# Mini HR Training: OneUSG Connect HR Tips

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Facilitators: Sharon Atkinson Rosalie Montaque Heather Riner Kim Gore

### **Housekeeping Items**

- This WebEx is being recorded and the archive/presentation will be distributed following today's meeting
- You will be muted upon entry, unmute if needed or chat your questions
- Do not place your call on hold
- Let us know if you have difficulty hearing or seeing the presentation
- Hold your questions until the end of the presentation
- We will keep a Parking Lot for items that require additional attention



### Agenda

- Alight Data Errors
- OneUSG Connect Tips
- Questions
- Parking Lot Review
- Wrap-up



Alight has reported several data errors that are causing delays/ issues with processing the HRID file

- Duplicate Primary Records
- Job Code Errors
- Temps/Students Hired into Regular Positions
- USG Rehired Retirees
- Graduate Research Assistants



- Duplicate Primary Records
  - For concurrent jobs at the same institution, make sure the primary job indicator is only on one record
    - Can run a report to identify records with multiple primary job indicators at same institution (BOR\_HR\_MULTIPLE\_PRIMARY\_JOBS)
  - If employee has a primary job indicator on another record at another OneUSG institution, communication is needed to remove the primary job indicator from the old institution
    - · Contact the old institution or SSC to update primary job indicator



- Job Code Errors
  - Job codes should match the pay group
    - 100-400 series are exempt
    - 500-800 series are non-exempt
    - 900 series are temporary/occasional with mixed exemptions



- New Process for PT/Temps/Students hired into regular positions
  - Previously the recommendation was to enter a termination and then a same day re-hire for employees who were moving from a non-benefitted position to a benefitted position (partial or full)
  - The new recommendation is to do a position change
    - Make sure all position attributes are updated to change the employee to benefited (standard hours, FTE, FT, REG)
    - Make sure to update the USG Service Date and Benefits Service Date to reflect the effective date of the move to the benefitted position



- USG Rehired Retirees
  - Job Code should include Z subcat
  - Re-hired Retiree box should be checked on the Benefits Program Participation link in Job Data



Benefits Administration Eligibility ②					
BAS Group ID C1M	Cohort1 Monthly				
Retirement	GrandFather	Elig Fld 3			
Elig Fld 4	Ret-Rehire: 🗹	Elig Fld 6			
Elig Fld 7	Elig Fld 8	Elig Fld 9			



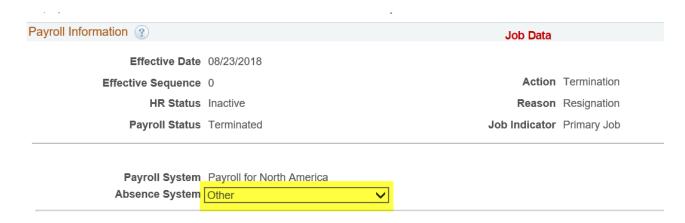
- Graduate Research Assistants
  - Must have a 907 Job Code to be picked up by Alight as this is the only Job Code Alight recognizes for the GRA Benefit plan



Graduate Research Assistant

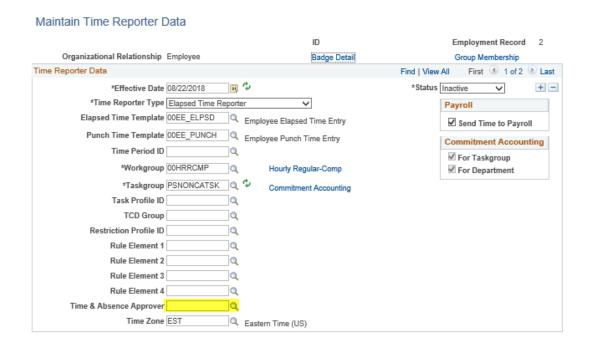


- Absence Management for Terminated Employees
  - Change to 'Other' in Job Data
  - This prevents employees from seeing old leave balances if re-hired at a later date





- Remove Supervisor for Terminated Employees
  - Remove the Supervisor ID from the Time Reporter Data panel when an employee terminates





- Retro Hires/Terminations
  - Maintain Time Reporter Data Panel
    - Auto process does not run to Activate/Inactivate the Maintain Time Reporter Data panel so manual entry will be required
    - · Always check to ensure this panel updates regardless if retro or not
  - Absence Management
    - If entering a retro hire, the Absence Management field should be manually updated to show 'Absence Management'



- Future Dated Hire with Additional Future Dated Rows
  - If hiring an employee with a future date and a future dated change on top of the hire row is entered, the record will disappear until the date of hire
  - You will not be able to search for the employee in Job Data until the date of hire
    - I.e. A person is hired effective 9/1/2018 and you enter in the 9/1/18 Hire row and then you go on top of that row, prior to 9/1/18 and enter in a Data Change row, the record will no longer be available for you to view until 9/1/18



- Panels that follow employees when they transfer
  - Savings Plan
  - Direct Deposit
  - Leave Balances
  - Leave these active/as is



#### Position changes

- We know that for updates made to multi-incumbent positions, these changes do not flow back to Job Data
- If changes do not flow, the data needs to be manually added
- If the position changes do not pickup immediately, the position will need to be refreshed (take position out, tab, then re-add)
- Always check Job Data after a Position Change is made to ensure the change fed over to Job Data



Benefit record number should always be (0)

Benefit Program Participation			Job Data
John Doe Employee		Empl ID 1010079 Empl Record 0	JOB Data
Benefit Status 👔			Find First 1 2 of 3 1 Last
Benefit Record Numb	er 0 💝		Go To Row
Effective Da	ite 08/23/2018		
Effective Sequen	ce 0	Action Termination	
HR Stat	us Inactive	Reason Resignation	
Payroll Stat	us Terminated	Job Indicator Primary Job	
*Benefits Syste	Benefits Administratio	n V	Current Denefits Employee Status Terminated
Benefits Administration Eligib	oility 👔		
BAS Group Retireme Elig Flo Elig Flo	ent V	GrandFather  Ret-Rehire:   Elig Fld 8	Elig Fld 3  Elig Fld 6  Elig Fld 9
Benefit Program Participation ②			Find   View All First 4 1 of 1 2 Last
*Effective Da *Benefit Progra	arte 08/22/2018 📑	Currency Code USD OneUSG Benefit Program	•-
Job Data Emp	loyment Data	Earnings Distribution	Benefits Program Participation



# Questions

## **Review Parking Lot**

# Wrap Up