Agenda – General Session
June 20, 2019

• Poll – What Topics Do You Want?
• Weekly Status Call Two Week Break
• Financial Management Monthly Maintenance
• OneUSG Connect System Unavailable
  • Friday, June 21, 2019 (5 p.m.) – Monday, June 24, 2019 (7 a.m.)
• Mainframe Access Removed June 30, 2019
• Employee.uga.edu Unavailable after June 30, 2019
• Training Current Sessions
• Unposted Adjustments
• Sponsored Projects Out of Bounds Budget Errors
• Returning/Continuing Graduate Students
• Commitment Accounting
• Workforce Administration Terminations and Effective Dating

• Termination Scenario Examples
• Termination Resources & Additional Scenarios
• New Background Vendor
• Accurate Example Email 7/1/19
• FY20 Retired/Rehire Reminders
• Payroll Summer Pay
• Benefits Retirement@work Reminder
• Outside Professional Activity (OPA)
• Absence Management
• June Payroll Processing
• Accounts Payable Friendly Reminders
• Travel & Expenses Friendly Reminders
June 20, 2019

Session Highlights/Updates
Weekly Status Call
Two Week Break!

- There will not be a Weekly Status Call session on:
  - Thursday, June 27, 2019
  - Thursday, July 4, 2019
- This includes both the general session from 1:30 p.m. to 2:30 p.m. and the Project Coordinator session usually scheduled to meet from 2:30 p.m. to 3:00 p.m.
- We will resume calls on Thursday, July 11, 2019
UGA Financial Management System
Monthly Maintenance

• The UGA Financial Management System and the UGA Budget Management System are having monthly maintenance patching performed this Friday evening, June 21, 2019, from 10:00pm – 2:00am. These systems will be unavailable for the duration of the maintenance window.

• Users are also likely to experience uncharacteristic slowness after the maintenance window completes while the server infrastructure rebuilds its cache. Performance will improve as more areas of the system are accessed by users. Normal system performance should return by mid-morning the following business day.

• For updates on the status of the UGA Financial Management System, or the UGA Budget Management System, please refer to status.uga.edu.

• Please contact us at onesource@uga.edu if you have any further questions.
OneUSG Connect
System Unavailable

- **OneUSG Connect**
  - Friday, June 21, 2019 (6 p.m.) – Monday, June 24, 2019 (7 a.m.)
  - *Kaba clocks and OneUSG Connect Benefits* (for benefits enrollment) will remain active!
  - For the latest information and details on the system upgrades and downtimes, follow the OneUSG Connect [News](#).

Please ensure all OneUSG Connect processes and data entry are complete by 5 p.m. Friday.
Mainframe Access Removed
June 30, 2019

- **Reminder:** This is the last year mainframe systems will be included in the FY19 System Verification process.
- **Access to the mainframe will be removed June 30, 2019.**
  - QMF
  - WebDFS
  - IMS/TSO/(Green Screens)
  - [https://onesource.uga.edu/resources/system_changes/](https://onesource.uga.edu/resources/system_changes/)
Employee.uga.edu
Unavailable after June 30, 2019

- **Download pre-2019 paystubs and W2s by June 30, 2019**
  - Paystubs and W2s prior to January 1, 2019 will **NOT** be migrated to the new University System of Georgia employee site, OneUSG Connect.

- If you wish to keep copies of pre-2019 paystubs or W2s for your records, **please take action to download them from employee.uga.edu before June 30, 2019.**
  
  - Log into employee.uga.edu and click on “My Paychecks” and/or “My W2s” in the left sidebar. Both paychecks and W2s are available in PDF format and can be printed. Please store these in a secure personal location as they will contain your SSN.
  
  - Please contact the EITS Help Desk at 706-542-3106 or helpdesk@uga.edu for assistance with this process.

- After June 30, 2019, to request copies of pre-2019 paystubs or W2s, please contact oneusgsupport@uga.edu or 706-542-0202 (option 1). These records are retained for 5 years from their issue date.

- All employees will access paystubs and W2s dated after January 1, 2019 on OneUSG Connect.
Training
Current Sessions

• **Simpler Training** webinars have been scheduled that will provide an overview of the updated Simpler apps that can be used to filter, group, and summarize data from the UGA Financial Management System:
  • Wednesday, June 19, 8:30 a.m. - 10:30 a.m. [Click here to register](#)
  • Wednesday, July 17, 10:00 a.m. - 12:00 p.m. [Click here to register](#)

• **System Manager Update** webinars are now available for registration. This course is an update to the original MSS for System Managers course, providing additional information on best practices for MSS transactions, new information on ad hoc salary change and supplemental pay, summer pay, and more!
  • Thursday, June 27, 8:30 a.m. – 11:00 a.m. [Click here to register](#)
  • Thursday, July 18, 8:30 a.m. 11:00 a.m. [Click here to register](#)

• **What’s New in OneUSG Connect in June 2019?** details can be found in the training library [here](#).

