



The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 3.12 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 3.12** is currently scheduled for **Saturday, June 16, 2018**.

OneUSG Connect will be unavailable for scheduled maintenance from Friday, June 15, 11 p.m. until Saturday, June 16, 7 a.m. During this time, OneUSG Connect (HPROD) and OneUSG Connect - Careers Applicant Portal will not be available. KABA Time Clocks and OneUSG Connect - Benefits will be available for use.

Release HREL 3.12

General Information	
Business Processes and Job Aids	<p>Changes to the following Business Processes and Job Aids have been included in this release:</p> <p>New</p> <p>ABS_JA003: Comp Time Payout at Fiscal Year End HR_JA011: USG Affiliate and Non-paid Affiliate Types HR_JA012: Employment Date Mapping from ADP HR_JA013: Summer Faculty Hiring HR_JA014: Terminating Deceased Retirees and Survivors HR009.06: Adding a New USG Affiliate PY_JA104: 2018 NRA Tax Calculations QY_JA001: Add Employee's Supervisor Name to a Query</p> <p>Updated</p> <p>HR009.05: Adding a New Non-Paid Affiliate</p>
Known Issues	<p>Resolutions to the following Known Issues have been included in this release:</p> <p>KI9.2-006-ESS Smoker Status Field in Personal Details</p> <p>KI9.2-004-MFE: Service Calc Group Field on Create Tenure Data Does Not Display Selected Value</p>



Module Specific Information
Benefits Administration (BN)

Page Changes

Savings Plan Enrollments Changes	<p>Savings Plan elections will only allow the correct tax class deduction amount or percentage. Plan types 4I, 4G, & 4H allow for after tax elections only. Plan types 40, 46 and 49 allow for before tax elections only.</p> <p>Navigator > Benefits > Enroll in Benefits > Savings Plans</p>
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Commitment Accounting (CA)

Modifications to Existing Processes

Purchasing Power Updates to Automated Wire Process	<p>Updates were made to the Automated Wire Process to include Purchasing Power Deductions.</p> <p>Navigator > BOR Customizations > Automated Wire Process</p>
Purchasing Power Updates to Money Movement Journal Process	<p>Updates were made to the Money Movement Journal Process to include Purchasing Power Deductions.</p> <p>Navigator > BOR Customizations > BOR Money Movement</p>

Reports/Queries

New Data Integrity Report	<p>Created a New Data Integrity Report to verify data integrity between OneUSG Connect and GeorgiaFIRST Financials HR_ACCTG_LINE, between HR_ACCTG_LINE and PERS_SERV_BOR in OneUSG Connect, and between OneUSG Connect and GeorgiaFIRST Financials PERS_SERV_BOR.</p> <p>Navigation > oneusg > Commitment Accounting > Data Integrity Report</p>
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Modifications to the Invalid Funding Report	<p>Modifications were made to the Invalid Funding Report to fix incorrect combo codes from being reported with one of the error types.</p> <p>Navigation > oneusg > Commitment Accounting > Invalid Funding Report</p>
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Faculty Events (MFE)

Page Changes

Create Tenure Data Statuses	<p>Service Calc Group field is currently only displaying a "Not Tenured on Track" status. With the release, the field will display selected value for the following tenure statuses "Not Tenured on Track", "Not in a Tenure Type Position", and "Tenured".</p> <p>Navigator > Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data</p>
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Human Resources (HR)

Reports/Queries

Modifications to Department of Labor Separation Report	<p>Modifications to the Department of Labor Separation Report (BOR_DOL_SEP) which include:</p> <ul style="list-style-type: none"> • Date Range • Action/Reason Combination • "yes" or "no" response to "did this employee earn less than \$3,500.00 under your employ?" • If yes, include amount • Ability to generate report for multiple EMPLIDs for a given date range <p>Navigator > Reporting Tools > BI Publisher > Query Report Viewer > BOR_DOL_SEP</p>
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New Retirement Date Option for Queries	Retirement Date (BOR_RETIREDT_VW) is now available as a field when building queries. Users will add the table to a new or existing query, allowing them to query employee retirement dates.
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Page Changes

New Social Security Number Requirements in Personal Data	<p>A valid Social Security Number (SSN) in Personal Data must be entered or the "Use Dummy SSN" checkbox must be checked to indicate that the invalid SSN is a dummy SSN before saving the page.</p> <p>Navigator > Workforce Administration > Personal Information > Biographical > Add a Person or Modify a Person</p>
New Zip Code Requirements in Personal Data	<p>The Zip Code field in Personal Data must be completed with numeric values before allowing page to save.</p> <p>Workforce Administration > Personal information > Biographical > Add a Person or Modify a Person > Contact Information > View Address Detail</p>
Modification of Override Position Data Access	<p>Modification to remove "Override Position Data" for users. This was intended to be a support role for the OneUSG Connect Support team only.</p> <p>Navigator > Workforce Administration > Job Information > Job Data</p>

Self Service (ESS/MSS)

