OneUSG Connect

Non-Standard and Supplemental Pay
June 10, 2019
• Expectations for today's meeting
• Recap and objectives
• Review of survey questions and feedback from Macon and Kennesaw sessions
• Interactive chat for open issues
• Additional training and clarifications for required actions
• Looking ahead to future state
• Questions and review of parking lot items
Expectations for Today's Meeting
Process Addressed one-time and recurring supplemental pay for:

- Segregation of duties
- Proper retirement reporting
- Proper taxation of earnings
- Development of standard operating procedures (SOP)
- Ensuring accurate reporting, for example: compensation, Affordable Care Act (ACA)
- Proper compliance for benefits eligibility & Annual Base Benefits Rate (ABBR)

Requirements

- Reportable
- Separate from regular earnings for accounting and on pay statement
- Must work in conjunction with benefits, leave liability, retro pay, special accumulators, and Commitment Accounting
- Must be able to fund separately from regular earnings
- Allows for encumbering when required
Today's Focus
  – Think 80% versus 20%
    • Submit ticket for the 20%
  – Only Exempt employees
    • Non-exempt and Student Workers not Included
  – Addressing outstanding questions and concerns
    • Training, Job Aid updates
Q - What were the audit findings that lead to the USO requiring this transition?

A – TRS Audit on retirement
Q - Can we phase in the implementation?
A – No, we are proceeding per USO requirements
- 7/1/2019 for all new hires
- 7/24/2019 for staff for all 12-month employees
- 8/22/19 for 10-month faculty
Q - How/when will these changes be communicated with institutional leadership?

A – We are working with USO leadership to confirm what additional communication is needed.
Q - Do we have to use the OneUSG Connect forms?
A – No, but we recommend that institutions begin the transition to OneUSG forms prior to going live on MSS.

OneUSG Forms have been revised based on feedback from the Macon/Kennesaw sessions
- Review and provide us with feedback to improve forms
- OneUSG Forms will be the basis for future state MSS transaction enhancements
- Many fields can auto-populate once these forms are implemented as MSS transactions
Q - Is the ABBR update working correctly?
• What are your institution-specific concerns or scenarios related to grant funding and MCOP?
OneUSG Connect

Additional Training
Additional Training for HR Practitioners

- Standardize use of amounts
- Standardize frequency for compensation
- Handling future dated rows
- Updating ABBR for MCOP
On the JED panel, Earnings Distribution Type should be 'By Amount'

Exceptions:

- Contract or agreement indicates supplemental pay is a percentage
# Additional Training for HR Practitioners

## Job Earnings Distribution

### Empl ID
- Empl Record: 0

### Earnings Distribution Type

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<th>Field</th>
<th>Value</th>
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<td>HR Status</td>
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<tr>
<td>Payroll Status</td>
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### Compensation Rate
- USD: 4870.00

### Standard Hours
- 40.00

### Work Period
- Weekly

### Compensation Frequency
- Monthly
• Compensation frequency should be monthly (M or M10)
• Compensation Frequency Matrix has been revised
Additional Training for HR Practitioners

### Compensation Rate

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# Additional Training for HR Practitioners

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<th>COMP FREQUENCY</th>
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</table>

**Exempt Pay Groups**

- **Multiple Components of Pay (MCOP)**
- **Refer to Suppl Pay Matrix**
- **M or M10**

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*Additional Note:*

- The document also includes a mention of a 12-hour training for HR Practitioners, with a focus on managing multiple components of pay (MCOP). Refer to the supplementary pay matrix for more detailed information.
Options when future dated rows are present:

- Delete the row and re-enter after adding MCOP (correction mode is not needed)
- Insert a new row between the current row and the future dated row, be sure to update future dated row if needed (correction mode is needed)
Additional Training for HR Practitioners

• If the effective date of the action is in a pay period prior than the present one, correction mode is needed to insert the row between existing ones

• Employees with correction mode will have to enter the data
Additional Training for HR Practitioners

• Recommendation for future dated rows:
  – Make a note of the entry
  – Remove future dated row
  – Re-enter the row after adding MCOP
• Retro Pay and MCOP
  – Current MCOP amount adjusted
  – New MCOP added after payroll processed
  – MCOP ended after payroll processed
Additional Training for CA Practitioners

• Fringe allocation
• Encumbrance projection
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Future State
MCOP/Supplemental Pay Future State

- Future enhancements to MCOP/Supplemental Pay Roll Out
  - Budget Prep FY 2021
  - Non-Exempt Employees
    - Task Profiles
  - Encumbrance Process
  - Student Workers
• Full Implementation in MSS:
  – Fluid form for employee request/agreement to perform
  – MSS transactions that include details from forms, submitted through approvals workflow
  – Database updates
• What are your concerns and recommendations related to deleting future dated rows?
• What questions remain unanswered?
• What concerns remain unaddressed?
thank you!