Training Courses

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

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

**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://one.source.uga.edu).
- More info on the [SPA webpage](https://one.source.uga.edu).
  - December 9, 10:30 a.m.

**Sponsored Programs (GRASP) Training:**
- For all GRASP courses, register with [Training & Development](https://one.source.uga.edu).
- NEW! Class 6: Special Topics; December 3, 9:00 a.m. - noon
**Training Courses**

*Express Direct Retros Training*

- Overview of the Express Direct Retro functionality within OneUSG Connect.
- Available on the [OneSource Training page](#) 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></td>
</tr>
<tr>
<td>Recorded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interactive Webinar</td>
<td>December 6; 8:30 a.m. - 10:30 a.m.</td>
<td><a href="#">Click here to register</a></td>
</tr>
<tr>
<td>Interactive Webinar</td>
<td>December 11; 10:00 a.m. - 12:00 p.m.</td>
<td><a href="#">Click here to register</a></td>
</tr>
<tr>
<td>Interactive Webinar</td>
<td>December 18; 8:30 a.m. - 10:00 a.m.</td>
<td><a href="#">Click here to register</a></td>
</tr>
</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)
Network Maintenance

January

Network maintenance Saturday, January 25 beginning at 6:00 a.m.

Outages (on-campus):
- Campus Internet access and campus information systems
- Systems that use services in the Boyd Data Center
- UGA websites hosted in the Boyd Data Center
- All UGA Central Authentication System (CAS) and UGA’s Single Sign-On (UGA SSO) to log in to UGA-provided information systems including
  - Athena, Banner Administrative System
  - Degree Works
  - eLearning Commons (eLC)
  - UGA Financial Management System
  - UGA Budget Management System
  - UGAJobs
  - UGAmart
  - OneUSG Connect
  - OneUSG Connect Benefits

Outages (off-campus):
- UGAMail, websites hosted by UGA
- Virtual Private Network (VPN)
- ArchPass, powered by Duo
- information systems hosted by EITS
- All systems behind the Central Departmental firewalls will experience an outage to their access to the UGA network.

Additional details and progress reports will be posted to status.uga.edu and on the EITS Twitter feed. For more information, please contact Jeff Farese.
Holiday Communication Schedule

**Reminders!**

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

**No Weekly Status Call**
- 11/28
- 12/26
- 1/2
Supports more than 1,100 local charities throughout Georgia

**Current Stats (as of 11/20/2019):**
- Total Returns: **2,901**
- Participation: **9.85%**
- Payroll deductions: **$258,837.16**
- Total donations/pledges: **$275,644.32**

**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.

Access the [UGA Charities website](http://www.ugacharities.org) for more information.
November 21, 2019

Financials,
Budgets,
Reporting
You requested: A reference lookup for Account Codes with pertinent examples.

Account Codes Quick Reference Guide

Training Library: Quick Reference Materials for Practitioners
Holiday Month End Reminders

Finance Transactions

Nov 27 Dec 24

• **AP Journal Vouchers - Month end deadline:** Must be budget-checked and have workflow completed by noon on the last business day of the same accounting period (month).

Nov 27 Dec 24

• **GL Journals - Month end deadline:**
  Last day of the month (month end close calendar).
  • Technically, can be entered until Nov 30th and Dec 31 if your department is open during the holidays.

Dec 2 Jan 2

• **Budget Amendments - Month end deadline:**
  Budget amendments (journals or transfers) dated within the month being closed must have a valid budget check status and must reach Commitment Management for final approval by noon on the first business day of the following month.
Authority

• All university rules fall within a greater hierarchy of laws, statutes and regulations. The University System of Georgia (USG) and Board of Regents maintain policies and procedures at [https://www.usg.edu/policies/](https://www.usg.edu/policies/) that govern, control, and manage USG and all USG institutions, including the University of Georgia.

