OneUSG Payroll
Birds of a Feather

Presented by Jessie Dalton and Eric Clark
Agenda

1. OneUSG Payroll Submission
2. Payroll Timeline Review
3. Payroll Process Review
4. 2020 Payroll Calendar
5. Resources
OneUSG Payroll Submission

Prior to Payroll Submission

• Automated Adjustments completed
• Payable time approved
  • Biweekly – Before 1 p.m. day 1
  • Monthly – Before 11 a.m. day 2

What should I submit?

• Pay Groups to be paid
• Initial manual adjustments
• Payable Time Detail – No longer needed
OneUSG Payroll Submission – What’s Changing?
Payroll Timeline Review - Biweekly

### Calc Day

- **10 a.m.**
  - Absence Calendar Closes

- **11 a.m.**
  - VPO Requests Due

- **1 p.m.**
  - Payroll Submission
  - Pay Sheet Creation
  - Retro Pay Load
  - Initial Automated Adjustment Load
  - Initial Time Load
  - HR Lock Off

- **5 p.m.**
  - Institution Review (Target)

### Confirm Day

- **8 a.m.**
  - Institution Review

- **11 a.m.**
  - Absence Off Cycle Requests Due
  - Time Load #2

- **12 p.m.**
  - Final Automated Adjustment Load

- **1 p.m.**
  - Institution Review (Target)

- **2 p.m.**
  - Final Manual Adjustments Due
  - Final Time Load

- **4 p.m.**
  - Confirm (Hard Deadline)
Payroll Timeline Review - Monthly

**Calc Day**
- **9 a.m.**
  - Pay Groups Due
  - Pay Sheet Creation
  - Retro Pay Load
  - Initial Automated Adjustment Load
- **12 p.m.**
  - Institution Review (Target)

**Adjustment Day**
- **9 a.m.**
  - Absence Calendar Closes
  - VPO Requests Due
- **11 a.m.**
  - Initial Time Load
  - Initial Manual Adjustments Due
  - Automated Adjustment Load #2
- **2 p.m.**
  - Institution Review (Target)
- **5 p.m.**
  - HR Lock Off

**Confirm Day**
- **9 a.m.**
  - Absence Off Cycle Requests Due
  - Final Time Load
  - Final Automated Adjustment Load
- **11 a.m.**
  - Final Manual Adjustments Due
- **12 p.m.**
  - Institution Final Review (Target)
- **2 p.m.**
  - Confirm (Hard Deadline)
Payroll Process Review

Absence Calendar

- Processes approved absences
- Processes takes, entitlements, and manual balance adjustments
- Converts approved absences to payable time

VPO Requests

- Submit via OneUSG Payroll Workbook – VPO Requests Tab
- Ensure payout hours are reported PRIOR to termination date
Payroll Process Review

Pay Sheet Creation
- Active payroll status at least one day of the pay period
- Loads additional pay to pay sheet

Retro Pay Load
- Loads calculated retro pay to pay sheets
- Retro Pay Calc runs nightly

Automated Adjustment Load
- Loads automated adjustments to pay sheets
- Active vs inactive status

Time Load
- Loads approved and rejected by payroll payable time
Payroll Process Review

HR Lock Off
- Breaks the link between HR and Payroll
- Job data changes do not flow to pay sheets

Absence Off Cycle
- Requested via OneUSG Payroll Workbook – Absence Off Cycle Tab
- Developed for substantial negative impact to employee pay

Final Manual Adjustments Due
- Submitted via OneUSG Payroll Workbook

Payroll Confirm
# 2020 USG Shared Services Center Payroll Processing Calendar

**OneUSG Connect**

## Bi-Weekly On Cycle Payroll Schedule

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<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Time Detail and Adjustments to SSC by 1:00 PM</th>
<th>OneUSG Confirm Date</th>
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**Overlapping Payroll**
- **Early Payroll Submission Due to Holiday**
- **Early Pay Date Due to Holiday**

*Due to the timing of the 2021 January 1 holiday there are 27 pay periods in 2020.*

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Please Note: These pay dates are for OneUSG Connect Institutions only. Some dates are subject to change.
Resources

Practitioner Services
https://www.usg.edu/oneusg_connect/practitioner_services/payroll

Practitioner Training
https://www.usg.edu/oneusg/documentation/oneusg_connect_job_aids_payroll
Questions