# Training Courses

## Approving GL Journals and Budget Transactions

<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><a href="#">OneSource Training Library</a></td>
</tr>
<tr>
<td>Recorded</td>
<td></td>
<td><a href="#">Video Link</a></td>
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<tr>
<td>Interactive Webinar</td>
<td>January 7 10:00 a.m. - 11:30 a.m.</td>
<td><a href="#">Click here to register</a></td>
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<tr>
<td>Interactive Webinar</td>
<td>January 22 1:30 p.m. - 3:00 p.m.</td>
<td><a href="#">Click here to register</a></td>
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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>
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<tbody>
<tr>
<td>Self Service</td>
<td></td>
<td>OneSource Training Library - coming soon</td>
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<tr>
<td>Recorded</td>
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<td>Video Link - coming soon</td>
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<td>December 18; 8:30 a.m. - 10:00 a.m.</td>
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Training Courses
NEW GRASP Training

• GRASP Class 1: 1/13/2020 from 1:00 p.m. - 4:00 p.m. T&D Room C & Webinar: Register
• GRASP Class 2: 2/10/2020 from 9:00 a.m. - 12:00 p.m. T&D Room AB & Webinar: Register
• GRASP Class 3: 3/2/2020 from 9:00 a.m. - 12:00 p.m. T&D Lab K (hands-on computer lab course)
• GRASP Class 4: 4/22/2020 from 9:00 a.m. - 12:00 p.m. T&D Room C & Webinar: Register

NOTE: Registration for the in-person training sessions can be found on the T&D website once the spring course schedule is released.
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.

**P-card Training - online!**
- Located on the [Procurement site](#)
- Initial P-Card Training
  - Refresher P-Card Training
  - Procurement Card Information
Upcoming Downtimes/Updates

**Finance**

- **December 13 from 10:00 p.m. through 2:00 a.m.:** Financial Management & Budget Management Operating System Maintenance

- **December 17, 18, 19 from 5:00 p.m. - 8:00 p.m.:**
  - [Banner TouchNet Downtime](#)

- **January 25, 2020, 6:00 a.m. through January 25, 2020, 11:59 p.m.**
  - [January 25 UGA Network Maintenance](#)
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](http://status.uga.edu) and on the [EITS Twitter feed](https://twitter.com/EITS). For more information, please contact Jeff Farese.
System Updates
Clear Your Cache

• With the upcoming releases, it's important to ensure your access to the latest version of the software.

• The browser cache is a temporary storage location on your computer for files downloaded by your browser to display websites.

• While you should clear your web browser's cache, cookies and history periodically in order to prevent or resolve performance problems, it is best practice to ensure these steps occur after a system upgrade.

• For more information on how to clear your browser’s cache, please visit the OneSource Training Library by clicking here.
System Updates

CAS to SSO

• Previously set bookmarks or saved Central Authentication Service (CAS) authentication pages, will likely have login issues with the change to Single Sign-on (SSO) authentication.

• To alleviate this issue, you can type in the URL: financials.onesource.uga.edu or visit the OneSource homepage and click the red “UGA Financial Management System” button to login.

• Remember to set a new bookmark in order to redirect to the SSO page.
Holiday Communication Schedule

Reminders!

No Tuesday Tips
12/24
12/31

No Weekly Status Call
12/26
1/2
## USG Requirement
### CyberSecurity and Ethics Training Update

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<td>44%</td>
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<td>Total Incomplete</td>
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USG Requirement
CyberSecurity and Ethics Training Update

• Identify ethics liaisons in your units so you can direct employees that have questions about how to complete the training to them.

• Encourage participation within your units.

• If you have any employees that receive the upcoming "reminder" email and they feel they have already completed the training, please have them contact ethicstraining@uga.edu to check on the status of their course.

• Ethics liaisons have started receiving updated lists of employees within their units who still need to complete each course. If you are an ethics liaison and haven’t received a list, please email Catherine Shircliff at cks@uga.edu.
December 12, 2019

Financials, Budgets, Reporting
PUM, Finance System, and OneUSG Connect known issues will be posted to the OneSource Known Issues page.
• **Title:** Users Logged Out of Application After Selecting 'Return to Search'

• **Issue:** When reviewing an item, such as a journal, in the Classic view, clicking on "Return to Search" will log a user completely out of the system.

