In the Know with OneUSG Connect

December 11, 2019
Facilitator: Jodi Frazier
Housekeeping Items

• Everyone had been muted on entry. Please chat your questions using the Q/A Feature.

• 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 (if time permits)
Agenda

• Commitment Accounting
• Manager Self Service
• Common Remitter
• Payroll
• Benefits
• Human Resources
• HRIS
• General Information
• Upcoming Events
• Parking Lot Review
• Additional Q&A
Commitment Accounting
5.2 Release

• Express Direct Retro (EDR) Functionality
  – Replaced Budget and Direct Retros
  – Not linked to Payroll Calendars
  – EDR Process runs 4 times daily: 5:15am, 9:15am, 1:15pm, and 5:15pm
  – Journal Generate in Financials
    • After the EDR process (BOREDRUP) has completed
    • Use the ‘PAYROLL_RD’ Accounting Template

• Accounting Adjustment Enhancements
  – Accounting Template is ‘PAYROLL_AA’ and journals masked with “AA”
5.2 Release

- Encumbrance Enhancements
  - “J” Paygroup
    - Hourly rate calculation corrected
  - MCOP Encumbrances
    - Requires Department Budget table entry for MCOP Earn Codes
    - Known Issue - Fringe will not be distributed based on MCOP Earnings, only split between REG distribution lines.
  - Changes Only Encumbrance Processing

- MSS Change Position Funding
  - Budget Retro Trigger removed
Encumbrance Processing Schedule

  - Zero Accounting Date = November 29, 2019
  - Encumbrance Calculation Accounting Date = November 30, 2019


- Beginning Jan. 2020
  - Full Enc Calc:
    - Enc Calcs for last weekend of July, September and January
    - Enc Calc for 1st weekend in May and 1st weekend in June
Encumbrance Processing Schedule

• Changes Only Enc Calc:
  – Weekly Encumbrance Calcs for 120 & 180
  – Enc Calcs for last weekend of August, October, November, December (not 2019), February
  – Enc Calcs for 1st and 3rd weekends in March and April
  – Enc Calcs for 3rd weekend in May and June
  – Enc Calcs for 5th weekend, if applicable, in March through June
2020 New Benefits Accounts

• Spousal Surcharge
  – Deduction Code: 01SSUR
  – Payroll liability account: 226913

• Identity Theft Protection
  – Deduction Code: 01IDEN
  – Payroll liability account: 226985
Manager Self Service
MSS Manage Position Tiles

- Reminder to institutions that are using the MSS Manage Position Tiles
  - If you haven’t already, please request the security roles that were included in the 5.2 Release Notes
  - Release Notes can be found: https://www.usg.edu/oneusg_connect/practitioner_services/releases
Common Remitter
## Common Remitter Processing Schedule

<table>
<thead>
<tr>
<th>Pay Run ID</th>
<th>Plan</th>
<th>Adjustment Window Opens</th>
<th>Adjustment Window Closes</th>
<th>Final Extract</th>
<th>Files Submitted</th>
<th>Funds Pulled</th>
</tr>
</thead>
<tbody>
<tr>
<td>9CY1 – Dec Adjustment</td>
<td>ORP/ TSA</td>
<td>To be determined</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>ERS/ TRS</td>
<td>12/23/2019</td>
<td>01/03/2020</td>
<td>01/06/2020</td>
<td>01/07 &amp; 01/08</td>
<td>01/07/2020</td>
</tr>
</tbody>
</table>
Payroll
Payroll Year End Tax Updates

- Tax Update 19-D
  - Testing complete and ready to move to production
  - Includes required year end updates for 2019 W2 processing

- Tax Update 19-E
  - Scheduled to be an Ad Hoc release after REL 5.2
  - Includes 2020 Form W-4

- 2020 Tax Rates
  - Will be released by PeopleSoft on 12/20 and loaded prior to the biweekly payroll processing on 12/27
  - Any tax rate changes received later will be in future releases
2020 Form W-4

• For FAQs, visit the IRS Website:

• For the 2020 Form W-4, visit the IRS website:

• A communication to practitioners with a sample employee communication will be sent out in mid-December
# Payroll

## 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>
</tr>
</thead>
<tbody>
<tr>
<td>12/01/19</td>
<td>12/14/19</td>
<td>12/16/19</td>
<td>12/17/19</td>
<td>12/20/19</td>
<td>9DB2</td>
</tr>
<tr>
<td>12/15/19</td>
<td>12/28/19</td>
<td>12/27/19</td>
<td>12/30/19</td>
<td>01/03/20</td>
<td>01B1</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>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>
<tr>
<td>12/01/19</td>
<td>12/31/19</td>
<td>12/18/19</td>
<td>12/19/19</td>
<td>12/20/19</td>
<td>12/31/19</td>
<td>9DM1</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>12/09/19</td>
<td>12/10/19</td>
<td>12/13/19</td>
<td>9DX1</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>12/20/19</td>
<td>12/23/19</td>
<td>12/27/19</td>
<td>9DX2</td>
</tr>
</tbody>
</table>
Payroll: Reporting 2019 Taxable Fringes

- Include all Taxable fringes for 2019 with employee earnings. These include things such as relocation, auto allowances, taxable memberships, and taxable TAP benefits *that have not already been included with 2019 payrolls*.

- Refer to TAP communication Monday 11/11/19.

- Use the remaining payrolls of 2019 to report additional taxable fringes and collect taxes as needed.

- Contact us at oneusgsupport@usg.edu or call 877-251-2644 if you have questions or need further assistance.
Payroll

Payroll: 2019 Quarter & Year-End Processing

• Early Tax Clean-up – Utilize December for any final 2019 data cleanup related to tax.
• Tax 900 – Payroll for NA/US Annual Processing / Audit and Error Reports / Error Listing.
• Year-end adjustment payroll closes **01/03/20 at 2pm**.
• Approvals for 4Q2019 and 2019 W-2’s approvals due to SSC Tuesday, **01/07/20 by 5pm**.
Employees Claiming Exempt from Withholding

- Employees claiming exempt from withholding must complete new Federal and State withholding forms by Feb. 14, 2020. If employee fails to comply by the deadline, Institutions should default the employees withholding back to Single-0.

- Institutions may use Query report titled “BOR_PY_SPEC_FED_TAX_STATUS” for a listing of employees impacted. For employees with an effective date of Jan. 1, 2020 or greater on your report, no action is necessary.

- Please submit confirmation of completion to oneusgsupport@usg.edu by Feb. 14, 2020.
Benefits
Post Blackout HRID Update

- The HRID that goes to Alight nightly, failed last night.
  - We are anticipating it running normally tonight but we wanted to notify our audience because the expected job updates have not yet reached Alight.
  - A known issue will be created if the process fails this evening and we will update you all on that if necessary.
Alight Errors

• Missing Annual Benefits Base Rate (ABBR)
  – Be sure to populate the ABBR so that salary based premiums are calculated correctly

• Deleted Rows
  – Do not delete rows, especially if the data has already been sent to and needs correction in Alight

• Personal Data and Home Address Effective Dates
  – Personal Data “Effective Date” should be the same as the Home Address “As Of Date”
  – This applies to new employees being hired into OneUSG Connect
Alight Errors

**Effective Date**: 09/01/2019

**Current Addresses**

<table>
<thead>
<tr>
<th>Address Type</th>
<th>As Of Date</th>
<th>Status</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>09/01/2019</td>
<td>A</td>
<td>1005 George J Lyons Pkwy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sandersville, GA 31082</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Washington</td>
</tr>
</tbody>
</table>

[Edit/View Address Detail]
Human Resources
FLSA Update

• System Office HR sent out a communication to CHROs on Monday

• Includes materials to assist with implementing the new FLSA ruling

• SSC posted reports to our FTP secure server last month to assist institutions with identifying impacted employees
FLSA Job Aids

• For Practitioners
  – FLSA Data Changes
  – FLSA Data Changes Checklist

• For Employees
  – How Do I Adjust My Timesheet for Mid-Period Changes?

• Reminder
  – Monthly and Biweekly time entry guides are also posted on the Employee Self Service website
  – https://www.usg.edu/oneusg/training/module/category/employee_self_service
Employment Verifications

• Periodically receive employment verifications for employees at various USG institutions

• Our process is to refer these to The Work Number

• If the information is not available through The Work Number, requests are routed to the home institution HR office

• Recent reports of fraudulent requests
  – Pay special attention to copies of check statements and names of employees
Transfer Process Reminders

- SSC is responsible for data entry of transfers between USG institutions
- SSC monitors various systems, Alight, leave balances, etc.
- Do not clear out leave balances, these will transfer with the employee
- Submit a ticket as soon as a transfer is identified
Transfer Process Reminders

• Be sure to submit transfer documents (PAR, Transfer Letter) as quickly as possible so that SSC can expedite the transfer process

• Separate tickets for Primary Job Flag changes are not needed, this step is included in the initial transfer ticket

• Employees transferring between USG institutions in November and December will need to rework their open enrollment window for 2020
Job Earnings Distribution

• Be sure to enter the correct Position Number on the Job Earnings Distribution panel in Job Data

• The Position Number will be the same one assigned to the employee on the Work Location panel in Job Data

• Causes the General Ledger not to distribute, so the Payroll and General Ledger are out of balance
Job Earnings Distribution

- Position Number: 10008545
- Department: 5002000
- Regular Shift: Not Applicable
- Earnings Code: REG
- Compensation Rate
- Percent of Distribution

Earnings Chartfields

- Combination Code

Work Location

- Effective Date: 07/01/2019
- Effective Sequence: 2
- HR Status: Active
- Payroll Status: Active
- Company: 980
- Position Number: 10008545
Personal Data Errors

• Received a couple of instances where an existing employee’s information was updated with another person’s information (with the same name)

• Check the Emplid and Date of Birth before updating personal information

• If these do not match, check to ensure this is the correct record for the employee

• Need to also ensure the SSN lookup is being utilized when searching for existing employees
SSN Lookup

• Use the lookup feature to identify
  – Existing employee ID numbers
  – Primary Job Indicators
  – Employee status (active at or terminated from a OneUSG institution)

• Navigation
  – Workforce Administration > Personal Information > Biographical > Search by National ID

• Notify OneUSG Connect
  – SSN changes,
  – Notifications of name changes are not needed
Direct Deposit

• Strict security has been put in place due to the many recent criminal attempts to redirect employee paychecks to fraudulent accounts

• Access has also been restricted for SSC practitioners

• Employees will need to change their accounts through Employee Self Service
Terminating Primary Jobs

• In order for a termination to flow to Alight, IDM, etc., you must leave the Primary Job Indicator on the record until after the termination action flows

• You will then need to enter a Data Change row to change the Primary Job Indicator to Secondary
Entering Multiple Data Rows

• If there are multiple rows that need to be entered for an employee, recommended practice is to wait until after the first action flows before entering an additional row

• If multiple rows are entered on the same day, many times Alight’s file will abend or only pick up the top of stack row
Miscellaneous

• Intent to Retire
  – Must insert a new row effective the current date for the date to go ahead and flow to Alight

• Personal Email Address
  – Recommended practice is to obtain the employee’s personal email address during the exit interview for terminating and retiring employees
  – Mark this email address as “preferred” so they can receive electronic notices
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)

• Pay Frequency Issues (employees with potential pay frequency issues)

• Mismatches between FLSA status and Pay Groups
Queries using Personal Data

- Personal Data table moving to sensitive data tree
- Modification of queries using Personal Data table
- Private Query list to be sent to owners
- Public Queries modified by SSC
- Due date – February 17, 2020
  - After then queries unavailable unless practitioner has sensitive data role
General Information
Change Requests

• Change Request tracker changes:
  – Original ticket will now be closed once the Change Request has been added to the tracker.
  – The name has changed to Administrative Services-Change Request Tracker
    • The new name does not affect bookmarks
  – Information can be found: https://www.usg.edu//oneusg_connect/practitioner_services/model_change_request_information
There will be expected delays for fulfillment of documentation requests leading up to and during this tax season. This includes:

- All paystubs and W2s housed in OneUSG Connect or previous environments for retired and terminated employees.
- Current employees’ W2s and paystubs from prior to their institution’s conversion to OneUSG Connect.

Upon receiving requests, employees will be advised of the expected wait time to receive the requested documents via secure email.

Employees should be instructed to call OneUSG Connect Support directly to verify their identity.
Ticket Reminder

• Alight
  – When sending emails to the Alight escalation inbox oneusg.connect.escalations@alight.com, do not copy oneusgsupport@usg.edu
  – Multiple tickets are being created with Alight and SSC

• SSC
  – Submit all questions/inquiries to the oneusgsupport@usg.edu rather than emailing analysts directly
  – Responses could be delayed as many of our team members are traveling
  – We want to ensure that requests receive a quick response
ServiceNow

• Who should be in an Institution Assignment Group
  – Practitioners who will be assigned tickets to work
  – Practitioners who will be responding to callers who are requesting information that SSC/ITS can’t provide

• Audit of Institution Assignment Groups
  – All institution security administrators received a list of current practitioners in Institution Assignment Groups
  – Audits due back to Security Tier 2
    – December 31, 2019
    – 5:00pm
Upcoming Events
Upcoming Events

• Monthly Benefits Call
  • December 12, 2019
  • 2:00pm-3:00pm

• HPLAY Scheduled Maintenance
  • December 13
    • 9:00pm (goes down)
  • December 18
    • 7:00am (comes back up)

• USO Holiday Closure Schedule
  • December 24-25, 2019

• In the Know
  • January 8, 2020
  • 11:00am-12:00pm
  • WebEx Event (invite sent out the week before)
Review Parking Lot
Wrap Up
THANK YOU!

SEE YOU NEXT YEAR!

UNIVERSITY SYSTEM OF GEORGIA