

# Creating/Updating Positions in OneUSG Connect

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# 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

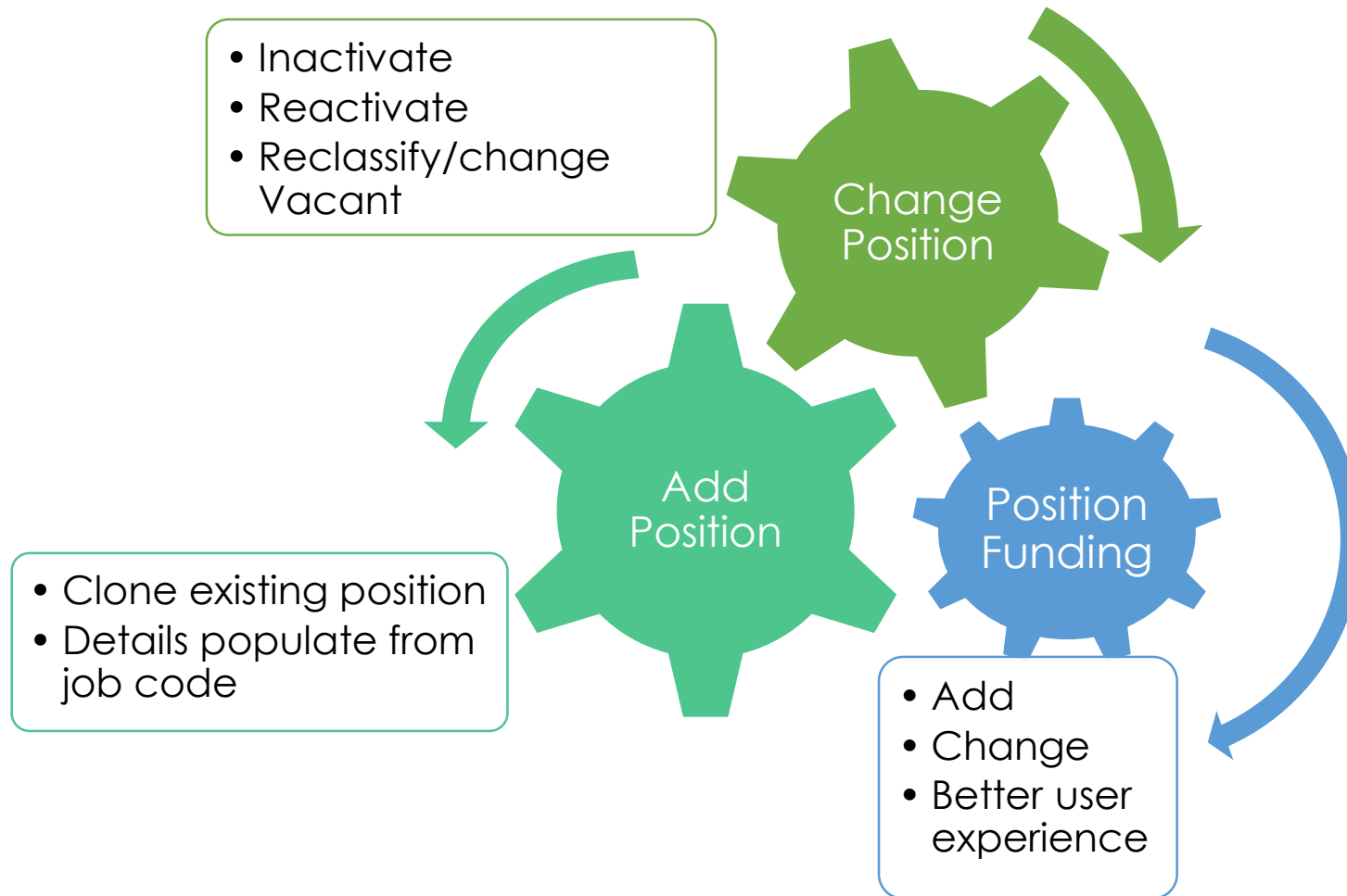
# Cohort 6 MSS Development

- Position Management Tile
  - Add / Change Position
  - Manage Position Funding
  - Vacant Position Query
  - Inactivate Position Query
  - My Positions Report
- Includes job profiles

