



UNIVERSITY SYSTEM OF GEORGIA

Mini HR Training: OneUSG Connect HR Tips

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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 Data Errors

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



Align Data Errors

- 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



Alight Data Errors

- 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



Align Data Errors

- **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 benefitted (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



Alight Data Errors


- 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

Job Information ?

Effective Date 07/01/2018
Effective Sequence 0
HR Status Active
Payroll Status Active

Job Code 130Z01

Benefits Administration Eligibility ?

BAS Group ID  Cohort1 Monthly

Retirement <input type="text"/>	GrandFather <input type="text"/>	Elig Fld 3 <input type="text"/>
Elig Fld 4 <input type="text"/>	Ret-Rehire: <input checked="" type="checkbox"/>	Elig Fld 6 <input type="text"/>
Elig Fld 7 <input type="text"/>	Elig Fld 8 <input type="text"/>	Elig Fld 9 <input type="text"/>



Alight Data Errors

- 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

Job Code **907XAA** 

Graduate Research Assistant



OneUSG Connect HR Tips

- 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

Payroll Information ?	Job Data
Effective Date 08/23/2018	
Effective Sequence 0	Action Termination
HR Status Inactive	Reason Resignation
Payroll Status Terminated	Job Indicator Primary Job
<hr/>	
Payroll System Payroll for North America	
Absence System Other	



OneUSG Connect HR Tips

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

Maintain Time Reporter Data

Organizational Relationship Employee ID Badge Detail Employment Record 2 Group Membership

Time Reporter Data Find | View All First 1 of 2 Last

*Effective Date 08/22/2018 *Status Inactive

*Time Reporter Type Elapsed Time Reporter

Elapsed Time Template 00EE_ELPSP Employee Elapsed Time Entry

Punch Time Template 00EE_PUNCH Employee Punch Time Entry

Time Period ID

*Workgroup 00HRRCMP Hourly Regular-Comp

*Taskgroup PSNONCATSK Commitment Accounting

Task Profile ID

TCD Group

Restriction Profile ID

Rule Element 1

Rule Element 2

Rule Element 3

Rule Element 4

Time & Absence Approver

Time Zone EST Eastern Time (US)

Payroll

Send Time to Payroll

Commitment Accounting

For Taskgroup

For Department



OneUSG Connect HR Tips

- 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'



OneUSG Connect HR Tips

- 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



OneUSG Connect HR Tips

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



OneUSG Connect HR Tips

- 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



OneUSG Connect HR Tips

- Benefit record number should always be (0)

Benefit Program Participation **Job Data**

John Doe
Employee

Empl ID 1010079
Empl Record 0

Benefit Status Find First 2 of 3 Last

Benefit Record Number 0 Go To Row

Effective Date 08/23/2018
Effective Sequence 0
HR Status Inactive
Payroll Status Terminated

Action Termination
Reason Resignation
Job Indicator Primary Job

Current

*Benefits System **Benefits Administration**
Annual Benefits Base Rate USD
Benefits Employee Status Terminated

Benefits Administration Eligibility ?

BAS Group ID

Retirement
Elig Fld 4
Elig Fld 7

GrandFather
Ret-Rehire:
Elig Fld 8

Elig Fld 3
Elig Fld 6
Elig Fld 9

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

*Effective Date 08/22/2018
*Benefit Program **USG**

Currency Code USD
OneUSG Benefit Program

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) **[Benefits Program Participation](#)**





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Questions



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Review Parking Lot



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Wrap Up