Agenda/General Session

- Poll – What Topics Do You Want?
- Budget Management System Upgrade –
  - Friday, May 31, 2019 (7 p.m.) – Saturday, June 1, 2019
- Employee.uga.edu –
  - Unavailable after June 30, 2019
- Mainframe Access Removed –
  - June 30, 2019
- No Weekly Status Call on June 27, 2019
- 2019 W-2 Consent in OneUSG Connect
- Entering Consent for Electronic W-2s in OneUSG Connect
- Position Funding Cube Workshop – Update
- Georgia Statewide Background Investigations – Update
- UGAJobs Training Resources
- Updating an Employee’s Campus Address
- Upcoming Summer Pay Transition –
  - Manager Self-Service Request
- Compensatory (Comp) Payout FY2019
- June Payroll Processing
- Known Issues - Update
- Purchase Order Close
- May 2019 Calendar View
- June 2019 Calendar View
May 30, 2019

Session Highlights/Updates
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 the Financial Management System upgrade are available on the [OneSource Roadmap resource page](#).

• **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!
  • For the latest information and details on the system upgrades and downtimes, follow the [OneUSG Connect News](#).
What’s New in OneUSG Connect?
June 2019 Webinars

- Please register for one of the *What's New in OneUSG Connect in June 2019?* webinars:
  - Monday, June 10 at 1:30 p.m.
  - Thursday, June 13 at 10:30 a.m.
- Registration information can be found on the OneSource Training Resources page [HERE](#).
- After registering, you will receive a confirmation email containing information about joining the webinar.
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 revoked on June 30, 2019.**
Weekly Status Call
No Call on Thursday, June 27, 2019

- There will NOT be a Weekly Status Call session on Thursday, June 27, 2019.
- This includes both the general session from 1:30 p.m. to 2:30 p.m. and the Project Coordinator session typically scheduled for 2:30 p.m. to 3:00 p.m.
- More information will be provided later in June regarding the status of future Weekly Status Calls.
Payroll

2019 W-2s in OneUSG Connect

Additional communication as we approach the 2019 tax season:

• PLEASE HELP SPREAD THE WORD TO ALL EMPLOYEES!!
  • Employees **must** enter consent for electronic delivery through the OneUSG Connect Employee Self-Service (ESS) site. Consent for electronic delivery of prior year W-2’s with the UGA legacy self-service site was not converted to OneUSG Connect.
    • Employees will be able to enter consent after the first paycheck is received from OneUSG Connect
  • When W-2s are available, employees will be able to access through the OneUSG Connect ESS site.
    • If consent for electronic delivery is not set, W-2’s will be mailed to home address.
  • If employees terminate or retire from UGA, they will NOT be able to access their W-2 through the ESS site, if they consented to electronic delivery as an active employee.
    • Before leaving UGA, the employee should access OneUSG Connect Self-Service and remove consent for electronic W-2. If not, they will have to contact OneUSG Connect Support to have the W-2 mailed.
Payroll

Entering Consent for Electronic W-2

• Entering consent for electronic W-2 in OneUSG Connect:
  • Go to the OneUSG Connect home page and click on Employee Self-Service at top of screen
    • Click on the Taxes tile
    • Click on W-2/W-2c Consent
      • The W-2/W-2c Consent Form page will show current status of No consent received or Consent received.
    • Check the box to add or withdraw consent.
    • An email will be distributed from donotreply@usg.edu as confirmation of the consent authorization or consent withdrawal made by the employee.
  • A tutorial on how to request electronic delivery of W-2 is in the Training Library here.
Position Funding Cube Workshop Update

- Recording will be posted in the Training Library once it is ready.

- To request a copy of the cube created for this workshop, please email Laurel Palmer (lpalmer7@uga.edu).

- **Clarification**: All changes made in HCM to position funding will be reflected in the Position Funding Cube.

- Cube-based reports will continue to be a cornerstone of UGA’s reporting offerings moving forward.
Georgia Statewide Background Investigations

Update

• **Background Vendor (SterlingOne)** issues:
  • Vendor utilizes multiple teams to process background investigations and there are communication breakdowns between these teams.
    • Examples include:
      • UGA notified by vendor when BI is complete, but is not always the case.
      • Applicants notified when BI is complete, but is not always the case.

