Weekly Status Call

April 25, 2019
Agenda/General Session

- Poll – What Topics Do You Want?
- Graduate Assistant Summer Employment Scenarios
- Quick Guide: Graduate Assistant Spring/Summer/Fall Work Scenarios
- OneUSG Connect Office Hours Location Change
- HR Service Desk – Employment Verifications
- Background Investigation – Vendor Change
- Position Funding Cube Workshop – May 28, 2019
  Georgia Center, Mahler Hall 10:00 am to noon
- Upcoming System Upgrades
- HR Job Data View Role Training Materials
- Workforce Administration Effective Dates - Terminations
- Benefits – Retirement Effective Dates
- Absence Management Known Issue
  Absence Management/Time & Labor Comp Payout 2019
- OneUSG Connect – Delegates
- Travel & Expenses – Alternate Approver
- Budget Management System
April 25, 2019

Session 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
Graduate Assistant
Summer Employment Scenarios

- After collaboration with several campus partners, a matrix has been developed to help units process Graduate Assistant (GA) summer employment scenarios.
- Scenarios include GA working in a different position over summer, working in current spring position over summer but not returning in the fall to same position, etc.

Fundamentals
- Changes in compensation for GAs should be processed through OneUSG HCM MSS Adhoc Salary Request
- Changes in funding should be processed through OneUSG Connect HCM - MSS
- Changes in Standard Hours/FTE for the GAs should be processed through UGAJobs by Evaluating the position.
- If not returned to the same position, the GA should be terminated at the appropriate time.
### Graduate Assistant

**Spring/Summer/Fall Work Scenarios**

Example rows from matrix – The complete matrix with all scenarios can be found at: https://hr.uga.edu/_resources/pdf/Graduate-Assistant-summer-employment-matrix.pdf

Please contact us at hrweb@uga.edu or 706-542-2222 if any questions.

<table>
<thead>
<tr>
<th>Graduate Assistant</th>
<th>Working as GA in Summer</th>
<th>Working as Biweekly in Summer</th>
<th>Spring 19 position will resume in Fall 19 **</th>
<th>Paid via Summer Pay</th>
<th>Action Necessary</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>If the Graduate Assistant does not already have a Short Work Break (SWB) and they will not be actively working in their GA position during the summer break, a 6/1 SWB needs to be requested* via <a href="mailto:OneUSGSupport@uga.edu">OneUSGSupport@uga.edu</a></td>
<td>If the Graduate Assistant will continue to work as normal in their GA position during the summer, no action is necessary as they will continue to be processed and paid on the monthly payroll.</td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Submit a termination request via MSS to remove the Graduate student from their GA position.</td>
<td>If transferring to a different position, the new unit needs to create a position (if a vacant one is not available) and hire the individual into this position.</td>
</tr>
</tbody>
</table>
OneUSG Connect
Office Hours Location Change

• Beginning Thursday, May 2, 2019 the location of the OneUSG Connect Office Hours will change from the Testing & Training facility to Caldwell Hall. The sessions are currently scheduled to continue through the end of June 2019.

• When:
  • Thursdays from 3:00 pm to 5:00 pm

• Where:
  • May 2, 2019
  • Remaining Thursdays in May and June
    • Room 401  Caldwell Hall
    • Room 410  Caldwell Hall
Employment Verifications:

• The Work Number (TWN) processes employment and salary verifications on behalf of UGA. TWN is UGA's provider for these external requests, such as for home and auto lenders.

• Requests for proof of employment should be directed to www.theworknumber.com or 1-800-367-5690.

• For those employees needing proof of employment and income verifications, the employee will need to obtain a Salary Key. Employees may access their Salary Key by visiting www.theworknumber.com/employees or calling 1-800-367-2884.

• Please direct any questions about this process to Central Human Resources: 706-542-2222, email hrweb@uga.edu or visit: https://hr.uga.edu/supervisors/employment-administration/verify-employment/ for more information.

Reminder: Please do not transmit any sensitive data such as social security numbers through email.
Background Investigation
Vendor Change

• Accurate – new vendor implementation
• 4/26/2019 – Accurate for all P-Card BIs
• 7/1/2019 – Accurate for all BIs
• 7/1/2019 – Integration with Accurate implemented
  - Financial Credit Check, P-Card & positions with financial approval responsibility
• Minors on-campus policy
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!
Upcoming System Upgrades

• Financial Management System will be upgrading
  • Friday, May 17, 2019 (5 p.m.) – Monday, May 20, 2019 (7 a.m.)

• Budget Management System will be upgrading
  • Thursday, May 23, 2019 (7 p.m.) – Friday, May 24, 2019

• OneUSG Connect
  • Friday, June 7, 2019 (5 p.m.) – Tuesday, June 11, 2019 (7 a.m.)
  • Friday, June 21, 2019 (5 p.m.) – Monday, June 24, 2019 (7 a.m.)
  • OneUSG Connect Benefits Benefits ‘Open Enrollment’ remains open!
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 was conducted on April 24, 2019
  - Link to the webinar recording -
    - https://training.onesource.uga.edu/UPK_Training/OneSourceOl/Publishing%20Content/PlayerPackage/index.html?Guid=2bb02210-4408-4e31-a827-e873cbebd9b3&bypasstoc=0

- Training is highly suggested.
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OneUSG Connect
Module Awareness
Workforce Administration Effective Dates

Terminations

- To terminate an employee, please submit a form through MSS. A recent USG update was made to the form, changing it to indicate “Effective Date” rather than “Transaction Date”.
- Please continue to use the comments section to communicate termination information including departmental information, last day worked, if they are on annual leave/dates, and if you are aware of a transfer.
- **Unless otherwise directed**, termination effective dates are the first day following the last day worked. This last day worked is the last day the person is paid / the last day that they are an official employee of UGA.
- The effective date can be a weekend, holiday, or during a pay period.
- Please do **not** attach any sensitive information such as social security information or any adverse actions through OneUSG Connect and MSS transactions.
- Be on the lookout for additional support on how to process terminations.
Benefits

Retirement Effective Dates

• Retirement date **must** be effective on the *first* day of a month.

