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Use GoToWebinar Screenshot
We are a go for Go-Live!
Agenda

Communications
Job Titles
OneUSG Connect Benefits
Overtime Calculations
Supplemental Pay
New Resources
Paycheck Comparison
SOP (Standard Operating Procedures)
HR Mapping
Kaba Job Aids
Bi-Weekly Tutorial
Kronos Lock-out Dates
Kronos Lockout
Onboarding Email
Go Live Resources & Checklists
Query Training
Post Go live Data Validation
Communications Links

• OneSource listserv: This is official communications list for the OneUSG Connect implementation for the UGA Campus

• Not yet subscribed? Email oneusgsupport@uga.edu and ask to be subscribed.

• https://onesource.uga.edu/resources/listserv/ for the full list of sub-lists
UGA Official Job Title

• Crosswalk of UGA Job Titles to USG Job Classifications:
  • All UGA faculty and staff will retain their Official UGA Job Titles (currently known as working titles) that appropriately reflect the important roles fulfilled by our staff and enable unit-level reporting needs.
  • Current UGA job classifications will be collapsed to align with the job classification codes used by the University System of Georgia (BCAT codes).
  • Employees will see their USG Job Code printed on the pay advice (pay stub) of their paycheck. This may create questions from employees; if so, please assure them that their UGA Job Title has not changed but that the Job Code printed on the paycheck is merely a USG code used for consistency across all USG institutions. Please reference the Faculty and Staff Guide on this topic.
  • A crosswalk of UGA Job Titles to USG Job Classifications will be added to the Job Codes Resource page.
OneUSG Connect Benefits

• **Benefits blackout impacting tobacco surcharge update:**
  • Employees that have not done their tobacco surcharge certification are getting an email from OneUSG Connect - Benefits giving them a link to log on to take action. The current benefits system blackout is keeping them from being able to log on and completing that task.
  • We have asked if OneUSG Connect Benefits can send a follow up email letting the affected employees know they can wait until Monday 12/17 to take action.
Overtime calculations due to transition in pay period

• Current Salaried Bi-Weekly employees are being paid for the short pay period of December 13 – 15 on December 27 as we transition our Thursday – Wednesday pay periods to our new OneUSG Connect Sunday – Saturday pay period. This transition alters the automatic system calculations of overtime for that week.

• The OneSource team has developed a process to make sure that employees are compensated for any overtime that would have been paid for the Thursday - Wednesday pay period of December 13 – 19 if we were not transitioning. A calculation will be performed outside of systems that includes hours for bi-weekly employees for December 13 - 15 in the UGA legacy system and hours for December 16 - 19 in OneUSG Connect.

• If an employee has more than 40 work hours for the December 13 – 19 pay period, those hours will be noted and paid to the employee at half of the employee’s highest hourly rate. A multiplier of one-half is being used because the employee will already be paid the “straight” time on those hours in their December 27 and January 4 paychecks.

• Any overtime that is calculated in the above process will be paid on the January 18, 2019 paycheck.
Supplemental Pay Process Change

• **For Go Live (December 16) and through June 2019**
  • Administrative Supplement forms will basically work the same as they do today:
    • Supplement forms for staff will be approved by HR
    • Supplement forms for faculty will approved by Office Faculty Affairs
    • Approved forms will be sent by HR or OFA to Payroll for entry into OneUSG Connect
  • Supplemental Pay forms (below) need to be completed by departments and sent to Payroll via email to payroll@uga.edu to enter into OneUSG Connect as Additional Pay. These need to be entered by the HR/Payroll deadline on the Practitioner Payroll Processing Calendar for that pay period.
    • Request for Extra Compensation (Special Pay) for Faculty & Staff
    • First Year Odyssey Seminar Request for Compensation
    • Request for Temporary Teaching Overload Compensation
    • Employee Request for Reimbursement of Relocation Expenses
    • Research Participant forms
    • Award forms
New Resources Available

• Pay Advice Job Aid
• SOPs (Standard Operating Procedures) Added
• HR Department Mapping
• Financials Integrations Mapping
• Kaba Job Aid
• Bi-Weekly UPK
Paycheck Comparison

Faculty and Staff Guide: https://onesource.uga.edu/faculty_and_staff_guide/

[Image of paycheck details and diagrams with annotations]

This is a new feature
Standard Operating Procedures

- Standard Operating Procedures (SOPs) for Absence Management have been added. Additional SOPs are being added this week and others will be added after go-live.
- [https://onesource.uga.edu/resources/oneusg_connect_sops/](https://onesource.uga.edu/resources/oneusg_connect_sops/)
HR Department Mapping

- HR Department Mapping is now available: [https://onesource.uga.edu/resources/hr_data_changes](https://onesource.uga.edu/resources/hr_data_changes)

HR Data Changes

Overview:
As part of the transition to OneUSG Connect, there will be key HR Data Elements which will have some changes. HR Practitioners and IT Professionals need to be aware of these changes and plan accordingly.

Additional information will be added to this page as it becomes available.

Why are data elements changing?

What are some of the key data elements that are changing?

What is the mapping of the current HR Status to the new HR Status?

What is the mapping of the current departments to the new HR Departments?

HR Department Mapping (Updated 12.7.18)

Please be aware that this is the initial mapping and some changes to this mapping may occur after go-live.
Kaba – Employee Timesheet

- Employees will use this paper timesheet if they are unable to track their time in the system or have not been enrolled on the Kaba Clocks in time.
- https://onesource.uga.edu/resources/time_and_attendance/
Kaba Job Aid

Documentation/Reference Information:

- Kaba Employee Training (New 12.12.18)
- Kaba Recording Tips Training (New 12.12.18)
Bi-Weekly Tutorial

- Entering and/or Managing Time During the Holidays?

  - Employees: Pay From Schedule employees will need to enter their time in a different way during pay periods that include a holiday or leave request - and the first three pay periods on OneUSG Connect include holiday hours. To view a tutorial on entering your Pay from Schedule time when a holiday is already populated onto your timecard, click HERE to access the Training Library. You can also navigate to this tutorial in the Training Library under OneUSG Connect (HR/Payroll) Topics > Employee Self Service > Other ESS Tutorials.

  - Supervisors and Time & Absence Approvers: Do you have employees that work over the holidays? If so, your employee can either be paid for the hours worked in addition to the holiday hours or you may change the holiday hours populated on the timesheet to deferred holiday time if your employees are going to defer the holiday to take at a later date.

  - Supervisors can view how to do this process in the tutorials in the Training Library under OneUSG Connect (HR/Payroll) Topics > Manager Self Service > Other MSS Tutorials. Time & Absence Approvers can view how to do this in the Training Library under OneUSG Connect (HR/Payroll) Topics > Time & Absence Approvers > Other Time & Absence Approver Tutorials. You can access the Training Library HERE.
Reminder: Kronos Lockout Dates

- Supervisors will have access to Kronos through December 20, 2018 to process the final Kronos payroll.

Unit Approvers and central offices will have read only access to Kronos starting December 22, 2018 through March 1, 2019.
Onboarding – DRAFT Email Message

Employees will be notified, once onboarding is complete, to access OneUSG Connect to setup W4s and other items.

Pay Yourself! After you have completed steps for your MyID creation and Archpass Duo enrollment, you will have access to OneUSG Connect.

OneUSG Connect is the HR/Payroll system of record with UGA. Access OneUSG Connect via http://onesource.uga.edu and complete three important steps to ensure that you are paid correctly. Please complete the following payroll functions through Employee Self Service (ESS): W4, G4, and Direct Deposit information.

Those employees who are not US citizens or US Permanent Residents (including F1, J1, H1 and other visa types) will complete these forms via GLACIER.

For direct questions or inquiries regarding MyID and Archpass Duo, please visit: https://eits.uga.edu/
Go-Live

- Support Hours
- Daily & Weekly Status Calls
- Known Issues
- Status Posting
- Training Library
- Faculty and Staff Guide
- Login
# Go-Live Support for Employees

- [https://onesource.uga.edu/resources/service_desk/](https://onesource.uga.edu/resources/service_desk/)

<table>
<thead>
<tr>
<th>Issue/Problem</th>
<th>Contact</th>
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| OneUSG Connect | • Email: oneusgsupport@uga.edu  
• Phone: 706-542-0202 |
| UGA Financial Management System  
UGA Budget Management System | • Submit a ticket: Click here to submit a ticket  
• Email: onesource@uga.edu  
• Phone: 706-542-0202 |
| UGAJobs | • Email: hrweb@uga.edu  
• Phone: 706-542-2222 |
| ArchPass Duo and VPN Support  
MyID password resets | • EITS Helpdesk  
• Email: helpdesk@uga.edu  
• Phone: 706-542-3106 |
| OneUSG Connect Benefits | • Benefits Call Center  
• 1-844-587-4236 |
# Go-Live Support for Employees

