more in-depth coverage of key issues related to sponsored projects that were briefly discussed in other sessions. These topics include F&A return, carry-over, salary cap, uncollectible projects, and much more.

For all courses, register with [Training & Development](#)
New Employee
Quick Start for Financials

• Quick Start Guide for the UGA
  Financial Management System

QUICK START GUIDE

Getting Started in the UGA Financial Management System


FIRST TIME SIGNING ON?
New faculty and staff will need to set User Defaults in the UGA Financial Management System. You can access the Managing User Defaults tutorial for more information.

Before Logging in:

☐ ArchPass Duo is required for access to the UGA Financial Management System. Enable ArchPass Duo for your mobile device or set up an alternate phone: http://archpass.uga.edu
☐ Install Cisco AnyConnect (VPN) on computers used off campus and/or mobile devices: https://eits.uga.edu/access_and_security/infosec/tools/vpn/
☐ Ask your department if you will use a "delegate" for your travel authorizations and/or expense reports.
  • A delegate is a person authorized to create, modify, and submit travel authorizations for you. They can also create and modify expense reports for you.
☐ Obtain training relating to the business processes you will be doing in the system.
  • Review information on the OneSource Training Page at https://onesource.uga.edu/resources/training/.
  • Review the Course Catalog for full course descriptions. A list of available in-person training and webinars can also be found on the Training Page. Additional courses will be added as they are made available.
  • Tutorials, quick start guides, and more can be found in the OneSource Training Library at http://training.onesource.uga.edu.

Logging In:

☐ Open one of the recommended web browsers. This list includes Google Chrome, Mozilla Firefox, Safari, and Internet Explorer.
  • We do NOT recommend using Microsoft Edge when accessing the UGA Financial Management System.
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.
- Departments should look for **Deficit Carry Forward balances**. Adjust 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.
Accounting
Budgeting Revenues and Expenditures by Fund

Budgeting Revenues and Expenditures by Fund guidelines: Excel and PDF linked from the Chart of Accounts Resource Page

Normal:
• Transferring Carryforward and/or Current Budget in Funds 14xxx and 20400 and Fund 20300 (Classes 64RYT, 64UDC, and 64U11)
• Three transactions required
  • Move Expenditure Budget
  • Move Revenue Budget
  • Move Actual Revenue using GL Journal

SIMPLIFIED:
• Transferring Carryforward and/or Current Budget in Funds 15xxx and Fund 20300 (Class 64ICR)
• Expenditure Budget transaction ONLY is required.
• If related to Carryforward, first phrase in Journal Long Description must be “CARRYFORWARD TRANSFER”
• Quarterly, automated process will post Revenue Budget and Revenue Actuals Entry
• No need to change already submitted journals or transfers, Accounting Office will handle deal with first quarter inconsistencies

NEW REQUIREMENT: You MUST attach justification to Budget Journals increasing Budget in Fund 20400.
Purchasing

Review of UGAmart Approvers

- If a department or unit is interested in receiving a listing of their current UGAmart approvers, the CBO/CFO, Default CBO/CFO Approver, or Alternate CBO/CFO Approver can submit a Purchasing Service Desk ticket by emailing onesource@uga.edu.
- Review current approvers by department.
- Determine if any departments have no approvers.
- Requests need to contain the Department ID if interested in a specific department, or the unit identifier if interested in an entire unit.
- Requests for the approver lists of full units (more than a single department) may take some time to compile.
Travel and Expenses
Domestic Travel Lodging Policy

• Additional clarification on the travel policy:
  • Section 3.1 of the State Travel Policy prohibits any private residence rental. This applies to domestic travel and includes prohibition for employees (reimbursed via Expense Reports) and non-employees; including Suppliers, visitors to campus, students, etc. (reimbursed via Payment Request).

• Please ensure that your unit is aware of this travel policy and understands that we will be unable to reimburse anyone for these type-travel costs (including non-employees, Suppliers, visitors to campus, students, etc.).

