Weekly Status Call

October 8, 2020
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.
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 and on the EITS Twitter feed at @uga_eits.
Absence Management

360 Hour Leave Limit

• Don't forget that for faculty and staff who accrue vacation leave, the 360-hour calendar year cap for your vacation balance is still in effect.

• Any vacation hours over 360 hours will be removed if not used by December 31, 2020.

• Please remind employees and supervisors in your colleges and units of this vacation leave cap!
Training and Development

Cybersecurity Awareness Training

- All University System of Georgia (USG) employees are required to complete cybersecurity awareness training twice annually, in April and October.

- To complete the October training, log on to the Professional Education Portal (PEP) at https://pep.uga.edu with your UGA MyID and password. Once on the PEP homepage, scroll down to the section Training Due and select USG Cybersecurity Awareness Training Fall 2020.

- Faculty, staff, and student employees who have questions about the training should contact the Human Resources Service Desk at (706) 542-2222.

- The deadline for all faculty, staff, and student employees to complete the training module is October 30, 2020.
Access the Fiscal Master Calendar for additional dates and information!
## Upcoming Training

<table>
<thead>
<tr>
<th>Course:</th>
<th>Format:</th>
<th>Date:</th>
<th>Registration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>What’s New in the Data Warehouse (October Release)</td>
<td>Zoom Webinar</td>
<td>November 3 1:30 - 3:00 p.m.</td>
<td><a href="#">Zoom Webinar Registration</a></td>
</tr>
</tbody>
</table>
• **People Operations** and **Benefits & Total Rewards** breakout rooms are **cancelled today**.

• The Benefits Open Enrollment meeting for HR Practitioners will begin at 3:00 p.m. via Zoom.

• Links for the HR Practitioner meeting and Reporting breakout room will be sent **via Chat** later in this status call.
• Training materials for vehicle purchases are being updated to reflect the most recent changes to USG and State of Georgia policies. A communication will be posted once those updates are published.

• The UGAmart form will also be updated to reflect these changes.

• For any questions or guidance on vehicle purchases, please reach out to Megan Wilkes, mwilkes@uga.edu.
Data Warehouse

Poll

Which two reporting platforms/formats do you use most often?
Data Warehouse

Budget Status Cube Tips and Tricks

• A helpful guide has been created to assist in navigating back to the previous formatting of the Budget Status Cube in the Landscape tab.

• Located in the “Running the Budget Status Cube” tutorial in the training library under Tutorial Resources.

• This training provides detailed instructions with screenshots!
Data Warehouse
Budget Status Cube Tips and Tricks

• Results in the Landscape tab:
  • Changes default layout for added fields from “outline” to “tabular” form a
  • Adds filter drop downs to each field

Before

After
Data Warehouse
Budget Status Cube Tips and Tricks

- Results in the Landscape tab:
  - Changes color of rows showing a total
  - Provides instructions on filtering by Fiscal Yr or Fiscal Acctg Pd while viewing Date YMD in the PivotTable

Before

After
Concept: UGA's highly distributed organizational structure means that several units do things differently. In some ways, this can present challenges, but in other ways, it's a great opportunity to simultaneously test out solutions and determine the best way of doing things.

*Enter, the best practices library...*
Business Process Improvement

Best Practices

Note: We should start by thinking about "Pretty Good Practices." Through iteration, we'll become more confident about what are "Best Practices."
Commitment Accounting
Update on Personal Service Encumbrances

OneUSG Connect is scheduled to release the following fixes to the encumbrance calculation on October 15:

• Resolution of the known issue which has caused no encumbrance to be calculated for certain positions.

• Encumbrance will be prorated for mid pay period funding end dates.

• Encumbrance will be prorated for mid pay period terminations and short work breaks in Job Data. (This will not be limited to mid pay period changes in the month of May.)
Payroll

Taxable Fringe

• **Taxable clothing** – *New for 2020*
  • What is taxable clothing? - USG BPM Section 5.3.17 Taxable Fringe Benefits found [here](#).
  • Payroll sent emails out to units with large volumes of clothing purchases (FMD, Auxiliary Services, Student Affairs, College of Ag) on September 17.
  • Will need information by **November 6** to include on November and December checks.

• **Direct bill relocation payments**
  • Emails sent from Payroll to employees and CBOs this past Monday, October 5.
  • Adding to October, November and December payments.

• **Other fringes** (season tickets, TAP, gifts, etc.)
  • Email sent from Payroll to units on Tuesday, October 6.
  • Deadline for sending information is **November 6**.
  • Adding to November and December checks.

• **Questions?** - Email payroll@uga.edu
How many W-2s do you think UGA issued for 2019?

Answer: 27,576
Electronic W-2 consent – 54% current

Trying to increase % for the following benefits:
  - Safer
  - Faster
  - Greener
  - Cost-conscious

We are planning to have a friendly competition between major units:
  - % captured the morning of October 5 (prior to the release of the Archnews)
  - Now through December 31, 2020
  - Two winners – unit with overall highest % and unit with greatest improvement

We will provide progress updates and "campaign" materials to HR Liaisons soon!
Benefits

2021 Open Enrollment

Open enrollment: October 21, 2020 - November 6, 2020

ACTIVE enrollment this year meaning all employees enrolling in benefits must complete the tobacco usage and spousal certification.

