Weekly Status Call
February 21, 2019
• **OneUSG Connect Inquiries**  
  • Employee Verification Process

• **Commitment Accounting**  
  • Processing Budget/Direct Retro  
  • Encumbrance Calculation/Short Work Break  
  • Known Issues

• **Payroll**  
  • Monthly Payroll Queries  
  • Overpayment Process  
  • Manual Process

• **Finance**  
  • Pending Expense Reports

• **Highlights & Awareness**  
  • Network Maintenance/March 9, 2019

• **Project Coordinator Session**  
  • Reports To Bulk Load  
  • Budget Planning/Salary Setting  
  • Important Dates to Remember  
  • HR Check Point/Office Hours Reminder
OneUSG Connect Service Desk
Primary & Secondary Inquiries

Primary Trending Inquiries
• W-2 Requests
• Timesheet Education & Corrections
• Query & Reporting Questions
• Time and Absences Approver Changes

Secondary Trending Inquiries
• Off Cycle Payments
• Absence Balances
• Time Entry Method Changes
• Leave Request Education
• UGAJobs New Hire Data Flow
OneUSG Connect Service Desk
Employee Verification Process

For authentication of the employee calling, the following criteria will be requested by a OneUSG Connect Support desk representative:

• Full Name
• Institution Name
• Last 4 of Social Security Number (SSN)
Commitment Accounting
Processing Budget/Direct Retro

- Instructions on processing a budget or direct retro are now available in the Training Library Topic “Requesting a Direct Retro Distribution”
- Contains information on the difference between a budget retro (Change Funding Request) and Direct Retro Request
- Contains a Decision Matrix to help departments determine whether a budget retro or direct retro is appropriate
- Contains a link to the template to be used when requesting a direct retro
Commitment Accounting

Encumbrance Calculation/Short Work Break

• A new encumbrance calculation will be processed in OneUSG Connect the evening of February 27th. This will be messaged over to the UGA Financial Management System and posted the week of March 4th.

• A 6/1/2019 short work break row has been inserted in Job Data for positions in the 18F (Academic Year Faculty) pay group so the encumbrance process will only encumber this pay group through May.

• There is a subset of the 18G (Graduate Assistant) pay group that already have a 6/1/2019 short work break row so that those positions will only encumber through May as well. Remember to terminate them if they are not returning.

• Positions that are funded from a grant, where the grant end date is prior to the end of the fiscal year, will only encumber through the grant end date.
Commitment Accounting

Known Issues

• There are two known issues which were published on February 14, 2019. Both issues surround the batch job that processes position funding changes.
  1. Batch job fails which delay the update of the position funding changes
  2. In certain unique situations, the batch job fails to insert a new row for a position funding change and instead 'stacks' the change on to the existing funding row, causing that row to total 200%
• OneUSG Connect is working to resolve these issues. Updates will be provided regarding resolution.
Payroll

Monthly Payroll Queries

February 2019 Monthly Pay Run ID is 92M1

System Manager Workcenter:

CA Folder

- **Invalid Funding Report** – identify funding issues
- **Funding by Depid and Runid** – run before paysheets are calculated
  Estimates base comp rate only – does not reflect partial month calculations

Payroll Folder

- **Projected Addl Pay-Pay Period:** Confirm estimates for additional pay
- **Validate Monthly Pay:** After initial paysheets are calculated
  (Wednesday, 2/20/19 @10am). Will reflect actual amounts to be paid
Payroll
Overpayment Process

• A new overpayment form and process has been developed to accommodate the new OneUSG Connect values. Search the Admin Forms Library or Direct Link: https://busfin.uga.edu/forms/payroll_overpayment_worksheet.pdf

Payment has not yet been made

• Discovered after payroll confirms (ex. today) but before the pay date an Off-Cycle request will need to be created to reverse payment. Email form with subject “UGA Paycheck Reversal” to oneusgsupport@uga.edu.
Payroll

Overpayment Process

- Payment has already been made:
  - Department should complete Overpayment Worksheet for employee and send to oneusgsupport@uga.edu with subject “UGA Overpayment”.
  - Central Office review for job data corrections, compensation corrections, etc.

- If leave or hours need to be corrected:
  - Absence Management – decreases in leave paid (this form will only be utilized if a substantial number of leave hours were paid in error)
  - Time & Labor – decreases in hours paid (this form will only be utilized if the adjustment goes back more than 28 days, otherwise dept. should correct hours)
  - After approval from one of the areas above, Central Payroll will process changes.
Payroll

Overpayment Process

Overpayment calculation

1) If the employee is terminated or inactive
   • Payroll will review Overpayment Worksheet and calculate the repayment due from employee
   • Payroll will respond back to department with the amount due from ex-employee

2) If the employee is active and can repay in one payment:
   • Biweekly and monthly corrections trigger adjustments on the next on-cycle payroll

3) If the employee is active and has to repay in multiple payments:
   • Biweekly and Monthly – If adjustments would result in a negative check, Payroll will set up negative Additional Pay on multiple checks
Payroll – Manual Processing
Academic Calendar Employees

• Employees
  • All Faculty in 18F and 18P, 10 Month Staff in 18X
  • SOME Graduate Assistants – departments need to assist OneSource in defining these individuals when entering requests for actions below

• Payroll will review and manually adjust payroll amounts for
  • Start dates after 1/1/19
  • Termination dates before 5/10/19
  • Changes in % time or Compensation Rates
Expense Pending (unsubmitted) Expense Reports

- Action needed on pending (unsubmitted) expense reports
- Query: UGA_TE_ER_PENDING_SUBMISSION
- Step by step instructions on how to delete: https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=9504dc29-9161-4e61-8de8-fb43d175c80c
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Session Highlights/Updates
Finance and Budget Management Maintenance
Friday, February 22, 2019

• The UGA Financial Management System and the UGA Budget Management System are having monthly maintenance patching performed this Friday evening, February 22, 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. This will be temporary.

• For updates on the status of the UGA Financial Management System, or the UGA Budget Management System, please refer to status.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 scheduled maintenance.
(Fisher’s Personal Transition Curve)

- At last something’s going to change
- What impact will this have? How will it affect me?
- At last something’s going to change
- This is bigger than I thought!
- Did I really do that?
- Who am I?
- I’m off...this isn’t for me!
- I can see myself in the future.
- This can work and be good

- At others
- At self

- ANXIETY
- HAPPINESS
- ANGER
- FEAR

- DENIAL
- Change? What Change?
- Change?
- What Change?

- COMPLACENCY

- THREAT
- GUILT
- DEPRESSION
- HOSTILITY

- MOVING FORWARD

- COMPLACENCY

onesource.uga.edu
Questions/Suggestions/Concerns

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

oneusgsupport@uga.edu
February 21, 2019

Project Coordinator Session
Graduate Assistants
Reports To Bulk Upload

- **Graduate Assistants – Reports To Bulk Upload**
  - On February 12th, the OneSource Service Desk distributed an email to targeted units that have large numbers of Graduate Assistants that need to update their reports to information in OneUSG Connect.
  - The validated spreadsheets are due back to OneSource on Tuesday, February 26th at 8:00 a.m. in order to complete a bulk load of this information.
Budget Planning/Salary Setting

Important Dates to Remember

• Budget Planning and Salary Setting Activities
  • Important dates, training documentation, and information on budget planning and salary setting can be found on the OneSource UGA Budget Management System resource page.
  • We will continue to update this page as more information becomes available.

• Important dates to remember!
  • You should plan to have all position changes submitted to HR by the beginning of April. Ongoing updates from OneUSG Connect to UGA Budget Development will continue through the month of April as changes are approved and finalized.
  • A final snapshot of positions will be taken and only those positions which are complete and active in OneUSG Connect as of April 22, 2019 will be available for salary setting purposes.
Reminder from HR!
Check Point Sessions & Office Hours are Available

OneUSG Connect Check Point Sessions

• Invitations were sent to Project Coordinators and meetings are underway!
  • 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 each Thursday through March 28th from 3:00pm-5:00pm.