Creating/Updating Positions in OneUSG Connect

Facilitators: Kim Gore, Heather Riner
Highlights of Today’s Discussion

• MSS
• Creating New Positions / Updating Existing Positions / Cloning Positions
• Rehired USG Retiree Positions
• Single vs. Multi Incumbent Positions
• USG and Non-Paid Affiliate Positions
• Commitment Accounting / Budget Prep
• Queries
• Related Sessions
Cohort 6 MSS Development

• Position Management Tile
  – Add / Change Position
  – Manage Position Funding
  – Vacant Position Query
  – Inactivate Position Query
  – My Positions Report
• Includes job profiles
Cohort 6 MSS Development

• Prompt for funding
• Automatic database updates upon final approval
• Removes position management from My Team Tile
• Updates positions as a standalone process
  – Job data updates for position-driven, job-related changes
Add/Change Position in MSS

Add Position
- Clone existing position
- Details populate from job code

Position Funding
- Add
- Change
- Better user experience

Change Position
- Inactivate
- Reactivate
- Reclassify/change Vacant
Add Position (New + Clone)

Funding for NEW positions must be added before the position request can be submitted.
Funding can still be changed as a standalone change, using the Change Funding Transaction
Creating New Positions

- Normal Positions - Leave “00000000”, system will assign an appropriate number
Creating New Positions

• Dual Appointment Positions – Begin with “D”
Creating New Positions

• Borrowed Employee Positions – Begin with “B”
Effective Dates

- Must use date that is the same as or before the date the employee will be seated in this position
- If not, the position will appear as an invalid value
- Example:

<table>
<thead>
<tr>
<th>Employee Hire Date</th>
<th>09/01/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Effective Date</td>
<td>&lt;=09/01/2019</td>
</tr>
</tbody>
</table>
Important Fields / Alight, TIAA

- Reg/Temp
- Full/Part Time
- Standard Hours
- Pay Group
- FTE
- Job Code (Graduate Research Assistants)
Job Codes

- Position classifications/categories, used for IPEDS reporting
- Must match the Pay Group and other attributes of the position
- Job Code attributes pull into Position Management from foundation tables
- Example: Compensation frequencies
### Job Codes

- Refer to BCATs for classification information

<table>
<thead>
<tr>
<th>6</th>
<th>TECHNICAL / PARAPROFESSIONAL/PROFESSIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Persons whose primary assignments require specialized technical knowledge in the field as acquired through apprenticeship, academic training such as a 2-year degree or certificate, or the equivalent. It is possible that some positions in this group may require a Bachelor's degree or more. These positions may pass the FLSA &quot;duties test&quot; but the minimum salary may not meet the FLSA &quot;salary test&quot;. All positions in this group are FLSA non-exempt.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6A</th>
<th>Academic Affairs Paraprofessional/Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>6A</td>
<td>629</td>
</tr>
<tr>
<td>6A</td>
<td>625</td>
</tr>
<tr>
<td>6A</td>
<td>626</td>
</tr>
<tr>
<td>6A</td>
<td>627</td>
</tr>
</tbody>
</table>
Rehired USG Retirees

• Must have a “Z” subcat in the Job Code
• Prevents USG Retirees from flowing to Alight
• Example: 935Z00 – Temp Office/Clerical Retiree
• Part time (<=.49) and usually temporary
Single vs. Multi-Incumbent

• Most jobs will be single incumbent positions
  – Attributes are specific to the position
• Multi incumbent positions
  – All position attributes must be the same
  – Includes Reports To field
USG and Non-Paid Affiliate Positions

• Job Code – 995X00
USG and Non-Paid Affiliate Positions

- Standard Hours – .01
- Pay Group – xxN
USG and Non-Paid Affiliate Positions

- FTE – .01
USG and Non-Paid Affiliate Positions

• No Maintain Time Reporter Panel
• Security Roles
  – Examples: manager transactions, time approvals
  – By design affiliates are not given access to OneUSG, will need manual intervention
  – Submit ticket to oneusgsupport@usg.edu
Data Flow to Other Modules/Panels

• Data on Foundation Tables will pull into Position
• Data entered on the Position flows to
  – Job Data
  – Maintain Time Reporter
  – Alight
• Very important to review other panels
Data Flow to Other Modules/ Panels

• Examples of items to review on other panels
  – Position Attributes
  – Compensation Frequency
  – Time Approver
  – Special Accumulator
  – Web Clock
Data that Does Not Flow to Job Data

- Official Title
- Salary plans (unless Include Salary Plan/Grade box is checked)
- Historical changes (pay groups)
- Again, very important to review other panels
Updating Positions

- Insert new rows, do not make changes in Correction Mode
Cloning Positions

• Have position number ready that you’re cloning
• Leave “00000000” on the Add Position page
Cloning Positions

• Click “Initialize,” opens new window where the cloned position number will be entered
Cloning Positions

• When finished, click “OK”
• The cloned position’s attributes will be populated for the new position
<table>
<thead>
<tr>
<th><strong>Position Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Position Number</strong></td>
<td>00000000</td>
</tr>
<tr>
<td><strong>Headcount Status</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
<td>09/01/2019</td>
</tr>
<tr>
<td><strong>Reason</strong></td>
<td>New Position</td>
</tr>
<tr>
<td><strong>Current Head Count</strong></td>
<td>0 out of 0</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Active</td>
</tr>
<tr>
<td><strong>Initialize</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Action Date</strong></td>
<td>09/01/2019</td>
</tr>
<tr>
<td><strong>Position Status</strong></td>
<td>Approved</td>
</tr>
<tr>
<td><strong>Status Date</strong></td>
<td>09/01/2019</td>
</tr>
<tr>
<td><strong>Key Position</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Job Information</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit</strong></td>
<td>98000</td>
</tr>
<tr>
<td><strong>Job Code</strong></td>
<td>430X00</td>
</tr>
<tr>
<td><strong>Reg/Temp</strong></td>
<td>Regular</td>
</tr>
<tr>
<td><strong>Regular Shift</strong></td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Full/Part Time</strong></td>
<td>Full-Time</td>
</tr>
<tr>
<td><strong>Official Title</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Union Code</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Work Location</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reg Region</strong></td>
<td>USA</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>5002000</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>SSC</td>
</tr>
<tr>
<td><strong>Reports To</strong></td>
<td>10049823</td>
</tr>
<tr>
<td><strong>Supervisor Lvl</strong></td>
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</tr>
<tr>
<td><strong>Company</strong></td>
<td>980</td>
</tr>
<tr>
<td><strong>Dot-Line</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Security Clearance</strong></td>
<td></td>
</tr>
</tbody>
</table>
Commitment Accounting

• Notify Commitment Accounting when a new position is created
• Requires new row in the Department Budget Table
  – This is needed before MSS Position Funding transactions can be created
Commitment Accounting

• Communicate with the CA team if there are changes to a position, including department changes
  – Requires new row in the Department Budget Table for position/department combination
• Check Compensation Frequency in Job Data after any Position changes are made
Budget Prep

• GeorgiaFIRST Budget Prep inserts Position rows into Job Data
  – Generally includes only one row per Budget Prep cycle
  – Example: Reason Code – New Fiscal Year
  – May include Job Code changes
Queries

• Data Dump
  BOR_HR_JOB_DATA_WITH_POSN_DATA

• Pay Groups Out of Sync
  BOR_HR_PYGRP_OUT_OF_OF_SYNC_POS
Related Sessions

• Maintaining Positions through Manager Self Service
  • 09/19/2019 8:30 am
  • Chatham Ballroom A
  • Shalonda Cargill, Katy Manley
Thank You!