- [https://onesource.uga.edu/resources/service_desk/](https://onesource.uga.edu/resources/service_desk/)

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<tr>
<th>Date</th>
<th>UGA Open Call (Daily)</th>
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<th>EITS Help Desk Hours</th>
<th>OneSource Financials</th>
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Checklist for Employees

- [https://onesource.uga.edu/faculty_and_staff_guide/](https://onesource.uga.edu/faculty_and_staff_guide/)
- These checklists contain important steps Faculty and Staff should complete post go-live, including reviewing/verifying information
Daily Status Call Reminder

- December 17 – January 11 (except Dec 24, 25, and Jan 1): 8:15 – 9:00 am
- https://onesource.uga.edu/resources/monthly_status_call/

**Project Status Calls**

**Overview:**
Beginning September 2017, the OneSource Project Team began Monthly Status Calls for the community.

**Important:**
- **Weekly Status Calls:** Weekly Status Calls will begin November 8, 2018 in preparation for the December 2018 go-live and continue until February 7, 2019.
  - Click here to register.
  - **Note:** If you are already registered for the Monthly Status Calls, you do not need to register for the weekly status calls.
- **Daily Status Calls:** Daily Status Calls will begin December 17, 2018 and continue until January 11, 2019. Click here to register.

The calls will be a discussion between project staff and you, the financial, HR and technical leadership for your organization. Please invite other key persons from your area as well. Topics are focused on what you can expect in the coming months and will include upcoming events, due dates for deliverables, readiness tips and suggestions, and business process updates.

**Presentations/Recordings:**

Weekly Status Calls
Known Issues

- https://onesource.uga.edu/resources/known_issues/

Known Issues and Feature Releases

Overview:
This page contains information on "Known Issues" and "Feature Releases" related to various OneSource Systems.

A "Known Issue" is an identified problem or issue with system functionality that is under current resolution.

We are committed to the enhancement of the UGA Budget and Financial Management System and must also successfully integrate the systems with the new HR/Payroll system called OneUSG Connect which we begin using in December. To accomplish this, we need to shift priorities from Financial System enhancements to Financial and HR/Payroll system integrations.

In January 2019, we will first focus on stabilizing the Finance and HR/Payroll integrations and then re-prioritize and return focus to the enhancement workload. Please be aware that only enhancements that have been reviewed, approved, and scheduled will appear on the website.

To submit a suggestion for an enhancement, please email (onesource@uga.edu).

Highlights:

- Feature Releases for UGA Financial Management and Budget Management Systems (Updated 10/02/18)
- Known Issues for OneUSG Connect
- Feature Releases for OneUSG Connect
Status for EITS Conversion Activities

- Updates will be provided via this status posting for EITS related systems involved with the transition to OneUSG Connect. This includes updates on the UGA Financial Management System work in preparation for the transition.
- [http://status.uga.edu/#/incidents/7778402](http://status.uga.edu/#/incidents/7778402)
Training Library

- https://training.onesource.uga.edu
Query Training

• Query training has been rescheduled for the week beginning, December 17, 2018
  • Query data important for go live week:
    • Missed or incomplete punches
    • Unapproved absences
    • Unapproved Timecards
Post Go-Live Data Updates

- Absence balances Bi-Weekly
- Absence balances Monthly
- Short Work Break for monthly employees with no funding for January
- Merit Increases
- Changes to Reports-To for lump sum
Data Validation by Project Coordinators

- Project Coordinators will be asked to validate:
  - Compensation rates
  - Basic job data
  - Reports-To for lump sum (add/modify)
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<td>Go Live Email #2 to Faculty and Staff</td>
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<td>ITMF Weekly Status Call Pay Date Biweekly (21)</td>
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<td>UGANET OneUSG Connect Benefits (Alight) Blackout begins (New)</td>
<td>Go Live Email #5 to Project Coordinators Weekly Status Call Pay Date Biweekly (31) Timecards Biweekly Dec 20 Due @ 9 a.m.. (21)</td>
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<td>Daily Status Call Weekly Status Call Kronos/MyTime retired Pay Date Biweekly (21 &amp; 31)</td>
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Questions/Suggestions/Concerns

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