



UNIVERSITY SYSTEM OF GEORGIA

In the Know with OneUSG Connect

April 8, 2020

Facilitator: Jodi Frazier

- ✓ *Muted on entry, please use the Q&A section to ask questions*
- ✓ *Please use the raise hand feature if you do not hear audio*

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 ask us your questions. We will review those at the end of the presentation during our Parking Lot Review
- If time permits we will have an additional Question and Answer section after the formal presentation and review of Parking Lot items.



Agenda

- Release Information
- Payroll
- Commitment Accounting
- Benefits
- Human Resources
- Family First Coronavirus Response Act
- Faculty Events
- Time & Labor
- Upcoming Events



Release Information



Release 6.10- MSS Items

- Manager Self Service (MSS) Review Transactions tile now returns data when the dates are filled out (Manager Self Service Home Page> Review Transactions Tile)
- Supplemental Pay Transaction date has been fixed. You cannot submit this transaction with the begin date greater than the end date e.g Begin date 12/1/2020 and end date 7/1/2020.
- Manage Position Tile FLSA status has now been locked down. It is driven by the jobcode therefore no need to update it.



Login Best Practice

- OneUSG Connect data and information for employees can be accessed through two portals:
 - Employee and manager self-service content is accessible through the ***Self Service portal*** and this data can be accessed from any device
 - HR/Payroll professionals access content needed to perform their job functions through the ***Core portal***, which is only accessible on specific campus networks or through VPN (Virtual Private Networks)
- There is a Careers portal as well that is accessible to applicants



Login Best Practice

<https://oneusgconnect.usg.edu/>

<https://core.hprod.onehcm.usg.edu/>



Self-Service Portal
For use by Employees and Managers



Available to the World Wide Web



CORE Portal
For use by Practitioners



Available to
Specific USG Networks



CAREERS Portal
For use by Applicants



Available to the World Wide Web

- Both the Self Service and Core portal use Multi Factor Authentication



Login Best Practice

- Even though HR/Payroll practitioners are able to perform some job functions while accessing OneUSG Connect using the Self Service portal, please take care to only utilize the Core portal when performing these activities.
-
- All practitioner functions should only be performed using a USG issued computer/device.



Payroll



Payroll

- **TAX – 1st Quarter, 2020 Quarterly Payroll Tax Returns**

- Final 1Q2020 tax returns will be submitted to ADP Tax Services for processing today, Wednesday, April 8, 2020
- 941 returns will be available on <https://facts.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, 02/12/2020 for details.
 - Spreadsheets for 2020 Spring TAP reporting were loaded to FTP and due for completion by TAP coordinators by 02/21/2020.
 - Consolidate spreadsheets will be published late this week.
 - Please reach out to us at oneusgsupport@usg.edu if you have questions or need assistance with these updates.



Payroll

- **Modified 2020 Comp Time Payout Schedule**
 - 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.
 - 2020 Payout schedule has been modified in order to provide appropriate time for processing
 - Exception: Payout amounts will be based on balances on record as of May 30, 2020 and will be paid out on the second June payroll (pay date June 19, 2020, RunID 06B2).
 - Watch for update processing guidelines later this week.



Payroll-Upcoming Schedule

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
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

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
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

Off - Cycle Payroll Schedule					
Pay Period Begin Date	Pay Period End Date	Off-Cycle Request to SSC by 5:00 PM	OneUSG Confirm Date	Pay Date	Pay Run ID
N/A	N/A	04/13/20	04/14/20	04/17/20	04X2
N/A	N/A	04/27/20	04/28/20	05/01/20	05X1
N/A	N/A	05/11/20	05/12/20	05/15/20	05X2
N/A	N/A	05/22/20	05/26/20	05/29/20	05X3



Payroll

Federal Student Loan Garnishments temporarily stopped

- Effective March 13, 2020 the US Department of Education directed employers to temporarily stop deductions
- This temporary suspension will remain in effect for a period of (at least) 60 days.
- Any funds received by the Department of Education on or after 03/13/2020 will be returned directly from the DOE to the borrower
- Employees with questions about **private or state-held student loan garnishments** should contact their loan servicer (agency/company/bank where they received their student loan)
- If you have questions or concerns, please contact OneUSG Connect Support at oneusgsupport@usg.edu



Automated Adjustment Uploads

- Modifications to the Deductions and Earnings Adjustment Loads have been applied to HPROD.
 - Practitioners should make sure that they are using the most up to date Earnings Adjustment Spreadsheet that has the correct format



Commitment Accounting



Changes Only Encumbrance Calculation Known Issue

- Encumbrance Calculation does not process vacant positions.
 - If the position is vacant on the date the full encumbrance calc is run, the position is not encumbered.
 - Even if a future dated hire is in the system on the date that the full encumbrance calc is run, the position is not encumbered.
- Changes Only Enc Calc is run for changes from the date of the previous enc calc.
 - The future dated hire which was in the system prior to the last enc calc is not picked up as a change.
 - Therefore, the position is still not encumbered.



