Training Courses

NEW

What’s New in BPSS in Nov 2019
• November 18, 1:30 p.m.
• Register

Maintaining Custodial records
• October 8, 10:00 a.m. - 12:00 p.m.
• Register on the Training Resource Page

GRASP Classes (Sponsored Projects)
• 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

UGAMart for Beginners training
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

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
Transition to SSO
OneSource Website

• On October 8 at 5:00 p.m., the login screen for several UGA systems will change.

• Protected OneSource websites and documents will transition to the new production CAS environment, UGA Single Sign-On (UGA SSO) on October 12.

• Once the transition is complete, the login screen for these applications will no longer display Central Authentication Service (CAS). Instead, the login screen will display UGA Single Sign-On Service.

• **Employees will still login in with their MyID and password for all these systems.**

• More information about UGA SSO, as well as a screenshot of the login page can be found at [https://eits.uga.edu/access_and_security/uga_sso/](https://eits.uga.edu/access_and_security/uga_sso/).
HR/Payroll
Open Office Hours

This week is the LAST WEEK of Open Office Hours

Team members will be available to cover questions regarding UGAJob processes, changes for monthly employees' 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

- We encourage you to reach out to your HR UGAJobs Dedicated Points of Contact or send an email to oneusgsupport@uga.edu for an appointment with Payroll.
September 26, 2019

UGA Financial Management System Module Awareness
Budget Management
System Patching

• The September 27 monthly maintenance patching was not performed due to technical issues.
• The monthly maintenance patching for the UGA Budget Management System will be performed this Friday, October 4 from 10:00 p.m. – 2:00 a.m.

• The system will be unavailable for the duration of the maintenance window.
• Slowness of the system may be experienced after the maintenance window closes.
• Normal system performance should return by mid-morning on Monday, October 7.

• For updates on the status of the UGA Budget Management System, please refer to status.uga.edu. Please contact onesource@uga.edu or 706-542-0202 (option 2) with any questions.
December Upgrade

UGA Financials

• The UGA Financial Management System will be upgraded to Oracle PeopleSoft PUM version 32 the weekend of December 6 – 8.

• Expect the system to be unavailable during this time. Employees will need to clear their browser cache after this upgrade.

• Enhancement releases on hold until December, no updates in October or November.

• More details on functionality and enhancements will be shared with the community closer to December. Update and maintenance schedules, as well as Release Notes can be found on the Roadmap Resource page. Please contact onesource@uga.edu or 706-542-0202 (option 2) with questions.
Travel and Expenses
Taxable Travel Process

• With the 9/28/19 return of the Deny functionality, Accounts Payable will begin Denying applicable Travel Expenses, which will allow for a historical record of these before being paid via payroll.

• Section 4.2.1 of the USG’s Business Process Manual indicates that reimbursable expenses submitted more than 60 calendar days after completion of the trip or event are taxable income per the Internal Revenue Service.
Accounts Payable

Updated Entertainment Form

When is the Entertainment Form Required?

- Payment Request – Required
- Expense Report – Not Required

- Payment Requests that pay a supplier for entertainment charges: the Entertainment Form is required to capture participants, names and their relationship to UGA.

- Expense Reports that include Entertainment reimbursable amounts: the Entertainment Form is not required because the Attendees section is used instead to capture participants and their relationship to UGA.
Purchasing
New in Training Library

• UGAmart UPKs have been added to Training Library for Shoppers, Requisitioners, and Approvers

• Resource for both new and existing employees

• Additional UGAmart training will continue to be developed and added to the Training Library

• Link to training: here
Asset Management

Required Training

• Reminder!
• Training is Required for UGA AM Department Update role

• Webinar next week:
  • Maintaining Custodial records
  • October 8, 10:00 a.m. - 12:00 p.m.
  • [Register on the Training Resource Page](#)
General Ledger/Commitment Control

**Carry Forward Corrections – FUND SPECIFICS**
Consult [Budgeting Revenues and Expenditures – Guidelines by Fund](#)

- **Funds 14xxx, 20400 AND 20300/all Class Codes EXCEPT 64ICR**
  - The following journals will be need to be created by the DEPARTMENT:
    - DEPT_REV – Transferring from one department to another using SAME FUND
    - DEPT_CHILD – Transferring from one department to another using SAME FUND
    - GL Journal Entry – Moving ACTUALS revenue (499100) from one department to another using SAME FUND

- **Funds 15xxx and 20300 Class code 64ICR**
  - The DEPARTMENT will need to create a DEPT_CHILD budget journal transferring from one department to another using SAME FUND
    - Journal Long description MUST begin "CARRYFORWARD TRANSFER..." When related to Carryforward
  - Commitment Control will clean up / true up DEPT_REV and ACTUALS ledger for Revenue 499100
  - Enter ONLY the DEPT_CHILD budget journal – if you also do the DEPT_REV or ACTUALS ledger, it makes the true up more difficult.
REMEMBER:
Carry Forward can only be moved - it CANNOT be increased or decreased

Carry Forward Corrections
• Carry Forward is made up of two components:
  • Budget (DEPT_REV [499100] & DEPT_CHILD [700000])
  • ACTUALS Ledger Revenue (499100 ...ALWAYS!)

• Carry Forward deficits can be corrected in 2 ways
  • Collections of current year revenue that will not be spent. These revenues will be "set aside" to offset the deficit during the FY20 year-end calculations.
  • Move surplus carry forward from another chartstring in the SAME FUND. Do not move deficits to another chartstring with a deficit.

