



UNIVERSITY SYSTEM OF GEORGIA

In the Know with OneUSG Connect

September 20, 2018
Facilitator: Jodi Frazier

- ✓ *Muted on entry. Please remember to unmute*
- ✓ *Don't place your call on hold*
- ✓ *Let us know if you have difficulty hearing*

Housekeeping Items

- This WebEx is being recorded and the presentation will be available on the OneUSG Support Website. You will receive the recording no later than the next business day
- Please chat us your questions. We will review those at the end of the presentation during our Parking Lot Review.
- We will have a portion at the end of the presentation for you to ask additional questions. The chat box will be open for 15 minutes.



Agenda

- Release Information
- Payroll
- Benefits
- Human Resources
- Training & Communications
- Customer Support
- Upcoming Events
- Parking Lot Review
- Chat us your questions (Open 15 minutes after end of presentation)



Release Information



Time and Labor

- Summer Faculty Load
 - ITS will provide the template and job aid. Institutions will log a ticket.
- Timesheet Lockdown – Secured by company.
- TL Approver Dynamic Group
 - Adds criteria to reflect only Active Time Reporters



Time and Labor

- Auto Enrollment Logic – SWB “W” Status
 - Auto enrollment logic has been updated to exclude the- status of SWB (Short Work Break “W” status) in updating the maintain time reporter panel to a future date to accommodate post payroll processes. The effective date of Inactive status on maintain time reporter panel should be the same as the effective date on job for SWB



Payroll Release Items

- Balance Adjustment Report
 - The Balance Adjustment Report has been modified to include a row with the employee's name on the report.
- Tax900 Report (Georgia State)
 - The Tax900 report was not returning any results when the process was run by Georgia State University practitioners. Modifications were made to the orpid's row level security. The report will now return Georgia State employees when run by Georgia State practitioners.
- PeopleSoft Tax Updates
 - PeopleSoft Tax Updates 18B & 18C will be applied to HPROD with the 3.16 Release.



Commitment Accounting

- BOR_RETDSTUP - Process Direct Retro Distribution
 - Payroll for North America>Payroll Distribution>Commitment Accounting USA>Process Direct Retro Dist
 - Enhancements to this process will prevent details on the Deductions and Taxes tabs from being populated when “Earnings” is the Processing Option selected in the “Apply to Transactions” field.
 - This enhancement will allow practitioners to select “Earnings” as a Processing Option and only earnings will be redistributed.



Commitment Accounting

- BOR_RETDSTUP - Review Retro Distribution
 - Payroll for North America>Payroll Distribution>Commitment Accounting USA>Review Retro Distribution
 - Enhancements to this process will ensure that only retros that have at least one box selected on either tab (Retro Distribute Earnings, Retro Distribute Deductions, Retro Distribute Taxes) will be processed. If no box is selected, the retro cannot be processed and will remain in its current status (Editing or Initiated).



Commitment Accounting

- Invalid Funding Report
 - OneUSG > Commitment Accounting > Invalid Funding Report
 - Enhancements to the Invalid Funding Report will make it more user friendly by providing additional details on each entry. The report now includes 2 new columns for Employee Status (ST) and Pay Group (PAYG).
- Pre-distribution Audit Report
 - Navigator > Payroll for North America > Payroll Distribution > Commitment Accounting USA > Predistribution Audit Report
 - Enhancements to this report will make it more user friendly. In addition to the PDF version of this report, Users now have a CSV version that can be imported to an Excel Spreadsheet. This will enable users to manipulate the data using filters, pivot tables, format changes, insert formulas, etc.



Human Resources

- Page Change / Report Update
 - BOR_DOL_SEP
 - Reporting Tool > BI Publisher > Query Report Viewer > BOR_DOL_SEP
 - The layout of report DOL800 has been modified to adjust the margins so that the report is centered on the page when printed.



Manage Faculty Events

- Query Update
 - BOR_MFE_ACADEMIC_FACULTY
 - HR Status = Active criteria has been added to the query so that only faculty with an active HR Status will pull into the report.