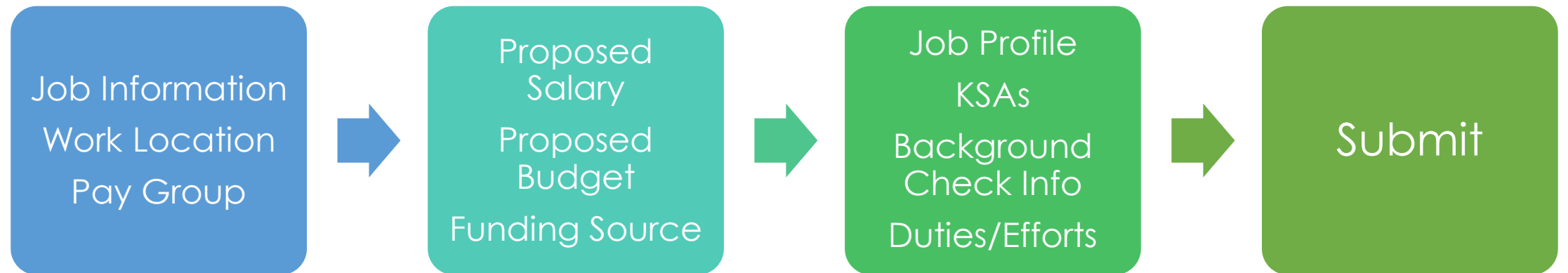
# Cohort 6 MSS Development

- 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

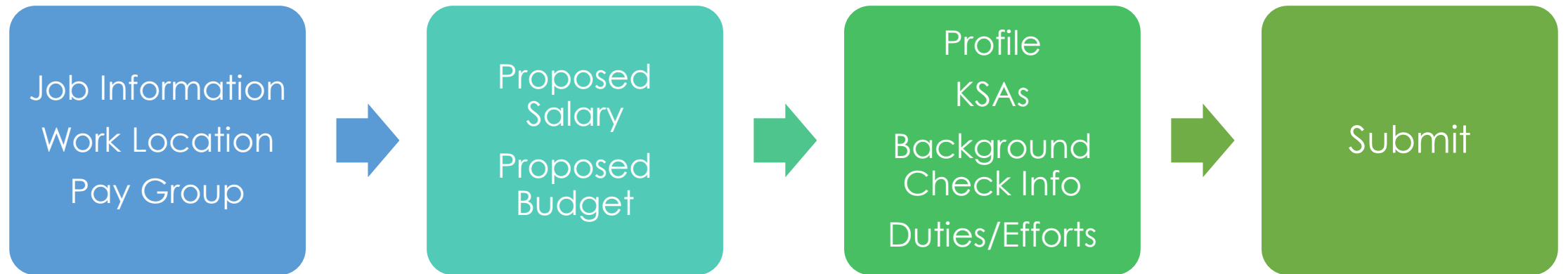


# Add Position (New + Clone)



Funding for NEW positions must be added before the position request can be submitted.