Changes Only Encumbrance Calculation Known Issue

- Will be correct with next full encumbrance calculation after the effective date of the hire.
- Can request encumbrance calc for one position if needed sooner than the next full encumbrance calc.
- Query BOR_CA_JOB_CHG_ENCUM_CALC
 - Will help to identify these.
 - Currently in testing. Plan to release ad hoc as soon as testing is complete.



Changes Only Encumbrance Calculation Known Issue

Example:

- Hire on Job Date entered 2-5-20, effective 3-15-20.
- Position vacant before this hire.
- Full Encumbrance ran on 3-1-20.
- Position is not encumbered, as it is vacant on 3-1-20



Changes Only Encumbrance Calculation Known Issue

Example:

- Changes Encumbrance ran on 4-1-20 with changes from 3-1-20.
- Position is not picked up by Changes Encumbrance calc as the job data was not “changed” between 3-1-20 and 4-2-20.
- Full Encumbrance ran on 4-1-20.
- Position is encumbered because it is filled on 4-1-20



Encumbrance Schedule

April 10	Changes 120 & 180
April 17	Changes All Institutions (excluding 030 & 180) Full 180
April 24	Changes 120 & 180
May 1 – 3	Full All Institutions (excluding 030)
May 8	Changes 120 & 180
May 15	Changes All Institutions (excluding 030 & 180) Full 180
May 22	Changes 120 & 180
May 29	Full All Institutions (excluding 030)
June 5	Changes 120 & 180
June 12	Changes 120 Full 180
June 19	Changes All Institutions (excluding 030)
June 26	Zero Encumbrances All Institutions



FYE Accrual

- Accrual will be for 12 days.
- If using 06B2 for accrual, information for accrual will be available June 18, 2020.
- No FYE Adjustment payrun.
- Manual JE to accrue items not processed with a June payrun.



FYE EDR/AA

- June 30 Last day to enter EDR without BOR_CA_RETRO_ACCTDT role.
- July 2 AA's will be able to be keyed for FY21. Be aware of accounting date.
- July 15 Last day for FY20 AA's.
Last day for FY20 EDR's for BOR_CA_RETRO_ACCTDT security role users.
- July 16 DBI to change unprocessed EDR's to denied.
- July 17 EDR's for FY21 begin.



EDR, AA, MSS Change Position Funding

- Review transactions that are in process as part of month-end close.
- Especially important as fiscal year-end approaches
- Queries Available



EDR Queries

- **BOR_CA_EDR_PSB_VS_HRA**
 - Uses PSB and HRA tables.
 - Identifies out of balance transactions. Each transaction should sum to zero on both tables.
- **BOR_CA_EDR_STATUS**
 - Uses EDR tables.
 - Displays an overall status report for EDR transactions.



AA Queries

- **BOR_CA_ACCTG_ADJUSTMENTS**
 - Uses the HR_ACCTG_LINE table.
 - Queries for accounting template of PAYROLL_AA.
- **BOR_CA_AA_APPR_NOT_PROCESSED**
 - Uses the AA tables.
 - Identifies AA's that are approved, but not journal generated.
- **BOR_CA_AA_NOT_APPROVED**
 - Uses the AA tables.
 - Identifies AA's that need approval.
- **BOR_CA_AA_STATUS**
 - Uses the AA tables.
 - Provides an overall view of all AA's entered within an accounting date, including the status.



MSS Change Position Funding Queries

- **BOR_CA_CHG_FUND_LOCKS**
 - Displays change position funding locks.
- **BOR_CA_CHG_FUND_NOT_APPR**
 - Displays change position funding transactions that have not been approved.
- **BOR_CA_CHG_POS_FUND_DETAIL**
 - Displays an overall view of change funding position transactions.



