



# Weekly Status Call

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**April 18, 2019**



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# Agenda/General Session

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- **Poll – What Topics Do You Want?**
- **OneUSG Connect Service Desk – Understanding the Paystub**
- **OneSource Service Desk – Monitoring Transactions**
- **HR Service Desk – Timing for Employee Onboarding & Access to One USG Connect After Hiring Proposal**
- **Budget Status Cube Updates**
- **Position funding Cube Workshop –**
  - **Tuesday, May 28, 2019**
- **System Downtimes & Updates**
- **Job Data View Role Webinar –**
  - **April 24, 2019**
- **employee.uga.edu – Unavailable After 6/30/19**
- **FY19 User Verification Overview & Key Dates**
- **Direct Hire (Student) Onboarding**
- **HR Department Update**
- **Taxable Travel Expense Reimbursements**
- **Reimbursement of Relocation Expenses**
- **Graduate Student Health Insurance**
- **Manually Adding to Timesheet**





**April 18, 2019**

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# **Session Highlights/Updates**



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# 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 Common Inquiry

## Understanding the Paystub

- Monthly and Bi-weekly versions

- Training Library:

## Quick Reference Materials for Employees



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The University of Georgia

Check Number: A9969999 Date: 8/31/2018				
John Doe	Employee No	Fed Status / Exemptions	State Status / Exemptions	Period End
	810X0000X	M 05	J 02 03	08/31/2018

Your total salary and benefits	Current Pay Period	Year-to-Date
Your Gross Compensation (Before Deductions)	\$8449.50	\$8449.50
UGA Contributions to Your Benefits	\$2638.25	\$22,201.67
Total Salary and UGA Contributions to Your Benefits	\$11,087.75	\$30,651.17

Description	Current	YTD
Gross	\$8449.50	\$8449.50
Deductions	\$4781.29	\$4781.29
Net	\$4781.29	\$4781.29

Net Pay Amount: \$4781.29  
(Deposited to account ending in ##### at WELLS FARGO)

Deductions		UGA Contributions	
Description	Current	Year-to-Date	Current
FED TAX	\$381.49	\$2,606.72	\$0.00
GA ST TAX	\$236.28	\$2,067.64	\$0.00
FICA OASDI	\$504.82	\$3,808.54	\$0.00
HOSP INSUR	\$247.24	\$1,977.92	\$1,206.42
AD&D	\$2.80	\$22.40	\$0.00
LIFE INSUR	\$43.76	\$350.08	\$0.00
LIFE INS C	\$1.50	\$12.00	\$0.00
HSA (MITCH)	\$0.00	\$0.00	\$750.00
BASIC LIFE	\$0.00	\$0.00	\$11.48
Totals			

Employee Home Address  
123 MAIN STREET  
ATHENS, GA 30601

Legend

Taxes

Before-tax

After-tax

Employer

After-tax

Job Info

Totals

Page 1 of 2

## VIEWING MY PAY ADVICE (MONTHLY)

See page 2 for additional information and definitions.

University of Georgia  
424 E. Broad St.  
205 Business Services Bldg.  
Athens, GA 30602

Pay Group: 15XXXXX  
Pay Begin Date: 08/01/2018  
Pay End Date: 08/31/2018

Business Unit:  
Address #: 1  
Address Date: 08/31/2018

John Doe  
123 Main Street  
Athens, GA 30606

Employee ID: 15XXXXX  
Department: Administrative Info Systems  
Location: University Of Georgia  
Job Title: Dir. Sub/Div/Unit A/D  
Pay Rate: \$8,449.50 Monthly

TAX DATA:  
Federal: Married  
State: GA  
Allowances: 5  
Add. Allowance: 2  
Add. Percent: 2  
Add. Amount: 2

Description	Rate	Current Hours	Earnings	Hours	YTD Earnings
Regular			8,449.50	184.00	8,449.50

Description	Current	YTD
Fed Withholding	381.49	2,606.72
Fed MED EE	118.05	890.72
Fed OASDI EE	504.82	3,808.54
GA Withholding	236.28	2,067.64

BEFORE-TAX DEDUCTIONS	AFTER-TAX DEDUCTIONS	EMPLOYER PAID BENEFITS
Teachers Retirement System B96	Charitable Donation	Teachers Retirement System B96
Consumer Choice HSA	Charity AD&D	Consumer Choice HSA ER
Personal Base Option	Individual Life Insurance	Health Savings Account - ER
031B TLAA-CREF	Group Life Insurance	
Parking/Transit Before Tax	Supplemental Life	
Health Savings Account		