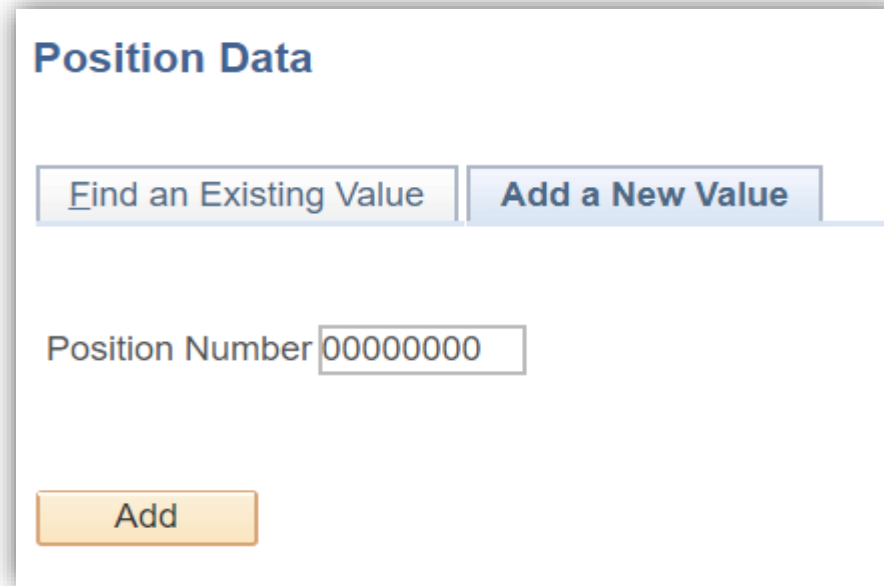
# Change Position



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



**Position Data**

Find an Existing Value | Add a New Value

Position Number 00000000

Add



# Creating New Positions

- Dual Appointment Positions – Begin with “D”

### Position Data

Position Number

# Creating New Positions

- Borrowed Employee Positions – Begin with “B”

**Position Data**

Position Number

# 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:

Employee Hire Date	09/01/2019
Position Effective Date	<=09/01/2019

# 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

6	<b>TECHNICAL / PARAPROFESSIONAL/PROFESSIONAL</b>		
	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 "duties test" but the minimum salary may not meet the FLSA "salary test". All positions in this group are <b>FLSA non-exempt</b> .		
	<b>6A Academic Affairs Paraprofessional/Professional</b>		
	6A	629	Academic Services Paraprofessional/Professional
	6A	625	Museum Paraprofessional/Professional
6A	626	Continuing Education Paraprofessional/Professional	
6A	627	Artist	

# 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 ( $\leq .49$ ) 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

**Job Information**

\*Business Unit   Board of Regents

Job Code   Affiliate Non-Compensated

\*Reg/Temp  \*Regular Shift  \*Full/Part Time

Official Title  Union Code  

[Detailed Position Description](#)

# USG and Non-Paid Affiliate Positions


- Standard Hours – .01
- Pay Group – xxN

Salary Plan Information													
Salary Admin Plan	<input type="text"/>	Grade	<input type="text"/>	Step	<input type="text"/>								
Standard Hours	<input type="text" value="0.01"/>	Work Period	<input type="text" value="W"/>	Weekly									
Mon	<input type="text"/>	Tue	<input type="text"/>	Wed	<input type="text"/>	Thu	<input type="text"/>	Fri	<input type="text"/>	Sat	<input type="text"/>	Sun	<input type="text"/>
Paygroup Information													
*Pay Group	<input type="text" value="98N"/>	Non Paid Affiliate		Legacy Position Number									
*Employee Type	<input type="text" value="S"/>	Salaried		Appointment Class	<input type="text"/>								

# USG and Non-Paid Affiliate Positions

- FTE – .01


▼ Education and Government

Position Pool ID  

\*Pre-Encumbrance Indicator

\*Encumber Salary Option

\*Classified Indicator

Calc Group (Flex Service)  