• 1. Federal laws and regulations
• 2. State laws and regulations
• 3. USG Policies and Procedures
• 4. UGA Policies and Procedures – ex. TAs
• 5. Unit/Department Policies and Procedures

Major Policy and Procedure Links

• Policies and procedures that apply to all University of Georgia students, faculty, and staff are developed and approved through appropriate governance and administrative processes and maintained by the offices responsible for their implementation.
Monthly Review

Expense Reports

- Accounts Payable will no longer send notifications to employees about closing Expense Reports that may go unused
- Work with us toward monthly closeout of Expense Reports

Monthly report to CBOs

- Queries in the Business Management Workcenter have 74999999
- Report will Add HR department for those with Finance Dept. 74999999
The public IDC Revenue query has been updated with new criteria that includes a couple of correcting journals that were processed in the past.

The query name will remain the same: **UGA_GM_DPT_IDC_REV**

You can use this query in the Financial Management System to view IDC revenue along with the direct cost charges that generated the IDC.
Data Warehouse
New Data App for Simpler

• A new data application is coming to Simpler this week.
• It is modeled after the Payroll Expenses Detail query in OneUSG Connect.
• All Simpler users will have access and there will be no department level security.
• This data app uses the information in the UGA Financials Management System table (PERS_SERV_BOR) that flows over from OneUSG Connect.
• Questions? Contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202 (option 2).
Retro Distribution Entries

**Known Issue: Resolved**

- 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.

- As of November 15, this issue has been resolved. This issue is posted and updated on the Known Issues Page.
Financials

December Updates

• **Expenses** – Editable Expense Type on Expense Reports from My Wallet:
  • Entries from My Wallet now have an editable expense type.

• **Expenses** – Approver Visibility:
  • A fluid interface now allows approvers to view additional details such as per diems and source transactions.

• **Expenses** – Fix Window Size for Expense Approvers and add Dates of Travel:
  • When clicking on the "View Travel Authority" link within the approvals for an expense report, users will no longer have the issue with the size of the pop-up window; will also show dates of travel

• **Budget Journals** – Approver screen format changing
Financials

December Updates

• Logging into the Financial Management System, users will now see a silver background. This new enhancement is to assist users in knowing which application they have signed into (OneUSG Connect vs. Financials)

• Please note, the silver background will only be on the landing page; once a tile or menu item is selected, the page will return to the regular white background
Accounts Payable / Payment Request

December Updates

- New Edit icon
- If the payment address isn’t correct, you can click and update it for that request
November 21, 2019

OneUSG Connect, Human Resource, Payroll
Payroll

Fringe Taxes

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

**Monthly**
- November 29
- December 31

**Biweekly**
- November 22
- December 6
- December 20
OneUSG Connect Update December
Budget and Direct Retro Replacement

Current
- **Budget Retro**
  - Triggered from Change Funding that include past dates
- **Direct Retro**
  - Entered via Service Desk request
  - Reentered by Commitment Accounting

Dec 10th
- **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 for charges prior to Dec 10th

Considerations
- No more decision matrix!
- Functionality still being built by USG
- Earnings and Fringe currently separate
- Departments can use Express Direct Retro to clear Suspense
- **System Managers will need training**
  - Webinars in Dec.
- No entries via Current Nov. 27th to Dec. 9th
Commitment Accounting
Deadline: November 26

- MSS Change Position Funding requests must be approved and at the Central Commitment Accounting level by end of day.
- Direct Retro requests must also be submitted by the November 26 deadline.
- Will allow Central Commitment Accounting to approve/deny the transactions prior to the OneUSG Connect processing deadline.
- MSS Change Position Funding requests that do not meet the November 26 deadline will be deleted by OneUSG Connect.
- MSS Change Funding requests and Express Direct Retro transactions can be submitted when OneUSG Connect is available on December 10th.
Training Courses

Express Direct Retros Training
• Overview of the Express Direct Retro functionality within OneUSG Connect.
• Available on the OneSource Training page 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="#">Click here to register</a></td>
</tr>
<tr>
<td>Interactive Webinar</td>
<td>December 11; 10:00 a.m. - 12:00 p.m.</td>
<td><a href="#">Click here to register</a></td>
</tr>
<tr>
<td>Interactive Webinar</td>
<td>December 18; 8:30 a.m. - 10:00 a.m.</td>
<td><a href="#">Click here to register</a></td>
</tr>
</tbody>
</table>
Scheduling Reports
Invalid Funding Report

• When scheduling, be sure you are creating a separate Run Control ID for each instance you need to schedule.

• Example:
  • Want to schedule the invalid funding report for multiple Pay Run IDs? In order to do this, establish a unique Run Control ID for each of the Pay Run IDs you would like to schedule. If you try to run multiple Pay Run IDs on the same Run Control ID, only the last set of parameters will be returned.
Manager Self-Service
Emergency Contact Information

- It is important to note that emergency contact information is contingent on the employee supplying that information in OneUSG Connect.

- There are two ways that an employee's emergency contact information can be accessed by users within the college/unit.

1. The reports to manager can obtain the emergency contact information via MSS.

- Navigate to Manager Self Service -> Job & Personal Information -> View Employee Personal Information. Click the green arrow beside the employee's name and then select the Emergency Contact link.

- OR -

1. BOR_HR_EMERGENCY_CNT query

- Must have query viewer in OneUSG Connect.
OneUSG Connect

5.2 Release Scope

• **Self Service**
  • Decision Support for Termination
  • Classic Plus for End-User Pages

• **Time and Absence**
  • Enrollment Matrix Expansion
  • Detaching Time & Absence Approvers from Reports to Updates
  • Vet Med Weekend Differentials
Cyber Security and Ethics Training

Deadline December 31, 2019

<table>
<thead>
<tr>
<th>Employee Start date</th>
<th>Ethics Refresher (PEP) Complete annually</th>
<th>Cyber Security Refresher (PEP) Complete every 6 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>prior to 7/1/2019</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>On or After 7/1/2019</td>
<td>Complete via PEP if not already completed through eLC</td>
<td>YES</td>
</tr>
</tbody>
</table>
Ethics Liaison Role:

- Follow up with employees who have not completed assignments
- Identify any groups who need in-person training.
  - Submit request for instructor-led training to hrweb@uga.edu.
- Notify HR of any language translation needs (email: ethicstraining@uga.edu).
  - HR is currently working on a Spanish translation.
- Assist employees with process questions if needed.
HR
Onboarding

- Updates coming soon to reflect updated checklists for Cybersecurity Awareness and Ethics. Training information is offered in the UGA Professional Education Portal (PEP).

- As a reminder, users of the Compliance Center can review onboarding materials in the “documents” tab.

- Automatic email messaging will be adjusted to reflect this update as well. For any questions regarding new hire automatic emails sent from Equifax, please email hrweb@uga.edu.
Benefits

Affordable Healthcare Act (ACA) Update

The Affordable Healthcare Act requires employers to provide employees the ability to enroll in health insurance.

- UGA is required to offer health insurance to a temporary employee once they reach 1560 hours worked in a 12-month period.
- All hours worked are counted, whether they were worked in a regular, benefits eligible position or temporary, non-benefitted position.
- Central HR receives reports from OneUSG Connect that track the hours of our employees. Departments are then alerted when they have an employee that is getting close to the 1560-hour mark.
Benefits
Affordable Healthcare Act (ACA) Update

Departments need to keep in mind:

• If you are moving employees from a regular position to temporary position, they may become health insurance eligible based on the hours worked in the previous position.

• Employees transferring from another USG institution would also be subject to the previous hours being counted.

• If the employee picks up health insurance, please be aware that there are employer costs. If your unit self-funds, the employer cost for health insurance these costs could be substantial.

ACA Workshop:
December 11, 9:00 a.m.
MLC room 101
*location change*
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 this Pay Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Xu, M</td>
<td>View Positions</td>
<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>
<td>Reported Hours this Pay Week</td>
</tr>
<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>

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