Training Courses

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

**Pcard Training - online!**
- Located on the [Procurement site](mailto:Procurement%20site)
- Initial PCard Training
  - Refresher PCard Training
  - Procurement Card Information

**What’s New in BPSS in Nov 2019?**
- November 18, 1:30 p.m.
- [Register](mailto:Register) for the webinar

**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).
• More info on the SPA webpage.
  • December 9, 10:30 a.m.

Sponsored Programs (GRASP) Training:
• For all GRASP courses, register with Training & Development.
  • NEW! Class 6: Special Topics; December 3, 9:00 a.m. - noon
OneUSG Connect Update December
Budget and Direct Retro Replacement

<table>
<thead>
<tr>
<th>Current</th>
<th>Dec 10th</th>
<th>Considerations</th>
</tr>
</thead>
</table>
| • Budget Retro  
  • Triggered from Change Funding that include past dates  
• Direct Retro  
  • Entered via Service Desk request  
  • Reentered by Accounting | • Express Direct Retro  
  • MSS transaction  
  • Change Funding will not trigger Retros  
• Exception Requests  
  • Entered via Service Desk request  
  • Prior year for Grants  
  • Suspense Acct cleanup | • No more decision matrix!  
• Functionality still being built by USG  
• Earnings and Fringe currently separate  
• System Managers will need training  
  • Webinars in Dec.  
• No entries via Current Nov. 27th to Dec. 9th |

REMEMBER
Training Courses

**Express Direct Retros Training**
- Overview of the Express Direct Retro functionality within OneUSG Connect.
- Available on the [OneSource Training page](https://onesource.uga.edu) for System Managers.

<table>
<thead>
<tr>
<th>Format/Location</th>
<th>Date/Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Service</td>
<td></td>
<td>OneSource Training Library - coming soon</td>
</tr>
<tr>
<td>Recorded</td>
<td></td>
<td>Video Link - coming soon</td>
</tr>
<tr>
<td>Interactive Webinar</td>
<td>December 6 8:30 a.m. - 10:30 a.m.</td>
<td><a href="http://onesource.uga.edu">Click here to register</a></td>
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<td>Interactive Webinar</td>
<td>December 11 10:00 a.m. - 12:00 p.m.</td>
<td><a href="http://onesource.uga.edu">Click here to register</a></td>
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<td>December 18 8:30 a.m. - 10:00 a.m.</td>
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</tbody>
</table>
Upcoming Downtimes/Updates
Finance & OneUSG Connect

- **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

- **December 14:** Budget Management Feature Release – No downtime expected (moved from November to December)
Professional Education
Ethics Refresher & Cybersecurity **REQUIRED** Training

- USG initiative

- Cyber Security is required for **ALL** employees, regardless of start date.

- Ethics Refresher is required for employees hired before July 1, 2019

- Access via the [Professional Education Portal website](#)

- Complete by December 31, 2019
**Holiday Communication Schedule**

**Reminders!**

**No Tuesday Tips**
- 11/26
- 12/24
- 12/31

**No Weekly Status Call**
- 11/28
- 12/26
- 1/2
Campaign for Charities

Ends November 26

Supports more than 1,100 local charities throughout Georgia

2019 Goals:
• 15% Participation
• $400,000 Total Contributions

To Participate:
• Return paper form to unit representative OR
• Via OneUSG Connect portal and select the “Make SCCP Contribution” button.

Current Stats (as of 11/13/2019):
• Total Returns: 2,647
• Participation: 8.66%
• Payroll deductions: $214,085.16
• Total donations/pledges: $230,244.32

Access the UGA Charities website for more information.
Payroll

W-2 Consent Flyer Available

• New electronic W-2 consent flyer link is available on UGA Payroll website.

• Ensure that employees have the correct Home address in ESS.

Tutorial:

• 3 steps to submitting electronic W-2 consent in the Training Library.

