September 12, 2019

Session Highlights/Updates
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 19.
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

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: 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

HR

UGAJobs training

• Available to departments and units by request. We’ll come to you!
• Email us at hrweb@uga.edu

State Charitable Contributions Program (SCCP) Webinar

• Covers the new optional State Charitable Contributions Program (SCCP) in OneUSG Connect, replacing the previously used website charities.uga.edu.
  • Wednesday, September 25, 2019, 2:00 p.m. Click here to register.
  • Course will also be recorded.
• Note: Letters/paper forms will follow the same processes as last year.
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
Reading your pay stub

Employee Guides

Quick Reference Materials for Employees in the Training Library

- Monthly
- Bi-Weekly
Weekly Status Call

• No Weekly Status Call next week
• Join us again on September 26th
UGA Financial Management System Module Awareness
Quarterly Amendment Review

Budgets

• First *Monthly Overdraft Report* will be sent to Chief Budget Officers by end of week.

• *QAR Current Schedule for FY2020* is posted on the [Budget Office website under Resources](#).

• *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.
Financials Update
In Development/Testing for September 28th

Security:
• Clean up look and feel and add options (BPSS) to Access Request Form

Procurement:
• Add UGA PO Inquiry Role to Users with UGA Fin Standard Access Role

Accounts Payable:
• Include Supplier Name on Payment Request Approvals
• Update to New Supplier form (banking entry help for suppliers)

Travel/Expenses:
• Setting EMP Employee defaults in Finance
• Include Ground Transportation as Expense Type
• Deny option is returning for approvers (in addition to Send Back)
• Ability to consolidate lodging into one upload and field (not visible to approvers)
Financials
New Queries Available

These new queries are great to use to summarize actual amounts:

**UGA_GL_TRIAL_BALANCE**
- Provides summarized actual amounts by each chartfield combination within selected fiscal year, accounting period, and ledger. Useful for any kind of account; including assets, liabilities, fund balance, revenue and expense accounts.

**UGA_GL_TRIAL_BAL_ACCT_FUND**
- Provides summarized actual amounts by account and fund within selected fiscal year, accounting period, and ledger. Useful for any kind of account; including assets, liabilities, and fund balance, revenue and expense accounts.

**UGA_GL_TRIAL_BAL_DEPT_FND_ACCT**
- Provides summarized actual amounts by Department, Fund, and Account within selected fiscal year, accounting period, and ledger. Useful for any kind of account; including assets, liabilities, and fund balance, revenue and expense accounts.
Notification to Research Faculty:

- Payroll is encumbered for the entire fiscal year on filled positions.
  - In some cases, particularly with soft-funded positions, this has handcuffed operating budgets when future funding sources are unknown and/or not yet available.
- On June 28, three suggestions to address this issue were first shared with business officers across all units.
  - Each of these suggestions can help prevent payroll from being encumbered longer than desired.
  - The units that have taken advantage of these suggestions are reporting positive results.
  - The OneSource team is reiterating these suggestions for research support staff to help ensure broader awareness until a permanent solution can be implemented.
  - The UGA team is already discussing potential options with OneUSG Connect.
Notification to Faculty:

- The most frequently requested improvement (by far) to the Project Status Report is to show the individual employees who are paid or encumbered on each project, and the respective dollar amounts.
- This information is now available on a new tab of the report called Payroll Transaction List.
- Screenshot-based training materials with this new functionality can be found here.
- It is important to note that this new tab will include numbers that are closer to real time than the other tabs because it pulls directly from the actual payroll data.
- After payroll runs, the amounts on the other tabs will typically “catch up” in 2-4 days as that data flows over to the financial system.
- It is our belief that providing this information in a single report is worth the learning curve of these timing discrepancies.
# Example: Pay Run 95B1

## Bi-weekly pay period 4/21/19 – 5/4/19

<table>
<thead>
<tr>
<th>Monday 5/6/19</th>
<th>Tuesday 5/7/19</th>
<th>Wednesday 5/8/19</th>
<th>Thursday 5/9/19</th>
<th>Friday 5/10/19</th>
<th>Saturday 5/11/19</th>
<th>Sunday 5/12/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Confirmed</td>
<td>Pay to GL PERS_SERV_BOR &amp; BUDGET_ACTUALS</td>
<td>Notified by OneUSG that Pay to GL process complete</td>
<td>Pay Date</td>
<td>Recon &amp; Journal Gen</td>
<td>Journal Edited and Posted</td>
<td></td>
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</tbody>
</table>

**UGA Data Warehouse**
- Data stores
- Cubes

**UGA Financial Management System**
## Pracitioner Guides

### Resolving Budget Errors

#### Quick Reference Materials for Practitioners in the Training Library

- **Resolving Budget Errors**

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### Budget Check Errors Quick Reference Guide

#### Resolving Budget Check Errors

This document provides information about how to resolve budget check errors. When you receive a budget check error, note the fund of the chartstring you used and then look below to find possible solutions to your budget check problems.

