Agenda/General Session

- UGAmart Updates
- OneUSG Connect Service Desk
- Termination Reminders
- UGAJobs – Campus Win!
- Punch Time Error
- Tax Withholding Updates
- Direct Deposit Information
- MFE Access
- MSS/Query & Report Updates
- Financial Management System Access
- HR Department Position Changes
- User Account Verification
- Project Resources Cube Known Issue
- UGAJobs Student Worker Scenarios
- Poll – Topic Suggestions
UGA Financial Management System
UGAmart Updates
UGAmart System Upgrade

• UGAmart 19.1 Upgrade

• Friday, April 5, 2019, UGAmart will begin upgrading to version 19.1.
  • UGAmart will be unavailable beginning at 9:00 pm on Friday, April 5, 2019 through approximately noon on Sunday, April 7, 2019.

• There are two new "optional" enhancements:
  1. New Shopping Experience
  2. Orders Search Option
Purchasing – Orders Search Preview

2. Search Requisitions
3. Add Filter  Clear All Filters
4. 20 Per Page
UGAmart Purchasing

- Both of these new features will be optional.
- End-users will have the ability to toggle back and forth from the current to the new shopping and orders search options.

Check the UGAmart homepage for more details.
April 4, 2019

Session Highlights/Updates
OneUSG Connect Service Desk

Primary Trending Inquiries
- Pay Issues
  - Paycheck Inquiries
  - Off Cycle Request
- Time Sheet Inquiries
  - Approving Absences from Timesheet
  - Submitting/Updating Absence Request from the Timesheet
- Time Approver Issue
  - Updates
- Tax Inquiry
  - Request for W-2
  - Updating Federal/State Filing Status

Secondary Trending Inquiries
- Single Sign On
- Position Inquiries/Funding Change
- Security Access Request
- Leave Balance Inquiry

OneSource
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onesource.uga.edu
OneUSG Termination Reminders

- In OneUSG Connect HCM, **monthly employees** are paid until terminated. Therefore, the hiring unit **must** submit a termination request through OneUSG Manager Self Service (MSS) at the conclusion of all employment periods as defined by their offer letter.

- This applies to retired rehires, part-time faculty, limited term faculty and others that have employment agreements and or contracts with defined end dates.

- **Academic employees** – The correct Termination Date is May 31st. This will ensure that the final full paycheck is received.
UGAJobs
Campus Win!

- As we continue to evaluate the business processes between UGAJobs and OneUSG Connect, our goal is to limit the number of delays in the system.

- New Temporary Positions Posting Procedure:
  - Units are no longer required to post temporary positions for 24 hours
  - Units can use the Direct Hire option OR posting externally (i.e., recruit via applicant portal)
  - Applies to students you may hire over the summer as Temporary (formerly LBCLR)
OneUSG Time & Labor
Punch Time Error

• A Punch Time Error occurs when the punches are not entered in the correct order.
  • Example: Missed Punch or Invalid Punch Order

• The correct punch order should be:
  • IN, MEAL, IN, OUT or IN, OUT

• There are many employees who are using IN, MEAL if they leave halfway through the day. **This causes a punch error.** If the employee will not be returning from lunch, they will need to record time as IN, OUT.

• We are working on creating an exception for this error, but please make sure employees are reporting time correctly. Time reported as IN, MEAL without an out punch does not become payable time unless it is updated.

• Managers and Time Approvers should adjust these punches prior to approving. [Training](http://onesource.uga.edu).
### OneUSG Time & Labor

**Punch Time Error**

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Exception</th>
<th>In Time</th>
<th>Lunch</th>
<th>In Time</th>
<th>Out Time</th>
<th>Punch Total</th>
<th>Time Reporting Code</th>
<th>Quantity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>3/3</td>
<td>New</td>
<td>8:00 AM</td>
<td></td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>5:00 PM</td>
<td>8:00</td>
<td></td>
<td>3/3</td>
</tr>
<tr>
<td>Mon</td>
<td>3/4</td>
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<td>12:00 PM</td>
<td>1:00 PM</td>
<td>5:00 PM</td>
<td></td>
<td>8:00</td>
<td></td>
<td>3/4</td>
</tr>
<tr>
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<td>1:00 PM</td>
<td>5:00 PM</td>
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<td>8:00</td>
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<td>3/5</td>
</tr>
<tr>
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</tr>
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<td>8:00</td>
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<td>4.00 - 3/8</td>
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<td>3/8</td>
</tr>
<tr>
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<td>New</td>
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</tr>
<tr>
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<td>New</td>
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<td></td>
<td></td>
<td>3/10</td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>3/11</td>
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<td>8.00</td>
<td>8.00</td>
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<td>3/11</td>
</tr>
</tbody>
</table>

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OneSource
UNIVERSITY OF GEORGIA

onesource.uga.edu
OneUSG Payroll
Tax Withholding Updates

• Employees must use OneUSG Connect to set up/update their state and federal filing status.
• These can be found under the Tax tile and are labeled as W-4 Tax Information (federal) and G-4 Employee Self-Service (state).
• Training library: Updating W-4 & Updating G-4

Exceptions:
• Employees living and working outside the state of Georgia should submit those tax forms to Payroll.
• Employees filing exemption from GA withholding should send completed G-4 to Payroll.
• Send forms to payroll@uga.edu via SendFiles or fax to 706.542.6779

Any questions can be directed to Payroll at payroll@uga.edu or (706)542-6931
OneUSG Payroll
Direct Deposit Information

• Employees must use OneUSG Connect Self-Service to set up/update direct deposit info
• This can be found under the Direct Deposit tile
• Training library: Updating direct deposit

 Exceptions
• If employees meet the requirements to be considered exempt from direct deposit, they should complete the Direct Deposit Exemption Request and return it to Payroll. A pay card will be issued to the employee if the exemption request is approved
• Send form and attachment to payroll@uga.edu or fax to 706.542.6779

Any questions can be directed to Payroll at payroll@uga.edu or (706)542-6931
OneUSG Manage Faculty Events (MFE) Access

- Units should now request MFE access through Manager Self-Service.
  - The request can be routed through the MSS Security Request Form
  - This would allow for the capture of departmental approvers
  - Include the specific department for which the request is being made

- MFE access allows units to see their department's faculty rank and tenure data as well as manage their department's Additional Post ( Courtesy Faculty, Center and Institute Membership, Graduate Program Faculty and Graduate Program Coordinator)
OneUSG Manager Self-Service
Query & Report Updates

- New queries added to the work center under the Security Module:
  - MSS Transactions (18o_WF_MSS_TRANS)
  - Position Funding Change Trans (18o_WF_MSS_POS_FUND_TRANS)
  - MSS Security Requests (18o_WF_MSS_SECURITY_REQ_TRANS)

- The Reported Time Audit has been removed from the work center for the time being – we are working on fixing a few issues with it.
Financial Management
System Access Known Issue Fix

- Some users reported they were unable to gain access to the UGA Financial Management System.
  - The OneSource team, working collaboratively with OneUSG Connect, resolved an issue related to the data that was messaged over as a part of the integration between the systems for approximately 400 user accounts.
- Maintenance was conducted last Tuesday evening that resolved this issue.
- The Service Desk has reached out to those users who submitted tickets confirming their access.
UGA Financials
Grants Management

• Project Resources Cube Known Issue
  • Indirect Cost (IDC) data is not currently accessible in the Project Status Cube.
  • A known issue has been posted to the OneSource website, and this is in the process of being resolved.

• Workaround to find IDC amounts (Financial Management Query):
  • UGA_GM_PROJ_ACTUALS
IDM, OneSource, Banner, etc. User Account Verification

• Service Desks are getting a very high volume of calls about the process.
• Links to help documents:
  • https://confluence.eits.uga.edu/display/HD.SH/User+Verification+Audit+FAQs
• Reminders will go out in the next weeks. One per system, per person for the open requests. (i.e., 3 individuals report to you? If they each have access to 3 systems, you would receive 9 reminders)

Systems under scope:
• Mainframe systems
• Banner systems
• Identity Management (IDM) tools
• UGA Budget Management System
• UGA Financial Management System
• UGAJobs
• OneUSG Connect

Process begins: March 25
Deadline for verification: April 30
April 4, 2019

Moving Positions between HR Departments
HR Department Position Moves Overview

• Last Week’s Call has more details.

• HR Department position changes are opened for updates prior to the Budget Planning and Salary Setting cycle.

• **April 12th - deadline** to enter manual (UGAJobs) and receive bulk position changes from the units in the template for budget planning purposes
  • Monthly effective date: April 1st (beginning of the pay period)
  • Biweekly effective date: April 7th (beginning of the pay period)
OneUSG Connect

HR Department Position Changes

• The Standard Operating Procedure (SOP) can be found here.

