Weekly Status Call

September 24, 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.
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](mailto:lisagrif@uga.edu) for the discount code.
- Upcoming courses include:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading Change</td>
<td>9/25</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt</td>
<td>10/5</td>
</tr>
</tbody>
</table>

- [UGA Professional License and Certification Policy](#)
2021 Campaign for Charities
Live in OneUSG Connect

• Enrollment for the 2021 Campaign for Charities is now open!
• Archnews sent September 18.
• Additional Information is available on the SCCP webpage.
• Tutorial available in the Training Library.
• Notable changes from last year:
  • Cash will no longer be accepted (ignore instructions pertaining to cash)
  • Packets will only be available at the request of HR Liaisons
  • Previous year's contributions will auto populate
  • Charity codes are formatted slightly differently
  • Users should utilize the "contains" dropdown to search for charities.
2021 Campaign for Charities

Known Issue

- Some users may experience duplicate blank rows when viewing their previous year's contributions. Hitting submit with these duplicates will result in an error.
  - Users should use the delete button to remove the rows.
Fiscal Master Calendar
Upcoming Downtimes/Updates

Access the Fiscal Master Calendar for additional dates and information!
Network Maintenance Outage

Saturday, October 24 at 6:00 a.m. to Saturday, October 24 at 11:59 p.m.

• Outages associated with the maintenance will be unpredictable, so the UGA community should **assume that network services will be unavailable during the entire day**.

• This standard maintenance is necessary to allow EITS to continue to provide ample bandwidth and capacity for the University. This is the second of two regularly scheduled network maintenances in 2020.

• Please share information about this maintenance with faculty, staff, and students in your units.

• Additional details and progress reports will be posted at [status.uga.edu](http://status.uga.edu) and on the EITS Twitter feed at [@uga_eits](https://twitter.com/uga_eits).
Mobile Flu Clinics

• September 28
• September 29
• October 7
• October 22

More Information
Microsoft Teams
Join us on Teams!

• Sharp increase in adoption across UGA in recent months

• Very useful for instant messaging, quick screen share, document sharing, or meetings

• Link to OneDrive and other features
Microsoft Teams
What your colleagues are saying

“We use it to track projects, work on spreadsheets together, answer quick questions, etc. It has been a game changer!” - CAES

“We love it! We use it for quick questions and to cut down on email volume...Love the document share function.” - FACS

“We use Teams and it has really helped. It is like text messaging but keeps it from using data on your cell. You can create chats based on certain topics.” - CAES

“Teams has been instrumental to our office during the last few months. Positive feedback from [our] Business Office.” - Franklin

“It's been great to access at work and home, I love the video chat and chat features that replace Slack. I also love how you can create new "channels" within a team...I'm a big fan!” - Libraries

“We are loving MS teams...we have greatly reduced email volume! Its quick, easy and perfect for sharing files with multiple editors.” - FACS
Microsoft Teams
MS Teams in Action
# Data Warehouse
## Monthly Status Report (Poll)

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Department</th>
<th>Rev/Expense</th>
<th>Account Family</th>
<th>Current Budget</th>
<th>Encumbrance</th>
<th>Monthly Actuals</th>
<th>Actuals to Date</th>
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</thead>
<tbody>
<tr>
<td>10010951 - FC Advising</td>
<td>Expense</td>
<td>500000 - Personal Services Expen</td>
<td>Rev/Expense Total</td>
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<td>10010951 - FC Advising</td>
<td>Department Total</td>
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<tr>
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<td>Expense</td>
<td>700000 - Op Supplies &amp; Expenses</td>
<td>Rev/Expense Total</td>
<td></td>
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<td>10010951 - FC Advising</td>
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<td></td>
</tr>
<tr>
<td>10010951 - FC Advising</td>
<td>Expense</td>
<td>0 - Unknown Account</td>
<td>Rev/Expense Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>10010951 - FC Advising</td>
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</tr>
</tbody>
</table>
Today's reporting breakout session will be specific to the Simpler reporting platform. If you have an interest in this topic, please join us after the call!
OneUSG Connect
Automated Queries and Reports

• Request from OneUSG Connect Shared Services Center regarding UGA users with any scheduled queries or reports.

• Queries and reports scheduled to run during normal business hours are causing system slowness across USG institutions.

• Please adjust the run date and time to outside business hours, preferably between 2:00 a.m. and 3:00 a.m.

• Instructions on adjusting run times for similar reports can be found in the Training Library near the bottom of this page.
Commitment Accounting
New Personal Service Encumbrance Calculation

OneUSG Connect is scheduled to run the new encumbrance process on September 25 and 26. We ask that you begin to analyze your encumbrances on Monday, September 28 and bring your issues to the October 1 breakout room following the Weekly Status Call.

If you have any questions or feedback regarding the new method, please contact the OneSource Service Desk at onesource@uga.edu.
Update: UGA has had several recent conversations with USG regarding solutions to mitigate the impacts of the new encumbrance calculation. Our conversations with USG have been productive and are ongoing. USG is working to update the encumbrance calculation to recognize grant related funding end dates and prorate the encumbrance based on the end date in OneUSG Connect. In addition, USG will update the encumbrance calculation to recognize Job Data status changes that are effective in the month of May for the 18G and 18P paygroups. These changes are expected to be released within the next couple of months. We will continue to assess the impact of the new encumbrance calculation and continue discussions with USG.
Payroll

Taxable Fringe

• **Football season tickets**
  Due to limited availability of 2020 faculty/staff tickets for football, the cost of the tickets does not meet the minimum threshold to be considered a taxable fringe benefit.

