Weekly Status Call

January 17, 2019
Agenda

• Special Topics
  • Monthly Payroll Processing
  • UGAJobs – Terminations, Transfers, Graduate/Student Positions
  • Training Reminder
• Awareness Items
  • Absence Balances
  • Office Hours Help for Units: Transition to OneUSG Connect
  • 2018 W-2 Distribution
  • Manager Self-Service Security (MSS) Form
  • Known Issue – Charity Deductions
  • Logging out of Employee Kiosks
  • Fellowships
  • Quick Reference Guides – Reminder
  • Standard Operating Procedures Link – Reminder
  • Questions & Answers / Recent Inquiries
OneUSG Connect

Monthly Payroll Processing
# Monthly Payroll Processing

## Process Schedule

<table>
<thead>
<tr>
<th>Action</th>
<th>Day/Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation changes (hires, termination, data changes) for monthly employees</td>
<td>HR/Payroll Deadline – one week prior to monthly payroll processing</td>
<td>Must be submitted and approved by UGAJobs</td>
</tr>
<tr>
<td>Add special pay (extra comp) forms</td>
<td>HR/Payroll Deadline – one week prior to monthly payroll processing</td>
<td>Approved forms must be submitted to <a href="mailto:hrweb@uga.edu">hrweb@uga.edu</a> and reviewed by HR</td>
</tr>
<tr>
<td>Payroll queries: 180_PY_FUNDING_BY_DEPTID_RUNID 180_PY_ADDL_PAY_BY_PAYRUNID</td>
<td>Prior to HR/Payroll deadline</td>
<td>Run by Project Coordinators this month – will be available in the System Manager Reporting Center</td>
</tr>
</tbody>
</table>
# Monthly Payroll Processing
## Process Schedule

<table>
<thead>
<tr>
<th>Action</th>
<th>Day/Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalid Funding Report</td>
<td>Daily</td>
<td>Shows positions that aren’t funded. To add funding, complete the MSS (Manager Self-Service) action Submit Change Position Funding</td>
</tr>
<tr>
<td>Change Position Funding</td>
<td>One business day prior to the Manager Absence/Time Approval deadline</td>
<td>Must be fully approved to take place for the pay period.</td>
</tr>
<tr>
<td>Deduction/benefit changes</td>
<td>Monthly deduction deadline</td>
<td>File/form must be submitted to payroll.</td>
</tr>
<tr>
<td>Approve Absence Requests</td>
<td>Refer to the Manager Absence/Time Approval deadline on the Monthly Practitioner Processing calendar (date varies each month but it is always 9 am on the date)</td>
<td>Absence requests must be in an approved status to accurately deduct the employee’s leave balance</td>
</tr>
</tbody>
</table>
Monthly Payroll Processing

Absence Schedule

• The absence processing schedule varies each month refer to the Monthly Practitioner Processing calendar for exact dates
  • Absences approvals are due by 9am on the date listed (Jan 24th)
  • Absences entered or approved after the 9am deadline will not be processed until the next on-cycle payroll.
• The best practice is to approve or deny the leave request as soon as the notification is received.
• Run absence queries weekly to ensure all absences are in the correct status.
Monthly Payroll Processing
Absence Queries

• **Employee Absence Activity** – Shows all absence activity for employees. Use this query to filter for unapproved absences and absences that are saved but not submitted.
  • Absences in a saved status do not route for approval and do not get processed
  • Unapproved absences do not get deducted from the employee's leave balance

• **Absence Balances By Employee** - Shows employee's Absence Balance

• **(TL &)ABS Enrolled Employees** – Shows how employees are set up in Time and Absence, including Time and Absence Approver, Reports To
## 2019 UGA Practitioner Payroll Processing Schedule

### Monthly On Cycle Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>HR/Payroll Deadline*</th>
<th>Mgr Absence/Time Approval by 9am**</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/19</td>
<td>01/31/19</td>
<td>01/17/19</td>
<td>1/24/19</td>
<td>1/25/2019</td>
<td>01/31/19</td>
<td>91M1</td>
</tr>
<tr>
<td>02/01/19</td>
<td>02/28/19</td>
<td>02/14/19</td>
<td>2/21/19</td>
<td>2/22/2019</td>
<td>02/28/19</td>
<td>92M1</td>
</tr>
<tr>
<td>03/01/19</td>
<td>03/31/19</td>
<td>03/14/19</td>
<td>03/21/19</td>
<td>3/22/2019</td>
<td>03/29/19</td>
<td>93M1</td>
</tr>
<tr>
<td>04/01/19</td>
<td>04/30/19</td>
<td>04/17/19</td>
<td>4/24/19</td>
<td>4/25/2019</td>
<td>04/30/19</td>
<td>94M1</td>
</tr>
<tr>
<td>05/01/19</td>
<td>05/31/19</td>
<td>05/17/19</td>
<td>5/24/19</td>
<td>5/28/2019</td>
<td>05/31/19</td>
<td>95M1</td>
</tr>
<tr>
<td>06/01/19</td>
<td>06/30/19</td>
<td>06/17/19</td>
<td>6/24/19</td>
<td>6/25/2019</td>
<td>06/28/19</td>
<td>96M1</td>
</tr>
<tr>
<td>07/01/19</td>
<td>07/31/19</td>
<td>07/18/19</td>
<td>7/25/19</td>
<td>7/26/2019</td>
<td>07/31/19</td>
<td>97M1</td>
</tr>
<tr>
<td>08/01/19</td>
<td>08/31/19</td>
<td>08/15/19</td>
<td>8/22/19</td>
<td>8/23/2019</td>
<td>08/30/19</td>
<td>98M1</td>
</tr>
</tbody>
</table>
Terminations, Transfers and Graduate/Student Positions
Termination Requests
Information Required for Processing

• The following information must be included to support the request:
  • Last day physically worked
  • Is the employee on leave? If so, what is the end date of the leave?
• When requests are received, Central HR will reach out to the departmental requestor for this critical information with an ask for, response by date.
• Those requested that do not have the accompanying information, will be returned to the department and cannot be processed.
• Effective dates are important as they effect the employee’s permanent record.
• In order to ensure an employee does not continue to get paid after a termination has occurred, unit managers must submit a termination through Manager Self-Service.
Termination Request

Example 1
- Employee submits resignation
- Last day worked is November 2, 2018
- Employee on approved leave until November 8, 2018
- Termination effective date = November 9, 2018

Example 2
- Employee submits resignation on November 9, 2018 (effective immediately)
- Employee is on unpaid leave of absence
- Effective date = November 10, 2018

Example 3
- Employee submits resignation on January 1, 2019
- Employee’s last day worked is December 31, 2018
- Effective date = January 1, 2019

Termination dates are not affected by holidays or weekends.
Terminations
Received as part of Unit Ask

• Already submitted a termination request as part of the Unit Ask?
  • For terminations already received as a part of the unit asks, including those submitted as part of the bi-weekly review and for those that we will receive as a part of the monthly review, Workforce Administration (WFA) team members will be reaching out to collect additional information for the termination.
Transfers
Within UGA

- Employees who are transferring *within departments at UGA*:
  - These are transfers that exist within UGA.
  - Best practices would involve the employee sharing this information with the intent to resign from their current position and to transfer to another unit on campus.
  - The transfer is initiated through UGAJobs when the hiring department submits the Hiring Proposal.
  - The department that is vacating the employee would submit the request to terminate the employee, with the coordination of end dates and start dates.
Transfers
Outside of UGA

• Transfers outside of UGA — those employees who are transferring to another USG institution:
  • These transfers involve our partnership with the OneUSG Support team.
  • The HR practitioner would submit the transfer on behalf of the institution that is hiring our UGA employee and involves an Employee Transfer Form.
  • The role of Central HR is to monitor any errors with the transfer and provide any support to process the employee’s move from UGA.
For both scenarios, transfers within UGA and transfers outside of UGA, would involve a resignation from the department that is vacating the employee.

Central HR will be working with campus to determine the best ways to indicate this termination and transfer to the employee’s record.

In the meantime, if you are aware of a transfer in process (leaving UGA Department X to transfer to UGA Department Y) or an institutional transfer (employee leaving employment from UGA to another USG institution or incoming employee from other USG institution), that information should be included in the comments section of the request.

For more information on these actions, please visit the SOPs addressing these topics on the OneSource Resource page:
https://onesource.uga.edu/resources/oneusg_connect_sops/
The Workforce Administration department is seeing issues regarding requests coming in for Graduate and Student Positions.

- Those include:
  - Each person needs their own position and hiring proposal
  - Hiring proposals need to include the data necessary for OneUSG Connect
  - Graduate/Students/Post Docs
  - Terminate/Terminate Transfer Employee
  - Unique Identifier

- Note: Detailed information for each of the bullet points is included in the 1/17/19 Weekly Status Call recording.
Reminder! UGAJobs Training Webinars:

- **Tuesday, January 22, 2019**
  - UGAJobs Refresher: 4
  - UGAJobs New: 2
- **Monday, January 28, 2019**
  - UGAJobs Refresher: 0
  - UGAJobs New: 0
January 17, 2019

Awareness Items
Awareness: Absence Balances

- Known Issue has been corrected!
- Bi-weekly Leave balances are viewable again

- Reminder – Monthly leave balances will show by the end of the month

- Balances are updated when payroll runs. Forecasting available in between.
Office Hours Help
UGA's Transition to OneUSG Connect

• The OneSource Team is offering a set of open office hours for questions around the transition to OneUSG Connect
  • To be held at the OneSource Testing and Training Center, 2130 River Road (the old Print Services Bldg.) in room 232
    • Thursday, January 17th, 2019  3:00 p.m. – 5:00 p.m.
    • Friday, January 18th, 2019  8:00 a.m. – 10:00 a.m.
  • Team members will be available to discuss questions regarding UGAJobs processes:
    • Changes for monthly staff compensation or percent time, funding changes, terminations and transfers, etc.