• The UGA travel policy wording will be revised to match the state travel policy.
General Ledger/Commitment Control
Override Request Form

- In order to streamline the override request process, a form has been created.
- Most common examples of why you might need to request an override:
  - Ex. 1: You are correcting a charge Payroll forced through to an unbudgeted chartstring
  - Ex. 2: You are trying to move expenses and the related expense budget from department A to department B.
  - Ex. 3: A change funding request that will relieve encumbrances/correct overdrafts is taking more than 4 business days to process AND is holding up the processing of other transactions.
  - Ex. 4: A vendor refunds a prior year payment to an unbudgeted chartstring (even though it's a credit).
- NOTE: When moving revenue and revenue budgets, please move budget first.
- Direct Link: https://uga.teamdynamix.com/TDClient/Requests/ServiceDet?ID=35166
General Ledger/Commitment Control

New Account Codes for Agency Funds

• Governmental Accounting Standards Board changes effective July 1, 2019
• All transactions related to fiduciary (agency) funds: 60000 and 61000
• Department is now required
• **Account number 241100 will no longer be used for this activity.**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>496100 - Federal Scholarships and Other Student Support</td>
<td>796100 - Federal Scholarships and Other Student Support</td>
</tr>
<tr>
<td>496200 - State Scholarships and Other Student Support</td>
<td>796200 - State Scholarships and Other Student Support</td>
</tr>
<tr>
<td>496300 - Other Scholarships and Other Student Support</td>
<td>796300 - Other Scholarships and Other Student Support</td>
</tr>
<tr>
<td>496400 - Clubs and Other Organizations</td>
<td>796400 - Clubs and Other Organizations</td>
</tr>
</tbody>
</table>

• Existing detail codes have been modified to reflect this change for revenue.
• Any new detail codes should include the appropriate account listed above.
• The expense account codes listed above will be used for ALL expense transactions recorded in funds 60000 and 61000.
General Ledger/Commitment Control
Adjusting paid expense reports using Agency Funds

- While rare, original Expense reimbursement requests cannot use Agency Funds. Temporarily use alternate funding to get request paid.
- Then request an Expense Report Correction (after expense has already paid out) using the current template, and using Agency Funds for the Expenses.
- Add an “Account Code” column to the end and identify which one of the four account codes to be used with your Agency Funds chartstring.

Expense (based on funding Source)
- 796100 - Federal Scholarships and Other Student Support
- 796200 - State Scholarships and Other Student Support
- 796300 - Other Scholarships and Other Student Support
- 796400 - Clubs and Other Organizations
General Ledger/Commitment Control

Considerations for Inactivating a Chartfield Value

Before requesting Inactivation of a Department IDs and/or ChartField1s

- Solidify desired financial department structure (new dept #, etc.)
- Chartfield Requests: Submit chartfield requests for new financial departments. ([New Department Checklist](#))
- HR Departments: Determine whether HR dept, or reporting structure, needs to change
- Budget Development: Determine approach to budget development and complete any necessary budget journals
- Grants: Update all project budgets
- Travel/Expense: Resolve payments/expenses in flight (or any needed from past dates)
  - Based on the Travel Date, as well as the Accounting Date
- Purchase Orders: Resolve any open purchase orders
- AP JV, JL Journals, Expense Adjustments: Enter and complete all needed transactions
- Speedtypes: Update all speedtypes
- Security (Finance Workflow): Complete all workflow approvals
- Payroll: Request all Retro Distribution requests
- Payroll (Combo Codes): Deactivate any combo codes and request replacements if needed
- Change Position Funding: Submit requests for Change Position Funding for all positions to different combo codes
- TouchNet/Banner: Update Detail Codes
- Asset Management: Update all assets
- Notify all users of chartstrings/speedtypes/combocodes

- New checklist in development
General Ledger/Commitment Control
Considerations for Inactivating a Chartfield Value

Prior to inactivating a Finance chartfield value, the following tasks should be performed:

1) Determine if there are any active combo codes with the chartfield value. If so, request they be deactivated via the request form.

   * Once the Combo Code is inactivated, it can no longer be used for funding a position or processing a Retro Distribution to correct payroll expenses that have already posted to the Combo Code.

2) Determine the positions funded by the combo code which will be inactivated. Submit a Manager Self Service Change Position Funding Request in OneUSG Connect to fund the position from a different combo code.
Data Warehouse

IDC Expenses in the Project Status Cube

• IDC expenses will be returning the Project Status Cube.

• There will be NO impact to cube customizations such as filters.