• **Useful Reports for Year-End Budget Review** [tutorials](#).
Unposted Adjustments

New Guidelines for Unposted Adjustments on Sponsored Project Final Reports/ Invoices
## Unposted Adjustments

<table>
<thead>
<tr>
<th>IMS</th>
<th>PeopleSoft</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Non-integrated transactions processed from many third party</td>
<td>• Integrated - Better visibility for tracking transactions</td>
</tr>
<tr>
<td>systems</td>
<td>• Billing Module activity flows through Accounts Receivable</td>
</tr>
<tr>
<td>• C &amp; G billing system was not fully integrated with the financial</td>
<td>to General Ledger</td>
</tr>
<tr>
<td>system</td>
<td>• Opportunity for accurate financial data housed within the</td>
</tr>
<tr>
<td>• Manual tracking of financial activity</td>
<td>system</td>
</tr>
</tbody>
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*OneSource University of Georgia*

onesource.uga.edu
Unposted Adjustments Will Be Limited

- We understand that subcontracts will be a challenge
- Unposted Adjustment Request Form
  - [https://spa.uga.edu/forms-policies/](https://spa.uga.edu/forms-policies/)
- Ensure transactions are processed in a timely manner
- Explore other proactive approaches
Sponsored Projects

Project Payroll Certification

• In July of 2018, UGA took the first step to transition away from monthly PAR (effort) certification. This decision was made to reduce administrative burden. Over 33,000 certifications were being processed annually, and the replacement process will reduce that number by more than 90%.

• The replacement process for project payroll certification will begin in the next few days. As a reminder:
  • Only PIs will certify for the full team (formerly everyone with effort on a project would certify).
  • Certifications will be annual (formerly monthly).
  • PIs will certify that payroll charged to the project is reasonable for the work performed.

• There will be a “catch-up” certification process to cover all payroll charged in FY2019.

• **Important:** The deadline for certifications is expected to be July 15, 2019 (strongly encouraged by June 30, 2019).
Sponsored Projects

Project Payroll Certification – Catch Up Process

- PIs will receive an email prompting them to certify the payroll on their grants for FY19 payroll via the Grants Portal (aka eResearch Portal).
- If payroll is accurate, PIs will simply click the button to certify, and they are done.
- If payroll is inaccurate, the PI will need to work with his/her business staff to process updates. Then, documentation of the change should be uploaded to the Grants Portal on the certification page. Documentation could be a pdf of UGA_GM_OP_EXP_DETAIL showing the new payroll hitting the project and a copy of the HCM change showing the person's name and pay source.
- If payroll corrections are needed, depts may be able to process a change position funding change request to trigger a budget retro instead of requesting a direct retro. The decision matrix is saved here. The deadline for retros is 7/5/19.
- If payroll corrections are needed for payroll charges in legacy, those need to be processed via a FY19 GL Journal which must be in the approval workflow to the Accounting Department by noon, June 28, 2019. There is also an emergency adjusting period until July 8th. Journals after this date will hit FY20 funds.
- A communication will go out to faculty, RADG and OneSource listservs outlining the process in more detail, along with a UPK link.
Sponsored Projects

Project Payroll Certification – Catch Up Process

• Pre-OneUSG Connect Helpful Queries –
  • Change for pre-USG, please let everyone know to run a GL query and look for the **Source of LPY** for Legacy and **PAY** for OneUSG. **UGA/GL_LEDGER_DETAIL** is a good query to use.
Sponsored Projects
Out Of Bounds Budget Errors

- May see some out of bounds budget checking errors as everyone works toward year end.
- SPA wants to help out with those charges that may have occurred outside the period of performance of a project awaiting a contract amendment to grant more time (No Cost Extension).

