Get Your Kicks with Cohort 6

Facilitators: Craig Golden
Manager Self Service

- Position Request Revamped
  - Components
    - Position
    - Job (Update Incumbent)
    - Job Profile
    - Department Budget / Funding
  - Activate / Inactivate
  - Clone
  - New Tile
  - Position Navigation Removed from My Team
- Termination – Inclusion of Decision Support
- Removal of irrelevant reason codes
- System Manager – Reporting Deployment
Manager Self Service
Add / Change Position
Manager Self Service
Add / Change Position

Add / Change Position

Select Transaction
- Complete an Existing Transaction
- New Transaction
- Historical Transactions

Select Transaction

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Position Number</th>
<th>Department</th>
<th>Description</th>
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Notify
Manager Self Service
Add / Change Position
Manager Self Service

Add / Change Position

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<th>Valdosta State University</th>
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<td>0000001029</td>
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**Position Data**

- **Effective Date**: 1/12/2019
- **Reason Code**: NEW
- **Status**: Active

**Job Information**

- **Job Code**: 193U02
- **Job Title**: Sr Hr Officer
- **Regular/Temporary**: Regular
- **Full/Part Time**: Full-Time
- **FLSA Status**: Administrative
- **Legacy Position**:
Manager Self Service
Add / Change Position

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**Salary Details**

- **Department**: 1620000
- **Effective Date**: 08/12/2019
- **Salary Admin Plan**: S1G
- **Salary Grade**: E5

- **Proposed Budget**: 
- **Proposed Salary**: 

**Distribution**

<table>
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<th>Combination Code</th>
<th>Funding End Date</th>
<th>Percent of Distribution</th>
<th>Chartfield Details</th>
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[InteractUSG Logo]
Manager Self Service
Add / Change Position
Time and Labor
Enrollment Matrix

- **Effective Date** – All future changes to the matrix must be effective dated.
- **Web Clock** – Rule Element 3 option added to facilitate auto enrollment for Web Clock employees.
Absence Management

Enrollment Matrix

- **Effective Date** – All future changes to the matrix must be effective dated
- **Department** – Additional criteria for Absence Enrollments
- **Job Code** – Additional criteria for Absence Enrollments
- **Holiday Schedule** – Control Holiday enrollments based on Department and Pay Group combinations
Careers

• Major Enhancements
  • Branding
  • Compliance Center – Onboarding
  • Smart Forms for Non-Competitive Hires
Careers
Branding
Welcome to Your Employment Center!

You’re working at one of the nation’s top research universities, distinguished by its commitment to improving the human condition through advanced science and technology. Our campus occupies 435 acres in the heart of the city of Atlanta, where more than 30,000 undergraduate and graduate students receive a focused, technologically based education.

All of the new employment documents linked to the right must be completed by new employees and former employees who are being rehired.

Note your login ID and password. The Employment Center System has a 10-minute timed feature to protect your personal information. If you take no action (do not log out or exit) for 10 minutes, the system will time your session. You’ll need your login ID and password to re-enter the system and continue to finish your documents. If you need to leave the Employment Center System before you have completed all of the documents, the Employment Center System will remember which documents you have completed when you return and you can begin with the next document in your packet.

If you are logged out of the system and cannot remember your login or password, please contact Georgia Tech Human Resources at 404.894.4867 or email hrisupport@gatech.edu.

Best wishes for a rewarding and challenging employment experience. Thank you for choosing Georgia Tech!
Careers

Compliance Center
## Compliance Center — Mandatory Forms

<table>
<thead>
<tr>
<th>Mandatory Forms</th>
<th>Employees</th>
<th>Tech Temps</th>
<th>Students</th>
<th>Affiliates</th>
<th>Affiliates with IP Waiver</th>
<th>OneUSG, Institute Form or Compliance Center</th>
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<tbody>
<tr>
<td>Personal Data Form</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>OneUSG</td>
</tr>
<tr>
<td>E-Signature</td>
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<td>I-9 Instructions/I-9</td>
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# Compliance Center – Notifications and Publications

<table>
<thead>
<tr>
<th>Employee Notices/Publications</th>
<th>Employees</th>
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<th>Students</th>
<th>Affiliates</th>
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<td>Worker’s Compensation</td>
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<td>Affordable Care Act</td>
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<tr>
<td>Family Medical Leave Act</td>
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<td>Definition of Veteran Statuses</td>
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<td>University System of Georgia Ethics Policy</td>
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<td>OneUSG w/Link to Institution Policy Website</td>
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<td>General Work Rules</td>
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<td>OneUSG w/Link to Institution Policy Website</td>
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</table>
Careers

Smart Forms
Careers
Additional Enhancements

- Bulk Applicant Transition
- Bulk Job Transition
- Automation of Rejection Emails
- Posting Field and Destination Default
- Quick URL
- Notify All Parties on the Hiring Team
- Profile Copy – Additional Fields
- Search Chair Status Applicants
- Hide “Applied” Status for Non-Recruiters
- Applicant Attachment Required
Commitment Accounting

