• OneSource: Project to Operations
• OneSource Roadmap
• OneSource Transition Survey
• Upcoming Enhancements/New Features
• Moving Positions Between HR Departments
• Graduate Assistant Fall 2019 Transition
• OneUSG Connect Module Awareness
• UGA Financial Module Awareness
• Session Highlights/Updates
• Project Coordinator Session
Weekly status calls continue through June 27th
Same registration link
Update Calendars
Invite coworkers

Past calls archive found:
https://onesource.uga.edu/resources/monthly_status_call/
Transitioning from Project to Operations

UGA met ALL OneSource Project Go-Live Dates!
Transitioning from Project to Operations

What happens to “OneSource?”
The OneSource Roadmap includes information about system downtime, upgrades, and enhancements for the UGA Financial Management System, the UGA Budget Management System and OneUSG Connect. See the [OneSource Feature Release table](#), below, for a list of enhancement requests and planned release dates. We reserve the right to take the system down for maintenance at any time.

See [UGA Financials and Budget Management](#) and [OneUSG Connect](#) for system status and availability. See [OneSource Known Issues](#) for a list resolved and open issues that may be addressed through the system upgrade or enhancement cycle.

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OneUSG Connect

June Release 5.0 (August University go-live)

Key New Functionality Approved:
- Employees can update Disability/Veteran Status (5.0)
- Charitable Contributions Enrollment (5.0)
- Align Absence and Time Approval Deadlines (5.0)
- Time Administration Process Engine Improvements (5.0)
- Time Approval Reminders sent to Time Approvers and Reports To (5.x)
- UGA-Specific Tile in ESS and MSS – link to UPK Training (5.x)
- Eliminate Save Status for Leave Requests (5.x)
- Invalid Funding Report Enhancements (5.x)
- Downgrade high exception for 0 hours reported time (5.x)

Submitted for Review/Approval:
- Comments field on adjust absence screen and absence event page (5.x)
- Correct absence on pay stub when cascading rules applied (5.x)
- Auto update time report and time entry method, overtime/comp time and meal deduction to automatically flow into Maintain Time Reporter (5.x)

Go-Live 6/15/2019
System Blackouts
6/7 Fri (5pm) - 6/11 Tues (7am)
6/21 Fri (5pm) - 6/24 Mon (7am)
OneUSG Connect

Upcoming Enhancements/New Features

• April
  • Summer Pay
  • HR Department Updates

• May/June
  • Faculty Contract Delivery
    • Review/Update Contract Data
    • Generate and route contracts electronically

• July
  • Non-Standard Pay/Multiple Components of Pay (MCOP)
    • MSS Supplemental Pay Forms and Processes
OneSource Transition Survey
Please be thinking and prepared to share your ideas!

- To be distributed to OneSource listserv to capture largest participation

- SECTION I: Soliciting Information from you:
  - What unit are you in?
  - What are your primary responsibilities?
  - What meetings do you already attend (list will be included)?

- SECTION II: Summer Workshops
  - Summer workshops recommended by BAAF Planning Committee
    - What topics would you like?
    - What summer months would work best?
    - What format would you recommend (hands on, lecture, small groups)?
OneSource Transition Survey
Please be thinking and prepared to share your ideas!

• SECTION III: Future of BAAF and BSAG
  • Request to rank and provide feedback on the following draft proposals:
    • PROPOSAL #1:
      • Keep BAAF and BSAG as separate groups and completely rebrand BAAF with a new name and purpose.
    • PROPOSAL #2:
      • Maintain the current BAAF and BSAG names, but clearly establish the forum’s purpose and potentially expand membership.
    • PROPOSAL #3:
      • Combine BAAF and BSAG membership and purpose into one group and rebrand with a new name.
    • PROPOSAL #4:
      • Your own proposal with detailed thoughts/ideas listed.

• SECTION IV: Campus Listservs
  • Finance and Administration currently uses multiple listservs to communicate business and administrative information.
  • Based on a desire to improve and streamline communications, we are asking your opinions about using email listservs.
    • Full listing of campus listservs used for communication will be included in the survey.
Moving Positions between HR Departments
HR Department Position Moves Overview

- HR Department position changes are opened for updates prior to the Budget Planning and Salary Setting cycle.
- April 12th - deadline to enter manual (UGAJobs) and receive bulk position changes from the units in the template
  - Monthly effective date: April 1st (beginning of the pay period)
  - Biweekly effective date: April 7th (beginning of the pay period)
- HR Department position updates will be paused during the FY2020 budget planning process.
- Post-budget planning cycle (July) we will notify units of our intended HR department position change process.
OneUSG Connect
HR Department Position One-by-One Moves

• One-by-one position moves:
  • Can start now!
    • Initiate via "modify action" in UGAJobs
  • Departmental approvals must be complete by 4/12/19
    • Please ensure that timecards are approved, workflows are processed and absence future requests are approved.
  • Units MUST update funding entry through Manager Self-Service (MSS) Change Funding
  • Review "time and absence enrolled" query and, if needed, make request through MSS for the Time and Absence Approver change or submit a ticket through oneusgsupport@uga.edu to update time entry method.
  • Review security access and submit any changes through MSS Security Request Form
HR Department Bulk Position Changes

- A link to the template will be provided soon!
- Deadline of template submission is April 12th.
- UGAJobs Data Team will enter position changes in UGAJobs on behalf of the units.
- We encourage you to go ahead and submit templates to oneusgsupport@uga.edu.
  - Subject line of "HR Department Bulk Position Changes"
- Updating funding - request help or entry through Manager Self-Service (MSS) Change Funding
- The Time and Absence Teams will make updates based on the information provided in the template.
- Review security access
  - Submit any changes through the MSS Security Request Form
OneUSG Connect
HR Department Position Changes

• Other steps and things to consider:
  • All Time and Absence approvals need to be complete by the date of submission
  • Faculty members cannot be changed
  • Existing workflow will not re-route to new approvers based on position moves
  • Employees will show up on the EITS "status" file
  • Access to other systems may be affected as this may be seen as a "position change"

• The Standard Operating Procedures is currently being finalized and will be linked from the HR Departments Resource Page.
Graduate Assistantships
Fall 2019 Transition
Graduate Assistants Payroll

• Next academic year (starting August 1, 2019) the University of Georgia will be adjusting the payroll cycle for graduate assistants, to ensure that all graduate assistants are treated consistently with the payroll cycles for regular employees as well as to conform to payroll cycles used by the new OneUSG Connect payroll system.

• During previous years, some graduate assistants were paid on a standard 12 month payroll cycle. Other graduate assistants were paid based on the academic calendar and would typically start and end their work in the middle of a month (usually August and May for most graduate assistants). The home department would engage in manual processing to ensure that the monthly paycheck was equal for the ten months of employment.

• **Beginning August 1, 2019, all graduate assistantships will be paid using a standard monthly payroll process.** This change will not affect the total amount of pay a graduate assistant receives. However, this does change the timing of the distribution of compensation so that paychecks for partial months will only reflect the partial time worked, typically the first and last months of employment. During the months between first and last month worked, paychecks will be larger than under the current Academic Year system.
Example, Before August 2019
• Total $13,876 (Annual Academic Year Salary $41,628 @ 1/3 time) August 16-May 15
• Payment Schedule:
  • August – May payments: $1,386.60 each month on Academic Payroll dates

Example, After August 2019
• Total $13,876 (Annual FY Salary $55,503 @ 1/3 time) August 16-May 15
• Payment Schedule:
  • August 31 payment: $770.89
  • September 30 – April 30 payments: $1,541.78 each month
  • May 31 payment: $770.89

• Examples only. Hire and termination dates should be appropriate to work expected.
Graduate Assistants Payroll

- Grad School has provided a new assistantship Offer Letter template. This template should be utilized by **all departments** for graduate assistantship offers. Link on Graduate School website located at Departmental Assistantship Template.

- Please communicate this payroll change to all graduate students within your department so that they are aware of this adjustment in advance, which will allow them to plan accordingly.

- Further details on the process of this transition will be communicated as we move forward. We appreciate your partnership on this process and policy change.

- If you have questions about this policy change, please reach out to gsfinanc@uga.edu
Graduate Assistantship Payment Plan for Tuition and Fees

- Allows a student on a graduate assistantship to defer payment of the current term’s tuition and fees, health insurance, and parking permit. The deferrable balance is calculated after all actual and expected financial aid is applied to the student account. Under the payment plan terms, the deferred balance is due in equal installments throughout the semester.

https://busfin.uga.edu/bursar/grad_asst_payment_plan_documentation_fall_spring.pdf
Commitment Accounting
Funding Change Details

- Approved or denied position funding change transactions are batched together and processed four times per day - 5am, 9am, 1pm and 5pm.
- There is a 'lock' put on positions that have a change funding transaction in progress or if a retro transaction is in progress.
- No additional funding or retro transactions can be submitted on a position that is 'locked' until the initial transaction is processed.
Workforce Administration

Short Work Break (SWB)

• We have received feedback from our unit visits about the process to handle our students who are leaving us for the summer, but will be returning to work with UGA in the fall.

• We are in discussions now with OneUSG for proactive solutions to manage this student population

• More information to come!
Termination Reminders

• In OneUSG Connect HCM, monthly employees are paid until terminated. Therefore, the hiring unit must submit a termination request through OneUSG Manager Self Service (MSS) at the conclusion of all employment periods as defined by their offer letter.

• This applies to retired rehires, part time faculty, limited term faculty and others that have employment agreements and or contracts with defined end dates. More info to come on continuations.
Termination Reminders (cont.)

• When processing terminations of employee requests, please include in the MSS comments section:
  • Department and Position Information
  • Last day worked
  • If the employee is on leave and the applicable dates
  • If you are aware of an upcoming transfer
• Workforce Administration (WFA) will determine the effective dates based on the information the department has provided.
UGAJobs: Campus Win!

• As we continue to evaluate the business processes between UGAJobs and OneUSG Connect, our goal is to limit the number of delays in the system.

• New Temporary Positions Posting Procedure:
  • Units are no longer required to post temporary positions for 24 hours.
  • Can use the Direct Hire option OR posting externally (ie: recruit via applicant portal)
Time & Labor

- Punch Time Error occurs when the punches are not entered in the correct order
  - Example: Missed Punch or Invalid Punch Order
- The correct punch order should be:
  - IN, MEAL, IN, OUT or IN, OUT
- There are many employees who are using IN, MEAL if they leave halfway through the day. **This causes a punch error.** If the employee will not be returning from lunch, they will need to record time as IN, OUT
- We are working on creating an exception for this error, but please make sure employees are reporting time correctly. Time reported as IN, MEAL without an out punch do not become payable time unless it is updated.
# Time & Labor

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Submit  
Clear
Payroll

• OneUSG Connect applied a federal tax withholding update in late February.
  • Employees with high salaries may notice a change in their net pay due to the withholding change.
Manage Faculty Events (MFE) Access

• Units can now request MFE access through Manager Self-Service.
  • The request can be routed through the MSS Security Request Form.
  • This would allow for the capture of departmental approvers.
  • Include the specific department that the request is being made for.

• MFE access allows units to see their department's faculty rank and tenure data as well as manage their department's Additional Post (Courtesy Faculty, Center and Institute Membership, Graduate Program Faculty and Graduate Program Coordinator)
Access Request Information

- Role definitions in HCM (for access validation)
- Finance Roles
- Role Descriptions on OneSource Access Request Webpage:
  - https://onesource.uga.edu/resources/access_request/
- Terminated user access
Manager Self-Service

- New queries have been added to the work center under the Security Module
  - MSS Transactions (18o_WF_MSS_TRANS)
  - Position Funding Change Trans (18o_WF_MSS_POS_FUND_TRANS)
  - MSS Security Requests (18o_WF_MSS_SECURITY_REQ_TRANS)
Absence Management

• The 8 hours of *educational support leave* is for full-time, regular employees only (1.0 FTE)
  • This leave type is *not* pro-rated for part-time employees

http://policies.uga.edu/Human-Resources/Time-away-from-work/Miscellaneous-Leave-for-classified-staff-NOT-chargeable-to-annual-or-sick-leave/Educational-Support/
Absence Management Known Issue

• The leave balances on monthly employee's March paystub reflects the February ending balance.
  • For *accurate* March leave balances, please refer to the Absence Balance section within Employee Self-Service.
March 28, 2019

UGA Financial Management System
UGAmart Updates
Purchasing

• UGAmart 19.1 Upgrade

• On Friday, April 5, UGAmart will begin upgrading to version 19.1. UGAmart will be unavailable beginning at 9:00 pm on Friday, April 5, through approximately noon on Sunday, April 7.

• There are two new "optional" enhancements. One is to the shopping functionality and the other is document search. Currently, the new document search option is only available for purchase requests and purchase orders. Future releases will include receipts and invoices in the new document search layout.
Purchasing – Shopping Preview
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Purchasing

- Both of these new features will be optional.
- End-users will have the ability to toggle back and forth from the current to the new shopping and search options.

![Image of a window with options for new search experience]

- Additional enhancement documentation will be available later next week. Check the UGAmart homepage for updates.
Some users reported they were unable to gain access to the UGA Financial Management System.

- The OneSource team, working collaboratively with OneUSG Connect, resolved an issue related to the data that was messaged over as a part of the integration between the systems.
- Maintenance was conducted Tuesday evening that resolved this issue.
- The Service Desk has reached out to those users who submitted tickets confirming their access.
Questions/Suggestions/Concerns

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