Suspense Items

- Review items in suspense combo codes and/or suspense account as part of month-end close.
- Especially important as fiscal year-end approaches
- Queries:
 - BOR_CA_EDR_DATE_FOR_SUSPENSE
 - Provides items for a specific payrun that are in a SUS combo code and/or 599500.
 - Should only be items that still need to be corrected.
 - BOR_CA_CURRENT_SUSPENSE
 - Provides items for specific budget reference that are in a SUS combo code and/or 599500.
 - Should only be items that still need to be corrected.
 - BOR_CA_DIST_LINES_SUPSENSE
 - Provides items that originally distributed to a SUS combo code and/or 599500.
 - Includes items that have already been corrected.



Benefits



Alight Update

- Delay in loading files due to the large amount of data that was sent, includes all data from March 12 until April 2
- Alight has loaded the file but is now working on any edits that were needed
- The regular daily file resumed April 7, included data from April 2 through April 7
- Please allow a few days for updates to occur



Human Resources



Service Dates

- Changing Service Dates
 - Reminder to institutions to watch for service dates flipping
 - Comparison query to identify employees with mismatched dates:
BOR_HR_EE_SERVICE_DT_COMPARE
 - Institutions are currently working with SSC when changes are found.



Families First Coronavirus Response Act (FFCRA)



Families First Coronavirus Response Act (FFCRA)

- Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.
 - New Absence Takes:
 - FED EMERG PD / Fed Emergency Paid Leave – up to two weeks (80 hours, or part-time employee's two-week equivalent) of paid sick leave
 - USG FMLA FED E / Fed Emergency FMLA – Expanded FMLA
- Note: Employees who meet the eligibility requirement of the expanded FMLA and have been employed less than a year, on override to the USG FMLA AT event will be necessary. Please submit an incident to SSC / ITS for assistance in processing the override.*
- New Time Reporting Codes – Reg / Non-benefited employees:
 - 00ENH – Fed Emergency Leave Hrly Non-Benefited
 - 00ENM – Fed Emergency Leave Exempt Non-Benefited



FFCRA – System Overview

- Approach will utilize a combination of:
 - Job Data Updates
 - Absence Management Request
 - Time Sheet Reporting
- All FFCRA time must be recorded in Absence Management or Time and Labor
 - New Absence Takes are available to administrators only
 - New TRCs are available to managers and administrators only
- Pay lines should not be directly updated



FFCRA – Job Data

- Before getting started, you will need to know the qualifying reason and appropriate compensation rate for employees impacted by FFCRA

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|



FFCRA – Job Data

- FFCRA Reduced Rate Calculator is available for generating the employee's FFCRA hourly compensation rate
- Hourly rate will need to be converted to an annual rate for exempt employees

FFCRA Reduced Rate Calculator	
Qualifying Reason	5
Employee's regular hourly rate	\$ 65.00
FFCRA Adjusted Rate	\$ 25.00



FFCRA – Job Data

- **FFCRA Emergency Paid Sick Leave, Qualifying Reason 1, 2, or 3 (Tier 1)**
 - Compensation for employees who fall under Tier 1 coverage is capped at \$511 per day and an aggregate total of \$5,110.
- **FFCRA Emergency Paid Sick Leave, Qualifying Reason 4, 5, or 6 (Tier 2)**
 - Compensation for employees who fall under Tier 2 coverage will be at two-thirds (2/3) of their regular pay rate but capped at \$200 per day and an aggregate total of \$2,000.
- **FFCRA Extended Family & Medical Leave**
 - The remaining 10 weeks of FMLA must be paid – unlike other FMLA leave. That pay rate is at two-thirds (2/3) of their regular pay rate but capped at \$200 per day and an aggregate total of \$10,000.



FFCRA – Job Data

- Action will be Paid Leave of Absence
- Two new reason codes have been created:
 - Coronavirus Response Act (CRA)
 - used for Emergency Paid Sick Leave
 - Extended Coronavirus Response Act (ECR)
 - used for Extended Family & Medical Leave

Administrative	
Conversion Paid Leave of Absen	
Coronavirus Response Act	←
Educational/Professional Leave	
Extended Coronavirus Resp Act	←
Military Service	
NonFMLA qualified Family Leave	
Paid Family Medical Leave	
Personal Leave of Absence	



FFCRA – Job Data

- Annual Benefits Base Rate
 - Leave the employee's normal base rate
 - To avoid the ABBR Update Process from changing the Annual Benefits Base Rate while the employee is on paid leave due to FFCRA, check the **ABBR Update Override** box

Benefits Administration Eligibility ?

BAS Group ID  Cohort1 Monthly

Retirement  Grndfather  Elig Fld 3 

Elig Fld 4  Ret-Rehire: Exclude from Auto Enroll:

Elig Fld 7 ABBR Update Override: Elig Fld 9



FFCRA – Job Data

- Return from Leave
 - Action/Reason is Return from Leave/Return from Leave
 - Update compensation to reflect the normal rate of pay
 - Uncheck ABBR Update Override box if your institution utilizes the ABBR Update Process to populate Annual Benefits Base Rate field



Non-Closure Emergency Leave

- University System of Georgia has issued Non-Closure Emergency Leave Procedures that give the USG Presidents the authority to allow Leave with Pay for emergency leave where the institution remains open but with reduced operations.
- This is in accordance with the Department of Education's guidance at: <https://ifap.ed.gov/electronicannouncements/030520Guidance4interruptionsrelated2CoronavirusCOVID19>
- Time reporting codes:
 - 00NHP – Non-closure Emergency Hourly Paid – can be recorded by Managers and Practitioners
 - 00NSP – Non-Closure Emergency Salaried Paid – can be recorded by Managers and Practitioners
 - 00WSP – Work Study Payments – can be recorded by Managers and Practitioners – not to exceed normal work schedule



FFCRA – Job Aids

- FFCRA Paid Leave of Absence/Return from Leave Job Aid (HR)
https://www.usg.edu/assets/oneusg/documents/HR_JA_Families_First_Coronavirus_Response_Act_04062020.pdf
- FFCRA Reduced Rate Calculator (HR)
https://www.usg.edu/assets/oneusg/documents/FFCRA_Reduced_Rate_Calculator_04062020.xlsx
- FFCRA Paid Sick Leave and Expanded FMLA Job Aid (AM)
https://www.usg.edu/assets/oneusg/documents/Family_Emergency_Paid_Sick_Leave_and_Expanded_FMLA_for_COVID_19_04062020.pdf



FFCRA – Job Aids

- Guidance on Reporting Non-Closure Emergency Paid Leave
https://www.usg.edu/assets/oneusg/documents/OneUSG_Connect_Time_and_ABS_Job_Aid_Non-Closure_Emergency_Guidance.pdf
- Work Study Payments
https://www.usg.edu/assets/oneusg/documents/OneUSG_Connect_Job_Aid_FWS_Guidance.pdf



FFCRA – Additional Resources

- Query –
 - BOR_HR_COVID_RECS
- University System of Georgia FAQs
 - https://www.usg.edu/assets/hr/benefits_docs/COVID-19_Benefits_Frequently_Asked_Questions_updated_4.3.2020_.pdf
- Department of Labor websites
 - <https://www.dol.gov/agencies/whd/ffcra>
 - <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>
- Manager template for Non-Closure Emergency Procedures – see communication from April 1



FFCRA - Benefits

- USG Benefits website
 - <https://www.usg.edu/hr/benefits/coronavirus>
 - Spending Accounts
 - Healthcare Plans
 - April Well-being
- Next USG Benefits WebEx
 - April 9th at 2:00 pm



Faculty Events



BOR_MFE Queries

- Criteria of the queries are being updated
 - When we locked down the tenure data record based on SETID, the queries now need additional criteria to pull the max effective date based on SETID
- As of 4/6/2020 the following have been updated in HPROD
 - BOR_MFE_FACULTY
 - BOR_MFE_TEN_CALC_TEMP



Annual Tenure Calc Update

- The annual tenure calc will not be run the first week of April
- ITS is testing updates to the query
- Process update to be provided to MFE Practitioner Group the week of April 12th.



Time & Labor



Workgroup Selection – MTR Panel

- Maintain Time Reporter (MTR) Panel - Workgroups
 - Workgroups listed below should **only** be used by the following institutions:

Augusta State University (AU)	Georgia Institute of Technology (GT)	Georgia Research Tech Institute (GTRI)	University of Georgia (UGA)
12HRRCMP	03HRRCMP	03RIHBOVT	18HRRCMP
12HRROVT	03HRROVT	03RIHNBOVT	18HRROVT
12HRTOVT		03RISBEXR	18HRTOVT
		03RISNBEXT	

- Run the **BOR_TL_AUDIT_TIME_REPORTER_DAT** query to validate.



