Human Capital Management Implementation

Project Sign-Off

Commitment Accounting

Monday, February 27, 2017

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1-HCM Data Flow Inputs and Outputs

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<th>DESCRIPTION</th>
<th>ENTERPRISE DIAGRAM PROVIDING “THE BIG PICTURE”</th>
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<tr>
<td>PURPOSE</td>
<td>A. Presents key modules, processes and interfaces</td>
</tr>
<tr>
<td></td>
<td>B. Highlights points of integration, input and output of system data</td>
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<td></td>
<td>C. Highlights outstanding decisions related to the design, development, configuration and implementation processes</td>
</tr>
<tr>
<td>PRIMARY USERS</td>
<td>Steering Committee, Practitioners, ITS, SSC and USO Management</td>
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</tbody>
</table>

2-HCM Business Process Listing (HCM-003-BPR)

<table>
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<tr>
<th>DESCRIPTION</th>
<th>QUICK REFERENCE LISTING OF MAJOR TASKS</th>
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</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>A. Defines scope of the core implementation, based on the related business process and practitioner community</td>
</tr>
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<td></td>
<td>B. Serves as a “common denominator” for design, development, testing and training documentation</td>
</tr>
<tr>
<td>PRIMARY USERS</td>
<td>Practitioners</td>
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3-HCM Business Process Flow Diagrams – Future State

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</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>A. Confirms touchpoints and “hand-offs” within a business process</td>
</tr>
<tr>
<td></td>
<td>B. Identifies control points and segregation of duties</td>
</tr>
<tr>
<td>PRIMARY USERS</td>
<td>Practitioners</td>
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</tbody>
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4-HCM Business Process Fact Sheet (HCM-002-BPR)

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BUSINESS IMPACT SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>A. Presents changes to business policies and procedures, resulting from the implementation</td>
</tr>
<tr>
<td></td>
<td>B. Serves as the basis for the communication plan, “delta training” and other change management initiatives</td>
</tr>
<tr>
<td>PRIMARY USERS</td>
<td>Steering Committee, Process Owners, Communications Team, Training Teams</td>
</tr>
</tbody>
</table>
PeopleSoft HCM Commitment Accounting
Data Flow Inputs and Outputs

1. **Budget Retro** – User Changes Funding in Department Budget
2. **Direct Retro** – User Redistributes Prior Period Accounting without Changing Department Budget

- **Human Resources PS Module (Positions)**
- **Job Data**
- **PS Payroll for North America**
- **Combination Codes**
- **Budget Prep** (Position & Funding)
- **General Ledger**
- **Combination Codes**
- **Chartfield**
- **Accounts Payable**
- **Commitment Control**
- **Benefits Recon**
- **Payroll Accounting** (PERS_SERV_BOR)
- **Benefits Recon**
- **Commitment Control**
- **Accounts Payable**
- **General Ledger**
- **Budget Prep** (Position & Funding)
- **Chartfield**
- **Combination Codes**
- **Wells Fargo**
- **Funds Transfer**
- **ACH Manual Checks Positive Pay**
- **Actuals Journals Encumbrance Journals Benefits Vouchers**

**Chartfields**
- **Combination Codes**
- **Chartfields**
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- **Account Mapping**

**HCM: Commitment Accounting**
- **Payroll Accounting**
- **Payroll Encumbrances**
- **Benefit Accounting & Payment**
- **Retroactive Accounting**

**Process Vendor/Benefit Payments**
- **Payroll Encumbrance**
- **Payroll Actuals**
- **Retroactive Accounting Distributions**
- **Money Movement (Pool Funds in USO)**
- **Common Remitter (TSA & Retirement)**
<table>
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<tr>
<th>Process Name</th>
<th>Tracking Only?</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP102 - Budget Prep - Export from FIN, Import to HCM - Loading Budgets</td>
<td>No</td>
</tr>
<tr>
<td>BP701 - Benefit Plan Costs and Counts for Budget</td>
<td>No</td>
</tr>
<tr>
<td>CA101 - System Configuration and Maintenance (Commitment Accounting)</td>
<td>No</td>
</tr>
<tr>
<td>CA104 - Combo Code Creation &amp; Maintenance</td>
<td>No</td>
</tr>
<tr>
<td>CA105 - Position Funding</td>
<td>No</td>
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<tr>
<td>CA106 - Paygroup Sync Between Position and Job</td>
<td>No</td>
</tr>
<tr>
<td>CA107 - Invalid Funding Maintenance</td>
<td>No</td>
</tr>
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<td>CA108 - Encumbrance Projection</td>
<td>No</td>
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<td>CA109 - Predistribution Audit Process</td>
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<tr>
<td>CA600 - AdHoc Reporting</td>
<td>No</td>
</tr>
</tbody>
</table>
End of Report
Does change only impacts current & future payrolls?

Enter funding change:
- fringe redirect
- combo code changes
- allocation changes
- funding end dates

Run CARPT018 'Direct Retros for a Position' Query

Query Output

Direct retro already requested?

Yes: Do not save transaction as a budget retro

No: Save transaction as a budget retro

End

CA114 process retro changes
CA107 – Invalid Funding Maintenance

Start

CA107.01 Run Report

CARPT007 Process

Invalid Funding Report

CA109 Pre-Distribution Audit process AdHoc for Maintenance

Discrepancies Identified?

Yes

FN101 - Combo Code Creation and Maintenance

No

CA105 Position Funding

End

A

A

CA Manager

Updated 7-6-16
CA108 – Encumbrance Projection

SSC CA Admin
BOR_L_CA_GEN_ENCUMBRANCE

CA108.01 Run BOR CA Backup Process CAPRC022

CA108.02 Run Encumbrance Calculation Process CAPRC021

CA108.03 Run Encumb-Dist Query CACRPT019

Processing Log

Encumb_Dist Query Results

CA108.05 Run HR_ACCTG_LINE Count Query CARPT022

Row Count Query Output

CA108.07 Troubleshoot with ITS

Reconcile Log and Query

Processing Log

HR_ACCTG_LINE Query Results

Agrees?

FN112 GENERAL LEDGER INTEGRATION (HCM)

No

CA108.09 Run Encumb_Curr Query

Encumb_Curr Query Results

CA108.10 Run Budget_Actuals Query

Budget_Actuals Query Results

End

CA Manager & SSC CA Admin
BOR_L_CA_GEN_ENCUMBRANCE

Institution/USO
BOR_GL_PROCESSING

Run Budget_Actuals Query Results

End
Future State

Start

CA109.01 Complete Paygroup Sync Process

Go To: CA106.3 Paygroup Sync

CA109.03 Complete Invalid Funding Process

Go To: CA107.2 Invalid Funding

2

PY001 - Pre-Payroll Processes (Day 1)
PY002 - On-Cycle Payroll Processing (Day 2)
Future State

1. CA109.05 Run Report

2. CARPT014 Pre-Distribution Audit Report

3. Email

4. Pre-Distribution Audit Report

BOR_CA Analyst I

BOR_I_CA_GEN_GL_INTERFACE

BOR_I_CA_CFG_SETUP

Manager

Review and identify corrective actions.

