Agenda

- OneUSG Connect Inquiries
  - 2018 W-2 Process
- Invalid Funding Report
- Payroll
  - Monthly Payroll Queries
  - Overpayment Process
  - Off Cycle Processes
  - Exempt Status
  - Payroll Calendars
- MFE Dive-in Sessions
- Annual Leave Over 360

- OneUSG Check Point & Office Hours
- Time & Labor
  - Approval in Process
  - Multiple Jobs
- IDM
  - MyID Auto Provisioning
- Travel & Expenses
- Security Known Issue
- Highlights & Awareness
  - Kronos Decommissioning
  - Network Maintenance
- Process of Transition/John Fisher

onesource.uga.edu
OneUSG Connect Service Desk
Primary & Secondary Inquiries

Primary Trending Inquiries
• W2 Inquiries
• Paycheck Inquiries/Explanation
• Time and Absence Approver Changes

Secondary Trending Inquiries
• Leave Balances
• Reports To Changes
2018 W-2 Process

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
- If an employee did not choose electronic delivery, the W-2 was either picked at the department or was mailed to the employee.
- If an employee has separated from UGA, the W-2 was mailed to the address on file.
Commitment Accounting
Invalid Funding Report

- All departmental system managers should run the Invalid Funding Report, at least every other day, for the upcoming payrolls
  - February Monthly (92M1) has 171 errors across 28 major units
  - February Biweekly PayRunID 91B1 had over 200
- Change position funding requests should be submitted for filled positions that are showing up on the Invalid Funding Report
- The OneSource Training Library contains training materials on running the Invalid Funding Report and Submitting a Change Funding Request
Payroll

Monthly Payroll Queries

February Pay Run ID is 92M1

System Manager Workcenter:

- **Invalid Funding Report** – identify funding issues
- **Funding by Deptid and Runid** (Commitment Accounting folder) – Confirm employees before paysheets are calculated (includes normal comp rate only – does not reflect partial month calculations)

Query Viewer (target to be in Workcenter by payroll run):

- `180_PY_ADDL_PAY_BY_PAYRUNID` - Confirm employees receiving additional pay
- `180_PY_MO_PAYROLL_VALIDATION` – Once paysheets are calculated (Wednesday, 2/20/19), will reflect actual amounts to be paid
Payroll
Overpayment Process

• A new overpayment form is being developed to accommodate the new OneUSG Connect values
  • It will replace the current form found here: https://busfin.uga.edu/forms/payroll_overpayment_worksheet.pdf

• We are still working to identify root causes and to fix these issues
Payroll

Standard Off-Cycle Requests

Standard Off-Cycle Requests –

- Must meet one of the following
  - Payment omitted due to administrative error or system error
  - Payment reversal due to employee overpayment
  - Employee has received less than 50% of wages
  - Employee is owed 10 hours or more
  - Employee has been involuntarily terminated

- Paid based on off-cycle calendar
  - Fridays between bi-weekly on-cycle payrolls

Off-Cycle Type

- Standard
- Emergency*
Payroll

Emergency Off-Cycle Requests

Emergency Off-Cycle Requests

• Must meet the following in addition to the regular Off-Cycle requirements
  • Undue hardship on employee
  • No fault of the employee

• Employee must have direct deposit
• Must be approved by institution's CBO
• Paid earlier than off-cycle
Payroll

Off-Cycle Payments

Off-cycle payments are not approved for the following situations:

- Retroactive pay
- Payment of less than 10 hours
- Payment due to failure of employee to enter time or leave by deadline
- Additional pay, if the employee was paid their regular wages
- Vacation pay outs

*More than one emergency payment in a year must be approved by institution President.*
Payroll

Exempt Status

Exempt status on W-4/State tax form expires on February 15, 2019

• Employees who want Exempt status to continue for 2019 need to update their withholding in Employee Self-Service right away
• We will directly notify the current 500 employees with this status
• UGA Payroll may be able to extend deadline to 2/28/19
• On 3/1/19, anyone who has an Exempt withholding status with a 12/9/18 conversion date will be changed to Single with zero allowances, which is the option that withholds the most tax.
Payroll Calendars
Processing Deadlines

Please be aware of the HR Processing Deadlines –

*February 14, 2019*, is the deadline for *all monthly actions* to be through and approved by WFA to guarantee processing for payroll.

- **Reminder:** Check the payroll calendars to ensure timely processing of actions

  - Payroll calendars can be found: [https://busfin.uga.edu/payroll/calendar/](https://busfin.uga.edu/payroll/calendar/)
Manage Faculty Events

Dive-in Sessions

• Two Manage Faculty Events Dive-in sessions have been scheduled for OFA (Office of Faculty Affairs) Liaisons.
• The sessions will provide training for the Additional Post Feature of the MFE module as well as give Liaisons an opportunity to ask MFE related questions about the OneUSG Connect system.
• The sessions are scheduled for Wednesday, February 20, 2019 and Thursday, February 21, 2019 from 10:00 – 11:30 at the Caldwell building, room 414.
Absence Management

Annual Leave Over 360 Days

• Annual leave over 360 calendar days, for monthly and academic employees, has now been forfeited in OneUSG Connect

• Balances showing in Employee Self Service now reflect this adjustment
HR – What’s Next

Check Point & Office Hours

OneUSG Connect Check Point

• Project Coordinator meetings are underway! Invites were sent out last week to schedule on-site visits OR to schedule times to meet at the Testing & Training facility.

