UNIVERSITY OF GEORGIA

Controller's Office

DATE: March 17, 2026

TO: Administrators, Business Managers and Fiscal Operations Personnel

FROM: Allison Davis
Controller

As mentioned in the February 2, 2026, fiscal year end letter, the following information regarding deadlines for OneUSG Connect processing should be used in planning and preparing to make all appropriate charges to your funds for this fiscal year. The following dates are based on the OneUSG connect payroll calendars found here.

Manager Self Service Position Funding

Position funding changes for the bi-weekly pay period ending June 20, 2026 (66B2) must be approved at all levels by **June 18, 2026**.

Position funding changes for the monthly pay period ending June 30, 2026 (66M1) must be approved at all levels by **June 16, 2026**.

Note: Positions are funded by fiscal year (July 1 – June 30) and are funded based on effective dates within the fiscal year. The funding for a position determines the distribution of payroll expenses for the employee seated in the position. When a pay period crosses fiscal years, the payroll expenses will be distributed based on the effective date of the position funding across both fiscal years.

Manager Self Service Express Direct Retro

The deadline to submit an express direct retro (EDR), in OneUSG Connect, for an FY26 pay period is by 5:00 pm on **June 30, 2026**. These requests must be approved by the department by July 9th for Central Commitment Accounting's level of approval.

If an FY26 express direct retro is needed after 06/30/2026, an EDR request should be submitted to the OneSource Service Desk at the link located here. The deadline to submit this kind of request is 5:00 pm on **July 6, 2026**.

These requests will be entered by Commitment Accounting outside of the normal EDR process and will not go through workflow approval routing.

Payroll Encumbrances

The process which will zero out all FY26 personal service encumbrances will run **June 25, 2026,** in OneUSG Connect. The encumbrance balances should be updated in the Financial Management System by **June 26, 2026**.