• We anticipate that this data will be available in the cube sometime next week or the week after.
Data Warehouse
Payroll Detail Coming to BSR and PSR

• Payroll detail will be available both as a drillthrough from either the PSR or the BSR and as a standalone payroll detail log.
• The standalone report will function very much like the financial transaction log that was added to the BSR this past month.
• The standalone report will be accessible via OIR's Operational Reports page under both the Financial and Payroll tabs.
• A new tab will be added to the PSR that shows employees' actual and encumbered amounts by project.
• Training is being created and will be available prior to the release of this new functionality.
September 5, 2019

OneUSG Connect
Module Awareness
Time & Labor

Time Clock Known Issue: Resolved

- OneUSG Connect was experiencing a high volume of Time & Labor ST Loaders in "Blocked" status.
  - This process pushes time clock punches to the timesheet.
  - OneUSG Connect Support working on root cause and resolution.

- All Kaba clock punches for 9/4/19 should now be reflected on the timesheet.

- **Important note:** Please do not manually update the timesheets because the system continues to populate the punches from the KABA Clocks via the TL_ST Loader process.
Payroll
Coastal Considerations

- Evacuations due to inclement weather – approximately 510 affected employees
- Non-exempt (Bi-weekly):
  - Add Inclement Weather Time Reporting Code – this should be added by manager/time approver (*not by employee*)
  - employees Reminder: If “Essential Personnel” are REQUIRED to work, they are **paid for both** regular worked **hours and inclement weather hours**
  - Ensure hours worked are recorded for week one of the pay period to ensure the employee will receive a full paycheck
  - Signoff is Monday, September 9 at 10 a.m.
- Monthly Employees:
  - The Inclement Weather TRC is available to add to monthly employees for tracking and reporting purposes
  - All impacted employees
    - If an absence event has been requested for 9/3 - 9/8, the event should be cancelled
  - For any extenuating circumstance— contact Amanda Ganger (aganger1@uga.edu) or Christy Coddington (ccodding@uga.edu) in Central Payroll.
- **Policy from BOR**
Payroll

Paycheck Mailing to HOME

• Mailing address does not affect where paychecks are sent.
• **Paper Paychecks are always sent to home address!**
  • Even if an employee adds a mailing address
• Home address can be [changed by the employee](#).
• With the start of a new semester and new students coming to UGA, please advise your employees.
• This can negatively affect employees that may have out-of-state or international Home Addresses.

• All employees should be signed up for Direct Deposit within 30 days of employment.
Payroll Off-Cycles

**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 Off-Cycles

- Employees must have direct deposit to be paid via Emergency Check

- Employees can come to the Payroll Office, if they don’t have access to a computer or need assistance.

### 2019 UGA Practitioner Processing Schedule

<table>
<thead>
<tr>
<th>HR/Payroll Deadline at 5pm</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/29/19</td>
<td>09/03/19</td>
<td>09/06/19</td>
<td>99X1</td>
</tr>
<tr>
<td>09/13/19</td>
<td>09/17/19</td>
<td>09/20/19</td>
<td>99X2</td>
</tr>
<tr>
<td>09/27/19</td>
<td>10/01/19</td>
<td>10/04/19</td>
<td>90X1</td>
</tr>
<tr>
<td>10/11/19</td>
<td>10/15/19</td>
<td>10/18/19</td>
<td>90X2</td>
</tr>
<tr>
<td>10/25/19</td>
<td>10/29/19</td>
<td>11/01/19</td>
<td>9NX1</td>
</tr>
<tr>
<td>11/08/19</td>
<td>11/12/19</td>
<td>11/15/19</td>
<td>9NX2</td>
</tr>
<tr>
<td>11/21/19</td>
<td>11/25/19</td>
<td>11/29/19</td>
<td>9NX3</td>
</tr>
<tr>
<td>12/06/19</td>
<td>12/10/19</td>
<td>12/13/19</td>
<td>9DX1</td>
</tr>
<tr>
<td>12/19/19</td>
<td>12/23/19</td>
<td>12/27/19</td>
<td>9DX2</td>
</tr>
</tbody>
</table>
Benefits
Dependent Verification Audit

