



Weekly Status Call

February 28, 2019



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OneSource Agenda

- **Session Topics**
 - **USG Connect Trending Topics**
 - **HR/UGAJobs**
 - **Network Maintenance**
 - **Payroll Encumbrances & Short Work Break**
 - **Commitment Accounting**
 - **Grants Management**
 - **UGA Customer Request Form**
- **Highlights & Updates**
- **Project Coordinator Session**





OneUSG Connect Service Desk

Primary & Secondary Inquiries

Primary Trending Inquiries

- Tax Inquiries
- Query & Reporting Questions
- Time and Absence Approver Changes
- Leave/Absence Request Education
- Security Access

Secondary Trending Inquiries

- Single Sign-On
- Retro Payroll Requests
- Off Cycle Payments
- Time Entry Method Changes



Absence Request Education

- **Absence Request Education**

- - [Editing a Submitted/Approved Absence Request](#)

- This tutorial is appropriate to use when an employee submits an absence request for the wrong amount of hours, or discovers they will need to edit the amount of days they originally submitted the request for. If you discover you have submitted the request for the wrong amount of hours, you will also need to follow the steps to submit a partial day absence request. This has been confusing for some employees, so it may be helpful to put together a tutorial for Editing a Full Day Absence Request to a Partial Day Absence Request.

- - [Submitting a Partial Day Absence Request](#)

- This UPK is appropriate to use whenever an employee needs to submit less hours than a full scheduled working day. This is the only type of absence request that allows employees to enter in the exact amount of time being taken instead of the default full day.

- **Example:** Lisa needs to submit one absence request for 2.5 hours
- amount of time being taken instead of the default full day.
- **Example:** Lisa needs to submit one absence request for 2.5 hours



Absence Request Education

- **Absence Request Education**
- Editing a Canceled Absence Request
- This tutorial is appropriate to use if an employee canceled an absence request in error or realizes they need to resubmit a previously canceled request. Employees are not able to submit any two absence requests that overlap in timeframe even if one of the requests is canceled.
- **Example:** Doug submitted an absence request covering Thursday February 14th and Friday February 15th. A week later, he realizes he will have to attend several meetings on the 14th and cancels the absence request. He then attempts to submit a new absence request for just Friday February 15th, receives an error message and contacts support. Doug will need to edit his canceled absence request instead of attempting to put in a new one that overlaps his canceled absence request.



Absence Request Education

- **Absence Request Education**

- -[Approving an Absence Request via Timesheet](#)

- The preferred method of submitting absence requests is through the time and absence tile as displayed in multiple tutorials in the training library. However, if an employee submits an absence request from their timesheet, it must be approved from the timesheet. This tutorial is for time and absence approvers who need to approve absences that were submitted from the employee timesheet. When an approver goes to the team time tile and then absence requests, they will receive an error message when clicking on an absence that was submitted from an employee's timesheet. Some employees have been instructed by their managers to cancel requests submitted from the timesheet and resubmit them. We know this cannot be done, as the system does not allow two absence requests for an employee to overlap in timeframe. In these cases, the approver will need to approve the request from the timesheet.





HR/UGAJobs

Overview

**Hiring Proposal Hire Date/
Start Date/Effective Date**





HP Hire Start Date/Effective Date Overview

- **Start Date/Effective Date on a Hiring Proposal in UGAJobs**
 - **Staff & Temps:** Central HR will adjust the start date at time of approval if start date provided is less than 48 business hours.
 - **Students who do not require background checks:** In order to give enough time to collect the necessary data, the start date/effective date will be adjusted by 5 business days.

