



# Weekly Status Call

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**October 22, 2020**



*OneSource*  
UNIVERSITY OF GEORGIA

[onesource.uga.edu](https://onesource.uga.edu)

# 2021 Campaign for Charities

## Live in OneUSG Connect



- Enrollment for the 2021 Campaign for Charities is now open!
- ArchNews message 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.



Look Up

Set ID: SHARE

Contribution Code: begins with

Description: contains

Search Clear Cancel Basic Lookup

Search Results

View 100 1-1 of 1

Contribution Code	Description
MC001220	America's Charities- Wounded Warrior Project, Inc.

# 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](https://status.uga.edu) and on the EITS Twitter feed at [@uga\\_eits](https://twitter.com/uga_eits).

# EITS

## Single Sign-On Maintenance



- **Timing:** Single Sign-On (SSO) maintenance will occur on Friday, October 30 from 7:00 – 11:00 p.m.
- **Impact:** The impact is expected to be brief at a moment in time, rather than the full maintenance window. If you experience an issue logging in with SSO, please retry.
- **Updates:** For timely updates on the status of the maintenance, please visit [status.uga.edu](https://status.uga.edu).

The screenshot shows the login interface for the University of Georgia's Single Sign-On Service. At the top is the UGA logo, which includes a red shield with a white arch and the year '1785' below it, followed by the text 'UNIVERSITY OF GEORGIA' in red and 'UGA Single Sign-On Service' in black. Below the header are two input fields: 'Username:' and 'Password:'. Underneath the password field are two buttons: a red 'LOGIN' button and a grey 'CLEAR' button. A horizontal line separates the login area from the footer. Below the line, there is a link 'Trouble logging in?' in blue. At the bottom, there are two links: 'About SSO' and 'About Us', separated by a vertical red line. At the very bottom of the page, it states 'This site is operated by Enterprise Information Technology Services.' and 'Privacy Policy'.

# Absence Management

## Shared Leave Enrollment



- **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](#)
  - **If you are not sure if you are a member, email [hrweb@uga.edu](mailto:hrweb@uga.edu) to verify**

# Absence Management

## 360 Hour Vacation(Annual) 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



- **Deadline:** Reminder that all employees must complete before October 30. That includes student employees!
- **Completion reports:** These are now available to all HR Liaisons for their units under Reporting 2.0 in PEP
- **Additional reports available to HR Liaisons:**
  - *Protect UGA: Required Covid-19 Training Courses for Supervisors and Faculty and Staff* report
  - *PEP All Training* report
- **Step-by-step instructions:** Available [here](#)
- **Additional Viewers:** HR Liaisons may request additional viewers added to their report for their units— email [pep@uga.edu](mailto:pep@uga.edu)

# Upcoming Training



Course:	Format:	Date:	Registration:
What's New in the Data Warehouse (October Release)	Zoom Webinar	November 3 1:30 - 3:00 p.m.	<a href="#"><u>Zoom Webinar Registration</u></a>





# Fiscal Master Calendar

## Upcoming Downtimes/Updates

Access the [Fiscal Master Calendar](#) for additional dates and information!

# EITS

## Network Maintenance Outage



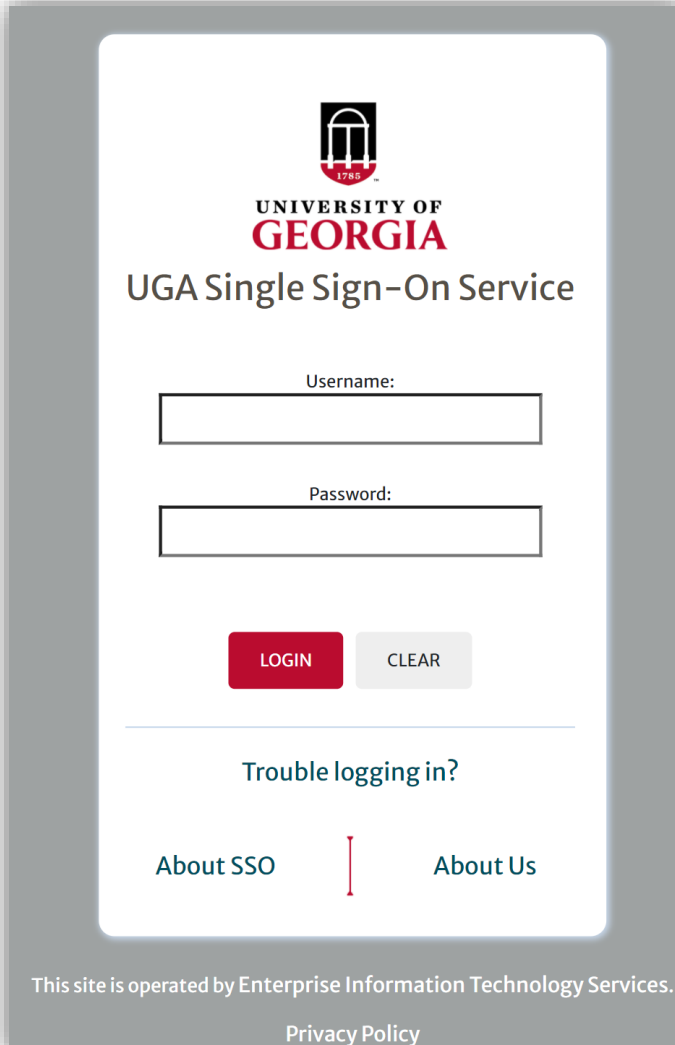
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# USG Systems

## Single Sign-On Maintenance

- **Timing:** Single Sign-On (SSO) maintenance will occur on Friday, October 23 from **11:00 p.m. – 3:00 a.m.**
- **Impact:** Any USG applications using SSO security, including OneUSG Connect and OneUSG Connect - Benefits, among others. This is noteworthy as it occurs during Benefits Open Enrollment which requires SSO.
- **Updates:** For timely updates on the status of the maintenance, please visit [status.usg.edu](https://status.usg.edu).



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# EITS

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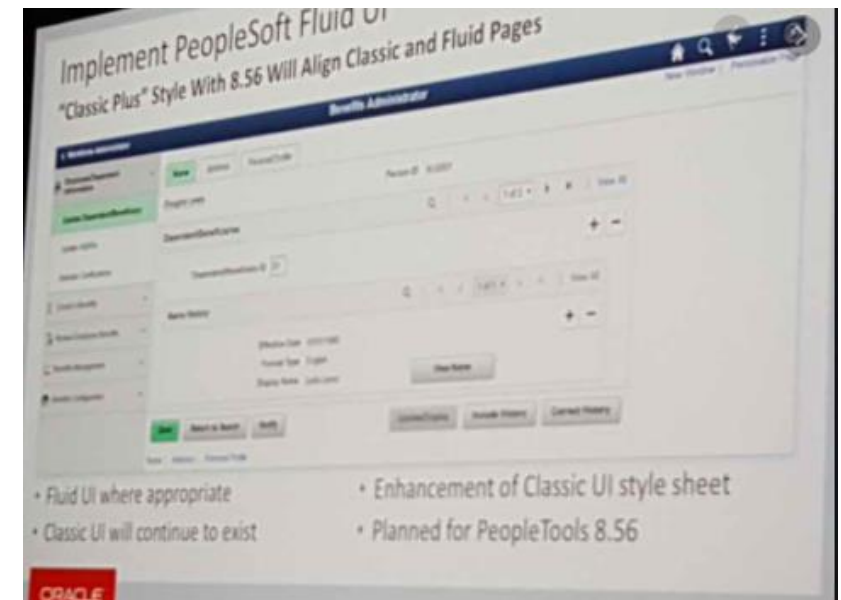
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# Financial Management System

## Annual System Update



- **Timing.** Update is scheduled for the weekend of November 7.
- **New look and feel.** Some pages will update from Classic to Classic Plus with a new look.
- **Release Notes.** Screen shots and release notes with expected changes to be shared on the October 29 Weekly Status Call along with expected downtime.





# Travel and Expenses

## Travel Authorization Certification

Language on the Travel Authorization Certification box has been updated.

I understand that all travel must be essential. The traveler and his/her supervisor(s) and/or higher administrative authority are responsible for determining whether travel is essential and following all travel health notices. The University of Georgia Office of Global Engagement must approve all international travel and the US Department of State provides travel advisories at <https://travel.state.gov/content/travel.html> for international travel. For domestic travel in the US, which includes traveling within the state of Georgia and to out-of-state destinations, I acknowledge that I may incur additional health risks. For domestic travel, the traveler should follow the travel health notices outlined by the Center for Disease Control and Prevention (CDC) at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

# Travel and Expenses

## Travel Authorization Certification

The screenshot shows the CDC website interface for COVID-19 information. At the top left is the CDC logo and the text "Centers for Disease Control and Prevention" and "CDC 24/7: Saving Lives. Protecting People™". To the right is a search bar with "COVID-19" entered and a search icon. Below the search bar is a banner for "Coronavirus Disease 2019 (COVID-19)" with a row of photos of people wearing masks and the text "WEAR A MASK. PROTECT OTHERS.". A navigation menu includes "Your Health", "Community, Work & School", "Healthcare Workers & Labs", "Health Depts", "Cases & Data", and "More". The "Your Health" section is expanded to show "Travel". A sidebar on the left lists various health topics, with "Travel" selected. The main content area for "Travel" is updated as of August 21, 2020, and includes a "Considering travel?" section with a "Learn more" link. Below this are several featured articles: "Travel During the COVID-19 Pandemic", "Travel Health Notices", "When to Delay Travel", "Travel Recommendations by Destination", and "After You Travel".

CDC Centers for Disease Control and Prevention  
CDC 24/7: Saving Lives. Protecting People™

Search COVID-19

Advanced Search

A-Z Index

Coronavirus Disease 2019 (COVID-19)

WEAR A MASK. PROTECT OTHERS.

Your Health Community, Work & School Healthcare Workers & Labs Health Depts Cases & Data More

Your Health

Symptoms +

Testing +

Vaccines +

Prevent Getting Sick +

If You Are Sick +

People at Increased Risk +

Daily Activities & Going Out +

**Travel** -

Travel During COVID-19 +

Travel Health Notices +

When to Delay Travel

After You Travel

Cruise Ship Travel +

Travel FAQs

YOUR HEALTH

### Travel

Updated Aug. 21, 2020 Languages Print

Considering travel?  
[Learn more.](#)

Travel During the COVID-19 Pandemic

Travel Health Notices

When to Delay Travel

Travel Recommendations by Destination

After You Travel

Travel FAQs



# Travel and Expenses

## Travel Authorization Certification

- The Travel Authorization Certification has been updated within the Financial Management System.
- The [Non-Employee Travel Authorization Form](#) has been updated.
- The [Accounts Payable Travel website](#) has been updated to include this wording.
- Please submit any inquiries to [onesource@uga.edu](mailto:onesource@uga.edu)





# Simpler Decommission

- **On May 28, 2021 at 5:00pm, the Simpler Systems data navigation and query tool will be decommissioned.**
- **Strategy:** Over the past several years, there has been a strategic effort to have the UGA Data Warehouse become the source for institutional reporting. This strategy will help UGA focus resources to help ensure steady progress in enhancing our reporting infrastructure. As a continuation of this effort, Simpler will be decommissioned at the end of May 2021 and the UGA Data Warehouse/Tableau reports will replace the functionality provided by Simpler.

# Simpler Transition Plan

- **Transition Plan:**

- Oct: Announcement Phase
- Nov: Awareness Phase
- Feb: Testing Phase
- April: Training & Reminder Phase

- **Ongoing:**

- Periodic reminders of this transition will be provided via Tuesday Tips and the Weekly Status Call.





# Simpler -> Data Warehouse

## Transition Plan (Cont'd)

- **We won't lose legacy data.** Legacy Data available in Simpler is being transitioned into Tableau reports within the Data Warehouse – you will still have access!
- **We won't lose visibility.** Special attention is being given to ensure that users still have the same level of access to job data and payroll expenses in the Data Warehouse as is currently available in Simpler.
- **Share feedback!** If you have a use case for Simpler that you would like us to be aware of, please send a ticket to [onesource@uga.edu](mailto:onesource@uga.edu).

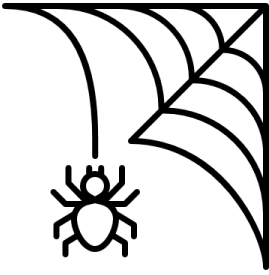
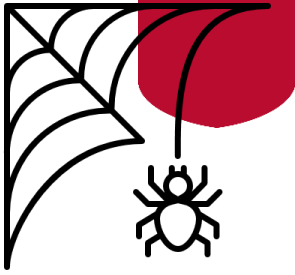
# Simpler Transition Plan (Cont'd)

- **Committee:** A Simpler Transition Committee has been formed to help ensure that access to all necessary data is maintained during and after this transition. To participate, please share your contact information [here](#).



# Reporting

## Breakout Room



- Today's breakout room discussion is going to be primarily focused on the upcoming Data Warehouse release.
- We will go through each of the updates to the various reports, new reports, and new/updated training that will be available.



# OneUSG Connect

## 2020 W-2s

- How much does it cost to mail a paper W-2? **\$1.25**
- It only costs \$0.12 to distribute a W-2 electronically!