• An employee who works *any day* during a month **may not retire until the first day of the following month**.

• The effective date on a retirement transaction in Manager Self Service **must** the *first* day of a month.
  • A transaction with another date will be denied and a new transaction will need to be submitted.

• An employee’s last day as an *active* employee must be the *last* day of a month regardless of the day of the week.
Absence Management: Known Issue

Absence Events

• When the monthly absence calendar closed, ~900 absence events did not process.
• This does not affect the employees’ pay; however, their balances are not updated for those unprocessed leave events.
  • These absence events will be processed on the next on-cycle monthly payroll. At that time, if the employee did not have a sufficient balance to cover the request, the uncompensated portion will be reflected on their May paycheck.
• This is a known issue that USG is researching.
Absence Management/Time & Labor
Compensatory (Comp) Payout FY2019

• *Compensatory time* is earned in lieu of overtime hours being paid for eligible employees who work in excess of 40 hours during a workweek according to FLSA standards.
Absence Management/Time & Labor
Compensatory (Comp) Payout FY2019

• Due to June upgrade downtimes and compressed processing schedule, comp payout will be processed *early* this year.
• Comp payouts will be based on the balance as of May 18, 2019.
• Payouts will be added to the timesheet during the 5/19 - 6/1 pay period to be paid on June 7, 2019.
• If an employee has a scheduled leave event prior to 6/30/19, comp hours can be used for the leave event *instead* of the payout.
  • For central tracking purposes, these leave events will need to be submitted and approved by 5pm on 6/1/19.
Absence Management/Time & Labor
Compensatory (Comp) Payout FY2019

• To determine the number of hours to be paid follow the training tutorial below
  • Viewing an Employee's Leave Balances
  • Use biweekly period end date of 5/18/19
  • The accurate balance will be visible on 5/22/19
• To process the comp hours for payment follow the training tutorial below
  • Paying Out an Employee's Comp Balance as a System Manager (requires Departmental Dynamic Group access to timesheet, can also be done by supervisors and Time & Absence Approvers)
  • These hours can be added to 6/1/19 on the employee's timesheet.
OneUSG Connect Delegates

- OneUSG Connect uses delegation to set up alternative approvers.
- Users can select specific approval tasks to be delegated to another user for a period of time. This covers both reported time approvals, absence request and MSS transaction approvals (termination for example).
- Delegating approvals will remove the ability for the user to approve those transactions as well as transfer any outstanding approvals to the proxy to work.
- The delegation can be set for a period of time, can be revoked by the delegator at any time and is trackable by the department system managers (initiators) via a query.
- Questions? Contact OneUSG Connect at oneusgsupport@uga.edu.
UGA Financial Management System Module Awareness
Travel and Expense
Alternate Approver

• Please begin preparations for individuals that hold HR Distributed Supervisor roles that may be retiring, going on short work break, or may be traveling abroad. Make sure you are setting up an alternate approver for those individuals before they leave.

• **Team Dynamix Form** is available for individuals needing to make any alternate approver assignments (also linked off the Access Request [resource page](#)).

• **Training Library** includes instructions on how to complete the form.

• Questions? OneSource Service Desk at [onesource@uga.edu](mailto:onesource@uga.edu) or 706-542-0202
Alternate Approver Request

For an employee to be assigned as an Alternate Approver, they must first have an Approver Role in the UGA Financial Management System.

This is a form to request an Alternate Approver for the UGA Financial System. Please review the following before making this request. Once completed, select “Request Alternate Approver” to the right.

- Approver can request an Alternate to be assigned
  - Allows for a replacement for upper administrative positions
  - Provides coverage if employee is out for extended period or unexpectedly
    - Can be set for a defined period of time (vacation)
    - Can be requested by the Approver, their manager, or the Chief Business Officer of the College or Major Unit
    1. Employee may request an alternate approver for themselves
    2. Project coordinator may request an alternate approver on behalf of another employee in their unit
    3. Chief Business Officer may request an alternate approver on behalf of another employee in their unit
    4. Any other requests should be included as an exception and reviewed on a case by case basis
    - Pending transactions can also be assigned to the alternate if requested

Alternate will receive all notifications and transactions that would have originally flowed to the Approver

- While an alternate is assigned, an Approver will not be able to approve any transactions themselves
- Alternate still cannot approve their own transactions
- In Travel, if an Alternate reports to the original Approver, this can cause a "hold” on the Alternate’s expenses that will require manual intervention to assign a secondary alternate
Budget Management

Budget Planning & Salary Setting

• The Budget Management System will be closed to campus on Friday evening, April 26, 2019.

• All units should balance back to their allocation sheets
  • Report: Budgeted vs Allocated Amounts
Questions/Suggestions/Concerns

Project Feedback
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