Security & Workflow

- Removed functionality for requiring 1 approver logic
 - You can now Add/Remove approvers to departments without error. You only get the error when there is no OPRID assigned



Payroll



Payroll

3Q2018 Quarterly Payroll Tax Return Approvals

- Approvals Due To SSC Before – Wednesday, *October 10, 2018* – 5:00 pm
- Review Reports Now To Ensure An Efficient Quarter End
 - Tax 900
 - Employee Quarter Error (SmartCompliance)
 - Quarter Balancing Results (SmartCompliance)
 - Quarter Balancing Version (SmartCompliance)
- If you have questions, please log a case with the SSC Customer Support Team at oneusgsupport@usg.edu.



Payroll

TAP – Tuition Assistance Program Reporting Update

- Please watch for communications for 2018 FALL TAP reporting within the next week.
- These will be the final files for 2018.
- Please reach out to us at oneusgsupport@usg.edu if you have questions or need assistance with this project



Payroll

OneUSG Connect – Up-coming Payroll Schedule

2018 Bi-Weekly On - Cycle Payroll Schedule					
<u>Pay Period Begin</u> <u>Date</u>	<u>Pay Period End</u> <u>Date</u>	<u>Time Detail and Adjustments to SSC</u> <u>by 11 AM</u>	<u>OneUSG Confirm</u> <u>Date</u>	<u>Pay Date</u>	<u>Pay Run ID</u>
09/09/18	09/22/18	09/24/18	09/25/18	09/28/18	89B2
09/23/18	10/06/18	10/08/18	10/09/18	10/12/18	80B1
10/07/18	10/20/18	10/22/18	10/23/18	10/26/18	80B2
2018 Monthly On - Cycle Payroll Schedule					
<u>Pay Period Begin</u> <u>Date</u>	<u>Pay Period End</u> <u>Date</u>	<u>Time Detail and Adjustments to SSC</u> <u>by 11 AM</u>	<u>OneUSG Confirm</u> <u>Date</u>	<u>Pay Date</u>	<u>Pay Run ID</u>
09/01/18	09/30/18	09/21/18	09/24/18	09/28/18	89M1
10/01/18	10/31/18	10/25/18	10/26/18	10/31/18	80M1
2018 Off - Cycle Payroll Schedule					
<u>Pay Period Begin</u> <u>Date</u>	<u>Pay Period End</u> <u>Date</u>	<u>Off-Cycle Request to SSC by 9:00</u>	<u>OneUSG Confirm</u> <u>Date</u>	<u>Pay Date</u>	<u>Pay Run ID</u>
09/29/18	09/29/18	10/02/18	10/02/18	10/05/18	80X1
10/13/18	10/13/18	10/16/18	10/16/18	10/19/18	80X2



Payroll

Coming Soon, as announced at InteractUSG!

- **Revised** Payroll Processing timeline for OneUSG Connect Institution Practitioners
 - Who - This change will impact Institutional Payroll Practitioners who process payroll.
 - When - Starting 1st BW Payroll for October, 2018 (processing days 10/08/18 and 10/09/18).
 - Why – We are rearranging some processes to provide practitioners more review time.
 - No due dates or pay dates have changed, only the timeline during processing.
 - Watch for **full details** via upcoming OneUSG Connect Communication and upcoming WebEX.



Benefits



Benefits

- A few tickets have come in regarding 403B/457B contributions not deducting on paycheck
 - Root cause appears to be due to primary jobs issue
 - Please put in ticket if you see this issue
 - Can be manually corrected before payroll processing if we are aware of the issue



Benefits

- Faculty/Staff that are not 12 month or 7/5th's (14/10th's) – 9 month and/or 11 month faculty/staff
 - How do you handle these employees now?
 - Would having a new Pay frequency be beneficial? Would still be part of same pay group.
 - Don't recommend moving them to LOA – triggers Alight direct billing



Human Resources



Human Resources

- **Records without Primary Jobs**
 - All employees should have a primary job indicator
 - Negatively impacts reporting, security, Alight and some HCM conversion activities
 - SSC is submitting tickets to institutions with instructions for making the necessary updates



Human Resources

- The following address updates are sent on the HRID file to Alight
 - **Home** address
 - It is recommended that a Home address is entered for every employee
 - **Mailing** address
 - **Other** address, but only if Mailing is not included
 - Other is sent to Alight as the Mailing address
 - If Mailing is included, Other will not be picked up
 - **No** other address types are included on the HRID file



