

HR Birds of a Feather

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Highlights of Today's Discussion

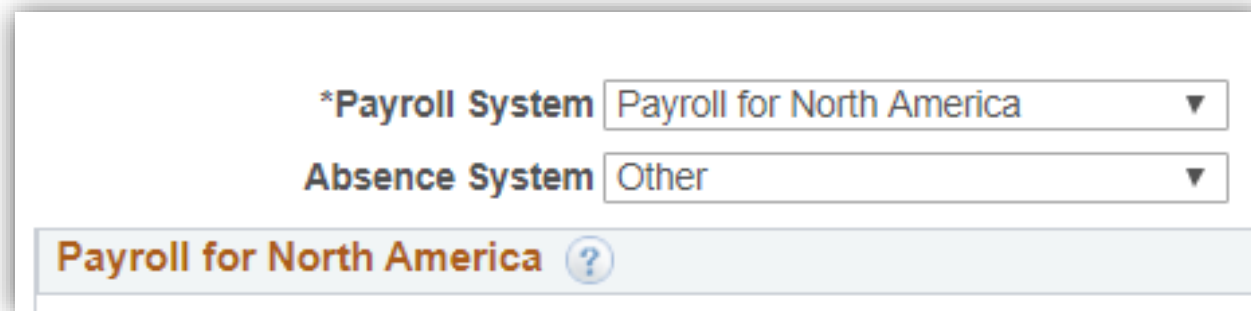
- Dataflow to other Modules
- Current Trending Issues
- Correction Mode
- Ongoing Data Clean-up
- Queries
- Job Tools
- Future Training Recommendations
- Upcoming Changes

Data Flow to Other Modules/Panels

- Very important to review other panels/systems such as
 - Absence System Enrollment
 - Maintain Time Reporter
 - Tax Data Default
 - Auto Enroll / Retirement at Work
 - Alight

Absence System

- Absence System auto populates when record is saved, unless effective date is in a prior pay period that has been processed through payroll



*Payroll System Payroll for North America ▼
Absence System Other ▼

Payroll for North America ?

Maintain Time Reporter Data

- Watch for changes to Web Clock, Special Accumulator, Time & Absence Approver, Status, etc.

The screenshot displays the 'Maintain Time Reporter Data' interface. At the top, it shows 'Organizational Relationship Employee' and 'ID Badge Detail'. Below this, there are tabs for 'Time Reporter Data', 'Employment Record 2', and 'Group Membership'. The 'Time Reporter Data' tab is active, showing a search bar with 'Find | View All' and 'First 1 of 2 Last'. The main form contains several fields: '*Effective Date' (01/28/2018), '*Time Reporter Type' (Elapsed Time Reporter), 'Elapsed Time Template' (00EE_ELPSD), 'Punch Time Template' (00EE_PUNCH), 'Time Period ID', '*Workgroup' (00HRRCMP), '*Taskgroup' (PSNONCATSK), 'Task Profile ID', 'TCD Group', 'Restriction Profile ID', 'Rule Element 1', 'Rule Element 2', 'Rule Element 3' (WEB CLOCK), 'Rule Element 4' (SPL ACR 14), 'Time & Absence Approver', and 'Time Zone' (EST). On the right side, there are two sections: 'Payroll' with a checked 'Send Time to Payroll' option, and 'Commitment Accounting' with checked options for 'For Taskgroup' and 'For Department'.

Time Reporter Data Logic

- Non-Exempt Employees
 - Term/Inactive Effective Date – set to Pay Period End Date + 18 days
 - Allows time for managers and practitioners to approve time through the Tuesday of the biweekly payroll week
 - Example:

Pay Period Begin Date	03/25/2018
Pay Period End Date	04/07/2018
Termination Date	04/03/2018
TL Inactive Date	04/25/2018 (4/7 + 18)

Time Reporter Data Logic

- Exempt Employees
 - Term/Inactive Effective Date – set to Pay Period End Date + 32 days
 - Allows time for managers and practitioners to approve time through month end
 - Example:

Pay Period Begin Date	04/01/2018
Pay Period End Date	04/30/2018
Termination Date	04/03/2018
TL Inactive Date	06/01/2018 (4/30 + 32)

Tax Data Default

- Defaults to Single, 0 allowances
- Follows primary job

This screenshot shows the 'Federal Tax Data' section of a software interface. It includes tabs for 'Federal Tax Data', 'State Tax Data', and 'Local Tax Data'. The 'Tax Data' section displays 'Company 980 Board of Regents (USG)' and '*Effective Date 03/13/2018'. Below this, the 'Federal Withholding Elements' section shows '*Special Withholding Tax Status' set to 'None' and '*Tax Marital Status' set to 'Single'. At the bottom, there is a 'Withholding Allowances' field with the value '0' and a note to 'Check here and select S'.

This screenshot shows the 'State Tax Data' section of the same software interface. It includes tabs for 'Federal Tax Data', 'State Tax Data', and 'Local Tax Data'. The 'State Information' section shows '*State GA Georgia' with checkboxes for 'Resident' (checked) and 'Non-Residency Statement Filed' (unchecked). The 'State Withholding Elements' section shows '*Special Withholding Tax Status' set to 'None' and '*Tax Marital Status' set to 'S' with a dropdown menu showing 'Single allowance'. At the bottom, there is a 'Withholding Allowances' field with the value '0' and a note '(GA Form G-4 line 3)'.

Auto Enroll / Retirement at Work

- Retirement Enrollment
 - NORET
 - Ret-Rehire
 - Exclude from Auto Enroll

The screenshot displays a web form titled "Benefits Administration Eligibility". The form contains several input fields and checkboxes. The "Retirement" field is highlighted in yellow and contains the text "NORET". The "Exclude from Auto Enroll" checkbox is also highlighted in yellow and is currently unchecked. Other fields include "BAS Group ID", "Elig Fld 4", "Elig Fld 7", "Cohort1 Biweekly", "Grndfather", "Elig Fld 3", and "Elig Fld 9". There are also checkboxes for "Ret-Rehire" and "ABBR Update Override". At the bottom of the form, there is a navigation bar with the text "Benefit Program Participation Details" and "Find | View All First 1 of 2 Last".

Alight

- Ret-Rehire – prevents data from flowing to Alight
- SSNs – ensure these are correct
- Personal Data Effective Dates – must be \leq hire date
- Personal Data and Home Address Effective Dates – must match
- Gender – defaults to “male” if listed as “unknown”, coverage potentially denied if incorrect

Alight

- Primary Job Indicator – cannot have multiple primary jobs, must have at least one
- Ensure position attributes are correct (Reg/Temp, Standard Hours, FTE, Job Code, Pay Group, etc.)
- Job Codes – 907 (GRAs) and Z subcat (Rehired USG Retirees)
- Correction Mode Changes – most will not flow to Alight, should not delete historical rows

Alight

- J1 Visa – very important to enter for benefits purposes, not eligible for Consumer Choice
- Annual Benefits Base Rate (ABBR) – ensures salary based premiums are correct
- USG Service Date / Benefits Service Date – these two dates should match

Current Trending Issues

- Multiple Components of Pay (MCOP)
 - Frequency (M or M10)

Compensation Rate 5,000.00 USD *Frequency M10 Monthly

► Comparative Information ?

▼ Pay Rates ?

Annual	50,000.000000	USD	Daily	230.769233	USD
Monthly	5,000.000000	USD	Hourly	28.846154	USD

Default Pay Components

Pay Components ? Personalize | Find | First 1-2 of 2 Last

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 MCOVL	0	500.000000	USD	M10			+ -
2 NAMNTH	0	4,500.000000	USD	M10			+ -

Calculate Compensation

Current Trending Issues

- Job Earnings Distribution (JED)
 - Compensation Rates should total amount at top of page
 - Do not enter Chart Fields in Job Data