Faculty/Staff Archnews with details forthcoming!
Benefits can be modified on the OneUSG Connect – Benefits website by selecting the Manage My Benefits link from the home page.
Benefits
Accolade Health Assistant

**New This Year!**

- Starting January 1, 2021, Anthem members will have access to an Accolade Health Assistant:
  - First point of contact for healthcare questions--big and small
  - Helps with questions about benefit coverage, claims, finding a provider, understanding pre-authorization, explanation of benefits, etc.
  - Works with healthcare experts to help you make informed care decisions
  - Dedicated Health Assistant(s) is available via phone, online or chat
  - Accolade will replace the Anthem member services number on the 2021 ID cards
Benefits
Accolade Health Assistant

• During open enrollment, employees enrolled in a USG Healthcare plan will be asked to enter their mobile number and personal email address.
  • This is optional; employees can update contact preferences at any time or opt-out of services.

• Why is Accolade wanting this information?
  • From time to time, a dedicated Accolade Health Assistant may reach out to employees to follow up on a prior conversation or to make sure they have answers to healthcare questions they may have and access to the care they need.

  • This information is important so Accolade can provide an extra level of support.
Benefits

2021 Open Enrollment

- Open office hours will replace Benefits & Total Rewards breakout rooms on Thursdays during Open Enrollment.

Virtual Open Enrollment Office Hours:
- Zoom open enrollment office hours will be held as indicated below. During office hours you may log in to a Zoom session and chat private questions to a benefits staff member

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, October 22</td>
<td>2:30 p.m. – 4:30 p.m.</td>
<td>Zoom</td>
</tr>
<tr>
<td>Tuesday, October 27</td>
<td>2:30 p.m. – 4:30 p.m.</td>
<td>Zoom</td>
</tr>
<tr>
<td>Thursday, October 29</td>
<td>2:30 p.m. – 4:30 p.m.</td>
<td>Zoom</td>
</tr>
<tr>
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<td>2:30 p.m. – 4:30 p.m.</td>
<td>Zoom</td>
</tr>
<tr>
<td>Thursday, November 5</td>
<td>2:30 p.m. – 4:30 p.m.</td>
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Benefits
2021 Open Enrollment

Open Enrollment Information Meetings:

- Zoom open enrollment office hours will be held as indicated below. During office hours you may log in to a Zoom session and chat private questions to a benefits staff member.

<table>
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<th>Meeting</th>
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<tbody>
<tr>
<td>Employee</td>
<td>Tuesday, October 27</td>
<td>11 am-12 pm</td>
<td>Zoom</td>
</tr>
<tr>
<td>Employee</td>
<td>Tuesday, October 27</td>
<td>2 pm -3 pm</td>
<td>Zoom</td>
</tr>
<tr>
<td>Employee</td>
<td>Wednesday, October 28</td>
<td>11 am-12 pm</td>
<td>Zoom</td>
</tr>
<tr>
<td>Employee</td>
<td>Wednesday, October 28</td>
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Benefits

Virtual Benefits Fair

• To discuss enrollment options, the HR Practitioner Open Enrollment session with USG will be held TODAY, October 8 at 3:00 p.m.
  • Link will be sent in chat at the end of this call.

• The Virtual Benefits Fair will be from Monday, October 19 to Friday, October 23 with additional details included in the Archnews.

• You can get your flu shot and Biometric Screening on Tuesday, October 20 from 10:00 a.m. to 2:00 p.m. at the Georgia Center in Mahler Hall.
  • Earn wellbeing reward credits too!
Training and Development
Cybersecurity Awareness Training

• Reminder that all employees must complete before October 30. That includes student employees!

• Completion Reports - more info next week!
Cybersecurity

Zoom Tips

• We want to make you aware of several steps that you can take to prevent Zoombombing and other cybersecurity risks as we continue to hold more virtual meetings in the future.

• These measures include:
  • not publicly posting meeting IDs,
  • using a meeting password, and
  • limiting screen sharing to the meeting host.
Cybersecurity
Zoom Tips

- Zoom skills courses available in the Professional Education Portal (PEP)

- Search for “Zoom” and locate both the eLearning course and an instructor-led course.
Manage Faculty Events
Emeritus Faculty in OneUSG Connect

• **Emeritus faculty** appointments that are fully approved on or before the 20th of each month will be loaded into OneUSG Connect the following month (e.g. an appointment approved on October 18th would show up in November).

• We have a **survey available** to report Emeritus faculty appointments that should already be loaded (either via the process above or during conversion) but are not showing up.

• Please reach out to Carly Surratt (csurratt@uga.edu) in the Office of Faculty Affairs with questions about Emeritus faculty.
  • Note, we request that you also reach out before submitting an MSS transaction to terminate any Emeritus job records.
Thursday Tidbit

6 Causes of Burnout, and How to Avoid Them

by Elizabeth Grace Saunders

July 05, 2018

Harvard Business Review
Questions/Suggestions/Concerns

Contact Us
onesource.uga.edu

onesource@uga.edu

or
oneusgsupport@uga.edu