Human Resources

- Address logic is max effective dated
 - If you ***correct history***, the change will be picked up on the HRID file and sent to Alight with the same effective date on the address (the historical date)
 - If you ***add*** a new address row with a new effective date, the newest date will be picked up on the HRID file and sent to Alight



Human Resources

- Effective Date Tips
 - When entering the Personal Data for a new employee, make sure the Home address effective date matches the effective date in the Name area on the Biographical Details panel
 - Personal Data must be effective on or before the effective date in Job Data
 - For rehired employees, insert a new row for Home address effective same date as the rehire date in Job Data



Human Resources

Personal Information

Biographical Details
Contact Information
Regional
Organizational Relationships

John Doe

Person ID NEW

Name
Find | View All
First ◀ 1 of 1 ▶ Last

***Effective Date** 08/21/2018

+
-

***Format Type** English ▼

Display Name John Doe
 Edit Name

Biographical Details
Contact Information
Regional

John Doe

Empl ID 1009604

Current Addresses
Personalize | Find | View All |
First ◀ 1 of 1 ▶ Last

Address Type	As Of Date	Status	Address	
Home	08/21/2018	A	1234 Smith Street Sandersville, GA 31082	View Address Detail + -



Human Resources

USG Rehired Retiree Reminder

- Job Code should have a Z subcat
- The Ret-Rehire box should be checked on the Benefits Program Participation page in Job Data

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

Benefits Administration Eligibility ?

