In the Know with OneUSG Connect

April 10, 2019
Facilitator: Jodi Frazier

✓ Muted on entry. Please remember to unmute
✓ Let us know if you have difficulty hearing
Housekeeping Items

• This WebEx is being recorded and the archive/presentation will be available on the OneUSG Support Website. The recording will be sent out within 48 hours of the presentation.

• Please chat us your questions. We will review those at the end of the presentation during our Parking Lot Review.

• There will also be a time during the end of the presentation for additional Questions & Answers.
Agenda

• Self Service
• Payroll
• Time & Labor
• Benefits
• Human Resources
• Trainings & Upcoming Events
Self Service
Production Support Update

• Lillian Lukyamuzi has joined the HR, MFE, and Self-Service production support team at ITS
  – Focus on Manager Self Service, Employee Self Service
  – Working with HR and HRDM

• Production Support Job Aids In Process
  – Reviewing Transactions After Approval
  – How to delegate MSS authority to a proxy
  – How to initiate MSS transactions
  – How to insert ad hoc approver/reviewer
  – MSS FAQs
Production Support Update

• Continue to submit tickets to OneUSG Connect Support
• Include:
  - Transaction name + Navigation Path (My Team or Navigator)
  - Screenshots
  - CTRL + SHFT+ J
Welcome GA Southern to MSS

- Georgia Southern went live on MSS Friday, April 5th
- Continue to work with USO on MSS roadmap and improvements
Forms Standardization Session

• April 18th session at MGA to start the conversation

• **FOCUS:** create new positions and change/re-classifying existing positions
  – Gather details on required data elements
  – Discuss institutional business practices to identify commonalities/gaps

• To prepare for this session, please:
  – Review and be familiar with the current forms/documents required to request a new position or request a change/re-class to an existing position
## Going Live with Cohort 5: Automatic Database Updates

<table>
<thead>
<tr>
<th>Automatic Updates on Final Approval</th>
<th>Manual Data Entry on Final Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Termination</td>
<td>Change Absence Balances</td>
</tr>
<tr>
<td>Retirement</td>
<td>Change Time and Absence Approver</td>
</tr>
<tr>
<td>Promotion</td>
<td>Security Request Form</td>
</tr>
<tr>
<td>Demotion</td>
<td>Manager Self Service Request (misc.)</td>
</tr>
<tr>
<td>Transfer (internal)</td>
<td>Updates to Job Profile in Careers</td>
</tr>
<tr>
<td>Reporting Change</td>
<td>Add Position</td>
</tr>
<tr>
<td>Location Change</td>
<td>Change Position</td>
</tr>
<tr>
<td>Change Position Funding*</td>
<td>Inactivate Position</td>
</tr>
</tbody>
</table>

*requires institution to be configured on Change Funding Transaction
HPLAY

- Reminder: all institutions have access to HPLAY
- Refreshed from Production ~monthly
- Login with Single Sign On credentials
Reminders

• OneUSG Connect - Careers & MSS Strategic Planning Session
  – April 18, 2019 at Middle Georgia State University
    • 9:30am - 3:30pm

• Multiple Components of Pay (MCOP) Training
  – May 9, 2019 Middle Georgia State University
    • Times TBA

• MSS Regression Testing
  – May 16th at ITS in Athens
    • Times TBA
Payroll
Payroll

• **TAX – 1st Quarter, 2019 Quarterly Payroll Tax Returns**
  - Final 1Q2019 tax returns will be submitted to ADP Tax Services for processing today, Wednesday, April 10, 2019
  - 941 returns will be available on [https://facs.adp.com/](https://facs.adp.com/) later this month.
  - If you have questions, please contact the SSC Customer Support Team at oneusgsupport@usg.edu.
Payroll – TAP Reminder

• TAP – Tuition Assistance Program Reporting Update
  – See OneUSG Connect Payroll Communication sent Wednesday, March 06, 2019 for details.
  – Spreadsheets for 2019 Spring TAP reporting have been loaded to FTP for completion by TAP coordinators.
  – Many Institutions have submitted their Spring, 2019 data for processing. We are still working with a few Institutions to get their final data submitted.
  – Please reach out to us at oneusgsupport@usg.edu if you have questions or need assistance with this project
Payroll - Reminder Common Remitter

