Poll – What Topics Do You Want?
Position Funding Cube Workshop – Tuesday, May 28th at Mahler Hall/GA Center 10:00 a.m. – noon
Year-End Training Resources
Upcoming System Upgrades
Employee.uga.edu – unavailable after June 30th
Mainframe access removed June 30th
Termination Requests
Summer Pay Submission Procedures
Manage Faculty Events – Contract Delivery

Compensatory (Comp) Payout FY2019
Known Issues – Accounts Payable
Known Issues – Business Manager Query
Known Issues – Approver Fluid Screens
Known Issues – Expense Reports
Known Issues – GL and Budget Journals
May 2019 Calendar View
June 2019 Calendar View
May 23, 2019

Session Highlights/Updates
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/](http://datawarehouse.uga.edu/)
  • You will click the link to join the session on May 28, 2019.
  No advance registration is required to join to participate online.

The **Position Funding Cube** provides payroll expense details and encumbrance amounts by chartstring by employee.
Year-End Training Resources

Useful Reports for Year-End Budget Review

- Over 100 attendees Tuesday
- Presentation available on the OneSource Training Library
- Recorded Version coming soon
Don’t Forget!
Upcoming System Upgrades

• **Budget Management System** will be upgrading
  • Friday, May 31, 2019 (7 p.m.) – Saturday, June 1, 2019

• **Release Notes** from last week’s Financial Management System upgrade are available on the [OneSource Roadmap resource page](https://onesource.uga.edu).

• **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.)
  • **Kaba clocks and OneUSG Connect Benefits** (for benefits enrollment) will remain active!
employee.uga.edu

Unavailable after June 30, 2019

• Download pre-2019 paystubs and W2s by June 30, 2019
• 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.
Mainframe Access Removed
June 30, 2019

• **Reminder:** This is the last year mainframe systems will be included in the FY19 System Verification process.
• **Access to the mainframe will be removed June 30, 2019.**
May 23, 2019

OneUSG Connect
Module Awareness
Workforce Administration
Termination Requests

• When processing termination of employee requests, please include the following information in the comments section:
  • Department/Position Information
  • Last day worked
  • If the person is on leave with applicable dates
  • If you are aware of a transfer
• Workforce Administration (WFA) will determine the effective dates based on the information the department has provided.
Background Checks

• HR is currently investigating several alternatives that will help alleviate the current situation.

• More information will be provided as it becomes available.
Summer Pay
Submission Procedures

• Summer payroll information is located online at: https://provost.uga.edu/faculty-affairs/summer-payroll-procedures/
  • Includes: webinar, procedure document, templates and change form
• Payroll Office submitted 22 spreadsheets to OneUSG Friday, May 17, 2019.
  • 1,501 employees reported
• Please send any change forms in for May as soon as possible.
• Payroll Office will process as many change forms as possible before the May monthly payroll is confirmed.
• Payroll Office will contact the unit if changes cannot be made for May payroll. Any additions will be added to the June 28, 2019 payroll unless the unit chooses to submit a standard off-cycle request for the June 14, 2019 pay date.
Summer Pay
Submission Procedures

- Errors reported by USG after uploading spreadsheets
  - Invalid combo codes – 19
  - Incorrect records - 7

- Change Forms
  - 17 received before spreadsheets sent to USG
  - 29 received after spreadsheets sent to USG
  - Reasons for Changes
    - Combo code changes - 85, Additions - 35, Removals - 9, Change Amounts - 6

- **Reminder**: June summer pay spreadsheets are due **Friday, May 31, 2019!**
Summer Pay
Submission Procedures

• Starting soon, we will be transitioning the summer pay change form submission from the MSS Ad Hoc Salary Change to a new transaction called Manager Self Service Request.
  • This request will be available in the forms menu.
  • It is in the same location as the security request form.
  • It’s a very simple transaction, including the addition of comments and attachments.
• This is needed as we cannot continue to process the $.01 transaction as an ad hoc salary change when Augusta University goes live.
• The process is not yet available, but will be soon. Stay tuned for more information.
Manage Faculty Events
Contract Delivery

• **Job Aid handout and tutorials** are available in the Training Library for printing and distribution in departments.

• The recording will be available for faculty in the Training Library by this Friday (OneUSG Connect Topics > OneUSG Connect for Faculty > Signing Your Faculty Contract).

• **May 24 Deadline** for initial contract errors notification to OFA

• **Early June ArchNews to Faculty** - contracts are available
Manage Faculty Events
Contract Delivery Data Corrections

• If an incorrect administrative title, job title, hiring unit, compensation, or paygroup (e.g., fiscal vs. academic) is displayed, the business office in the faculty member’s appointment unit must correct the record in UGAJobs/OneUSG Connect before a corrected contract can be issued.

• Use standard hiring or position management procedures in UGAJobs to correct administrative title, faculty rank, hiring unit, or pay group.

• Use standard Manager Self Service steps to correct compensation.
Manage Faculty Events
Contract Delivery Data Corrections

• If the incorrect faculty rank, tenure home, contract type, or tenure status (e.g., tenure vs. on track) is displayed during the unit’s review of contract data, or in a generated contract, please send a correction request directly to Randolph Carter in the Office of Faculty Affairs (OFA) via email to lrcarter@uga.edu

• These corrections do not require a qualtrix form and will be part of the initial contract generation cycle.

• Please direct all questions to Randolph Carter in OFA (lrcarter@uga.edu).
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 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.
Part Time and Limited Term Faculty

• **Do not process** terminations for any part-time/limited term faculty who are:
  - Collecting benefits during the summer, or
  - Expected to begin a new term of employment in June, July or August.
  - HR will review any termination requests that have already been submitted, contact departments and determine if the terminations should be implemented.