Query:

• OneUSG Connect: 
  BOR_PY_YE_W2_CONSENT
  (requires Query Viewer access)
New data app is coming to Simpler next week!
PERS_SERV_BOR information from Financials

Modeled after the following System Manager query in HCM:
- Payroll Expenses Detail

All Simpler users will have access
No Department Level security

Questions? Please contact the OneSource Service Desk onesource@uga.edu.
CAS update to SSO

December Updates

- Financial Management System transitioning from Central Authentication Service (CAS) to UGA Single Sign-On (SSO). The look and feel of the login page will change to UGA SSO, but **the login process will remain the same**.

- More applications transitioning from CAS to UGA SSO in the coming months. All university web applications must use UGA SSO by March 6, 2020.

- Impacted applications for December update include:
  - UGAjobs
  - UGAmart
  - Concur
  - OneUSG Connect
  - Financials
November 14, 2019

Financials, Budgets, Reporting
Travel and Expenses
Travel Policy Format Changes – 11/18

• In an effort to better align the format of UGA’s travel policy with the corresponding format of the University System of Georgia (USG) Board of Regents travel policy and business procedure manual, the University’s travel policy format is being updated.

• This is only a change to the policy formatting and layout.

• There are no changes to the current UGA policy requirements, limitations or procedures.

• Admin memo regarding new format coming next week.

As a reminder, there is a quick start guide available from the OneSource Training Library with more information.
General Ledger/Commitment Control
Chartstring Anomaly Testing

• Files with known anomalies are sent to College/Unit Financial Leads.
• Financial leads review then send to various departments for correction.
• Corrections should be made during the month request is received or the next month if receipt occurs last week of the month.
• Correct in the module where the original transaction occurred
  • AP – use AP Journal Voucher for BudRef 2020
  • EXAC – use Travel & Expense spreadsheet (OneSource Training Library) for BudRef 2020
    • BudRef = "2019" GL Journal Entry
  • All Others (including BudRef = “2019”), use GL Journal Entry
What are Chartstring Anomalies?

- Chartstrings that have combinations of fields that are not in line with the Chart of Account Code Structure:
  - Fund/Class combinations
  - Fund/Revenue combinations
  - Expense transactions with blank Program/Class
Financials

Finance Department Tree

• New Excel document

• Includes (UL), (C) and (CT) info

• Chart of Accounts Resource Page

• Pivot Table with slicers

• Send feedback to onesource@uga.edu
Known Issue

• Retro Distribution Entries Not Processed

• There are numerous retros that have been processed, but have not come over to the Financial Management System

• OneUSG Connect system managers will not see these retro transactions reflected in the Payroll Expense Detail query.

• UGA Financial Management financial and business managers will not see the accounting entries associated with these retros transactions.

• OneUSG Connect is working on a resolution.
November 14, 2019

OneUSG Connect, Human Resource, Payroll
**HR Consulting Engagement**

- Admin Memo sent on November 11
- Comprehensive evaluation of HR business processes post implementation.
- Sibson – nationally recognized leader in higher education HR consulting.
- Sibson will conduct ~ 60 hours of interviews plus focus group sessions.
- Access [this poll](#) if interested in participating in focus groups.

During the early stages of planning for UGA’s Omnibus-OneUSG Continuous Engagement, UGA Human Resource (HR) anticipated the need for a comprehensive evaluation of its operations and the various impacts of new business processes in a post-implementation environment. While HR has made considerable changes internally to adapt to new systems, improve operational efficiencies, and reduce administrative burdens in the hiring process and other areas, we recognize that greater opportunities exist to better serve you and your faculty, staff, and students.

We are launching an assessment of our Central HR functions to ensure that we are positioned to meet the university’s current and future human resource needs. In support of this initiative, we have partnered with [Sibson Consulting](#), a nationally recognized higher education consulting firm with extensive experience leading assessment initiatives for a broad range of colleges and universities, including Virginia Tech, North Carolina State University, the University of Alabama, the University of California system, and multiple SUNY campuses.