PY002 - On-Cycle Payroll Processing (Day 2)
Future State

**CA Manager**
BOR_1_CA_CFG_SETUP

1. **DBT Issues Identified?**
   - Yes: CA109.09 Correct Errors in Department Budget Table (DBT)
   - No: Go To: CA109.05 Position Funding

**PM Owner/HR**
BOR_1_PAY_EMPL_PAY_DATA

1. **Job Data or Paygroup Issues Identified?**
   - Yes: CA109.09 Correct Errors in Job Data or Paygroup
   - No: Go To: ?? Position Mgmt.

**SSC Payroll Admin**
BOR_1_PAY_PRM_PAY_CYCLE

1. **Make a Payline Adjustment for funding?**
   - Yes: CA109.09 Enter Payline Adjustment
   - No: Go To: CA109.05
Future State

SSC CA Admin
BOR_QUERY_VIEWER

1. CA109.11 Run Query
2. CA109.12 Transmit Information to Institution
3. Review Unapproved Retro requests
4. Process outstanding retro distributions

CA Analyst
BOR_I_CA_GEN_RETRO_DISTRO

- Unapproved Retro Distributions Query
- Email
- Unapproved Retro Distributions Query
- Go To: CA114 Retro Distributions
Ready for Sign Off?

No

Go To: CA109.01

Yes

CA109.14 Send email, signing off on GL Pre-Distribution Reports

Email

A

3

4

Go To: CA109.01

SSC CA Admin
BOR_S_CA_GEN_GL_INTERFACE

CA Manager
BOR_I_CA_CFG_SETUP
CA109.15 Run Report

CA109.16 Transmit Information to Payroll Dept.

CARPT014 Pre-Distribution Audit Report

Pre-Distribution Audit Report

Email

CA109.18 Resolve hard-stop errors

Email

CA109.19 Email

Errors Corrected

End

Goto CA109.05 through CA109.14

PY002 - On-Cycle Payroll Processing (Day 3)
Future State

CA109.20 Pre-Distribution Audit Report

Start ➔ PAY018 Payroll Summary ➔ A

CA110.01 Run BOR CA Backup Process ➔ CAPRC022 CA Backup Distribution Tables Process ➔ 2
CA110.02 Run Actuals Distribution Process

Process Abend? Yes → CA110.03 Review Error Report

Data Written to Database? Yes → Go To: CA116 System Data Integrity Restore

CA110.04 Work Error(s)

Actuals Distribution Process

Error Report

No → Process Abend?

No → CA110.02 Run Actuals Distribution Process
Future State

2

Actuals Distribution Process Complete

CA110.07 Run Payroll Messages Report

PAY011 Payroll Message Report Process

Payroll Message Report

Review Payroll Message Report

Issues Noted?

Yes

CA110.08 Work Payroll Message Report

No

4
Future State

CA110.19
Run 999999 Query

Review 999999 Query Output

Corrections Needed?

CA110.20
Make Corrections on Review Actuals Distribution

Correct 999999 to 599999 Account

CA110.21
Run Paycheck to Actuals Distribution Recon Report

CARPT06
999999 Query

CARPT006 Query Output

CA110.10
Work Errors

Paycheck to Actuals Distribution Recon Report

Yes

No

Make Corrections on Review Actuals Distribution

Paycheck to Actuals Distribution Recon Report

Correct 999999 to 599999 Account

G

4

5
Future State

CA110.22 Run GL Interface Process

PAYGL02 Payroll to GL Interface

CA110.23 Record Process Instance ID

Process Instance ID

Process Log

Process Abend?

Yes

Review error log

Abend Log

No

CA110.25 Work Error(s)

Data Written to Database?

Yes

Go To: CA116 System Data Integrity Restore

No

Data Written to Database?

Yes

Abend Log

No

Data Written to Database?
Reconcile Report Information

Recon Issues Noted?

Yes

Reconcile HR ACCTG LINE to PER SERV BOR

GLINTBP021 Recon Query

No

Resolve Issues

Process Log

Future State
Future State

Recap Issues Noted?

- Yes: Work with ITS to address issues
- No: CA110.32 Run Balanced JE Query

CA110.32 Run Balanced JE Query

Journal balanced?

- Yes: CARPT017 HR_ACCTG_LINE Query
- No: Resolve Issues

CARPT023 Balanced Journal Entry Query

Balanced Journal Entry Query Output

CARPT017 HR_ACCTG_LINE Query

Row Count Query Output

CA110.31 Run Query Counts
Institution/USO/BOR_GL_PROCESSING

1. Email
2. Process Log
3. Row Count Query Output
4. Counts Reconcile?
   - Yes
     - CA110.33 FN112 GENERAL LEDGER INTEGRATION (HCM)
   - No
     - CA110.34 Troubleshoot with ITS

ITS

Future State
CA110.37 Validate Counts for PERS_SERV_BOR between HCM and Financials

Reconciliation Issues?

No

CA110.41 Work with ITS to Republish

Yes

FIN

CA Manager

ITS Batch Schedule
Future State

1. **CA Manager**
   - **CA110.40** Run Payroll Suspense Query
   - **CA110.44** Send Email to Budget Manager

2. **CA Owner & Budget Manager**
   - **CA110.42** Resolve Issues
   - **Reconciliation Issues?**
     - **Yes**
       - **CA110.42** Resolve Issues
       - **Go To:** CA113 Suspense Correction
     - **No**
       - **End**

**Payroll to GL Interface**

- **Send Email to Budget Manager**
- **Run Payroll Suspense Query**
- **Payroll Suspense Query Output**
- **Review Suspense Query Output**

**CA110 – Payroll to GL Interface – Page 14**
CA113 – Suspense Correction

CA113.01 Run Payroll Suspense Query CARPT002

CA113.02 Provide Report to Budget Manager

CA113.03 Review Query Output

FN126 Suspense Budget Analysis

CA110 Payroll to GL Interface

Issues Noted?

Minimum Effective Date Issue (funding)?

No

Yes

100% Suspense?

No

Yes

CA105 Position Funding

CA114D Direct Retro Distribution

End

CA Manager
BOR_QUERY_VIEWER

CA Manager & Budget Manager
BOR_L_CA_CFG_SETUP

Updated 06-28-16
Start

Call from CA103 Position Funding?

Yes

CA114.1.2 Run Query to Identify Triggers

CA114.1.3 Run Budget Retro Process

Run to suspense

CARPT028 Triggers Query

Budget Retro Distributions

4

Triggers Query Output

Process Direct Retro

No

Run Query to Identify Triggers

Future State
Future State

1. Trained in entering DR?
   - Yes: Request Direct Retro utilizing SSC Case Mgt. System
   - No: Abend?

   A. Create Direct Retro Run Control
      - CA114.2.3 Run Direct Retro Process
      - CAPRC042 Direct Retro Process

   B. Abend?
      - Yes: Resolve
      - No: CA114.2.4 Enter/Run Direct Retro

SSC CA Admin
BOR.L CA_GEN RETRO_DISTRO

 ITS
BOR.L_CA_GEN_RETRQ_DISTRO
Future State

2
Review Retro Distribution Data

Run report of Retro Distribution Messages

CARPT030 Messages Query

Messages Query Output

Data look ok?

Yes

Approve retro transactions

5

No

Resolve Issues

CA114.2.2 Trained in entering DR?

