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_service/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**

In the Know with OneUSG Connect
Supplemental Pay Transaction

Submission page

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

Approval page

Request Supplemental Pay

- Date Submitted: 08/06/19
- Requester: [Redacted]
- Effective Date: 07/01/19
- End Date: 07/31/19
- Supplemental Pay Type: OTPAY
- Supplemental Pay Code: FTA
- Amount: 200
- Account Code: [Redacted]
- Requester Comments: None
Payroll
Payroll-Tax Reminder

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

- 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.
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 if you have questions or if you need additional assistance.
Payroll-Upcoming Schedule

- August and September, 2019

<table>
<thead>
<tr>
<th>Bi-Weekly On Cycle Payroll Schedule</th>
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<tbody>
<tr>
<td>Pay Period Begin Date</td>
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<tr>
<td>------------------------</td>
</tr>
<tr>
<td>07/14/19</td>
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<tr>
<td>07/28/19</td>
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<td>08/11/19</td>
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<td>08/25/19</td>
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<td>09/08/19</td>
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<tr>
<th>Monthly On Cycle Payroll Schedule</th>
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<tbody>
<tr>
<td>Pay Period Begin Date</td>
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<td>------------------------</td>
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<tr>
<td>08/01/19</td>
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<td>09/01/19</td>
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<table>
<thead>
<tr>
<th>Off-Cycle Payroll Schedule</th>
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<tbody>
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<td>Pay Period Begin Date</td>
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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/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/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

• 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)
Alight 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]

- Effective Date: 08/01/2019
- Currency Code: USD
- Benefit Program: USG
  - 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
• Be sure to send any questions that you have to 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

  – 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
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
Refresh Schedule

- HPLAY
  - Easily accessible here: https://www.usg.edu/oneusg_connect/practitioner_services/general_resources > HPLAY Access

- HTRN
Training & Documentation
Upcoming Training

August 2019 Opportunities

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.

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

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

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
  – 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
Review Parking Lot
Questions and Wrap Up