Weekly Status Call

December 19, 2019
# Training Courses

## Approving GL Journals and Budget Transactions

<table>
<thead>
<tr>
<th>Format/Location</th>
<th>Date/Time</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Self Service</td>
<td>10:00 a.m. - 11:30 a.m.</td>
<td><a href="#">OneSource Training Library</a></td>
</tr>
<tr>
<td>Recorded</td>
<td></td>
<td><a href="#">Video Link</a></td>
</tr>
<tr>
<td>Interactive Webinar</td>
<td>January 7</td>
<td><a href="#">Click here to register</a></td>
</tr>
<tr>
<td></td>
<td>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.

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Training Courses

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)

• **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 on January 6.
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](http://onesource.uga.edu)
- Initial P-Card Training
  - Refresher P-Card Training
  - Procurement Card Information
• December 19 from 5:00 p.m. - 8:00 p.m.
  • Banner TouchNet Downtime

• January 25, 2020, 6:00 a.m. - 11:59 p.m.
  • January 25 UGA Network Maintenance

• Reminder: for more information on future releases and updates, please refer to the OneSource Roadmap.
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_GA). For more information, please contact Jeff Farese.
Holiday Communication Schedule

*Reminders!*

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

- **No Weekly Status Call**
  - 12/26
  - 1/2
Admin Memo distributed Monday, December 16.

Instructions and more information forthcoming.
Reminders were sent yesterday to those who show as incomplete in the Professional Education Portal (PEP).
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.
Holiday Planning
Weekly Status Call

• Due to our student assistants being on break, the recordings of the December 12 & 19 presentations will not be available until early January.

• Remember that each Weekly Status Call can be viewed on the OneSource website.

• Weekly Status Calls are currently scheduled through March 2020.
Title: Queries ran to XLS format are blank

Issue: When users are executing scheduled queries in the UGA financial system and exporting to XLS format, the results are being returned blank with no data.

Affects: Anyone running a scheduled query

Functional Workaround: Users should manually run any scheduled queries.
Department Reorganization

Financial Tree Restructuring

• **Time frame:** Now

• **Goal:** Tree changes in place for Budget Development in March.

• Final requests for new departments and new tree structures must be submitted via ticket by **January 9** and finalized prior to **January 15**.

• **Complications and efforts that should be considered:**
  • Lack of comparability between years, particularly in Hyperion and the Data Warehouse.
  • New department set up must be requested individually and manually by the unit. There is no bulk uploader for this process.
  • Departments can’t be inactivated immediately for a number of reasons, so the Units will have to routinely and carefully monitor for inappropriate activity to departments that are no longer to be used.
Department Reorganization
Financial Tree Restructuring

- **Departments cannot be inactivated while they are referenced by:**
  - Open Encumbrances
  - Open projects
  - Active Combo Codes

- **Changes that must be made to reflect new departments:**
  - Combo Codes
  - Position Funding
  - Banner Detail codes
  - Deposit Detail codes
  - Speedtypes
  - F&A return and Offsets
  - Carryforward: (Will be posted for 2020 department with the carryforward; Actual, Revenue Budget and Expenditure Budget Journals must be done to move the carryforward.)
  - Providers of Intra-University services must be provided with updated chartstrings. For example, Mail and Telephone Services.
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.
OneUSG Connect, Human Resources, Payroll

December 19, 2019
Human Resources

Consulting Engagement Update

• Consultants have now met with 100+ individuals.
• 75% of meetings are now complete.
• Remaining meetings will be completed in January.
Payroll W-2 Consent

• 42% as of December 19.

• **MUST CONSENT BY DECEMBER 31!**

• Ensure that employees have the correct *Home* address in Employee Self Service.

• Electronic W-2 consent flyer link is available on [UGA Payroll website](https://www.usg.edu/assets/shared_services_center/documents/Email_Template_3_W-2_Electronic_Consent_2019_Audience_All_Employees.docx).

Tutorial:
• 3 steps to submitting [electronic W-2 consent](https://www.usg.edu/assets/shared_services_center/documents/Email_Template_3_W-2_Electronic_Consent_2019_Audience_All_Employees.docx)

Query:
• OneUSG Connect: `BOR_PY_YE_W2_CONSENT (requires Query Viewer access)`

INFO: Reminder - Deadline Approaching - Sign Up for Electronic W-2 Consent in OneUSG

As the deadline approaches, we want to remind employees to help protect their identity by consenting to receive their W-2 electronically in OneUSG Connect.

Employees must consent to electronic delivery by December 31, 2019.

To assist you with sharing this information with your employees, the following template regarding the approaching deadline of W-2 consent is available on the OneUSG Connect website at:

[Final Email - Audience: All Employees](https://www.usg.edu/assets/shared_services_center/documents/Email_Template_3_W-2_Electronic_Consent_2019_Audience_All_Employees.docx)

If you have questions or concerns, please contact OneUSG Connect Support at [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu).
Payroll

Overpayment Forms Due

• 2019 overpayment requests are due by December 23.

• Payroll practitioners are highly encouraged to continue reviewing 2019 payroll information, so that any overpayments can be submitted as soon as possible.

• If a correction is needed, a ticket should be submitted by 5:00 p.m. on December 23, 2019 to oneusgsupport@uga.edu with the Overpayment Request form attached and a subject of “Overpayment.”
Payroll
Overpayment Forms Due

• An employee repaying a 2019 overpayment will have to pay by check and Payroll must receive the payment from the employee before noon, January 2, 2020 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 January 2, the employee will owe more money to the IRS because federal and state tax cannot be adjusted per IRS regulation.
• 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 December 1, 2019 will be changed to Single with zero allowances, which is the option that withholds the most tax.
Commitment Accounting
Known Issue: MSS Change Position Funding

• The batch job that processes MSS change position funding transactions is not inserting the funding rows correctly in the Department Budget Table in some undetermined instances.
  • When this occurs, the position is funded at less than 100% and will cause payroll expenditures to post to the suspense combo code. There is no functional work around at this time. OneUSG Connect is currently working to resolve this issue.

• Payroll retro distribution data, messaged from OneUSG Connect with an accounting date of 12/6/2019, is out of balance (debits do not equal credits).
  • Due to the data being out of balance, journal entries have not been created because the journal would not pass the edit process. These are retro distribution entries that were processed prior to the OneUSG Connect 5.2 upgrade.

• This issue will cause reporting differences between OneUSG Connect and the UGA Financial Management System. The out of balance retro entries are present in OneUSG Connect but are not in the UGA Financial Management System.
Commitment Accounting

Known Issue: Express Direct Retro

- The Express Direct Retro (EDR) batch job erroneously deleted all EDR transactions that were 5 days old and had not been processed.
  - These transactions were at different stages in the workflow process.
  - The batch job should have only deleted EDR transactions that had been saved and NOT submitted through workflow.
- **Temporary work-around**: OneUSG Connect has reconfigured the EDR batch job to delete transactions that are 1,000 days old.
- OneUSG Connect does not currently have a listing of the deleted transactions but are looking at their clone environments to determine if a list can be compiled.
- EDR requests that were submitted on December 10th, 11th, and 12th but were still in the workflow approval process would most likely have been deleted.
- New EDR requests will need to be submitted.
Time & Absence

Payroll Deadline Reminders

• **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
Monday, December 16th marked 1 year using the OneUSG Connect System!
Happy Holidays
Questions/Suggestions/Concerns

Contact Us
onesource.uga.edu
onesource@uga.edu
or
oneusgsupport@uga.edu