Weekly Status Call

December 20, 2018
WebDFS Retirement

- We’re leaving all current users IN so that they can run reports, etc.
- They will retain full access because there is no read only.
- The entire system will be retired in August, 2019.

- WebDFS should no longer be used after December 20, 2018. Any action taken in WebDFS after December 20, 2018 will not be reflected in any production Financial or HR Systems.
- Access to WebDFS will be removed on June 30, 2019. Additional information is on the System Changes Resource Page.
Arrow Retiring Early

- ARROW will no longer be available after February 1, 2019.

- Individuals who have used ARROW in the past few months will receive an email notification in early January 2019.

- ARROW and other reporting tools were replaced by the UGA Financial Management System and OneUSG Connect Human Capital Management System (HCM) in December 2018.
Blackout
December 21-27, 2018

• OneUSG Connect will be unavailable from December 21, 2018 @ 5 p.m. - December 27, 2018 @ 7 a.m.

• The OneSource website will be updated with a message that the system is unavailable during this time

• OneUSG Connect- Benefits will remain available and can be accessed from the USG Faculty and Staff Portal.
Employee.uga.edu Menu Changes
December 20, 2018

Menu has been streamlined to only include relevant links now that the OneUSG Connect System is available.

You have accessed the UGA Self-Service web site. This site is intended to allow faculty and staff access to specific on-line resources, forms and functions.

Notice of Site Changes

12/14/2018

With the implementation of OneUSG Connect, all UGA employee pay stubs for pay dates after 1/1/2019 will be retrieved from the OneUSG Connect system.

This site will allow access to historical pay stubs and W-2s (2018 and prior) until 6/30/2019. Beyond that date, current/former employees will have to contact the OneUSG Connect Helpdesk (oneusgsupport@uga.edu or 706-542-0202) to obtain the documents previously stored within this system.

12/14/2018

Effective January 3rd, to register for UGA Training and Development classes, please go to https://hr.uga.edu/employees/training/
Using Pay From Schedule with Holidays

You cannot **Apply Schedule** when holiday or leave time is populated during that pay period. Instead, you will have to manually enter your time.

See the Training Library tutorial called Reporting Time **Using Pay From Schedule When a Holiday is Already Reported**. For more information (OneUSG Connect Topics > Employee Self Service > Other ESS Tutorials > Entering Time)
Using Pay From Schedule with Holidays

- PAY FROM SCHEDULE EMPLOYEES MUST ENTER TIME
- 1700 individuals
- Blanket approval will not enter time for them
# Personnel Action Matrix


Where to Initiate Personnel-Related Transactions Post OneUSG Connect HCM Go Live

<table>
<thead>
<tr>
<th>UGAjobs</th>
<th>OneUSG Connect Self Service</th>
<th>UGA HR Team Dynamics</th>
</tr>
</thead>
</table>
| • New Employee  
• Lateral Transfer  
• Promotion  
• Replacement Position  
• Appointment to New Position  
• Change Percent Time Employed  
• Transfer  
• Change in Pay Type  
• Change in Job Code  
• Change in Working Title  
• Change in Job Duties  
• Retroactive changes on any of above may systematically trigger back pay | • Department Initiated via Manager Self Service  
  - Continuation Existing Position  
  - Revise distribution of salary  
  - Termination  
  - Rate Range  
  - Compression/Market Faculty  
  - Compression/Market Staff  
  - Extra compensation including summer pay  
  - Leave without Pay  
Employee Initiated via Employee Self Service  
  - Change First Name  
  - Change Middle Name  
  - Change Last Name  
  - Change Suffix | • Enroll/Update Time Reporter  
• Request Athletic Pay  
• Request for County Employee Funding and Changes  
• Request for Salary Approval/Request for Supplemental Pay  
• More to Come |
Faculty – 10 month Tax Withholding

• Q. I am a 10-month faculty member. Why are my tax withholdings higher in OneUSG Connect than in UGA’s legacy payroll system?

• A. The new system calculates tax withholdings on salaries paid over 10 months differently than UGA’s legacy payroll system. Depending on your withholding status, tax withholding may be higher than previously calculated and could result in less net pay than anticipated.

• While excess withholding amounts could be refunded in accordance with your tax return, we recommend you review your withholding information now and submit any adjustments. There are instructions to view your withholding information and make changes in the Training Library.

• Please contact UGA Payroll with any questions.
Standard Operating Procedures

- The OneUSG Connect Standard Operating Procedures (SOPs) provide descriptions of specific OneUSG Connect processes from beginning to end.
  - Some processes may span several UGA/USG systems (e.g., UGAJobs, OneUSG Connect, UGA Financial Management System, IDM, etc.) and others may require activities outside OneUSG Connect (such as completing a TeamDynamix form) as part of the process.
- The SOPs complement, but do not replace, the available training materials and tutorials found in the OneSource Training Library.
Standard Operating Procedures

• As of December 20, 2018, 41 SOPs have been created.
• As new SOPs are developed, they will be added to the OneSource website.
  • **SOP Development by OneUSG Module** –
  • (increase font for modules below)

<table>
<thead>
<tr>
<th>Module</th>
<th>SOPs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Mgmt</td>
<td>3</td>
</tr>
<tr>
<td>Hiring</td>
<td>3</td>
</tr>
<tr>
<td>Workforce Administration</td>
<td>2</td>
</tr>
<tr>
<td>Absence Management</td>
<td>7</td>
</tr>
<tr>
<td>Manage Faculty Events</td>
<td>6</td>
</tr>
<tr>
<td>Commitment Accounting</td>
<td>5</td>
</tr>
<tr>
<td>Time and Labor</td>
<td>7</td>
</tr>
<tr>
<td>Terminations</td>
<td>1</td>
</tr>
<tr>
<td>System-Wide</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>36</strong></td>
</tr>
</tbody>
</table>
Standard Operating Procedures

• How do I access the SOPs?
  • onesource.uga.edu/Resources>S>oneusgconnectSOPs
  • https://onesource.uga.edu/resources/oneusg_connect_sops/

OneUSG Connect Standard Operating Procedures (SOPs)

Overview:
The OneUSG Connect Standard Operating Procedures (SOPs) provide descriptions of specific OneUSG Connect processes from beginning to end. Some processes may span several UGA/USG systems (e.g., UGAjobs, OneUSG Connect, UGA Financial Management System, IDM, etc.) and others may require activities outside OneUSG Connect (such as completing a TeamDynamix form) as part of the process. The SOPs complement, but do not replace, the available training materials and tutorials found in the OneSource Training Library.

OneUSG Connect SOPs

- Absence Management
- Benefits Accounting
- Commitment Accounting
- Hiring
Taxes in December

• December tax withholdings are typically higher. Some reasons include:
  • Employees ticket purchases
  • Other taxable fringe items
• This is normal deduction
• Not influenced by OneUSG Connect conversion
Run Invalid Funding Report: All System Managers

We’re in good shape generally!
Only 94 filled bi-weekly positions on report

• Training materials: Tutorial on running report in MSS for System Manager’s course

• Change Funding Process to fix these
• Otherwise will go to suspense
Run Invalid Funding Report: All System Managers

• System managers should run their invalid funding report now. System managers will see all HR departments for which they have access.

• Training materials are located in the OneSource Training Library under OneUSG Connect (HR/Payroll) Topics > Manager Self Service > MSS for System Managers >
  • Running the Invalid Funding Report
  • Correcting Invalid Funding Errors

• The Pay Run ID for the first bi-weekly payroll is 91B1 (1BW January 2019).
Run Invalid Funding Report: All System Managers

• When reviewing the invalid funding report for the 91B1 pay run, focus on filled positions in the following bi-weekly pay groups:
  • 18C – Temporary Staff
  • 18E – Exempt Hourly
  • 18H – Staff – Hourly
  • 18J – 10 Month Non-Exempt
  • 18T – Student Assistants
  • 18V – Student Assistantship Program
  • 18W – College Work Study
Run Invalid Funding Report:
All System Managers

- Position funding can be updated via the OneUSG Connect Manager Self Service change funding page. Training can be found in the OneSource Training Library under OneUSG Connect (HR/Payroll) Topics > Manager Self Service > MSS for System Managers > Submitting a Change to Funding for an Existing Position.

- Changes in funding for the 91B1 pay run should be fully approved and processed by 12/28/2018. Changes in funding for future pay runs must be fully approved and processed **one business day prior to the HR/Payroll deadline** for these to take place for the pay period. The 2019 UGA biweekly and monthly payroll processing calendars can be found at: [http://busfin.uga.edu/payroll/calendar/](http://busfin.uga.edu/payroll/calendar/)
Run Invalid Funding Report:
All System Managers

• Invalid Funding Errors Related to Projects/Grants
  • When the error relates to the end date on a project/grant, there will be two error messages per position. The messages are ‘Expenses will be posted to Department Suspense – Fund End Dt’ and ‘Expenses will be posted to Department Suspense – Proj Grant end Dt’. These error messages have essentially the same meaning – the project/grant funding has ended or will end during the pay period. The position will not be funded past the end date on the project/grant.

• A listing of project related combo codes with the funding end date is posted to the Combo Code Resource page on the OneSource web site. In the future, a query will be available for this information.
No December 27th Weekly Status Call

• There will not be a OneUSG Connect Weekly Status Call on Thursday, December 27, 2018.

• There will be multiple opportunities during the week in order to connect with the project team during next week if needed

• Daily Status Call dates on website
• Support Desks available
OneUSG Connect Status Calls

• We will not have a Weekly Status Call on Thursday, December 27, 2018.
• There are no Daily Status Calls scheduled for the following dates –
  • Saturday, December 22, 2018
  • Sunday, December 23, 2018
  • Monday, December 24, 2018
  • Tuesday, December 25, 2018
  • Saturday, December 29, 2018
  • Sunday, December 30, 2018
  • Tuesday, January 1, 2018
Preparing for Holiday Break

- Monthly leave being deleted
- Pay from Schedule with no Hours
- Estimated Hours for BNB
- BiWeekly Absences Saved, not yet submitted
- BiWeekly Absences Submitted, not yet approved
- Timecards not yet approved
- Invalid funding
Questions/Suggestions/Concerns

Project Feedback
Email: oneusgsupport@uga.edu
Phone: 706-542-0202
oneresource@uga.edu