Training Courses

**UGAmart for Beginners Training**
- October 17, 9:00 a.m. - noon
- Register through [Training & Development](#)

**What’s New in BPSS in Nov 2019? Training**
- November 18, 1:30 p.m.
- To register, please visit this link: [Register](#)

**UGAJobs Training**
- Available to units by request. *Central HR will come to you!*
  - Email [hrweb@uga.edu](mailto:hrweb@uga.edu) to make the request for your unit.
Training Courses

**Project Status Report Training**
- The new Payroll Tab will be covered at these sessions. Register via [Professional Education Portal (PEP)](https://www.onesource.uga.edu/training). More info on the [SPA webpage](https://www.onesource.uga.edu/training).
  - November 13, 2:00 p.m.
  - December 9, 10:30 a.m.

**Sponsored Programs (GRASP) Training:**
- For all GRASP courses, register with [Training & Development](https://www.onesource.uga.edu/training).
  - Class 5: Prior Approval, Audits, & Reporting; Wednesday, November 13, 9:00 a.m. - noon
  - Class 6: Special Topics; Tuesday, December 3, 9:00 a.m. - noon
Training Courses

Manage Faculty Events Additional Posts: Refresher Training

- October 18, 2019, 10:30 a.m. – noon (Caldwell Hall, Room 410)
  - Register here
- October 25, 2019, 10:00 a.m. – noon (Caldwell Hall, Room 410)
  - Register here
HR/Payroll
Open Office Hours

• Last week was the final session
• Alternatives:
  • Reach out to your HR UGAJobs Dedicated Points of Contact
  • Send an email to oneusgsupport@uga.edu for an appointment with Payroll
Did I hear that?
Website Searching

- **Tuesday Tips page:**
  - Link from homepage
  - Search box to “filter”

  **VS.**

- **Search on website:**
  - Finds in Tuesday Tips
  - Finds in Status Calls
  - Finds on Resource Pages
October 10, 2019

UGA Financial Management System Module Awareness
Enhancements Roadmap

- Now live on the OneSource site **Roadmap** and OIR site **About**
- View enhancement target dates, status, resolution info, etc.
Addressing Burdens & Ideas (FY20)

- Much work still to be done, but substantial progress so far this year.

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Trend Data
Graduate Waivers

Exception Reporting

Assistantship-based tuition waiver eligibility:

• Registered for **12 graduate credit hours** and
• On graduate assistant payroll for **13-20 hours/week**.
• Otherwise, ineligible for tuition waiver

Beginning **October 15, 2019** units will receive 2 weekly reports from Office of Institutional Research (OIR).

• List of students enrolled less than 12 graduate credit hours
• List of students who are out of compliance with payroll requirements (working more or less than 13-20 hours/week).
• Includes instructions on how to view your students and how to bring students into compliance.

Units have **five (5) business days** to take corrective action before waiver codes are removed by Graduate School.

• Requests to adjust tuition waivers must be submitted through Grad Status at [https://gradstatus.uga.edu/](https://gradstatus.uga.edu/).
• Questions? Contact the [Graduate School](mailto:GraduateSchool@uga.edu).
State Charitable Contributions

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)
- Employees who experienced this error can log back into OneUSG Connect and make their SCCP contributions.

Known Issue Link

- Campaign ends 11/26
Payroll

W2 Consent Query Available

- Units can review which employees have consented to receive an electronic W-2 by running `BOR_PY_YE_W2_CONSENT` (requires Query Viewer access).

- All employees are encouraged to consent for electronic delivery of their W-2.
- Consent for electronic W-2 with the UGA legacy self-service site was not converted to OneUSG Connect.
- Follow the tutorial for entering electronic delivery consent through the OneUSG Connect Employee Self-Service site.
- When 2019 W-2s are available, employees will be able to access their W-2 through the OneUSG Connect Employee Self-Service site. If electronic delivery consent is not selected by December 31, the W-2 will be mailed to the employee’s home address.
- **Note:** If an employee separates from UGA (termination or retirement), they will NOT be able to login and access their W-2 online. Before the separation date from UGA, the employee will need to access OneUSG Connect Self-Service and remove consent for electronic W-2. This is included in the Separation Checklist. If not, the former employee will need to contact OneUSG Connect Support to request to have the W-2 mailed.
Employee Self Service

• Please remind your employees to Sign Out, not close their browsers.

• This “releases” their session and frees system resources.

• It is also a security best practice.
Manage Faculty Events

Additional Posts (Review)

• Additional Post types at UGA include Courtesy Faculty, Graduate Program Faculty, Center and Institute Memberships and Graduate Coordinators (Unpaid).

• Additional Post assignments do not require processing in UGAJobs and are handled directly in OneUSG Connect. Units are directly responsible for maintaining Additional Post data.

