



The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 5.0 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 5.0** is currently scheduled for **Friday, June 7, 2019**.

System Maintenance: Planned outage 5 p.m. June 7, 2019 – 7 a.m. June 11, 2019

Release HREL 5.0

General Information	
Business Processes and Job Aids	Changes to the following Business Processes and Jobs Aids have been included in this release:
Known Issues	Resolutions to the following Known Issues have been included in this release:

Technical Information	
Database	
Prerequisites	
Technical	
Functional	



Module Specific Information Absence Management (ABS)

Modifications to Existing Processes

<ul style="list-style-type: none"> Outside Professional Activities (OPA) 	

Reports/Queries

Page Changes

Benefits Administration (BN)

Modifications to Existing Processes

<ul style="list-style-type: none"> Annual Benefits Base Rate (ABBR) 	<p>Navigation: Workforce Administration > Job Information > Job Data > Benefits Program Participation > Annual Benefits Base Rate</p> <p>We will be adding a nightly process to ensure the Annual Benefits Base Rate is populated. This process will take into consideration multiple components of pay.</p> <p>This will ensure that we are sending Aight the correct rate when they calculate, for example, life insurance at X times your Annual Base Benefits Rate.</p> <p>An exclude option at the employee level will be available.</p>
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<ul style="list-style-type: none"> • Auto Enroll Savings Plans Process 	<p>Add logic to not reenroll rehired employees that have been termed long enough to qualify to re-elect TRS or ORP.</p>
<ul style="list-style-type: none"> • Auto Term Savings Plans Process 	<p>The process will no longer auto terminate voluntary savings plans.</p> <p>Retirement plans will now be terminated effective the next pay begin date.</p> <p>Bug fix to handle the situation where an employee's termination date is before they ever receive a paycheck.</p>
<ul style="list-style-type: none"> • TIAA – Retirement at Work Project 	<p>No changes will be visible for the Retirement at Work project until 7/3/19.</p> <p>Details will be communicated as we get closer to that date.</p>

Reports/Queries

Page Changes

Careers (CR)

Modifications to Existing Processes

<ul style="list-style-type: none"> • Job Request and Posting • Building and System Access- New Hire Notification • Self Service- Navigation Package • Pre-Hire- Accurate Background Check • Applicant Tracking 	
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<ul style="list-style-type: none"> Position and Profile Management 	

Reports/Queries

Page Changes

Commitment Accounting (CA)

Modifications to Existing Processes

Reports/Queries

Page Changes

Faculty Events (MFE)

Modifications to Existing Processes

<ul style="list-style-type: none"> Faculty Contract Delivery <ul style="list-style-type: none"> Contract Review Contract External File Upload Department Review Self Service Tile 	
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<ul style="list-style-type: none"> ○ eContracts & eSignatures ○ View and Print Contracts ○ Track Promotion & Tenure Decisions 	

Reports/Queries

Page Changes

Self Service (ESS/MSS)	

Modifications to Existing Processes

<p>ESS: Voluntary Self-identification of military and disability status</p>	<p>Employees will now have the option for voluntary self-identify military veteran and disability status.</p> <p><i>Employee Self Service > Personal Details Tile > Veteran Status</i></p> <p><i>Employee Self Service > Personal Details Tile > Disability</i></p>
<p>MSS: Change Funding Transaction</p>	<p><i>Navigator > Manager Self Service > Add/Chg Position Funding</i></p> <p>Institutions who are live on Manager Self Service will now be using the Change Funding Transaction located in Manager Self Service to add or change funding on positions.</p> <p>Note: upon final approval, funding information is placed in queue to be updated every 4 hours via scheduled job</p>



MSS: Position Management Labels	<p><i>Navigator > Manager Self Service > Position and Funding</i></p> <p>The labels for MSS position management have been updated for clarity and ease of use. Institutions should review these labels and update any institution-specific job aids or training materials as needed.</p> <p>Labels:</p> <ul style="list-style-type: none">- Add Position (formerly "add position and funding")- Change Position (formerly "change position and funding")- Inactivate Position- Add/Change Position Funding (formerly "position funding change")- View/Approve Position Funding (formerly "submit change position funding")
MSS: Automatic updates to Job Data	<p>The following transactions will automatically insert an effective dated row on employee job data upon final approval:</p> <ul style="list-style-type: none">o Terminationo Retiremento Promotiono Demotiono Transfer (internal)o Reporting Changeo Location Changeo Ad Hoc Salary Change <p>The following MSS transactions will still require manual data updates:</p> <ul style="list-style-type: none">o Add Positiono Change Positiono Inactivate Positiono Change Abs Balanceso Change TA Approvero Security Request Formo Manager Self Service Request (Misc)o Updates to Job Profileso Supplemental Pay Request