BAS Group ID

Cohort1 Monthly

Retirement

GrandFather

Elig Fld 4

Ret-Rehire: ☐

Elig Fld 7

Elig Fld 8

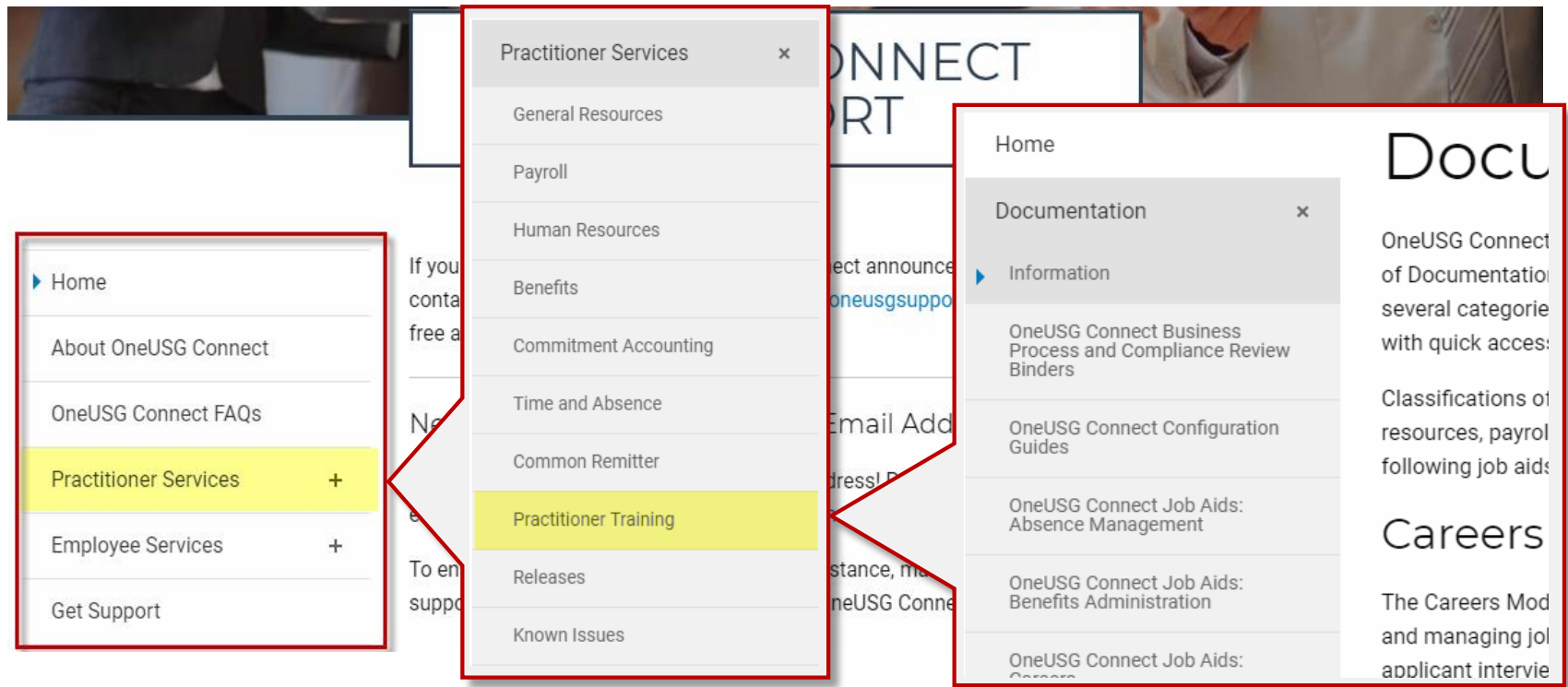


Training & Communications



OneUSG Connect Resources

- New Navigation for Practitioner Training Documentation on OneUSG Connect Support
 - https://www.usg.edu/oneusg_connect



OneUSG Connect Resources

- https://www.usg.edu/oneusg_connect
 - Practitioner Services > Practitioner Training

Home

Documentation
Information
OneUSG Connect Business Process and Compliance Review Binders
OneUSG Connect Configuration Guides
OneUSG Connect Job Aids: Absence Management
OneUSG Connect Job Aids: Benefits Administration
OneUSG Connect Job Aids: Careers
OneUSG Connect Job Aids: Commitment Accounting
OneUSG Connect Job Aids: Faculty Events

Documentation

OneUSG Connect supports the USG workforce with resources intended to help the USG support its workforce. Components of Documentation includes information on configuration guides, business process and compliance review binders, and several categories of job aids. OneUSG Connect provides job aids which allows employees, practitioners, and managers with quick access to information needed to perform a task.

Classifications of job aids include absence management, careers, commitment accounting, faculty events, human resources, payroll, query, time and labor, and time clocks. Employees, managers, and practitioners may access the following job aids located in the left side bar under Documentation.

Careers

The Careers Module is an applicant tracking system (ATS) within OneUSG Connect. Functions of Careers include creating and managing job openings, managing applicant information, managing job postings, screening applications, managing applicant interview schedules, managing interview evaluations, and managing job offers.

Commitment Accounting

Commitment Accounting business processes enables you to budget for payroll expenses and track actual payroll costs. This information is used to keep systems in sync and to keep budgeting information accurate.



OneUSG Connect Resources

- https://www.usg.edu/oneusg_connect
 - Practitioner Services > Practitioner Training

Home

Documentation x

Information

OneUSG Connect Business Process and Compliance Review Binders

OneUSG Connect Configuration Guides

OneUSG Connect Job Aids: Absence Management

OneUSG Connect Job Aids: Benefits Administration

OneUSG Connect Job Aids: Careers





OneUSG Connect Job Aids: Commitment Accounting

Documentation

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OneUSG Connect Job Aids: Absence Management

Document	Version and Date
Absence Management (ABS_JA001): Absence Conversion Template 	Updated 8/22/2017
Absence Management (ABS_JA002): Calculating and Finalizing Absences Template 	Updated 8/22/2017
Absence Management (ABS_JA003): Comp Time Payout at Fiscal Year End 	Updated 6/1/2018
Absence Management (ABS_JA004): Compensated Absence Report 	Updated 6/19/2018



InteractUSG

- Give us your feedback on OneUSG Connect
Support topics by emailing jodi.frazier@usg.edu
 - What topics were helpful?
 - What topics did you not get to attend that you would like to have attended?
 - What topics do you wish you had more time on?



Customer Support



Ticket Responses

- Ticket Details
 - Screenshots
 - More Detailed Questions
 - Restructuring of emails to institutions
- Send all OneUSG Connect Support Tickets to oneusgsupport@usg.edu



Upcoming Events



Upcoming Events

- Commitment Accounting WebEx – Today
 - 2:00pm-3:00pm
- Release 3.16 – September 21st
- In the Know WebEx – October 10th
 - 11:00am-12:00pm
- Release 4.0 – Downtime
 - Pass 1 Conversion – December 7 (5pm)-12th
 - Pass 2 Conversion – December 21 (5pm)-26th





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Review Parking Lot



UNIVERSITY SYSTEM OF GEORGIA

**Please Chat Us Your
Questions**