General Session Agenda
May 9, 2019

- OneUSG Connect Maintenance
  - Friday, May 10, 2019 (10:00 p.m.) –
  - Saturday, May 11, 2019 (7:00 a.m.)
- Upcoming System Upgrades
- What’s New in Financials May Webinar
- Year-End Budget Review Short Webinar
- Fiscal 2019 Year-End Letter/OneUSG Connect
- Project Status Report Training
- OneUSG Connect Position Life Cycle
- Graduate, Research, Student Workers and Temporary Positions – Links

- Rehired Retiree Hiring Process
- FY20 Funding Changes Tentative Date
- Faculty Benefits if Terminating in Summer
- MFE Contract Delivery Timeline
- Compensatory (Comp) Payout FU2019
- Leave/Compensatory Time on Timesheet Awareness
- Important Events & Dates
  - May 2019 & June 2019 Calendar Views
May 9, 2019

Session Highlights/Updates
OneUSG Connect
System Maintenance

• OneUSG Connect upcoming system maintenance:
  • Friday, May 10, 2019 (10:00 p.m.) – Saturday, May 11, 2019 (7:00 a.m.)
Don’t Forget!

Upcoming System Upgrades

• Financial Management System will be upgrading
  • Friday, May 17, 2019 (3 p.m.) – Monday, May 20, 2019

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

• OneUSG Connect
  • Friday, June 7 (5 p.m.) – Tuesday, June 11, 2019 (7 a.m.)
  • Friday, June 21 (5 p.m.) – Monday, June 24, 2019 (7 a.m.)
  • OneUSG Connect Benefits (for benefits enrollment) will remain active!
What's New in Financials in May 2019
Webinars May 15th or May 17th

• Please join us for a short webinar –
  • “What’s New in Financials in May 2019?”
  • Wednesday, May 15, 2019 8:30 - 10:00 am Register OR
  • Friday, May 17, 2019 8:30 - 10:00 am Register
• Links are also available on the Training resource page
  • Financial training (scroll to the bottom of the page)
Year-End Budget Review
Short Webinar

• Please join us for a short webinar –
  • “Useful Reports for Year-End Budget Review”
    • Wednesday, May 22, 2019 1:30 – 3:30 pm Register
• Links are also available on the Training resource page
  • Financial Training (scroll to the bottom of the page)
The Fiscal 2019 Year-End Letter for OneUSG Connect was sent on Wednesday, May 8, 2019 to the BSAG and OneSource listserv.

The deadlines, in the Fiscal 2019 Year-End letter for OneUSG Connect processing, should be used in the planning and preparation of all appropriate charges to your funds for fiscal year 2019.

This letter can be located on the Accounting website. Select “Additional Links” and choose the letter from the drop-down menu.
Project Status Report Training

- Project Status Report Training will be available the month of May in the Life Sciences Building, Room C128:
  - Monday, May 13th from 3:30 p.m. - 5:00 p.m.
  - Monday, May 20th from 10:00 a.m. - 11:30 a.m.
  - Wednesday, May 29th from 3:00 p.m. to 4:30 p.m.

- This training is targeted for faculty, but staff are welcome to attend.
  - If you or your faculty are interested, please contact Cathy Cuppett (cathya15@uga.edu) to confirm there are spots available and that you are officially registered.
May 9, 2019

OneUSG Connect
Module Awareness
OneUSG Connect Position Life Cycle
Resource Packet Information

- **OneUSG Connect Position Life Cycle** resource “packet” is now available on the OneSource webpage [here](#).
  - This packet information was delivered and communicated during campus visits held in February - April 2019.
  - As OneUSG Connect processes are still evolving, some of the information contained may change.
  - Use the OneSource resource page link to the packet above for the latest processes and up-to-date information.
Graduate, Research, Student and Temporary Positions

- These position types have been built to require minimal data. A total of 12 data fields are required:
  - 7 of those data fields pertain to data needed to create positions in OneUSG Connect HCM and
  - 5 data fields related to whether or not the position should be identified as a position of trust.
- Once the position has been built, this data does not need to be re-added and can be modified when necessary.
- Don’t forget to take advantage of the cloning options when you need to create multiple positions for your department.

- Resources related to position management can be found:
  - HR Employment Website
    - https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/

- Grad/Research/Student/Temp Training Guides
  - Position Management
    - Evaluate a Position
    - Create a New Position Description
    - Modify a Position Description
  - Applicant Tracking
    - Direct Hire (Posting)
    - Manage Applicants
    - Create a Hiring Proposal
Graduate, Research, Student and Temporary Positions

• Refer to the links below for guidance on how to handle Student Worker Spring/Summer/Fall Work scenario
  • Matrix
  • https://hr.uga.edu/_resources/pdf/Student-Worker-Work-Scenarios.pdf

• Refer to the links below for guidance on how to handle Graduate Assistant Spring/Summer/Fall Work scenario
  • Matrix
  • https://hr.uga.edu/_resources/pdf/Graduate-Assistant-summer-employment-matrix.pdf

• Refer to the Background Investigation Policy for questions as to whether or not a background is needed when a student moves from a student to a non-student position
  • https://hr.uga.edu/applicants/pre-employment-background-investigations/
Rehired Retiree Hiring Process

- Currently, **NO CHANGES** in the way we hire a rehired retiree.
  - To hire a new Rehired Retiree, follow the **current process**.
  - As HR receives the approval, they will reach out to the unit to collect the necessary information in order to create and seat the rehired retiree into OneUSG Connect system on the unit’s behalf.

- If the rehired retiree is coming to end of his or her agreement, but will be rehired for the next term resulting in no break in service –
  - Do not terminate the rehired retiree (*unless there will be a break in service resulting in paying of the employee)*.
  - Follow the Rehired Retiree process to secure approval for your rehired retiree.
  - As HR receives the approval forms for the Rehired Retiree, they will update the start and end date in the OneUSG Connect system.
Commitment Accounting

FY20 Funding Changes

• **TENTATIVE date** for funding changes to FY20 positions:
  • Begin June 24, 2019 after the second OneUSG Connect system unavailability period

• Bi-weekly (6/30-7/13) would be due by July 12, 2019
• Monthly (July) would be due by July 24, 2019
Benefits

Faculty Benefits if Terminating in Summer

• This is a reminder that faculty not working and not being paid over the summer **AND** not returning in the fall are *not eligible* to keep benefits during the summer.

• Terminations need to be processed as June 1, 2019 if they are only working through the end of the Spring semester.

• Refunds will be processed for these individuals and a COBRA package will be disbursed.
Manage Faculty Events
Contract Delivery Timeline

• **Job Aid** handout and tutorials are available in the Training Library for printing and distribution in departments.
  - **May 8** **Webinar** for Faculty, including how to access, view, and sign contract
    • Recording will be available early next week. Use the link provided above.
  - **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

Questions on this new contract process may be directed to Beverly Minor in the Office of Faculty Affairs at baford@uga.edu or 706-542-0547.
Leave/Compensatory Time on Timesheet - Awareness

- The *Leave/Compensatory Time tab* on the timesheet reflects Comp Time and Deferred Holidays that have been earned.
- This does not account for absence events that have been taken.
The Absence tab on the timesheet reflects the true absence balances, including what has been earned and taken.
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 system 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 view the timesheet or can also be done by supervisors and Time & Absence Approvers.
  • These hours can be added to 6/1/19 on the employee's timesheet.
Important Events & Dates

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June 2019 Calendar View
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- **Faculty Webinar** – signing your contract
- **What’s New in Financials Webinar**
- **Contract Delivery for Practitioners Webinar**
- **Useful reporting for Year End Webinar**
- **Budget Management System Upgrade**
- **Faculty Contract Review by Units**
- **Position Funding Cube Workshop**
- **Budget Management System Upgrade**
- **Summer School Templates for June Due**
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*Employee.uga.edu unavailable after today.*

*All mainframe access revoked.*
Questions/Suggestions/Concerns

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