TOTAL:	BEFORE-TAX DEDUCTIONS	AFTER-TAX DEDUCTIONS	EMPLOYER PAID BENEFITS
0.00	8,449.50	184.00	1,290.64

TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
8,449.50	6,135.29	1,290.64	2,377.57	4,781.29
8,449.50	45,373.32	1,290.64	2,377.57	4,781.29

YEAR-TO-DATE ANNUAL VACATION SICK LEAVE  
Balance 379.00 1,248.50

NET PAY DISTRIBUTION  
Advice: XXXXXXXXXXXXXXXX Account Type: Checking Account Number: XXXXXXXX Deposit Amount: 4,781.29

TOTAL: 4,781.29

This is a new feature



onesource.uga.edu

# OneSource Common Inquiry

Monitoring Transactions

1. Not yet submitted
2. In Workflow

Training Library:

- [Introducing the Business Management Workcenter](#)

- ▼ **Travel Authorizations**
  - Entry - Pending User Submission
  - Workflow - Approval In Process
- ▼ **Expense Reports**
  - Entry - Pending User Submission
  - Workflow - Approval in Process
  - Budget Check - Not Budget Chk'd
  - Budget Check - Exceptions/Errors
  - Complete - Waiting for Payment
- ▼ **Payment Requests**
  - Entry - Pending User Submission
  - Workflow - Approvals in Process
  - Budget Check - Exceptions/Errors
  - Approved - Waiting Payment
  - Review - Pymt Request Data

- ▼ **GL Journals**
  - Entry - Journals Pending
  - Workflow - Approvals in Process
  - Budget Check - Exceptions/Errors
- ▼ **Budget Journals**
  - Entry - Pending Budget Journals
  - Workflow-Approvals in Process
  - Budget Check - Exceptions/Errors
- ▼ **Budget Transfers**
  - Entry - Pending Budget Transfers
  - Workflow - Approvals in Process
  - Budget Check - Exceptions/Errors
- ▼ **Journal Vouchers (JV)**
  - Entry - Pending Submission
  - Workflow - Approvals in Process
  - Budget Check - Exceptions/Errors





# HR Service Desk

## Common Inquiry

### **Timing for Employee Onboarding and Access to OneUSG Connect after Hiring Proposal Approval:**

- Employees in positions that require a Background Investigation should expect an Onboarding Packet within two days of their Hiring Proposal reaching “All Approvals Obtained”.
- Employees in positions that do not require a Background Investigation should expect an Onboarding Packet within five days of their Hiring Proposal reaching “All Approvals Obtained”. Further information must be collected from these employees to complete their employment record and to trigger the Onboarding packet.
- Employees will not be able to access their OneUSG Connect record until the start date on their employment record.





# Budget Status Cube Updates

- Evening of April 23<sup>rd</sup>
- Updates to the data available via drill through
- Updates include:
  - UGAmart PO# has been added to the UGA\_Source\_Reference field for vouchers
  - Vendor Invoice # displayed in the PS\_Source\_Document\_Descr field for vouchers
- Users will need to "refresh" cubes, not reset filters







# Reporting Workshop

## Position Funding Cube

### Position Funding Cube Workshop

- **Tuesday, May 28, 2019**
- 10 a.m. to noon
- Georgia Center, Mahler Hall
- No registration necessary
- Available online through Collaborate
- <http://datawarehouse.uga.edu/>

The Position Funding Cube provides payroll expense details and encumbrance amounts by chartstring by employee.





# Don't Forget

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# System Downtimes



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# **Don't Forget!**

## **Upcoming System Upgrades**

- Financial Management System will be upgrading
  - Friday, May 17 (5 p.m.) – Monday, May 20, 2019 (7 a.m.)
- Budget Management System will be upgrading
  - Thursday, May 23 (7 p.m.) – Friday, May 24, 2019
- OneUSG Connect
  - Friday, June 7 (5 p.m.) – Tuesday, June 11 (7 a.m.)
  - Friday, June 21 (5 p.m.) – Monday, June 24 (7 a.m.)





# 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](https://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](https://status.uga.edu).





# New OneUSG Connect Role Webinar

## HR Job Data View Role

- 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](#)
  - **Webinar will be conducted on April 24, 2019**
  - Registration link: <https://attendee.gotowebinar.com/register/7781936879997377539>
  - Training is HIGHLY SUGGESTED





# 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](mailto: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](mailto: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.