• **Affects:** Journal Entry (GL journals), Travel Authorizations, Vouchers, and Paycycle Manager.

• **Functional workaround:** Use the *Previous* or *Next* in List buttons to move through your search results or navigate back to the search page from the left menu or the breadcrumbs at the top of the page.
PUM Upgrade
Chartfield Order

• **Title:** Chartfield Order May Be Rearranged
• **Issue:** Users may notice that chartfields have been rearranged on various pages throughout the application.
• **Affects:** Budgets Overview, Enter Budget Journals, Enter Budget Transfer.
• **Functional Workaround:** You may personalize your page to manually rearrange the order or Copy Settings (UGA_KK_BD_OVW, UGA_KK_BD_ENTRY, UGA_KK_BD_XFR).
• Detailed information of how to personalize your order preferences can be found in the [Training Library](#).
• Horizontal Scrollbar Defaults to the Right When Entering Expense Report or Travel Authorization Accounting Information
• The OneSource team is in contact with Oracle to identify a fix. 
• Functional Workaround: Simply scroll to the left to enter all the necessary chartstring information.
Not Able to Add Travel Authorization in Internet Explorer
In Internet Explorer browser, version 11, when users click on the Travel Authorizations tile and attempt to enter a TAuth, they are met with a blank screen.
The OneSource team is in contact with Oracle to identify a fix.
**Functional Workaround:** Please use any other browser than Internet Explorer to enter a Travel Authorization.
• **Title:** Hyperlinks in Excel Spreadsheets Downloaded from Query Viewer Are Not in Normal Link Format.

• **Issue:** When downloading query results that have linked/drill down transactions from Query Viewer, the Excel spreadsheet will appear as if the links are not visible. However, clicking on the linked transactions will show that they are indeed linked, and will take you to the drill downs within the FMS. The look of the links has changed; however the functionality is the same.

• **Functional Workaround:** Click on the drill down transactions as you normally would.
Title: Excel Spreadsheets Downloading as Blank.

Issue: On large query results only (over 50,000 rows), some users may receive a blank Excel spreadsheet when the "Run to Excel" or "Download to Excel" options are selected when running a query.

Functional Workaround: When running a query with expected results, please use parameters in the prompts to return a number of results to be less than 50,000. The OneSource team is actively working to resolve this issue.

Fix going to Production Tonight!
Known Issue

PUM Upgrade
Direct Bill to UGA

- **Title:** Direct Bill is not an Option on Expense Entry Page.
- **Issue:** The "Direct Billed to UGA" option is not available as it used to be on the Expense Entry page.
- **Functional Workaround:** Please wait to submit an Expense Report that needs the Direct Bill option until this issue is resolved.

---

Fix going to Production Tonight!
Title: Users Not Able to Log Into UGAmart Using Microsoft Edge Browser.

Issue: An issue has been identified that any user on the Microsoft Edge browser may have issues logging into UGAmart from the URL ugamart.uga.edu. The OneSource team is working with the single sign-on team to find a resolution to this problem quickly.

Functional Workaround: In order to access UGAmart using the Microsoft Edge browser, please log into the Financial Management System (FMS) directly and then select the UGAmart tile from the FMS homepage OR simply use a different browser (Firefox, Internet Explorer, Chrome, etc.) to login as you normally would.
PUM Upgrade

Known Issue – Distribution Status

- **Title:** Processes Staying in a Distribution Status of Not Posted in the Process Monitor.
- **Issue:** Some processes are remaining in a Distribution Status of Not Posted in the Process Monitor. As long as your process has run to Success, this should not affect your processing, with the exception of expecting an output file, such as a report pdf. Please do not delete the affected processes.
- **Functional Workaround:** Resolved
PUM Upgrade
GL and Budget Journal Spreadsheets

• Must be used starting **12/09/2019**
• Most of the updates in the spreadsheets will not be apparent to users.
  • Some columns have been rearranged in the GL Journal uploader spreadsheet, but these are the unused columns to the right of Description.
• Request the updated versions from **onesource@uga.edu**.
Simpler
Legacy Reports

- Quick tip for accessing legacy data. You can manually input dates to search by clicking the = button. This allows you to pull in more data than you could using the pre-populated dates from the dropdown. Data in Simpler goes as far back as 2013.
The new Job Data report outlined here can help with grants proposal budget development.