• **How to check background status in UGAJobs:**
  • UGAJobs displays current workflow state for the hiring proposal.
  • UGAJobs workflow state definitions can be found in the OneUSG Connect Position Lifecycle resource packet found [here](#).
The following hiring proposal is at the status of: All Approvals Obtained

Congratulations! Your Hiring Proposal has been processed and is in transit to arrive in OneUSG Connect. Additional steps must be provisioned in OneUSG Connect to ensure your hire has access to systems and is properly compensated. Please read the following email carefully as it contains important information regarding next steps:

The normal processing of your Hiring Proposal to OneUSG Connect can take up to 72 hours upon receipt. As part of the hiring process, vital information such as social security information and date of birth are required to proceed into OneUSG Connect. The only exception to this are those that have not been assigned Social Security Numbers from the Social Security Administration at the date of hire (NRAs). If your candidate did not have this information on file or did not qualify as one who has not been assigned as a NRA, Central HR will be reaching out to those individuals to validate. Factors, such as those new hires that do not promptly reply to this request, can impact the person’s start date.

We appreciate your continued partnership to ensure we have this information on file so your new hire can be processed and compensated accordingly. The new hire will receive their onboarding packet shortly from our vendor when this information has been secured. Please note that for Form I-9 requirements, Section 2 needs to be completed by the employer by the third day of employment.

Those departments who start hires to work before this OneUSG Connect approval has been granted are at risk of non-compliance with federal employment laws.

Hiring Proposal Number: XXXXXXX
Department: XXXXXXXXXX
Position Title: XXXXXXXXXXXXXXX
Posting #: XXXXXXXXXXX
Candidate Name: XXXXXXX XXXXXX
Start Date: 7/1/2019

Please login to https://www.ugajobsearch.com/hr to view the processed hiring proposal.

Best Regards,
Human Resources
University of Georgia
UGAJobs
Training Resources

• User Guides (position management, postings & hiring proposals, etc.)
  https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/

• Recorded Training Sessions & Tutorials in the Training Library under OneUSG
  Connect Topics > UGAJobs

• By appointment (please reach out to hrweb@uga.edu to schedule)
  • Unit
  • Individuals

• Available for questions at weekly OneSource Office Hours:
  • Thursdays 3:00-5:00 p.m. at Caldwell Hall, room 410.
Manager Self-Service
Campus Address Issue Resolved

• Updating of Campus Address issue has been resolved!
  • System Managers can now go into OneUSG Connect and update their employee's Campus Address.
  • A tutorial is available in the training library that demonstrates this process under the System Manager section here.

• NOTE: We are currently working through the process of how to add additional building codes and will communicate that as more information becomes available.
Manager Self-Service

*New* Manager Self-Service Request

• 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. *Stay tuned for more information!*
Absence Management
Time & Labor

Compensatory (Comp) Payout FY2019
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

• Reminder: All Comp Payouts and Leave Events must be entered by this Friday, 5/31/2019
• 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 5/31/19.
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 5/31/19 on the employee's timesheet.
Time & Labor

June Payroll Processing
Time & Labor

June Payroll Processing

• Friday June 7th at 5pm – Tuesday June 11th at 7am – OneUSG Connect will be unavailable

• Time Entry Impacts:
  • **Kaba Clock:** Employees can still clock in/out as normal. The punches will be stored in the clock and will flow into OneUSG Connect as soon as the system is available.
  • The Kaba Clock may show “offline,” but employees will still be able to record their hours.
  • **Web Clock:** Employees will need to record their hours on paper timesheets. Managers will need to enter the hours for their employees once the system is available.
    • [UGA Paper Timesheet](#)
  • **Pay From Schedule/Manual Time Entry:** Employees can enter their own time once the system is available.

• Payroll Processing Impacts:
  • HR/Payroll Deadline will be early on June 7, 2019
  • **There will be no impact on the normal approval deadlines**
    • Absence approval deadline is 9am on June 17
    • Time approval deadline is 10am on June 17
Time & Labor
June Payroll Processing

• Friday June 21\textsuperscript{th} at 5pm – Monday June 24\textsuperscript{th} at 7am – OneUSG Connect will be unavailable

• Time Entry impacts will be the same as the June 7\textsuperscript{th} – June 11\textsuperscript{th} unavailability

• Payroll Processing Impacts: Payroll has early cutoffs due to the July 4\textsuperscript{th} holiday

• **The June 16 – June 29 payroll will be processed on June 28\textsuperscript{th}**