Impact of Deleting Historical Data in T&L

Maintain Time Reporter Panel (MTR)

- Deleting rows from the Maintain Time Reporter Panel once time has processed against the data causes an Invalid Parameter error.

Message

Invalid parameter 3 for function CallAppEngine. (2,116) FUNCLIB_TL_WEEK.APPLY_RULES.FieldFormula Name:RunValidation PCPC:7311 Statement:69
Called from:TL_MSS_EE_SRCH_PRD.GBL.SavePostChange Statement:4

The specified parameter is not correct for the function. It may be the wrong type of parameter (string, number, record.field, etc) or an invalid value in this context.

Review the program for errors. If necessary, run a PeopleCode trace to determine the program that failed. Alternatively, for functions defined within PeopleCode, check the function declaration to verify that they are correct.

OK

- Prevents all (Managers, Employee, and Practitioner) to lose access to the Time-Sheet. It can only be resolved via a DBI intervention.



Impact of Deleting Historical Data in T&L

- Work Schedules
 - Deleting of historical Work Schedules impacts many areas.
 - The Earliest Change Date will update back to the effective date of the deleted schedule and recalculate prior Period Payable Time.
 - Recalculates Leave taken during the period of the deleted schedule and adjusts any Comp Time or OVT Earned.



Reports To vs. TA Approver Logic

- If there is no value on the MTR panel for Time Approver (TA), then MTR TA = Reports To on Job.
- If Reports To = TA and Reports To changes, TA is updated.
- If Reports To \neq TA and Reports To changes, TA remains the same.



Time Reporting Codes to Earnings Codes Cross Walk

Eligible Pay Groups	TRCs	Absence TRCs	Earnings Code	Earnings Program	GL Account Mapping
xxE, xxH, xxJ	00NHP	00EMH	NHP	SB	xxE – 522100 - staff xxH – 522100 xxJ – 522100
xxA, xxE, xxF, xxP, xxX, xxY	00NSP	00EMM	NSP	SB, SNB, FB	xxA – 521100 xxE – 512100 – faculty xxF – 511100 xxP - 512100 xxX - 521100 xxY - 511100
xxC, xxT, xxV, xxW	00NHP	N/A	NHP	HNB	xxC – 525100 xxT – 524100 xxV - 524100 xxW - 723100
xxC	00ENH	N/A	ENH	HNB	xxC – 525100
xxG, xxL, xxP	00NSP	N/A	NSP	SNB	xxG – 523100 xxL – 525100 xxP – 512100
xxG, xxL, xxP	00ENM	N/A	ENM	SNB	xxG – 523100 xxL – 525100 xxP – 512100
xxW	00WSP	N/A	WSP	HNB	xxW – 723100



Upcoming Events



Release Schedule

- Release 6.10 4/24/2020
 - UAT 4/20-4/22 in HPLAY
 - Skype to prepare for UAT will be on 4/17
 - 10 a.m. – 11 a.m.
 - Please email jules.orcutt@usg.edu if you want anyone added to the testing invitation
- Release 6.12 is scheduled for 7/17/2020
 - Includes a database upgrade and will contain a period of voluntary regression testing by the institutions (dates TBD).

Downtimes associated with the release dates will be announced and posted here: https://www.usg.edu//oneusg_connect/practitioner_services/scheduled_downtime_calendar

Release details: https://www.usg.edu/oneusg_connect/practitioner_services/releases



Upcoming Events

- USG Benefits Update (Skype)
 - April 9, 2020
 - 2:00 pm
- In the Know
 - May 13, 2020
 - 11:00 am





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Review Parking Lot

Links Requested During Parking Log Review

- Date Definitions Document:
https://www.usg.edu/assets/oneusg/documents/HR_RA_028_Date_Field_Definitions_Personal_and_Job_Data.pdf
- CARES Act FAQs:
https://www.usg.edu/assets/hr/benefits_docs/CARES_A_CT_Frequently_Asked_Questions.pdf
 - Employer is able to decide to add provisions to plan or not – to any defined contribution plan they maintain. The USG will add to the USG 403(b) and 457(b) plans, but NOT to ORP.
- DOL website that addresses intermittent leave:
<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>





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Questions and Wrap Up