- Remember the following!
  - Process charges in a timely manner to avoid budget checking errors.
  - Use non-restricted discretionary funds to cover charges and move later for project related expenses that belong in the extension period.
  - For new funding increments on an ongoing project, apply for a pending award with SPA pre-award.
June 20, 2019

OneUSG Connect
Module Awareness
Returning/Continuing Graduate Students

• Stay Tuned!
• Spreadsheet template process for Fall changes
  • Department will submit and central offices will update:
  • Compensation increases
    • 2% increase and minimum hiring rates
    • Changing Academic Salary to Monthly Salary
  • Standard Hours (% time)
• Return from short work break date (8/1/19 vs. 8/15/19, etc.)
• Place on short work break (1/1/19 or 6/1/19, etc.)
• Funding changes can be processed through MSS at any time
Commitment Accounting
Position Funding & Direct Retro Requests

• Departments can submit FY20 MSS position funding changes on June 20, 2019.
• The last day to submit a position funding change for an FY19 OneUSG Connect pay period to trigger a budget retro is Friday, July 5, 2019.
• The last day to submit a direct retro request for an FY19 OneUSG Connect pay period is Friday, July 5, 2019.
Commitment Accounting
Budget Load Process

• The OneUSG Connect budget load process could not load funding if the combo code funding the position had a funding end date prior to 7/1/2019.
• In these situations, an institution combo code was substituted in the place of the expired combo code. The institution combo code is 18740010021005.
• Departments are responsible for submitting change funding requests to correctly fund all positions where the institution combo code was used.
• These positions will be reflected on the Invalid Funding Report.
Commitment Accounting
Budget Planning and Salary Setting (BPSS)

• Only paygroups 18A, 18F, 18H, and 18Y were a part of Budget Planning and Salary Setting (BPSS).
  • The BPSS tool did not allow for fringe re-directs on position funding.
  • Departments will need to submit a MSS Position Funding change for any positions in these paygroups that need a fringe re-direct.
• For the paygroups that were not a part of BPSS, the funding in effect on June 14th was copied forward from FY19 to FY20.
  • If those positions had a fringe re-direct, it was copied forward.
  • If the funding for these positions should be changed for FY20, those changes will need to be submitted through MSS Position Funding Change.
Commitment Accounting

Processing Time

• OneUSG Connect is a shared platform for all BOR institutions.
  • With the exception of Georgia Tech which will go live in December 2019
  • This means that UGA does not control the running or timing of most processes.
• Because of this we are unable, at this time, to give campus 'normal' processing times for transactions flowing from OneUSG Connect to UGA Finance.
• Any number of factors can cause a delay in processing transactions between the two systems.
• Over time we expect these timing delays to decrease.
Workforce Administration
Terminations and Effective Dating

- The termination effective date should be the day after the last day worked or the last day in an active HR status, even if the date falls on a weekend, holiday or during a pay period.
- When requesting a termination, please have the following information ready for the MSS transaction. This information should be placed in the Comments section and is necessary to process and to have a record of this information in the termination request:
  - **Department number/Position number.** This is to ensure if there are multiple records that the correct position is terminated.
  - **Last day worked.** This is the last time the person recorded time worked.
  - **Any leave** that this person is currently using that will impact this effective date.
  - **If you are aware of a transfer.** This is helpful information for Central HR to know. Central HR makes all efforts to ensure an employee’s access or status is not terminated in error.
Workforce Administration
Termination Scenario Examples

The effective date field is on the top of the MSS form. Please use these examples to assist you in determining this date or contact hrweb@uga.edu or 706-542-2222 for assistance.

- **Scenario 1:** The employee submits a resignation effective in two weeks. The employee’s last day physically working falls on a Thursday, 6/20/19.
  - Last day the employee physically worked: 6/20/19
  - Last day in an active HR status: 6/20/19
  - **Termination effective date: 6/21/19 (First day not active status with UGA)**

- **Scenario 2:** The employee submits a resignation effective in one month. The employee’s last day physically working falls on Tuesday, 6/18/19. However, the employee is approved to take leave 6/19-6/20/19.
  - Last day the employee physically worked: 6/18/19
  - Last day in an active HR status: 6/20/19
  - **Termination effective date: 6/21/19 (First day not active status with UGA).**
Termination Scenario Examples Continued

**Scenario 3:** The employee submits a resignation to the supervisor effective on Thursday, 7/4/19. The employee’s last day physically working is Wednesday, 7/3/19. The effective date of the termination falls on a holiday.

- Last day the employee physically worked: 7/3/19
- Last day in an active HR status: 7/3/19
- **Termination effective date:** 7/4/19 (First day not active status with UGA. It is a holiday but is the effective date. Weekend days are also acceptable for effective dating).