- As previously communicated over the summer, the University System of Georgia is conducting a dependent verification audit.
- **The audit will conclude this Friday, September 6 and documentation of dependent eligibility is due at that time.**
- As of Tuesday, September 3, more than 800 UGA faculty and staff still had not submitted this information.
- A targeted email will be sent to each individual from UGA HR.
  - If you are among those who have not yet provided documentation, please do so before the deadline.
  - If you have questions or need additional time collecting the required documents, please call the Dependent Verification Center at 1-844-587-4236.
- The Archnews sent on 9/3/19 provides further information.
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 ongoing for terminations requested prior to implementation of this new feature – only 100 of 5000 remaining (positions with Hiring Proposals)
Updated HR contact list:

- [https://hr.uga.edu/_resources/pdf/Workforce-Planning-Recruitment-Teams.pdf](https://hr.uga.edu/_resources/pdf/Workforce-Planning-Recruitment-Teams.pdf)
- List can be found on the [HR Employment Administration webpage](https://hr.uga.edu/).

In an effort to improve efficiencies and customer support, the Central HR Employment and Position Management teams have been realigned to provide direct support for units across the institution. We are pleased to introduce our brand new UGAJobs Service Center. This new structure will provide units with designated team members who are available to assist or perform actions related to a unit’s **position management and/or hiring needs**.

If a unit’s HR practitioner has questions about their position, posting or hiring proposal, they need not schedule an appointment to meet with an HR representative or send an email and wait for a response. They just pick up the telephone and call their designated team member within the service center.

By providing consistent and accurate guidance, the UGAJobs Service Center is committed to partnering with the campus community to recruit, retain, and support an inclusive and quality workforce that is invested in the success of our institution.
UGAJobs Service Center
Workforce & Recruitment Teams

Service Offerings

Position Management Services
• Create one or many position types
• Clone one or many position types
• Make changes (Modify) to one or many position types
• Update position Reports-To for one or many position types
• Move Positions from one department to another

Hire Services
• Create Direct Hire Postings for Graduate Assistantship, Student and Temporary positions
• Create Hiring Proposals for Graduate Assistantship, Student, Temporary and Affiliate positions
• Submit Background Investigation requests for employees who are not a part of a hire

Reporting Services
• (for all positions)
• Time-To-Fill
• Applicant Demographics
• Vacant Positions
Requesting Services
A unit may request services in a variety of ways:

- **Departmental Contact:** Each major unit across campus is assigned dedicated HR contacts to assist with their position management and hire needs.
- **Work Order Form:** A unit may submit a request for work form through HRweb@uga.edu.
  - Work order forms to be published soon on HR website at the requesting services webpage!
- **Standard Operating Procedure:** Review the SOP (also linked from SOP Resource Page)
UGAJobs Service Center
Workforce Planning & Recruitment Teams

Requesting Services
Once a request for work has been received, the request will be initiated and completed by UGAJobs Service Center staff; the transaction will not move through normal departmental workflow. Instead, the work would be completed directly in the system. Because of this, the request for work will need to be signed off by one the following UGAJobs user types:

<table>
<thead>
<tr>
<th>User Group</th>
<th>Workflows</th>
<th>General Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Authorizer</strong></td>
<td>Position Description</td>
<td>Authorizers are the Chief Financial Officer (CFO) and/or the Chief HR Officer (CHRO) for the unit/college. This user will validate and approve all position description requests before routing to the Executive Authority. Authorizers are designated by the Dean/VP of the unit.</td>
</tr>
<tr>
<td><strong>Executive Authority</strong></td>
<td>Position Description</td>
<td>This role is for employees who are designated with the power to approve positions for their division/unit/college; or, for specific departments within it (i.e. Dean, Associate Dean, Director, Executive Director, VP, AVP, etc.). The Executive Authority validates and approves all position description requests for accuracy before submitting them to Central HR. Can be delegated to CFO or CHRO.</td>
</tr>
<tr>
<td><strong>Certified HR Practitioner (coming soon)</strong></td>
<td>Position Description, Hiring Proposal</td>
<td>The Certified HR Practitioner is currently under development with an effective date of 10/1/2019. This user type is not part of any workflow. This new role allows specific individuals the ability to clone graduate, student, and temp positions as well as the option to edit the start date on hiring proposals. New Certified HR Practitioners must complete System Manager Training and an Advanced UGAJobs Training session within the first 3 months of receiving the Certified HR Practitioner Role.</td>
</tr>
</tbody>
</table>
Questions/Suggestions/Concerns

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

oneusgsupport@uga.edu