UGA HCM Overview

UGA’s Human Capital Management structure consists of several components which work together to provide the necessary structure and tools to conduct the business of the university. These components are integrated together to increase the efficiency and productivity of all functions, and reduce the redundancy of multiple systems which can lead to errors.

The overall flow of data begins in UGAJobs with the creation of a position. A position is a virtual seat that an employee occupies.

Applicants are recruited to fill this seat. This is all done in UGAJobs and data entered here flows to other systems.

The combined position and person information is synchronized with OneUSG Connect via an overnight process to create the job record. Information is also sent back to UGAJobs to provide a two-way communication to keep integrity intact.

The OneUSG Connect platform is used to process information relating to the employment of an individual including:

- Position funding,
- Creating the schedule they typically work,
- Calculating leave accruals and paid holidays during the year,
- Communicating benefit eligibility,
- Providing compensation data for generating pay checks,
- Generating workflows for electronic approvals,
- Encumbrance calculations for fiscal planning,
- Synchronizing data between supporting systems,
- Self-service to allow employees access to their own data.

The design of OneUSG Connect allows this information to be portable between USG Institutions so the employment data of an individual can follow them to another school. This design also encompasses a Shared Service Center which provides support to all USG Institutions including UGA. Certain functions are performed at the institution level with others performed at the USG level.
Key Differences to Remember

- Only two payrolls: biweekly and monthly
  - Those individuals on the legacy academic payroll are now included on the monthly payroll
- Compensation is referenced based on the frequency (hourly or monthly)
  - Percent Time is not really an applicable term anymore in OneUSG Connect; generally, we would refer to standard hours and compensation
- Job record information in OneUSG Connect drives the pay check
  - Now, changes flow from job information to payroll not payroll first
- Position funding is separate from job compensation
- Effective dating determines active status of information
  - Data is generally effective until it is superseded by another effective date

Resources

Personnel-related Transaction Matrix:


Training UPK:

https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/Player Package/data/toc.html

OneUSG Connect login:

https://hcm-sso.onehcm.usg.edu/
UGAJobs Recruitment & Hire

All approvals Obtained

UGAJobs Position Management

Position Approved

OneUSG Connect

Managed Transactions

Time and Labor

Absence Management

Payroll

Commitment Accounting

Person and Job Record

Created 2.13.19
Position Management & Compensation Module Overview

The UGAJobs system supports both position management and recruitment for Faculty, Staff, Temporary, Student (undergraduate and graduate) and Post Doc positions at UGA. Colleges/Divisions have selected system users within their respective units and new users will need approval from their College/Division level.

Integrations have been built within the system to allow for a seamless flow of information to the university’s systems background vendor, onboarding vendor and OneUSG Connect HCM system.

Compensation policy is administered in this department. Salary exceptions are reviewed on a case by case basis and adherence to salary guidelines is assured via Hiring Proposal review.

Position Management & Compensation Helpful Hints

One-to-one relationship

UGAJobs and OneUSG Connect operate on a one-to-one relationship, meaning, each employee must have a position record (a seat) in UGAJobs. Positions however can exist even without an employee seated in them. Positions records can be created in advance of need and do not need to be immediately funded in order to be created and ready for use in UGAJobs.

Data Elements

There are several key data elements that are necessary for the position to be created in OneUSG Connect. Grad, Post Doc, Student, and Temp positions need to have only those basic elements confirmed by HR before creation in UGAJobs and OneUSG Connect. Staff and Faculty positions need additional data points (such as job duties that determine exemption status) and require the same level of review as before the system implementation.

Cloning Positions

Duplicated positions can be created quickly by “cloning” an existing position. Build one position and submit for approval, then clone that position until you have enough “chairs” for all of the people you need to hire. You can also use this process to quickly and proactively create your positions.

Reclassifications/Pay Increases

The definition of “reclassification” has changed with implementation of BCAT codes. However, it is still possible to compensate an employee for taking on a sustained increase in more complex duties. The action will still be submitted through UGAJobs showing the updated job duties and a new requested salary. An RSA will be required for increases over 10%. The following justifications may still be used for pay increases via RSA form: Supplement, internal equity, retention, market adjustment, mid-year increase. More detailed instructions on each reason above can be found on the RSA form found here.

Position Management & Compensation Resources

- Click here for UGAJOBS Resource Guides
- Click here for BCAT Codes
- Click here for pay bands by BCAT code
Hiring & Recruitment Module Overview

Hiring & Recruitment within UGA Human Resources is comprised of a team of talent acquisition consultants responsible for ensuring that UGA is able to effectively recruit, hire, and employ an effective workforce to support the advancement of the University’s mission, vision, goals, and strategic initiatives.

The UGAJobs system supports both position management and recruitment for Faculty, Staff, Temporary, Student (undergraduate and graduate) and Post Doc positions at UGA. Colleges/Divisions have selected system users within their respective units and new users will need approval from their College/Division level.

Integrations have been built within the system to allow for a seamless flow of information to the university’s systems background vendor, onboarding vendor and OneUSG Connect HCM system.

Hiring & Recruitment Helpful Hints

Each Person Needs Their Own Position & Hiring Proposal
While it is possible to hire multiple people from one posting, each hire needs their own hiring proposal and position to sit in.
- The position must be exist and must be vacant for a hiring proposal to be approved in UGAJobs.
- A separate hiring proposal is needed for each hire.
- The hiring proposal (or HP) compiles information from the position and the person’s application to form the data needed to create an employee/person record in OneUSG Connect.