Please include all information in comments section. This information is included with the effective date record:

- Department number/Position number
- Last Day worked
- If this person is on leave and dates
- If you are aware of a transfer
Termination Resources & Additional Scenarios

• Quick Reference Materials for Practitioners
  
  • [https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=6b124e27-baf2-4cad-8b59-4d01bf6bc0bb&bypasstoc=0](https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=6b124e27-baf2-4cad-8b59-4d01bf6bc0bb&bypasstoc=0)

• MSS for System Managers course page
  
  • [https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=2197a8b1-f60c-4dda-bf80-dac202f28274&bypasstoc=0](https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=2197a8b1-f60c-4dda-bf80-dac202f28274&bypasstoc=0)

• Requesting a Termination of an Employee UPK concept page
  
  • [https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=3a871e5a-e00a-4a77-86be-7422132aeab8&bypasstoc=0](https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=3a871e5a-e00a-4a77-86be-7422132aeab8&bypasstoc=0)

• Training Library Update Log
  
  • [https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=17f415b6-0f02-41d4-800c-3cc92de12bdc&bypasstoc=0](https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=17f415b6-0f02-41d4-800c-3cc92de12bdc&bypasstoc=0)
New USG Background Vendor
Accurate Background, Inc.

- Effective 7/1/19, UGA will begin using the new USG background vendor, Accurate Background, Inc.
- Candidates can expect to receive an email from Accurate with a temporary, secure link to their secure portal.
- Accurate is GCIC certified and therefore a second consent form is not needed.
- Email address from Accurate will appear as the following:
  - customer_service@accurate.com
New USG Background Vendor

Accurate Example Email (starts 7/1/19)

From: customer_service@accurate.com <customer_service@accurate.com>
Sent: DATE
To: CANDIDATE EMAIL ADDRESS
Subject: Immediate Action Required: SOGA - University of Georgia Background Screening Invitation - - 1XXXXXXXXX

As part of the hiring process for SOGA - University of Georgia, please complete the following Background Investigation invitation within 48 hours of receipt of this invitation.

Depending on the type of Investigation being conducted, you may be prompted to provide additional documentation that is critical for this process. Once you’ve provided all necessary information, you will be presented with a link that will redirect you to the Documents Page where you can upload any applicable documentation.

Please go to the following link to register Screening Submission Form. Or copy and paste the link below: https://XXXXXXXXX

Clicking on the link above will take you to a secure website protected by an encrypted Secure Sockets Layer (SSL). Your browser settings can affect the ability of the link to open a browser window correctly. If the link doesn’t connect properly, copy and paste the URL to a new browser window to access the login page.
Please ensure you have all information necessary to fill out the online Screening Information Form. This may include: employment and education history, driver’s license information, professional license information, professional reference contacts, etc.

Thank You,
Accurate Background
FY20 Retired/Rehire Reminders

• If continuing to employ a Rehired Retiree for FY20, please submit request forms for approval *prior* to employment using the current Rehired Retiree process/forms.

• Upon receipt of Rehired Retiree form at HR, an addendum will be sent to the departmental contact listed on the Rehired Retiree form.
  • The addendum includes information *required* for Workforce Administration to add/update OneUSG Connect.

• If *not* rehiring a current Rehired Retiree for FY20, please submit a *termination* through OneUSG Connect Manager Self Service.
Payroll
Summer Pay

• **Reminder**: July summer pay spreadsheets are due **Friday, June 28, 2019**!
• Please remember to follow instructions on the template and use **Summer Pay Calc query** to pull in data.
• Summer pay entered must not be more than allowed on query.
• Employees must be **returned from Short Work Break with $0 Comp**. If not, employees can be double paid.
Benefits

Retirement@work **Reminder**

- Goes live 7/3/19
- Replaces current Retirement Manager system for 403b/457b enrollment and contribution management.
- Current Retirement Manager system is no longer able to process contribution change requests.
- Employees wanting to change their July 403b/457b contributions need to contact Central HR to complete paper form – 542-2222
- 6/25/19 - last day to accept contribution requests until Retirement@work goes live on 7/3/19.
Outside Professional Activity (OPA)

• As a result of the Cohort 5 (Augusta University) implementation of OneUSG Connect, an additional option for Outside Professional Activity (OPA) will appear under Absence Requests.

• At this time, UGA is not using OneUSG Connect to track OPA.

• If a UGA employee chooses this by mistake, the supervisor should deny that request.

• The current processes for obtaining and tracking OPA approvals are still in place.

https://provost.uga.edu/policies/academic-affairs-policy-manual/1-07-compensation-and-workload/
Absence Management
Biweekly Time & Absence Approval Deadline

Starting July 15, 2019:

• The absence calendar will close at 10am.
• This aligns with the biweekly time approval deadline.
• Campus will gain an additional hour to enter and approve their absence requests.

