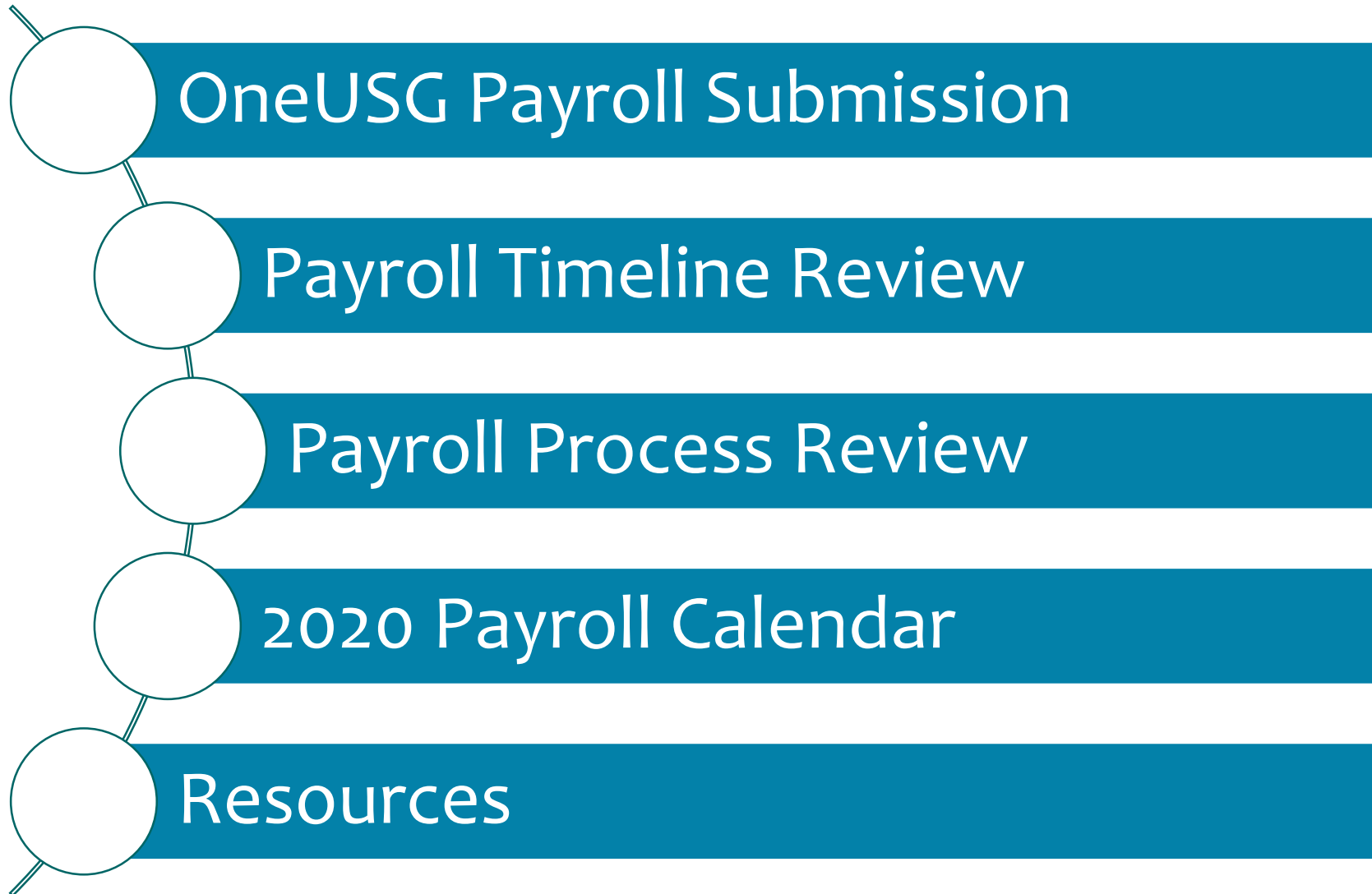


OneUSG Payroll Birds of a Feather

Presented by Jessie Dalton and Eric Clark

Agenda



OneUSG Payroll Submission

Prior to Payroll Submission

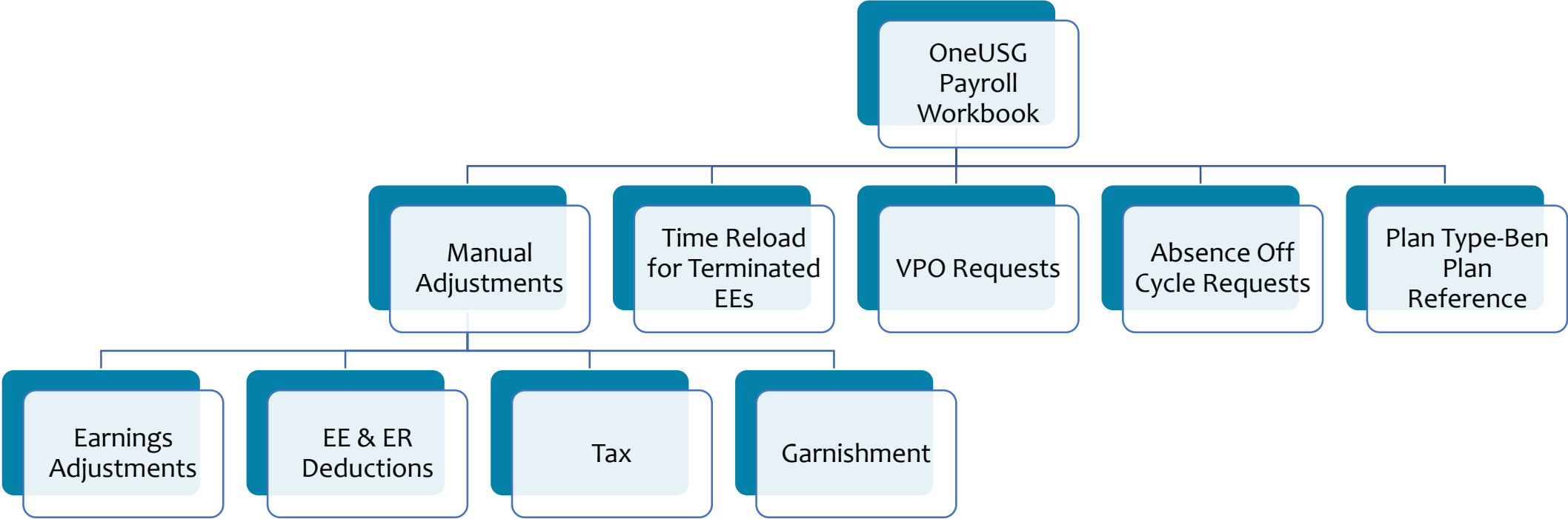
- Automated Adjustments completed
- Payable time approved
 - Biweekly – Before 1 p.m. day 1
 - Monthly – Before 11 a.m. day 2

What should I submit?

- Pay Groups to be paid
- Initial manual adjustments
- Payable Time Detail – No longer needed

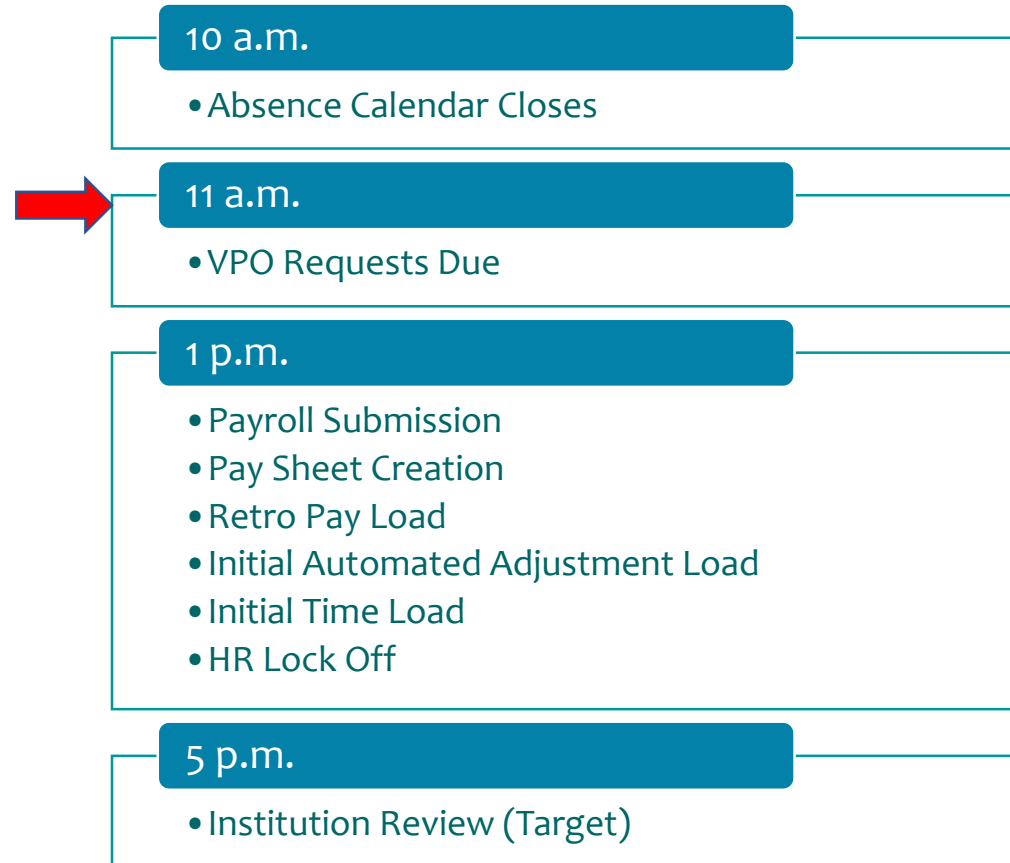


OneUSG Payroll Submission – What’s Changing?