• Security provisioning for access to the Additional Post section of OneUSG Connect should be requested through the unit's System Manager for the appropriate approvals to be obtain.
  • Include MFE View-Only/Additional Post in your request title for faster processing.
Benefits
Open Enrollment

• October 28, 2019- November 8, 2019
• 2020 Benefit Plan Guide is online
• This year is an active year – all employees should take action – Verify tobacco use and spousal insurance
• Questions regarding 2020 health plan premiums and upcoming changes. Listen to the August 22 Weekly Status Call for more information. If employees still have questions, they can reach out to the OneUSG Connect-Benefits Call Center at 1.844.587.4236 (toll free).
Benefits

Annual Benefits Fair

• Friday, October 18 from 10 a.m.-2 p.m.
• Georgia Center - Mahler Hall
• Benefits, well-being, retirement/financial plan representatives available
• Free Flu Shots with UGA ID and Anthem or Kaiser insurance card
## Open Enrollment Informational Meetings

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<th>Date</th>
<th>Time</th>
<th>Place</th>
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<tr>
<td>Employee Information Meeting</td>
<td>October 28</td>
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<tr>
<td>Retiree Information Meeting</td>
<td>October 31</td>
<td>1:00-2:00</td>
</tr>
<tr>
<td>Employee Information Meeting</td>
<td>October 31</td>
<td>3:00-4:00</td>
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</tbody>
</table>

October 31 meeting also available via [Collaborate](#)
Absence Management

Shared Sick Leave Pool

Shared Sick Leave Open Enrollment

- Enrollment Period (same as benefits open enrollment)
  - October 28th - November 8th
- Must have the following to be eligible to join:
  - Completed the provisional employment period
  - Donate a minimum of 8 hours 10/28 - 11/8 (pro-rated based on FTE)
  - Have a minimum of 48 hours sick leave as of 1/1/20 (pro-rated based on FTE)
- If you are already a shared leave member, you are not required to donate again
- [Shared Leave Program website](#)
OneUSG Connect Update
System Unavailable

Friday, December 6th (5 p.m.) - Tuesday, December 10th (7 a.m.)

- Biweekly employees will need to record time manually during these times (see below).
- Employees with leave will need to enter requests outside these times
- Supervisors will need to approve time and absences outside of these times. Paper No one on campus will be able to login and access OneUSG Connect.

OneUSG Connect Benefits (for benefits enrollment) will remain open.

UGAJobs will remain open; however, any action processed in UGAJobs will not feed into OneUSG Connect during the downtimes. Actions will be released once the system re-opens.

Web clock/Pay-from-Schedule/Manual Time Entry employees will need to record time manually during these dates.

   - Web Clock employees should record punches on a paper timesheet. Their managers will need to add the punches to the online timesheet once the system is back online.
   - Pay from Schedule/Manual Time Entry employees will be able to add hours worked onto their timesheets once the system is back online.

Kaba time clocks will remain available for regular use (punches will flow into OneUSG Connect once the system is back online).

Employee Self-Service: Any employee wishing to update direct deposit, tax information, addresses, view paystubs, etc. will need to plan around these times.

Payroll encumbrance job that usually runs on Sunday (TBD)

GA Tech project extension to March 2020 will affect published March 2020 payroll dates
Payroll
November Payroll

Monthly and Biweekly Payroll Impacts:
• No early deadlines for BiWeekly or Monthly payrolls
• Monthly pay date is Friday, 11/29/19
  • Day after Thanksgiving is a business day (UGA holiday)
Payroll

12/31/2019 Monthly Pay Date

- **12/12/19** (Thursday) - HR/Payroll deadline (Review Est Monthly Payroll query)
- **12/18/19** (Wednesday 9am) – Monthly paysheets created (Review Validate Monthly Pay query)
- **12/19/19** (Wednesday 9am) – Absences entered and signed off by approvers
- **12/20/19** (Friday 2pm) – Monthly payroll confirm deadline
- **12/31/19** (Tuesday) pay date – Business day and UGA holiday
Payroll
1/3/2020 Biweekly Pay Date

- **12/16/19** (Monday)- HR/Payroll deadline
- **12/23/19** – (Monday 12pm) UGA time/absence approval deadline for campus
- Alternative reports (instead of TL Recon report available on 12/27) will be available for departments to check hours reported.
- **12/27/19** (Friday) - USG time/absence approval deadline
- **12/30/19** (Monday) – USG confirm deadline
- **12/27 and 12/30** (Friday and Monday) - UGA Central Time&Labor/Absence Mgmt/Payroll
  - limited staff available working with OneUSG Connect Support
- We will request Units designate a Holiday Payroll Contact
## November Holiday Payroll

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<thead>
<tr>
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## UGA December Holiday Payroll

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Questions/Suggestions/Concerns

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