- **Retirement Enhancement Project – Upcoming Practitioner Training**
  - Refer to OneUSG Connect Communication sent 04/09/19.
  - This is the 1st of 3 meeting invites you will receive in the coming months. Please add to your calendar!
  - This project impacts Common Remitter, Benefits and HR so please forward to others that may benefit from this information.
  - Important topics covered:
    - Review 05/01/19 plan changes
    - Details on cutover approach for each vendor
    - Details and timing of April 30 contributions
    - Preview of changes
  - If you have any questions please submit a ticket via oneusgsupport@usg.edu
# Payroll-Upcoming Schedule

## Bi-Weekly On Cycle Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>TimeDetail and Adjustments to SSC by 2:00 PM</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/24/19</td>
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<td>04/08/19</td>
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<td>05/10/19</td>
<td>95B1</td>
</tr>
</tbody>
</table>

## Monthly On Cycle Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Pay Groups to SSC by 9:00 AM (Paysheets Created)</th>
<th>TimeDetail and Adjustments to SSC by 11 AM</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/01/19</td>
<td>04/30/19</td>
<td>04/23/19</td>
<td>04/24/19</td>
<td>04/25/19</td>
<td>04/30/19</td>
<td></td>
</tr>
</tbody>
</table>

## Off - Cycle Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Off-Cycle Request to SSC by 11 AM</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>04/15/19</td>
<td>04/16/19</td>
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<tr>
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<tr>
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<td>05/17/19</td>
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</tr>
</tbody>
</table>
Payroll-Upcoming Schedule

- Looking ahead to June, 2019

### Bi-Weekly On Cycle Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Time Detail and Adjustments to SSC by 2:00 PM</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
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<tbody>
<tr>
<td>05/19/19</td>
<td>06/01/19</td>
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<td>06/28/19</td>
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<td>07/05/19</td>
<td>97B1</td>
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</tbody>
</table>

No Changes to June 2019 Biweekly Payroll Schedule

### Monthly On Cycle Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Pay Groups to SSC by 9:00 AM (Paysheets Created)</th>
<th>Time Detail and Adjustments to SSC by 11 AM</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
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<td>06/01/19</td>
<td>06/30/19</td>
<td>06/19/19</td>
<td>06/20/19</td>
<td>06/21/19</td>
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June 2019 Monthly Payroll Schedule has been adjusted

### Off-Cycle Payroll Schedule

<table>
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<th>Off-Cycle Request to SSC by 11 AM</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
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<td>06/29/19</td>
<td>96X2</td>
</tr>
</tbody>
</table>

June 2019 Off-Cycle Payroll Schedule has been adjusted

In the Know with OneUSG Connect
Payroll

• **Summer Payroll Processing**
  - Today’s HR update will provide details regarding processing and upcoming training schedule
  - Basic processes will be the same as last year
  - Remember...The Importance of *Communication and Collaboration*!
  - Internally, HR, Payroll and Budget Offices need to agree on schedules, due dates and lock-out periods.
  - How can SSC assist? Please reach out to us at oneusgsupport@usg.edu if you have questions or need assistance.

In the Know with OneUSG Connect
Payroll

• Modified 2019 Comp Time Payout Schedule
  – An exception has been approved this year due to system
downtime associated with the OneUSG Connect
implementation of Augusta University.
  – Current Policy: All compensatory time balances on record
as of May 31 must be paid out no later than the final bi-
weekly pay period in June each fiscal year.
  – Exception: Payout amounts will be based on balances on
record as of May 18, 2019 and will be paid out on the first
June payroll (pay date of June 07, 2019).
  – Watch for update processing guidelines coming soon
Payroll

• Upcoming 2019 Fiscal Year-end reminder
  – Refer to OneUSG Connect Communication dated December 18, 2018 including presentations from Mid-Year Fiscal Affairs Workshop
  – Important updates are attached including:
    • Updated Employee Pay and Supplemental Pay Matrix
    • Definitions of Supplemental Pay
    • Change eliminating fiscal-year end adjustment payroll
Time & Labor
Compensated Absences Report

• Part of the fiscal year end audit process.

• Provides institution’s liability of employee vacation and compensatory time as of the end of a fiscal year.

• This year ITS/SSC will run the compensated absences report and provide the results in the institutional folder on the secure FTP server.
Processing Notes

• The 2019 fiscal year compensated absences report runs each month after the final biweekly and monthly on-cycle payrolls are confirmed.

• Subsequent fiscal year reports will run quarterly.

• Monthly results are ‘estimated’ because subsequent off-cycle absence processes creates adjustments.

• Off-cycle absence balance adjustment processes will not run for June.
Query Results

Results in the query will include **employee id**, **employee record**, **paygroup**, **employee status**, **employee name**, **accrual code**, **period ending date** and the following:

- **Column I** – HCM Beginning Balance July 1, 2018
- **Column J** - Absence entitlements earned (hours)
- **Column K** - Absence entitlements earned (amount)
- **Column L** - Absence Taken (hours)
- **Column M** - Absence Taken (amount)
- **Column N** – Absence hours Adjusted
- **Column O** - Absence ending balance hours without cap (this is the ending balance in HCM)
- **Column P** - Absence ending balance hours with cap (max 360 hours liability)
- **Column Q** - Hourly Rate
- **Column R** - FYTD Balance Amount
## Query Results

<table>
<thead>
<tr>
<th>Paygroup</th>
<th>Accrual Code</th>
<th>Period Ending Date</th>
<th>Beg. Bal. Hours</th>
<th>FYTD Hrs Earned</th>
<th>FYTD Bal. Earned</th>
<th>FYTD Hrs Taken</th>
<th>FYTD Bal. Taken</th>
<th>FYTD Hrs. Adj</th>
<th>Bal w/o Cap</th>
<th>FYTD Bal Hours</th>
<th>Hourly Rate</th>
<th>FYTD Bal Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXA</td>
<td>Vacation</td>
<td>3/31/2019</td>
<td>405.5</td>
<td>126</td>
<td>3009.7</td>
<td>129.5</td>
<td>3093.31</td>
<td>0</td>
<td>402</td>
<td>360</td>
<td>23.886538</td>
<td>8599.15</td>
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<tr>
<td>XXA</td>
<td>Comp Time</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>XXA</td>
<td>Vacation</td>
<td>3/31/2019</td>
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<td>126</td>
<td>4006.68</td>
<td>98.5</td>
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<td>376.5</td>
<td>360</td>
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<td>11447.65</td>
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<tr>
<td>XXA</td>
<td>Comp Time</td>
<td>3/31/2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>31.799038</td>
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</tr>
<tr>
<td>XXY</td>
<td>Vacation</td>
<td>3/31/2019</td>
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<td>126</td>
<td>4668.36</td>
<td>8.5</td>
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<tr>
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<td>Comp Time</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>37.0505</td>
<td>0</td>
</tr>
<tr>
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<td>6025.05</td>
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<tr>
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<td>Comp Time</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>36.427135</td>
<td>0</td>
</tr>
<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
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<td>Comp Time</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>34.766908</td>
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<tr>
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<td>Vacation</td>
<td>3/23/2019</td>
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<td>3187.7</td>
<td>220.75</td>
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<td>286.95</td>
<td>286.95</td>
<td>28.461577</td>
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</tr>
<tr>
<td>XXH</td>
<td>Comp Time</td>
<td>3/23/2019</td>
<td>5.25</td>
<td>19.5</td>
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<td>75.76</td>
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<td>0</td>
<td>0</td>
<td>18.36624</td>
<td>0</td>
</tr>
</tbody>
</table>
Benefits
Auto Enroll - Review

- **Non-exempt** employees only (H or J pay groups).
  - **Exempt employees** are enrolled via the Alight portal. After the initial election / enrollment, Auto Enroll will maintain savings plan enrollment.
- **Primary job** records only. Secondary jobs do not drive eligibility.
- **Pay roll status** is A - Active, L - Leave of Absence, P - Leave with Pay, S - Suspended, W - Short Work Break
- **Regular (Reg)** Non-exempt employees working 20 hours or more will be enrolled in TRS (Teachers Retirement System).
- **Regular (Reg)** employees working less than 20 hours will be enrolled in GDCP (Georgia Defined Contribution Plan).
- **Temporary (Temp)** employees (regardless of number of hours worked) will be enrolled in GDCP.
- **Pay groups**: G - Graduate Assistants, T - Student Assistants, V - Student Assistantship Program, and W - College Work Study are ineligible for retirement plans so they are excluded from Auto Enrollment along with rehired retirees.
Human Resources
Full/Part-Time Indicator Position Management

• Employee Categories policy in the Human Resources Administrative Practice Manual is being updated
  – Include definition for full-time and part-time
    • Full-time = 1.00 FTE
    • Part-time = 0.01 – 0.99 FTE
  – This change will not affect current benefits eligibility policy

• Currently in OneUSG Connect:
  – 1,159 positions set to full-time with less than 40 standard hours
  – 950 positions set to part-time with 40 standard hours
Full/Part-Time Indicator Position Management

• Next Steps
  – ITS/SSC partnership to send out list of positions requiring update
  – Institutions will have an opportunity window to manually update positions
  – On a set date, to be determined during the next two weeks, ITS will complete the update via DBI
    • Institutions will be asked to review for accuracy

(Be on the lookout for additional information)
Reminders

• MFE Refresher WebEx
  – April 23, 2019
    • 10:00am-11:30am
    • An email invite will be sent

• HR & MFE Regression Testing
  – May 6, 2019 at ITS in Athens
    • Times TBA
Unpaid Active Employees

• In the past, SSC provided a report identifying employees in an active pay status but not being paid
• Institutions have expressed interest in having this information again
• A public query has been created for institutions to run
  – BOR_HR_MAX_CHECK_DT
  – Prompt on company number and max check date
  – A communication is forthcoming
Unpaid Active Employees

- Path: NavBar > Navigator > Reporting Tools > Query > Query Viewer
Unpaid Active Employees

- Company Code
  - Enter your company code
- Max Check Date Less Than
  - Enter the appropriate date for your search
  - Example: 02/01/2019 will search for active employees who have not received a check in at least 60 days
# Unpaid Active Employees

- Query results example

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
<th>Empl Record</th>
<th>Org Relation</th>
<th>Pay Status</th>
<th>Max Check Dt</th>
<th>Pay Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>EMP</td>
<td></td>
<td>A</td>
<td>3/30/2018</td>
<td>98L</td>
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<tr>
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<td>A</td>
<td>3/30/2018</td>
<td>98L</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>A</td>
<td>3/30/2018</td>
<td>98L</td>
</tr>
</tbody>
</table>
Summer Pay

• Utilizing same process as last year
• Summer rows should be entered on the record with the primary job indicator
• Do not remove or change the position number, leave faculty in their current budgeted position
• Change Comp Rate to 0, leave the Annual Benefits Base Rate (ABBR) in place
• All summer pay will be loaded through Additional Pay
• Maymester will be included in the May payroll
• Employee will need an **active** Payroll Status to pay Summer I and Summer II (return from Short Work Break)
• Process can be used for **XXF, XXP** and **XXG** pay groups
Summer Pay

- **Important!** Job Data must be in an **active** Payroll Status in order for summer pay to be processed.
Summer Pay

• If working in June
  – Begin Appointment entry
    • Effective Date: 6/1
    • Effective Sequence: 1 (or next available sequence)
    • Action/Reason: Return from Work Break/Begin Appt
    • Compensation: 0
  – End Appointment entry
    • Effective Date: 7/1
    • Effective Sequence: 0 (or next available sequence)
    • Action/Reason: Short Work Break/End Appt
    • Compensation: 0
Summer Pay

• If working in **July**
  – Begin Appointment entry
    • Effective Date: 7/1
    • Effective Sequence: 1 (or next available sequence)
    • Action/Reason: Return from Work Break/Begin Appt
    • Compensation: 0
  – End Appointment entry
    • Effective Date: 8/1
    • Effective Sequence: 0 (or next available sequence)
    • Action/Reason: Short Work Break/End Appt
    • Compensation: 0
Summer Pay

- There should be an existing 6/1 Short Work Break (SWB) row in Job Data
- This row must be present in Job Data in order to return the employee from SWB
Summer Pay

- Enter a Return from Work Break (RWB) row in Job Data
- Places employee in an “Active” pay status for the summer
Summer Pay

- Enter a Short Work Break (SWB) in Job Data to end the summer appointment
Summer Pay

- For employees working both summer semesters, the June and July entries may be combined (RWB Begin Appointment 6/1, SWB End Appointment 8/1)
- **XXJ** (Academic Year Non-Exempt Staff) and **XXX** (Academic Year Exempt Staff) should have summer positions entered on an additional employment instance
- If you have any employees in the XXJ or XXX pay groups that will be working during the summer, notify your SSC payroll representative so a calendar can be setup for these groups
- Training on Summer Pay Process is coming soon (couple of weeks)
- Revised job aid has been posted to the OneUSG website [www.usg.edu](http://www.usg.edu) > OneUSG Connect Training > Documentation > OneUSG Connect Job Aids: Human Resources > Summer Faculty Hiring
Summer Pay

• Other job aids available on the OneUSG website www.usg.edu > OneUSG Connect Training > Documentation
• OneUSG Connect Job Aids: Payroll
  – Additional Pay
  – Additional Pay Utility (mass load option)
• OneUSG Connect Job Aids: Absence Management
  – Summer Faculty Leave Accrual
• Contact OneUSG Connect Support for additional information
Trainings & Upcoming Events
Training

OneUSG Connect Web Query 101
Fort Valley State University
Thursday, April 18, 2019 9 a.m. – 4 p.m.

• Designed to provide additional hands-on training to HR and Payroll practitioners using the Web Query tool in OneUSG Connect to build basic queries

• Agenda
  – Locate and Run an Existing Query
  – Create a Basic Query
  – Add Selection Criteria
  – Add Run-Time Prompts

• Registration details provided in a General Communication distributed Monday, Apr. 1

• Registration closes Friday, Apr. 12 at 5 p.m.
Training

OneUSG Connect Payroll Practitioner
Shared Services Center
Thursday, May 2, 2019 9 a.m. – 4 p.m.

- Designed to provide Payroll practitioners with a review of pre-payroll and payroll processing tasks
- Registration details will be provided in a General Distribution Communication this week
Training

OneUSG Connect New HR Practitioner
Shared Services Center
Thursday, May 16, 2019 9 a.m. – 4 p.m.

• Designed to provide new HR practitioners with an overview of Common HR tasks in OneUSG Connect
• Facilitators will guide attendees in hands-on training and share additional resources they may use for reference
• Registration details will be provided in a General Distribution Communication in late April
Upcoming Events

• OneUSG Connect – Non-Standard and Supplemental Pay Compliance and Standardization (MCOP) Kick Off WebEx
  • April 11, 2019
  • 2:00pm-3:00pm

• OneUSG Connect – Benefits WebEx
  – April 11, 2019
  • 2:00pm – 3:00pm

• Retirement Enhancement Project – Practitioner Training WebEx
  – April 18, 2019
  • 10:00am – 11:30am

• “It’s Exciting to Go Live with Cohort Five” Presentation WebEx
  – April 25, 2019
  • 2:00pm – 3:00pm

• OneUSG Connect – In the Know WebEx
  – May 8, 2019
  • 11:00am – 12:00pm
In Case You Missed It

• Blackout Date for Cohort 5 Go Live Reminders
  – June 7, 2019 @5:00pm – June 11, 2019 @7:00am
  – June 21, 2019 @5:00pm – June 24, 2019@7:00am
  – June 16, 2019 Cohort 5 Goes Live (Welcome to Augusta University)

• DBI Approver Information Needed
  – Email Jules Donnelly at Jules.Donnelly@usg.edu with the DBI Approvers Information
  – Due by April 17, 2019
  – Required semi-annually but please feel free to update if/when changes are made
Review Parking Lot
Parking Log Questions

• Self Service Questions
  • Will MSS Ad Hoc Salary be part of the auto updates with Cohort 5 or will those still be manual?
    • Ad Hoc and Supplemental Pay will still be a manual process

• Payroll Questions
  • Concerns on the June monthly payroll being really
    • We understand the concern and we hope to continue the communication so that all institutions have time to
      prepare and make accommodations to meet the deadlines.

• Human Resource Questions
  • Will job codes also need to be adjusted for these positions? Can institutions opt out of using a DBI?
    • Some job code clean up will be required
    • If you choose to opt out; the manual clean up will need to be completed by the deadline (TBD)

• Benefits Questions
  • Does the system understand when an employee is exempt? Do we need to select exclude from auto enroll for exempt hire?
    • Yes, the process does know
    • Auto enroll for exceptions can be found in slide 27
  • What happen to employees who are age 60+ who have the option to opt out
    • This will be address in future benefits WebEx presentations

• Please submit all questions regarding Summer Pay and Budget Prep to oneusgsupport@usg.edu
Questions and Wrap Up