- Express Retro
- Payroll Adjustment
- Encumbrance Calculation
Commitment Accounting

Express Retro – Search
Commitment Accounting

• Payroll Adjustment
  • Inclusion of New Fields Needed for Express Retro and Effort Reporting
  • Pay End Date
  • Position Number
  • Pay Run (Optional)
  • Pay Group (Optional)
Commitment Accounting

• Encumbrance Calculation
  • Support for...
    • Academic Pay
    • Summer Pay
  • Multiple Components of Pay Account Mapping
  • Change Processing
Payroll

• **Academic Pay**
  - Utilized for Contract Employees
  - Faculty – Primary Target
  - Limited Term and Graduate Assistants - Piloted
  - Requires Conversion
  - Contract
  - Job Compensation
  - Elimination of Short Workbreak (SWB) Rows
  - Note: Contract Terms are Specific to the Institution

• **Summer Pay**
  - Centralized or Decentralized Support
  - Requires Configuration and Employee be in an Active Status
  - Paygroups to Include
  - Rate Types that Comprise “Regular Compensation”
  - Maximum Compensation Percentage Per Month
Payroll
Academic Pay – Contract Setup
Payroll
Academic Pay – Job Compensation
# Payroll

## Summer Pay

### Employee Self Service

**Emp ID:**

<table>
<thead>
<tr>
<th>Department ID</th>
<th>Job Code Set ID</th>
<th>Position Number</th>
<th>Emp Type</th>
<th>Comp Rate</th>
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<td>30012092</td>
<td>Salaried</td>
<td>$53,054.00</td>
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### Employee Details

<table>
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<th>Department</th>
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<th>Company</th>
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<tbody>
<tr>
<td>222</td>
<td>204U00</td>
<td>GTPE-Language Institute</td>
<td>Active</td>
<td>Contract</td>
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<td></td>
<td>Senior Lecturer</td>
<td></td>
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<td></td>
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<td>Georgia Institute Technology</td>
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### Summer Pay Details

- **Summer Pay:** $17,065.88
- **Begin Date:** 05/14/2019
- **End Date:** 08/15/2019

#### Summer Pay Details

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<tr>
<th>Earning</th>
<th>Percent</th>
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<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
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### Actions

- [Save](#)
- [Return to Search](#)
Faculty Events

Contract Delivery – Practitioner
Faculty Events
Contract Delivery – Faculty Member
Faculty Events

Contract Delivery – Faculty Member
Self Service - Workflow

- Pushback Enabled – Will send back 1 step
  - Note: Not to the Originator
Self Service - Workflow
Regression Testing
Schedule & Location

- **Core Testing** (Bi-Weekly and Monthly)
  - Location: ITS Athens
  - Target: Research Institutions and Volunteers
  - Date: November 4th to November 6th
    - Must Participate in All 3 Days
- **Commitment Accounting** (Express Retro and Position Funding Focus)
  - Location: ITS Athens
  - Target: All Institutions (Mandatory)
  - Date: November 7th and 8th
- **Self Service** (Add / Change Position and Profile Management Focus)
  - Location: ITS Athens
  - Target: Institutions Live on MSS
  - Date: November 11th & 12th
- **Careers** (Add / Change Position and Profile Management Focus)
  - Location: ITS Athens
  - Target: Institutions Live (or Going Live) on Careers
  - Date: November 13th & 14th
- **Visa / Citizenship**
  - Location: WebEx (2 Hours)
  - Target: All Institutions (with Foreign National Employees)
  - Date: November 15th
Related Sessions
Interact - 2019

• Express Direct Retros
  • 09/18/2019 10:40 am
  • 105
  • Terryl Barnes, Donna Wooddell

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

• NEW! State Charitable Campaign in Employee Self-Service
  • 09/19/2019 9:30 am
  • 205
  • Katy Manley, Diane Strenkowski
Related Sessions
Interact - 2019

• OneUSG Connect Manager Self Service Roadtrip
  • 09/19/2019 10:45 am
  • Chatham Ballroom A
  • Katy Manley

• OneUSG Connect Onboarding
  • 09/19/2019 1:40 pm
  • Chatham Ballroom A
  • Michael Smith

• OneUSG Connect Faculty Contract Deliver - Part 1 & 2
  • 09/19/2019 1:40 & 3:10 pm
  • Chatham Ballroom B
  • Randolph Carter, Laurie Bush
Related Sessions
Interact - 2019

- **OneUSG Connect Careers v2.0**
  - 09/19/2019 3:10 pm
  - Chatham Ballroom A
  - Juanita Hicks, Michael Smith

- **Performance Management**
  - 09/20/2019 8:30 am
  - Chatham Ballroom A
  - Quint Hill, Michael Smith

- **Summer and Academic Pay**
  - 09/20/2019 8:30 am
  - 205
  - Taylor Ferguson, Diane Strenkowski