Yes

Delete Batch

A

Bor I CA GEN_1 RETRO_DISTRO

SSC CA Admin

BOR_1 CA GEN_RE_TRO_DISTRO

Delete Batch

A
1. Abend?
   - Yes: Resolve
   - No: Run report of Retro Distribution Messages

2. CARPT030 Messages Query

3. Messages Query Output

4. Abend? (Yes: Resolve, No: Identify Issues)

5. Approve retro transactions

6. Issue Identified?
   - Yes: Resolve Issues
   - No: Approve retro transactions

7. Future State
Future State

CA114 - Retro-Distributions

Finalize

CA114.3 Run BOR CA Distribution Backup Process

CA114.4 Run Update Actuals Process

CA114.9 999999 Retro Query

Correction Needed?

Yes

Make Corrections on Review Actuals Distribution

No

CA114.10 Retro Suspense Query

Send Email to CA Owner

CAPRC022 CA Backup Distribution Tables Process

HPRET DST Update Actuals Process

CARPT006 999999 Retro Query

999999 Retro Query Output

Make Corrections on Review Actuals Distribution

Retro Suspense Query Output

Correction Needed?

Yes

No

Go To: CA110.22 Payroll to GL Interface – Pg. 8

Send Email to CA Owner

Go To: CA110.22 Payroll to GL Interface – Pg. 8
Retro Suspense Query Output

Query of Retro Distribution Transactions

CARPT029 Query of Retro Distribution Transactions

Retro Distribution Transactions output

End
MM101 MONEY MOVEMENT – PAYROLL FUNDING

Updated 7-1-16

Institution
BOR_GL_JOURNAL_ENTRY

PY002 Notification of confirmed payroll
PY005-Reg Schedule Notification of confirmed payroll

PY003 Payroll Summary Report

PY005-On Demand Payroll Summary Report

Create Manual Funding Invoice
Send Invoice to Institution

Enter Reverse Wire in Banking System

Ensure funding available in institution’s bank account
Approve Invoice (In SSC Case Mgt. System)

Research and work with ITS to resolve

Send invoice to institution

Create banking file for funding from institution (exclude on demand checks)

Agrees to invoice?

Yes

No

Research and work with ITS to resolve

Agrees?

No

Yes

Upload file to bank

Ensure Institution Approval of Invoice

Approve File

End

Updated 7-1-16
MM102 MONEY MOVEMENT PAYCARD: Direct Deposit Exemption

**Employee**

- Start
- Submit Direct Deposit Personal Exemption Form/Paycard Direct Deposit Authorization Form
- Receive notification of denied request
- Receive notification of approved request
- Receive paycard enrollment information
- Activate paycard
- Process Activation
- Mail embossed card to employee
- End

**Institution HR/PR**

- Receive copy of notification of denied request
- Receive notification of approved request
- Receive paycard enrollment information
- Receive paycard information
- Provide Enrollment Kit with card to employee
- If needed, assist employee with adding paycard account info to employee’s direct deposit record in HCM
- Monitor employees receiving paper checks to ensure compliance with Direct Deposit Requirement
- End

**SSC Payroll Team**

- Receive Direct Deposit Person Exemption Request Form
- Is Employee a Federal Work Study employee?
  - Yes
    - Exemption request not needed; Will receive paper check
    - Notify Employee and Institution HR of denial
    - Notify Employee and Institution HR of approval
  - No
    - Request Approved?
      - Yes
        - Receive copy of notification of approved request
      - No
        - Notify Employee and Institution HR of denial

- Process Activation
- Mail embossed card to employee
- End
Change in Bank Account Info → Complete Authorization for Bank Debit Form for USO (Funding of net pay, FSA, Taxes, Garnishments) → Complete Authorization for Bank Debit Form for Third Party Benefits Administration Vendor → Complete Authorization for Bank Debit Form for Third Party HSA Vendor → Complete Authorization for Bank Credit Form for Third Party Benefits Direct Bill Vendor

Submit Authorization Forms to SSC → Notify Bank of approval of USO’s initiation of reverse wires

Update Institution’s Bank Info in Bank Table → Submit Authorization Forms to appropriate third party vendors

Enter bank info in templates utilized for on demand checks → Enter bank info in templates utilized for additional tax pulls

Review/Update template Info → End

Updated 1-31-17
MM104 – Institution Funding of Additional Taxes

Updated 01-26-17

**SSC Money Movement Team**

- **AT010** Tax Process
- **AT011** Tax Amend Process

**SSC Common Remitter or Tax or Payroll or Garnishment**

- Ensure Funding is Available
- Use Ben Recon Payroll Adjustment to create JE for Funding
- End

**USO Business Services WF CEO**

- Review Invoice and Approve Wire

**USO Business Services Financials**

- Use Ben Recon Payroll Adjustment to create JE for Funding
- End

**SSC**

- Receive request & create invoice for Institution Additional Funding
- Provide copy of Invoice to Institution and USO Accounting
- Enter Additional Amount needed from Institution in file in banking system
- Notify USO Business Services that Wire is ready for approval and provide Institution Additional Funding Invoice

**WF CEO**

- Provide copy of Invoice to Institution and USO Accounting
- Ensure Funding is Available

- Establish template for reverse wire from each institution
Establish template for reverse wire from each institution

Receive request for On Demand Check Funding

Create Institution Additional Funding Invoice

Provide Invoice to Institution and USO Accounting

Enter Additional Amount needed from Institution in file in banking system

Notify USO Business Services that Wire is ready for approval

Review Invoice and Approve Wire

Use Ben Recon Payroll Adjustment to create JE for Funding if needed for reporting (See Note a)
Submit premiums to providers based upon enrollments.

Pull funds from USO for Non Exchange Retiree Benefits.

Funds from Aon for premiums for self insured plans.

Determine amounts due to carrier based upon enrollments on the 15th of the month.

Provide Benefit Carrier Accounting Interface (Paid to Provider) File to SSC FTP site.

Provide Institution Invoice.

Pull funds from each institution for Benefits for Active Employees, COBRA and LOA.

Pull funds from USO for Non Exchange Retiree Benefits.

Submit premiums to providers based upon enrollment.

Receive Institution Invoice.

Funds to Aon for total cost of active employees, COBRA and LOA enrollments.