If your unit has employees who have begun work, and their Hiring Proposal has not been approved, Central HR must be notified ASAP



HP Start Date/Effective Date Examples

- **Example 1: Start Date on HP with enough time to process**
 - Hiring Proposal for Sam Smith is ready to approve on Tuesday, 2/5/2019; the Start Date/Effective Date provided by the department is Monday, 2/11/2019. **No changes to start date/effective date needed.**
- **Example 2: Start Date on HP to be adjusted by 48 business hours**
 - Hiring Proposal for Sam Smith is ready to approve on Thursday, 2/7/2019; the Start Date/Effective Date provided by the department is Friday, 2/8/2019. **Start date/effective date adjusted to Monday, 2/11/2019.**
- **Example 3: Students without SSN or DOB (Not in a Position of Trust; No Background Investigation required)**
 - Hiring Proposal for Student is ready to approve on Thursday 2/7/2019; the Start Date/Effective Date provided by the department is Friday 2/8/2019. **Start Date/effective date adjusted to Thursday 2/14/2019.**



When Can My Person Start?

- In “normal” processing, this is a general timeline of events leading to the hire:
 - Hiring Proposal is submitted after the offer is made
 - 3-5 business days for Background Checks
 - 1-2 business days for EOO Process
 - 1-2 business days for Comp Review
 - Delivery from UGAJobs to OneUSG Connect and to process 1 day
 - Average – 10 business days



Why is There a Delay?

- **The following can impact the start dates of hires:**
 - Additional time needed to process RSAs (Request for Salary Action)
 - Additional time needed for background check results
 - Missing or incomplete data on Hiring Proposal
 - Incomplete data in OneUSG Connect: Information for tax purposes and I-9



Process for Those That are Missing Essential Data

- For the graduate and student population that lack the key data elements, Central HR will need to collect this information prior to entering the new hire in OneUSG Connect.
- There is a five (5) day window given for these hires during the HP process to allow Central HR to obtain this data.
- Central HR contacts the affected hire as this data is required before entry to OneUSG Connect. This communication is done via emails and phone outreach.
- If Central HR cannot resolve this data by outreach attempts and the data is unresolved in 48 hours, Central HR will reach out to the HR Project Coordinator.
- Once the data is received, the information is entered in OneUSG Connect and the onboarding packet is delivered.
- Onboarding packets need this essential data.



Why Can't I Start My Employee Now?

The HP says “All Approvals Obtained”

- We are now working with an integrated system.
- If you start an employee before the person has not been provisioned, this can be problematic for you and your employee:
 - The Hiring official will not be able to see the person in HCM.
 - Employees cannot access time clocks or record any time worked.
 - IDM access will not be provisioned. Dummy numbers create catastrophic effects on ID creation.
 - Payroll is impacted/W2s are incorrect
 - The onboarding packet and the timely completion of the Form I-9s will be impacted. You could be out of compliance and vulnerable for audits.



Workforce Administration

Short Work Break

- The Short Work Break (SWB) process describes the steps necessary to designate the end of a defined employment period (Academic, Semester, or Summer). In addition, the Short Work Break (SWB) action moves the employee to a **non-pay status** to avoid over payment while not working.
- UGA faculty, staff and graduate student employees on SWB are considered **active** employees and are subject to all USG and UGA policies while on short work break, including outside employment disclosure, conflict of interest, and arrest notification requirements.
- For FY 19 and FY20 only, Short Work Break (SWB) is used for:
 - Conversion population; specifically for those in an identified population that had legacy data without future assignments. For those affected employees, departments are asked to process terminations via MSS.
 - Faculty (10 month) and Graduate Students during the Summer months of June and July. Central HR will return those affected employees from SWB.





Network Maintenance

March 9, 2019



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Network Maintenance

March 9, 2019

- EITS will conduct network maintenance on Saturday, March 9, 2019 beginning at 8:00 a.m.
- This maintenance will result in an outage of campus Internet access and campus information systems on March 9, 2019.
- For this maintenance, the Boyd Data Center will undergo network maintenance. Systems that use services in the Boyd Data Center will experience an outage. This also includes UGA websites hosted in the Boyd Data Center.
- Individuals will also experience an outage to UGA's Central Authentication System (CAS) to log in to UGA-provided information systems, such as Athena, Banner Administrative System, Degree Works, eLearning Commons (eLC), UGA Financial Management System, UGA Budget Management System, UGAJobs, UGA mart, OneUSG Connect, and OneUSG Connect Benefits.



