



UNIVERSITY SYSTEM OF GEORGIA

In the Know with OneUSG Connect

May 30, 2018

Facilitator: Jodi Frazier

- ✓ *Muted on entry. Please remember to unmute*
- ✓ *Don't place your call on hold*
- ✓ *Let us know if you have difficulty hearing*

Housekeeping Items

- This WebEx is being recorded and the archive/presentation will be distributed following today's meeting
- We will keep a Parking Lot for items that require additional attention



Agenda

- Known Issues
- Payroll
- Customer Support
- Human Resources
- Training and Communications
- HRIS
- General Information
- Upcoming Events



Known Issues



Self Service Known Issue

Smoker Status Field in Personal Details

- When an employee navigates to Personal Details > Additional Information, one of the fields shows their Smoker status. Some employees show Smoker, some show Non Smoker, and for some the field is blank.
- If Smoker status is blank or says Non Smoker, the employee is listed as a non-smoker for benefits purposes.
- We are working on a future release item to remove the blank status option.



Absence Management Known Issue

Approving Absences from Approvals Tile Causing Absences to be Re-Processed

- Absences approved from the Approval tile are being re-triggered for processing and potentially being paid. We discovered that the institution Benefits Administrators or Practitioners had already approved these absences.
- Workaround and Ongoing Best Practice: Managers should only approve absences from
 - Manager Self Services > Team Time tile > Absence Requests
 - From the Absence tab within the Timesheet.



Commitment Accounting Known Issue

Pay run 85B2

- Has not finished processing



Payroll



NRA Tax Calculation

Based on current IRS regulations, employees who do not receive payments defined specifically by IRS Income Codes (17, 1819), will have their Federal taxes calculated by the steps put forward in the “2018 Publication 15 - Employers Tax Guide (Circular E)”. These payments could include:

- NRA Employees ineligible for a treaty
- NRA Employees who exceeded treaty-protected earnings
- NRA Employees receiving wages that are not eligible for Income Codes recognized by the treaty



NRA Tax Calculation

- Job Aid will be released detailing the steps to be followed to calculate the correct withholding
- There are three different scenarios provided
- Each scenario specifies the tax calculation figured manually
- A screenshot of OneUSG Connect pay statement matching the manual tax calculation is provided as well



Earnings Adjustment Load

- Navigator > Payroll for North America > Payroll Customization > Earnings Adjustment Load
- Spreadsheet upload of payline earnings adjustments
- Job aid is in process and will provide:
 - Details the format required
 - Steps that need to be completed
 - Common error messages with resolution tips
 - View/Log/Trace error reports

Deduction Adjustment Load Job Aid in progress

Additional Pay Load Job Aid in progress

Estimated completion date Friday, June 1st



Payroll

Comp Time Payout – Reminder

- All compensatory time balances on record as of May 31 must be paid out no later than the final biweekly pay period in June each fiscal year
- Compensatory time earned in June will carry forward into the upcoming fiscal year
- Communication is forthcoming, including a report to show expired comp time



Payroll

OneUSG Connect Payroll Schedule, June, 2018

2018 Bi-Weekly On-Cycle Payroll Schedule

| Pay Period Begin Date | Pay Period End Date | Time Detail and Adjustments to SSC by 11 AM | OneUSG Confirm Date | Pay Date | Pay Run ID |
|-----------------------|---------------------|---|---------------------|----------|------------|
| 05/20/18 | 06/02/18 | 06/04/18 | 06/05/18 | 06/08/18 | 86B1 |
| 06/03/18 | 06/16/18 | 06/18/18 | 06/19/18 | 06/22/18 | 86B2 |

2018 Monthly On-Cycle Payroll Schedule

| Pay Period Begin Date | Pay Period End Date | Time Detail and Adjustments to SSC by 11 AM | OneUSG Confirm Date | Pay Date | Pay Run Id |
|-----------------------|---------------------|---|---------------------|----------|------------|
| 06/01/18 | 06/30/18 | 06/25/18 | 06/26/18 | 06/29/18 | 86M1 |