Funds to Aon for total cost of retiree enrollments.
Direct Billings and Payments Overview

1. Participants interact with the Customer Service Center and make elections and changes.
2. DBP produces monthly Billing Notices.
3. Billing Notices are sent the month prior to the month of coverage.
4. Participants send payments to a lockbox.
5. Payments are deposited to the direct debit account (DDA).
6. Lockbox provides daily payment files and direct debit rejects to Aon Hewitt.
7. DBP produces a file of direct debit instructions.
8. Direct debit instructions are sent to the lockbox provider prior to the payment date.
9. Payments for valid direct debit instructions are processed by Aon Hewitt.
10. Bank debits individual participant accounts on payment due date.
11. Direct debit rejects are returned to the lockbox provider.
FN 107: Benefit Accounting Reconciliation Process

### Notes:
- **Note 1:** Creates following accounting entries
  - Actives: Debit payroll liabilities, Credit 229900
  - Direct Bill: Debit expense, Debit AR 129210/129220/129230, Credit 229900
  - JE for Funds from Direct Bill: Credit 129210/129220/129230, Debit 128005

- **Note 2:** Creates following accounting entry
  - Debit/Credit payroll liabilities, Credit/Debit Inst. Decision
### FN108R - COMMON REMITTER RET – TRS, ERS, GDCP (End of Month)

**February 22, 2017**

**Updated 07/25/16**

**Institution**

- **BOR_CR_USER**
  - Run TRS, ERS Work Table Errors
  - Research and Validate Errors
  - Process Adjustments and Validations
  - **YES**
    - FN112 GL Integration
    - Run Create Accounting Entries
  - **NO**
    - Notify Institutions to begin Reconciliation Process

**Common Remitter Team**

- **BOR_CR_SSC**
  - Calculate Savings & Retirement Complete PY003
  - Run TRS, ERS Provider Work Table Load
  - Run CR Retirement Query
  - Retirement Reconciliation
  - Notify Institutions to begin Reconciliation Process
  - Retirement Audit Queries
  - Verify Institution Prior to Final Extract
  - Pending/Error Rows?
    - **Yes**
      - Run Create Accounting Entries
      - **No**
        - Notify Institution

**SSC**

- **BOR_CR_SSC**
  - Run TRS & ERS Final Extracts
  - Contribution Data Files
  - Summary Files
  - Run Create Accounting Entries
  - Create Preliminary Retirement Invoice
  - TRS/ERS Correction Invoices Processed
  - Verification of Invoice (2nd person)
  - Notification and invoice to Institution

**ITS**

- **GA_FIRST**
  - Run Create Accounting Entries
  - Create Common Remitter Folders
  - Run Create Accounting Entries
  - Create Preliminary Retirement Invoice
  - TRS/ERS Correction Invoices Processed
  - Verification of Invoice (2nd person)
  - Notification and invoice to Institution

- **BOR_CR_SUPPORT**
  - RET Files to FTP

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**Updated 07/25/16**

**Page 1**
FN108O - COMMON REMITTER – ORP (After Each Payroll)

Updated 06/29/2016

- Run Work Table Errors
- Research and Validate Errors
- Process Adjustments and Validations
- Notify Institutions to begin Reconciliation Process
- Retirement Audit Queries
- Notify Institution Prior to Final Extract
- Pending/Error Rows?
- Run Create Accounting Entries
- Yes
- No

- Run ORP Provider Work Table Load
- Run ORP Retirement Query
- ORP Retirement Reconciliation
- Create Preliminary ORP Retirement Invoice
- Verify ORP Invoice
- Notification and invoice to Institution
- Run Create Common Remitter Folders
- Create Common Remitter Folders
- Summary Files
- Contribution Data Files
- Run Fidelity, VALIC and TIAA-CREF Final Extracts
- contribution data files
- summary files
- ORP Files to FTP

- Calculate Savings & Retirement Complete PY003
- Run ORP
- Run CR
- ORP Retirement Invoice
- Create Preliminary ORP Retirement Invoice
- Verify ORP Invoice
- Notification and invoice to Institution
- Run Create Common Remitter Folders
- Create Common Remitter Folders
- Summary Files
- Contribution Data Files
- Run Fidelity, VALIC and TIAA-CREF Final Extracts
Common Remitter Team

BOR.CR.SSC

3rd Party Retirement Services Vendor

Notice of Good Order Sent

TIAA-CREF File Transfer Process

Create Fidelity Service Request to Fund

Upload Consolidated VALIC File

Verify all ORP Vendors Ready to Fund

Email Money Movement Team to Fund ORP Vendors

WF102 Fund Ret. CR Accounts

Funds Employee Account

Upload Fidelity File

Are Any Files in Error?

Yes

Fidelity Processes Files

No

TIAA-CREF Processes Data

Valic Processes Data File

Notice of Good Order Sent

Fidelity Processes Files

Are Any Files in Error?

No
**WF102 – FUND COMMON REMITTER ACCOUNTS: TSAs, ORP, TRS**

**February 22, 2017**

**WF CEO**

**SSC Money Movement**

**Common Remitter Team**

**BOR_CR_SSC**

**Retirement**

**FN111 CR TSA**

Establish template for wire to Retirement Manager

Enter Amount to send to Retirement Manager in Banking System (per institution)

**FN108 CR ORP**

Enter Amounts and initiate reverse wire from institution

Enter Amounts to send to ORP Vendors in Banking System (1 per vendor)

Establish template for wire to ORP vendors

Verification by separate employee that amount agrees to Invoice

Verification by separate employee that amount agrees to Invoice

Process Payment File

**FN108 CR TRS**

Enter Amounts and initiate reverse wire from institution

Enter Amounts to send to TRS (1 ACH)

Verification by separate employee that amount agrees to TRS Invoice

**Third Party Provider**

**Wells Fargo**

FN108 initiates ERS pulling funding. No separate BP needed.
FN701: Funding of Retiree Employer Costs

Updated 02-11-17

Retiree/Dependent

New Retiree → Benefits Enrollment Changes due to Life Events/Open Enrollment

Aon Benefits Administration

Maintain Retiree Benefits Enrollment → Notify Providers, SSC/USO of Enrollments/Changes → AN304 Aon to HCM Enr File

Notify ITS file is available

Load file to base benefits with zero rates

 SSC

Load file to base benefits with zero rates

ITS

Analyze budget allocation to expense

Fund Health Reserve Funds monthly for Retiree Benefits (based on payment to provider)

USO Business Services

Maintain USG Retiree Benefits Cost Budget Allocation Info by Institution

Utilize USG Retiree Benefits Costs Budget Allocation Info for annual budget allocation and quarterly budget amendments

USO Budget Office

Utilize USG Retiree Benefits Costs budget allocation in annual budget prep and quarterly budget amendments

Institution Budget

Notify Providers, SSC/USO of Enrollments/Changes

Benefits Payments to Carrier AN125

FN107 Benefits Recon

AN304 Aon to HCM Enr File

AN125
BP701: Retiree Counts and Costs

Aon TBA
- Provide Retiree Enrollment Counts

USO Human Resources
- Provide Retiree Premiums

USO Budget Office
- Request Retiree Info for Budget Development
- Calculate Retiree Funding Request

Updated 02-11-17
CA101 – System Configuration and Maintenance (Commitment Accounting)

Start

Accounting Mapping Maintenance Required?
Yes
CA101.01.1 Add/Update Accounting Mapping Table

No
CA109 Pre-Distribution Audit
New/Change Earnings Code
New/Change ER Deduction
New Expense Account from FIN

Send Email
End

Start

Dept. Offset Group Maintenance Required?
Yes
CA101.02.1 Add/Update Dept. Offset Group Mapping

No

Start

CA105 Position Funding Budget Analysis/Amendment

Start

CA101.03.1 Add new fringe group

Email Re: Actions Taken
CA112 - Money Movement Accounting Process

CA110
Payroll to GL Interface

CA112.01
Run Custom MM Process in HCM CAPR030

CA112.02
Reconcile Payroll Summary and MM Process Log Report

PAY018
Payroll Summary

MM Process Log

Agrees?

Yes

No
Resolve issues

CA112.3
Run GLINTBP021 Recon Query to Reconcile HR ACCTG LINE to PER SERV BOR

Recon Query Output

Agrees?

No
Work with ITS to address issues

Yes

CA112.4
Run HR_ACCTG_LINE Count Query CARPT022

Row Count Query Output

PROV078
Payroll Summary

PAY018
Payroll Summary

MM Process Log

Agrees?

No
Work with ITS to address issues

Yes

Run
HR_ACCTG_LINE Count Query in FIN

FIN Row Count Query Output

HCM Row Count Agrees to FIN Row Count

No

Yes

Work with ITS to address issues

Provide Count Report to Institution

HCM Row Count Query Output

Run
HR_ACCTG_LINE Count Query in FIN

FIN Row Count Query Output

HCM Row Count Agrees to FIN Row Count

No

Yes

Work with ITS to address issues

FN112
GENERAL LEDGER INTEGRATION (HCM)
CA116 - System Data Integrity Restore

1. **Process Abended?**
   - Yes: CA117.01 Identify Effective Date for the Backup
   - No: End

2. **CA117.02 Run BOR CA Restore Distribution Process**

3. **CA117.03 Validate Processing Results**
   - Yes: Resolve Processing Issues
   - No: Work with ITS to resolve issues

4. **CA117.15 Validate Data**
   - Yes: End
   - No: Issues Identified?

5. **CA117.04 Identify Effective Date GL Run Guide**

6. **CA117.05 Flip Pay Calendar Flags**
   - Yes: CA Acutal Dist. And CA GL Interface Processes
   - No: CA Actuals Distribution?

7. **CA117.06 Flip HR_ACCTG_LINES**
   - (Set GL_DISTRIBUT_STATUS = "?? where GL_DISTRIBUT_STATUS = "I"
   - Yes: Delete Data
   - No: CA Acutal Dist. And CA GL Interface Processes

8. **CA117.07 Delete Data**
   - Yes: CA GL Interface Processes
   - No: CA Acutal Dist. And CA GL Interface Processes

9. **CA117.08 Validate Data Issues Identified?**
   - Yes: Work with ITS to resolve issues
   - No: CA Acutal Dist. And CA GL Interface Processes

10. **CA117.09 Flip HR_ACCTG_LINES**
    - (Set GL_DISTRIBUT_STATUS = "?? where GL_DISTRIBUT_STATUS = "I"
    - Yes: Delete Data
    - No: CA Acutal Dist. And CA GL Interface Processes

11. **CA117.10 Delete Data**
    - Yes: CA Acutal Dist. And CA GL Interface Processes
    - No: CA Acutal Dist. And CA GL Interface Processes

12. **CA117.11 Flip Pay Calendar Flags**
    - Yes: CA Acutal Dist. And CA GL Interface Processes
    - No: CA Acutal Dist. And CA GL Interface Processes

13. **CA117.12 Validate Data Issues Identified?**
    - Yes: Work with ITS to resolve issues
    - No: CA Acutal Dist. And CA GL Interface Processes

14. **CA117.13 Flip HR_ACCTG_LINES**
    - (Set GL_DISTRIBUT_STATUS = "?? where GL_DISTRIBUT_STATUS = "I"
    - Yes: Delete Data
    - No: CA Acutal Dist. And CA GL Interface Processes
CA116 - System Data Integrity Restore

---

**Ca117.01**
- Identify Effective Date

**Ca117.05**
- Flip Pay Calendar Flags (CA Actuals Distribution and CA GL Interface Processes)
- Set GL_DISTRIB_STATUS = ?
  Where GL_DISTRIB_STATUS = "I"

**Ca117.15**
- Validate Data

**Running CA GL Interface?**
- Yes
  - Work with ITS to resolve issues
  - End
- No
  - End

**Delete PSB for Process Instance from Run Guide?**
- Yes
  - Reassign Help Desk Ticket to SSC CA Admin
- No

---

**Ca117.01**
- Identify Effective Date GL Run Guide

---

**Ca117.05**
- Flip HR_ACCTG_LINES

---
CA118 - Outstanding Liabilities Report (USO only)

Fiscal Yearend Reporting

FN107 Benefits Reconciliation Completed

Run HCM query/outstanding Liability report (all benefits accounts)

Verify HCM query/outstanding Liability report agrees to GL account reconciliation balances

End
Create FWS file and report for Financial Aid System Upload (Banner)

Upload File & report to FTP site

Download File & report from FTP site

Notification that file and report are available

Upload File to Banner

Receive FWS Report

End
Start

Run Active/Inactive Funding Report

Run the Payroll Suspense Report

Navigate to “Job Summary View”

Run the Position Funding Report

Run the Encumbrance Detail Report

Errors?

Yes

Correct errors

No

End
## Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process</th>
<th>AD001 - Audit Position Funding Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality Changes</td>
<td>1. None</td>
</tr>
<tr>
<td>Ownership Changes</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Not Addressed</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Addressed</td>
<td>1. None</td>
</tr>
<tr>
<td>Policy Changes</td>
<td>1. None</td>
</tr>
</tbody>
</table>

### Business Procedures Impacted:

| 1. BPM 5.7.4 HCM Accounting Audit Tables Review |

Institutions should review the position audit tables monthly to ensure funding changes are taking place by authorized personnel.

### Conversion Approach:

| 1. Not Applicable. |

### Historical Data Approach:

| 1. Not Applicable. The audit tables will be populated from the time an institution transitions onto oneusg (going forward). All funding changes prior to go-live will have to be extracted from ADP |

### New Forms:

| 1. None |

### New Approvals:

| 1. None |
Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>AD003 - CA Audited Tables</th>
</tr>
</thead>
</table>

**Functionality Changes:** 1. New audit queries and tables developed to capture the date, time and user who makes changes to GL Actuals while GL Interface is in process. This will capture changes only to expenses.

**Ownership Changes:** 1. Institutions, Shared Services and the System Office will be able to review the audit tables.

**Issues Not Addressed:** 1. None

**Issues Addressed:** 1. This allows for a record of changes made to GL Actuals that can be accessed at any time.

**Policy Changes:** 1. None

**Business Procedures Impacted:** 1. BPM 5.7.4 HCM Accounting Audit Tables Review

Institutions should review the Actuals Distribution audit table monthly to ensure GL Actuals changes are taking place by authorized personnel.

**Conversion Approach:** 1. Not Applicable

**Historical Data Approach:** 1. Not Applicable. The audit tables will be populated from the time an institution transitions onto oneusg (going forward).