Hiring Proposals Need to Include Data Necessary for OneUSG
Check to see if the HP you are submitting is attached to a position that does not include the data necessary to create a position or employee/person record in OneUSG Connect. As we continue to sync up position information between UGAJobs and OneUSG Connect we are still working to close out and update positions that were posted during the suspension period.

Several of the HPs submitted are linked to positions in UGAJobs that haven’t been updated to include what is needed in order to create the employee/person record within OneUSG Connect. While the HP states “HR Employment Review” in UGAJobs, additional actions are needed to link the data between systems. These additional actions are preventing HR from sending you the final approval on the HP. However, these additional actions should not impact your ability to move forward with the hire. As an interim measure HR will be sending a separate communication to approve the hire.

You can check the “My Team or the Company Directory in the OneUSG Connect HCM Manager Self Service (MSS) portal to see if your hire has been processed and added to the OneUSG Connect System. By the of the week you will be see these transactions closed out ensuring that they are aligned in both systems.

Grad/Students/Post Docs
These hires do not require HR approval; however, HR must review the positions and hiring proposals to ensure they have the necessary data to create positions and or employee/person records in the OneUSG Connect system. Please review these positions carefully as a unit need to ensure they are adhering to the necessary standards and guideline that govern these types of positions.
Terminate/Terminate Transfer Employee

Several HPs have been submitted for positions that already have employees seated in them; however, the termination and or termination reason transfer has not been submitted for these employees through the termination request process in OneUSG Connect MSS. It is important to make sure the position has been vacated via a termination or the unit has an awareness that once a Hiring Proposal is approved the newly hired employee will visible replace the employee in PeopleAdmin, but does not remove the employee completely from that position. **Because of this, it is critical to keep in mind that if an employee is not terminated from a position they will continue to get paid.**

When are Background Investigations Required

Per UGA Policy, background investigations are a necessary condition of hire for all regular full time and part time hires and rehires.

Special emphasis is placed on “Positions of Trust,” which are considered sensitive positions that involve responsibilities demanding a significant degree of public trust with significant risk for causing damage or realizing personal gain. Primary responsibilities to include but not limited to:

- The direct interaction or care of children or direct patient care
- Security Access (e.g., public safety, IT security, personnel records, or patient records)
- Operation, access, or control of financial resources (e.g., P-Card, handling of checks or cash, or Budget Authority in making significant financial decisions)

What types of checks are being conducted?

- A Basic & MVR Investigation is run for EVERY prospective UGA employee, and includes such checks as state and federal criminal, national sex offender check, and Social Security Number check. A full listing can be obtained by contacting Central HR.
  - The MVR (Motor Vehicle Record) check is run for all employees, but the results are particularly important if driving is a duty of the position.
  - An Education check is run for positions where a degree is a minimum qualification of employment.
  - A Credit check is run for financial positions of trust, including P-Card holders.

Non-Competitive Search vs. Competitive Search

A Competitive Search is used when a search will be conducted and the position will be posted externally. A Direct Hire is used when no search will be conducted and the position will not be posted externally.

UGAJobs provides a streamlined process for direct-hire approvals and appointments through the system. This functionality can be used for a variety of positions, such as Graduate Assistants, Student Assistants, Federal Work Study Students, Post-Docs, Adjuncts, Part-Time, and Limited-Term appointments that allow without a competitive search. An internal position link will be created specific to your position.
Hiring & Recruitment Resources

• **UGAJOBS Resource Guides:**
  • [https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/](https://hr.uga.edu/supervisors/employment-administration/post-a-uga-staff-position/)
  • This link will take you to the Employment Administration webpage where you will find UGAJobs workflows, manuals, quick guides, etc.

• **OneSource Training Resources:**
  • [https://onesource.uga.edu/](https://onesource.uga.edu/)
  • This link will take you to the OneSource home page where you can connect to the Training Library OR available Resources

• **Background Investiation Resources:**
  • This link will take you to the Background Investigation webpage, with additional links to policy, procedures, and FAQs
  • [https://hr.uga.edu/applicants/pre-employment-background-investigations/](https://hr.uga.edu/applicants/pre-employment-background-investigations/)
UGAJobs Workflow Steps

Posting Human Resources Process

Central HR, Posting

This is the first step in the process in which Central HR reviews the information and supporting documentation provided by the hiring department via the posting. A designated HR Consultant will contact the appropriate parties (department, etc.) if additional information and or clarification is needed.

- Ensuring the posting is aligned to a position that includes the necessary OneUSG connect position data needed for the integration. See Appendix for position data details.
- Verify that faculty, staff, and temps have the necessary job information included in the posting. This includes summary of the position, duties and responsibilities and or allocation of effort, preferred qualifications.
- Validate the position has been set up to receive supporting documents, references and search committee members.

Hiring Proposal Human Resources Process

Central HR, Comp Review

This is the first step in the process in which Central HR reviews the information and supporting documentation provided by the hiring department via the hiring proposal. A designated HR Consultant will contact the appropriate parties (department, candidate, etc.) if additional information and or clarification is needed.

- Verifies the candidate meets the minimum qualifications of the position using the candidate’s offer letter/Application/ CV/Resume/etc
- Determines if additional review of the offered salary is needed
- Verifies the candidate’s UGA relationship (i.e.: current employee; external incumbent)

Central HR Determine Background Package

Once your hiring proposal is placed in this workflow state, a designated HR Consultant will determine if a background investigation is needed and select the type or types of search(s) needed dependent on the position requirements.

- Is this position contingent upon the employee obtaining a P-Card?
- Does this position have financial responsibilities?
- Is driving a responsibility of this position?
- Based off the initial review, is an educational verification required?
- Is there any direct interaction with or care of children or direct patient care?
- Does the position have Security Access (e.g., public safety, IT security, personnel records, or patient records)?
BI Processing at Vendor

If your hiring proposal is placed in this workflow state, your candidate will receive an email from SterlingONE (donotreply@talentwise.com) the following day. Once your candidate submits their authorization form, SterlingONE will then initiate their background investigation.

- Any offer of employment with the University of Georgia is contingent upon the successful completion of a background investigation.
- The candidate must complete all necessary information in the secure SterlingONE portal in order for their background investigation to be initiated.
- The hiring proposal will stay in this workflow state until the background check is approved. If permissible, Central HR will provide updates, which will appear in the “History” tab of the hiring proposal.
- Please allow for a minimum of 5-7 business days to conduct and review background checks. **Added complexities can add to an increase in processing, such as county searches, international searches, etc.

Further Information Needed/Requested

This workflow state will initially be used to communicate to departments one or more of the following:
- The background investigation vendor has not received the applicant information needed to run the necessary check.

When seeing this workflow state, departments should follow up with the applicant to verify their email address and alert them to the email.

HR Employment Review

Once your hiring proposal is at this workflow state, an HR Consultant will conduct the following review:
- Review and confirm all data that will be transferred to the OneUSG Connect system has been filled out and completed. This is the final review stop prior to finalizing and approving the Hiring Proposal.

All Approvals Obtained (Hiring Proposal Approved)

Once a hiring proposal has been approved, the information will be sent to the OneUSG Connect System to create a job record.
The Workforce Administration team (WFA) within UGA Human Resources is comprised of a team of HR consultants who are responsible for ensuring that employment records are created and maintained within OneUSG Connect. This system of record is integrated into all modules and impacts all components of the lifecycle of the employee.

In addition to creating employee/person records the WFA team is for ensuring that onboarding materials are received by the new hires. The WFA team works closely with units and employees as a resource for these actions and for the completion of the Form I-9 and the processing of e-Verify. Additionally, these efforts are to comply with the Immigration Reform and Control Act of 1986 and to prevent the auditing vulnerabilities to the completion of this time sensitive document, including reverifications where applicable.

**Workforce Administration Team Helpful Hints!**

**Validate the data within the Hiring Proposal:** Once the Hiring Proposal has been approved, the new hire’s information is transmitted nightly from UGAJobs to OneUSG Connect. The WFA team has an opportunity to review the information and to validate the information before creating the employment record. Examples of validations include pay groups, pay types, social security numbers and date of birth, compensation and salary, etc. WFA will resolve any discrepancies with the data.

**Missing key Employee Data:** In cases where essential data is missing (i.e. date of birth, social security number), immediate outreach takes place to the affected employee. The employee is instructed to contact Central HR to communicate this information so the employee’s record can be established and to continue the hire process. Central HR will assume all risk of collection and transmission of this sensitive data. Departments are not asked to collect this information. Central HR office directly enters this information in OneUSG Connect for provisioning and triggers the onboarding packet for the employee.

**Start Date:** Start Date/Effective Date is captured on the on a Hiring Proposal in UGAJobs. When choosing the start date, best practice is to allow 10-12 business days once the Hiring Proposal has been submitted. For student hires In order to give enough time to collect the necessary data, the start date/effective date will be adjusted by 5 business days. If your unit has employees who have begun work, and their Hiring Proposal has not been approved, Central HR must be notified ASAP.

**Importance of the I-9:** Form I-9 completion is necessary to establish employment and work authorization in the U.S.A newly hired employee must complete and sign Section 1 of Form I-9 no later than their first day of employment. Central HR has partnered with multiple units on campus and has provided resources for our new hires to walk in to complete their onboarding and Form I-9s at the Office of Human Resources.

**Terminations:** Managers can request a termination of an employee in OneUSG Connect using the termination form. When processing termination of employee requests, please include in the comments section:

- Last day worked
- If the employee is on leave and the 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.
Workforce Administration Resource Links

- Workforce Administration Resources: https://onesource.uga.edu/resources/oneusg_connect_sops/
- OneSource Training Library: https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html
- UGA Onboarding Resources: https://hr.uga.edu/supervisors/employment-administration/uga-onboarding-system/
- U.S. Citizenship and Immigration Services and Form I-9 and information: https://www.uscis.gov/i-9
Workforce Administration Workflow Steps

OneUSG Connect Workforce Administration Process

Once the Hiring Proposal has been approved, the new hire’s information is transmitted nightly to OneUSG Connect. The data is received by the Workforce Administration (WFA) Team through a Manage Transactions page in OneUSG Connect. The WFA team has an opportunity to review the information and to validate the information before creating the employment record. Examples of validations include pay groups, pay types, social security numbers and date of birth, compensation and salary, etc. WFA will resolve any discrepancies with the data.

The goal is to establish the person’s employment and job data record in OneUSG Connect within 24-48 hours of delivery. Normal provisioning will occur and the other modules, such as Time and Labor, Payroll, Benefits, Commitment Accounting will be established once this information is entered.