An important component of the assessment will gather valuable feedback and perspectives from members across the institution. We desire to have a diverse group of UGA stakeholders provide feedback via interviews and focus groups. The focus groups are limited to 20 faculty or staff members, and online registration is required. If you or your team members are interested in participating in these focus groups, please click [here](#) to share your information. You will be contacted when registration opens. We look forward to working with you and your teams on this engagement and the important role it will play in helping us improve the many ways we serve and support the UGA community and become more effective partners in meeting the University’s HR needs. If you have any questions, please reach out to Shawn Hill at [shawnhill@uga.edu](mailto:shawnhill@uga.edu) or Roswell Lawrence, Jr. at [lawrence@uga.edu](mailto:lawrence@uga.edu).
Payroll

Off Cycle and Overpayment Requests

• New online forms for Off Cycle and Overpayment requests coming soon

• Starting January 1, off cycle requests must meet criteria for standard off cycles or they will be returned

• Job data must be updated before submitting overpayments

• Once form is submitted it will be assigned to Central Payroll via a OneUSG Support ticket

• Will present new forms at December 4 BSAG meeting
Payroll

Fringe Taxes

• **Background**: During the year most employees receive fringe benefits at no cost up-front that are in addition to their bi-weekly or monthly paycheck. These include but are not limited to football tickets, TAP, direct bill relocation, etc.

• IRS requires the value of these benefits be added to your compensation (taxable).

• Historically, UGA withheld FICA (7.65%) only (except for TAP)

• IRS requires employers to withhold FICA, state taxes and federal taxes.

• In the past, state and federal taxes were assessed through filing a tax return, not paycheck. **That is the key change.** This change increases the amount of taxes assessed in paychecks.

• Each employee with taxable fringe benefits will receive an email to prepare them for additional taxes deducted in November and December checks.
The example below is only for illustrative purposes.

Please note: State and federal taxes and their impacts vary by person and level of income. Each individual’s situation is different. We cannot offer tax advice.

**Example:**
John Doe direct bill relocation benefit of $4,000.
His state tax rate is 6%, his federal tax rate is 22%, and his FICA tax rate is 7.65%. The total of these three rates = 35.65%.
$4,000 taxable fringe benefit x 35.65% = $1,426

Old Withholding $306.00  New Withholding $1,426.00

$1,426 will be divided equally across his November and December paychecks (Monthly – two checks or Biweekly – three checks), which will result in those paychecks being less than normal (Monthly = $713 less ($1,426/2) or Bi-Weekly = $475.33 less ($1,426/3)).
The example below is only for illustrative purposes.

Please note: State and federal taxes and their impacts vary by person and level of income. Each individual’s situation is different. We cannot offer tax advice.

**Example:**
- John Doe had an employee athletic ticket discount in the amount of $291.
- His state tax rate is 6%, his federal tax rate is 22%, and his FICA tax rate is 7.65%. The total of these three rates = 35.65%.
- $291 taxable fringe benefit x 35.65% = $103.74

Old Withholding $22.26             New Withholding $103.74

$103.74 will be divided equally across his November and December paychecks (Monthly – two checks or Biweekly – three checks), which will result in those paychecks being less than normal (Monthly = $51.87 less ($103.74/2) or Bi-Weekly = $34.58 less ($103.74/3)).
Payroll
Fringe Taxes

Fringe benefits received from November 2018 – October 2019 will be reported on these paychecks and taxes will be withheld:

**Biweekly**
- November 22
- December 6
- December 20

**Monthly**
- November 29
- December 31
# Payroll

## Campaign for Charities

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Bi-weekly Employees 1/3/2020</strong></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
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</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td><strong>Monthly Employees 1/31/2020</strong></td>
<td></td>
</tr>
</tbody>
</table>

First deductions taken:
Benefits
Open Enrollment Re-Cap

• Open enrollment ended Friday, 11/08.

• Employees can still call OneUSG Connect Benefits to update tobacco and working spouse certification.
  OneUSG Connect Benefits - 1-844-587-4236

<table>
<thead>
<tr>
<th>Total of Defaulted Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defaulted Tobacco Users</td>
</tr>
<tr>
<td>Defaulted Working Spouse</td>
</tr>
</tbody>
</table>

HR will be contacting these employees
Workforce Administration

Intermittent Employees

As we head into Spring Semester, units may have employees that will not be actively working during Spring. These **intermittent employees** may be placed on Short Work Break (SWB) for periods of time if you intend to have them work within the next year.