Page Changes

Enhancements to MSS Inquiry Page	<p>Enhancements were made to the MSS Inquiry Page to update display of manager name, reports-to position, and workflow status.</p> <p>Navigator > BOR Customizations > Manager Self Service Inquiry</p>
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Security Changes to Submit Request to Change Time and Absence Approver Form	<p>Enhancement to secure the MSS "Submit Request to Change Time and Absence Approver" transaction by company.</p> <p>Manager Self Service > My Team Tile > Related Actions > Time Management > Submit Request to Change Time and Absence Approver</p>
Issues Fixed with Submit Manager Self Service Request Form	<p>Corrected issues with MSS Activity Guides that prevented the "Manager Self Service Request" form from saving and routing through workflow.</p> <p>Manager Self Service > My Team Tile > Related Actions > Forms > Submit Manager Self Service Request</p>
New Georgia State University Pre-Hire/CWR Form	<p>Addition of customized pre-hire (CWR) form for use by Georgia State University to allow departments to track pre-hire information and communicate that information to HR.</p> <p>Employee Self Service > Forms tile</p>
Updates to Smoker Status Field	<p>The Smoker status filed in Personal Details was showing Non Smoker, Smoker status, or blank status options. Now blank will not be an option and the field will show Non Smoker or Smoker status.</p> <p>Employee Self Service > Personal Details > Additional Information</p>



Payroll (PY)

Modifications to Existing Processes

<p>Look Up View Changes for General Deductions (SSC Only)</p>	<p>Currently, when Shared Services Center (SSC) accesses the payline, two deduction code options are available when accessing the "Look Up" for certain deductions. The view has been modified so that when accessing the "Look Up" only the general deduction is displayed.</p> <p>Navigator > Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline</p>
<p>Effective Date Field Added to the Company Table (OneUSG Connect Support Only)</p>	<p>Prior to the release, there was no effective dating on the Company Table so when the table required updating, a new effective dated row could not be entered. Now, the OneUSG Connect Support team is able to add an Effective Date field on the Company Table.</p> <p>Navigator > Foundation Tables > Organization > Company</p>
<p>Automated Adjustments Modifications</p>	<p>Several modifications were made to the Automated Adjustment functionality:</p> <ul style="list-style-type: none"> • Prevent entries from being loaded multiple times. • Update Company level security so practitioners can only load transactions related to their institution. • Remove items from BOR_PSHUP_TXN table after transaction has been deleted from Automated Adjustment page. • Transactions removed from Automated Adjustment staging table when the transaction is deleted from Automated



	<p>Adjustment page <u>unless</u> transaction has already been loaded to the payline.</p> <p>Navigator > Payroll for North America > Payroll Customization > Automated Adjustments</p>
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Reports/Queries

<p>Custom Payroll Presheet Audit Report</p>	<p>An issue was identified where “Inactive Job Code” was being incorrectly returned on the Payroll Presheet Audit Report. If the Job Code was inactive for one institution it was being returned for other institutions where the Job Code was active. This report was updated so the Inactive Job Code is only returned for the institutions for which this applies.</p> <p>Navigator > Payroll for North America > Payroll Customization > Payroll Presheet Audit Report</p>
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Page Changes

<p>New Process for Deduction Subset (SSC Only)</p>	<p>A new process was created for the SSC to run that updates deduction subsets on the payline by Pay Group. This can be used for summer payroll subsets.</p> <p>Navigator > Payroll for North America > Payroll Customization > Update Deduction Subsets</p>
<p>Purchasing Power Implementation</p>	<p>With the July 1, 2018 implementation of Purchasing Power the following has been added to OneUSG Connect:</p> <ul style="list-style-type: none"> • 00PPWA Deduction Code – This general deduction has been added for all institutions. This deduction code is after-tax, does not allow Partial Deduction or Deduction Arrears, and will only allow deduction on the first and second payroll for biweekly employees. <p>Navigation > Set Up HCM > Product Related > Payroll for North America > Deductions > Deduction Table</p>



	<ul style="list-style-type: none"> Purchasing Power Remittance process has been added for SSC to run post-confirm to create the consolidated remittance file, as well as a detail and summary report for the money movement team. <p>Navigator > Payroll for North America > Payroll Customization > Purchasing Power Remittance</p>
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Security and Workflow

Modifications to Existing Processes

<p>Security Role Changes for Employees Terminated Due to Retirement</p>	<p>Employees terminated due to retirement were assigned two roles: BOR Retiree and BOR Terminated EE. Now, if an employee is terminated due to retirement, they will only be assigned the BOR Retiree role.</p>
<p>Changes to Number of Approvers on Maintain Department Approvals Page</p>	<p>The Maintain Department Approvals page was requiring two approvers and now it only requires one approver.</p> <p>Navigator > BOR Customizations > Maintain Department Approvals</p>

Other Notes

<p>Next Scheduled Release</p>	<p>OneUSG Connect Release 3.14 is currently scheduled for Saturday, August 18, 2018. You will receive a reminder of when this update will occur.</p>
<p>More Information and Support</p>	<p>For business impact emergency issues, contact OneUSG Connect immediately at 877-251-2644 (Toll Free) or oneusgsupport@usg.edu.</p>