Weekly Status Call
March 21, 2019
March 21, 2019

UGA Budget Management

Budget Planning Go Live!
Budget Management

• FY2020 Budget Planning and Salary Setting tool is now available!

• Begin planning chartstring budgets.

• Begin entering funding on positions.

• Additional reports will be released over the next few weeks.

• Allocation and merit information will be shared in early/mid-April.
Budget Management

• Frequent Questions
  • How do I set preferences?
    • Walkthrough in the training library. Users will set preferences and then access the forms.
  • How do I request access?
    • There is an access request form on the Budget Management resource page. It is the third bullet point under “How to Prepare.”
  • When we will know the merit increase amounts?
    • We anticipate knowing on or near April 16 what merit increase will be allowed, if any.
Budget Management

• Webinar: March 27 from 8:30 a.m. - 12 p.m.

• Office Hours at Caldwell Hall, Room 401 from 2:00 - 4 p.m.:
  • Wednesday, March 27
  • Thursday, March 28
  • Tuesday, April 2
  • Wednesday, April 3
  • Thursday, April 4
March 22
System Updates
OneUSG Connect
System Downtime

• March 22, 2019 system release:
  • OneUSG Connect System will be unavailable from:
    • March 22, 2019 (11pm) to March 23, 2019 (7am)
    • This will affect webclock users.
    • Kaba clocks will show “offline” but continue to take punches.

• Manager Self Service:
  • Employee ID will now appear in the header section of MSS transactions direChris needs to look at the release notes
Monthly Maintenance

UGA Financial and Budget Management Systems

- The UGA Financial Management System and the UGA Budget Management System are having monthly maintenance patching performed this Friday evening, March 22, from 10:00pm – 2:00am.
  - 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.
  - Performance will improve as more areas of the system are accessed by users. Normal system performance should return by mid-morning the following business day.
- For updates on the status of the UGA Financial Management System or the UGA Budget Management System, please refer to status.uga.edu
- Questions? Contact onesource@uga.edu
Service Desk
“My case is resolved”
## Service Desks - Getting Help

<table>
<thead>
<tr>
<th>Issue/Problem</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ArchPass Duo and VPN support MyID password resets</td>
<td>EITS HelpDesk 706-542-3106 <a href="mailto:helpdesk@uga.edu">helpdesk@uga.edu</a></td>
</tr>
<tr>
<td>OneUSG Connect System</td>
<td>706-542-0202, option 1 <a href="mailto:oneusgsupport@uga.edu">oneusgsupport@uga.edu</a></td>
</tr>
<tr>
<td>UGA Financial Management System UGA Budget Management System</td>
<td>706-542-0202, option 2 <a href="mailto:onesource@uga.edu">onesource@uga.edu</a></td>
</tr>
<tr>
<td>UGAJobs</td>
<td>706-542-2222 <a href="mailto:hrweb@uga.edu">hrweb@uga.edu</a></td>
</tr>
</tbody>
</table>
From: Assigned Support Staff Name <notify@teamdynamixapp.com>
Subject: Team Dynamix Service Request Updated (Case subject)

What Changed

Assigned Support Staff Name updated this service request on DATE.

Comments: Changed Status from "Statusx" to "StatusX".

RESOLVED MESSAGE WILL BE INCLUDED HERE

Service Request Updated

(Original Case Details)

Case Link

From: Assigned Support Staff Name <notify@teamdynamixapp.com>
Subject: OneSource Case Updated (Case subject)

----- Original Message ----- 

Status Update:
Assigned Support Staff Name updated this service request on DATE.

Update Comment:

Changed Status from "Statusx" to "StatusX".