We are working with senior leadership on the appropriate length of time they can be in this status. More information to come.

If you have questions regarding student workers and retire/rehires, please contact Central HR. There are additional implications to be considered.

When requesting a SWB, we ask that requests be submitted as close to the break as possible – no more than 6 weeks out. By doing so, this will ensure all updates are properly updated to the employee's record and minimizes “double work” if other changes on the job record occur (future dated rows).

Examples
- Faculty that teach only “one semester a year”
- Seasonal workers
Workforce Administration

Short Work Break

An employee on Short Work Break is not processed by payroll in OneUSG Connect but is still an **active employee**

- Self-Reporting: Employee’s on SWB are still USG employees. Therefore, they must self-report certain activity that occurs while on a SWB.

- Outside Employment: an employee may not work for an entity that may be a conflict of interest to their current position at UGA while on a SWB.

- Job appointments at different USG institutions: If an employee wishes to work at another USG institution while on a SWB, they must adhere to the Dual Appointment requirements.

Deductions: deductions may not be paid, therefore:

- Benefits will be impacted and how your deductions will be made

- Parking Services sends out an email when deductions go unpaid. Once a payment is made, parking permit will be activated again

Central HR will send a follow up notification with information and implications
Important Reminder for Student Workers

- If continuing employment in the same position after the holiday break (spring semester), student workers do **not** need to be placed on short work break during holiday break.

- Students are allowed to work after the semester ends in their same student position

- Does not apply to Federal Work Study students

- Assistance needed for Short Work Break? Reach out to your HR team for assistance.
The Payable Time Biweekly Query has been updated to also show time that is in a "Taken by Payroll" or "Closed" status.

If you run this query for past dates, you can now see what was paid, including overtime hours and comp hours.
Student Work Hour Limit

UGA Policy

• UGA Policy limits Student Employees to a maximum of **20 hours per week** across all positions
• Standard Hours for monthly paid positions add to weekly hours worked for hourly paid positions
• Implications of exceeding 20 hours/week can include:
  • Loss of student status for purposes of tax withholdings and GDCP deductions
  • Loss of tuition waiver
  • Loss of Visa status for visiting students
  • Additional liability for UGA
• Best practice is to have hours entered every day to allow for accurate reporting
Multiple Student Positions

Query Preview

- UGA Policy limits Student Employees to a maximum of 20 hours per week
- In the process of being added to the Work Center
  - Use the *Run to HTML* option

- Three options from this screen

- Hyperlinks to sub-queries to provide additional data:
  1. Link to Student Position Look-up
  2. Link to Students w/ Multiple Positions only
  3. Link to Multi-position students with *reported hours* for current week
Multiple Student Positions

Query Preview

• Query for Students with Multiple Positions only

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>HR Status</th>
<th>Position Count</th>
<th>View Positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Williams_J</td>
<td>Active</td>
<td>2</td>
<td>View Positions</td>
</tr>
<tr>
<td>2</td>
<td>Xu_M</td>
<td>Active</td>
<td>2</td>
<td>View Positions</td>
</tr>
<tr>
<td>3</td>
<td>Jones_J</td>
<td>Active</td>
<td>2</td>
<td>View Positions</td>
</tr>
</tbody>
</table>

• Query for Multi-position Students with reported hours for hourly positions plus standard hours for monthly

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>View Positions</th>
<th>All Hrs (Rptd plus Std Hrs)</th>
<th>Reported Hours</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Xu_M</td>
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<td>19.990</td>
<td>Reported Hours this Pay Week</td>
</tr>
<tr>
<td>2</td>
<td>Kurtz_J</td>
<td>View Positions</td>
<td>18.500</td>
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<tr>
<td>3</td>
<td>Kasse,M</td>
<td>View Positions</td>
<td>20.000</td>
<td>Reported Hours this Pay Week</td>
</tr>
</tbody>
</table>

• Issues: submit a ticket to OneUSGSupport@uga.edu and request it be assigned to UGA HRIS
Questions/Suggestions/Concerns

Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu