Weekly Status Call

October 24, 2019
October 24, 2019

Session Highlights/Updates
Training Courses

**UGAmart for Beginners Training**
- November 19, 9:00 a.m. - noon
- December 12, 9:00 a.m. - noon
- Register via Training & Development

**Pcard Training - online!**
- Initial PCard Training
- Refresher PCard Training
- Procurement Card Information
- Located on the Procurement site

**What’s New in BPSS in Nov 2019?**
- November 18, 1:30 p.m.
- Register for the webinar
Training Courses

*Project Status Report* Training

- The new Payroll Tab will be covered at these sessions.
- Register via [Professional Education Portal (PEP)](#).
- More info on the [SPA webpage](#).
  - November 13, 2:00 p.m.
  - December 9, 10:30 a.m.

*Sponsored Programs (GRASP)* Training:

- For all GRASP courses, register with [Training & Development](#).
  - Class 5: Prior Approval, Audits, & Reporting; November 13, 9:00 a.m. – noon
  - NEW! [Webinar option](#)
  - Class 6: Special Topics; December 3, 9:00 a.m. - noon
Training Courses

**UGAJobs Training**
- Available to units by request. *Central HR will come to you!*
  - Email hrweb@uga.edu to make the request for your unit.

**Manage Faculty Events (MFE) Additional Posts: Refresher Training**

*Date Change*
- November 1, 10:00 a.m. - noon (Caldwell Hall, Room 410)
  - Register [here](#) for Webinar
• Review choices for 2020 in the 2020 USG Comparison Guide.
• Visit the USG Human Resources website or contact the OneUSG Connect-Benefits Call Center at (844)587-4236 for more information.
• Shared Sick Leave Pool Enrollment (those eligible will receive a direct email on Friday)

**Employee Information Sessions are available:**

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Time</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Information Meeting</td>
<td>October 28</td>
<td>3:00 p.m.-4:00 p.m.</td>
<td>Chapel</td>
</tr>
<tr>
<td>Retiree Information Meeting</td>
<td>October 31</td>
<td>1:00 p.m.-2:00 p.m.</td>
<td>Georgia Center for Continuing Education, Masters Hall</td>
</tr>
<tr>
<td>Employee Information Meeting</td>
<td>October 31</td>
<td>3:00 p.m.-4:00 p.m.</td>
<td>Georgia Center for Continuing Education, Masters Hall and online via Collaborate</td>
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</tbody>
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Status Pages
Maintenance, Outages and Disruptions

UGA Systems – status.uga.edu
• Financial Management
• Budget Management
• Touchnet
• UGAmart
• UGAdjobs

USG Systems – status.usg.edu
• OneUSG Connect
• OneUSG Connect Benefits
Upcoming Downtimes
Finance & OneUSG Connect

• **November 8 at 9:00 p.m. – November 10 at noon:** UGAmart 19.3 release.

• **December 6 at 5:00 p.m. – December 9 at 7:00 a.m.:** Financial & Budget Management Feature Release – PUM (PeopleSoft Update Manager)

• **December 6 at 5:00 p.m. – December 10 at 7:00 a.m.:** The OneUSG Connect site will be unavailable. Please refer to the [OneSource News page](#) for additional information and updates.

• **December 13 from 10:00 p.m. to 2:00 a.m.:** Financial Management & Budget Management Operating System Maintenance
October 24, 2019

Financials,
Budgets,
Reporting
UGA Budget Management

- Budget Planning and Salary Setting (BPSS) Updates available October 28
- Reorder Salary Form and add Compression
- Bi-Weekly budget calculation based on working days, not standard 2080 working hours (260 days).
- Add Fund 14000 - Continuing Education to allocation sheets

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Starting Base Pay</strong></td>
<td>26,161</td>
</tr>
<tr>
<td><strong>Adjusted Base Pay</strong></td>
<td>26,161</td>
</tr>
<tr>
<td><strong>Merit %</strong></td>
<td>2%</td>
</tr>
<tr>
<td><strong>Merit Amount</strong></td>
<td>523</td>
</tr>
<tr>
<td><strong>MHR</strong></td>
<td>675</td>
</tr>
<tr>
<td><strong>Compression</strong></td>
<td>500</td>
</tr>
<tr>
<td><strong>New Base Pay</strong></td>
<td>27,859</td>
</tr>
<tr>
<td><strong>Supplemental Pay</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Weekday Adjustment</strong></td>
<td>107</td>
</tr>
<tr>
<td><strong>Total Compensation</strong></td>
<td>27,966</td>
</tr>
</tbody>
</table>
Purchasing
Purchase Order Closing

• Consistently monitor the status of all open Purchase Orders (POs).
• Recommended to review open POs at a minimum on a monthly basis.
• Review the updated PO Close Procedures, located in the Training Library and in UGAmart, to identify and request that POs be closed.
• 2 options:
  • In bulk via Query and spreadsheet
  • One at a time in UGAmart via comments
Finance – Known Issue
Net Assets and Reserves in Project Reporting

• Account codes 3xxxxx (Net Assets and Reserves) have been showing on the Project Status Report and Project Status Cube.
• These accounts should be excluded from all project reports to ensure that payroll encumbrances are not double counted.
• Within the Project Status Report, the 3xxxxx accounts have been removed.
• Reporting team is working to exclude these accounts by default in the Project Status Cube. In the meantime, to exclude all account codes except 5xxxxx through 9xxxxx, select the pivot field called "Account_GL" and then "GL Account ID Descr."
Finance – Known Issue
MSS Change Position Funding

• Application engine job not properly inserting all funding rows from the *MSS Change Position Funding* transaction.

• Job is not properly inserting all of the funding rows from the MSS change position funding transaction resulting in funding that does not add up to 100%.

• OneUSG Connect is working on a fix.

• Contact OneUSG Connect support for corrections at [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu) or (706) 542-0202.
October 24, 2019

OneUSG Connect, Human Resource, Payroll
Commitment Accounting
Funding Positions when HR Dept Changes

- Funding record for a position - four key fields:
  - Business Unit
  - Fiscal Year
  - HR Department
  - Position Number

- If any fields change, a new funding record is created
  - A new Change Position Funding request should be submitted via Manager Self Service. Note: when the HR department is changed on a position, the funding for the position does not carry over to the new HR department.
  - Refer to Moving a Position to Another Department standard operating procedure (SOP) on the OneSource webpage for more information.
Time & Labor
Auto Enrollment Matrix

• We have been working with units to create the expanded auto enrollment matrix for UGA (with Web Clock, Auto Meal Deduction, Task Profile ID)

• **LAST CALL** to send auto enrollment updates to Audrey Schroeder (aclaire@uga.edu) or Amanda Ganger (aganger1@uga.edu)
  • We will be finalizing the matrix this week, and turning it in to USG Friday 10/25/19
Updated Monthly Payroll Validation
- Now in System Manager Reporting -

- Hyperlinks in ID, Total Gross, and Unpaid Absence Query will run another query for this employee only
- Hyperlink in No Check Query column runs another query based on row-level security for any Active employee without a pay check for this Pay Run ID
- Any issue with results: submit a ticket to OneUSGSupport@uga.edu with October 2019 Monthly Validation Query as the subject; describe your issue and request it be assigned to UGA HRIS
October 24, 2019

Holiday Payroll Planning
Monthly Payroll
Payroll
Holiday Planning

Monthly

- No early payroll deadlines for Monthly Employees
- **Pay Date** will be the last business day of the month in November and December – Both dates are UGA Holidays
  - November Pay Date: 11/29/2019
  - December Pay Date: 12/31/2019
- Email will be sent to all monthly employees reminding them of these dates
Payroll
Holiday Planning

Monthly

• All 2019 leave requests for monthly employees must be entered and approved before 9:00 a.m. on 12/19/19.
  • Remember the 360 calendar year-end annual leave limit. To ensure annual leave is not lost in error, leave requests must be entered and approved by 12/19
• Run the Employee Absence Balance query
  • Look for employees approaching the 360 limit
  • Must consider the December accrual
  • System Managers can run the Employee Absence Balance Query in OneUSG Connect
Payroll
Holiday Planning

Monthly

• No action is needed to adjust balances over 360 – this will be an automatic process
  • Employees will see the forfeited leave reflected in their balance when the absence calendar closes in January on 1/23/20
• Example: Monthly employee has a balance of 360 hours as of 12/1- does not take any time off in December- accrues 10 hours for December resulting in a balance of 370 hours as of 12/31/19. The employee would forfeit 10 hours of leave
  • This is the same practice that was followed previously
Bi-Weekly Payroll
Payroll

Holiday Planning

Bi-Weekly

**November**: No early payroll deadlines for Biweekly Employees
- Be mindful that the Friday before the end of the pay period (11/29) is a holiday. You may want to adjust your internal approval deadlines for that week.

**December: Pay Period Ending 12/28**
- All 2019 leave requests for biweekly employees must be entered before noon on 12/23/19
- Time and Absence approvals due by **noon on 12/23**.
  - Time and Leave will be batch approved at that time.
  - **Estimate Time** for Pay From Schedule and Manual Time Entry,
  - Kaba Clock and Web Clock employees can continue to clock in/out
- **Timesheets cannot be locked** but we ask that only adjustments be made after 12/23 to ensure accurate payroll processing
- Reconciliation Report will not be available until 12/27, but alternative reports can be run
  - Reported Time Biweekly, Payable Time Biweekly, Employee Absence Activity
Bi-Weekly

- Queries
  - *Reported Time Biweekly* (run anytime)
    - Ensure that your employees reported all their hours
  - *Employee Absence Activity* (run anytime)
    - See what absence events have been requested during the pay period
    - Compare with the Payable Time query to ensure the whole pay period is covered
  - *Payable Time Biweekly* (run after 1:00 p.m. 12/23)
    - See how the hours are reflected in Payable Time
    - Hours will only show here after they have been approved, and time admin has run
    - Best to run after 12pm on 12/23 to see what is reflected in payable time
    - Absences will not show on this report
  - *Reported Time and Absence* (run after 1:00 p.m. 12/23)
    - Merges the reported time biweekly and the absence activity
    - Run after 12pm on 12/23

Payroll

Holiday Planning
Estimating Time

- Timesheets cannot be locked.
- Additions after noon 12/23 should only be the following:
  - Updates
  - Kaba or WebClock punches
- Central Payroll will begin running reports and processing payroll at that time, so we need the payroll to be as accurate as possible to ensure everyone is paid correctly.

Estimate Time for Pay From Schedule and Manual Time Entry

- Time will need to be estimated for the afternoon of 12/23 and 12/24
- 12/25 - 12/28 are the UGA Holidays, the holiday hours will be loaded to the timesheets so estimated time should be minimal

Kaba Clock and Web Clock employees can continue to clock in/out

- If time is estimated for these employees, and they continue to clock in/out, they could be double paid
- If you do estimate time for Kaba/Web Clock employees, make sure they do not clock in/out during that time
- If a Kaba/Web Clock employee misses a punch over the holidays, they can email payroll@uga.edu and we can work to get it corrected
If an employee works on a UGA Holiday, the following two options are available:

- The employee can be paid for the hours worked in addition to the holiday hours
- The holiday can be deferred to use at a later date. *The number of hours deferred cannot exceed the number of hours worked*

For more information, access the following courses:

- [Defer Holiday Via Punch Timesheet](#)
- [Defer Holiday Partial Day Via Elapsed Timesheet](#)
- [Defer Holiday Full Day Via Elapsed Timesheet](#)
Bi-Weekly

Payroll
Holiday Planning

- **All 2019 leave requests** for biweekly employees must be entered and approved **before noon on 12/23/19**.
  - Remember the 360 calendar year-end annual leave limit. To ensure annual leave is not lost in error, leave requests must be entered and approved by noon on 12/23.
  - Run the *Employee Absence Balance* query
    - Look for employees approaching the 360 limit
    - Must consider the December accrual
    - System Managers can run the *Employee Absence Balance* Query in OneUSG Connect
    - Must consider cascading rules: vacation leave requests cascade to comp, deferred holiday and then annual/vacation leave
Payroll
Holiday Planning

Bi-Weekly

• No action is needed to adjust balances over 360 – this will be an automatic process.
  • Employees will see the forfeited leave reflected in their balance when the absence calendar closes in January on 1/13/20.
  • Example: Biweekly employee has a balance of 360 hours as of 12/1- does not take any time off in December- accrues 10 hours for December resulting in a balance of 370 hours as of 12/31/19. The employee would forfeit 10 hours of leave.
    • This is the same practice that was followed previously.
Payroll

Holiday Planning

• Central Payroll and HR will work on 12/27 and 12/30 to confirm payroll
  • Distributed payroll practitioners should not have to work during this time
• OneUSG Connect Support Center will be open from 12/26 - 12/31 and are available to answer questions via phone or email to 
  oneusgsupport@uga.edu
Payroll
Holiday Planning

- Requested Holiday Contact Info from every Unit
- Reachable over the UGA Holiday Break
- Only for emergencies
- Requested from the BSAG Reps for each Intermediate Unit at a minimum
- **BSAG Co-Chairs and Members**
- Email request sent after last week’s status call
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu