UNIVERSITY SYSTEM OF GEORGIA

In the Know
with OneUSG Connect

February 12th, 2020
Facilitator: Matt Milburn

✓ *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

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Agenda

- Release Information
- Payroll
- Benefits
- Commitment Accounting
- Human Resources
- Faculty Events
- HRIS
- General Information
- Upcoming Events

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Release Information

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Tentative 6.0 Release Items

- Careers
  - Onboarding Integration
  - Background Check Integration

- Commitment Accounting
  - OneUSG – PERS_SERV_BOR Archival
  - Accounting Adjustment File Upload Error Report

- Faculty Events
  - Faculty Contract Delivery Enhancements and Deployment
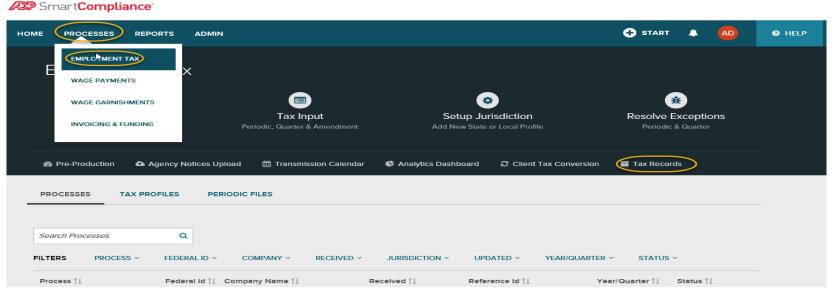
- Payroll
  - Summer Pay

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Payroll

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Payroll-Tax Reminder

4Q2019 Payroll Tax Returns available in Smart Compliance

- 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.

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Employees Claiming Exempt from Withholding

EXEMPT

- 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.

Payroll Processing 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
01/26/20	02/08/20	02/10/20	02/11/20	02/14/20	02B1
02/09/20	02/22/20	02/24/20	02/25/20	02/28/20	02B2
02/23/20	03/07/20	03/09/20	03/10/20	03/13/20	03B1
03/08/20	03/21/20	03/23/20	03/24/20	03/27/20	03B2

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
02/01/20	02/29/20	02/19/20	02/20/20	02/21/20	02/28/20	02M1
03/01/20	03/31/20	03/24/20	03/25/20	03/26/20	03/31/20	03M1

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	02/17/20	02/18/20	02/21/20	02X2
N/A	N/A	03/02/20	03/03/20	03/06/20	03X1
N/A	N/A	03/16/20	03/17/20	03/20/20	03X2

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In the Know with OneUSG Connect

Payroll - Garnishments

Practitioner Role reminders:

- Prepare garnishment to send to SSC
  - Write employees full social security number on first page of order.
  - Write employee number, company number and pay group, and Site ID (BUG2) on first page of order.
  - Write employee status on first page of order (active, term, LOA, or not an employee)
  - FAX order to SSC at 478-240-6447

Payroll - Garnishments

Practitioner Role reminders:

- Is employee Federal Work Study student?
  - If yes, Respond to agency
  - DO NOT send order to SSC

- Is the document a medical support notice?
  - If yes, complete and return to agency
  - DO NOT send document to SSC

- Is document an employment verification?
  - If yes, complete and return to agency
  - DO NOT send document to SSC

- Is garnishment anything other than routine?
  - Submit a ticket to oneusgsupport@usg.edu.
  - Submit garnishment as usual

Benefits

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Alight Errors

- Ad Hoc Alight Files
  - Submit a ticket to SSC if a retro action occurs that will override the data previously sent on an ad hoc file
  - Causes Alight to question the updated information, potentially will cause delays in updating in Alight's system until SSC confirms that the change is appropriate

- Deleted Rows
  - Avoid deleting rows, especially if the data has already been sent to and needs correction in Alight
  - Recommended process is to add a row to the correct the data

- Rehired Retiree Flags
  - Only needed for USG retirees
  - Prevents the record from flowing to Alight

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USG Benefits Update

- Next Benefits WebEx
  - February 13, 2020 at 2:00 pm

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Commitment Accounting

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Position HR Dept Change Impacts Encumbrances

- Encumbrances are based upon the HR department on position and corresponding funding on HR department DBT.

