Weekly Status Call

July 11, 2019
Agenda

- IDM Account Cleanups
- System Updates and Maintenance
- Payroll Certification
- GL Journals Due
- New Finance Dept Checklist
- Grants Encumbrances
- Payroll Encumbrances
- New Positions for Fall
- Merit Reason Code

- Final Summer Pay Deadline
- Retirement@Work (Nest Egg)
- PT/LT Appointment Deadlines
- Absence Approvals at 10am
- Minimum Hiring Rates
- Separation Checklist
- Admin Supplements
- Open Office Hours
- Terminations
- Graduate Assist. Continuations
IDM

Account Clean-ups in progress

• **Departmental Accounts Clean-up:** In March 2018, EITS started communicating to department accounts, account owners on file, and IT user groups surrounding the verification of all departmental accounts. In June, CBOs and department IT contacts received spreadsheets of unclaimed accounts. EITS will deactivate all unclaimed departmental accounts on July 15.

• **Summer MyID Account Clean-up:** In June, many former undergraduate and graduate students received notices that their MyIDs will be disabled on July 25. Any former student who last enrolled in classes during the Spring 2018 term or earlier received a notice that their account will be included in this year’s clean-up, and they will no longer be able to access their accounts after July 25.

• For more information, contact Shannon.Marable@uga.edu
July 11, 2019

UGA Financial Management System Module Awareness
Financial Management System Update

- **7/13/19** Financial Management Feature Release
- **7/19/19** Financial Management & Budget Management Operating System Maintenance

- Additional Project Costing workflow will be implemented. This approval workflow will allow transactions to route directly to departments rather than flowing through “Other Approvers”. This approval workflow is being added for all projects prefixed with ‘CEQUIP’ where the PC Business Unit is 18002, and will apply to any transaction requiring approval (purchase orders, vouchers, etc.).
Budget Management System Update

• A new folder called “Report” will be introduced to replace use of the existing “UGA Reports” folder.
  • Will have the same reports as “UGA Reports”, but adds BudRef, a previously unused field in Budget Management.

• A new subfolder within the BPSS folder called “FY20 Static Report”
  • Will look at the BOR approved BPSS data and can be used for verification of FY20 original budgets.

• “UGA Reports” will still be available and can be used to view static FY19 data.

• All position management activity (reporting and decision making) should occur from HCM data, not the BPSS tool.
UGAmart System Update

- Friday, July 19, 2019 at 9:00pm through Sunday, July 21 at Noon
- UGAmart will be unavailable during this update
Grant Payroll (ePAR)
Certification Deadline
6/25 tip

• PIs received emails prompting them to certify that FY19 payroll for their project teams was “reasonable for the work performed.” This is a catch-up certification for FY19 only. Subsequently, PIs will be prompted to certify annually at their project anniversary.
• The deadline for certification is **July 15**
GL Journals Deadlines

7/2 Tip

• In the **FY2019 Financial Closing Schedule**, the published date for June month-end processing is July 19th, *which means all journals must be posted to the general ledger by this date for FY2019.*

• FY19 general ledger journals may be submitted to Central Accounting through **July 12th** in order to balance funds for the fiscal year.

• **These journals MUST be dated 06/30/2019 in order to post in FY2019.**
New Finance Dept Checklist

7/9 Tip

• Have you created a new Financial Department or are considering one in the future?
  • There are various items, including permissions, approvers, etc. to consider when creating these. We have put together a checklist to help guide you through some things to consider.
    • The link to the New Department Setup Checklist has been added to the list in the Quick Reference Materials for Practitioners.
Grants Encumbrances

7/2 TIP

• There is a known issue that payroll encumbrances can tie-up project budgets when a project end date extends beyond the date for which we actually have funding.

• This is particularly challenging for soft-funded positions.
  • Please refer to guidance and interim solutions for suggestions on handling

• These solutions may also be used for Graduate Assistantship encumbrances for June 2020, etc.
Payroll Encumbrances
7/2 TIP

• When will we see the first FY20 Payroll/Personal Services Encumbrances?
  • FY20 personal service encumbrance posting will begin over the July 21st weekend.
  • Will update WEEKLY in FY20.
  • This will allow units some time to establish and change funding for the new fiscal year, including the soft-funded position and graduate assistantship options mentioned.

• Special Note: Remember that the Budget Salary Setting (BPSS) calculations were processed on 2080 hours, not the 2096 that will be worked in FY20, so the bi-weekly account code (522100) budget will be 0.769% less than total compensation. This information was also included in the FY2020 Budget Development Salary Increase Calculations located in the BPSS portion of the University Budget Office Quicklinks page.
Training
Current Sessions

• **Simpler Training** provides an overview of the updated Simpler apps that can be used to filter, group, and summarize data from the UGA Financial Management System:
  - Wednesday, July 17, 10:00 a.m. - 12:00 p.m. [Click here to register]

• **NEW! Month End Close Procedures** covers the requirements for Financials month end close.
  - Wednesday, July 24, 8:30 a.m. - 10:00 a.m. [Click here to register]
July 11, 2019

OneUSG Connect
Module Awareness
OneUSG Connect
Are you signing out of the system?

- Help us remind everyone to completely sign out under the “Actions List” when finished with the system.
- Many users are just closing the browser, which does not end the session and may cause slowness to the overall system.
- For more information, see the “Signing In and Out” tutorial in the OneSource Training Library.
Preparing Positions for Fall

• Do you have enough seats (positions)?
  • Student workers
  • Graduate Assistantships

• Need assistance creating positions?
• HR can help with bulk creation of positions
• Email oneusgsupport@uga.edu
  • Subject: “HR Service Center: Student Position Creation Request”
Ad Hoc Reason Codes
Merit cannot be used

- Requesting Ad Hoc Salary changes to make corrections or adjustments for Merit?

- The Merit reason code should not be used since the budget with BOR is already established.

- Use the In Range Adjustment option instead.
Payroll
Summer Pay

• **Reminder!** July summer pay change forms are **due Friday, July 19, 2019!**

• If you have additions for summer payroll (Maymester or June), these requests are also due with the July changes by Friday, July 19th,
  - If requests are made by this date, Payroll will work closely with OneUSG Connect Support to get the requests processed for payment in the July payrun. Procedures and the *Summer Academic Change Form* are available on the [Office of Faculty Affairs pages](http://onesource.uga.edu).

• Summer pay for July must not be more than allowed on **Summer Pay Calc query**.

• Employees must currently be in the status **Returned from Short Work Break with $0 Comp**. If not, employees can be double paid.
Benefits Troubleshooting
Retirement@Work

• Currently, new hires may have issues accessing the mandatory enrollment information to sign up for ORP/TRS.
• USG is aware of the issue and is working to resolve ASAP!
• In the meantime, to record the employee's decision to enroll in ORP or TRS, the employee should contact Central HR at 542-2222 to request that their decision be recorded.
• Once the problem has been resolved, Central HR may contact the employees to have them re-enter their election in the Retirement@Work system.
Benefits Changes/Employee Self Service

Retirement@Work

- Employees can make changes to their voluntary plan elections via the “Nest Egg” in ESS:
  - Click on Benefits drop-down from ESS page
  - Then click on Retirement@work “Nest Egg”

- Pay Advice Changes Due change to Transition to Retirement@work Vendor Allocations
  - Employees previously could see their 403b/457b or ORP vendor listed on their Employee Self Service(ESS) paycheck. As of 6/16/19 for biweekly employees and 7/1/19 for monthly employees, the vendor name is being replaced with a generic provider name of "Retirement".
  - The retirement plan vendor allocation is now maintained in Retirement@work, so employees will need to go there if they are wanting to check their plan vendor.
  - Review now within Retirement@work
Benefits Changes/ESS

Retirement@Work

Pay Advice Changes Due to Transition to Retirement@work

Year to Date Totals

- Retirement plan YTD totals are not populating on the ESS paycheck advice
- USG is working to resolve.
- All YTD totals are correct in Retirement@work.
Manage Faculty Events

• Reminder: Part Time and Limited Term paperwork should be submitted to Faculty Affairs no less than 30 days prior to the start of an appointment
• Submit via email to OFA
• If needed:
  • Submit changes in UGAJobs for Standard Hours
  • Submit changes via MSS Ad Hoc Salary Request
• OR – Terminate if appropriate
• OR – [Request a Short Work Break](#) if not teaching in Fall but returning in Spring
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.
Minimum Hiring Rates

7/9 Tip

• Human Resources is preparing to update the minimum hourly rates effective 7/1/2019 for temporary employees and student employees who are currently active in OneUSG Connect.

• This minimum hourly rate increase process only impacts temporary employees and student employees whose hourly rates are *below* the new minimums effective 7/1/2019. The new minimums are as follows:
  • The 7/1/2019 minimum hourly rate for temporary employees is $10.25 per hour.
  • The 7/1/2019 minimum hourly rate for student employees is $7.75 per hour.

• Keep this in mind for new hires!
Separation Checklist

7/9 Tip

• In light of the new UGA systems and as a guide for departmental exit procedures and processing employee terminations, the Faculty & Staff Separation Checklist has been updated and can be found in the Administrative Forms Library.

• If you use this often, you may need to clear your cache to get the new version
Admin Supplements to MCOP
7/9 Tip

• Effective 7/1/2019, UGA Central HR is utilizing *Multiple Components of Pay (MCOP)* to separate administrative and special chair supplements from base salary.
• This will allow departmental reporting of supplemental amounts through OneUSG Connect.
  - Query in development
  - Available in Job Data view
• Full implementation of MCOP, which includes the transition of additional pay items (e.g. car allowance) and updated forms using Manager Self Service (MSS), will be delayed until calendar year 2020.
Effective Date: 07/01/2019
Effective Sequence: 1
HR Status: Active
Payroll Status: Active
Action: Pay Rate Change
Reason: Begin Supplemental Pay
Job Indicator: Primary Job

Compensation Rate: 4,631.33 USD
Frequency: Monthly

Pay Components:

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Open Office Hours

• The OneSource Team will continue to offer open office hours into fall for guidance on HR/OneUSG Connect.
• Team members will be available to cover questions regarding UGAJobs processes, graduate assistantship continuations, changes for monthly staff compensation or percent time, funding changes, terminations and transfers, etc.
  • No registration is required.
  • Each Thursday from 3:00 p.m. – 5:00 p.m.
  • 4th floor of Caldwell Hall
  • Call-in number: 877-336-1829 access code: 7969992

• Special Session for Graduate Assistantship Workbook process!
  • Friday, 7/12/19, from 10: a.m. – noon
  • 4th floor of Caldwell Hall
Grad Assistantships
Continue for FY20-July

- **July Process** – targets “fiscal/monthly” Graduate Assistants who are currently being paid and who should receive the 2% increase effective July 1.
- **Deadline is 10am, Tuesday, July 16**

- Start Dates expected to remain as 7/1/19
- Compensation changes – 2% increase, match changes in standard hours
- Standard Work Hours (FTE) - no greater than 20 for all positions
- Job Codes – Change from current to GTA, GLA, GA, or GRA

- HR teams will upload these changes into UGAJobs and OneUSG Connect in time for July monthly payrun
Grad Assistantships
Continue for FY20-August

- **August Process** – all other continuing Graduate Assistantships
- **Deadline is 10am, Tuesday, August 6th**

- “Return from short work break” i.e., start date
- Compensation changes – 2% increase, match changes in standard hours, transition academic rates to fiscal rates
- Standard Work Hours (FTE) - no greater than 20 for all positions
- Job Codes – Change from current to GTA, GLA, GA, or GRA

- HR teams will upload these changes into UGAJobs and OneUSG Connect in time for August monthly payrun
Grad Assistantships
Continue for FY20-August

• Watch for students that have more than one line/position.
• This workbook process is Optional
• Cannot adjust Funding Sources
• No “end dates” will be loaded – for calculations on workbook only
• Payroll will encumber through June 30th, 2020. The alternate funding options published for special projects can also be utilized for Graduate Assistantships.
• If students are not continuing
  • Request Termination through MSS
  • Request a short work break if returning later in Fall
Grad Assistantships
Continue for FY20-August

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<th>Potential End Date</th>
<th>New Stnd Hrs</th>
<th>New Job Code</th>
<th>New Annualized Rate</th>
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<td>Begin financial transactions for FY2020</td>
<td>Minimum Hiring Rates Effective</td>
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<td>10am Grad Asst Deadline</td>
<td>Weekly Status Call</td>
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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

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).
• 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)
Training

Current Sessions

• **System Manager Update** 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, July 18, 8:30 a.m. - 11:00 a.m. [Click here to register](#)
Questions/Suggestions/Concerns

Feedback

onesource.uga.edu
onesource@uga.edu
oneusgsupport@uga.edu