Weekly Status Call

September 10, 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:
  • 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.
Office of Institutional Research
DawgCheck

Live demo and FAQs available at dawgcheck.uga.edu.

Now available in the University of Georgia smartphone application for iPhone and Android.
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:

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<td>Business Process Management Online</td>
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- UGA Professional License and Certification Policy
Today's Agenda

• Friendly reminder on how to access the agenda before the call:

[Image of website interface with highlighted Weekly Status Call (Subscribe here)]
Today's Agenda

OneSource Weekly Status Call Agendas

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Breakout Rooms This Week:
1. People Operations (recurring)
2. Benefits & Total Rewards (recurring)
3. Reporting (recurring)
4. Spending Guidelines
Purchasing

Face Covering Distribution

• Gray, branded facemasks now available for departments to purchase - $4.00 each
  
• Distribution – 188,548 PPE Items
  • Black Face Coverings
    • 22,951 Faculty, Staff, and pickup locations
    • 43,207 Student Distribution
  • Gray Branded Face Coverings
    • 18,234 Faculty, Staff, and pickup locations
    • 43,207 Student Distribution
  • Thermometers
    • 17,742 Faculty, Staff, and pickup locations
    • 43,207 Student Distribution
Budget Management
Quarterly Amendment Review Dates

- **Q1**: September 25, 2020
- **Q2**: December 18, 2020
- **Q3**: March 26, 2021
- **Q4**: TBD

From the Fiscal Master Calendar
Budget Management
September 19 Updates

• Single Sign On (SSO)

• Budget Planning Salary Setting open for FY22
  • Chartstring budgets
    • Pre-populated with FY21 budgets
    • Add/Edit chartstrings and budgets
  • Positions
    • View salaries and position information
    • Add/Edit funding
  • Allocation Sheets
    • View only. Will be Fy21 Original Budget amounts
    • UGA will retain the standard Spring adjustment timeframe
Accounting

How to Handle Travel Refunds

• **DEPOSIT**
  
  • **HOW** – Use a current Detail Deposit Code (ddc) that you currently have, OR if your department doesn't already have one, request a DSS Detail Deposit Code for your department (Fund 14100 Account 470100 – Other Misc Revenues, Class 41500).
  
  • **WHY** – Employee travel expense account codes require an "open item key" that identifies the employee. The Detail Deposit Code doesn't have this field. Also, would have to create separate detail deposit code for each employee AND account code. We don't want to create a lot of "ddc's" that will only be used once.

• **GL JOURNAL ENTRY - REQUIRED**
  
  • **HOW** – Create a GL Journal moving the deposited funds to the chartstring where the original charge was paid from.
    
    • Debit – Revenue and Credit – Expense
  
  • **WHY** - This matches the refund/reimbursement to the chartstring location of the original expense. Georgia TIGA laws require all salary and travel to be reported by employee and this refund needs to be properly applied to the individual employee.
Data Warehouse
Reporting Enhancements Scheduled Release

• **Updates begin:** On Friday, October 30, the Data Warehouse will begin a scheduled update process to incorporate enhancements and other updates to various reports and cubes.

• **Updates complete:** All reports will be fully functional on Monday, November 2.

• **Filters:** Please plan for the possibility that filters in cubes will need to be reset.
Commitment Accounting
New OneUSG Connect Encumbrance Calculation

• **Sept 15 change:** OneUSG Connect is set to release a new encumbrance calculation September 15, with the goal of reducing processing time.

• **There are two encumbrance processes:** Full encumbrance calculation and a delta (changes) calculation

• **Full encumbrance calculation:** Zeros out all personal service encumbrances and calculates a new encumbrance on all filled positions.

• **The delta (changes) calculation:** Calculates a new encumbrance amount when there has been a change to job data, position data, or position funding since the last encumbrance calculation.
Commitment Accounting
New OneUSG Connect Encumbrance Calculation

• The biggest changes to the calculation are:

• Encumbrances will be based on position funding and status (job data and position data) **as of the beginning of the pay period**. There will be **no** proration for mid-pay period changes. (It will prorate for June 30 is necessary.)

• The encumbrance for health and retirement will be based on the actual health and retirement plans in which the employee is enrolled.
Payroll
Consent for Electronic W-2s

• **Current %**: USG – 32.6%, UGA – 52.3%

• Please enter your consent for electronic W-2 delivery through OneUSG Connect Employee Self-Service.
• **Updating Electronic W-2 consent**
• You will be able to enter your consent after you receive your first paycheck. You don't have to update your electronic W-2 consent each year.
• When W-2s are available, you will be able to access your W-2 through the OneUSG Connect Employee Self-Service site.
• If you do not choose electronic delivery, your W-2 will be mailed to you.
Payroll

Consent for Electronic W-2s

• Before W-2s are finalized, One USG Share Services Center will change employees' consent status for Retired/Terminated employees to Withdraw and W-2s will be mailed to those employees.

• Retiring/Terminating employees should verify their **home** address in OneUSG Connect Employee Self-Service before leaving UGA so the W-2 will be mailed to correct address.
Payroll
Query for Off cycles

• If a unit wants to see if an off cycle has been issued for an employee, they can run the Validate Monthly Pay query
  180_PY_MO_PAYROLL_VALIDATION.
• You'll enter the Pay Run ID for the period used for the Off Cycle.
• Link to 2020 Off Cycle Calendar.
• For example, the Pay Run ID used for August monthly off cycles is 09X1.
Benefits
Voluntary Retirement Incentive Program

• **Retire Rehires:** Participants must wait at least 4 months before retired-rehire eligibility.

• **Refilling Positions:** Regarding re-filling positions vacated by recent retirees, VP's and Deans have received their list of VRIP participants that they need to report back on whether it is critical to rehire for the position immediately. Ideally, the unit would not rehire for the position until the beginning of the next fiscal year.

• **Critical Hire Process:** Reminder that these are subject to critical hire
OneUSG Connect Update
Scheduled Maintenance

**Begins:** Saturday, September 26, 2020 at 8:00 a.m.

**Ends:** Sunday, September 27, 2020 at 8:00 a.m.

- Users will be unable to log into OneUSG Connect during this time.
- Time clocks will be available for use but may report “Offline” during the maintenance activity. Time clocks will retain and transfer the punches when the terminals are brought back online.
- OneUSG Connect - Benefits will remain available to employees and can be accessed from the [USG Faculty and Staff Portal](#).
Thursday Tidbit

CREATING A HEALTHIER GEORGIA FROM THE GROUND UP

Whether you’re maintaining a healthy and active lifestyle or growing your own food, we provide information and programs to help you and your family live healthier, happier lives.

Staying Healthy During the Pandemic
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu