



UNIVERSITY SYSTEM OF GEORGIA

# 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 + SHIFT+ J

PeopleSoft System Information	
Browser	IE/11.0
Operating System	WIN10
Browser Compression	ON (gzip)
Tools Release	8.56.12
Application Release	HRMS 9.20.26.400
Service Pack	26
Page	PT_LANDINGPAGE
Component	PT_LANDINGPAGE
Menu	NUI_FRAMEWORK
User ID	ITS_KMANLEY
Database Name	HPRCS
Database Type	ORACLE
Application Server	//pshprcsa1.bor.usg.edu:9100
Component Buffer Size (KB)	426



# Welcome GA Southern to MSS



- Georgia Southern went live on MSS Friday, April 5<sup>th</sup>
- Continue to work with USO on MSS roadmap and improvements



# Forms Standardization Session

- April 18<sup>th</sup> 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

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

\*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 16<sup>th</sup> at ITS in Athens
    - Times TBA



# Payroll



# Payroll

- **TAX – 1<sup>st</sup> 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/> later this month.
  - If you have questions, please contact the SSC Customer Support Team at [oneusgsupport@usg.edu](mailto: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](mailto: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](mailto:oneusgsupport@usg.edu)



# Payroll-Upcoming Schedule

## Bi-Weekly On Cycle Payroll Schedule

Pay Period Begin Date	Pay Period End Date	Time Detail and Adjustments to SSC by 2:00 PM	OneUSG Confirm Date	Pay Date	Pay Run ID
03/24/19	04/06/19	04/08/19	04/09/19	04/12/19	94B1
04/07/19	04/20/19	04/22/19	04/23/19	04/26/19	94B2
04/21/19	05/04/19	05/06/19	05/07/19	05/10/19	95B1

## 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
04/01/19	04/30/19	04/23/19	04/24/19	04/25/19	04/30/19

## Off - Cycle Payroll Schedule

Pay Period Begin Date	Pay Period End Date	Off-Cycle Request to SSC by 11 AM	OneUSG Confirm Date	Pay Date	Pay Run ID
N/A	N/A	04/15/19	04/16/19	04/19/19	94X2
N/A	N/A	04/29/19	04/30/19	05/03/19	95X1
N/A	N/A	05/13/19	05/14/19	05/17/19	95X2



# Payroll-Upcoming Schedule

- Looking ahead to June, 2019

Bi-Weekly On Cycle Payroll Schedule						No Changes to June 2019 Biweekly Payroll Schedule
Pay Period Begin Date	Pay Period End Date	Time Detail and Adjustments to SSC by 2:00 PM	OneUSG Confirm Date	Pay Date	Pay Run ID	
05/19/19	06/01/19	06/03/19	06/04/19	06/07/19	96B1	
06/02/19	06/15/19	06/17/19	06/18/19	06/21/19	96B2	
06/16/19	06/29/19	06/28/19	07/01/19	07/05/19	97B1	
Monthly On Cycle Payroll Schedule						June 2019 Monthly Payroll Schedule has been adjusted
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
06/01/19	06/30/19	06/19/19	06/20/19	06/21/19	06/28/19	96M1*
Off - Cycle Payroll Schedule						June 2019 Off-Cycle Payroll Schedule has been adjusted
Pay Period Begin Date	Pay Period End Date	Off-Cycle Request to SSC by 11 AM	OneUSG Confirm Date	Pay Date	Pay Run ID	
N/A	N/A	06/12/19	06/13/19	06/14/19	96X1	
N/A	N/A	06/26/19	06/28/19	06/29/19	96X2	



# 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](mailto:oneusgsupport@usg.edu) if you have questions or need assistance.



# 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

Paygroup	Accrual Code	Period Ending Date	Beg. Bal. Hours	FYTD Hrs Earned	FYTD Bal. Earned	FYTD Hrs Taken	FYTD Bal. Taken	FYTD Hrs Adj	Bal w/o Cap	FYTD Bal Hours	Hourly Rate	FYTD Bal Amt
XXA	Vacation	3/31/2019	405.5	126	3009.7	129.5	3093.31	0	402	360	23.886538	8599.15
XXA	Comp Time	3/31/2019	0	0	0	0	0	0	0	0	23.886538	0
XXA	Vacation	3/31/2019	349	126	4006.68	98.5	3132.21	0	376.5	360	31.799038	11447.65
XXA	Comp Time	3/31/2019	0	0	0	0	0	0	0	0	31.799038	0
XXY	Vacation	3/31/2019	0	126	4668.36	8.5	314.93	0	117.5	117.5	37.0505	4353.43
XXY	Comp Time	3/31/2019	0	0	0	0	0	0	0	0	37.0505	0
XXY	Vacation	3/31/2019	102.4	126	4589.82	63	2294.91	0	165.4	165.4	36.427135	6025.05
XXY	Comp Time	3/31/2019	0	0	0	0	0	0	0	0	36.427135	0
XXF	Vacation	3/31/2019	0	0	0	0	0	0	0	0	34.766908	0
XXF	Comp Time	3/31/2019	0	0	0	0	0	0	0	0	34.766908	0
XXH	Vacation	3/23/2019	395.7	112	3187.7	220.75	6282.89	0	286.95	286.95	28.461577	8167.05
XXH	Comp Time	3/23/2019	5.25	19.5	555	24.75	704.42	0	0	0	28.461577	0
XXH	Vacation	3/23/2019	57.03	112	2057.02	165.42	3038.14	0	3.61	3.61	18.36624	66.3
XXH	Comp Time	3/23/2019	11.85	4.125	75.76	15.975	293.4	0	0	0	18.36624	0



# 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

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By **Query Name** begins with **BOR\_HR\_MAX\_CHECK\_DT**

**Search** [Advanced Search](#)

**Search Results**

\*Folder View **-- All Folders --**

Query										Personalize   Find   View All		First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites					
BOR_HR_MAX_CHECK_DT	Active Employees Max Check Dt	Public	HUMAN RESOURCES	HTML	Excel	XML	Schedule	Lookup References	Favorite					



# 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

**BOR\_HR\_MAX\_CHECK\_DT - Active Employees Max Check Dt**

---

Company Code  

Max Check Dt Less Than  

	Name	ID	Empl Record
--	------	----	-------------



# Unpaid Active Employees

- Query results example

Active Employees Max Check Dt		7				
Name	ID	Empl Record	Org Relation	Pay Status	Max Check Dt	Pay Group
		0 EMP	A		3/30/2018	98L
		0 EMP	A		3/30/2018	98L
		0 EMP	A		3/30/2018	98L
		0 EMP	A		5/25/2018	98C
		0 EMP	A		3/30/2018	98L
		0 EMP	A		11/9/2018	98C
		0 EMP	A		3/30/2018	98L



# 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

<b>Work Location</b>	Job Information	Payroll	Salary Plan	Compensation
----------------------	-----------------	---------	-------------	--------------

Employee \_\_\_\_\_ Empl ID \_\_\_\_\_  
Empl Record 3

**Work Location** ?  
\*Effective Date  31  
Effective Sequence  0  
**HR Status** Active  
**Payroll Status** Active



# 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

Work Location	Job Information	Payroll	Salary Plan	Compensation
---------------	-----------------	---------	-------------	--------------

Employee Empl ID  
Empl Record 3

Work Location ? Find First 2 of 3 Last

\*Effective Date 06/01/2019 31

Effective Sequence 0

HR Status Active

Payroll Status Short Work Break

\*Action Short Work Break

Reason End Full Time Appointment ?

\*Job Indicator Primary Job

Future



# Summer Pay

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

Work Location	Job Information	Payroll	Salary Plan	Compensation
---------------	-----------------	---------	-------------	--------------

Employee Empl ID  
Empl Record 3

**Work Location** ? Find First 1 of 3 Last

\*Effective Date  31 Go To Row + -

Effective Sequence  \*Action

HR Status  Reason  ?

Payroll Status  \*Job Indicator

Future



# Summer Pay

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

Work Location	Job Information	Payroll	Salary Plan	Compensation
Employee		Empl ID Empl Record 3		
<b>Work Location</b> ? Find First 1 of 4 Last				
*Effective Date 08/01/2019		Go To Row + -		
Effective Sequence 0		*Action Short Work Break		
HR Status Active		Reason End Full Time Appointment ?		
Payroll Status Short Work Break		*Job Indicator Primary Job		
Future				



# 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](http://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](mailto: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





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# 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](mailto:oneusgsupport@usg.edu)





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# Questions and Wrap Up