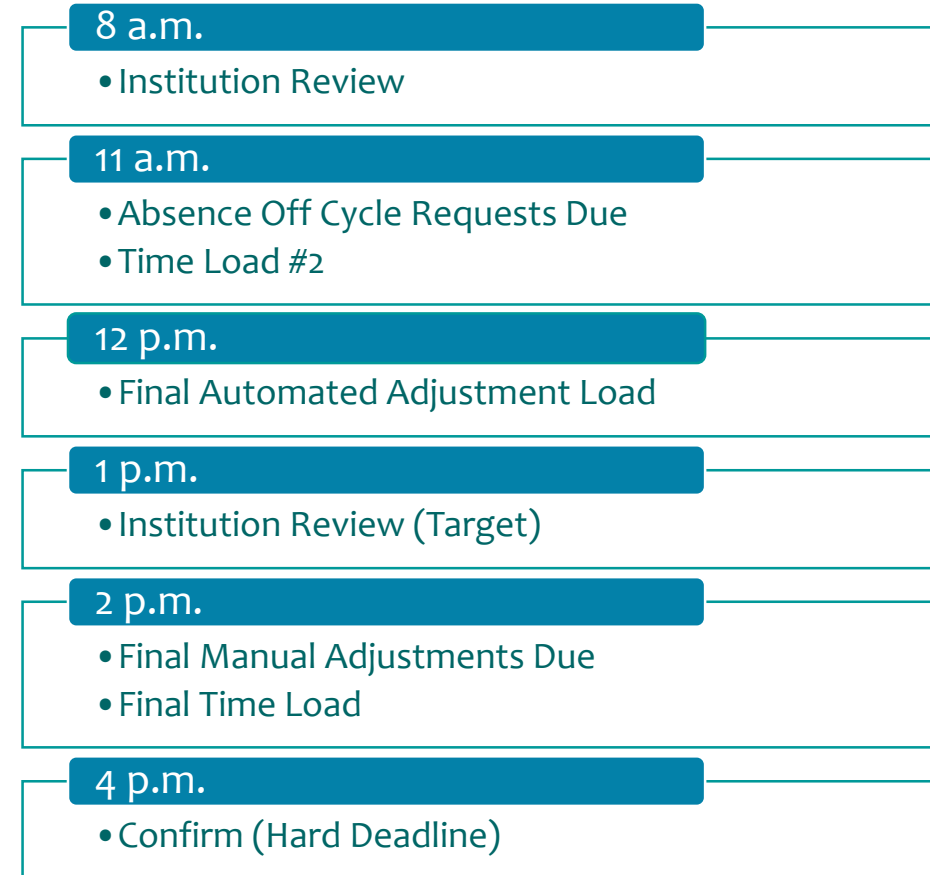


Payroll Timeline Review - Biweekly

Calc Day



Confirm Day



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					
Pay Period Begin Date	Pay Period End Date	Time Detail and Adjustments to SSC by 1:00 PM	OneUSG Confirm Date	Pay Date	Pay Run ID
12/15/19	12/28/19	12/27/19	12/30/19	01/03/20	01B1
12/29/19	01/11/20	01/13/20	01/14/20	01/17/20	01B2
01/12/20	01/25/20	01/27/20	01/28/20	01/31/20	01B3
01/26/20	02/08/20	02/10/20	02/11/20	02/14/20	02B1
02/09/20	02/22/20	02/24/20	02/25/20	02/28/20	02B2
02/23/20	03/07/20	03/09/20	03/10/20	03/13/20	03B1
03/08/20	03/21/20	03/23/20	03/24/20	03/27/20	03B2
03/22/20	04/04/20	04/06/20	04/07/20	04/10/20	04B1
04/05/20	04/18/20	04/20/20	04/21/20	04/24/20	04B2
04/19/20	05/02/20	05/04/20	05/05/20	05/08/20	05B1
05/03/20	05/16/20	05/18/20	05/19/20	05/22/20	05B2
05/17/20	05/30/20	06/01/20	06/02/20	06/05/20	06B1
05/31/20	06/13/20	06/15/20	06/16/20	06/19/20	06B2
06/14/20	06/27/20	06/29/20	06/30/20	07/03/20	07B1
06/28/20	07/11/20	07/13/20	07/14/20	07/17/20	07B2
07/12/20	07/25/20	07/27/20	07/28/20	07/31/20	07B3
07/26/20	08/08/20	08/10/20	08/11/20	08/14/20	08B1
08/09/20	08/22/20	08/24/20	08/25/20	08/28/20	08B2
08/23/20	09/05/20	09/04/20	09/08/20	09/11/20	09B1
09/06/20	09/19/20	09/21/20	09/22/20	09/25/20	09B2
09/20/20	10/03/20	10/05/20	10/06/20	10/09/20	00B1
10/04/20	10/17/20	10/19/20	10/20/20	10/23/20	00B2
10/18/20	10/31/20	11/02/20	11/03/20	11/06/20	00B3
11/01/20	11/14/20	11/16/20	11/17/20	11/20/20	00B2
11/15/20	11/28/20	11/30/20	12/01/20	12/04/20	00B1
11/29/20	12/12/20	12/14/20	12/15/20	12/18/20	00B2
12/13/20	12/26/20	12/23/20	12/28/20	12/31/20	00B3*

Monthly On Cycle Payroll Schedule						
Pay Period Begin Date	Pay Period End Date	Pay Groups to SSC by 9:00 AM (Paysheets Created)	Time Detail and Adjustments to SSC by 11 AM	OneUSG Confirm Date	Pay Date	Pay Run ID
01/01/20	01/31/20	01/22/20	01/23/20	01/24/20	01/31/20	01M1
02/01/20	02/29/20	02/19/20	02/20/20	02/21/20	02/28/20	02M1
03/01/20	03/31/20	03/24/20	03/25/20	03/26/20	03/31/20	03M1
04/01/20	04/30/20	04/23/20	04/24/20	04/27/20	04/30/20	04M1
05/01/20	05/31/20	05/21/20	05/22/20	05/26/20	05/29/20	05M1
06/01/20	06/30/20	06/23/20	06/24/20	06/25/20	06/30/20	06M1
07/01/20	07/31/20	07/22/20	07/23/20	07/24/20	07/31/20	07M1
08/01/20	08/31/20	08/19/20	08/20/20	08/21/20	08/31/20	08M1
09/01/20	09/30/20	09/23/20	09/24/20	09/25/20	09/30/20	09M1
10/01/20	10/31/20	10/23/20	10/26/20	10/27/20	10/30/20	00M1
11/01/20	11/30/20	11/20/20	11/23/20	11/24/20	11/30/20	00M1
12/01/20	12/31/20	12/21/20	12/22/20	12/23/20	12/31/20	00M1

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

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

