Weekly Status Call

September 26, 2019
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 UGAG Job 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
Training Courses

UGAmart for Beginners training
• Thursday October, 17 9:00 a.m. – noon
• Register with Training & Development

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

GRASP Classes (Sponsored Projects)
• Class 4: Negotiation, Acceptance, and Award Management, October 1, 9:00 a.m. - noon
• Class 5: Prior Approval, Audits, & Reporting, November 13, 9:00 a.m. - noon
• Class 6: Special Topics, December 3, 9:00 a.m. to noon
• Register with Training & Development

Project Status Report Training
• October 10, 10:30 a.m.
• November 13, 2:00 p.m.
• December 9, 10:30 a.m.
• The new Payroll Tab will be covered at these sessions. Register via PEP.
• More information on the SPA webpage
UGA Financials Update
September 28th 2019
Webinar: 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. Register here.

(No updates for Budget Management)
Financials Update
Planned for September 28th

RELEASE NOTES on the Roadmap Resource Page

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

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)

Billing:
• Very minor changes to the invoice template (Cohort 1, 2, only), accommodates large amounts
Financials Update
Access Request Form

• Added a prompt requiring submitter to select **Load User's Roles** button if copying from another user.

• Cleaner look and feel overall
Financials Update

Access Request Form

Access Requested section redesigned:
• Removed "Request access to OneSource Default Inquiry Roles Only" button.
• Added checkboxes as shown below.

<table>
<thead>
<tr>
<th>Access Requested</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Access to View Only Roles</td>
<td>□ Access to Simpler/Data Warehouse</td>
</tr>
<tr>
<td>□ Access to the Budget Management System</td>
<td>□ Access to Budget Development  (Enter Division Group in the Justification for Access box at the top of the page.)</td>
</tr>
</tbody>
</table>
Travel and Expenses
Supplier Registration Help Box Message

• FYI only
• For suppliers:
  • In the Supplier Registration process, updated configured message within Step 5 – Payment Information.
  • Within the “?” help box for the Supplier Banking Information.
  • To help new suppliers identify which banking fields are required when registering for the ACH payment method.

OneSource
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Travel and Expenses
Employee Payment Method Set Up

- New employees will no longer be required to go in and manually set up their Expense Profile to EMP – Employee Paid in order to process Travel Authorizations.
- We will also update all of the current employees
- Resolves the Known Issue
Accounts Payable

Approvers: Supplier Name visible

• New column to show supplier name on Pending Approvals page.
• All other stays the same.
• All the information will be staying the same that approvers are used to seeing we are just adding a new column to include the supplier’s name
• Enhancement request
Travel and Expenses
Deny option for Approvers

- Resolves a Known Issue.
- **Deny** button will appear where the **Send Back** button has previously been.
- Please use caution to ensure you are selecting the intended action.
- **Send Back** button is still available under the **More** button.
- Please note, the deny feature should be reserved for expense reports that **you do not wish to be re-submitted**, as the deny functionality essentially kills that expense report. For any kind of corrections, you will still want to use the Send Back functionality. Any denials will require a comment before the action can be processed.
Travel and Expenses
Deny option for Approvers—Note Location!

BEFORE UPDATE

AFTER UPDATE
Travel and Expenses

Deny returning for Approvers

- Travelers will receive the denied expense report back under the “Expense History” tile.
- Denied Expenses cannot be edited and resubmitted.
- Denied Expenses can be copied.
Travel and Expenses
Deny returning for Approvers

• Denial comments can be reviewed under the “Approval Status”
Travel and Expenses
Ground Transportation Type

• Ground Transportation will be added as an expense type for both domestic and international travel.
• Employees submitting expense reports will now have the additional option to utilize ground transportation
• From a BSAG enhancement request.
• Approvers will see ground transportation expense types for normal approval.
• Use for Shuttle (Groome), Taxi, Train
• Do not use for Rental Cars (separate expense type)
Travel and Expenses
Number of Nights Lodging

- Employees will now be able to submit their lodging expense on one expense line. A new **Number of Nights** field will now be populated on the Expense Entry page when using the *D – Lodging* or *I – Lodging* expense types. This is a **required field** that must be populated with the number of nights they utilized lodging in order to be able to submit their expense report. Travelers may also want to add that info in description.
Travel and Expenses
Number of Nights Lodging

• The entered number of nights will not be viewable by approvers within the expense line details, but will be reviewed at the final AP approver level.
UGA Financial Management System
Module Awareness

September 26, 2019
In Fy19, used
- 471100 Account Code
- 41900 Class Code

We saw complications with the carry forward – Ex: 41900 was used for Revenue but not for expenses, so two lines carried forward

In FY20
- No longer use 41900 or 19000 Class Codes
- Use the 41500 Class Code (or other as applicable) for both revenue and expenses

Want to clean up FY20?
- You can process:
  - GL Journals to clean up the Carry Forward (4991100 Account Code)
  - GL Journals to clean up current year postings
    - Are all the other chartfields the same?
    - Process as a lump adjustment!

Updated Intrauniversity guide being developed
Accounting

Reminder on Agency Funds

- Governmental Accounting Standards Board (GASB) 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.**

- 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.