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# FY19 User Verification

## Overview & Key Dates





# FY19 User Verification Overview

- Each year the University of Georgia undergoes an annual financial audit by the State of Georgia Auditors.
- In preparation for the FY19 audit, we will be conducting a verification of all user accounts on the following systems:
  - Mainframe Systems
  - Banner
  - Identity Management Systems
  - The UGA Financial Management System
  - UGAJobs
  - OneUSG Connect (absence approvers only)







# FY19 User Verification Overview (Continued)

- This audit will involve users verifying the need for the access that they have, and supervisors reviewing and deciding to approve or deny this access for employees under their purview.
- **Reminder:** This is the last year mainframe systems will be included. ***Access to the mainframe will be removed June 30, 2019.***



# FY19 User Verification

## Key Dates

- **April 15:** Reminder emails sent to all users and supervisors who have not responded. This will be through JIRA, so users with access to multiple systems will get multiple emails.
- **April 22:** Second reminder emails sent to all users and supervisors who have not responded. This will be through JIRA, so users with access to multiple systems will get multiple emails.
- **April 24:** Send follow-up emails to VIP users and supervisors who have not completed the process. These are users or supervisors who are vice presidents, deans and department heads.



# FY19 User Verification

## Key Dates (Continued)

- **April 29:** Make final phone calls and send follow-up emails to VIP users and supervisors who need to complete the process. These are users or supervisors who are vice presidents, deans and department heads.
- **April 30:** Deadline for users and supervisors to respond
- **April 30:** Revoke access for users
- **May 9-20:** Send information to data custodians for review
- **June 3:** User verification complete
- **June 30:** All mainframe access revoked





**April 18, 2019**

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# **OneUSG Connect Module Awareness**



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# Direct Hire (Student) Onboarding

## OneUSG Connect & Form I-9

- **Position does not require a background check:**
- Scenario 1:
  - Department creates position and processes the direct hire in UGAJobs
  - Student visits Central HR to provide SSN and Birthdate to complete HR process (WFA enters this in OneUSG Connect, completing the employment record. This data entry triggers onboarding in Equifax/TALX system)
  - Student completes the Form I-9 *with Central HR (in the same visit if they have brought the appropriate documentation)*
  - Student completes the remaining documents/checklists in onboarding documents as directed
- Scenario 2:
  - Department creates position and processes the direct hire in UGAJobs
  - Student visits Central HR to provide SSN and Birthdate to complete HR process(WFA enters this in OneUSG Connect, completing the employment record. This data entry triggers onboarding in Equifax/TALX system)
  - Student returns to complete the Form I-9 *with Central HR (via appointment or walk in if they did not originally bring documentation)*
  - Student completes the remaining documents/checklists in onboarding documents as directed
- Scenario 3:
  - Department creates position and processes the direct hire in UGAJobs
  - Student visits Central HR to provide SSN and Birthdate to complete HR process(WFA enters this in OneUSG Connect, completing the employment record. This data entry triggers onboarding in Equifax/TALX system)
  - Student completes the Form I-9 in person *with their Home Department*
  - Student completes the remaining documents/checklists in onboarding documents as directed



# Direct Hire (Student) Onboarding

## OneUSG Connect & Form I-9

- **Position requires a background check:**
  - Scenario 4:
    - Department creates position and processes the direct hire in UGAJobs
    - Background check:
      - Student receives and completes background check request. SSN and Birthdate are gathered during this process.
      - Vendor processes and completes background check
      - Central HR reviews and approves background check.
      - Once Hiring Proposal is approved, onboarding is triggered after delivery to OneUSGConnect.
    - Student begins Onboarding process by completing the documents/checklists and filling out Section 1 of the Form I-9.
      - Student completes the Form I-9 during a visit to Central HR
  - Scenario 5:
    - Department creates position and processes the direct hire in UGAJobs
    - Background check:
      - Student receives and completes background check. SSN and Birthdate are gathered during this process.
      - Central HR reviews and approves background check.
      - Once Hiring Proposal is approved, onboarding is triggered after delivery to OneUSGConnect.
    - Student begins Onboarding process by completing the documents/checklists and filling out Section 1 of the Form I-9.
      - Student completes the Form I-9 in person with Home Department
- \*Please note that these steps do not include Foreign Nationals. Those employees that do not have a social security number assigned by the Social Security Administration at time of hire are given a pseudo number until this number is assigned and provided to Central HR.