• Important to understand that Carry Forward Budget (DEPT_REVS) and ACTUAL Revenue (499100) should mirror each other
  • Exception: Will mirror after Commitment Management's quarterly true up for Funds 15xxx and Fund 20300 Class 64ICR
**General Ledger/Commitment Control**

**Carry Forward Corrections**

- How to Identify Deficits
- Negative Budget Balances
- Negative Actuals (Recognized) Revenue on most reports

<table>
<thead>
<tr>
<th>Dept</th>
<th>Department Description</th>
<th>Budget Reference</th>
<th>Fund</th>
<th>Program</th>
<th>Class</th>
<th>Oper Unit</th>
<th>ChartField 1</th>
<th>PC Bus Unit</th>
<th>Project Activity</th>
<th>Account</th>
<th>Account Description</th>
<th>Expenditure Budget</th>
<th>Expenses</th>
<th>Expenditures</th>
<th>Budget Balance</th>
<th>Revenue Budget</th>
<th>Recognized Revenue</th>
<th>Estimated - Recognized Revenue</th>
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<td>12200</td>
<td>41500</td>
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<td></td>
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<td>499100</td>
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<td>499100</td>
<td>Prior Year Funds</td>
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<td>41500</td>
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<td></td>
<td></td>
<td>7000000</td>
<td>Op Supplies &amp; Expenses</td>
<td>-500.000</td>
<td>0.00</td>
<td>0.00</td>
<td>-500.000</td>
<td>500.000</td>
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</tbody>
</table>
# General Ledger/Commitment Control

## Carry Forward Corrections

- **Budgets Overview – Ledger DEPT_REV**

<table>
<thead>
<tr>
<th>Ledger Group</th>
<th>Account</th>
<th>Bud Ref</th>
<th>Budget Reference Description</th>
<th>Fund</th>
<th>Program</th>
<th>Dept</th>
<th>Class</th>
<th>Class Description</th>
<th>Revenue Estimate</th>
<th>Recognized Revenue</th>
<th>Collected Revenue</th>
<th>Available Budget</th>
<th>Uncollected Revenue (Rec-Coll)^</th>
<th>Percent Available</th>
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</thead>
<tbody>
<tr>
<td>DEPT_REV</td>
<td>499100</td>
<td>2020</td>
<td>2020</td>
<td>14100</td>
<td>12200</td>
<td></td>
<td>41500</td>
<td>Dept Sales/Svcs-Other</td>
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<td>-500</td>
<td>0</td>
<td>0</td>
<td>-500</td>
<td>0</td>
</tr>
<tr>
<td>DEPT_REV</td>
<td>499100</td>
<td>2020</td>
<td>2020</td>
<td>14100</td>
<td>12400</td>
<td></td>
<td>41500</td>
<td>Dept Sales/Svcs-Other</td>
<td>500</td>
<td>500</td>
<td>0</td>
<td>0</td>
<td>500</td>
<td>0</td>
</tr>
</tbody>
</table>

- **Budgets Overview – Ledger DEPT_CHILD**

| Ledger Group | Account | Bud Ref | Budget Reference Description | Fund | Program | Dept | Class | Budget | Expense | Encumbrance | Pre-Encumbrance | Available Budget | Percent Available |
|--------------|---------|---------|-------------------------------|------|---------|------|-------|--------|---------|------------|----------------|------------------|------------------|------------------|
| DEPT_CHILD   | 700000  | 2020    | 2020                          | 14100| 12200   |      | 41500 | 500    | 0       | 0          | 0               | 0                | 500              | 100              |
| DEPT_CHILD   | 700000  | 2020    | 2020                          | 14100| 12400   |      | 41500 | 500    | 0       | 0          | 0               | 0                | 500              | 100              |
General Ledger/Commitment Control

Carry Forward Corrections

• Query UGA_GL_LEDGER_DETAIL

Consult the Transaction Signs Quick Reference

Most GL queries reflect Natural Signs in accordance with standard accounting practices: a Positive Revenue is a deficit.

Deficit
Correct Revenue Budget with DEPT_REV Budget Journal  Account 499100  +$500
Correct Expenditure Budget with DEPT_CHILD Budget Journal  Account 700000  +$500
Correct Actual(Recognized) Revenue with ACTUALS GL Journal Account 499100  - $500

MUST have offsets, not illustrated here – Remember, you CANNOT increase or decrease Carryforward

Increases to Revenues in ACTUALS/ GL Journal done with a CREDIT (Negative number )
October 3, 2019

OneUSG Connect
Module Awareness
State Charitable Contributions Program Known Issue:

- Certain users are receiving this message when clicking on the SCCP Tile in ESS
- Appears to impact select Non-UGA EMPLDs (don’t start with 180)
- Workaround is to submit a paper form using the delivered packet.
- Known Issue Link

The State Charitable Contribution Program is not open for elections at this time. Please check back later this fall. Thank you for your support!
Payroll

• Payroll Calendars for 2020 have been published on the Payroll website.

• Deadline for Biweekly PPE 12/28/19 is under review and may be changed.

• Link to payroll calendars is [here](#).
UGA Staff Salary Compression & Inversion (SCI) Plan

Around 3,000 jobs were identified for an increase. This increase is effective 7/1/2019 for all of Fiscal Year 2020.

• When will employees see a change to paycheck?
  • **Bi-weekly**: paycheck on 10/11/2019 will be the first to reflect this pay increase.
  • **Monthly**: paycheck on 10/31/2019 will be the first to reflect this pay increase.

• **TBD**: will all retro amounts back to July 1 be included or as a separate payment?

• Employees will be able to see this increase in OneUSG Connect by logging on and choosing the Compensation History Tile. It will also be reflected in the Online Pay Advice. Tutorials on navigating OneUSG Connect can be found in the OneSource Training Library.
Questions/Suggestions/Concerns

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