Documentation and Communications
• OneUSG Connect Online Resources
  – Job Aids/Resources
  – Model Change Request Information
  – Tour OneUSG Connect Website
• Training Opportunities
• OneUSG Connect Communications
  – Types
  – How to Subscribe
• USG Status Notifications
OneUSG Connect Communications

Where can I find OneUSG Connect resources online?
What types of resources are available on the OneUSG Connect Support Website?
Announcements

New OneUSG Connect Support Email Address

Last Updated: June 3, 2018

OneUSG Connect Support has a new email address! Practitioners and employees should now submit tickets using oneusgsupport@usg.edu.
Job Aids/Resources

https://www.usg.edu/oneusg_connect

Access links:
- Active USG Employees
  - OneUSG Connect
  - Manage My Benefits
- Retirees Manage My Benefits
- COBRA Participants Manage My Benefits

Announcements

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Job Aids/Resources
[https://www.usg.edu/oneusg_connect]
Practitioner Services > General Resources

General Resources

- USG COMPANY CODES
- QUERY LISTINGS AND KEY RECORDS
- IN THE KNOW PRESENTATIONS
- COHORT 5 RESOURCES
- WORKSHOP/CONFERENCE PRESENTATIONS
- HPLAY & HTRN ACCESS
- STATE CHARITABLE CONTRIBUTIONS PROGRAM JOB AID FOR PRACTITIONERS
Job Aids/Resources
https://www.usg.edu/oneusg_connect
Practitioner Services > Payroll

Practitioner Services
- General Resources
- Payroll
  - Payroll Taxes
  - Human Resources
  - Benefits
  - Commitment Accounting
  - Time and Absence
  - Common Remitter
  - Practitioner Training

Current Support Email
View other HR and payroll information.

Manage My Benefits
Job Aids/Resources
https://www.usg.edu/oneusg_connect
Practitioner Services > Human Resources
Job Aids/Resources
https://www.usg.edu/oneusg_connect
Practitioner Services > Benefits

Benefits

ONEUSG CONNECT - BENEFITS RESOURCES
AFFORDABLE CARE ACT (ACA)
BENEFITS UPDATE WEBEX PRESENTATIONS
PURCHASING POWER RESOURCES
RETIREMENT PLAN INFORMATION
Job Aids/Resources
https://www.usg.edu/oneusg_connect
Practitioner Services > Commitment Accounting

Commitment Accounting

- Commitment Accounting Schedule
- Commitment Accounting Institution Run Guides
- Commitment Accounting Webex Presentations
- Direct Retro Accounting Strategy and Recommendation

Practitioner Services
- General Resources
- Payroll
- Payroll Taxes
- Human Resources
- Benefits
- Commitment Accounting
- Time and Absence
- Common Remitter
- Practitioner Training
- Releases
Job Aids/Resources
https://www.usg.edu/oneusg_connect

Practitioner Services > Practitioner Training > Documentation

OneUSG Connect module specific job aids:
- Absence Management
- Benefits Administration
- Careers
- Commitment Accounting
- Common Remitter
- Faculty Events
- Human Resources
- Payroll
- Query
- Time and Labor
- Time Clocks
Job Aids/Resources
https://www.usg.edu/oneusg_connect
Practitioner Services > Practitioner Training > Training

“How to” job aids and videos:

Employee Self Service
This section on Employee Self Service holds videos and job aids on all tasks that can be done within the OneUSG Connect Employee Self Service application.

Faculty Data Self Service
This section on Faculty Data Self Service holds videos and job aids on tasks that can be done with the OneUSG Connect Faculty Data Self Service application.

Manager Self Service
The Manager Self Service sections contains videos and job aids on all tasks that can be done within the OneUSG Connect Manager Self Service application.
Job Aids/Resources

https://www.usg.edu/oneusg_connect

Practitioner Services > Releases

Notes on current and previous releases
Roadmap for future releases

We are excited to announce a new roadmap for future releases. Please keep in mind that all items are tentative and subject to change. Click HERE to access the roadmap.
Job Aids/Resources
https://www.usg.edu/oneusg_connect
Practitioner Services > Known Issues

Information on active and resolved known issues

<table>
<thead>
<tr>
<th>No.</th>
<th>Posted/Modified</th>
<th>Known Issue</th>
<th>Module</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>K19.2-011-BN</td>
<td>2019-07-16</td>
<td>TRS/ORP Election Email Received in Error</td>
<td>Benefits Administration</td>
<td>Active</td>
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<tr>
<td>K19.2-005-MFE</td>
<td>2019-07-15</td>
<td>Assigned Effort: Missing Information</td>
<td>Faculty Events</td>
<td>Active</td>
</tr>
<tr>
<td>K19.2-002-BP</td>
<td>2019-07-12</td>
<td>Budget Prep Load Process Not Updating Department or Job Entry Dates Correctly</td>
<td>General</td>
<td>Active</td>
</tr>
</tbody>
</table>
Job Aids/Resources
https://www.usg.edu/oneusg_connect
Employee Services > Self Service Training > Training

Resources to assist your employees during their first days as a University System of Georgia employee

New Hire Information

Welcome to the University System of Georgia!

We hope you will find useful and important resources on this page to assist with your first days as a University System of Georgia employee.

For specific questions, please contact your institution’s Human Resources, Benefits, and Payroll departments.

OneUSG Connect - Benefits
Review benefits options and learn how to manage your benefits.

- 2019 New Hire Benefits Summary
- USG Faculty and Staff Portal
- OneUSG Connect

Additional resources are available on the USG Faculty & Staff Portal under Employee Benefits.

OneUSG Connect Support has a new email address! Practitioners and employees should now submit tickets using oneusgsupport@usg.edu.

Manage My Benefits
Model Change Request Information

https://www.usg.edu/oneusg_connect

Practitioner Services > Model Change Request Information

Helpful resources that will guide you through the Change Request Process
Guide to OneUSG Connect Resources
https://www.usg.edu/oneusg_connect

Practitioner handout provides a quick reference to the information covered during this session.
Tour OneUSG Connect Website

https://www.usg.edu/oneusg_connect
Questions?

OneUSG Connect Online Resources

- Announcements
- Practitioner Job Aids
- ESS, MSS, & FDS “How to” job aids
- Release Notes
- Known Issues
- Model Change Request Information
Training Opportunities

Are there upcoming OneUSG Connect training opportunities?
Training Opportunities

Web Query
• Hands-on 101 Basic Session
• Hands-on 102 Advanced Session

Human Resources
• New Practitioner Session
• HR Mini Training WebEx Sessions

Payroll
• Payroll Practitioner Session

Watch OneUSG Connect Communications for more information!
OneUSG Web Query Training 101
Hands-on training using the Web Query tool to build basic queries.

Topics:
• Review Query Basics
• Locate and Run an Existing Query
• Create a Basic Query
• Add Selection Criteria
• Add Run-time Prompts
• Working Session for Specific Query Requests
Query Training Opportunities

OneUSG Web Query Training 102
Hands-on training using advanced features of the Web Query tool to build queries.

Topics:
• Review Query Basics
• Expressions
• Subqueries
• Outer Join
• Unions
• Schedule a Query
Human Resources Training Opportunities

HR Training for New Practitioners
In this training, we review basics of data entry including:

- Position Creation
- New Hires
- Job Data Updates
- Maintain Time Reporter
- General Deductions
- Savings Plans
Human Resources Training Opportunities

Mini HR Training WebEx Sessions:
Slide presentations for the following sessions are available on the OneUSG Connect Support Website:

- **Transfers**
  Practitioner Services > Human Resources > Transfer Processing

- **HR Tips**
  Practitioner Services > Human Resources > HR Mini Training Sessions
Payroll Training Opportunities

Payroll Practitioner Training
In this training, we review basics of data entry including:

- Payroll Timeline
- Absence Calendar
- Time Administration
- Pre-Payroll Time & Labor Queries
- Updated Task List
Training Opportunities

In addition to the Shared Services Center, the following institutions host Regional OneUSG Connect Training Sessions

- Clayton State University
- Fort Valley State University
OneUSG Connect Communications

How can I stay informed with updates, meetings, trainings, etc.?
OneUSG Connect Communications

Communications/Distribution Groups

- General Communications
- Human Resources/Benefits
- Payroll
- Common Remitter
- Commitment Accounting
- Tuition Assistance Program (TAP) Coordinators
OneUSG Connect Communications

OneUSG Connect Communications (General Communications)

- Various meeting/training invitations
- Various meeting presentation/recording files
- System maintenance and availability notifications
- Known Issues
- Release information
- Communications that impact various functional areas/modules

INFO: In the Know with OneUSG Connect WebEx Meeting Invitation For September

Due to a conflict with InteractUSG, the September In the Know WebEx has been rescheduled from Wednesday, September 12, to Thursday, September 20.
OneUSG Connect Communications

OneUSG Connect Benefits
(Human Resources/Benefits)
• Optum Bank funding notifications
• OneUSG Retro adjustment report
• Monthly premium files
• HR/Benefits specific communications
OneUSG Connect Communications

OneUSG Connect Payroll

- Payroll processing/confirm notifications
- Direct deposit returns/NOC
- Tax approval
- Payroll specific communications

Note: There is a separate distribution group for Tuition Assistance Program (TAP) Coordinators.

INFO: First September Off-Cycle Payroll Confirmed for Pay Run 89X1

The first off-cycle payroll for payment on Friday, September 7, 2018, has been confirmed in OneUSG Connect.

Payroll Processing Dates

1. September 4, evening: Post payroll processes will complete.
2. September 5:
OneUSG Connect Communications

OneUSG Common Remitter

- Various processing notifications
  - Tax Sheltered Annuity (TSA)
  - Teachers Retirement System (TRS)
  - Employee Retirement System (ERS)
  - Optional Retirement Plan (ORP)

- Common Remitter specific communications

ACTION: Second TRS / ERS Update for August 2018

A copy of the Teachers Retirement System (TRS) / Employee Retirement System (ERS) totals has been loaded to the Shared Services Center FTP in your institution’s payroll folder. The file on the FTP will have the following naming convention (“Mon” represents the month):

Mon_Ret_Inv_TRS_ERS

The final extract is complete, you may now:

1. Balance against the history tables
A copy of the Teachers Retirement System (TRS) / Employee Retirement System (ERS) totals has been loaded to the Shared Services Center FTP in your institution's payroll folder. The file on the FTP will have the following naming convention ("Mon" represents the month):

Mon_Ret_Inv_TRS_ERS

The final extract is complete, you may now:

1. Balance against the history tables

OneUSG Commitment Accounting

- Various processing notifications
  - Online disbursements
  - Retro processing
  - GL processing
  - Money movement
  - Encumbrance processing

- Commitment Accounting specific communications
How do I subscribe to receive communications?
To Subscribe to a Distribution Group:

Send an email to oneusgsupport@usg.edu listing the distribution group(s) you wish to subscribe to and receive communications.

Good afternoon,

Please add X. Smith (X.smith@usg.edu) as a subscriber to the following distribution groups:

- General Communications
- HR/Benefits
- Payroll

Thank you,
How do I know the status of a USG system/service?
Visit the University System of Georgia’s Services Status Page at status.usg.edu, to see up-to-date information about the operations of USG IT systems and services.

Subscribe to receive email notifications.
A list of USG IT systems and services will display. Look for **OneUSG Connect** for information on OneUSG Connect systems.

At the right of each system, the status will display with a message providing specific information.
Below the list of systems and services, you can view information on Past Incidents.

About This Site

The University System of Georgia's Services Status Page provides up-to-date information about the operations of USG IT systems and services.
Questions?

Thank you for participating!