• June 28\textsuperscript{th} at 9am – Absence approval deadline
  • Any absence entered or approved after 9am on June 28 will not be paid until the next on-cycle payroll on 7/19/19

• June 28\textsuperscript{th} at 10am – Time approval deadline
  • There will be an opportunity to make urgent changes to hours reported until 10am on July 1, 2019.
  • These updates can be made to hours reported only, not to absences.
Time & Labor
June Payroll Processing

- **Estimated Time will differ based on Time Entry Method**
  - **Kaba Clock and Web Clock:** Employees can continue to clock in/out on June 28 and June 29. No estimated time is needed.
    - Central payroll will batch approve these hours at 10am on July 1st.
  - **Pay From Schedule/Manual Time Entry:** Employees should estimate their time for Friday June 28 and Saturday June 29. The estimated time should be entered and approved by 10am Friday, June 28.
May 30, 2019

UGA Financial Management System
Module Awareness
Known Issues
Update

• NEW: Pop-Up Window is Small and Not Expandable when Approvers Select "View Travel Authority" on an Expense Report Approval
• Approvers Receive "invalid parameter 1 for function CreateRecord" Error Message when Attempting to Approve Some Transactions
• "Accounting Date is Invalid" Message on Expense Reports
• Banking Address and Bank Phone Info. Fields Need to be Hidden
• RESOLVED: Payment Interface for Lockbox Data Errored in Production after PUM 29
• RESOLVED: Payment Request Workflow Query in the Business Management Workcenter
• RESOLVED: Fields Rearranged on Budget Journal, Budget Transfer and GL Journal Pages
  • NOTE: this may have reset individual preferences which would need to be set again, includes Budgets Overview
Purchase Order Close
Guiding Information

• Purchase Order Close
  • All open Purchase Orders (PO) with remaining encumbrances should be reviewed and any funds that will not be needed should be unencumbered.
  • Resource document has been updated. Download from link on UGAmart homepage or https://busfin.uga.edu/procurement/pdf/PO_Closing_Year_End_Procedures.pdf
  • The preferred method is for users to run UGA Financials query UGA_PO_CLOSE for their department(s), export to an excel spreadsheet, and indicate the requested action in the “Action CLOSE or Remain OPEN” column. This spreadsheet can then be sent to the email address POClose@uga.edu.
  • Direct questions to College/Unit Fiscal Director or to the contacts at bottom of document linked above.
Purchase Order Close
Helpful Guidelines

• **Helpful Guidelines** (For efficiency and to avoid improper release of funds)
  • Do not request that POs with a $0 remaining encumbrance be closed.
    • (Exception: chartstrings with non-expense accounts)
  • To maximize efficiency, do not submit a separate spreadsheet for each individual PO.
  • Only use the 2 specified methods to request “PO Close” as outlined in the PO Year End Procedures.
  • Do not submit PO Close requests for POs that have not yet been invoiced or have unpaid invoices.
  • Do not request that individual PO lines be left open.
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**May 2019**

- **12** - Faculty Webinar – signing your contract
- **15** - What's New in Financials Webinar
- **16** - Contract Delivery for Practitioners Webinar
- **18** - Financial Management System Upgrade 5:00pm System Offline
- **22** - Useful reporting for Year End Webinar
- **24** - Faculty Contract Review Deadline
- **29** - Budget Management System Upgrade 7:00pm System Offline

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**Important Dates:**

- **May 2019**
- **July 2019**
- **September 2019**
- **November 2019**

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**Contact Information:**

- **Office of Research:**
  - Email: research@uga.edu
  - Phone: 706-542-5327

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**Related Links:**

- [Faculty Contract Review by Units](#)
- [Position Funding Cube Workshop](#)
- [Summer School Templates for June Due](#)

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**Upcoming Workshops:**

- [Workshop on Budget Management System Upgrade](#)
- [Workshop on Financial Management System Upgrade](#)
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<td>Finance Update and enhancements</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>
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<td>Bi-Weekly Payroll Deadline Finance &amp; Budget Management Systems Maintenance</td>
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<td>OneUSG Connect System Unavailable @ 7:00 a.m.</td>
<td>Last day to send expense reports with 2019 budget reference</td>
<td>Early Deadline Early Deadline Bi-Weekly Payroll Manager Absence Approval by 9:00 a.m. Manager Time Approval by 10:00 a.m.</td>
<td>Summer School Templates for July Due</td>
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OneSource.uga.edu

June 2019
Questions/Suggestions/Concerns

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