Academic Rank

FTE   Adds to FTE Actual Count

# 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](mailto: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

Description | Specific Information | Budget and Incumbents

Position Information Find | View All First 1 of 5 Last

Position Number 10000001 + -

Headcount Status Open Current Head Count 0 out of 1

\*Effective Date 07/01/2019 \*Status Active

Reason NFY New Fiscal Year Action Date 06/05/2019

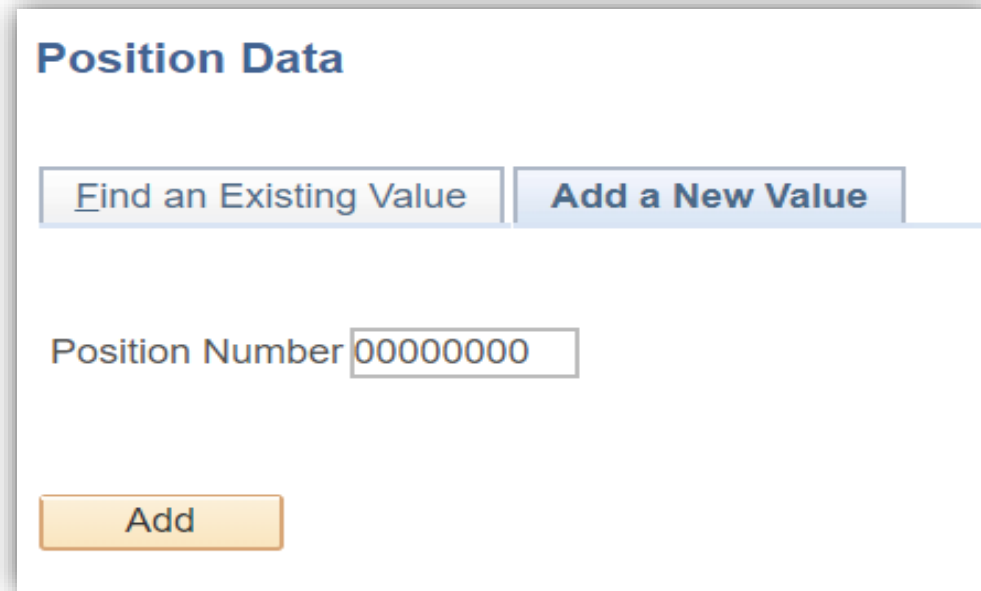
\*Position Status Approved Status Date 07/01/2009  Key Position

Job Information



# Cloning Positions

- Have position number ready that you're cloning
- Leave "00000000" on the Add Position page



**Position Data**

Position Number

# Cloning Positions

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

The screenshot displays a web application interface for cloning positions. The interface is divided into three tabs: "Description", "Specific Information", and "Budget and Incumbents". The "Specific Information" tab is active, showing the "Position Information" section. The "Position Information" section includes the following fields and controls:

- Position Number:** 00000000
- Headcount Status:** (empty)
- Current Head Count:** 0 out of 0
- \*Effective Date:** 09/01/2019 (with a calendar icon)
- \*Status:** Active (dropdown menu)
- Reason:** NEW (with a search icon) and "New Position" label
- \*Position Status:** Approved (dropdown menu)
- Status Date:** 09/01/2019 (with a calendar icon)
- Action Date:** 09/01/2019
- Key Position:** (checkbox, currently unchecked)

An "Initialize" button is located to the right of the \*Status dropdown. The interface also includes a "Find | View All" search bar and navigation controls (First, 1 of 1, Last) at the top right of the "Position Information" section. Below the "Position Information" section is a "Job Information" section, which is currently empty.

# Cloning Positions

- When finished, click “OK”
- The cloned position’s attributes will be populated for the new position

**Default Position Data**

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**Enter an Effective Date and select Position Number to default from**

Effective Date  

Position Number  

Description

Specific Information

Budget and Incumbents

Position Information

Find | View All First 1 of 1 Last

Position Number 00000000

Headcount Status

Current Head Count 0 out of 0

\*Effective Date 09/01/2019

\*Status Active

Initialize

Reason NEW

New Position

Action Date 09/01/2019

\*Position Status Approved

Status Date 09/01/2019

Key Position

Job Information

\*Business Unit 98000 Board of Regents

Job Code 430X00 Accounting Professional

\*Reg/Temp Regular \*Regular Shift Not Applicable

\*Full/Part Time Full-Time

Official Title

Union Code

Detailed Position Description

Work Location

\*Reg Region USA United States

Department 5002000 Shared Services Center

\*Company 980 Board of Regents (USG)

Location SSC Shared Service Center

Reports To 10049823 Director Div/Dpt AD

Dot-Line

Supervisor Lvl

Security Clearance

# 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\_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!