



Weekly Status Call

March 5, 2020



OneSource
UNIVERSITY OF GEORGIA

onesource.uga.edu

Training Courses

Budget Planning & Salary Setting (BPSS)

Course:	Format:	Date/Time:	Registration:
Policies and Procedures	Interactive Webinar	March 6 10:00 a.m. - 12:00 p.m.	<u>Register</u>
Policies and Procedures	In-Person	March 25 2:00 p.m. - 4:00 p.m.	<u>Register via PEP</u>
*System Training	In-Person	March 10 8:30 a.m. - 11:30 a.m.	<u>Register via PEP</u>
*System Training	In-Person	April 8 8:30 a.m. - 11:30 a.m.	<u>Register via PEP</u>

****Budget Management System access required***

Training Courses

Financial Management

New
Versions

Course:	Format:	Date/Time:	Registration:
Working with GL Journals	Interactive Webinar	March 18 1:30 p.m. – 3:30 p.m.	Register
Working with GL Journals	Interactive Webinar	April 6 1:30 p.m. – 3:30 p.m.	Register

One
Run
Only

Course:	Format:	Date/Time:	Registration:
Intro to Study Away Financial Management	Interactive Webinar	March 10 8:30 a.m. – 10:30 a.m.	Register
Principles of Study Away Financial Management	Interactive Webinar	March 18 8:30 am. – 10:30 a.m.	Register

Training Courses

Sponsored Projects

Course:	Format:	Date/Time:	Registration:
Introduction to Sponsored Projects	In-Person	March 11, 9:00 a.m. - March 12, 4:00 p.m.	Register in PEP
Introduction to Sponsored Projects	In-Person	April 28, 9:00 a.m. - April 29, 4:00 p.m.	Register in PEP
Introduction to Sponsored Projects	In-Person	May 11, 9:00 a.m. - May 12, 4:00 p.m.	Register in PEP

Course:	Format:	Date/Time:	Where:
GRASP Course 4	In-Person or Webinar	April 22 9:00 a.m. - 12:00 p.m.	T&D Room C & Webinar: Register

Training Courses

EITS

Course:	Format:	Date/Time:	Location
Tech Basics	In-Person	March 19 10:00 a.m. – 11:30 a.m.	T&D Room AB: Register

- **Tech Basics:** An in-person class where new/current faculty and staff can get assistance enrolling a backup device in ArchPass, downloading Office 365, syncing mail accounts and more. Registrants should bring their personal devices, as university-issued computers will not be worked on during this class. **The deadline to register is March 16.**

Training Courses

Reminder

Course:	Information:
<i>UGAJobs</i>	<ul style="list-style-type: none">• Available to units by request. <i>Central HR will come to you!</i>• Email hrweb@uga.edu to make the request for your unit.
<i>P-Card (online!)</i>	<ul style="list-style-type: none">• Located on the Procurement site• Initial P-Card Training• Refresher P-Card Training• Procurement Card Information
<i>Sponsored Projects Administration (SPA)</i>	<ul style="list-style-type: none">• An abundance of new SPA trainings can be found on the SPA training calendar and registered for through PEP.
<i>Express Direct Retros</i>	<ul style="list-style-type: none">• Overview of the Express Direct Retro functionality within OneUSG Connect.• Available on the OneSource Training page for System Managers.

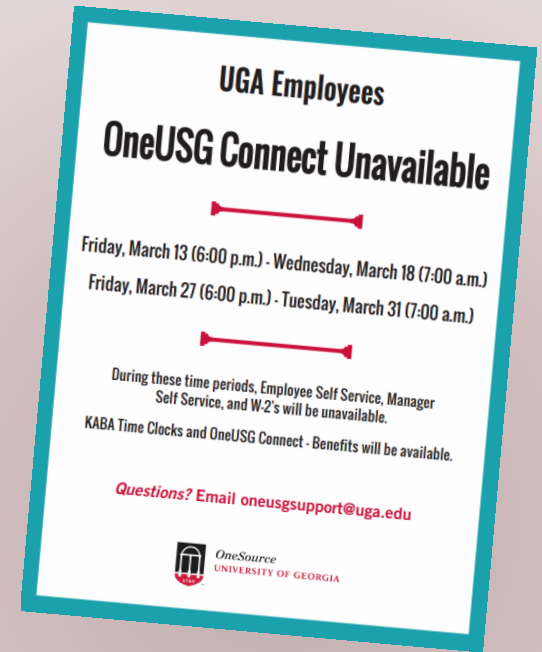
Employee Self Service

OneUSG Connect Unavailability

- During OneUSG Connect downtimes, **employees will not be able to access employee self-service, including electronic copies of their W-2.**
- This may be especially impactful since tax season and the upcoming March downtimes coincide.

Important OneUSG Connect Downtimes:

- Friday, 3/13/20 (6:00 p.m.) – Wednesday, 3/18/20 (7:00 a.m.)
 - Friday, 3/27/20 (6:00 p.m.) – Tuesday, 3/31/20 (7:00 a.m.)



Printable Flyer
Available now on
the [OneSource
website!](#)



Fiscal Master Calendar

Upcoming Downtimes/Updates

Access the [Fiscal Master Calendar](#) for additional dates and information!

UGA System Access

FY20 User Verification

- Each year, UGA is required by USG Policy to reaffirm the necessity of user access to core information systems. Our compliance with this user account verification process is audited and reported to the Regents and the State each year.
- User Verification begins on **March 23, 2020**. Users who need to act will receive an email on March 23, 2020 from EITS Access Services (adminfo@uga.edu).
- You must complete the user account verification process, including your supervisor's response
- **by April 30, 2020.**
 - If you do not complete the process, your access to these systems will be **revoked**.
- To get started beginning March 23, you will login into your JIRA dashboard at jira.eits.uga.edu.