<table>
<thead>
<tr>
<th>Funds</th>
<th>Fund Type</th>
<th>DEPT_PRN Ledger</th>
<th>PROJ_PRN Ledger</th>
<th>Budget Checkpoint Queries</th>
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</thead>
<tbody>
<tr>
<td>10000</td>
<td>11390</td>
<td>General Operations:</td>
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<td>X</td>
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<td></td>
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<td>• State Appropriations</td>
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<td>• Tuition</td>
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<td>• RI-Other General</td>
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<td>• AU/UGA Med Partnership</td>
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<td>Auxiliary</td>
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<td>• DSS</td>
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<td>• IDC</td>
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<td>• Student Activities Fees</td>
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<td>• Tech Fees</td>
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<td>• Other General</td>
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Page 1 of 4
Very 9.19
September 12, 2019

OneUSG Connect
Module Awareness
Benefits

Dependent Verification Status Update

• Right now, there are about 200 not yet verified
  • Down from 800 last week!
## Termination Request Scenarios

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Last Day Physically Worked</th>
<th>Last Day in Active HR Status</th>
<th>Termination Effective Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The employee submits a resignation effective in two weeks. The employee’s last day physically working falls on a Friday, 10/26.</td>
<td>10/26</td>
<td>10/26</td>
<td>10/27</td>
<td></td>
</tr>
<tr>
<td>The employee submits a resignation effective in one month. The employee’s last day physically working falls on Tuesday, 10/23. However, the employee is approved to take leave 10/24-10/26.</td>
<td>10/23</td>
<td>10/26</td>
<td>10/27</td>
<td></td>
</tr>
<tr>
<td>The employee submits a resignation effective immediately to the supervisor on Tuesday, 10/23. The employee’s last day physically working is Wednesday, 10/10. He/she is currently on an unpaid leave of absence.</td>
<td>10/10</td>
<td>10/23</td>
<td>10/24</td>
<td><strong>Note:</strong> Please keep in mind that those who are on an unpaid leave of absence will be on benefits billing with Alight.</td>
</tr>
</tbody>
</table>
## Termination Request Scenarios

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Last Day Physically Worked</th>
<th>Last Day in Active HR Status</th>
<th>Termination Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>The employee submits a resignation to the supervisor effective Tuesday, 1/1. The employee’s last day physically working is Monday, 12/31. The effective date of the termination falls on a holiday.</td>
<td>12/31</td>
<td>12/31</td>
<td>1/1</td>
</tr>
<tr>
<td>The employee submits a resignation from a temporary position effective Tuesday, 10/23. The employee’s last day physically working is 10/23. The employee has accepted a benefited position with the same institution effective the same day as the resignation from the temporary position.</td>
<td>10/23</td>
<td>10/23</td>
<td>10/24</td>
</tr>
</tbody>
</table>
OneUSG Opportunities

- Service Desk Transition (below)
- System Architecture - Change Request List (below)
- Testing Environment – Dedicated
- Grads, Students, Temporary employees
  - Hiring – Inability to Bulk Hire
  - Position Management - Continual Updates
  - High Volume Changes - Research Institution

- Reporting
  - UGA Learning Curve - Effective Dated Rows, Short Break Rows
  - USG Approach, Row Level Security
  - Protected Data, PII Data in Non-Sensitive Records

- Onboarding
  - Early on-boarding for faculty and staff
  - IDM Access/Timing
  - Contingent Worker vs. Employee vs. POI
OneUSG Opportunities

- **Summer Pay Processing**
  - Short Work Break Work, Reporting Issues, Spreadsheet Processing

- **Position funding changes**
  - One change at a time
  - Encumbrance issues, locks spend for the full year even if a six-month commitment

- **Payroll**
  - Rounding Rules vs. Clocked Time
  - Electronic W2’s for retirees and terminated employees
  - Paycheck Modeler calculation for terminated employees to improve overpayment process

- **Time and Labor**
  - Reports To overriding the Time and Absence Approver
  - Expansion of the TL Auto Enrollment Matrix
  - Additional Approvers for Units

- **Benefits**
  - Alight and Retirement at Work — Issues
  - FMLA — balance issues, tracking on spreadsheet
  - Leave Balance — Forecasting and reflection of leave taken

- **Work Force Administration**
  - Terminations and Transfers
OneUSG Opportunities

Policies and Procedures

- Employment Date vs. Contract Date
- Multiple Jobs Approach – Managing Positions
- Off Cycle/Emergency Check Changes
- Pre-boarding
- Short Work Break
- Student Employment
- Summer Pay Percent – define regular pay
# OneUSG Opportunities

## Change Requests

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Efficient and Effective Management of Time &amp; Absence approver - Additional Approvers for Units / Auto Flow of MSS Transactions to TL ABM</td>
</tr>
<tr>
<td>2</td>
<td>MSS Change Position Funding enhancements</td>
</tr>
<tr>
<td>3</td>
<td>Expand Auto Enrollment Matrix</td>
</tr>
<tr>
<td>4</td>
<td>Additional workflow option for Supplemental Pay Transaction level 5 approvers</td>
</tr>
<tr>
<td>5</td>
<td>Manager Self Service Request - Modification to “Request Type” Field</td>
</tr>
<tr>
<td>6</td>
<td>Restrict access to the Disability Record to a Specific Role</td>
</tr>
<tr>
<td>7</td>
<td>Update Paycheck Modeler</td>
</tr>
<tr>
<td>8</td>
<td>Action Date needs to be added to the IDM Main View in OneUSG Connect</td>
</tr>
<tr>
<td>9</td>
<td>Vet Med Weekend Differentials</td>
</tr>
<tr>
<td>10</td>
<td>Detailed Summary of Leave Balances</td>
</tr>
<tr>
<td>11</td>
<td>Leave breakout on paystub</td>
</tr>
<tr>
<td>12</td>
<td>Current “Reports to” Manager Data not reflected in Job</td>
</tr>
</tbody>
</table>
Questions/Suggestions/Concerns

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