Network Maintenance

March 9, 2019

- Individuals off campus during the maintenance window, will experience an outage accessing UGAMail, websites hosted by UGA, the Virtual Private Network (VPN), ArchPass Duo and information systems hosted by EITS.
- All systems behind the Central Departmental firewalls will experience an outage to their access to the UGA network.
- After the maintenance is completed, application owners are advised to test their applications. Please report any issues to the EITS Help Desk at 706-542-3106.
- Additional details and progress reports will be posted at status.uga.edu and on the EITS Twitter feed at [@uga_eits](https://twitter.com/uga_eits).



Time & Labor

March 9th System Maintenance

- **System Maintenance: Saturday, March 9, 2019**
 - Web Clock Employees should log their hours on paper timesheets. These timesheets are available here: [Paper Timesheet](#)
 - Managers will need to manually enter these hours when the system is back up.
 - Kaba Clock Employees can continue to clock/in out at the clock. The clock will store the punches and send the information to the system once it is back up
 - The Clock will say "Offline," but it will still record the punches.
 - Manual Time Entry/Pay From Schedule Employees can wait until the system is back online to record their time.
- **All time submissions and approvals are due at 10am Monday morning, March 11, 2019. All hours from March 9th must be added by this time.**



Time & Labor

Replacing MyTime Listserv

- The MyTime listserv from Kronos will be decommissioned, and there is not an equivalent replacement in OneUSG Connect.
- Reconciliation emails will continue to be sent to the MyTime listserv through the end of March 2019, as well as to the Project Coordinator listserv.
- Beginning in April 2019, the reconciliation report will be sent only to the Project Coordinator listserv, Project Coordinators should determine the best way to distribute the information to each unit.
- An email will be sent to the MyTime listserv notifying the subscribers of the change.



Commitment Accounting

- **Payroll Encumbrances and Short Work Break (SWB)**

- The OneUSG Connect payroll encumbrance calculation runs once a month after the monthly payroll has processed. This process runs for all USG institutions as a group. It is not an institution specific process. The process involves zeroing out current personal service encumbrances and running a new encumbrance projection calculation. Because this process only takes place once a month, encumbrances are currently not adjusted during the month for actions such as changes to funding or changes in job data (new hires, terminations, promotions, etc.).
- UGA has requested that OneUSG Connect run the encumbrance calculation on a more frequent basis. They are working to make this available with a separate encumbrance process that would run during the month to adjust encumbrances based on changes to job data, position data, and funding. OneUSG Connect is also working to run the regular encumbrance process every two weeks starting in March as we near fiscal year end.



Commitment Accounting

- **Payroll Encumbrances and Short Work Break (SWB)**

- To resolve the January encumbrance issue, where faculty in the 18F and 18P pay group were encumbered through June 30th instead of May 31st, a “6/1/2019 short work break row” has been inserted into their job data record. The encumbrance calculation factors in this short work break row and will recalculate in February to encumber these positions through May 31st. We expect this encumbrance calculation to post during the week of March 4th.
- To see details of personal service encumbrances, system managers can run the ‘Budget Actuals Sum on Position’ query in the System Manager Report work center. This query is listed under Commitment Accounting.



Grants Management

- A new Project Status Report, housed in UGA's data warehouse, is now available for use! The report can be accessed [here](#). More information and a training/reference guide can be found [here](#).
 - **Design & Testing:** This report was designed and tested through several working sessions with both faculty and financial staff over the course of several months.
 - **Goals:** The goals of this report are to improve access to project balance information and to save time for faculty and staff.
 - **Access:** All PIs, Co-PIs and Co-Investigators have been granted access to the Data Warehouse/Simpler domain and restricted 02 VPN in order to access this report. Restricted 02 VPN is needed to access the report outside the UGA network.
 - **Auto-Emails:** The report can be set up as a “subscription” and auto-emailed out in user-defined increments. For example, financial staff (or PIs themselves) can set this to auto-deliver updated project balances at a desired frequency.



Accounts Receivable/Billing

- Approval of new customer requests submitted through the UGA Customer Request Form was delayed due to a technical issue related to the auto-numbering setup of the customer ID.
- A production fix was implemented on 2/25/2019 that resolved the auto-numbering issue with the customer request form.





February 28, 2019

Session Highlights/Updates



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Reports To Update

Graduate & Residence Assistants

- 3900 Rows reviewed
- 1750 Changes submitted
- Loading this weekend
- Changes should be visible next week



Year End Travel Encumbrances No Longer Available

- Why has this changed?
 - Both State Accounting Office policy and BOR Business Procedures Manual require that encumbrances consist of a firm commitment to a vendor. A valid encumbrance should be supported by: confirmation from the vendor including specific goods or services, a specified price and time or date range for completion of the activity.
 - USG's GeorgiaFIRST institutions (USG institutions using a shared PeopleSoft Financials platform) have discontinued or are discontinuing the practice of encumbering travel for the purpose of spending in a future fiscal year.
 - *This change in UGA business practice aligns us with the State Accounting Office expectations, with USG procedures, and is consistent with the fact that UGA is no longer creating travel encumbrances in the system.*





Year End Travel Encumbrances No Longer Available

- FY19 travel will no longer be encumbered to pay for travel that takes place in the first quarter of FY20 (July-September).
- Travel authorities with airfare to be direct charged to the University on the FY2019 budget must be in Travel and Encumbrances by **noon on June 24, 2019.**
- Departments that wish to have airfare direct charged to the University for the FY2019 budget should ensure that the travel agency involved submits its invoice to Travel and Encumbrances by the end of the working day **June 26, 2019.**
- Approved Travel Expense Statements to be charged to the FY2019 budget must be submitted to Travel and Encumbrances by **noon, June 27, 2019.**



Year End Travel Encumbrances No Longer Available

- Ways your unit can plan:
 - Consider whether you can pay for certain services associated with travel in the current year, thereby eliminating or reducing the need to encumber FY19 funds for FY20 travel. Examples might be direct billing for flights or paying registration fees with FY19 funds.
 - Evaluate whether your unit has flexibility in what funds can pay for travel. For example:
 - 1) Are there funds available for travel that are not subject to lapsing, and therefore could be carried forward for spending in the next fiscal year?
 - 2) Are there FY19 expenditures on non-lapsable funds which could be paid instead by FY19 lapsable funds, therefore creating capacity in non-lapsed source in the next fiscal year?