# Georgia Statewide Background Investigations

- New Georgia Bureau of Investigations (GBI) Georgia Criminal Information Center (GCIC) consent form requirements:
  - **Effective immediately, the (GBI/GCIC) now requires an additional consent form in order for Sterling (Background investigation vendor) to process a State of Georgia Statewide criminal background check through the Georgia State Criminal Repository.**
- Until the vendor is able to provide us with further details, the following interim process will be implemented:
  - If an applicant is required to complete the GCIC consent form, Human Resources will reach out to them directly. They will receive a separate email notification from [employ@uga.edu](mailto:employ@uga.edu) with the consent form and instructions attached.
- We anticipate delays in the background investigation process due to the need to collect all necessary documentation /information in order to run the specific investigation. To keep the process moving in a timely manner, we encourage units to inform applicants of the new process and to expect two emails as follows:
  - one from Sterling Talent Solutions ([DoNotReply@talentwise.com](mailto:DoNotReply@talentwise.com)) which includes a link for the applicant to access and complete the remaining information through Sterling's secure portal, and
  - one from UGA Human Resource ([employ@uga.edu](mailto:employ@uga.edu)) pertaining to their Georgia Statewide paper consent form



# HR Department Update

- We successfully processed over 1,000 Position/HR Department changes!
- The deadline for submission for changes for budget planning and for bulk change templates has passed.
- Feel free to continue submitting changes for positions through UGAJobs; however, they will not be reflected for budget planning.
- If you have any questions, please contact [onesource@uga.edu](mailto:onesource@uga.edu)
- Link to the [Standard Operating Procedures](#)





# Payroll

## Taxable Travel Expense Reimbursements

- Travel expenses must be submitted and completely through the approval process within 60 calendar days upon completion of the trip in order to be reimbursed via Accounts Payable.
- Accounts Payable will notify the employee and the expense approver if travel expenses are denied.
- Departments and travelers that wish to submit travel expenses to be reimbursed via payroll will submit a [Taxable Travel Expense form](#) to [payroll@uga.edu](mailto:payroll@uga.edu).
- Taxes will be withheld from expense payments.
- Standard Operating Procedure is located [here](#) on the OneSource website.



# Payroll

## Reimbursement of Relocation Expenses

- Employee should submit [Employee Request for Reimbursement of Relocation Expenses](#) along with receipts and other supporting documentation to department for approval.
- Only one combo code can be entered when setting up relocation reimbursement on Additional Pay page of Payroll module. If a department would like to pay reimbursement from multiple combo codes, a Request for Direct Retro Cost Allocation will need to be submitted to reallocate the charges.
- Fully approved [Employee Request for Reimbursement of Relocation Expenses](#) is sent directly to [hrweb@uga.edu](mailto:hrweb@uga.edu) by the HR/Payroll deadline.
- Instructions for all types of supplemental pay is located [here](#).



# Benefits

## Graduate Student Health Insurance

- Graduate students that meet the following criteria are mandated to have student health insurance through the USG GSHIP Plan
  - Graduate International students holding "F" or "J" visa status.
  - Graduate students receiving qualified graduate assistantships(receiving full tuition waiver as a part of the assistantship.
  - Graduate students receiving qualified fellowships
  - Graduate students receiving qualified training grants.
- Students can waive the mandated USG student health insurance with evidence of coverage by another qualified health insurance plan.
- For more information for Graduate Student Health Insurance –
  - <https://hr.uga.edu/students/student-health-insurance/mandatory-plan/>



## Benefits

# Graduate Student Health Insurance (Continued)

- Graduate Research Assistants (GRAs) are offered a second plan to choose from due to ACA requirements. The tracking of "workhours" is very complicated for GRAs due to the research component of their assistantship. They can elect the **USG GRA Health Plan**.
- GRAs are given the opportunity through a new hire enrollment window in OneUSG Connect-Benefits.
- GRAs can waive the GSHIP plan coverage with this plan.
- For more information specifically for Graduate Research Assistants –
  - [https://www.usg.edu/hr/benefits/2019\\_benefits/gra\\_healthcare](https://www.usg.edu/hr/benefits/2019_benefits/gra_healthcare)



# Time & Labor

## Manually Adding to Timesheet

- Anyone who has access to view the employee timesheet can also make updates (Reports To, Time & Absence Approver, Departmental Dynamic Groups).
- Only the Reports To and the Time & Absence Approver can approve.
  - Click into the cell that needs to be updated
  - Enter the correct punch in and out times (**make sure to use AM and PM**) or the quantity total for Pay From Schedule employees
  - Make sure every day has an "Out" punch (don't put an employee's out time in the "Lunch" section on the timesheet)
  - Press Submit at the Bottom
- [Entering Time for a Punch Time Employee](#)
- [Entering Time for a Pay From Schedule Employee](#)



# Questions/Suggestions/Concerns


## Project Feedback

[onesource.uga.edu](https://onesource.uga.edu)

[onesource@uga.edu](mailto:onesource@uga.edu)

[oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)

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search by keyword(s)

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.

**Login**

[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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