• **Do process** terminations for any current part-time/limited term faculty who are:
  - Not collecting benefits during the summer, and
  - Not expected to work for UGA later in 2019.
  - Please use the transaction comments section in OneUSG Manager Self Service to indicate that they are not expected to be reappointed in 2019.
Academic Faculty

- Additional 100 faculty put on short work break
  - Manually being added this week
  - Salary encumbrances next week will reflect these releases of salary for June

- Review your Summer School Query in the System Manager Reporting Center
  - Any individual listed will not be paid their “monthly salary” in June or July
  - These individuals can currently be paid via Summer School Processes
May 23, 2019

UGA Financial Management System Module Awareness
## Known Issues

### Accounts Payable

| Banking Address and Bank Phone Info. Fields Need to be Hidden | 05/20/2019 | Active | Any vendors wishing to register as a UGA supplier | The Bank Address and Bank Phone entry fields on the supplier portal page should be hidden. | Suppliers can still proceed to the submit page without completing these items (for both system checks and ACH options) as these are not required fields. |
## Known Issues

### Approver Fluid Screens

<table>
<thead>
<tr>
<th>Approvers Receive &quot;Invalid parameter 1 for function CreateRecord&quot; Error Message when Attempting to Approve Some Transactions</th>
<th>05/21/2019</th>
<th>Active</th>
<th>This issue may affect any user who has access to approve multiple transaction types (expense report, budget journal, payment request, etc.)</th>
<th>Upon selecting the Approvals tab within the Financial Management System, if multiple transaction types are awaiting approval, an approver may encounter an error when navigating between different transaction types. While in Approvals, if an approver navigates to a transaction and simply reviews it, If an approver wants to simply review a transaction for now instead of approve, deny or send back, they may do so. However, after reviewing the transaction, the approver must then click the Home button to back all the way out of Approvals, and then navigate back into the list from the Approvals tab. This has been identified as an Oracle bug, and will be fixed in an upcoming release. Please use the functional workaround until the issue is resolved. For business impact issues, please contact the OneSource Service Desk at <a href="mailto:onesource@uga.edu">onesource@uga.edu</a> or at 706-542-0202.</th>
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## Known Issues

### Expense Reports

<table>
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<tr>
<th>Issue Description</th>
<th>Date</th>
<th>Status</th>
<th>Expense Report Process</th>
<th>Resolution</th>
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</thead>
<tbody>
<tr>
<td>&quot;Accounting Date is invalid&quot; Message on Expense Reports</td>
<td>05/22/2019</td>
<td>Active</td>
<td>Active</td>
<td>If the approver encounters the error, please use the &quot;Send Back&quot; feature to send the Expense Report back to the initiator. The initiator can then simply re-submit the Expense Report. The resubmission will update the Accounting Date to the current date. The OneSource team is currently investigating this issue.</td>
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</table>
## Known Issue

### GL and Budget Journals

<table>
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<tr>
<th>Fields Rearranged on Budget Journal, Budget Transfer and GL Journal Pages</th>
<th>05/23/2019</th>
<th>Active</th>
<th>Users with access to GL Journals or Budget Journals or Transfers</th>
<th>You can personalize your page, rearranging the order to your preference. This personalization will be specific to your user id. A UPK is available in the Training Library at: <a href="https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=ff240630-df4f-4f1a-9bdb-649149d45636&amp;bypassloc=0">https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=ff240630-df4f-4f1a-9bdb-649149d45636&amp;bypassloc=0</a></th>
<th>The UPK is specific to personalizing the GL Journal page, but the same principles apply to personalization of the Budget Journal and Budget Transfer pages.</th>
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<td>Users may notice that fields have been rearranged on the Budget Journal, Budget Transfer and GL Journal Pages. Within the next few days, we will modify the order so that it will appear in the same order as before the PUM upgrade was applied. Users do not have to take any action.</td>
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Known Issues

Budget Journals and Transfers

• Fluid Approval page for Budget Journals and Transfers now shows Pushback button when it should not.

• We are currently working on a resolution.
New employees with no "EMP" payment type do not receive the red flag error message (missing payment type) when submitting a TA. It does not submit.

Link to the Training Tutorial “Managing User Defaults”
Grants Management

- New Cost Share for Sponsored Projects Quick Reference Guide
- OneSource Training Library: Understanding Cost Share
Important Events & Dates

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June 2019 Calendar View
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<td>Financial Management System Upgrade</td>
<td>Useful reporting for Year End Webinar</td>
<td>Financial Contract Review by Units</td>
<td>Faculty Contract Review Deadline</td>
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<td>OneUSG Enhancements and Fixes</td>
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<td>Monthly Payroll Paysheets Created 9:00 a.m.</td>
<td>EARLY DEADLINE Monthly Payroll Manager Leave Approval by 9:00 a.m.</td>
<td>OneUSG Connect System Unavailable 5:00 p.m.</td>
<td>Bi-Weekly Payroll Deadline Finance &amp; Budget Management Systems Maintenance</td>
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<td>OneUSG Connect System Unavailable</td>
<td>OneUSG Connect System Available @ 7:00 a.m.</td>
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<td>Last day to send expense reports with 2019 budget reference</td>
<td>EARLY DEADLINE Bi-Weekly Payroll Manager Absence Approval by 9:00 a.m.</td>
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<td>Manager Time Approval by 10:00 a.m. Summer School Templates for July Due</td>
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Budget Management System Upgrade: System Available 7:00 a.m.
Questions/Suggestions/Concerns

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