



UNIVERSITY SYSTEM OF GEORGIA

# In the Know with OneUSG Connect

August 14, 2019  
Facilitator: Jodi Frazier

- ✓ *Muted on entry. Please remember to chat questions using the Q&A section*
- ✓ *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

- Release Information
- Payroll
- Commitment Accounting
- Human Resources
- Faculty Events
- General Reminders
- Training & Documentation
- Upcoming Events



# Release Information



# Release 5.12

- 5.12 will take place on Aug. 23, 2019
- Scheduled maintenance: Friday Aug. 23, 11 p.m. until Saturday, Aug. 24, 7 a.m. During this time, OneUSG Connect and OneUSG Connect – Careers will not be available.
- KABA time clocks and OneUSG Benefits will be available for use.
- Be sure to visit the release site for more details:  
[https://www.usg.edu/oneusg\\_connect/practitioner\\_services/releases](https://www.usg.edu/oneusg_connect/practitioner_services/releases)



# Search Options Under National ID

- Navigator > Workforce Administration > Personal Information > Biographical > Search by National ID
  - Two options available
    - Search by National ID
    - Search by Name



# Paycheck Calendar Function

The screenshot shows the 'Paychecks' table in the 'Employee Self Service' interface. A red arrow points from the filter icon in the top right of the table to the 'Filter' dialog box. The dialog box contains a 'Must enter Day, Month and Year.' message and two date input fields: 'From' (03/28/2019) and 'To' (06/28/2019). The 'Filter' dialog box also has 'Cancel' and 'Done' buttons.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
06/28/2019		06/01/2019 06/30/2019		>
05/31/2019		05/01/2019 05/31/2019		>
04/30/2019		04/01/2019 04/30/2019		>
03/29/2019		03/01/2019 03/31/2019		>



# Supplemental Pay Transaction

## Submission page

**Request Supplemental Pay**

Name  
Job Title  
Employee ID

1  
Job Detail

2  
Review & Submit

**Request Supplemental Pay**

**Submission Date** 08/06/2019

**New Information**

**Effective Date** 07/01/2019

**End Date** 07/31/2019

**Supplemental Pay Type** One-Time Payment

**Supplemental Pay Code** Faculty Temp Assignment

**Amount** 200.000

**Combination Code** x Q

## Approval page

**Request Supplemental Pay**

Name  
Job  
Employee ID

**Summary**

**Date Submitted** 08/06/19

**Requester**

**Reason**

**Supplemental Pay Information**

**Effective Date** 07/01/19

**End Date** 07/31/19

**Supplemental Pay Type** OTPAY

**Supplemental Pay** FTA

**Amount** 200

**Account Code**

**Requester Comments**

None





# Payroll



# Payroll-Tax Reminder

2Q2019 Quarterly Payroll Tax Returns available in Smart Compliance – NOTE NEW PATH

The screenshot shows the ADP SmartCompliance web application. The top navigation bar includes 'HOME', 'PROCESSES', 'REPORTS', and 'ADMIN'. The 'PROCESSES' menu is highlighted, and a dropdown menu is open showing 'EMPLOYMENT TAX', 'WAGE PAYMENTS', 'WAGE GARNISHMENTS', and 'INVOICING & FUNDING'. The 'EMPLOYMENT TAX' option is also highlighted. The main content area features three large cards: 'Tax Input' (Periodic, Quarter & Amendment), 'Setup Jurisdiction' (Add New State or Local Profile), and 'Resolve Exceptions' (Periodic & Quarter). The bottom navigation bar includes 'Pre-Production', 'Agency Notices Upload', 'Transmission Calendar', 'Analytics Dashboard', 'Client Tax Conversion', and 'Tax Records' (highlighted). Below the navigation bar, there are tabs for 'PROCESSES', 'TAX PROFILES', and 'PERIODIC FILES'. A search bar labeled 'Search Processes' is present. Below the search bar, there are filter options for 'PROCESS', 'FEDERAL ID', 'COMPANY', 'RECEIVED', 'JURISDICTION', 'UPDATED', 'YEAR/QUARTER', and 'STATUS'. At the bottom, there are sort options for 'Process', 'Federal Id', 'Company Name', 'Received', 'Reference Id', 'Year/Quarter', and 'Status'.

- Log in to Smart Compliance, select Processes / Employment Tax / Tax Records
- 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 today, Wednesday, 07/10/2019 for details.
- Spreadsheets for 2019 Summer TAP reporting have been loaded to FTP for completion by TAP coordinators by 07/26/2019.
- SSC is still working with a couple of Institutions to complete.
- Expected consolidated report distribution is Friday, 08/16/19

Please contact us at [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu) if you have questions or if you need additional assistance.



# Payroll-Upcoming Schedule

- August and September, 2019

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	
07/14/19	07/27/19	07/29/19	07/30/19	08/02/19	98B1	
07/28/19	08/10/19	08/12/19	08/13/19	08/16/19	98B2	
08/11/19	08/24/19	08/26/19	08/27/19	08/30/19	98B3	
08/25/19	09/07/19	09/09/19	09/10/19	09/13/19	99B1	
09/08/19	09/21/19	09/23/19	09/24/19	09/27/19	99B2	

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
08/01/19	08/31/19	08/21/19	08/22/19	08/23/19	08/30/19	98M1
09/01/19	09/30/19	09/18/19	09/19/19	09/20/19	09/30/19	99M1

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	08/05/19	08/06/19	08/09/19	98X1
N/A	N/A	08/19/19	08/20/19	08/23/19	98X2
N/A	N/A	08/30/19	09/03/19	09/06/19	99X1
N/A	N/A	09/16/19	09/17/19	09/20/19	99X2



# Commitment Accounting



# Commitment Accounting Queries

- Effective August 14, 2019, SSC will no longer run or distribute the information for the following queries.
  - BOR\_CA\_PYGRP\_OUT\_OF\_SYNC\_POS
  - BOR\_CA\_DIST\_LINES\_SUSPENSE
- GL communication has been revised to remove query results.
- Institutions should continue to run and review these queries after each pay run.
- The updated Institutional GL Run Guide can be found at either of these sites.
  - [https://www.usg.edu/shared\\_services\\_center/practitioner\\_services/commitment\\_accounting](https://www.usg.edu/shared_services_center/practitioner_services/commitment_accounting)
  - [https://www.usg.edu/oneusg\\_connect/practitioner\\_services/commitment\\_accounting](https://www.usg.edu/oneusg_connect/practitioner_services/commitment_accounting)



# Encumbrance Queries

- Encumbrance DIST and CURR data are now being archived.
- This allows the institutions to run these queries.
- SSC will no longer upload these queries to the SSC ftp site for each institution.
- We are still working to archive Enc Messages.
  - SSC will continue to upload these until the archive is complete.
  - Encumbrance messages archive is scheduled to be released with 5.12 in August.



# Encumbrance Queries

- Queries available for institutions to run.
  - BOR\_CA\_ENCUMB\_DIST\_ARC
    - Prompt for company and Run Date
    - The results will have information for the zero and the calculation. This should agree to your net JE for encumbrances.
    - You can filter on process instance if you want to see the difference between the zero and the calculation.
  - BOR\_CA\_ENCUMB\_CURR\_SSC
    - Prompt for company and Run Date
  - The run dates and instances are communicated to the SSC CA list and on the CA Processing Calendar.
- The updated Institutional Encumbrance Run Guide can be found at either of these sites.
  - [https://www.usg.edu/shared\\_services\\_center/practitioner\\_services/commitment\\_accounting](https://www.usg.edu/shared_services_center/practitioner_services/commitment_accounting)
  - [https://www.usg.edu/oneusg\\_connect/practitioner\\_services/commitment\\_accounting](https://www.usg.edu/oneusg_connect/practitioner_services/commitment_accounting)





# Commitment Accounting Schedule

- The commitment accounting schedule is maintained in an electronic calendar.
  - [https://www.usg.edu/oneusg\\_connect/practitioner\\_services/commitment\\_accounting](https://www.usg.edu/oneusg_connect/practitioner_services/commitment_accounting)
- It is updated when SSC processes are completed with the relevant information.



# Human Resources



# New/Upcoming Job Tools

- Upcoming Job Tools to be shared this week:
  - MCOP and Supplemental Pay FAQ's Reference Aid
  - Revised Non-Standard and Supplemental Pay Matrix
  - MCOP Decision Tree Reference Aids
- MCOP Data Entry Checklist – 7/22/19
- Job Tools are located under 'Documentation' at <https://www.usg.edu/oneusg/training>






# Data Cleanup Projects




- Multiple Primary Job Flags
- Benefits Service Date and USG Service Date Mismatch
- Employee status mismatch with OneUSG and Alight (terminated with OneUSG, active with Alight)
- Employee Payroll Status Cleanup (payroll status on work break when return has been entered)




# Align Issues

- Benefit Program
  - Employees hired/rehired by institutions that have worked for a USG institution in the past, no election window
  - Insert a new effective dated row for Hires/Rehires with the appropriate Benefit Program

Benefit Program Participation Details  Find | View All First  1 of 3  Last

\*Effective Date   Currency Code USD  

\*Benefit Program   OneUSG Benefit Program



# Reminders

- New HR Practitioner Training on August 29 at Fort Valley State University
  - Communication and registration details were shared on August 9
- Dependent Audit Verifications
  - The University System of Georgia is conducting a Dependent Audit, July 22 through September 6
  - Additional information can be found on the USG website at [www.usg.edu/HR/benefits](http://www.usg.edu/HR/benefits)
- Be sure to send any questions that you have to [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu)
  - Many of our team members are traveling, we want to ensure the requests receive a quick response



# Dual Appointments

- Each institution should be creating a dual appointment position and adding the employment instance.
  - Requesting institution – USG Affiliate job code
    - Dxxyy###
      - xx: the first two digits of requesting institution company number
      - yy: the first two digits of home institution company number
      - ###: next sequence number
  - Job Aid: [https://www.usg.edu/assets/oneusg/documents/HR\\_JA005-Setup-Dual-Appointment-Requesting-Institution.pdf](https://www.usg.edu/assets/oneusg/documents/HR_JA005-Setup-Dual-Appointment-Requesting-Institution.pdf)
  - Home institution – appropriate part-time job code based on the responsibilities
    - Dxxyy####
      - xx: the first two digits of home institution company number
      - yy: the first two digits of the requesting institution company number
      - ###: next sequence number
  - Job Aid: [https://www.usg.edu/assets/oneusg/documents/HR\\_JA004\\_Setup-Dual-Appointment-Home-Institution.pdf](https://www.usg.edu/assets/oneusg/documents/HR_JA004_Setup-Dual-Appointment-Home-Institution.pdf)



# Updating 'Reports To'

- Reminder to update the 'Reports To' on position management when a manager/supervisor vacates a position.
  - This is important for
    - Company Directory
    - Absence Requests
    - Other downstream process affected by 'Reports To'
  - Once the vacant manager/supervisor position is filled:
    - You'll need to add a row to Job Data so that the 'Reports To' will update

We shouldn't have any employees reporting to a vacant position





# Citizenship Page-Correction Mode

- We are adding the ability to correct the Citizenship page to the HR Correction Mode security role
  - Navigator > Workforce Administration > Personal Information > Citizenship
- The ability to correct this page will be limited to those individuals with HR Correction Mode.



# Faculty Events



# Faculty Events

- Populate Assigned Effort
  - New process to generate assigned effort percentages based on the Department Budget Table
    - Currently available for UGA with 5.12
    - Will demo the process at the MFE Update session at InteractUSG in September
    - Has a security role which will have to be requested
    - OneUSG Connect team will be scheduling a WebEx after InteractUSG to discuss and seek additional information from institutions interested in using this process to auto-populate assigned effort percentages



# Reminders



# Reminders

## August Returning Faculty, Staff, & Students

- To elect to receive an electronic W-2, an employee must wait until they receive their first paycheck



# Release Roadmap

- \*New\* Release Roadmap is available.
- Visit the site here:  
[https://www.usg.edu/oneusg\\_connect/practitioner\\_services/releases](https://www.usg.edu/oneusg_connect/practitioner_services/releases)



# Refresh Schedule

- HPLAY
  - Easily accessible  
here: [https://www.usg.edu/oneusg\\_connect/practitioner\\_services/general\\_resources](https://www.usg.edu/oneusg_connect/practitioner_services/general_resources) > HPLAY Access
- HTRN



# Training & Documentation





# Upcoming Training

## August 2019 Opportunities

Aug

15

### **OneUSG Connect Web Query 101 (Basic)**

**Clayton State University, 9 a.m. – 4 p.m.**

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

**Registration closed August 9, 5 p.m.**

Aug

29

### **OneUSG Connect New HR Practitioner**

**Fort Valley State University, 9 a.m. – 4 p.m.**

Designed to provide new HR practitioners, or practitioners who would like a refresher, 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 is open until August 23, 5 p.m.**



# Upcoming Training

## September 2019 Opportunities

Sept

5

### **OneUSG Connect Payroll Practitioner**

**Clayton State University, 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 closer to session.**



# Upcoming Training

## October 2019 Opportunities

Oct

3

**New!**

### **OneUSG Connect Query 102 (Advanced)**

**Shared Services Center, 9 a.m. – 4 p.m.**

Designed to provide HR and Payroll practitioners additional hands-on training using advanced features within the Web Query tool in OneUSG Connect to build and or schedule queries.

**Registration details will be provided closer to session.**

**Currently there are no sessions scheduled for November and December.**



# Documentation

- As a reminder, OneUSG Connect resources are available on the OneUSG Connect Support website:  
[https://www.usg.edu/oneusg\\_connect](https://www.usg.edu/oneusg_connect)
  - Practitioner Services > Practitioner Training
  - Employee Services > Self Service Training
    - Employee Self Service
    - Manager Self Service
- You may notice changes, we are in the process of reviewing/updating existing job aids and developing new job aids



# Upcoming Events



# Upcoming Events

- Labor Day Holiday
  - September 02, 2019
- In the Know
  - September 11, 2019
  - 11:00am – 12:00pm
  - WebEx Events





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# Review Parking Lot



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# Questions and Wrap Up