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Page Changes

MSS Supplemental Pay Request	<p><i>Manager Self Service > Compensation > Submit Supplemental Pay Request</i></p> <p>The MSS Supplemental Pay request has been updated to include relevant supplemental pay types and pay codes in support of the USO's initiative to refine non-standard and supplemental pay.</p>
MSS Ad Hoc Salary Change Request	<p><i>Manager Self Service > Compensation > Submit Ad Hoc Salary Change Request</i></p> <p>The MSS Ad Hoc Salary Change Request transaction has been updated to reflect approved reason codes in support of the USO's initiative to refine non-standard and supplemental pay.</p>

Human Resources (HR)

Modifications to Existing Processes

Multiple Components of Pay	<p><i>Workforce Administration > Job Information > Job Data > [search] > Compensation Tab > Pay Components</i></p> <p>Additional pay components have been configured in support of the USO's initiative to refine non-standard and supplemental pay. These will be referred to as Multiple Components of Pay (MCOP) and include:</p>
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Comp Rate Code	Description
MCACPF	Acad Consortium Prog Faculty
MCACPS	Acad Consortium Prog Staff
MCAFA	Academic Faculty Admin Assign
MCAGS	CAES Supplemental
MCCAR	Car Allowance
MCCDI	Course Delivery Incentive
MCHOU	Housing Allowance
MCOVL	Overload
MCPAL	President Allowance
MCSUB	Subsistence Allowance
MCSUS	Summer Pay Staff
MCTAF	Temporary Assignment Faculty
MCTAS	Temporary Assignment Staff
MCTAT	Temporary Assignment Student
NAANNL	Default NA Annual
NAHRLY	Default NA Hourly
NAMNTH	Default NA Monthly

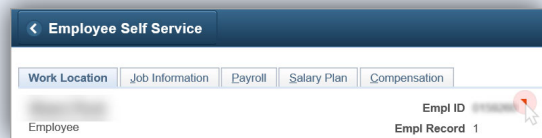
Reports/Queries

Drill Down Queries

In several pages through OneUSG Connect, practitioners will now be able to access drill down queries to locate historical information related to:

- Job Data
- Compensation History
- Personal Information History
- Employment History
- Leave History
- Tax History
- Payroll Balance History (Earnings, Deductions & Taxes)
- Paycheck History
- Benefits Enrollment History

Access to the drill down queries is located by clicking on the red corner icon seen below.



Payroll (PY)

Modifications to Existing Processes



<ul style="list-style-type: none"> • Non Standard and Supplemental Pay-Additional Pay Reason Codes 	<p><i>Navigator > Payroll for North America > Employee Pay Data USA > Create Additional Pay</i></p> <p>OneUSG Connect has been configured for practitioners to select the appropriate Reason for an employee's Additional Pay. Reasons should align with the Non-Standard Employee and Supplemental Pay Matrix. The Matrix should be used to evaluate the appropriate earnings to be entered in Additional Pay versus Earnings Adjustment functionality.</p>
<ul style="list-style-type: none"> • Generic vendor for Voluntary Retirement Plans and Optional Retirement Plan (ORP) 	<p><i>Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck</i></p> <p>When viewing the practitioner and ESS employee paycheck Voluntary Retirement Plans (403b, 457b, 457 Roth, 403 Roth) there will be a generic vendor description for the deduction code: Examples: 403b Retirement, 457b Retirement, ORP Retirement, ORPLMT Retirement</p>

Reports/Queries

Page Changes

Security (SC)

Modifications to Existing Processes

Reports/Queries

Page Changes



Time and Labor (TL)

Modifications to Existing Processes

<ul style="list-style-type: none"> Supplemental Duty Pay Task Profiles 	

Reports/Queries

Page Changes

Other Notes

Next Scheduled Release	5.10- June 28, 2019 5.11- July 26, 2019 5.12- August 23, 2019 6.0- December 13, 2019- GA Tech Go Live (Cohort 6)
More Information and Support	For business impact emergency issues, contact OneUSG Connect at oneusgsupport@usg.edu .