Systems included:

- Banner and Financial Aid System
- Financial Management System
- Budget Management System
- UGAJobs
- OneUSG Connect

OneSource Weekly Status Calls

Extended to FY20 End



- OneSource Weekly Status Calls have been **extended through Thursday, June 25, 2020.**
- Current registrants will receive a notification following today's Weekly Status Call.
- We encourage you to share the [registration link](#) with others who might benefit from participating each week. Spread the word!

Fiscal Year End Town Hall

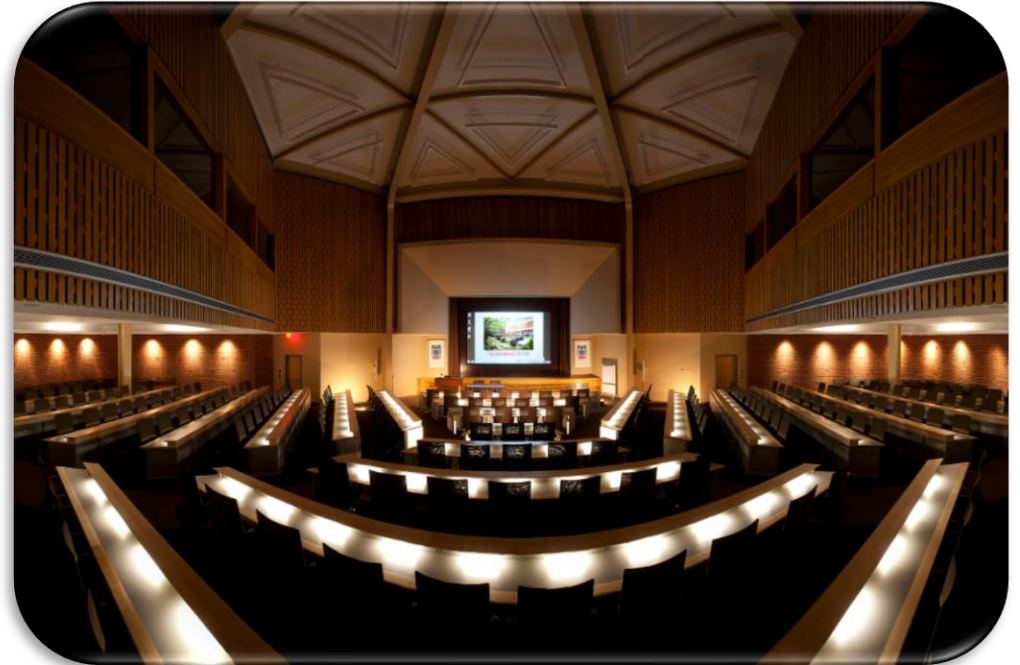


- **Georgia Center, Masters Hall**
- Thursday, March 26th
- 1:30 - 3:00PM

- NO Status Call this day

Registration:

- In person ([RSVP](#) requested, not required)
- Online [Zoom Meeting](#) ([RSVP](#) requested, not required)
- Look under NEWS on the OneSource webpage





March 5, 2020

**Financials,
Budgets,
Reporting**



Accounts Payable

Payment Request – DBA Search Field

BSAG Enhancement Request Update

- On the Fluid Payment Request Center, you will have a new DBA Search Field!
 - **This search field will only yield results for suppliers that have a DBA name listed on their supplier profile.**
 - The search field is sensitive to characters
 - Example: Searching for "Chickfila" will not yield any suppliers. You can search either by "Chick" or "Chick-Fil-A" to yield results.
- **Slated for the March Release**

The screenshot displays the 'Payment Request' interface. At the top, a progress bar shows four steps: 1. Summary, 2. Supplier (highlighted with a green circle), 3. Invoice Details, and 4. Review and Submit. Below the progress bar, the current step is 'Step 2 of 4: Supplier'. The form includes fields for 'Country' (set to USA), 'Supplier Name', and 'Supplier ID', each with a search icon. A 'Search' button is located below these fields. At the bottom of the form, a new 'D/B/A Search' section is highlighted with a red border. It contains a 'D/B/A Name' input field and a 'Search' button.

Travel and Expenses

International Travel Notification

BSAG Enhancement Request Update

- On the Travel Authorization Creation Page you will see an important note regarding International Travel.
 - A direct link will be included where travelers can go to register their itineraries for their upcoming international travel.
 - **Slated for the March Release**

Travel to international destinations should use the International Expense Types below. International travel authorizations require approval from the UGA Office of Global Engagement. International travelers are required to register their itineraries at <http://oie.uga.edu/international-travel-authority>. International travel authorizations will not be approved by the Office of Global Engagement unless an itinerary has been registered.

*Description *Travel From
*Business Purpose *Travel To
Comments *Date From
Billing Type *Date To Trip Duration 1 Day
Accounting Tag
Accounting Default
Notes

Details

Expense Type	Description	Merchant	Amount	Accounting
Domestic Pay by Employee	<input type="text"/>		<input type="text"/>	<input type="button" value=""/>
Domestic Direct Bill UGA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>
International Pay by Employee	<input type="text"/>		<input type="text"/>	<input type="button" value=""/>
International Direct Bill UGA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>

Total 0.00 USD

Travel to international destinations should use the International Expense Types below.
International travel authorizations require approval from the UGA Office of Global Engagement.
International travelers are required to register their itineraries at <http://oie.uga.edu/international-travel-authority>.
International travel authorizations will not be approved by the Office of Global Engagement unless an itinerary has been registered.



Travel and Expenses

Trip Cancellations

- Related information is outlined in the FAQs found in the Travel Policy [here](#).
 - UGA will reimburse for the airfare and/or penalty incurred for a change or cancellation of travel plans when the change or cancellation is required by the State of Georgia or is the result of other unavoidable situations approved by a **UGA department**.
 - For hotel reservations, in unavoidable situations where all reasonable efforts have been taken to resolve cancellation fees with the hotel, and a fee is still charged, include an explanation when submitting the expense report.