Sensitive info has been removed, while still enabling research staff access to needed information such as compensation rate, compensation frequency, pay group and full/part-time status.

Permissions to access= same as the data warehouse reporting suite.
Receiving and Redelivery Policy

• Receiving Services receives official packages and freight for campus departments. To ensure departments are receiving urgent documents/merchandise in a timely manner, we have updated the receiving and redelivery policy to give departments the option to have their overnight deliveries, perishable goods, and rush items delivered directly to the recipient/department.

• Departments are encouraged to use their departmental address in the “Ship To” field in UGAmart to guarantee delivery within the stated time.
Purchasing/Project Costing

Purchase Requests for Funded Projects

• Earlier this fiscal year, the new UGAmart requisition “FMS Amount Only PO” option was released for use when purchasing with project funding sources.

• That new functionality has caused unexpected downstream issues when the FMS Amount Only PO option was selected on requisitions that did not need to result in an Amount Only PO.
Purchasing/Project Costing

Purchase Requests for Funded Projects

• To avoid these issues, campus users will no longer be required to review and select this box. New carts and requisitions will no longer show this box for selection. This should allow for more streamlined processing for shoppers and requisitioners while maintaining accurate project reporting for subawards and capital projects.

• To resolve the potential for encumbrance discrepancy on project POs (non-subaward, non-capital-project) long term, work is in progress to change the data source for project reporting, which will provide a permanent solution.
Holiday Month End Reminders

Finance Transactions

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).

Dec 24
• **GL Journals - Month end deadline:**
  Last day of the month (month end close calendar).
  • Technically, can be entered until Dec 31 if your department is open during the holidays.

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.
When adding Task Profile IDs to timesheets, units are getting a SQL error that does not allow them to submit the hours.

USG is aware of this issue, and it has been escalated to high priority to be fixed before the biweekly payroll confirm next week.

**UPDATE:** An urgent DBI (Daily Business Intelligence) will be loaded into production today (12/12/19). This should resolve the SQL error.
Errors in Workflow Notifications for MSS Transactions

USG is working through this issue and we hope to have an update soon.

-----Original Message-----
From: donotreply@usg.edu <donotreply@usg.edu>
Sent: Tuesday, December 10, 2019 9:55 AM
To:
Subject: Your $4 for $3 was approved by $7

Your $4 request was approved by the approver below.

Approver Name: $7
Employee Name: $3
Employee ID: $2
Employment Record: $8
Originator Name: $5
Department: $10
Comments: $11
OneUSG Connect Workflow Skips

OneUSG Connect Workflow Skip Information

• Instead of seeing "Skip" in the boxes you will now see it in the comments.
• If you see your approvers in the workflow boxes, everything is fine!

![Termination Approval Chain](image-url)
OneUSG Connect
Known Issues: Manager Self Service

- With the release of 5.2, code we had in OneUSG connect to prevent the use of this MSS transaction was inadvertently lifted.
- Please do not submit requests for add/change position.
- This is part of the position management solution in OneUSG Connect and should not be used at UGA.
- As an approver, if you receive any requests for these, please deny them.
MSS transactions (termination, position funding, etc.) can no longer be routed to the originator of the transaction.

- Relatively small impact: ~10% of transactions.
- Will only impact new transactions.
- May require departments to reevaluate their MSS approvers.
- Use 180_SEC_DEPT_APPROVERS- Departmental Approvers in System Manager Work Center.
- Submit any updates needed to OneUSGSupport@uga.edu.

Only effects Position Funding Changes and Express Direct Retro Transactions
# Payroll

## Campaign for Charities

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<th>Wednesday</th>
<th>Thursday</th>
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<th>Saturday</th>
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<td>9</td>
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<td>28</td>
<td>29</td>
<td>30</td>
<td>Monthly Employees 1/31/2020</td>
<td>31</td>
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</table>

First deductions taken:
Payroll
Supplemental Pay – Proration of fringe benefits

- Fringe benefit costs on Additional Pay payments such as relocation, awards and special pay
- Combo code for Additional Pay is different than combo code for Regular Pay. Both are paid on same check.
- Fringe benefits for regular pay, such as retirement & health ins, are prorated to Additional Pay combo code.

