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
Maintain Time Reporter Data

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period Begin Date</td>
<td>03/25/2018</td>
</tr>
<tr>
<td>Pay Period End Date</td>
<td>04/07/2018</td>
</tr>
<tr>
<td>Termination Date</td>
<td>04/03/2018</td>
</tr>
<tr>
<td>TL Inactive Date</td>
<td>04/25/2018 (4/7 + 18)</td>
</tr>
</tbody>
</table>
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:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period Begin Date</td>
<td>04/01/2018</td>
</tr>
<tr>
<td>Pay Period End Date</td>
<td>04/30/2018</td>
</tr>
<tr>
<td>Termination Date</td>
<td>04/03/2018</td>
</tr>
<tr>
<td>TL Inactive Date</td>
<td>06/01/2018 (4/30 + 32)</td>
</tr>
</tbody>
</table>
Tax Data Default

- Defaults to Single, 0 allowances
- Follows primary job
Auto Enroll / Retirement at Work

- Retirement Enrollment
  - NORET
  - Ret-Rehire
  - Exclude from Auto Enroll
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)
Current Trending Issues

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