2018 Off-Cycle Payroll Schedule

| Pay Period Begin Date | Pay Period End Date | Off-Cycle Request to SSC by 9:00 | OneUSG Confirm Date | Pay Date | Pay Run ID |
|-----------------------|---------------------|----------------------------------|---------------------|----------|------------|
| 05/26/18 | 05/26/18 | 05/29/18 | 05/29/18 | 06/01/18 | 86X1 |
| 06/09/18 | 06/09/18 | 06/12/18 | 06/12/18 | 06/15/18 | 86X2 |
| 06/23/18 | 06/23/18 | 06/26/18 | 06/26/18 | 06/29/18 | 86X3 |



Customer Support



Aging Tickets

- Reviews being held weekly
 - Payroll
 - HR
 - Benefits
 - Time & Labor/Absence Management
 - Commitment Accounting
- If you have a ticket of concern please respond to your ticket asking for a status update.



Human Resources



Human Resources

- Deceased Retirees / Survivors
 - Deceased Report uploaded by Alight every Monday to the Plan Sponsor Portal (PSP)
 - This is not a cumulative report, includes only new notifications from the prior week
 - If no report is posted, no new notifications were received the prior week
 - Date of Death should be loaded to Personal Data
 - Terminations are not currently loaded to Job Data, institutions will need to make these entries
 - Survivor information for deceased retirees is sent by Alight and populated in Job Data



Human Resources

- Data Entry for Deceased Retirees / Survivors
 - Effective Date: Day after the date of death for the Retiree/Survivor
 - Action: Termination
 - Reason: Death
- Job Tool available on support website
 - https://www.usg.edu/assets/oneusg/documents/HR_JA014_Termination_Process_for_Deceased_Retirees_and_Survivors.pdf



Human Resources

- Coming Soon!!
 - Mini data entry sessions
 - New job tools
 - List of institution contacts for transfers



Training and Communications



In the Know Presentation Slides

- PDFs of the slides will now be located on on the OneUSG Connect Support website:
 - Located under Practitioner Services > General Resources
 - There is a new section called “In the Know Presentations”

https://www.usg.edu/oneusg_connect/practitioner_services/general_resources



HRIS



HRIS

OneUSG Web Query Training Sessions

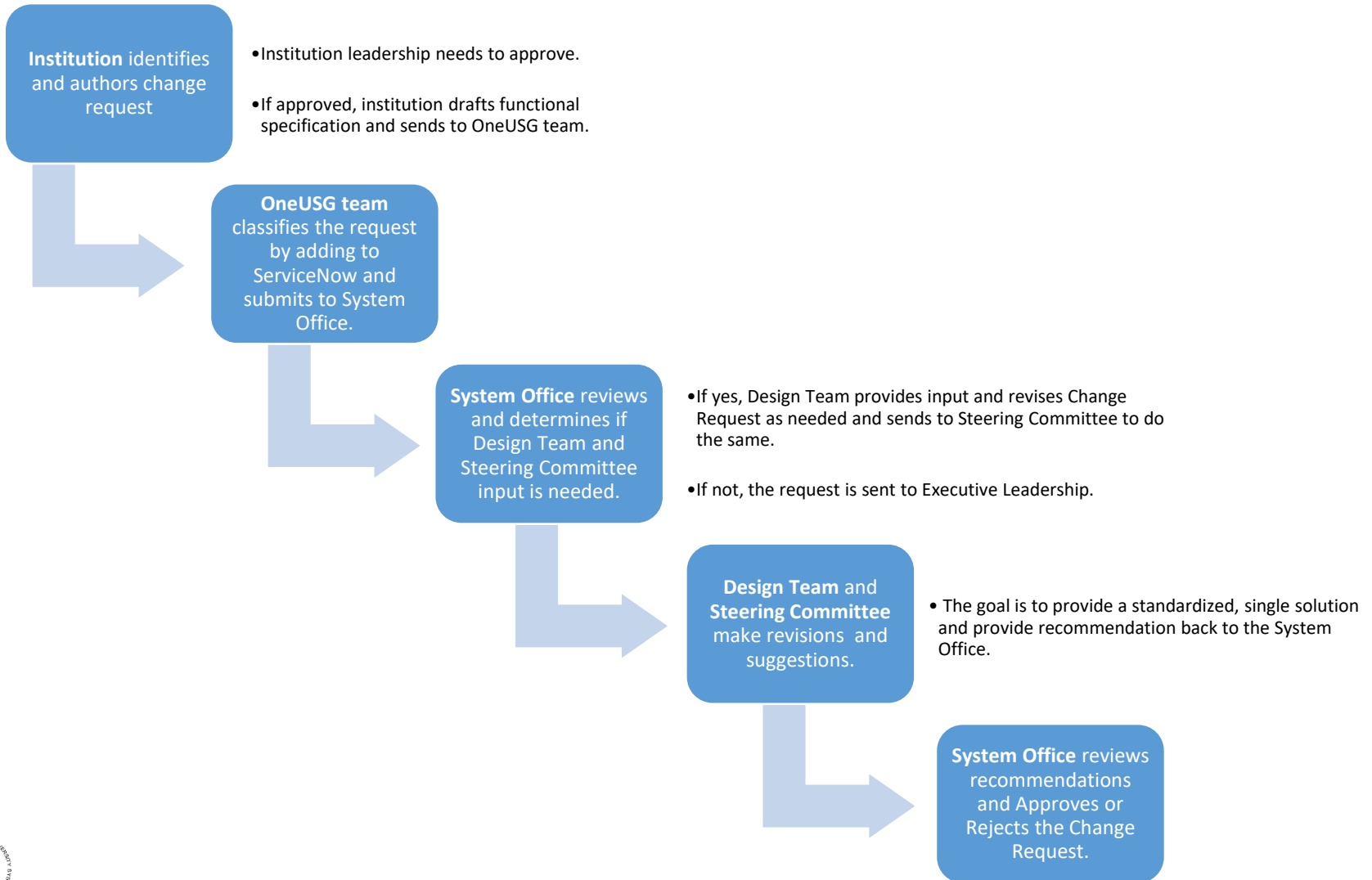
- Two six hour sessions (9 a.m. – 4 p.m.) at the Shared Services Center
 - **Payroll Practitioner Session** – Thursday, June 14, 2018
 - **HR Practitioner Session** – Tuesday, June 19, 2018
- Registration for both sessions will open Thursday, May 31 at 8 a.m. and will close 1 p.m. Monday, Jun. 11, refer to the general communication for details
- A registration fee, which includes lunch, will be charged to the institution for each person attending



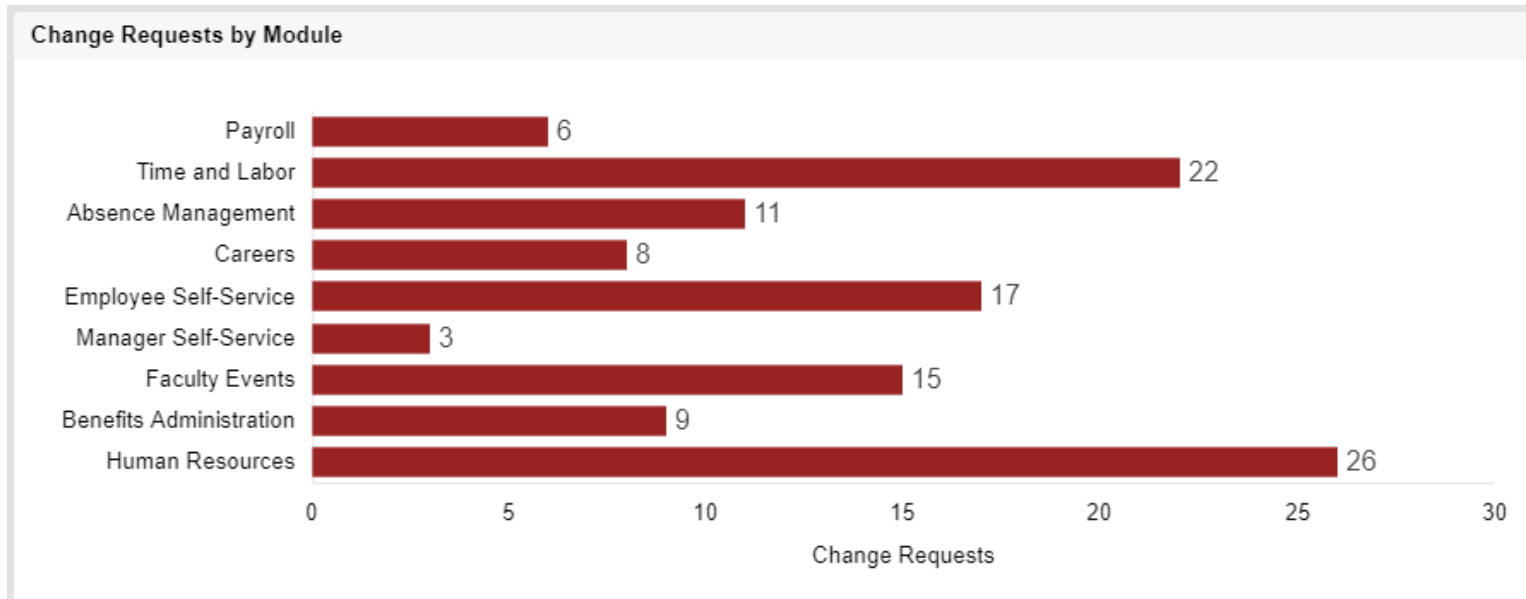
General Information



Model Change Requests

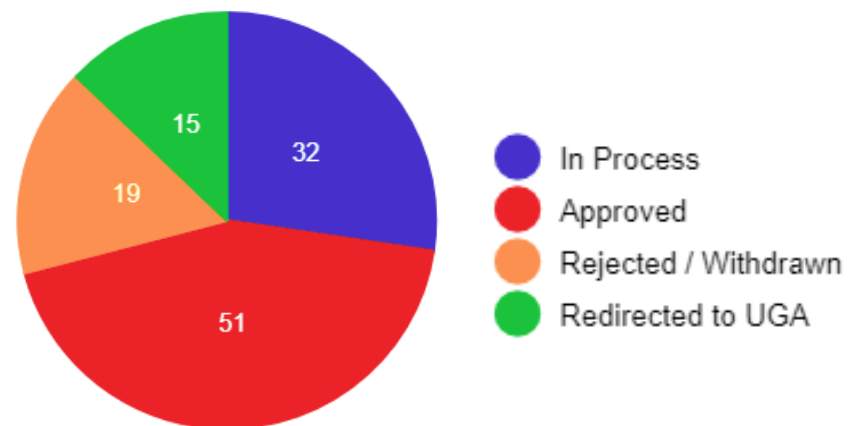


Model Change Requests



- Change Requests are administered through Smartsheet

- Project Managers have access to view and collaborate.
- Request view access from your PM.



Present at interactUSG



- Deadline to submit proposal: **TOMORROW!**
 - Ways you use OneUSG Connect to streamline business on your campus.
 - Ways you use data from OneUSG Connect.
 - OneUSG Connect tips and tricks.
- Want a co-presenter from OneUSG Connect Support? Send a message to sscsupport@ssc.usg.edu



New Support Email Address

- Starting Monday, June, 4 2018 there is a new email address you and employees will use to submit tickets.
- New Support Email Address: oneusgsupport@usg.edu
- Related to this change, the SSC now has new USG email addresses.
 - firstname.lastname@usg.edu



Upcoming Events



Upcoming Events

June 16: Release 3.12

- Details will be provided during June 13 In the Know

Sept. 12 – 14: interactUSG Conference

- Classic Center in Athens, Ga.



General Upcoming Events

- OneUSG Careers – May 31st 2:00pm-3:00pm
- In the Know - Moving to a Monthly WebEx beginning June 13th at 11:00am.
 - Please delete all In the Know invites from today forward
 - You will receive a new calendar invite for the monthly WebEx





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Review Parking Lot



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Questions and Wrap Up