• Utilize the Open Office Hours on Thursdays, at the Testing & Training facility (old Print Services) from 3:00pm – 5:00pm

• Form and guidelines available on the HR Department Resource Page
UGA Financials Security and Roles
With HR Department Changes

• For HR Department or Position Department or Position Changes:
  • **Current process**: FMS Security team will email new supervisor and request that an Access Request Form be submitting noting that user ... if Finance permissions should retain the same security access.
  • **Approval Route Controls**: CBO may need to clone or edit route controls for anyone approving transactions in workflow.
  • **For mass changes (20+ users)**: A new form has been created so that mass changes can be communicated without having to submit new Access Request Forms for each employee. This form is saved [here](http://onesource.uga.edu).
UGAJobs
Student Workers –
Spring/ Summer/ Fall Work Scenarios
• UGA HR is supportive of keeping student employees (paid hourly) in OneUSG Connect in an active status as a transitional step for this summer. **No action is needed for these employees.**
  • Applicable to Student Worker Positions that will be:
    • re-employed in the same position,
    • same department, and
    • the same hourly rate
  • This transitional solution would not work for any student employees paid on a monthly basis.
• UGA HR is working with the USG HR office on a long-term solution, which potentially would use delivered functionality to streamline the rehire process for student employees.
UGAJobs
Student Worker – Spring/ Summer/ Fall Work Scenarios

Not working in Summer
• For Student workers not working over the summer in a temp position, but returning to the same student position in the fall that they held in the spring
• For Student workers not working over the summer in a temp position, but returning to a different position in the fall than they held in the spring

Working in Summer
• For Student workers working over the summer in a temp admin position and returning to the same student position in the fall they held in spring
• For Student workers working over the summer in a temp admin position, but returning to a different student position in the fall than they held in spring
• For Student workers working over the summer in a temp admin position, but not returning to student position (may have found other employment or have graduated)
### UGAJobs

**Student Worker – Spring/ Summer/ Fall Work Scenarios**

**Students who will not work over the Summer**

<table>
<thead>
<tr>
<th>Does the student currently hold a Student Position as of Spring 2019</th>
<th>Will the student hold a temp administrative position as of Summer 2019</th>
<th>Will the student return to the same student position they held in Spring come Fall</th>
<th>Will the student move to a different student position in the fall</th>
<th>Steps to Take:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>• Leave student in active student worker position throughout summer semester.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>• Submit a OneUSG HCM MSS termination request to remove the student from their student worker position</td>
</tr>
</tbody>
</table>

- Matrix link: [https://hr.uga.edu/_resources/pdf/Student-Worker-Work-Scenarios.pdf](https://hr.uga.edu/_resources/pdf/Student-Worker-Work-Scenarios.pdf)
# Student Worker – Spring/ Summer/ Fall Work Scenarios

## Students who will work over the Summer

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<th>Steps to Take:</th>
</tr>
</thead>
</table>
| Yes | Yes | Yes | No | **Create New Temp Position**  
- Leave student active in student worker position  
- If the unit does not have an open temporary position to seat the student, the unit would need to create a temporary position via UGAJobs Position Management request to create new  
- Once the position has been established, the unit can direct Hire the student into the temporary position.  
- Prior to having the student resume work in their student worker position for the fall, the unit should submit a request via OneUSG HCM MSS to terminate the student from the Temporary position. |

**Reclassify Position**  
- The unit should submit a request to reclassify the student position into a temporary position for the Summer.  
- At the end of summer employment, the unit should submit a request to reclassify the student position back into student worker position for the fall.  
- To reclassify a position, the unit should submit an evaluate request via UGAJobs position management.

*Matrix link: [https://hr.uga.edu/_resources/pdf/Student-Worker-Work-Scenarios.pdf]*
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<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>The unit should submit a request to reclassify the student position into a temp position for the Summer.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>To reclassify a position, the unit should submit an evaluate request via UGAJobs position management, In the justification box include the following text; Request reclassify Student Worker position to Temporary position and the effective start and end dates.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>At the end of the summer employment, the unit should submit a request via OneUSG HCM MSS to terminate the student from the Temporary position.</td>
</tr>
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<td>Yes</td>
<td>No</td>
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Poll – What Topics Do You Want?

- Please reply using the question feature in GoTo Webinar now:
  - Example topics:
    - Finance
    - Budgets
    - OneUSG Connect
    - UGAJobs
    - Benefits/Retirement
    - Processes
Questions/Suggestions/Concerns

Project Feedback
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onesource@uga.edu

oneusgsupport@uga.edu