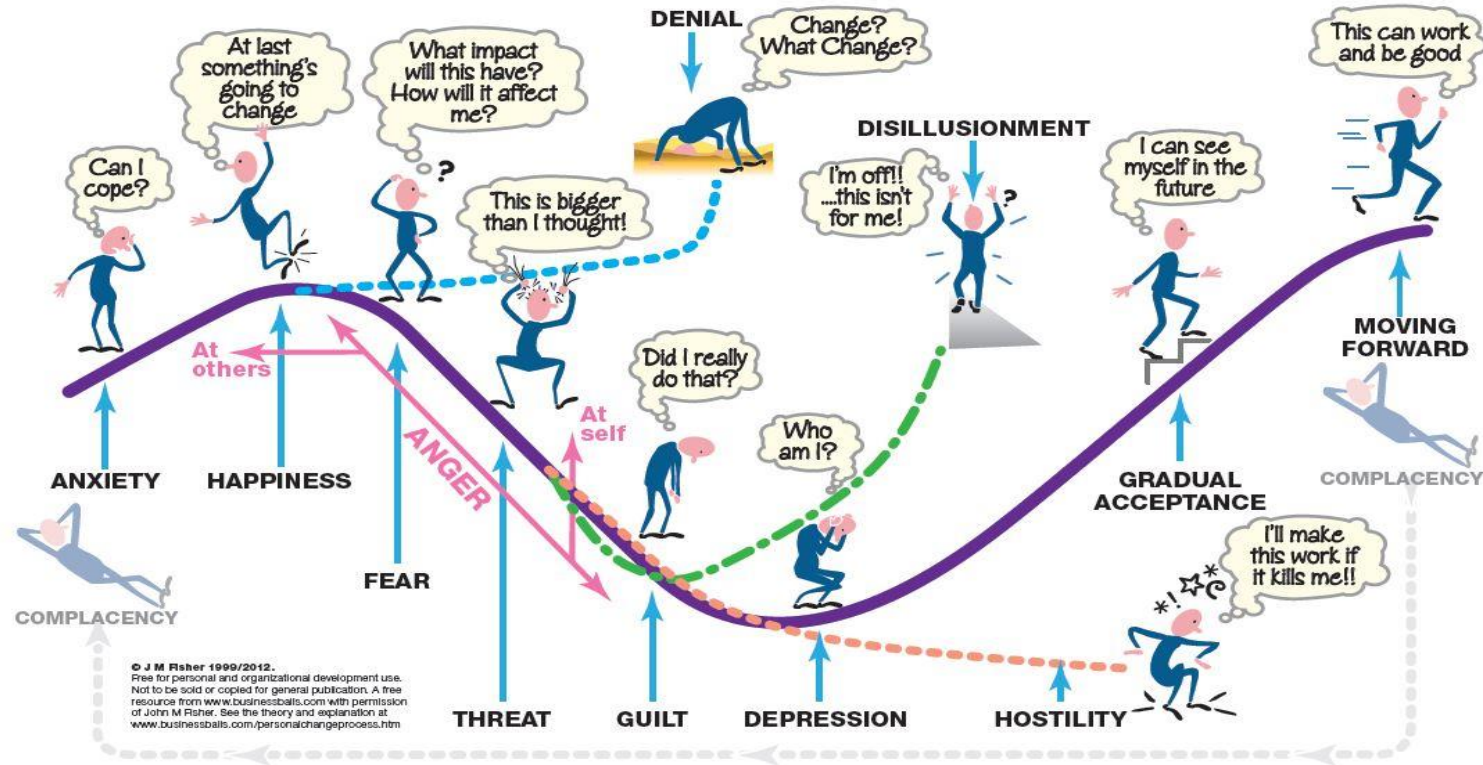
Simpler Systems for UGA's Financial Management System is Here!

- Simpler Systems data apps for use with the UGA Financial Management System is now available. You must be logged in to VPN02 in order to access Simpler.
- You may access it using the same log in as you currently do for legacy Simpler data reporting at simpler.uga.edu. Once you have logged in, select PeopleSoft Financials to access the new Financial Management System data in Simpler.
- Please be aware that the Financial Management System data in the new Simpler apps may continue to be revised as use expands across the community and bugs are corrected. We recommend you compare the data provided by the new Simpler System apps to the authoritative source (UGA Financial Management System) and also to reports.uga.edu. If you notice any discrepancies please report them to onesouce@uga.edu and include the relevant data from Simpler and the authoritative system.



The Process of Transition

The Process of Transition - John Fisher, 2012 (Fisher's Personal Transition Curve)



Questions/Suggestions/Concerns


Project Feedback

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OneUSG Connect Faculty and Staff Guide



In December 2018, UGA faculty and staff will notice changes to several employee processes, including pay day changes, accessing pay stubs, requesting leave, approving time and more.

[Learn more ▶](#)

Faculty and Staff Guide

In December 2018, UGA faculty and staff will notice changes to several employee processes, including pay day changes, accessing pay stubs, requesting leave, approving time and more.

Learn more by visiting our online OneSource Faculty and Staff Guide.

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[UGA Financial Management System](#)

[Budget Management System](#)

[OneUSG Connect](#)

Highlights

- [New-Fall 2018 Training Registration now open](#)
- [Weekly Status Calls begin Nov. 8. Register here.](#)



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