Starting 7/15/19:
Approvals due 10:00 a.m.
Time & Labor

June Payroll Processing

- Friday June 21 at 6pm – Monday June 24 at 7am – OneUSG Connect will be unavailable.
- Time Entry impacts will be the same as the June 7\textsuperscript{th} – June 11\textsuperscript{th} unavailability
- Payroll Processing Impacts: Payroll has early cutoffs due to the July 4\textsuperscript{th} holiday

- The June 16 - June 29 payroll will be processed on June 28\textsuperscript{th}
- June 28\textsuperscript{th} at 9am – Absence approval deadline
  - Any absence entered or approved after 9am on June 28 will not be paid until the next on-cycle payroll on 7/19/19
- June 28\textsuperscript{th} at 10am – Time approval deadline
  - There will be an opportunity to make urgent changes to hours reported until 10am on July 1, 2019.
  - These updates can be made to hours reported only, not to absences.
Time & Labor
June Payroll Processing

- **Estimated Time will differ based on Time Entry Method**

  - **Kaba Clock and Web Clock:** Employees can continue to clock in/out on June 28\textsuperscript{th} and June 29\textsuperscript{th}. No estimated time is needed.
    - Central payroll will batch approve these hours at 10am on July 1\textsuperscript{st}.

  - **Pay From Schedule/Manual Time Entry:** Employees should estimate their time for Friday, June 28 and Saturday, June 29. The estimated time should be entered and approved by 10am Friday, June 28.
June 20, 2019

UGA Financial Management System
Module Awareness
Accounts Payable
Friendly Reminders

• Payment Request
  • FY19 payment requests are due in Accounts Payable by noon on Thursday, June 27, 2019.
  • FY20 payment request creation can begin July 1, 2019 and need to reflect a FY20 accounting period.

• AP Journal Vouchers
  • FY19 AP journal vouchers are due in Accounts Payable by noon on Friday, June 28, 2019
Travel & Expenses
Friendly Reminders

• Travel Authorizations (TA)
  • FY20 Travel Authorizations creation can occur once the FY20 budget is loaded
  • FY20 Travel Authorizations must reflect a 2020 budget reference.

• Expense Reports
  • FY19 expense reports are due in Accounts Payable by noon on Thursday, June 27, 2019.
  • Please delete any pending FY19 expense reports that you will not complete this fiscal year to ensure we do not have lingering accounting transactions in the system as we complete the year-end accrual process.
  • FY20 expense report creation can begin June 27, 2019
    • Accounts Payable will change the creation date of your FY2020 expense reports to July 1, 2019.
    • FY2020 expense reports must reflect a 2020 budget reference.
Travel & Expenses

Friendly Reminders – Expense Processing Tips

• Expense Reports
  • Break down lodging charges by day – The State Account Office requires an itemization of travel expenses. In addition, if these records are pulled for an open records request, we don't want to appear to be spending lavishly by reporting a multi-day trip's lodging as one day.
    • UPK in the Training Library shows how to copy expense lines: https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=d6d5e0e0-8257-4bd0-a8df-646516b9e4e0
  • If traveling out of state, make sure you are associating a TA with the expense report or we will have to return it.
    • UPK in the Training Library shows how to link a TA to an Expense Report: https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=b8bc3cd8-75ed-4539-b335-cf1b4c09adf1
Travel & Expenses
Friendly Reminders

• 1877 Expense Reports in the system that are not paid.
• 579 are in workflow for approval.
• 742 pending expense reports not in workflow.
  • Please feel free to submit a service ticket if you need any expense reports deleted.
• 266 expense reports are waiting for HR Supervisor to review.
• The remainder are with Accounts Payable for approval.
  • UGA_TE_DEPARTMENT_REPORT
  • UGA_TE_EXP_PENDING_OLD
  • Review your reports daily to keep up with any reports that may be pushed back for revision.
Travel & Expenses

Friendly Reminders – Expense Processing Tips

• Expense Reports
  • Make sure that if you have group travel (where 1 employee pays for another employee's expenses) that you are using one of the Group Travel expense types when you're making your expense type selection. Travel expenses must be reported to the state by the employee that the expenses were for. When the normal expense types are selected, this causes both portions to be reported for the one employee.
  • Make sure that any budget errors are resolved before approving the expense report forward.

• Travel Authorities
  • For any TA's that require FY20 funding, please remember the budget for FY20 will not be loaded until June 28th. If you must do a TA today (someone is leaving soon) you will have to show FY19 for your budget reference, but please make a note on the TA that it will use FY20 funds.
Thank You Event!
Thursday, June 27, 2019

Please come and encourage others in your area to attend!
Questions/Suggestions/Concerns

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