• **Basketball season tickets**
  Basketball ticket distribution has not been determined yet.

• Taxable Fringe breakout room this week with Payroll team.
**Benefits**

**Open Enrollment**

*UPDATED* Dates: **October 21- November 6**

- HR Partner/Liaison Open Enrollment Meeting: October 8 at 3:00 p.m.
- Virtual Benefits Fair: October 19 – 23  More details to come
- Flu-shot and Biometric Screening: October 20 from 10:00 a.m. to 2:00 p.m. at the Georgia Center in Mahler Hall.

Multiple Archnews will be distributed over the coming weeks
Benefits

Voluntary Retirement Incentive Plan (VRIP)

• VRIP opened to the remaining applicants that submitted their applications prior to the end of day on September 15.

• These employees will be contacted by end of next week to schedule an appointment.

• Approx. 75 employees

• Working to get lists of employees that have signed their agreement to retire so we can communicate to departments.
Absence Management
Shared Sick Leave Pool

• **Shared Sick Leave Open Enrollment**
  • Enrollment Period (same as benefits open enrollment)
    • October 21 - November 6
  • Must have the following to be eligible to join:
    • Completed the provisional employment period
    • Donate a minimum of 8 hours from October 21 - November 6 (pro-rated based on FTE)
    • Have a minimum of 48 hours sick leave as of January 1, 2021 (pro-rated based on FTE)
  • If you are already a shared leave member, you are not required to donate again
  • [Shared Leave Program website](#)
Time & Labor
System Downtime

Saturday, September 26 at 8:00 a.m. to Sunday, September 27 at 8:00 a.m.

- **Employees may report hours worked differently during this time:**
  - **Kaba Clock:** Employees can continue to clock in and out at the clock, though the clock may show as "Offline."
  - **Web Clock:** Employees will need to record their hours on a **paper timesheet**. The hours will need to be entered by the manager once the system is back online.
  - **Pay From Schedule/Manual Time Entry:** Employees can enter their own hours once the system is back online.
• Kaba recommends that the small CR2032 back-up batteries should be replaced every 2 years.
  • Not replacing can result in technical issues at the clock.
  • These batteries are relatively inexpensive and can be purchased at most major retailers, such as Amazon.
• Instructions on replacing the battery can be found on the Time and Attendance Resource Page.
  • Please note that once the battery is replaced, the date and time at the clock will also need to be updated.
OneUSG Connect Query
Monthly Payroll Query Group

• New query grouping in the Payroll section of the Work Center.

• Contains existing queries, a new query, a link to a training document, and descriptions.

• Groups queries into two sections based on when paysheets have been created for the month.

• The new query is designed to be run after monthly paysheets have been created and highlights active but unpaid individuals.
# OneUSG Connect Query

## Monthly Payroll Query Group

### 180_PY_MONTHLY_PAYROLL QUERIES- Monthly Payroll Query Group

<table>
<thead>
<tr>
<th>Set ID</th>
<th>Descr</th>
<th>When to Run Query</th>
<th>1-Description</th>
<th>2-Description</th>
<th>3-Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100000</td>
<td>University of Georgia</td>
<td>Prior to Pay Sheets being created Estimated Monthly Payroll Query Query provides an estimate of the monthly pay for an exempt employee based on the current job data record. It also shows the current funding associated with the position during the month. The month used in the query is based on the Pay Period End Date prompt. There are also prompts for HR Dept, Fiscal Year, Position Number, EmpID, Total Working Days in the Month, and Pay Group. The value from Total Working Days in Month prompt will be used to calculate the prorated compensation amount for changes that occur on a date other than the 1st. If this number is incorrect, the query will still run but will calculate an incorrect prorated amount. The query will not return any data for unfunded positions.</td>
<td>Query to return data on existing Additional Pay based on the Pay Run ID entered. This query should only be run for the current or previous Pay Run IDs, not future.</td>
<td>Query to return individuals with unapproved absences. Prompts available for Employee ID, Pay Group, and HR Department ID.</td>
</tr>
<tr>
<td>2</td>
<td>180000</td>
<td>University of Georgia</td>
<td>After Pay Sheets are created Validate Monthly Pay This query reports the actual monthly pay for a particular month. Reports prorated pay for employees hired after beginning of month or leaving before and end of month. Use to review employees who will be paid for the month.</td>
<td>Query to return Payroll Status of (A)chieve, (I)leave, leave with (F)ay, (S)uspended, or Short (W)ork Break but no pay check based on Pay Run ID. Suggested practice is to use along with Payroll Validation query.</td>
<td>Active with No Paycheck</td>
</tr>
</tbody>
</table>
The Presidential Task Force on Race, Ethnicity, and Community is examining issues related to race, ethnicity, and community at the University of Georgia, with the goal of developing concrete recommendations that can be implemented during the coming academic year to improve the campus culture and strengthen the learning environment at UGA.

Share Your Ideas

https://rectaskforce.uga.edu/
Questions/Suggestions/Concerns

Contact Us
onesource.uga.edu
onesource@uga.edu
or
oneusgsupport@uga.edu