<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>
• Purchase Requests in UGAmart on Projects
  • All purchase requests on projects should be created using the "Amount Only" checkbox.
  • Otherwise, encumbrances may not display correctly on various reporting tools.
  • Example: A PO is established for $50K with a quantity of 1. A purchase is made against the PO for $10K with a quantity of 1. Since the quantity of the PO has been met, the encumbrance will fully liquidate to $0 (rather than the expected $40K) in project reporting tables. Selecting the “Amount Only” checkbox when creating the purchase request will solve this problem. A tutorial on this can be found here.
September 26, 2019

OneUSG Connect
Module Awareness
Based on guidance from USG, UGA is reinstituting its policy to run background investigations on all temporary employees effective 9/23/19.

Please contact hrweb@uga.edu with questions.
Absence Management

Vacation Payout Calculations

- In OneUSG Connect, vacation payouts are paid at the hourly rate for all employees
  - Annual Salary / 2080 = hourly rate
- Differs from legacy processing where vacation payouts were paid at a rate based on the number of working days within the month
- Processed on the next on-cycle payroll following the employee's final paycheck
  - Central HR adds the vacation balance to the employee's last day worked on their timesheet
  - Vacation payouts are taxed at the supplemental tax rate
- Please refer to the query in the Absence Management section within the Reporting Workcenter in OneUSG Connect
  - Vacation Payout Payment Detail - 180_ABS_PY_VPO_DETAIL
Payroll
Fringe Taxes

- **Background:** During the year most employees receive fringe benefits at no cost up-front that are in addition to their bi-weekly or monthly paycheck. These include but are not limited to football tickets, TAP, direct bill relocation, etc.
- IRS requires the value of these benefits be added to your compensation (taxable)
- Historically, UGA withheld FICA (7.65%) only (except for TAP)
- IRS requires employers to withhold FICA, **state taxes** and **federal taxes**.
- In the past, state and federal taxes were assessed through filing a tax return, **not** paycheck. **That is the key change.** This change increases the amount of taxes assessed in paychecks.
Payroll
Fringe Taxes

• The example below is only for illustrative purposes.
• Please note: State and federal taxes and their impacts vary by person and level of income. Each individual’s situation is different. We cannot offer tax advice.
  • Example:
  • John Doe receives a football ticket discount valued at $150.
  • His state tax rate is 6%, his federal tax rate is 22%, and his FICA tax rate is 7.65%. The total of these three rates = 35.65%.
  • $150 benefit x 35.65% = $53.48

Old Withholding $11.48  
New Withholding $53.48
Payroll
Fringe Taxes

• Most fringe benefits received from November 2018 – October 2019 will be reported on these paychecks and taxes will be withheld:

<table>
<thead>
<tr>
<th>Biweekly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 22</td>
<td>November 29</td>
</tr>
<tr>
<td>December 6</td>
<td>December 31</td>
</tr>
<tr>
<td>December 20</td>
<td></td>
</tr>
</tbody>
</table>
Payroll
W-2 Enrollment

- Encourage Employees to set up electronic delivery for their W-2 by December 31, 2019
- Consent for electronic W-2 with the UGA legacy self-service site was not converted
- To date 24% of UGA employees have consented for electronic W-2s.

- Electronic W2s available in OneUSG Connect in 2020
- Paper W-2s mailed to the employee’s home address

- Tutorial for entering electronic delivery consent in OneUSG Connect Employee Self-Service
- If an employee separates from UGA (termination or retirement), they will NOT be able to access their W-2 through the OneUSG Connect Employee Self-Service site even if electronic delivery consent was set-up. Before the separation date from UGA, the employee will need to access OneUSG Connect Self-Service and remove consent for electronic W-2. If not, the former employee will need to contact OneUSG Connect Support to request to have the W-2 mailed.
Commitment Accounting
Known Issue 9/17 (Resolved)

• The batch job which processes Manager Self Service Change Position Funding Changes in OneUSG Connect had not processed funding change transactions since 9/11/19 at 1:00 p.m.
• Process appeared to be running but was not updating records.
• Positions that had an approved but not processed funding change were locked. While the position is locked, no additional funding changes can be submitted.
• OneUSG Connect worked to identify cause and resolve the issue by the end of day.
• Resolved on 9/24/19 at 4:30 p.m.
Commitment Accounting
Known Issue 9/24 (Resolved)

• The most current personal service encumbrance data had not been messaged over from OneUSG Connect to the UGA Financial Management System.
  • The new personal service encumbrance projection was completed on the evening of September 23 and was reflecting the new personal service encumbrance amounts in OneUSG Connect.
  • The associated data had not been messaged to the UGA Financial Management System, so no new encumbrance journal could be generated or processed.
• OneUSG Connect Support and OneSource teams worked to resolve by the end of day.

• Details and updates of Known Issues are posted on the Known Issue Resource Page
Standard Operating Procedures (SOPs)

• SOP Page:
  • https://onesource.uga.edu/resources/oneusg_connect_sops/
    • We do not recommend printing or bookmarking specific SOPs, as they are subject to updates.

• Compliance Component (Approving Time After Payroll Deadline)
  • https://onesource.uga.edu/protected/pdf/approving_time_after_payroll_deadline.pdf

• Compliance Component Tutorial (Approving TL Compliance Data for Supervisors)

• Compliance Component Tutorial (Approving TL Compliance Data as a Time & Absence Approver)
State Charitable Campaign Program (SCCP) replaces the UGA Electronic Contribution

More info on [http://charities.uga.edu](http://charities.uga.edu)

- Allows employees to fill out an electronic contribution form.
- This functionality is optional.
- Paper forms will still be distributed.

Tutorial in the [Training Library](http://charities.uga.edu)
Questions/Suggestions/Concerns

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