Travel and Expenses

Trip Cancellations

- If your trip is canceled and you booked your airfare through one of UGA's authorized travel agencies:
 - If you purchased a nonrefundable fare, the travel agency will not issue a credit.
 - If you choose to move the travel to a later date, please contact the travel agency involved and discuss change fee charges.
 - If you purchased your ticket through one of UGA's authorized travel agencies and the airline has discontinued or suspended flights to your destination, please contact the travel agency for assistance, as the airline may offer waivers or waive change fees for travelers that have tickets to the destination.



Travel and Expenses

Canceled/Altered Travel Expense Process

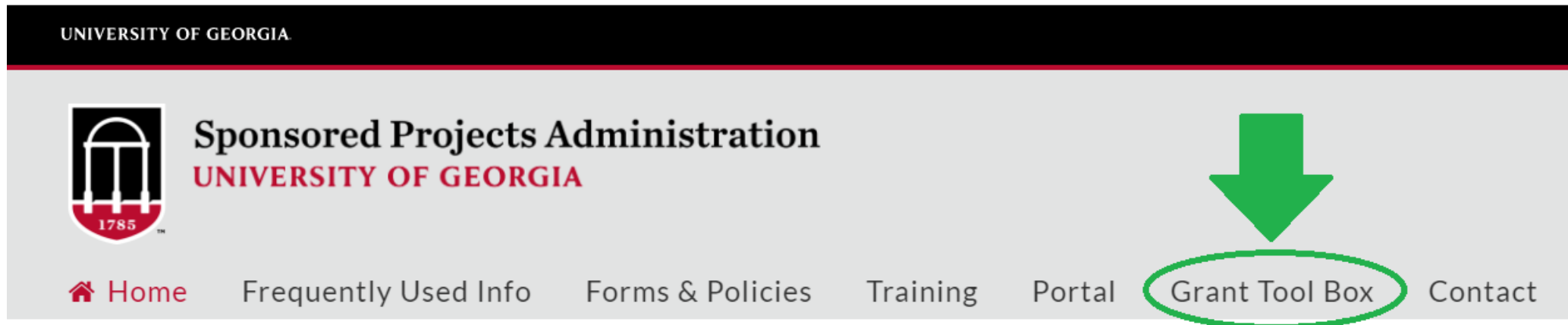
- **Processing Reimbursements:**

- Please use the **O – Other Misc. Expenses** expense type (account code 727100)
 - It is important these reimbursements not be coded under any travel expense types (64xxxx account code series) if no travel occurred due to TIGA reporting.
- Your description should reference the business reason for the need to alter travel arrangements: Ex. Trip cancelled due to conference being canceled.
- Please also reference your approved TA with your expense report
- Accounts Payable can assist you with how to process reimbursement requests; however, we can't offer guidance or advice on whether or not to cancel travel plans. Travelers should work with their school/college/division to determine how to proceed.

Grants Management

New Sponsored Project Budget Template

- **Issue:** Budget discrepancies on sponsored projects were noted as a major challenge that needs action.
- **Solution:** New project budget templates are now available to resolve this issue.
- **Where to find:** These templates can be found in the [Grants Tool Box](#) (Budget Tools menu) on the SPA webpage. Budget Templates are to be included at proposal submission in the Grants Portal: Proposal Docs > Proposal Budget.



Grants Management

New Sponsored Project Budget Template

PS / SPONSOR PROPOSAL BUDGET WORKSHEET

Please complete the cost share information at the bottom of the page, if applicable

FP#: _____ Project ID if known: _____ Start date: _____
 DeptID #: _____ Principal Investigator: _____ End Date: _____

[LINK TO ACCOUNT CODES REFERENCE GUIDE](#)

<u>ITEM</u>	<u>Sponsor Funding</u>	<u>Cost Share or Match*</u>	<u>Over The Cap</u>	<u>TOTAL PROJECT BUDGET</u>
Personnel				
<u>Salary</u>				
510000 Per Serv Faculty (Budget)	_____	_____	_____	_____
522000 Salaries-Staff (Budget)	_____	_____	_____	_____
550000 Pers Svcs Fringe Ben (Bud)	\$ -	_____	_____	_____
Total Fringe	\$ -	\$ -	\$ -	\$ -
Total Personnel	\$ -	\$ -	\$ -	\$ -
Capital Equipment				
800000 Capital Equipment over \$5,000	\$ -	_____	_____	\$ -
Total Capital Equipment	\$ -	_____	_____	\$ -
Travel				
641000 Travel - Employee and Non-Employee (budget)	_____	_____	_____	_____
641200 International Travel - Employee and Non-Employee	_____	_____	_____	_____
641290 International Travel - Employee - VISAPAS	_____	_____	_____	_____
Total Travel	\$ -	\$ -	_____	\$ -



Grants Management/Accounting

New Incentives Account Code

- **Account 727105 - Research Subject Incentives (New!)** is used for incentives (cash, gift cards, etc.) to motivate human subjects' participation. F&A (IDC) is usually collected on incentives.
- **Account 751111 - Grant Participant-Subsistence** is used for participant support costs – subsistence allowances, travel allowances and registration fees paid to participants or trainees (not employees) in connection with a conference or training project. Participant support costs are only allowable as a direct cost with the prior approval of the federal awarding agency. F&A (IDC) is not collected on participant support costs.
- **Existing Projects:** SPA is auditing existing projects and will reach out to units who are impacted by this change.



Grants Management/Accounting

Long Descriptions Updated

- Long Descriptions have been updated to better reflect the account codes above in accounting.
- **727105** - Includes incentives (cash, gift cards, etc.) provided to motivate individuals to participate in a grant/state-supported project/program or an instruction, research, or public service project or study.
- **751111** - Subsistence, travel allowances, or registration fees paid to participants/trainees (not employees) in connection with a conference or training project related to a sponsored project when the sponsored project requires segregation of expenses.
- **751112** – Grant Participant Support Other: Includes all other expenses paid to participants/trainees (not employees) in connection with a conference or training project related to a sponsored project when the sponsored project requires segregation of expenses.

Accounting

New Combo Rules Effective March 1, 2020

- New Fund/Class combo rules have been added.
- Refer to [OneSource Training Library](#) for a copy of the Chart of Accounts Code Structure document.
 - Provides specific visual of what Funds and Classes can be used together.
- Anomalies
 - Any old anomalies that were not corrected before February month end
 - ~OR~
 - Any new anomalies that post from transactions created prior to March 1, 2020.
 - Must submit a OneSource Help Desk Ticket that identifies the anomaly transaction (full chartstring) AND corrected chartstring transaction should be moved to.

Budget Management

Chartstring Data Error

Known
Issue

- On Tuesday, March 3, it was reported that the BPSS chartstring is not showing data or cannot be budgeted for account code 600000.
- There is no original or current budget to view.
- Employees will not be able to use any BPSS chartstring reports until the issue is resolved.
- All other Hyperion reports and data appear unaffected by this.
- For additional details and updates, please visit the [Known Issues](#) page or contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202.

RESOLVED

Budget Management

Position Funding Reports



- On Tuesday, March 3, it was confirmed that certain BPSS reports are not running to success.
 - Combo Code Budgets
 - Combo Code Budgets (Full Chartstrings)
 - Position Funding Distribution
 - Position Funding Distribution (Full Chartstring)
- These reports will be removed and replaced with new reports as soon as possible.
- For additional details and updates, please visit the [Known Issues](#) page or contact the OneSource Service Desk at onesource@uga.edu or 706-542-0202.



Budget Management

New Reports (ASAP)

- Position Funding Data
 - Single Department
 - All Departments
 - By Combo Code
- Salary Data
 - Single Department
 - All Departments
- Position Funding and Salary Data Spreadsheet



Data Warehouse

Monthly Status Report

- The Monthly Status Report (MSR) is now available publicly on OIR's [Operational Reports page](#).
- This report was designed to be a static report that could be used for balancing purposes and is set up in a Fund by Department format.
- **Best Practice:** Even if you use this report throughout the month, for a historical snapshot of the month it's important to re-run this report after the month has been officially closed.
- Training on running this report can be found in the [Training Library](#).
- Questions and/or enhancement requests related to this report should be submitted to onesource@uga.edu.

Data Warehouse

Monthly Status Report

Summary Tab

Monthly Status Report -- Summary

Department Group:

Fiscal Year: 2020

Accounting Period: FY2020 - September

Fund Code	Department	Rev/Expense	Account Level 2	Current Budget	Encumbrance	Monthly Actuals	Actuals to Date	Remaining	Estimated Revenue	Recognized Revenue	Estimated - Recognized Revenue
10000 - RI-State Appropriations		Expense	500000 - Personal Services Expe..	\$61,645.07	\$48,494.25	\$2,866.05	\$4,396.27	\$8,754.55	\$0.00	\$0.00	\$0.00
			700000 - Op Supplies & Expenses	\$58,118.00	\$2.58	\$1,792.35	\$7,579.26	\$50,536.16	\$0.00	\$0.00	\$0.00
			<i>Rev/Expense Total</i>	\$119,763.07	\$48,496.83	\$4,658.40	\$11,975.53	\$59,290.71	\$0.00	\$0.00	\$0.00
		<i>Department Total</i>	\$119,763.07	\$48,496.83	\$4,658.40	\$11,975.53	\$59,290.71	\$0.00	\$0.00	\$0.00	
		Expense	700000 - Op Supplies & Expenses	\$5,200.00	\$0.00	\$130.01	\$380.58	\$4,819.42	\$0.00	\$0.00	\$0.00
			<i>Rev/Expense Total</i>	\$5,200.00	\$0.00	\$130.01	\$380.58	\$4,819.42	\$0.00	\$0.00	\$0.00
			<i>Department Total</i>	\$5,200.00	\$0.00	\$130.01	\$380.58	\$4,819.42	\$0.00	\$0.00	\$0.00
		Expense	500000 - Personal Services Expe..	\$2,803,595.64	\$2,065,807.93	\$229,855.71	\$704,884.03	\$32,903.68	\$0.00	\$0.00	\$0.00
			<i>Rev/Expense Total</i>	\$2,803,595.64	\$2,065,807.93	\$229,855.71	\$704,884.03	\$32,903.68	\$0.00	\$0.00	\$0.00
			<i>Department Total</i>	\$2,803,595.64	\$2,065,807.93	\$229,855.71	\$704,884.03	\$32,903.68	\$0.00	\$0.00	\$0.00
	<i>Fund Total</i>	\$2,928,558.71	\$2,114,304.76	\$234,644.12	\$717,240.14	\$97,013.81	\$0.00	\$0.00	\$0.00		
10500 - Tuition		Expense	500000 - Personal Services Expe..	\$0.00	\$0.00	(\$95,765.25)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			<i>Rev/Expense Total</i>	\$0.00	\$0.00	(\$95,765.25)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		<i>Department Total</i>	\$0.00	\$0.00	(\$95,765.25)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
		<i>Fund Total</i>	\$0.00	\$0.00	(\$95,765.25)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Data Warehouse

Monthly Status Report

Detail Tab

Acct Tree 2	Date	KK Tran Type	PS ID	Supplier	PS Desc	UGA Ref	GL Account	Fund	Program	Dept Code	Class
500000 - Personal Services Expense	9/2/2019	GL Budget E..	BEN0000001	#NA	Benefit Budg..	#NA	551100	10000	14600		11200
	9/2/2019	GL Budget E..	BEN0000001	#NA	Benefit Budg..	#NA	551100	10000	14600		11200
	9/2/2019	GL Budget E..	BEN0000001	#NA	Benefit Budg..	#NA	551100	10500	14600		11800
	9/2/2019	GL Budget E..	BEN0000001	#NA	Benefit Budg..	#NA	551200	10000	14600		11200
	9/2/2019	GL Budget E..	BEN0000001	#NA	Benefit Budg..	#NA	551200	10000	14600		11200
	9/2/2019	GL Budget E..	BEN0000001	#NA	Benefit Budg..	#NA	551200	10500	14600		11800
	9/2/2019	GL Budget E..	BEN0000001	#NA	Benefit Budg..	#NA	552100	10000	14600		11200

Oper Unit	Chartfield 1	Budget Amount	Encumbrance	Actuals to Date	Monthly Actuals	Remaining	Estimated Reve..	Recognized Reve..
Personal Services Ex..	Bal Fwd:	\$2,946,973.96	\$2,373,438.52	\$572,323.79	\$0.00	\$1,211.65	\$0.00	\$0.00
#NA	#NA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
#NA	#NA	(\$1,460.66)	\$0.00	\$0.00	\$0.00	(\$1,460.66)	\$0.00	\$0.00
#NA	#NA	(\$2,741.14)	\$0.00	\$0.00	\$0.00	(\$2,741.14)	\$0.00	\$0.00
#NA	#NA	\$0.66	\$0.00	\$0.00	\$0.00	\$0.66	\$0.00	\$0.00
#NA	#NA	(\$341.50)	\$0.00	\$0.00	\$0.00	(\$341.50)	\$0.00	\$0.00
#NA	#NA	(\$962.09)	\$0.00	\$0.00	\$0.00	(\$962.09)	\$0.00	\$0.00
#NA	#NA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Data Warehouse

Monthly Status Report

Users can click on and select any of the columns with amounts to "keep only" or "exclude" - this functionality can help to create a cleaner report.

This can also be done on the "Detail" tab.

The screenshot shows a table with four columns: Current Budget, Encumbrance, Monthly Actuals, and Actual. A context menu is open over the 'Current Budget' column, showing options: 'Keep Only' (checked), 'Exclude', and 'Detail Drillthrough'. The menu also displays '15 items selected · SUM of Measure Values: \$11,714,234.84'. The table data is as follows:

	Current Budget	Encumbrance	Monthly Actuals	Actual
	\$5,200.00	\$0.00	\$130.01	
	\$2,803,595.64	\$2,065,807.93	\$229,855.71	\$70
	\$2,803,595.64	\$2,065,807.93	\$229,855.71	\$70
	\$2,803,595.64	\$2,065,807.93	\$229,855.71	\$70
	\$2,928,558.71	\$2,114,304.76	\$234,644.12	\$71
	\$0.00	\$0.00	(\$95,765.25)	
	\$0.00	\$0.00	(\$95,765.25)	
	\$0.00	\$0.00	(\$95,765.25)	
	\$0.00	\$0.00	(\$95,765.25)	

Data Warehouse

Monthly Status Report

- The MSR defaults to *Fiscal Yr 2020* and *Budget_Ref_Descr 2020* – this excludes out transactions processed on prior year funds.
- If you would like to view those transactions, you can change your *Bud Ref* filter.

Departmental Groupin...

AS - Advising

Fiscal Yr

2020

Accounting Period

December

Budget_Ref_Descr

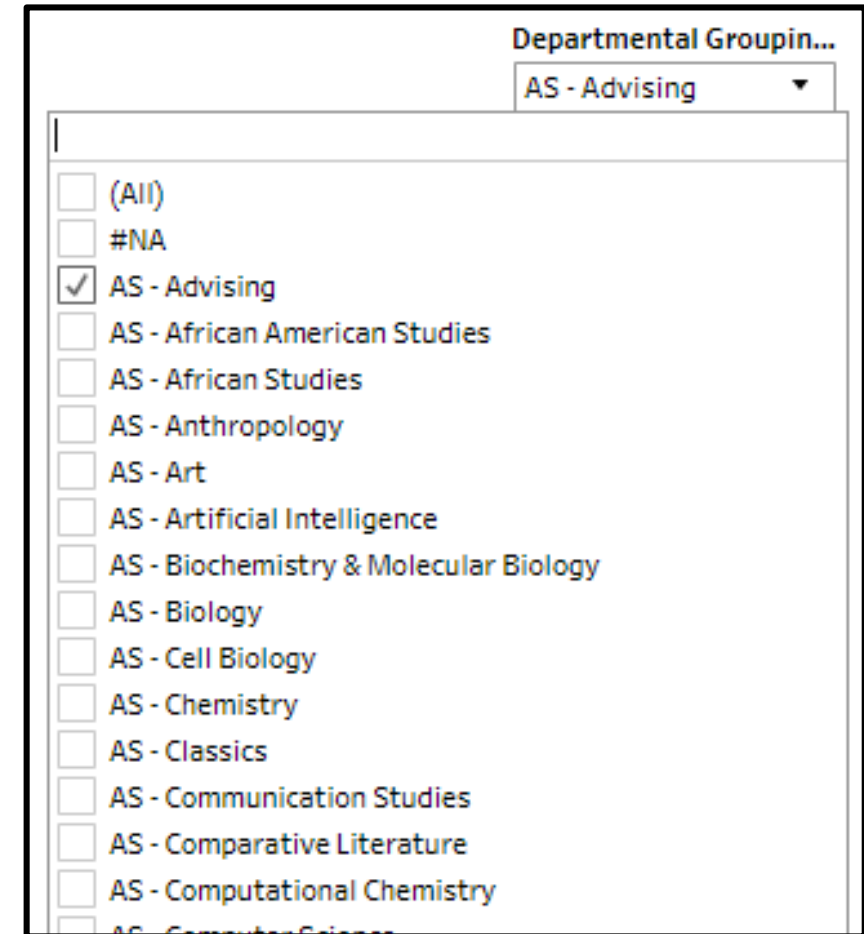
2020

Data Warehouse

Monthly Status Report

Department Groups:

- Note: If you select multiple Department Groups they will still be displayed in a Fund by Department format, but it will not be possible to determine which Department Group an individual department belongs to.
- For information about what departments make up a Department Group, please use the following query in UGA Financials: *UGA_GL_DEPT_ATTRIB_LOOKUP*
- For questions regarding your Department Grouping, please contact the [OneSource Service Desk](#), Attn Reporting.



Departmental Groupin...
AS - Advising ▼

- (All)
- #NA
- AS - Advising
- AS - African American Studies
- AS - African Studies
- AS - Anthropology
- AS - Art
- AS - Artificial Intelligence
- AS - Biochemistry & Molecular Biology
- AS - Biology
- AS - Cell Biology
- AS - Chemistry
- AS - Classics
- AS - Communication Studies
- AS - Comparative Literature
- AS - Computational Chemistry
- AS - Computer Science

Data Warehouse

Monthly Status Report

Summary

Account Level 2	Current Budget	Encumbrance	Monthly Actuals	Actuals to Date	Remaining
500000 - Personal Services Expe..	\$2,242,994.90	\$1,827,715.43	\$208,413.21	\$349,174.50	\$66,104.97
600000 - Travel	\$0.00	\$0.00	\$0.00	\$28.00	(\$28.00)
700000 - Op Supplies & Expenses	\$35,903.00	\$2,447.27	\$4,627.73	\$9,439.82	\$24,015.91
<i>Rev/Expense Total</i>	\$2,278,897.90	\$1,830,162.70	\$213,040.94	\$358,642.32	\$90,092.88

Detail

Acct Tree 2	Date	KK Tran Type	PS ID	Supplier	PS Desc
600000 - Travel					
<i>Account Total</i>					
Grand Total					

Account Total	Budget Amount	Encumbr..	Actuals to Date	Monthly Actuals	Remaini..
Account Total	\$0.00	\$0.00	\$28.00	\$0.00	(\$28.00)
Grand Total	\$0.00	\$0.00	\$28.00	\$0.00	(\$28.00)

Remember that it is possible to drilldown in the report to an account code, chartstring, department that has no transactions.

Data Warehouse

Monthly Status Report

NOTE: When comparing across reports, it's important to remember that column headings are not always exactly the same.

Monthly Status Report

Estimated Revenue	Recognized Revenue	Estimated - Recognized Revenue
\$45,380.00	\$44,080.00	\$1,300.00
\$45,380.00	\$44,080.00	\$1,300.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$45,380.00	\$44,080.00	\$1,300.00

Budgets Overview

Revenue Estimate	Collected Revenue ▼	Recognized Revenue	Uncollected Revenue (Rec-Coll)*
45,380.00	0.00	44,080.00	44,080.00

UGA_KK_DEPT_EXP_REV_BALS

Revenue Budget	Recognized Revenue	Estimated - Recognized Revenue
45380.000	44080.000	1300.000



March 5, 2020

**OneUSG Connect,
Human Resource,
Payroll**



OneSource
UNIVERSITY OF GEORGIA

onesource.uga.edu



Office of the Chancellor to Presidents

Critical Hire Approval Process

Updated Frequently Asked Questions (FAQs) posted to the [Critical Hire website](#) earlier today from the Chancellor's office.

New update

- All positions hired above \$100,000 will require a salary justification.

Other Updates

- Added clarity related to reposting closed positions.
- Clarification that temporary interim appointments do not require approval.
- Reclassification language updated for clarity, no change to expectations.

Manager Self-Service

MSS Approver Changes

New
Functionality
coming!

MSS transactions (termination, position funding, etc.) will no longer be routed to the originator of the transaction.

- Based on a USG System Office decision.
- Relatively small impact ~10% of transactions.
- Will only impact newly submitted transactions.
- May require departments to reevaluate their MSS approvers.
- Use *180_SEC_DEPT_APPROVERS*- Departmental Approvers in System Manager Work Center.
- Submit any updates needed through an MSS Security Request.

OneUSG Connect

Faculty Contract Delivery

New
Functionality
coming!

Faculty Contracts

Employee ID **EMPLID and Name Here**

[University of Georgia](#)

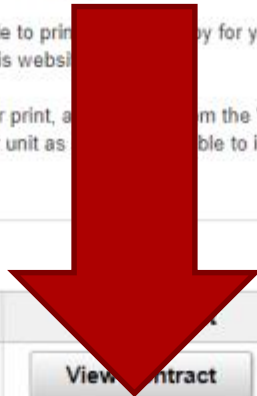
Instructions for Reviewing and Signing Your Contract

1. Select "View Contract" to see a preview copy of your contract. Please review it carefully. While the preview window is open, you may opt to print a draft copy for your review.
2. When you are ready to accept the contract, select "Sign Contract" and enter your name exactly as it appears in the window.
3. After entering your name, click "Sign" to record your acceptance of the contract. Please complete this step within 25 days of receiving notification of the contract's availability.
4. Once you sign the contract electronically, you will be able to print a copy for your records. It will also be retained and available for your future reference on this website.
5. If you think the contract is incorrect, please download, or print, a copy from the "View Contract" window, and share it with the HR Representative in your unit as soon as possible to initiate the steps needed for correction.

1-2 of 2

Year	Contract Type	Status	View Contract	Sign Contract	Signed Date/Time
2021	Academic NonTenure Track	Signed/Frozen	View Contract	Sign Contract	02/20/20 11:12:12AM
2020	Academic NonTenure Track	Signed/Frozen	View Contract	Sign Contract	06/04/19 7:15:40PM

- Ability to view prior-year contract within *Faculty Contracts* tab.



Commitment Accounting

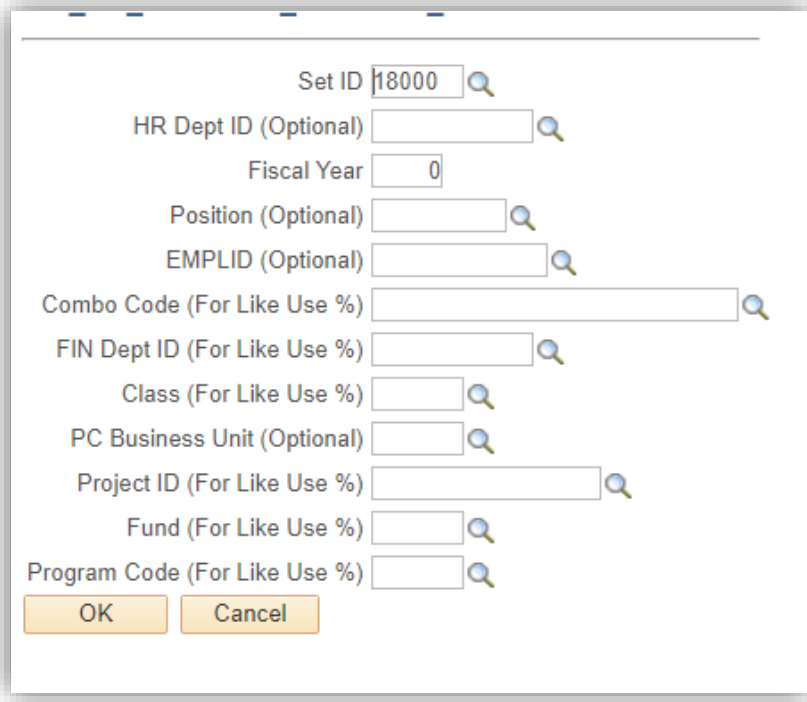
Replacement of System Manager Reporting Query

- The system manager reporting work center queries, related to position funding, will be replaced by a single query.
- Queries *180_CA_POSITION_FUNDING* and *180_CA_POSITION_FUNDING_BY_CF* will be replaced with query *180_CA_POSITION_FUNDING_V2*.
- The new query will contain all the fields from the old queries along with some additional fields.

Commitment Accounting

Replacement of System Manager Reporting Query

- The new position funding query will have multiple prompts.



A screenshot of a query prompt dialog box. The dialog contains several input fields, each with a magnifying glass icon to its right, indicating a search function. The fields are: Set ID (with the value 18000), HR Dept ID (Optional), Fiscal Year (with the value 0), Position (Optional), EMPLID (Optional), Combo Code (For Like Use %), FIN Dept ID (For Like Use %), Class (For Like Use %), PC Business Unit (Optional), Project ID (For Like Use %), Fund (For Like Use %), and Program Code (For Like Use %). At the bottom of the dialog are two buttons: OK and Cancel.

Set ID and Fiscal Year are required.

The other prompt values are optional. However, if Project ID is used in the search criteria PC Business Unit must also be used.

UGAJobs

Feed to OneUSG Connect

Known
Issue

- Issue with the UGAJobs Graduate/Research/Student/Temp nightly position feed that may prevent individuals from viewing position updates in OneUSG Connect.
- Vendor is investigating the cause of this interruption.
- Any updates submitted through UGAJobs since Friday, February 28th, will not be reflected in OneUSG Connect. HR is working to get these updates into OneUSG Connect as soon as possible.
- Central HR will reach back out with updated information as it becomes available. Please contact us with any questions you may have via phone at 706-542-2222 or via email at hrweb@uga.edu.

UGAJobs

Unit Ask: Spring Cleaning

- Unit ask emails and workbooks sent to HR Liaisons & Faculty Affairs Liaisons on Monday, March 2nd
- Open office hours was moved to training room 401 (to the right off the elevator).
- You can also contact your designated [HR Workforce Planning & Recruitment Team](#) for assistance.

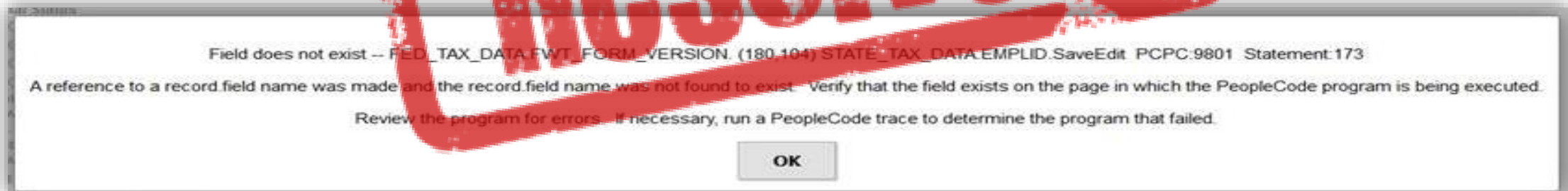
Date	Time	Location
March 5 th	3:00-5:00 p.m.	Caldwell Hall, room 401
March 12 th	3:00-5:00 p.m.	Caldwell Hall, room 401
March 19 th	3:00-5:00 p.m.	Caldwell Hall, room 401
March 26 th	3:00-5:00 p.m.	Caldwell Hall, room 401
April 2 nd	3:00-5:00 p.m.	Caldwell Hall, room 401
April 9 th	3:00-5:00 p.m.	Caldwell Hall, room 401

Payroll

G-4 State Tax

Known
Issue

- Users may receive the below error message when attempting to update the number of withholding allowances on the Employee Self Service G-4 Tax Information screen in OneUSG Connect.
- OneUSG Connect Support is aware of this issue and is working on a resolution.



- Until the problem is resolved, can contact employees can contact fax the G-4 forms to 706-542-6779 send via SendFiles to payroll@uga.edu.

OneUSG Connect Support

New Warm Transfer Option

- Inability to call OneUSG Support and speak to someone who could assist was the **#1 item** in the first round of voting on enhancement priorities.
- New **warm transfer option to UGA** is now available for practitioners.

Points	Subcommittee	Issue
191	Human Resources	Ticketing system delays - Customer perspective is that they are going to shared services and sent to UGA for most questions. Very frustrated at feeling like they're being passed around consistently. Can't reach someone directly - first level support can't assist. People are stuck in a loop. Also, multiple service desks (OneSource, Shared Services, and HR) and multiple platforms (Service Now and TD) is adding to the pain. What does Shared Services do vs. what we should handle? No triage or escalation options? What if we need something answered TODAY?
187	Human Resources	
138	Human Resources	
129	Grants Accounting	
117	Travel	



Workforce Administration

Graduate Assistant Summer Processing

- Updated matrix available on the [Human Resources website](#).

Graduate Assistant Summer Employment Scenarios

Graduate Assistant	Working as GA in Summer	Working as Biweekly in Summer	Spring 20 position will resume in Fall 20 **	Action Necessary	Additional Notes
Yes	Yes	No	Yes	If the Graduate Assistant will continue to work as normal in their GA position during the summer, no action is necessary as they will continue to be processed and paid on the monthly payroll.	
Yes	No	No	No	Submit a termination request via MSS to remove the Graduate student from their GA position.	If transferring to a different position, the new unit needs to create a position (if a vacant one is not available) and hire the Individual into this position.
Yes	No	No	Yes	If the Graduate Assistant does not already have a Short Work Break (SWB), a 6/1 SWB needs to be requested* via OneUSGSupport@uga.edu.	Return from Short Work Break will occur in Fall 20.
Yes	Yes	No	No	If the Graduate Assistant will continue to work as a GA in a different unit and or a different GA position type the unit will need submit a termination/transfer request via MSS to remove the Graduate student from their current GA position. The hiring unit needs to create a new GA position (if a vacant one is not available) and direct hire them into the position.	The individual needs to be hired into the new GA position. At the end of the summer appointment, the unit will need to submit a termination request via MSS for the summer GA position.

Revised 3/2/20



Office of Faculty Affairs

Summer Hires and Renewals

- Any new hires for summer work/payroll will need to follow standard hiring processes, including all faculty review requirements.
- Schools/colleges/units can begin those processes now.
- OFA recommends submitting hiring proposals at least 6-8 weeks/45 days prior to start date as there are multiple approval levels for hiring proposals prior to it reaching OFA.
- The final deadline for a hiring proposal to reach OFA level is **30 days prior to the start date**
- Ex. For Part Time and Limited Term renewals for the Summer
 - **April 1 is the deadline for Maymester**

OneUSG Connect

Summer Payroll Announcement

New
Functionality
coming!

- Will only be used for Full Time & Part Time Faculty
- Replaces the use of spreadsheets
- Summer Pay amount can be entered by distributed units
- Currently is not supported by MSS Workflow
- Entry is processed directly to additional pay
- Each Summer month acts like an open enrollment period for summer pay entry. Edits can be made at any time for any month up until that month's lockout date. For example, if the lock date for June is 6/19, you can make edits to the month of June at any time up until 6/19.

OneUSG Connect

Summer Payroll Announcement

New
Functionality
coming!

Summer Pay

Employee ID: _____ Empl Record: 0

Department Set ID: 18000	Department:
Job Code Set ID: 18000	Job: 201X00 Associate Professor
Position Number: 1180 Associate Professor	Company: 180 University of Georgia
Empl Type: Salaried	Empl Status: Active
Comp Rate: \$115,513.000000	Comp Freq: M10 Monthly
Monthly Rate: \$11,551.300 FTE 1.000000	Summer Pay: \$38,503.94 (Max Allowed Per Summer)

Summer Pay: (Amt Per Summer) Calendar Year: 2020 [Previous Year](#)

Summer Pay Details

Search | << < 1 of 1 > >>

Earning	Percent	Combination Code	May	June	July	August		
Summer Pay	<input type="text"/>	1828	\$10,000.00	\$12,834.51	\$12,834.92	\$0.00	<input type="button" value="+"/>	<input type="button" value="-"/>

[Edit ChartFields](#)

OneUSG Connect

Summer Payroll Announcement

New
Functionality
coming!

1. Summer Pay total is entered
2. Monthly amount is auto-calculated based on the percentages from the configuration; these amounts can be updated
3. Multiple Combo Codes can be used to distribute the earnings

Employee ID: 350 Val J

Department Set ID: 18000

Job Code Set ID: 18000

Position Number: 1180 Associate Professor

Empl Type: Salaried

Comp Rate: \$115,513.000000

Monthly Rate: \$11,551.300 FTE 1.0000

1. Summer Pay: (Amt Per Summer)

Summer Pay Details

Earning	Percent	Combination Code	May	June	July	August
Summer Pay	<input type="text" value=""/>	1828	<input type="text" value="\$10,000.00"/>	<input type="text" value="\$12,834.51"/>	<input type="text" value="\$12,834.92"/>	<input type="text" value="\$0.00"/>

2.

3.

OneUSG Connect

Summer Payroll Next Steps

New
Functionality
coming!

Important Dates:

- Security Request - Communication will go out in the next week ask for units to submit Summer Pay security request via OneUSGSupport Ticket.
- Webinars will be held on Thursday 4/2/2020 and Wednesday 4/8/2020. Register on the [Training Resources](#) page under OneUSG Connect Training.
- Goal is to have the summer pay component up and available to campus April 1.