RESOLVED MESSAGE WILL BE INCLUDED HERE

OneSource Service Request Details

Original Case Details)

Case Link


-----TEAMDYNAMIX DO NOT ALTER OR REMOVE THIS CODE-----
1tMH77VyrB3/otKz1Aj3v3y8Qbp7/MNluV2iheHZZ2yF3xQWAj3CXg4pQ7USOwc7Ndli+SU+
-----TEAMDYNAMIX DO NOT ALTER OR REMOVE THIS CODE-----
From: usg@service-now.com <usg@service-now.com>
Subject: Your incident USG-INCXXXXXXX has been resolved -- Ref:USG-MSGxxxxxxx

Your incident USG-INCXXXXXXX has been resolved and will automatically close in 5 days.
If you feel the issue is not resolved, please click the following link to reopen your incident:
Click here if your issue was not resolved USG-XXXXXXXXX

Caller information: , Name: , Email: , Business phone: , Short description: , Description: = ORIGINAL CASE INFO

Comments:

Date/ Time – Assigned Support Staff Name

RESOLVED MESSAGE WILL BE INCLUDED HERE


DO NOT DELETE ANYTHING BELOW THIS LINE! This information is required in order to process your request.
Notification ID: Incident Resolved customer
March 21, 2019

OneUSG Connect
Module Awareness
OneUSG Connect Service Desk

Primary Trending Inquiries
- Pay Issues
  - Off Cycles
  - Overpayment Process
  - Paycheck inquiries
- Absence Request Education
- Timesheet Submission Assistance
- Retro Payroll Process
  - Change Funding Requests
  - Direct Retro Transactions
- Direct Deposit
  - Update Assistance
  - Effective Date Inquiries

Secondary Trending Inquiries
- Row Level Security Access
- UGAJobs Data and updates
- Time Entry Method Questions and Changes
- Query Updates and Inquiries
Commitment Accounting

- OneUSG Connect Encumbrance Processing Dates:
  - March 28 and 29
  - April 11 and 12
  - April 29 and 30
  - May 9 and 10
  - May 23 and 24
  - June 6 and 7
  - June 19 and 20
  - June 28 (will zero out all remaining FY19 personal service encumbrances)
Payroll

Changes to processing dates due to June Upgrade:

Biweekly HR/Payroll deadline for 6/21 pay date
- Moved from Monday, 6/10 to Friday, 6/7

Monthly payroll processing
- Moved from 6/23-6/25 to 6/19-6/21
Data Warehouse Updates

Position Funding Cube Now Available!

- Provides payroll expense details and encumbrance amounts by chartstring by employee. The report can be used as a personal services detail or payroll cost report.
- Zero-dollar encumbrances may show when encumbrance projections are being recalculated. The system will update with the appropriate dollar amount within 1-2 days.
- [http://datawarehouse.uga.edu/](http://datawarehouse.uga.edu/)

- Users who currently have access to Simpler or the OneUSG Connect BOR System Manager role are granted access
- Additional requests for access can be submitted through the OneUSG Connect Manager Self Service Submit Security Request by the System Manager role.
Data Warehouse Updates

Nightly updates:
• Data in the Data Warehouse gets refreshed nightly, Ex. new Transactions and new Department Numbers
• Best practice is to review filters on a regular basis to ensure you are pulling any new data your existing filters may exclude

Report Updates:
• Occasionally new data elements are added which may create user impacts, Ex. HR Department to Position Funding Cube
• Depending on user filter choices, results may be unexpected or blank. You may need to adjust filters to repopulate data.
• Updates on 3/19/19 included the addition of new fields and therefore required a full refresh of the data warehouse.
  Project Status Cube, Budget Status Cube, Position Funding Cube and the Project Status Report
• Please communicate this to other users with whom you have shared reports.

• Future addition of new data elements will be communicated in advance via an OIR Release Notes website, and through Tuesday Tips, Weekly status call, etc.
Position Funding Cube:
• Payroll Actuals from 7/1/2018-12/31/2018 added from legacy.
• For Accounting Periods beginning January 2019, drill-through action will now display the related Journal_ID.
• NOTE: Currently, you must drill through on the Budget Amount or Encumbrance Amount fields. Drill through is not available on calculated fields like Actual Amount. However, drill-through returns all values for the entire row related to Budget, Encumbrance and Actuals.
• HR_DEPARTMENT dimension added. Users can choose specific HR Departments or use the DEPTSECURITY tree to rollup departments.
• POSITION dimension updated. Dept ID Descr moved to new HR_DEPARTMENT dimension; BOR Job Title attribute added.

Project Status Cube:
• Analysis Type may now be used to reference allocated dollars to Budget, Encumbrance and Actuals.
• The field order in the drill through action has been updated.
Next week: March 28, 2019

Moving Positions between HR Departments
Questions/Suggestions/Concerns

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