Proration options:
  - **Option 1**: Request the payment to be paid on a separate check when submitting Additional Pay payment via MSS.
  - **Option 2**: Submit Express Direct Retro funding change after payment
OneUSG Connect
Tax Exemptions

• Employees who want Exempt status to continue for 2020 need to update their withholding in Employee Self Service by February 14, 2020.
• Payroll will directly notify employees in January 2020 who have not updated their exempt status since December 1.
• After February 14, 2020, any employee who has an Exempt withholding status with a date prior to 12/1/19 will be changed to Single with zero allowances, which is the option thatwithholds the most tax.
Payroll

W-2 Consent
Flyer Available

• 40% as of 12/10/19
• 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)

Consent for Electronic W-2
Deadline December 31

All employees are encouraged to set up electronic delivery for their W-2 in OneUSG Connect Employee Self Service. Without consent, W-2s are mailed to employee's home address.

Learn how: bit.ly/UGA-W2consent

If an employee separates from UGA (termination or retirement), they need to remove consent to receive a paper W-2 automatically.

Questions? Email onesuissupport@uga.edu
Payroll

2019 Corrections for W-2s

• Start reviewing 2019 payroll information NOW so overpayments can be submitted as soon as possible.

• Tickets should be submitted to oneusgsupport@uga.edu by 5pm on December 23, 2019 with the Overpayment Request attached and Subject: Overpayment.

• If an employee is repaying a 2019 overpayment by check, Payroll must receive payment from employee by noon January 2, 2020 in order for 2019 W-2 wages to be corrected.
  • Please hand deliver these checks to Central Payroll (Business Services building) to ensure immediate processing on behalf of the employee.

• If payment is not received by Jan 2, the employee will owe more money to the IRS, because federal and state tax cannot be adjusted per IRS regulation.
Commitment Accounting

Express Direct Retro

- System Managers submitting an Express Direct Retro (EDR) moving charges on-to or off-of a grant/project combo code must attach the completed Cost Transfer Justification form if the transaction falls under the Cost Transfer Policy. [https://busfin.uga.edu/forms/cost_transfer_justification.pdf](https://busfin.uga.edu/forms/cost_transfer_justification.pdf)
- The completed cost transfer justification should be attached by the initiator prior to submitting the transaction.
- Approvers do not have the ability to push back the EDR transaction nor can they add an attachment.
- EDR transactions falling under the Cost Transfer Policy that do not have the completed cost transfer justification attached will be denied.
Time & Labor

Auto Enrollment Update is Live!

- The updates that were made to TL auto enrollment are now effective
- These updates will impact all newly hired employee's Time & Labor Setup
- If your unit did not submit changes to the TL Team, your employees will continue to auto enroll as they did before
- There is one change you may notice when running the Time and Absence Enrolled Query
  - All newly hired employees who auto enroll into Kaba, will also auto enroll into the 18J_MULJOB Taskgroup, and with a Task Profile ID that describes your unit
  - This has no impact on your employees, and this taskgroup does not mean that the employee has multiple jobs
  - Having Kaba employees auto enroll in this way ensures that they are able to clock in/out correctly if they are hired into multiple jobs without manual intervention centrally
# Time & Labor

## Time and Absence Enrolled Query Example

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<th>Elapsed</th>
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<td>John Doe</td>
</tr>
<tr>
<td>000E_ELPD</td>
<td>000E_PUNCH</td>
<td>18J MULJOB</td>
<td>18J GR4</td>
<td>REC Group Fit Instr IV</td>
<td>118XXXXX</td>
<td>18XXX</td>
<td>John Doe</td>
</tr>
</tbody>
</table>
Upcoming Weekly Status Calls

GoToMeeting Update

• Bookmark the link to this GoToMeeting presentation in your web browser.

• Outlook reminder will be sent next week from OneSource@uga.edu with recurring meeting time, however; attendees will need to continue using his/her unique website link.

• This allows the presenters to respond to questions as a result of the status call each week.
Questions/Suggestions/Concerns

Contact Us
onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu