Agenda/General Session

- Poll – What Topics Do You Want?
- OneUSG Connect Service Desk
- employee.uga.edu – Unavailable After 6/30/19
- OneUSG & Financials – Typical System Downtimes
- AP Journal Voucher
- Budget Journals & Budget Transfers
- Travel & Expenses/Year End
- Expense Processing Standards
- Departmental Deposits & Student Account Charges – Known Issue

- Payroll – Taxable Travel Expense Reimbursements
- Workforce Administration - Updating Sensitive Information
- OneUSG Connect – Termination Reminders & Matrix
- CURO
- Educational Support Leave
- Student Workers – Spring/Summer/Fall Work Scenarios
- Faculty Contract Delivery
- Moving Positions Between HR Departments
- New Job Data View Role
April 11, 2019

Highlights & Updates
Poll – What Topics Do You Want?

• Please use the question feature in GoToWebinar during the meeting:
  • “I want a topic on:.....”
  • Example topics:
    • Finance
    • Budgets
    • OneUSG Connect
    • UGAJobs
    • Benefits/Retirement
    • Processes
OneUSG Connect Service Desk

Primary Trending Inquiries
- Pay Inquiries
  - Underpayments
  - Overpayments
  - Off Cycle Requests
  - Pay Stub Navigation
- Time Sheet Inquiries
  - Approving & Updating Absences from Timesheet
- Tax Inquiries
  - Requests for W2
  - Updating Federal/State Filing Status

Secondary Trending Inquiries
- Time Approver Issues
  - Updates/Changes
- Single Sign-On
- UGAJobs Inquiries
  - Hiring Proposals
  - Onboarding
- Absence Requests
  - How to edit/when to edit
employee.uga.edu

Unavailable after June 30th

• Download pre-2019 paystubs and W2s by June 30
  • Paystubs and W2s prior to January 1, 2019 will NOT be migrated to the new University System of Georgia employee site, OneUSG Connect.
  
  • If you wish to keep copies of pre-2019 paystubs or W2s for your records, please take action to download them from employee.uga.edu before June 30, 2019.
  • Log into employee.uga.edu and click on “My Paychecks” and/or “My W2s” in the left sidebar. Both paychecks and W2s are available in PDF format and can be printed. Please store these in a secure personal location as they will contain your SSN. Please contact the EITS Help Desk at 706-542-3106 or helpdesk@uga.edu for assistance with this process.
  
  • After June 30, 2019, to request copies of pre-2019 paystubs or W2s, please contact oneusgsupport@uga.edu or 706-542-0202 (option 1). These records are retained for 5 years from their issue date.
  • All employees will access paystubs and W2s dated after January 1, 2019 on OneUSG Connect.
OneUSG & Financials

Typical System Downtimes

• OneUSG Connect
  • USG reserves the right to take down the system for adhoc needs
  • Usually 11:00 pm – 7:00 am
  • status.usg.edu

• UGA Financials and Budget Management
  • Business hours are 8:00 a.m. - 5:00 p.m.
  • Application availability hours are 7:00 a.m. - 6:00 p.m. Monday through Friday.
  • UGA reserves the right to take the system down for maintenance at any time for adhoc needs, usually outside of the application availability hours.
  • Information on system maintenance is provided on status.uga.edu.
April 11, 2019

UGA Financial Management System Module Awareness
Departmental Deposits & Student Account Charges

Known Issue

• There is a known issue with the integration of Banner to the Financial Management System.
• This affects the timing of departmental deposits as well as revenue associated with student account charges hitting the general ledger for transactions processed April 3, 2019 and later.
• The OneSource Team is working toward resolution, but for now departments will see deposits posted with a one to two day lag instead of daily.
Accounting Budget Check
Known Issue - Resolved

• Transactions entered on the afternoon of Wednesday, April 10th and on the morning of Thursday, April 11th were inappropriately rejected with error “Required key CF is blank”.
• The issue causing the rejections has been resolved.
• To remove the error from your Vouchers, Expense Statements, GL journals, Budget journals, or Budget transfers, simply budget check the transaction again.
• UGAMart Carts that were returned because of a failed Budget Check 2 should be resubmitted.
General Ledger
Budget Journals and Budget Transfers
Monthly Process

• Budget journals or transfers dated within the month being closed must have a valid budget check status and must reach Commitment Management for final approval by noon on the first business day of the following month. (ex. Wednesday May 1st, Monday June 3rd)

• Any Budget journals or transfers dated within the prior month not meeting this deadline will be deleted after noon on the second business day of the following month. (ex. Thursday May 2nd, Tuesday June 4th)

• If the transaction is still needed, the Initiator should copy the budget journal or transfer to the new month. Budget transactions can be copied into the following month as early as the last week of the month.
General Ledger

Budget Journals and Budget Transfers
Monthly Process

Why are we moving to a monthly process?

• The system will not stop Budget Journals or Budget Transfers dated within a prior month. Posting a Budget journal or Budget Transfer for a prior month effectively changes the closed month’s financial data.

• Budget Journals and Transfers cannot be re-dated, but they can be copied into a new Budget Journal or Budget Transfer with a different date.
Accounts Payable
AP Journal Voucher Monthly Process

- AP Journal Voucher will begin using same monthly practice as GL Journals:
  - AP JV’s created in the monthly accounting period must be budget checked and have workflow completed by noon on the last business day of the same monthly accounting period.
  - Any AP JV’s that have not been completed by a department and reached AP by noon on the last business day of the month will be deleted.
- Initiators will need to create new AP JV’s for adjustments in the new accounting period.
Accounts Payable

AP Journal Voucher Monthly Process

Why are we moving to a monthly process?

- AP Journal Vouchers with a status of *Valid* for budget checking impact the unit’s budget balance in Commitment Control but they will not have impact to the overall true fund balance in the General Ledger until all approvals are complete and the JV is posted.
- Amount of time journal vouchers remain in workflow should be minimal.
- Efficient processing ensures accuracy for reporting and analysis across both ledgers.
Travel & Expenses

Year End

• Travel Authorizations
  • Budget for 2020 will be loaded & available for use on FY20 TAs beginning mid-June
  • Split Funded TAs (using FY19 and Fy20 funds): Submit TA for FY19 portion. In “Notes” field, reference FY20 funds will be used for reimbursement. Do not submit multiple TA’s.

• Expense Reports
  • June 26 - Last day to send in expense reports with 2019 budget reference. Must be submitted & workflow completed to Accounts Payable
  • June 27 - New expense reports created will be dated July 1. Will process to General Ledger after year end. Must use Budget Reference 2020.
Travel & Expenses
Year End

• **Split Funding Reimbursements**
  • If a traveler’s total expense reimbursement funding will be split across the fiscal years, then one expense report will need to be submitted for the FY19 portion for expenses already incurred, prior the June 26 cutoff using budget reference 2019. The FY20 portion of the expense reimbursement can be submitted on a second expense report on June 27 or later using budget reference 2020.

• **Don’t forget**, if you have travel in the first quarter of next fiscal year, you can reimburse airfare before the trip and conference registrations can be submitted for payment via Payment Request to use FY19 funding. Just make sure they are in AP by the cutoff dates.

• Link to training resource –
  • [https://busfin.uga.edu/accounts_payable/Year_End_Expense_Processing.pdf](https://busfin.uga.edu/accounts_payable/Year_End_Expense_Processing.pdf)
Travel & Expenses

Expense Processing Standards

• Inactive transactions should be cleaned up and/or deleted in a timely manner
  • Delete Expense Reimbursements that are “Pending” and not submitted into workflow
  • If an expense report is returned for correction, it should be corrected and re-submitted within 5 days.
  • If an expense report will not be reimbursed, it should be deleted within 3 days of being returned.
• These unsubmitted expense reports can be monitored using query:
  UGA_TE_ER_PENDING_SUBMISSION (Entry-Pending User Submission in Business Management Workcenter)

Approvers:
Once an approval notification is received, the expense report should be approved or pushed back within 3 days.
April 11, 2019

OneUSG Connect
Module Awareness
Workforce Administration

Updating Sensitive Data

• Foreign National new hires may not have a social security number assigned at the time of hire. OneUSG Connect will assign a pseudo number until a permanent number is assigned by the Social Security Administration. [https://onesource.uga.edu/protected/pdf/soppay007_nonresidentalien_taxsetup.pdf](https://onesource.uga.edu/protected/pdf/soppay007_nonresidentalien_taxsetup.pdf)

• Departments no longer need to request a pseudo number.

• Once the hire receives their new Social Security card, they are asked to visit Central HR to update their OneUSG Connect records. The WFA team directly enters this information in the system.

• Departments are asked not to collect or transmit this information.

• For those hires outside of the Athens area, please email hrweb@uga.edu for next steps.

• Do not transmit sensitive information via email.

• Additional actions are taken to update the Form I-9 records at Central HR. E-Verify employers must ensure that their employee's SSNs are recorded for Form I-9 processing.
OneUSG Connect
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.

• **Academic employees** – *The correct Termination Date is May 31st.* This will ensure that the final full paycheck is received.
# OneUSG Connect

## Termination Reminders

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Payroll Type</th>
<th>Last Work Day</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt Staff</td>
<td>Monthly</td>
<td>May 10th</td>
<td>May 11th</td>
</tr>
<tr>
<td>Student Worker</td>
<td>Bi-weekly</td>
<td>May 10th</td>
<td>May 11th</td>
</tr>
<tr>
<td>12 month Faculty</td>
<td>Monthly</td>
<td>May 10th</td>
<td>May 11th</td>
</tr>
<tr>
<td>Fiscal Grad Asst.</td>
<td>Monthly (Fiscal Salary)</td>
<td>May 10th</td>
<td>May 11th</td>
</tr>
<tr>
<td>Academic Grad Asst.</td>
<td>Monthly (Academic Salary)</td>
<td>May 10th</td>
<td>May 31st</td>
</tr>
<tr>
<td>Academic Faculty</td>
<td>Monthly (10 month)</td>
<td>May 10th</td>
<td>May 31st</td>
</tr>
</tbody>
</table>

- These are typical scenarios and do not cover employees on Leave without Pay, or other extenuating circumstances.
- Please continue to provide details in the comments section of the Termination request.
CURO

• 100 students remaining to be hired for CURO award payments
  ◦ Honors and HR reaching out to units

• CURO process
  ◦ Honors Office sends list of CURO award recipients to Payroll
  ◦ Unit hires employee for CURO Research Assistantship position
  ◦ Students complete onboarding, complete I9, visit HR for SSN and Birthdate submission (and/or complete background check if applicable)
  ◦ Payroll enters an Additional Pay on biweekly payroll
  ◦ Students should not enter hours on timesheet
  ◦ Departments terminate students with last day of work as 5/11/19

  ◦ Link to the Spring 2019 CURO Research Assistantship Memo
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/
Student Workers
Spring/ Summer/ Fall Work Scenarios

Matrix published on Payroll Transition Resource page
- https://onesource.uga.edu/resources/payroll_transition/
- https://hr.uga.edu/_resources/pdf/Student-Worker-Work-Scenarios.pdf

Review the presentation from last week:
- https://onesource.uga.edu/resources/monthly_status_call/
- April 4, 2019 Weekly Project Status Call: Presentation, Recording
April 11, 2019

Faculty Contract Delivery
Manage Faculty Events
Contract Delivery

• Faculty Contract Delivery is currently in system testing
  • *End-user* testing will occur in mid-to-late April
• **Departments** will access contract information via a query in late May
  • Review and then contact Office of Faculty Affairs about errors that week
  • Additional rounds of review/delivery will be available for those with errors
  • OFA and OneSource are working on communications for OFA Liaisons and Faculty.
• Info published on a New OFA Page [https://provost.uga.edu/faculty-affairs/contracts/](https://provost.uga.edu/faculty-affairs/contracts/)
• Join us for a Webinar May 16th at 8:30am [https://attendee.gotowebinar.com/register/250298722522460685](https://attendee.gotowebinar.com/register/250298722522460685)
Manage Faculty Events

Contract Delivery

Faculty will access their own Contract via OneUSG Connect in early June
- Faculty members need to be notified by their departments that their contracts are ready for review, signature and print (we plan to send an ArchNews)
- Faculty sign electronically (*waiting on USG Legal Office*)

OR

- Faculty will print and turn in a paper copy to departments
- At least 20 calendar days for review of contract (June blackouts, so 25 "days")
- Please ensure they can login prior to leaving campus for summer
Manage Faculty Events
Contract Delivery Draft Timeline

In process  
Job Aid handout available for printing and distribution in departments

April 24  
ArchNews Faculty “Contract Delivery will be online.” Link to OFA web

May 16  
Webinar for Departmental Users, including process and Faculty view

May 20  
Query available, training recording available

May 24  
Deadline for initial Contract errors notification to OFA

Early June  
ArchNews to Faculty - Contracts are available
Moving Positions between HR Departments
HR Department Position Moves
Review

• **Last Week’s Call** (Select April 4th Weekly Status Call) has more details on assigning a different HR Department to a position (usually was converted to undesired department).

• HR Department position changes are open for updates prior to the Budget Planning and Salary Setting cycle.

• **April 12th - Deadline** to enter manual (UGAJobs) and submit bulk position changes (via template) for budget planning purposes
  • Monthly effective date: April 1st (beginning of the pay period)
  • Biweekly effective date: April 7th (beginning of the pay period)
OneUSG Connect

HR Department  Position Changes

• The Standard Operating Procedure (SOP) can be found [here](#).

• Utilize the Open Office Hours on Thursdays, at the Testing & Training facility (old Print Services) from 3:00pm – 5:00pm

• Form and guidelines available on the [HR Department Resource Page](#)
April 11, 2019

NEW!
Job Data View Role
OneUSG Connect
A new role has been created in OneUSG Connect that allows user view only access to the HR Job Data Screens.

- Role can be requested now through MSS Security Request
  - No one is given the role by default
- Training materials are available in the Training Library
- Official webinar will be conducted on April 24, 2019
- Registration link: https://attendee.gotowebinar.com/register/7781936879997377539
- Training is HIGHLY SUGGESTED
New OneUSG Connect Role

HR Job Data View Role
Questions/Suggestions/Concerns

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

oneusgsupport@uga.edu