**New Forms:** 1. None

**New Approvals:** 1. None
## Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>BP102 - Budget Prep - Export from FIN, Import to HCM - Loading Budgets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality Changes:</td>
<td>1. There will no longer be a file to export back to HR/PAY.</td>
</tr>
<tr>
<td></td>
<td>2. The export from FIN will now be two processes; CA &amp; HR.</td>
</tr>
<tr>
<td>Ownership Changes:</td>
<td>1. Export will two processes be handled by PAY and CA.</td>
</tr>
<tr>
<td>Issues Not Addressed:</td>
<td>1. None.</td>
</tr>
<tr>
<td>Issues Addressed:</td>
<td>1. There will be a validation for CA and PAY from FIN.</td>
</tr>
<tr>
<td>Policy Changes:</td>
<td>1. None.</td>
</tr>
<tr>
<td>Business Procedures Impacted:</td>
<td>1. GA First BP.040.030</td>
</tr>
<tr>
<td>Conversion Approach:</td>
<td>1. None.</td>
</tr>
<tr>
<td>Historical Data Approach:</td>
<td>1. None.</td>
</tr>
<tr>
<td>New Forms:</td>
<td>1. None.</td>
</tr>
<tr>
<td>New Approvals:</td>
<td>1. None.</td>
</tr>
</tbody>
</table>
Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>BP701 - Benefit Plan Costs and Counts for Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality Changes:</td>
<td>1. New source for information.</td>
</tr>
<tr>
<td>Ownership Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Not Addressed:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Addressed:</td>
<td>1. None</td>
</tr>
<tr>
<td>Policy Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Business Procedures Impacted:</td>
<td>1. None</td>
</tr>
<tr>
<td>Conversion Approach:</td>
<td>1. None</td>
</tr>
<tr>
<td>Historical Data Approach:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Forms:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Approvals:</td>
<td>1. None</td>
</tr>
</tbody>
</table>
Commitment Accounting

Business Process: CA101 - System Configuration and Maintenance (Commitment Accounting)

Functionality Changes:
1. New Account Mapping functionality has been introduced by the implementation of Commitment Accounting. Earnings Codes, Deduction codes and Tax Types are mapped to general ledger expense accounts as outlined in the standardized chart of accounts.
2. New Liability Account Mapping functionality has been introduced by the implementation of Commitment Accounting. Deductions and taxes are mapped to general ledger liability accounts as outlined in the standardized chart of accounts.
3. Fringe Groups have been introduced to allow institutions to flexibility to group deduction/tax codes together to charge to specific accounting strings (combination codes)

Ownership Changes:
1. Shared Services will assume ownership of creation and maintenance of fringe groups

Issues Not Addressed:
1. None

Issues Addressed:
1. Institutions now have a great deal of flexibility in mapping payroll charges to specific accounting strings. For example, earnings can be charged differently than deductions and taxes for sponsored projects.

Policy Changes:
1. None

Business Procedures Impacted:
1. None

Conversion Approach:
1. Earnings Codes and Deduction codes were manually mapped to the new SHARE chart of accounts.
2. Fringe groups will need to be established since ADP did not support this functionality.

Historical Data Approach:
1. None

New Forms:
1. None

New Approvals:
1. None
Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>CA104 - Combo Code Creation &amp; Maintenance</th>
</tr>
</thead>
</table>

**Functionality Changes:**
1. Institutions will not be able to create multiple Account Codes (Combination Codes) in Financials that represent the same chartfield string.
2. Combination Codes will be messaged from Financials to HCM (near real time) using PeopleSoft Integration Broker.
3. The Combination Code will be ready for use when a process is executed in HCM (scheduled or adhoc).
4. Historical data for combo codes will not be converted to HCM only the max effective row.

**Ownership Changes:**
1. ITS will be responsible for ensuring that messaging from GeorgiaFirst Financials to HCM is running and that all messages have been processed.

**Issues Not Addressed:**
1. None

**Issues Addressed:**
1. The nightly interface file has been replaced with near real time messaging.

**Policy Changes:**
1. None

**Business Procedures Impacted:**
1. See BPM 5.7.2

**Conversion Approach:**
1. Some Account Codes (combination codes) will need to be consolidated if an institution has multiple combination codes with the same accounting string.

**Historical Data Approach:**
1. Not Applicable

**New Forms:**
1. None

**New Approvals:**
1. None
## Commitment Accounting

### Business Process: CA105 - Position Funding

| Functionality Changes | 1. Position Funding is maintained on the Department Budget tables in Commitment Accounting instead of on the JOB earnings distribution.  
2. Institutions have the ability to distribute Fringes and Taxes separately from earnings.  
3. Fringe Groups were introduced to assist to further define the type of fringe that should not follow earnings.  
4. Only funding setup in the Department Budget Table can have fringe rules (fringe groups).  
5. Positions not fully funded will charge to the Suspense combination code.  
6. The Suspense combination code is specified in the department budget table.  
7. Items normally maintained through Additional Pay will be moving to the department budget table so they are encumbered.  
8. Only funding setup in the Department Budget table will encumber. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ownership Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Not Addressed:</td>
<td>1. None</td>
</tr>
</tbody>
</table>
| Issues Addressed:    | 1. Fringe no longer has to follow earnings.  
2. Position funding is now separate from Position Management. |
| Policy Changes:      | 1. None                                                                                         |
| Business Procedures Impacted: | 1. See BPM Additional Pay 5.3.2  
2. See BPM Employee Compensation Encumbrances 5.9 |
| Conversion Approach: | 1. Only current and future effective dated funding rows are converted from ADP.                  |
| Historical Data Approach: | 1. Historical funding inquiries will have to be made through EV5 in ADP                        |
| New Forms:           | 1. None                                                                                         |
| New Approvals:       | 1. A New Funding Change MSS page will be created in a future release to allow decentralized management of position funding. |
## Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>CA106 - Paygroup Sync Between Position and Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Ownership Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Not Addressed:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Addressed:</td>
<td>1. None</td>
</tr>
<tr>
<td>Policy Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Business Procedures Impacted:</td>
<td>1. None</td>
</tr>
<tr>
<td>Conversion Approach:</td>
<td>1. None</td>
</tr>
<tr>
<td>Historical Data Approach:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Forms:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Approvals:</td>
<td>1. None</td>
</tr>
</tbody>
</table>
Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>CA107 - Invalid Funding Maintenance</th>
</tr>
</thead>
</table>

**Functionality Changes:**
1. Funding to an inactive combination code will be flagged as invalid.
2. If positions funded to inactive combination codes are not fixed, payroll costs will be sent to GL for the inactive combination code.
3. Positions with funding end dates in the Department Budget Table for the next pay period will be flagged as invalid.
4. Positions not fully funded and not corrected will have expenses that post to suspense for Actuals.
5. Positions with no funding will be flagged as invalid.
6. Institutions will be responsible for clearing invalid funding prior to the beginning of payroll processing.

**Ownership Changes:**
1. Daily, institutions will correct position funding issues reported in this business process. This will ensure all transactions flow to the general ledger in a timely and accurate manner.

**Issues Not Addressed:**
1. None

**Issues Addressed:**
1. Institutions will be able to proactively monitor position funding.

**Policy Changes:**
1. None

**Business Procedures Impacted:**
1. GL Interface
2. Encumbrance Projection
3. Retro Distribution
4. Suspense Correction
5. Position Funding
6. Combination Code Processing

**Conversion Approach:**
1. Not Applicable

**Historical Data Approach:**
1. Not Applicable

**New Forms:**
1. None

**New Approvals:**
1. None
Commitment Accounting

| Business Process: | CA108 - Encumbrance Projection |

**Functionality Changes:**
1. Encumbrance projection for salary is based on eligibility not paycheck. Encumbrance projection for fringe is still based on the last paycheck.
2. Funding for the Encumbrance projection is based on the Department Budget Table.
3. Funding changes in the Department Budget Table will reflect as changes in the encumbrance projection.
4. Encumbrances will project to the funding end date entered into the Department Budget Table.
5. When a funding end date reflects a date prior to the end of the fiscal year, encumbrances will not project to suspense.
6. Encumbrance projections will be messaged from HCM to Financials using PeopleSoft Integration Broker.

**Ownership Changes:**
1. SSC will run the encumbrance projection and message the data from HCM to Financials.
2. ITS will be responsible for monitoring the messaging from HCM to Financials for Encumbrance projections.
3. Institutions will still be responsible for Editing, BC, and posting encumbrance journals in Financials.

**Issues Not Addressed:**
1. None

**Issues Addressed:**
1. Institutions will be able to see the Encumbrances at a position level by reviewing the BUDGET_ACTUALS table in HCM.

**Policy Changes:**
1. None

**Business Procedures Impacted:**
1. Employee Compensation Encumbrances BPM 5.9

**Conversion Approach:**
1. Encumbrance balances will be calculated after the first confirmed HCM payroll. There is no conversion activity for the encumbrances.
2. Encumbrances should be zeroed out in Financials prior to running the encumbrance projection for the first time.

**Historical Data Approach:**
1. Not Applicable

**New Forms:**
1. None

**New Approvals:**
1. None
Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>CA109 - Predistribution Audit Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality Changes: 1. The Paygroup Sync Report will check for paygroup variances between Job Data and Position Management. 2. These are the errors the Predistribution report checks for: account mapping errors, suspense, positions without funding. 3. Institutions will be responsible for clearing invalid funding prior to distribution to the General Ledger.</td>
<td></td>
</tr>
<tr>
<td>Ownership Changes: 1. SSC and Institutions will have a shared responsibility for the Pre-Distribution Audit Report.</td>
<td></td>
</tr>
<tr>
<td>Issues Not Addressed: 1. None</td>
<td></td>
</tr>
<tr>
<td>Issues Addressed: 1. Identification of potential invalid funding prior to distribution to the General Ledger.</td>
<td></td>
</tr>
<tr>
<td>Policy Changes: 1. None</td>
<td></td>
</tr>
<tr>
<td>Business Procedures Impacted: 1. BPM 5.7 Employee Compensation Accounting 2. BPM 5.9 Employee Compensation Encumbrances 3. BPM 5.7.3 General Ledger Corrections for HCM System Transactions 4. BPM 5.7.5 HCM Suspense Account 5. BPM 5.7.2 Combo Codes: GL Accounting Chart String</td>
<td></td>
</tr>
<tr>
<td>Conversion Approach: 1. None</td>
<td></td>
</tr>
<tr>
<td>Historical Data Approach: 1. None</td>
<td></td>
</tr>
<tr>
<td>New Forms: 1. None</td>
<td></td>
</tr>
<tr>
<td>New Approvals: 1. None</td>
<td></td>
</tr>
</tbody>
</table>
Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>CA110 - Payroll to General Ledger Interface (HCM)</th>
</tr>
</thead>
</table>
| Functionality Changes: | 1. The Payroll to GL Interface will be driven off the Department Budget tables instead of the JOB Earnings Distribution.  
2. Encumbrance liquidations will not write to the Personal Services Table (PSB).  
3. Encumbrance details are now maintained in HCM. Previously they were maintained in the Personal Services Table (PSB) in Financials.  
4. GL Interface will be messaged from HCM to Financials using PeopleSoft Integration Broker. |
| Ownership Changes: | 1. Shared Services will be responsible for running the Payroll to GL Interface (PAYGL02)  
2. ITS will be responsible for monitoring the messaging from HCM to Financials for Accounting Entries  
3. Institutions will still be responsible for Editing, BC, and posting Actuals journals in Financials. |
| Issues Not Addressed: | 1. None |
| Issues Addressed: | 1. None |
| Policy Changes: | 1. None |
| Business Procedures Impacted: | 1. See BPM 5.7 Employee Compensation Accounting |
| Conversion Approach: | 1. None |
| Historical Data Approach: | 1. Historical data will not be converted to the new HCM Personal Services Table (PSB). All historical reporting will continue to be done in the Personal Services Table (PSB) in PeopleSoft Financials for pre-conversion transactions. |
| New Forms: | 1. None |
| New Approvals: | 1. None |
## Commitment Accounting

**Business Process:** CA112 - Money Movement

| Functionality Changes | 1. The USO will pull funds for net pay, FSA, taxes and garnishments at the time of each payroll via one reverse wire from the institution.  
2. The third party benefits administration vendor will pull funds for the benefits that they administer via one reverse wire from the institution monthly.  
3. Institutions will fund the institution specific benefits and deductions utilizing their Financials system in accordance with the requirements of the benefits/deduction providers. |
| Ownership Changes | 1. Shared Services will assume ownership of remitting funds for net pay, FSA, taxes and garnishments.  
2. Third party benefits administration vendor will assume ownership of remitting funds for the benefits they administer. |
| Issues Not Addressed | 1. None |
| Issues Addressed | 1. None. |
| Policy Changes | 1. None |
| Business Procedures Impacted | 1. BPM 5.8 OneHCM Related Funding: Money Movement |
| Conversion Approach | 1. None |
| Historical Data Approach | 1. None |
| New Forms | 1. None |
| New Approvals | 1. None |
Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process</th>
<th>CA113 - Suspense Correction</th>
</tr>
</thead>
</table>
| Functionality Changes | 1. Suspense is a new concept to expense actuals not fully funded in Department Budget Table.  
2. Review of the Suspense Report after a GL Interface so that suspense that wasn't corrected prior to GL can be corrected using the HCM Retro Distribution process. |
| Ownership Changes | 1. Institutions will be responsible for reviewing and correcting errors. |
| Issues Not Addressed | 1. None |
| Issues Addressed | 1. None |
| Policy Changes | 1. None |
| Business Procedures Impacted | 1. BPM 5.7.3 GL Corrections for HCM System Transactions |
| Conversion Approach | 1. None |
| Historical Data Approach | 1. None |
| New Forms | 1. None |
| New Approvals | 1. None |
# Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process</th>
<th>CA114 - Retro Distributions</th>
</tr>
</thead>
</table>

### Functionality Changes:
1. Retro Distributions can be triggered in the Department Budget table by making retroactive funding change(s) for the current Fiscal Year.
2. Retro Distributions can move multiple payroll charges in a single transaction for a position.
3. Accounting Adjustments for Payroll Accounting will no longer be done in PeopleSoft Financials.
4. Ability to process and post retro distributions separate from the Payroll GL processing.

### Ownership Changes:
1. Institutions maintain ownership of entering retroactive funding changes.
2. SSC will be responsible for processing retroactive transactions through the GL Interface.
3. Institutions will still be responsible for creating Actuals journals in Financials.

### Issues Not Addressed:
1. None

### Issues Addressed:
1. Payroll Accounting adjustments will be made in the source system now instead of outside the system in PeopleSoft Financials.
2. Ability to process and post retro distributions separate from the Payroll GL processing.

### Policy Changes:
1. None

### Business Procedures Impacted:
1. BPM 5.7.3 GL Corrections for HCM System Transactions

### Conversion Approach:
1. Not Applicable

### Historical Data Approach:
1. Retro distribution transactions needed for pre-conversion pay periods will have to be done in Financials for the current FY. This is because historical payroll data won't exist in HCM.

### New Forms:
1. None

### New Approvals:
1. A New Retro Distribution MSS page will be created in a future release to allow decentralized management of Retro Distribution requests.
## Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>CA115 - Zero Personal Services Encumbrances</th>
</tr>
</thead>
</table>
| Functionality Changes: | 1. Since encumbrances are now maintained in HCM, there is the ability to zero personal services encumbrances from HCM.  
2. This process can be run for a single position, multiple positions, single institution, or multiple institutions.  
3. This process will run on-demand as it does today, but will originate from HCM. |
| Ownership Changes: | 1. SSC will maintain and execute the Zero Personal Services Encumbrances. |
| Issues Not Addressed: | 1. None |
| Issues Addressed: | 1. None |
| Policy Changes: | 1. None |
| Business Procedures Impacted: | 1. Employee Compensation Encumbrances BPM 5.9 |
| Conversion Approach: | 1. None |
| Historical Data Approach: | 1. None |
| New Forms: | 1. None |
| New Approvals: | 1. None |
Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>CA116 - System Integrity Data Restore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Ownership Changes:</td>
<td>1. ITS/SSC</td>
</tr>
<tr>
<td>Issues Not Addressed:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Addressed:</td>
<td>1. None</td>
</tr>
<tr>
<td>Policy Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Business Procedures Impacted:</td>
<td>1. None</td>
</tr>
<tr>
<td>Conversion Approach:</td>
<td>1. None</td>
</tr>
<tr>
<td>Historical Data Approach:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Forms:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Approvals:</td>
<td>1. None</td>
</tr>
</tbody>
</table>
## Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>CA118 - Outstanding Liabilities Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Ownership Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Not Addressed:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Addressed:</td>
<td>GAP- would report need to be based on deduction mapped to account or just account? (general deductions- timing of MM)</td>
</tr>
<tr>
<td></td>
<td>For this report, it would be account only.</td>
</tr>
<tr>
<td>Policy Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Business Procedures Impacted:</td>
<td>1. None.</td>
</tr>
<tr>
<td>Conversion Approach:</td>
<td>1. None</td>
</tr>
<tr>
<td>Historical Data Approach:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Forms:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Approvals:</td>
<td>1. None</td>
</tr>
</tbody>
</table>
## Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>CA119 - Federal Workstudy Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Ownership Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Not Addressed:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Addressed:</td>
<td>1. None</td>
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<tr>
<td>Policy Changes:</td>
<td>1. None</td>
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<tr>
<td>Business Procedures Impacted:</td>
<td>1. None</td>
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<td>Conversion Approach:</td>
<td>1. None</td>
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<td>1. None</td>
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<td>New Forms:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Approvals:</td>
<td>1. None</td>
</tr>
</tbody>
</table>
Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>CA121 - Bank Reconciliation 980 HCM Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality Changes:</td>
<td>1. USO will utilize the bank reconciliation process in HCM for the account utilized for payroll disbursements.</td>
</tr>
</tbody>
</table>
| Ownership Changes: | 1. USO will have one bank account for all payroll disbursements for all schools.  
2. USO Business Services will reconcile the account. |
| Issues Not Addressed: | 1. None |
| Issues Addressed: | 1. None |
| Policy Changes: | 1. None |

Business Procedures Impacted:

Conversion Approach:

Historical Data Approach:

New Forms:

New Approvals:
Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>CA200 - Effort Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Ownership Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Not Addressed:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Addressed:</td>
<td>1. None</td>
</tr>
<tr>
<td>Policy Changes:</td>
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<td>Business Procedures Impacted:</td>
<td>1. None</td>
</tr>
<tr>
<td>Conversion Approach:</td>
<td>1. None</td>
</tr>
<tr>
<td>Historical Data Approach:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Forms:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Approvals:</td>
<td>1. None</td>
</tr>
</tbody>
</table>
## Commitment Accounting

| Business Process: | CA500 - Administer Commitment Accounting Security |

| Functionality Changes: | 1. New Security Roles were created to support the oneusg implementation |
| Ownership Changes: | 1. Security Roles and Permissions will be maintained by ITS/Shared Services  
2. Active Employee Password resets will transition from Shared Services to the Institution  
3. Institutions will assign security roles to the employee. |
| Issues Not Addressed: | 1. None |
| Issues Addressed: | 1. Password resets of active employees should be reduced since the password to access oneusg will be the same password as their institution network access |
| Policy Changes: | 1. None |
| Business Procedures Impacted: | 1. BPM 5.6.2 OneHCM Security Administration |
| Conversion Approach: | 1. None |
| Historical Data Approach: | 1. None |
| New Forms: | 1. A new security request form (electronic) has been introduced to request security changes |
| New Approvals: | 1. Security request changes must be approved by the direct supervisor of the employee |
Commitment Accounting

<table>
<thead>
<tr>
<th>Business Process:</th>
<th>CA600 - AdHoc Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Functionality Changes:</td>
<td>1. Reporting will be delivered as a combination of Queries, Delivered, and custom reports. Some users will have the ability to create new queries and other users will only be allowed to run.</td>
</tr>
<tr>
<td>Ownership Changes:</td>
<td>1. Based on Business Process reviews current reports that are ran by SSC may be run by institutions or the report results may be distributed to institution users.</td>
</tr>
<tr>
<td>Issues Not Addressed:</td>
<td>1. None</td>
</tr>
<tr>
<td>Issues Addressed:</td>
<td>1. None</td>
</tr>
<tr>
<td>Policy Changes:</td>
<td>1. None</td>
</tr>
<tr>
<td>Business Procedures Impacted:</td>
<td>1. None</td>
</tr>
<tr>
<td>Conversion Approach:</td>
<td>1. Requirements have been taken on current GGC/USO/SSC reports. These reports will be developed in PeopleSoft.</td>
</tr>
<tr>
<td>Historical Data Approach:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Forms:</td>
<td>1. None</td>
</tr>
<tr>
<td>New Approvals:</td>
<td>1. None</td>
</tr>
</tbody>
</table>
Commitment Accounting

Business Process: CA999 - Commitment Accounting Data Conversion

Functionality Changes:
1. Department Budget Table will be populated from the JOB earnings distribution in PeopleSoft (current and future effective dated rows)
2. Department Budgets are associated with Positions (and not employees) - Position Conversion is a dependency
3. The Encumbrance Projection will be populated by Encumbrance Projection once the first live payroll is completed

Ownership Changes:
1. oneusg Project Team is responsible for Data Conversion Activities
2. oneusg Project Team is responsible for the initial comparison of the HCM conversion against ADP data.
3. Institutions will be responsible for reviewing and signing-off on the conversion activities.
4. Oneusg project team will provide error checking queries to identify issues prior to conversion.
5. Institutions will work to clean up these issues prior to conversion to ensure the cleanest data.

Issues Not Addressed:
1. None

Issues Addressed:
1. Not Applicable

Policy Changes:
1. Not Applicable

Business Procedures Impacted:
1. None

Conversion Approach:
1. Only Current and Future Effective Dated rows will be converted from JOB earnings distribution
2. The Encumbrance Projection will be populated by Encumbrance Projection once the first live payroll is completed

Historical Data Approach:
1. Funding prior to the conversion data will not be loaded.

New Forms:
1. None

New Approvals:
1. None