



UNIVERSITY SYSTEM OF GEORGIA

In the Know with OneUSG Connect

October 10, 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

- Known Issues
- Payroll
- Customer Support
- Absence Management/Time & Labor
- Commitment Account
- Human Resources
- Managed Faculty Events
- Upcoming Events



Known Issues



Benefits Known Issues

- KI9.2-002-BN: Primary Job Process for Benefits Deductions Not Working as Expected
 - Practitioners may not be able to view or add savings and retirement plans for a small population. It also means paycheck deductions may not be taken if the primary flag in benefits is not assigned correctly. No workaround is available, however, if you encounter an issue with adding savings or retirement plans, please submit a ticket requesting assistance.
- KI9.2-004-BN: Change in Pay Frequency impacting General Deductions.
 - Query BOR_BN_PIF will provide all deductions for your Institution sent from Alight in the weekly pif file as of the date entered in the query prompt. All stop deductions have a Flat Amount of \$0. As a workaround, general deductions will need to be corrected manually by removing the stop deductions if needed.



Payroll



Payroll

3Q2018 Quarterly Payroll Tax Return Approvals

- Approvals are due To SSC TODAY – 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 see today's Communications for 2018 FALL TAP reporting.
- 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 Date</u>	<u>Pay Period End Date</u>	<u>Time Detail and Adjustments to SSC by 2 PM</u>	<u>OneUSG Confirm Date</u>	<u>Pay Date</u>	<u>Pay Run ID</u>
10/07/18	10/20/18	10/22/18	10/23/18	10/26/18	8OB2
10/21/18	11/03/18	11/05/18	11/06/18	11/09/18	8NB1
11/04/18	11/17/18	11/16/18	11/19/18	11/23/18	8NB2
2018 Monthly On Cycle Payroll Schedule					
<u>Pay Period Begin Date</u>	<u>Pay Period End Date</u>	<u>Time Detail and Adjustments to SSC by 2 PM</u>	<u>OneUSG Confirm Date</u>	<u>Pay Date</u>	<u>Pay Run Id</u>
10/01/18	10/31/18	10/25/18	10/26/2018	10/31/18	8OM1
11/01/18	11/30/18	11/26/18	11/27/2018	11/30/18	8NM1
2018 Off - Cycle Payroll Schedule					
<u>Pay Period Begin Date</u>	<u>Pay Period End Date</u>	<u>Off-Cycle Request to SSC by 9:00</u>	<u>OneUSG Confirm Date</u>	<u>Pay Date</u>	<u>Pay Run ID</u>
10/13/18	10/13/18	10/16/18	10/16/18	10/19/18	8OX2
10/27/18	10/27/18	10/30/18	10/30/18	11/02/18	8NX1
11/10/18	11/10/18	11/13/18	11/13/18	11/16/18	8NX2
11/24/18	11/24/18	11/27/18	11/27/18	11/30/18	8NX3



Payroll

Revised Payroll Processing timeline for OneUSG Connect Institution Practitioners

- Who - This change impacted Institutional Payroll Practitioners who process payroll.
- When - Started 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.
- If you have questions or feedback, please log a case with the SSC Customer Support Team at oneusgsupport@usg.edu



Customer Support



Shared Service Closure

- The SSC will be closing today at noon due to inclement weather and will remain closed tomorrow, October 11. If power and internet remain intact, a limited staff will be available to monitor ServiceNow tickets for **urgent** issues, which include:
 - - Urgent security related issues
 - - Possible OneUSG Connect outage
 - - Payroll processing issues
- The SSC plans to resume operations on Friday, October 12.



Absence Management & Time and Labor



Time and Labor

MASS time entry for Inclement Weather

- Only use the below time reporter groups (dynamic groups) for processing the IWB and IWM.
 - XXMASSB
 - The XXMASSB includes paygroup E, H, and J with status of A or P on job (A = Active / P = Paid Leave).
 - XXMASSM
 - The XXMASSM includes paygroup A, F, X and Y with status of A or P on job (A = Active / P = Paid Leave).

Note: The production environment of OneUSG Connect has been configured to run one request of **TL_MASS_TIME** at a time and subsequent requests will be held in queue with a status of "Blocked" displayed in the Process Monitor.



Commitment Accounting



Status of Current Processing Issues

- 89B2 – Resolved 10/08/18
 - Skipped a pay group – Invalid Benefit Record #
 - TSA/ORP Distribution Split could not be processed without all paygroups.
 - Money Movement could not be completed on all paygroups.
- Retro Processing – Resolved 10/09/18
 - Retro transactions in distribution tables attached to 89M1 (closed payrun).
- Encumbrance Projection for September – Not Resolved
 - Invalid Combo Code causing process to error.
- Other issues not affecting system-wide
 - We continue to focus on outstanding ServiceNow incidents.