In cases where essential data is missing (i.e. date of birth, social security number), immediate outreach takes place to the affected employee. The employee is instructed to contact Central HR to communicate this information so the employee’s record can be established and to continue the hire process.

Central HR will assume all risk of collection and transmission of this sensitive data. Departments are not asked to collect this information. Central HR office directly enters this information in OneUSG Connect for provisioning and triggers the onboarding packet for the employee.

The process for those newly hired employees having missing information (students, grad students) are as follows:

- These new hires are given (5) day window to start date from the Hiring Proposal.
- Once incomplete data is received in WFA, Central HR will attempt the contact to the affected employee. This includes email and phone outreach.
- If a response for this information is not received within 48 hours, Central HR will reach out to the HR Project Coordinator for assistance and resolution.
- Once information is received, the WFA team enters this essential data and the employment record is created.
- The hire will receive the onboarding packet.

Onboarding and Form I-9 Completion Review

Once the employee’s data is delivered to OneUSG Connect, an onboarding packet is delivered.

- The newly hired employee receives the welcome email and the invitation to complete the documents.
- Onboarding materials have been adjusted to reflect OneUSG Connect and employee initiated transactions (W4, G4, and Direct Deposit). The onboarding packets are periodically reviewed to ensure the latest policy information is updated where applicable.
- The newly hired employee will receive automatic emails that include reminders to update their tax forms, direct deposit information and enrolling in benefits (where applicable).
• Additional reminders are sent regarding Secure UGA and Ethics training completion

Form I-9 completion is necessary to establish employment and work authorization in the U.S.

• A newly hired employee must complete and sign Section 1 of Form I-9 no later than their first day of employment.
• Employers must complete and sign Section 2 of Form I-9, Employment Eligibility Verification, within 3 business days of the date of hire of their employee.
• Departments have the ability to complete the Form I-9 and these designated contacts have access to the TALX system.
• Central HR has partnered with multiple units on campus and has provided resources for our new hires to walk in to complete their onboarding and Form I-9s at the Office of Human Resources.
• For those newly hired employees who do not reside and/or work in the Athens area, Central HR coordinates the completion of remote I-9s across the U.S. Please email hrweb@uga.edu for more information.
• Central HR actively audits the onboarding system for missing or incomplete I-9s. Routine departmental outreach takes place to reduce the risk of institutional fines.
# Kronos Vs Time and Labor & Kaba

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<td>• Stored all data for Biweekly employees</td>
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<td>• <strong>Kaba</strong></td>
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<td>o Absences</td>
<td>o Time Clocks (Sends punches to Time &amp; Labor)</td>
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<td>o Comp Balance</td>
<td>• <strong>UGA Jobs</strong></td>
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<td>o Hourly Rates</td>
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Time & Labor Module Overview

Time and Labor is the time management system within OneUSG Connect. After an employee is entered into Workforce Administration, a timesheet is created through automatic enrollment into Time and Labor. While both exempt and nonexempt employees have timesheets, only nonexempt employees need to report hours worked.

Automatic enrollment is based on an employee’s Pay Group. Exempt employees will automatically enroll into Time and Labor with a monthly timesheet. Biweekly benefitted employees enroll with Manual Time Entry and Comp Time, while biweekly non-benefitted employees automatically enroll with Manual Time Entry and Overtime. Instructions can be found on how to update this information here. Employees in units who use Kaba Clocks will automatically enroll into the Kaba Clock with the overtime setup.

Time needs to be approved the Monday of pay week by 10am. Unapproved time will be batch approved by the Central Payroll Office and can be approved later in the Compliance Component. Instructions on this process can be found here. The best practice is to approve time each Friday. Timesheet exceptions should be resolved or approved prior to the Payroll Deadline.

Time & Labor Helpful Hints

Time and Absence Approvers
Time and Absence Approvers are alternate time approvers. These individuals can be assigned on an employee by employee basis. When an employee is hired, or if changes are made to the position, the Time and Absence Approver defaults to the Reports To. To update this field, System Managers can fill out a form in Manager Self Service to request a change. Training for this can be found here.

Recording Time for Multiple Jobs
When employees have multiple jobs in OneUSG Connect, they need to choose the correct record to report time on. If no record is selected, the time will always flow to the lowest employee record number, regardless of the time entry method or pay group associated with that record. There are training tutorials on how to select the appropriate job with each time Entry Method.
Clocking In/Out with Multi Job on Kaba Clock
Clocking In/Out with Multi Job on Web Clock

Prior Period Adjustments
Prior Period Adjustments can be made by simply updating the previous period timesheet in OneUSG Connect. Managers can make Prior Period Adjustments for 28 days. Beyond 28 days, a request will need to be submitted to OneUSGsupport@uga.edu for the Central Payroll Office to make the adjustment on the unit’s behalf. Training material can be found on Prior Period Adjustments here.

Punch Time vs Elapsed Time
Punch timesheets have fields for specific in and out times each day, while elapsed timesheets only show the total number of hours each day. Elapsed Time will be reflected on a punch timesheet, and in the totals on punch timesheets, but punch time will not be reflected on the elapsed timesheets or in the totals. If punch time has been entered on an elapsed timesheet, a message will appear informing the manager to view this time on the punch timesheet.
The only biweekly employees with elapsed timesheets are Pay From Schedule employees, and all other biweekly employees will default to the punch timesheet when viewing/entering time. All managers and employees have the ability to toggle between the punch and elapsed timesheet. More information on this topic can be found in the Payroll Processing Weekly Status Call.

**Reported Time vs Payable Time vs Time Admin**

**Reported Time** – When time is entered by the employee or manager, it is in a “Reported Time” status. These are the actual hours worked. Example: Bob has 50 hours of Reported Time.

**Time Administration** – A process that runs every 2 hours to convert Approved Reported Time into Payable Time. Reported Time only becomes Payable Time once it has been approved.

**Payable Time** shows the rules that have been applied to Reported Time. In Payable Time you will see overtime or comp time, shift differentials, auto meal deductions, timesheet rounding, and all exceptions that may have generated. Example: Bob has 40 hours REG and 10 hours Overtime.

**Timesheet Rounding**

All time entered on the timesheet will round to the nearest 6 minute interval, including elapsed time. This is the same rounding that occurred in Kronos, but the un-rounded time was never visible. The reported time on the timesheet will show two decimal points, because it has still not rounded. After the time is approved and time admin has run, the payable time will show the true rounded totals. Time can only be paid in one decimal point, while absences can be paid in two decimal points. A quick timesheet rounding guide can be found [here](#).

**Lunch Punch and Meal Deductions**

Punch timesheets in Time and Labor have 4 options each day – In, Lunch, In, Out. If an employee only has 2 punches for a day (in and out), the only fields populated on that day would be the In and Out fields. If an employee leaves at lunch and only records time as In and Lunch, this creates timesheet errors and inhibits Payable Time from creating. For a normal 8 hour day the employee would record their time as In, Lunch, In, Out.

Automatic Meal Deductions are used for employees who clock in and out for the day, but not for lunch. Meal deductions can either be 60 minute or 30 minutes and will only show in Payable Time. If an employee does clock in/out for lunch, the meal deduction will still be removed and the manager will need to add the deducted lunch time back. Instructions for this process can be found [here](#).

**Compensatory Payout**

An employee’s Compensatory Time should be paid out only if the employee is transferring to a new department, terminating, or if it is the end of the fiscal year. There is a comp payout Time Reporting Code (TRC) available to managers to perform this action on the timesheet. This TRC does not deduct the comp balance. The Central Payroll Office monitors use of this TRC so manual balance adjustments can be entered. Regular comp absence requests should go through Absence Management.

**Time & Labor Resources**

- Click [here](#) for OneSource Training Resources
- Click [here](#) for Standard Operating Procedures
- Click [here](#) for Payroll Processing Calendars
- Click [here](#) for Faculty/Staff FAQs
- Click [here](#) for the Biweekly Payroll Processing Overview Presentation
Absence Management Module Overview

Absence management houses all leave balances including sick, vacation (annual), compensatory leave, deferred holiday, etc. When an employee is entered into OneUSG Connect, they are automatically enrolled into absence management based on their employee type, standard hours and position.

Absence management encompasses regular absence events and also extended leave events. Regular absences include sick leave, vacation (annual) leave requests, and intermittent FMLA (once the entitlement has been assigned) etc. Extended absence requests include FMLA (continuous or intermittent), Military, Medical (Non-FMLA), Professional leave, etc.

Absence Management Helpful Hints

Regular Absence Requests
A regular absence request must be in a submitted status to route for approval. Saved absence requests do not route for approval. A regular absence request must be in an approved status to deduct the absence balance. For biweekly employees, unapproved absence requests are not paid.

Best practice is to enter a regular absence request for anything other than sick as a vacation request and allow cascading rules to deduct the compensatory balance and then the deferred holiday balance prior to deducting the vacation balance. Compensatory and deferred holiday requests do not cascade, therefore if the employee does not have a sufficient balance to cover the request it will go uncompensated even if they have a sufficient vacation balance. Please refer to the Standard Operating Procedures for additional information pertaining to cascading rules.

Regular absence requests can be entered and approved in excess of the employee’s absence balance. If the employee does not have a sufficient balance to cover the request, the portion not covered by leave will go uncompensated. This is true for both exempt and nonexempt employees.

Absence Approvals
Absence approvals are due for biweekly employees by 9am on Monday of pay week; this is a set deadline. Any absence request entered and/or approved after the deadline will not be processed and paid until the next on-cycle payroll. Monthly absence approval dates vary each month; please refer to the Practitioner Payroll Processing calendar for exact dates.

Extended Absence Process
An extended absence request should be submitted by the employee. If the employee is unable to enter the request, the department should notify Central HR and the central office can request the extended absence event on behalf of the employee. Central HR will reach out to the employee and department to gather the applicable supporting documentation, and will process the extended absence based on this documentation. When employees are on an extended leave of absence there is no action needed from the employee or department. The department and the employee will no longer have access to that employee’s timesheet, and the leave entries are entered by Central HR. Central HR will need to be notified by the employee or the department when the employee returns from the Leave of Absence (LOA). After the employee has returned from LOA, the employee and their department will have the ability to access the timesheet. Please refer to the Standard Operating Procedures for additional information pertaining to extended absences.
Intermittent FMLA
Initially intermittent FMLA should be entered as an extended leave request. Central HR will evaluate the request and assign the Intermittent FMLA entitlement once supporting documentation is received. After the entitlement is assigned, the employee can enter the Intermittent FMLA request as a regular absence request.

Leave without Pay (LWOP)
The leave without pay forms previously used are no longer needed. There are two situations in OneUSG Connect that result in LWOP.

1. If an employee does not have a sufficient balance to cover the leave request, the portion not covered by leave will go uncompensated.
2. When an employee goes out on an extended leave of absence, he/she is in a paid or unpaid Leave of Absence status. This is dependent upon their leave balances or use of short/long term disability.

Vacation Payouts
Vacation payouts are processed on the next on-cycle payroll following the employee’s final paycheck. To ensure timely payout, the department must submit the termination request. The department should verify the balance in OneUSG Connect at the time of termination is correct. If the balance is not correct, they should immediately enter a ticket by emailing OneUSGSupport@uga.edu to ensure the correct vacation balance will be paid. Vacation payouts are added to the timesheet on the employee’s last day worked. If the employee has a compensatory balance at the time of termination, and the department has not added it to the timesheet to pay it out, Central HR/Payroll will also add that time to the employee’s timesheet.

Absence Management Resources

• Click here for Payroll Calendars
• Click here for Standard Operating Procedures
• Click here for OneSource Training Resources
Payroll Module Overview

The Payroll for North America module provides the tool to calculate earnings, taxes, and deductions, and create paychecks.

The basic steps of payroll processing are: create paysheets, pay calculation, pay confirmation, and generate checks and direct deposits.

The module also maintains balances and reports payroll data to minimize the burden on IT managers and payroll staff.

Payroll Helpful Hints

Payroll Calendar/Dates

The following calendars are available on the Payroll Calendars page:

- Biweekly and Monthly practitioner payroll processing calendars
- Off-Cycle Calendar
- Summer School payroll calendar
- Biweekly and Monthly payroll deduction schedule

Emergency Checks

- Off-Cycle/Emergency check request and Instructions are posted on the Payroll forms page. The Off-Cycle payroll calendar is posted on the Payroll Calendars page.
- Employee’s supervisor or department manager should sign the Off-Cycle Request Form on the Supervisor line and email approved request form to oneusgsupport@uga.edu with the subject “Off-Cycle Request”.
- OneUSG Support assigns ticket with form to Central HR.
- Central HR reviews/works with department to ensure that employee has been hired & job data is set up correctly. Ticket is assigned to Central Payroll with form that has been approved by Central HR.
- UGA Central Payroll reviews form for completeness and makes sure the request meets criteria for Emergency or Off-Cycle check. If not, department will be notified. If it meets Emergency check criteria, it will go to CBO for approval.
- UGA Central Payroll will send approved forms or spreadsheet to offcycle@usg.edu for emergency and off-cycle payrolls.
• Department will be notified via ticket response when Off-Cycle or Emergency check will be paid.

**Overpayments**

The Payroll team is finalizing the overpayment process/form and will have the information available on the OneSource website soon.

The process will be similar to the Off-Cycle process where an Overpayment Worksheet will be submitted to oneusgsupport@uga.edu with the subject “UGA Overpayment”. The request will be assigned to the Workforce Admin (HR) team for review and may need further review by the Absence Management and Time & Labor teams.

Payroll will then receive the request to manually calculate the repayment due from the employee. If the employee is active, Payroll will set up the repayment amount as negative additional pay on the next payment(s). If the employee is terminated or inactive, Payroll will respond back to the employee with the amount due from the employee so the department can work with the employee to send the repayment.

**Additional Pay process**

The OneSource team is also finalizing the Additional Pay process.

The following Additional Pay forms should be submitted to hrweb@uga.edu to be set up by Payroll in OneUSG Connect:

- Employee Request for Reimbursement of Relocation Expenses
- Award Request for UGA Employees (funded by the UGA Foundation)
- Special Pay (Extra Compensation)
- Request for Temporary Teaching Overload Compensation Process
- First Year Odyssey Seminar Request for Compensation Process

**Retro adjustments**

When a prior period update is made for a compensation rate in job data, leave or hours, a retro adjustment is triggered for the next pay period. In UGA’s legacy system, a journal voucher would have to be keyed in the IMS system to make an update to an employee’s paycheck. In OneUSG Connect, the adjustment is automatic and no manual adjustments are necessary.
Payroll Resources

- Click [here](#) for Payroll Calendars page
- Click [here](#) for Payroll Forms page
- Click [here](#) for payroll changes on the Faculty & Staff Guide
Commitment Accounting Overview

Commitment Accounting, within OneUSG Connect, is where funding is assigned to positions. Commitment Accounting is also the bridge between OneUSG Connect and the UGA Financial Management System. After Payroll is processed, Commitment Accounting assigns the financial chart string to the payroll transactions and sends that data to the UGA Financial Management System.

Commitment Accounting Helpful Hints

Combo Codes
- For information related to combo codes, see the comb code resource page on the OneSource web site.
- Make sure the effective date for a new combo code request correlates to the pay period for which it is needed. A combo code cannot be used for funding in OneUSG Connect prior to the effective date. For example, if a combo code is needed for the pay period begin date of 12/16/2018, the effective date of the combo code should be 12/16/2018 or earlier.
- Requests for new combo codes should be submitted via the OneSource Service Desk.
- In OneUSG Connect, the System Manager Reporting work center query Combo Codes under Commitment Accounting will provide a listing of existing combo codes.

Position Funding
Effective dates play a crucial role when funding a position. Effective dates are best explained with an example.

Position 12345678 is funded for FY19 as follows:

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Percentage Distribution</th>
<th>Combo Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2018</td>
<td>100.000%</td>
<td>18913300001001</td>
</tr>
<tr>
<td>09/12/2018</td>
<td>75.000%</td>
<td>18914260001001</td>
</tr>
<tr>
<td></td>
<td>25.000%</td>
<td>18912340101004</td>
</tr>
<tr>
<td>01/01/2019</td>
<td>100.000%</td>
<td>18915468701001</td>
</tr>
</tbody>
</table>

In the example outlined above, the position would be funded:
- 07/01/2018 through 09/11/2018 by combo code 18913300001001
- 09/12/2018 through 12/31/2018 by combo codes 18914260001001 (75.000%) and 18912340101004 (25.000%)
- 01/01/2019 through 06/30/2019 by combo code 18915468701001

If a change position funding request is submitted with an effective date of 11/01/2018 (even if the request was sent after the fact, such as 03/15/2019) for 100% on combo code 18917851001002, the position would then be funded:
- 07/01/2018 through 09/11/2018 by combo code 18913300001001
In OneUSG Connect, the System Manager Reporting work center query Funding for Position and Employee under Commitment Accounting will display how a position is funded for the fiscal year.

Prior to submitting a change funding request it is important to consider the pay group associated with the position. Each pay group falls within one of two pay frequencies – bi-weekly or monthly. (The only exception to this is the Athletic Association pay group of A18 which has a pay frequency of quarterly.) When determining the effective date of the position funding request, the pay frequency and pay periods dates should be considered. The monthly and bi-weekly practitioner payroll processing calendars are available on the Payroll web site. (http://busfin.uga.edu/payroll/calendar)

The position funding effective date will need to cover the appropriate pay period based on the pay frequency. For a position that has a bi-weekly pay frequency, the position funding effective date would generally be the pay period begin date for the bi-weekly pay run. For a position that has a monthly pay frequency, the position funding effective date would generally be the pay period begin date for the monthly pay run. Depending on the situation, the funding effective date may fall to a date in the middle of a pay period. In those situations, the position funding effective date should be the first day the position is to be funded by the new combo code(s).

The position cannot be funded prior to the date the position actually became effective. For example, if the position was created with an effective date of 02/02/2018, the funding for the position cannot be an effective date prior to 02/02/2018.

Departments should consult the UGA Practitioner Payroll Processing Schedule to determine the deadline for submitting the position funding request. The deadline is different for bi-weekly and monthly pay frequencies.

**Submitting a Change Funding Request**

The change funding request is submitted via Manager Self Service in OneUSG Connect. The navigation is: Navigator > Manager Self Service > Position and Funding > Submit Change Position Funding

Step by step instructions for submitting a change funding request are located in the OneSource Training Library. (https://training.onesource.uga.edu) In the Training Library the navigation is: OneUSG Connect (HR/Payroll) Topics > Manager Self Service > MSS for System Managers > Submitting a Change to Funding for an Existing Position
Invalid Funding Report
System managers should run the invalid funding report at least every other day for upcoming payrolls. This report will reflect both filled and vacant positions that do not have funding or for which funding has ended.

Instructions for running the Invalid Funding Report can be found in the Training Library. In the Training Library the navigation is: OneUSG Connect (HR/Payroll) Topics > Manager Self Service > MSS for System Managers > Running the Invalid Funding Report

Retro Processing
Payroll cost reallocations, which are used to transfer payroll charges from one combo code to another, are initiated by processing a Change Funding Request or a Direct Retro Request, depending on the circumstances. See the Budget and Direct Retro Decision Matrix to determine which method cost reallocation should be used.

Change Funding Request – A change funding request initiates a change to a combo code for future payrolls and in some instances for previously posted payroll transactions retroactively to the effective date of the change request. This type of retroactive adjustment is called a Budget Retro. A Budget Retro is automatically initiated when the Change Funding Request is submitted for an effective date that impacts a prior distributed payroll. The effective date entered on a Change Funding Request is very important for achieving the required change in funding and initiating any necessary Budget Retro reallocations. Generally, the effective date should be the first day of the pay period in which the change to the combo code should be implemented. (http://busfin.uga.edu/payroll/calendar)

However, in certain circumstances a Budget Retro will not accurately create a retroactive payroll reallocation. Therefore, a Direct Retro transaction must be requested.

Direct Retro – Direct Retro transactions are requested by submitting a Direct Retro Request Form through the OneSource Service Desk (onesource.uga.edu)

After OneUSG Connect has processed retro payroll cost reallocations, units may view original payroll and payroll cost reallocations in the Payroll Expenses Detail query. (OneUSG Connect Manager Self Service Systems Manager Work Center).
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Scenario</th>
<th>Change Funding Request (Budget Retro)</th>
<th>Request for Direct Retro Cost Reallocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100% of an employee's payroll cost, including earnings, tax, and benefit cost were charged to a suspense combo code.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>A portion of an employee's position earnings charged to a suspense combo and a portion to a valid combo code. (The Funding for Position and Employee or Funding for Position and Employee by Chartfield queries can be run to see all funding for a position.)</td>
<td>X</td>
<td>Note: This action will also change the funding for future pay periods unless other future dated funding records exist.</td>
</tr>
<tr>
<td>3</td>
<td>100% or any portion of an employee's position should be charged to a different combo code for previous and future pay periods.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Change combo code where one or more previous payroll costs were charged, but do not want to change the combo code for future pay periods.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Reallocate a specific amount, from a previous pay period, from one combo code to another combo code.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>An employee's salary was charged to the incorrect finance 6 digit account number in a previous pay period.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Biweekly (hourly) paid employee works a portion of their hours in a pay period for another department where a portion of their earnings must be reallocated to the other department.</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Commitment Accounting Resources

- UGA Training Library: [https://training.onesource.uga.edu](https://training.onesource.uga.edu)
- UGA Practitioner Payroll Processing Calendar: [http://busfin.uga.edu/payroll/calendar](http://busfin.uga.edu/payroll/calendar)
- Combo Code Resource Page: [https://onesource.uga.edu/resources/combo_codes/](https://onesource.uga.edu/resources/combo_codes/)
The Self-Service Team and Security and Workflow comprise individuals that help manage our institution’s security access and self-service transactions. This includes routing requests for provisioning access, updating permissions/access, assisting with OneUSG Connect workflow and providing access and assisting with reporting tools, such as queries.

Self-Service/Security and Helpful Hints

Employee Self-Service
Most items in employee self-service are maintained by the employee. There are a handful of items that route through approval before updating the system. This includes name changes and degree updates. Some items are not available for update within ESS, such as business email and business phone. If an employee’s business phone needs to be updated, a ticket will need to be submitted to HRWeb. We are actively working on a solution for campus address changes and hope to have information on that soon.

Manager Self-Service
Manager self-service will be growing substantially throughout this year. Almost all of this functionality is global across all institutions, so with the addition of Augusta University and Georgia Tech in year, we will be seeing enhancements to the MSS functionality. Many of the transactions that you submit will be enhanced with more fields, such as the termination request. MSS workflow has been very successful and stable throughout our go live. This is a first for any school going live on OneUSG Connect. This is primarily a result of all of your hard work leading up to go live, through the unit asks and validation for this information. That being said, we are continuously working with departments to modify and update their MSS initiators and approvers. We have worked with several departments to enhance their departmental approval groups. If you are interested in updating your department’s approval groups, please reach out to us via OneUSGSupport@uga.edu.

Reporting and Queries
We have added 34 queries to the System Manager Reporting Work Center since going live. We are still actively working on the requirements and development of over 35 additional queries. Row level security restrictions have made some queries challenging to deploy with certain expected results. We are currently working on workflow monitoring and T&L Dynamic group queries to add to the work center.

I am excited to inform you that we are diligently working with the Data Warehouse team to replicate many of the work center queries in the UGA Data Warehouse. This will set the foundation for you to access additional information via the Data Warehouse. The Data Warehouse will soon be your go to place to access much of the historical and current information. In the future, you will be able to use the Data Warehouse to access a wider range of data, such as position funding data, than you will be able to in OneUSG Connect.

Security
Reminder that all security requests should be routed through the MSS Submit Security Request. This can be to provision or deprovision security. We are working on a process to monitor and examine changes to position/HR department so that we can make sure security roles/access get updated appropriately. Be careful when requesting the cloning of a user. Often, the person being cloned has access that might not be appropriate to clone to the new user.
## 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 Dynamix</th>
</tr>
</thead>
<tbody>
<tr>
<td>• New Employee</td>
<td>Department Initiated via Manager Self Service</td>
<td>• Enroll/Update Time Reporter</td>
</tr>
<tr>
<td>• Lateral Transfer</td>
<td>• Continuation Existing Position</td>
<td>• Request Athletic Pay</td>
</tr>
<tr>
<td>• Promotion</td>
<td>• Revise distribution of salary</td>
<td>• Request for County Employee Funding and Changes</td>
</tr>
<tr>
<td>• Replacement Position</td>
<td>• Termination</td>
<td>• Request for Salary Approval/Request for Supplemental Pay</td>
</tr>
<tr>
<td>• Appointment to New Position</td>
<td>• Rate Range</td>
<td>• More to Come</td>
</tr>
<tr>
<td>• Change Percent Time Employed</td>
<td>• Compression/Market Faculty</td>
<td></td>
</tr>
<tr>
<td>• Transfer</td>
<td>• Compression/Market Staff</td>
<td></td>
</tr>
<tr>
<td>• Change in Pay Type</td>
<td>• Extra compensation including summer pay</td>
<td></td>
</tr>
<tr>
<td>• Change in Job Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Change in Working Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Change in Job Duties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Retroactive changes on any of above may systematically trigger back</td>
<td></td>
<td></td>
</tr>
<tr>
<td>pay</td>
<td>Employee Initiated via Employee Self-Service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Change First Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Change Middle Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Change Last Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Change Suffix</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Leave without Pay</td>
<td></td>
</tr>
</tbody>
</table>
## Reports To Difference

<table>
<thead>
<tr>
<th>Time and Absence Approvers</th>
<th>Supervisor Reports To</th>
<th>Financials Reports To</th>
</tr>
</thead>
</table>
| • Ability to Approve Time and Absences  
• Can be assigned on an employee by employee basis  
• The T&A Approver defaults to the Reports To until a change is made  
• Changes to position data, including Reports To, will override the T&A Approver back to the Reports To  
• Updated via the “Requesting a Time and Absence Approver Update” form in Manager Self Service | • Reports-To data is maintained in UGAJobs and indicates the reporting relationships between positions.  
• Reports-To data from UGAJobs will be used in OneUSG Connect (the new HR/Payroll system) and the UGA Financial Management System.  
• UGAJobs and OneUSG Connect will use the data for the management of position and job data.  
• Update the Reports To via "Modify a Position" in UGAJobs | • UGA Financial Management System also uses the data for workflow on travel items so they are routed to the correct supervisor. |