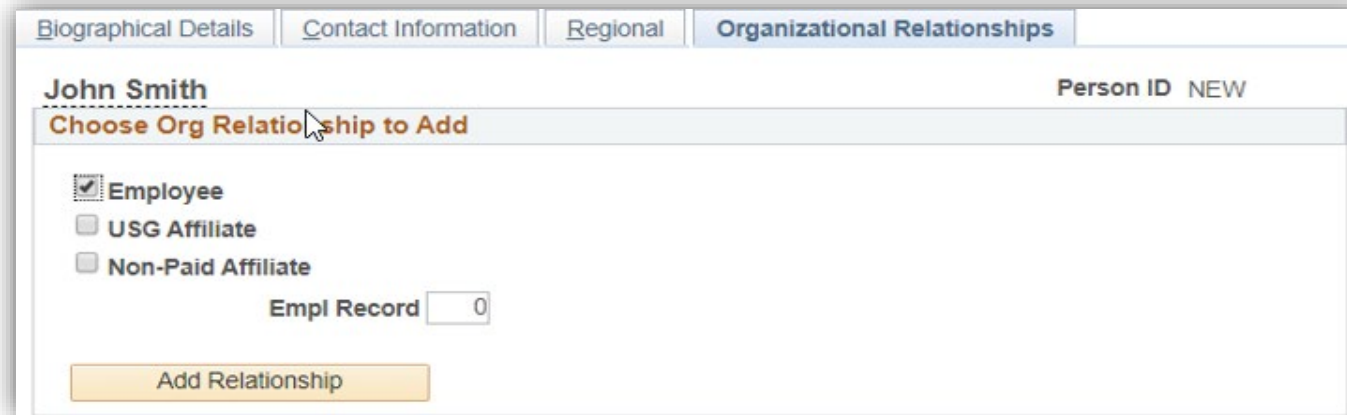
The screenshot displays the Job Earnings Distribution (JED) form. At the top, it shows a Compensation Rate of 5,000.00 USD and a Standard Hours of 40.00. The Earnings Distribution Type is set to 'By Amount'. Below this, there are three sections for Job Earnings Distribution, each with a 'Find' button and navigation controls. The first section shows a Compensation Rate of 4,500.000000 and an Earnings Code of 'REG' (Regular). The second section shows a Compensation Rate of 500.000000 and an Earnings Code of 'OVL' (Faculty Overload). Each section includes fields for Position Number, Department, Regular Shift, Business Unit, Job Code, General Ledger Pay Type, and Standard Hours. There are also 'Earnings Chartfields' sections with a 'Combination Code' and an 'Edit ChartFields' button.

Current Trending Issues

- Foreign Nationals
 - Citizenship panel needs to be populated
 - Tax analysis is needed upon hire and tax panels populated correctly
 - Location is important for payroll purposes
 - Need to track Foreign Nationals that are Affiliates
 - If employee has a J1 Visa, very important to enter into OneUSG for benefits purposes

Current Trending Issues

- Affiliate vs. Employment Instances
 - Can only pay employees on Employment Instances
 - Pay can never be generated on Affiliate Instances



The screenshot shows a web application interface for managing organizational relationships. At the top, there are four tabs: "Biographical Details", "Contact Information", "Regional", and "Organizational Relationships", with the last one being active. Below the tabs, the name "John Smith" is displayed on the left and "Person ID NEW" on the right. A section titled "Choose Org Relationship to Add" contains three radio button options: "Employee" (which is selected), "USG Affiliate", and "Non-Paid Affiliate". Below these options is a text input field labeled "Empl Record" with the value "0". At the bottom of the form is a yellow button labeled "Add Relationship".

Correction Mode Impacts

- Do not make correction mode changes to current and historical rows already sent to Alight, TIAA (corrections to Hire Date, Term Date, NORET, Auto Enroll flag, deleting rows)
- Employment Dates, must add a Data Change row
- Be careful that you are not in correction mode when making normal changes to records, distorts audit queries

Correction Mode Impacts

- Changing from non-exempt to exempt
- Retroactive Payments Process does not run
- Insert Data Change rows when in doubt
- Submit ticket to oneusgsupport@usg.edu for questions related to Correction Mode

Ongoing Data Clean-Up

- Primary Jobs (Multiple and None)
- Benefits Service Date and USG Service Date Mismatch
- Employee Status Mismatch (OneUSG and Alight)
- Compensation Frequency (M10 vs. M)
- Duplicate SSNs
- Dummy SSNs

Queries / Public

- Multiple Primary Jobs
BOR_HR_MULTIPLE_PRIMARY_JOBS
- No Primary Job Indicator
BOR_HR_NO_PRIMARY_INDICATOR
- Data Dump
BOR_HR_JOB_DATA_WITH_POSN_DATA
- Pay Groups Out of Sync
BOR_HR_PYGRP_OUT_OF_SYNC_POS

Job Tools

- OneUSG website

<https://www.usg.edu/oneusg/documentation/>

- Shared Services Center

https://www.usg.edu/shared_services_center/practitioner_services/hr

Future Training Recommendations

- What are institutions struggling with?
- What training sessions would you like to see?



Upcoming Changes

- Contract/Academic Pay
- Summer Pay
- Elimination of Short Work Break rows

Thank You!