Human Resources



Human Resources

Updates to Transfer Documents

- Transfer Letter changes
 - Adding spending account information
 - Adding last date worked
 - Updating institutions in the drop-down menu
- Reminders
 - Tax panels will default to single, 0 allowances
 - The PAR designated for transfers is required
 - Have the employee complete a new Direct Deposit form at the receiving institution (best practice)



Human Resources

Check the Maintain Time Reporter Data panel when making position changes, the system may reset the following fields

- Webclocks / Rule Element 3
- Highest accrual rate / Rule Element 4
- Time & Absence Approver (if different from Reports To in Job Data)



Human Resources

Unpaid Leave With Benefits LOA Reason Code

- Receiving many tickets regarding Alight billing employees both the EE and ER portion of premiums for medical coverage
- The Unpaid Leave With Benefits reason code will always prompt Alight to bill the full premium
- Do NOT use this reason code unless it is clear that the employee must pay the full premium
- All other LOA reason codes will bill only the EE portion



Correction Mode Reminder

- Deleting a row should be used as a last resort.
 - There are downstream effects on other modules.
 - The row should either be updated or a new effective date or effective sequence (depending on the page) should be entered.
 - Example – Position Management
 - When a row is saved and then deleted the changes currently remain on the custom tables (PS_BOR_TITLES where Official Titles resides) and the deletion causes the title to change to ALL CAPS when running reports/queries
 - DBI is required to re-sync these tables
- If in doubt, contact the Shared Services Center for advisement oneusgsupport@usg.edu.



Pay Frequency Reminder

- PeopleSoft delivered is the pay/compensation frequency resides on Job Code
 - OneUSG Connect utilizes the same job code for academic year and fiscal year positions
 - When position is updated, and 'Update Incumbents' box is checked the inserted row in job data will revert the pay frequency back
 - Example: M10 will revert back to M and monthly compensation amount will be adjusted
 - Practitioners will need to review Job Data to return the pay frequency back on the inserted row.
- Service ticket is being submitted to Oracle.



Manage Faculty Events



MFE – Accrue Tenure Services flag

- Reminder to check the Accrue Tenure Services flag for all faculty
 - Navigator > Workforce Development > Faculty Events > Define Faculty Events Data > Set Employee Tenure Flag
 - Initially we communicated that this 'must' be set for faculty with a tenure status of 'Not Tenured on Track' to ensure tenure service credit
 - But recommended that this be set on all faculty (it wouldn't hurt anything)
 - Recently identified that that this flag is used in the routing of faculty degrees entered through EES for MFE practitioner approval
 - If flag isn't set, any degrees entered through ESS by the faculty member will route to Human Resources for approval
- A separate communication is going to all MFE practitioners of record in case they are not on the WebEx.



MFE – Preparing for IPEDS

- Reminder that IPEDS is right around the corner
 - November 1st
 - Opportunity to begin reviewing your faculty data for accuracy
 - ITS/SSC is in the process of updating all BOR_MFE queries to only pull faculty with an HR Status of active
 - Adding a join to the table where the 'Accrue Tenure Service' flag field is located to help practitioners ensure it is set
- Again, a separate communication is going to all MFE practitioners of record in case they are not on the WebEx.
- Be looking for additional information from Research, Planning and Analysis team



Upcoming Events



Upcoming Release Schedule

- Release 4.00 – Dec. 17, 2018
 - Includes PeopleTools update to 8.56 and Image Updates (PUM24-26)
 - Downtime (tentative)
 - Pass 1 Conversion – Dec. 7-12
 - Pass 2 Conversion – Dec. 21-26
- Release 4.10 – Jan. 11, 2019
- Release 4.11 – Feb. 22, 2019 (if needed)
- Release 4.12 – Mar. 22, 2019
 - Budget Preparation Updates
- Release 5.00 – Jun. 16, 2019



Upcoming Event

- Join us for a Manager Self Service Town Hall on October 23rd at Middle Georgia State University
- This is **not** a training, but instead an open forum to discuss:
 - challenges institutions are facing with implementing MSS
 - concerns with the current workflow approval options
 - new workflow options

Contact katy.manley@usg.edu for more information



General Upcoming Events

- OneUSG Connect ServiceNow Practitioner Training- WebEx
 - Oct.15, 2018 – 10:00am 11:00am
 - Oct.17, 2018 – 2:00pm-3:00pm
- Commitment Accounting- WebEx
 - Oct.18, 2018 -2:00pm-3:00pm
- Benefits- WebEx (Rescheduled from Oct. 11)
 - Oct.18, 2018 -2:00pm-3:00pm
- Careers Training– Middle Georgia State
 - Oct.24, 2018 -9:00am-4:00pm
- Careers Training– Kennesaw State (Intended for KSU and Dalton Practitioners)
 - Nov.2, 2018 -9:00am-4:00pm
- Careers Training– WebEx
 - Nov.8, 2018 -9:00am-1:00pm
- Careers Training– Middle Georgia State
 - Nov.13, 2018 -9:00am-4:00pm





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Review Parking Lot



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Questions and Wrap Up