Hiring/Updating Employee Job Data in OneUSG Connect

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Highlights of Today’s Discussion

- Personal Data / Job Data Trends and Tips
- TIAA / Alight Lessons Learned
- Data Flow to Other Modules/Panels
- Correction Mode
- Commitment Accounting / Budget Prep
- Foreign Nationals
- Job Tools / Queries
- Practitioner feedback
Personal Data Trends

- Search by National ID (Social Security Number) or Name
- Should always search for employee before assigning a new employee ID
Personal Data Trends

- Dummy SSN should only be used for Foreign Nationals who have applied for SSN
- Number will be auto assigned when box is checked
Personal Data Trends

• Warning message will be received when assigning a Dummy SSN
Personal Data Trends

- Personal Data must be effective the date of or prior to the date used to seat the employee
Personal Data Trends

- All employees must have a Home address for Alight, must be dated same effective date as personal data (<= hire date)
Personal Data Trends

- Alight defaults Gender to “Male” if left as “Unknown”
- Coverage potentially denied if gender is incorrect
Organizational Relationships

- Employee Instance
- USG Affiliate (Temp Agency Workers, Dual Appointments, Consultants)
- Non-Paid Affiliate (Volunteers, Pre-Hires)
Job Data Tips and Trends

• Employees should only have one primary job
• All other jobs must be secondary
• Multiple primary jobs have negative impacts to benefits, payroll, etc.
Job Data Tips and Trends

• Pay Group, Job Code, FLSA Status, etc. should all match
Job Data Tips and Trends

- Refer to BCATs for classification information

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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 FLSA non-exempt.
Job Data Tips and Trends

• Compensation Frequency pulls in from Job Code Foundation Tables
Job Data Tips and Trends

- Update/verify FICA status
- Ensure Holiday Schedule is populated, if applicable
Job Data Tips and Trends

• Absence System auto populates when record is saved, unless effective date is in a prior pay period that has been processed through payroll
Job Data Tips and Trends

- Job Earnings Distribution (JED) rows required for Multiple Components of Pay (MCOP)
- Do not enter a Combo Code on this panel
Job Data Tips and Trends

• Important Dates
  – Institution Service Date – service with the current institution
  – USG Service Date – continuous benefited service
  – Benefits Service Date – drives leave accrual, calculates benefits eligibility with Alight
Job Data Tips and Trends

• Updating existing employees
  – Click (+) to add a row
  – Changes should be effective the first of the pay period
TIAA / Alight Lessons Learned

- Retirement > NORET
- Exclude from Auto Enroll
- Retiree-Rehire
TIAA / Alight Lessons Learned

• Multiple Primary Jobs
• Correction Mode Changes
  – Changed from non-exempt to exempt
• NORET
  – Flag is needed to prevent retirement election window from opening
TIAA / Alight Lessons Learned

• GDCP Continuance During Election Window
  – If employee becomes retirement eligible, system continues to deduct GDCP contributions until an election is made

• Auto Processes for non-exempt
  – Always double check to ensure enrollment/term has occurred
Data Flow to Other Modules/Panels

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

- Employment Dates and other fields
- Alight (Hire Date Corrections, Terms, Deleting rows)
- Retirement Enrollment (NORET, Auto Enroll)
- Submit ticket to oneusgsupport@usg.edu for questions related to Correction Mode
Retroactive Payments

• Process will not run when
  – No pay generated
  – Pay Group changed
  – Change was made in correction mode
• Be sure to notify payroll when expecting retro pay to generate
Commitment Accounting

• Involve Commitment Accounting if making any changes to Compensation Frequency, Compensation Rate, or Compensation Types
• Adding additional Compensation Types involves Job Earnings Distribution and Department Budget Table (CA) entry
Budget Prep

• GeorgiaFIRST Budget Prep inserts the following rows:
  – Position Update (if no raises)
  – Merit – salary increase
  – Equity – salary increase
  – Promotion – salary increase, and may include job code and pay group changes

• Budget teams may insert negative raises to adjust salary (not ideal)
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
Job Tools

• OneUSG website
  https://www.usg.edu/oneusg/documentation/

• Shared Services Center
  https://www.usg.edu/shared_services_center/practitioner_services/hr
Queries

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

• Service Date Mismatch
  BOR_HR_EE_SERVICE_DATE
• SSC monthly reports
  – Multiple Primary Jobs (across all institutions)
  – No Primary Jobs (across all institutions)
• SSC weekly reports to assist with identifying potential frequency issues
  – xxF and xxX pay groups without M10
  – Other pay groups with M10
Upcoming Changes

• Contract/Academic Pay
• Summer Pay
• Elimination of Short Work Break rows
• Related Session: Summer and Academic Pay
  – 09/20/2019 8:30 am
  – Room 205
Thank You!