- If a position is moved between HR departments, the position's encumbrance for the previous HR department will not liquidate with a payrun liquidation.

- A full encumbrance zero/calc for the position is needed to zero the encumbrance in the old HR department and calculate for the new HR department.
    - This is the case even if the same combo code is used in both HR departments.

- Items to Review:
    - HR department updated on position
    - HR department updated on job data
    - Position funded on new HR department DBT

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Blocked Processes

- Reason:
  - Multiple processes write to PSB and HRA.
  - Simultaneous processing may cause issues.
  - To reduce these issues, configuration added to not allow these processes to run simultaneously.

- Impact:
  - May notice some processes are blocked when you submit them.
  - The process will move to a status of processing as soon as the other processes in the queue have completed.

- Action:
  - Other than waiting for the process to complete, no further action will be needed by you.

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Blocked Processes

- The following processes may be blocked temporarily.

  - BOREDRUPD   Batch EDR Update
  - BORACCTADJLD   Accounting Adjustments Load to GL

  - BOR_TSAACCT   Create TSA Accounting Entries
  - BOR_CR_ORETA   Create ORP Accounting Entries.
  - BOR_CR_RETAC   Create Retirement Accounting Entries

  - RC_BCA_A_BOR   Benefit Carrier Accounting Active Employees Load
  - RC_DBP_R_BOR   Benefit Carrier Accounting Retiree Load
  - RC_DBP_A_BOR   Direct Bill Payment Accounting Load
  - BOR_BENADJLD   Load Benefits Adjustments to GL

  - BORGL02   Create Actuals GL Entries
  - BORGL03   Create Encumbrance GL Entries
  - BORPSBPB   Publish Pers Serv BOR

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New EDR Security Role with Release 6.0

- New Security Role: **BOR Express Direct Retro**
The role allows the employee to enter EDR transactions.

  - In current production, anyone with the **BOR Manager** role has access to create an EDR. Institutions did not want all MSS Managers to have this access.

  - In the Cohort 6 release, we are removing EDR creation from the BOR Manager role and they will need the new role **BOR Express Direct Retro** in order to create EDR's.

  - The one exception will be UGA. They have their own **BOR UGA Manager** role and they did not want the EDR access removed from it.

  - EDR approval access is not changing and will still be under the BOR Manager role.

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MCOP Encumbrances

- KI9.2_127_CA – MCOP Earnings Encumbrances do not always use the rate set up in Job Earns Dist
  - In some cases – total earnings encumbrance on a position is doubled

- A temporary fix was put in last weekend prior to a full encumbrance run

- A permanent fix is currently in development

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Human Resources

Transfer Process Reminders

- SSC is responsible for data entry of transfers between USG institutions
  - Ensures the timing of the data entry, primary job flags, leave balances, etc. are done correctly to avoid negative downstream impacts
- Direct deposit and leave follows the employee
  - Please leave these in place, do not reset balances to zero
  - Some institutions have a local process that includes removing the direct deposit information in the system
  - Receiving institution should always have the employee verify/reenter direct deposit through Employee Self Service
  - Education leave also follows the employee, should not be added for employees transferring in
    - May cause the employee to exceed the 8 hour maximum per year
    - If they have already taken 8 hours at the prior school, they would get double if it is added

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Transfer Process Reminders

- Common errors we are seeing
  - Primary job flag is placed on both records which causes the file to fail with Alight
  - Leave balances are zeroed out and have to be added back

- Submit a ticket as soon as a transfer is identified, even if the transfer was already entered in the system

- 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

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Partial VPOs for Transfers

- Employees must transfer accrued vacation leave of between 1 and 20 days

- For employees with accrued vacation leave of greater than 20 days, the employee may elect one of the following options:

  – Transfer total accrued vacation balance, not to exceed 45 days

  – Partial vacation payout; total vacation leave for which the employee may be paid shall not exceed 25 days

- HRAP policy: https://www.usg.edu/hr/manual/transfers

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Retirement Process

- Intent to Retire
  - Must insert a new row effective the **current date** for the intent to be sent to Alight prior to the retirement
  - Recommended practice is to enter this in advance of the official retirement PAR request to allow Alight more time for processing and prevent delays
  - This is the recommended process for all USG employees who are planning to retire soon
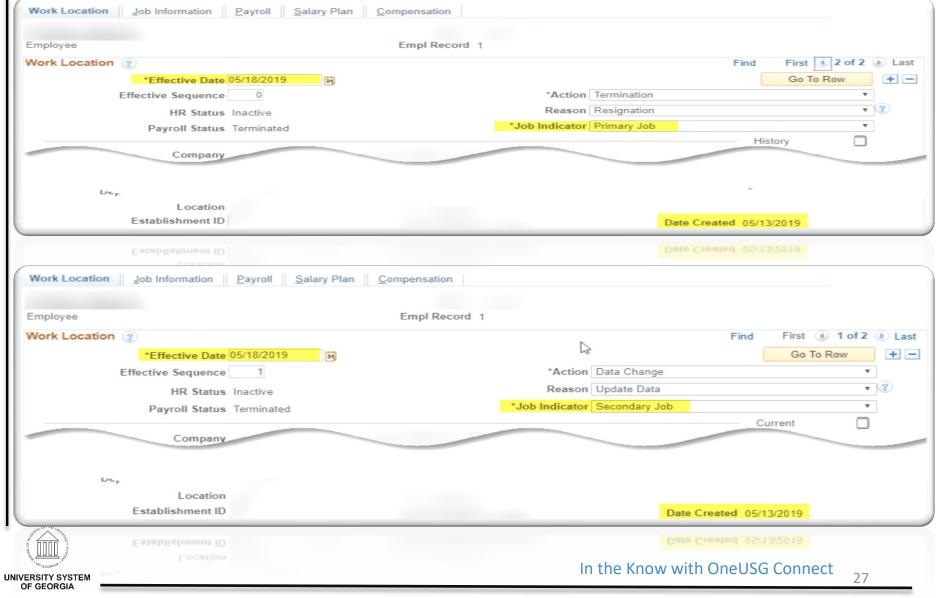
- New Job Aid - Coming Soon!

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 separate Data Change row to change the Primary Job Indicator to **Secondary**

- Remember, multiple actions effective the same date will need to be keyed on **different days** so that the data flows to Alight correctly

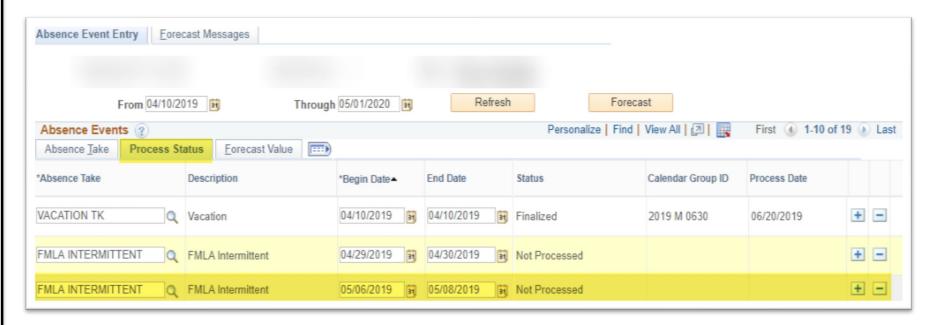UNIVERSITY SYSTEM
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Terminating Primary Jobs

Changing Absence Types

- Issues with absences not processing after the Absence Type is changed

- When viewing the Process Status tab on the Absence Event page, the Status will indicate **Not Processed** rather than Finalized

Changing Absence Types

- After changing the Absence Take type on the Absence Event page, reenter the Partial Hours (if applicable)

- Update information on the Details link, uncheck Manager Approved and then check again

- Be sure to Forecast before saving

- Watch closely during payroll to ensure the absence processes

- Please note that all absences between the effective date of the change and the current date will process again

- Example: Change was made for 5/6/19, all absences since 5/6/19 will process again

FLSA Reminder

- The deadline to move any non-exempt employees to an exempt status is April 1, 2020

- If moving them effective March 1, deadline for completing job data entry is February 29

- If moving them effective April 1, deadline for completing job data entry is March 31

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Data Cleanup Projects

- No Primary Job Flags
- Multiple Primary Job Flags
- Primary Job Flag on Terminated Record
- Potential Pay Frequency Issues
- Employee status mismatch with OneUSG and Alight (terminated with OneUSG, active with Alight)
- Employees Not Paid in Past 180 Days
- GT Implementation, we may be reaching out to some institutions to verify primary job flags, citizenship information, etc.
- Benefits Service Date and USG Service Date Mismatch
- Mismatches between FLSA status and Pay Groups

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Manage Hires / Manage Transactions

- Reminder for those institutions utilizing this functionality
  - When Searching for matching persons be very aware of the spelling of the name to ensure you aren't selecting the wrong person
    - This could cause data to be overwritten in Personal Information/Personal Data

  - The search feature currently searches based on the first two letters of both the first name and the last name, but it could appear anywhere in the name
    - Example: John Weber
      - Joseph Weston
      - MaryJo Brewer

Faculty Events

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Annual Tenure Calc Update

- This is still in progress

- Will be having the temp table cleared to try again

- Will provide an update to the MFE practitioner group via email

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Queries using Personal Data record

- Personal Data record moving to sensitive data tree

- Modification of records using Personal Data table

- Private Query list to be sent to owners

- Public Queries are being modified by SSC

- Due date – March 17, 2020
    - After then queries unavailable unless practitioner has sensitive data role

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Queries using the EMPLOYEES record

- Sensitive information identified in the EMPLOYEES record

- EMPLOYEES record is moving to sensitive data tree this afternoon

- Most Practitioners with private queries using this record have sensitive query access
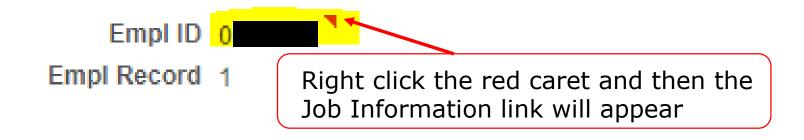
Historical Data Queries in OneUSG Connect

- List of queries for common historical data requests

Query Name	Description
BOR_HISTORICAL_JOB	Job Information
BOR_HISTORICAL_EMPLOY	Employment History
BOR_HISTORICAL_FEDTAX	Federal tax Information
BOR_HISTORICAL_PAYCHK	Paycheck Information
BOR_HISTORICAL_PAY_EARN	Payroll Earnings Information
BOR_HISTORICAL_PERS_PH	Phone Information
BOR_HISTORICAL_STATETAX	State Tax Information
BOR_HISTORICAL_NAMES	Name Information.

Historical Data via Job Data Panel

Empl ID 0
Empl Record 1

Right click the red caret and then the Job Information link will appear

Empl ID 0
Empl Record 1

Actions

Job information

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General Information

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Cohort 6- Georgia Tech Go Live and Blackout Dates

- First pass for the blackout
  - March 13th at 6 p.m. - March 18th at 7 a.m.

- Second pass for the blackout
  - March 27th at 6 p.m. - March 31st at 7 a.m.

Coming Soon!

- Enhancements to the OneUSG Connect Support end-user experience.

- Be on the lookout for further communications.

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Upcoming Events

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Upcoming Events

- Benefits WebEx
  - February 13, 2020
  - 2:00 pm

- Business continuity testing
  - System Unavailable
    - Beginning Saturday Feb 15th at 8:00am
    - Ending Sunday Feb 16th at 8:00am

- In The Know
  - March 11th, 2020
  - 11:00am

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Upcoming Events

- Summer Pay UAT
  - February 18th
  - Middle GA State College
  - 9:00am

Review Parking Lot

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Questions and Wrap Up