• Important for units to have individuals attend who are conducting the daily operations in the OneUSG Connect System

• Representatives from UGAJobs, Position Management, Recruitment & Hiring, Workforce Administration, Time & Labor, Benefits, Payroll, Commitment Accounting, Self Service, and Security and Workflow will be in attendance.

HR Open Hours

• HR Open Hours will be available at Testing & Training starting on Thursdays starting on Feb 14th through March 28th from 3:00pm-5:00pm
Time & Labor
Approval in Process

• "Approval in Process" is a known issue
• Time would show as "Approval in Process" and not allow managers to approve, even when no changes were made to the Time Approver
• A fix was put into the system for this issue on Tuesday, February 12, 2019
• Managers should have less errors when approving
• Time will still show as "Approval in Process" if the time was entered prior to assigning the Time Approver
Time & Labor
Multiple Jobs

• Employees who clock in/out with multiple jobs
  • If the appropriate job is not selected when the employee clocks in, the hours will flow to the lowest number employee record, regardless of the pay group or time entry method on that record
  • There are trainings on Job Selection for each time entry method
  • Hours have been recorded on the wrong pay group record (example: an employee who is both a grad assistant and a student worker) and on the wrong department record (example: a student worker who works in multiple departments)
  • Look at "Total Reported Hours" at the top of the timesheet to verify if hours have been entered on another timesheet
## Reporting Time for Multiple Jobs

### Reporting Your Time for Multiple Jobs Using the Web Clock

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From Employee Self Service, click the <strong>Time and Absence</strong> tile.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Web Clock</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the lookup magnifying glass to select the desired job.</td>
</tr>
<tr>
<td>4.</td>
<td>Click on the <strong>Empl Record number</strong> for the job you would like to select.</td>
</tr>
<tr>
<td>5.</td>
<td>Make sure the <strong>Punch Type</strong> is correct.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Enter Punch</strong> button.</td>
</tr>
<tr>
<td>7.</td>
<td>You will receive a message confirming the punch was successful. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>8.</td>
<td>The punch time has been recorded.</td>
</tr>
<tr>
<td>9.</td>
<td>You have completed the steps to report time as an employee with multiple jobs using the Web Clock. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>
IDM

MyID Auto-Provisioning

• Due to issues created with auto-provisioning, this has been temporarily halted
• Department HR practitioners should use the request form to have a MyID created once they have completed the hiring process
• [Request Form](#)
IDM

MyID Auto Provisioning

- When auto provisioning is turned back on, new employees must meet these requirements for the account to be auto provisioned
  - Be a new UGA identity - never had a historical MyID or email account at UGA as a student, employee, or affiliate
  - Provide an alternative email account – this is for first time MyID password and profile setup
  - The effective hire date needs to be within 2 weeks
  - Identity data will need to be unique to not conflict with an existing identity
- Departments that have new hires that do not meet those conditions may still request a MyID account via the MYID Account Request Form
Travel and Expenses Known Issue

HCM to Financials Direct Deposit Integration Issue:

• OneSource is working on an issue that appears to be impacting a small number of employees (~50) who have made updates to their direct deposit account and whose changes are currently not being received in the Financial Management System.

• We are reaching out to employees that will be impacted if they submit a travel and expense reimbursement.

• Please contact onesource@uga.edu if you have questions or concerns.
Security Known Issue

Delays in user setup between OneUSG Connect and Finance

• New employees may experience a delay between the time they are activated in OneUSG Connect and other systems and the time that they are able to access the Financial Management System.
• There are approximately 200 users that are affected by this right now. We are actively working with USG on a resolution.
• Please contact onesource@uga.edu if you have questions or concerns. They cannot expedite access but can help provide info if needed.
February 14, 2019

Session Highlights/Updates
Kronos Decommission
March 1, 2019

• Kronos/MyTime.UGA.EDU will no longer be available after March 1, 2019.
• Kronos was retired with the implementation of the OneUSG Connect Human Capital Management System (HCM).
• Data from Kronos will be archived in the UGA Data Warehouse and will be available upon request.
• If you need to submit a request to access Kronos data, please contact payroll@uga.edu
Network Maintenance
Saturday, March 9, 2019

• EITS will conduct network maintenance on March 9, 2019
• This maintenance will result in an outage of campus Internet access and campus information systems.
• Status.uga.edu will be updated tomorrow, February 15, 2019 through the maintenance period.
• More information on affected systems and alternative business processes will be provided during future Weekly Status Calls in the weeks preceding the maintenance.
The Process of Transition

(Fisher's Personal Transition Curve)
Questions/Suggestions/Concerns

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