• Registration is not required
2018 W-2 Distribution

- **2018 W-2 process:**
  - If an employee opted for electronic delivery, W-2 can be accessed through the UGA Employee Self-Service site:
    - [https://employee.uga.edu/FacStaff/index.jsp](https://employee.uga.edu/FacStaff/index.jsp)
  - If an employee did not choose electronic delivery, W-2 can be picked at the department
  - If an employee has separated from UGA, W-2 will be mailed to the address on file
  - *Note: W2's are NOT available at this time; target date is 01/31/19*
Manager Self-Service
Security Form

• Manager Self-Service (MSS) Security form has not been functional since this past weekend
• USG Known Issue
• Temporary Workaround:
  • CBO, CHRO or Project Coordinator should submit a ticket to oneusgsupport@uga.edu
Known Issue: Charity Deductions

- Bi-weekly Deductions
- Historically was 1/12 on the 2nd paycheck
- Plan to move to 1/24 per paycheck (not including the 3rd bi-weeklies)

- 1/12th applied to both biweekly January pay
- Refund will appear in the 1st Feb biweekly
- Correct 1/24th will apply starting in 1st Feb biweekly (net negative contribution on that check)
- 341 individuals affected
  - 250 are $10 or less

Example:

- $120 Annual Pledge
- 1st Jan: $10 deduction
- 2nd Jan: $10 deduction

- 1st Feb: $10 refund +$5 deduction = $5 refund
- 2nd Feb: $5 deduction
Logging out of the System
Employee Kiosks

• In general, dependent on browser, users need to log off machines and close the browser to clear their login information.
  • This is extremely important on shared kiosks or computers used by multiple employees to clock in and out where the employees are using the same machine login and therefore the same Windows profile and browsers

• Best practices:
  • Set up browsers to clear the cache at the end of each session
  • Put up signs/reminders for employees to logout AND close the browser
Q: Can someone point me to the definition/policy on what qualifies as Fellowships?

A: Generally speaking, fellowships are amounts paid in the pursuit of study or research, which do not constitute compensation for services (as would be the case in an employee/employer relationship).

- Training materials and associated descriptions/forms/procedures are currently being developed
- Will be available and distributed the week of January 21
Quick Reference Guides via Training Library
Quick Reference Guides

Direct Link into the Library

onesource.uga.edu
As a reminder, Standard Operating Procedures (SOP’s) are being developed for a number of processes and can be found using the link below:

https://onesource.uga.edu/resources/oneusg_connect_sops/
January 2019

Questions & Answers from Daily Sessions & Inquiries
Q: Is there a report involving vacant positions that ties to a lump sum or salary amount?
A: There is a query that was used during conversion that would help with this, but it is not yet available in the System Manager Reporting Workcenter. We will work to have this available to users.

Q: By far the single most voiced concern of employees have is their leave balances. Can you give an update on where those stand?
A: Leave balances for bi-weekly employees are now accurate in OneUSG Connect (This Monday/Tuesday, there was a current known issue with visibility). Bi-weekly December accruals will post on January 14th.
Leave balances for monthly employees continue to be validated and reconciled and will not be accurate until January 31st. Monthly December accruals will post on January 31st.
Questions & Answers  
January 2019 Daily Status Calls

Q: When a reports to action is processed in UGAJobs, how long does it take for OneUSG Connect to provision the reports to supervisor with MSS Access.

A: MSS access is automatically applied once the information has been processed from UGAJobs to OneUSG Connect. The feed occurs on a nightly basis. (Remember – Setting a new Reports-To for an individual currently resets the Time & Absence approver. A change to T&A Approver can be requested by a System Manager through MSS.)

Q: For a vacant Reports-To position, who can approve time for the positions reporting to the vacant position?

A: If you have a vacancy in your reporting relationship, the Time & Absence approver will need to approve time for the vacant position. A vacancy does NOT reset the Time & Absence approver.
Questions & Answers
January 2019 Daily Status Calls

Q: What if you have an employee that is 50/50 between two different departments and reports to two different supervisors?
A: If a position requires multiple approvers, multiple positions will need to be established if you need two different approvers. The Reports-To for either positions should be able to approve Time. Only the Reports-To for the Primary job can approve Absences. (Primary/Secondary job indicator is on the ABS Enrolled Employees Query.)

Q: Can we assign an interim Reports-To in UGAJobs if the Reports-To position is vacant?
A: You should not establish an interim reports to unless the position is vacant and calls for an interim or acting assignment. Remember that the Reports-To relationship is between positions.
Cycle of a Project
Questions/Suggestions/Concerns

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