# OneUSG Connect

## 2020 W-2s

- UGA's electronic W-2 Consent has increase by 2%
  - We increased from 54% to 56%
- That's approximately 430 new enrollments since the contest began!
- We will announce the progress by Major Unit on the November 5th Weekly Status Call!



# HR People Operations Webinar Series

- Coming soon!
- Monthly webinar series titled *Your Friend: Human Resources* covering human resources topics as they relate to UGA.
- **First webinar is next Tuesday, October 27 from 1:30 p.m. to 3:00 p.m.**
- [Register here!](#)





# HR Faculty and Staff Relations

## Spring Semester ADA Accommodations

- 9/24/20 Archnews
- All faculty, staff, and graduate assistants who received a COVID-19/ADA-related accommodation during the Fall 2020 Semester **may continue to use their approved accommodations during the Spring 2021 Semester unless notified otherwise.**
- Please note that medical certifications are required for all ADA accommodations and must be submitted to [hrweb@uga.edu](mailto:hrweb@uga.edu).



# Benefits and Total Rewards

## Breakout Room

- Questions related to ADA Accommodations will be addressed during the People Operations and HR Administration breakout room today.
- The Benefits and Total Rewards breakout room is being replaced by the Open Enrollment Open Office hours today and next week.



# 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.

# 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

<b>Thursday, October 22</b>	2:30 p.m. – 4:30 p.m.	<a href="#"><u>Zoom</u></a>
<b>Tuesday, October 27</b>	2:30 p.m. – 4:30 p.m.	<a href="#"><u>Zoom</u></a>
<b>Thursday, October 29</b>	2:30 p.m. – 4:30 p.m.	<a href="#"><u>Zoom</u></a>
<b>Tuesday, November 3</b>	2:30 p.m. – 4:30 p.m.	<a href="#"><u>Zoom</u></a>
<b>Thursday, November 5</b>	2:30 p.m. – 4:30 p.m.	<a href="#"><u>Zoom</u></a>

# Thursday Tidbit



## [Stressed About the Elections? 5 Tips to Get You Through](#)

- Cleveland Clinic

## [How to Deal With Election Anxiety](#)

- Psychology Today

## [Got Election Anxiety? Here Are 4 Ways to Grapple](#)

- Psychology Today

## [How to Handle the Stress Between Now and Election Day](#)

- Healthline

# Questions/Suggestions/Concerns

## Contact Us

[onesource.uga.edu](https://onesource.uga.edu)

[onesource@uga.edu](mailto:onesource@uga.edu)

OR

[oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)



search by keyword(s)

### OneSource Roadmap

The OneSource Roadmap includes information about upgrades, enhancements and system maintenance for the UGA Financial Management System, the UGA Budget Management System and OneUSG Connect.

[Learn more](#) ▶

RESOURCES			
OneSource Roadmap			
The OneSource Roadmap includes information about system downtime, upgrades, and enhancements for the UGA Financial Management System, the UGA Budget Management System and OneUSG Connect. Use the OneSource Release Table below for a list of enhancement requests and planned release dates. We reserve the right to take the system down for maintenance at any time. See UGA Financial and Budget Management and OneUSG Connect for system status and availability. Use OneSource Release Notes for a full release and open issues that may be addressed through the system support or enhancement cycle.			
January 2019	February 2019	March 2019	April 2019
000000	Financial Management & Budget Management - Core Accounting System	000000	OneUSG Connect Budget Prep Enhancement & System Upgrade
000000	Financial Management & Budget Management - Financial Release	000000	Financial Management & Budget Management - Core Accounting System Enhancement
000000	Financial Management & Budget Management - Financial Release	000000	Budget Planning & Safety Budget & Fee Release
000000	Financial Management & Budget Management - Core Accounting System Enhancement	000000	Financial Management & Budget Management - Core Accounting System Enhancement
000000	Financial Management & Budget Management - Financial Release	000000	OneUSG Connect Enhancement Release 4.12
000000	Financial Management & Budget Management - Core Accounting System Enhancement	000000	Financial Management & Budget Management - Core Accounting System Enhancement

UGA Budget Management System	UGA Financial Management System	OneUSG Connect System
Data Analysis and Reporting	Resources	Training and Help

### Login

- UGA Financial Management System
- Budget Management System
- OneUSG Connect
- Training Library

### Highlights

- [Faculty and Staff Guide](#)
- [Help](#)
- [Weekly Status Call \(are you registered?\)](#)
- [Tuesday Tips](#)