What’s in Store for Cohort 4
November 15, 2018
Housekeeping Items

- You have been muted on entry
- 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.
• Welcome and Agenda Review  
  – Craig Golden
• Cutover Timeline  
  – Craig Golden
• New Functionality  
  – Craig Golden
• Functionality Retired  
  – Craig Golden
• Release 4.1 and 5.0  
  – Craig Golden
• Release Notes  
  – Jules Donnelly
• Communication Review  
  – Jules Donnelly
• Training Schedule  
  – Jules Donnelly
• Go Live Support  
  – Gabby Giles
• Service Desk  
  – Gabby Giles & Audy Ector Cuyler
• Year End Preparation  
  – Ann Dinkheller
• Wrap Up / Questions  
  – Group Discussion
OneUSG Connect
Cohort 4

Cutover Timeline
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New Functionality
New Functionality

• Managing Expectations…
  – Most new functionality requires configuration and testing unless indicated
  – Enter a Service Now Ticket with Shared Services to Request
    • Cohort 5 (June 16\textsuperscript{th}, 2019) will be the first opportunity to deploy
New Functionality
Time and Labor

• Time and Labor
  – Pay from Schedule
  – Scheduled Lunch
  – Task Profiles
    • For Multi-Job
    • For Multi-Rate

• Time Clocks
  – Enter Tips at Time Clocks
  – Multi-Job at Time Clock

• Absence Management
  – Leave Enrollment Exceptions
  – Non-Standard Leave
    • Athletics
    • Medical Partners
    • Other

• Enrollment Matrix
  – Department and Job Code Added

All Time and Absence Changes Require Configuration and Regression Testing
New Functionality
Workforce Administration

• Workforce Administration
  – Multiple Components of Pay
    • Require Configuration and Testing
    • Do Not Implement Until After Budget Development
  – Separation Notice DOL-800 Enhancements
    • Available Now
  – Dotted Line Org Relationships
    • Available Now
Auto Enrollment in GDCP and TRS
Termination of Retirement Plans
Impact
– Benefits Administration Team to Provide List of Employees who will be enrolled or terminated ahead of go-live
– Process will be run in a Report Only mode until System Office Directed to Run in Update mode
• Position Funding via Manager Self Service
  – Usability Enhancements
  – Update of Department Budget After Last Approval
• Additional Workflow Options (G & H)
• Attachment on Name Change
• General Deduction Spreadsheet Upload
  – Automated process to load large quantity of employee level deduction information to the delivered Employee General Deduction page
New Functionality
Faculty Events

• School Code Cleanup
• Institutional Rank
  – In Addition to Board of Regents Rank
Practitioner Access Granted to Institution Practitioner

Business Process Outlined to Route SSC/ITS Tickets to/from Institution
• PeopleTools Update 8.56
• PeopleSoft Updates
  – PUM 24
  – PUM 25
  – PUM 26
• Identity Management Integration Framework
  – Job and Biographical Data Changes
  – XML Message Update
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Functionality Retired
Functionality Retirement GeorgiaFirst

• Functionality Migrating to OneUSG Connect
  – Payroll Adjustment
  – Benefit Carrier Accounting and Direct Bill and Payment Accounting
  – Benefits Reconciliation
  – Common Remitter

• Impacts
  – Security Role Assignments
  – Population of Beginning Balances
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Release 4.1 and 5.0
• UGA Stabilization
  – Production Critical Enhancements
• Faculty Events
  – Contract Print
• Budgeting
  – Hyperion Budgeting Integration
• Historical Data
  – Phase I
Release 5.0

- Direct Update via Self Service
  - Job Related Transactions
- State Charitable Contribution
- Careers Usability Enhancements
  - See PUM 26
- Retirement Manager Integration and Self-Service Election
- Manager Reporting Workcenter
  - Most Popular Queries
- Supplemental Pay Rollout
- Fluid Timesheet (Tentative)
- Classic Plus (Tentative)
Release 5.0
Fluid Timesheet
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Release Notes
4.0 Release Notes
Anticipated Release Notes Date
Communication Review
• Blackout dates
• Biweekly/Monthly Payroll dates
• W-2 consent
• Training Schedule
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Cohort 4

Training Schedule
• Payroll
  – December 7th
  – 9 to 10 AM
• Benefits
  – December 10th
  – 9:30 to 11:30 AM
• HR & MFE
  – December 10th
  – 1:30 to 2:30 PM
• Workflow Routing
  – December 10th
  – 3 to 4 PM
• Commitment Accounting
  – December 11th
  – 10 to 11 AM

Registration Links to be Provided by SSC Communications
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Go-Live Support
Reviewing go live calendar and important processing dates to identify:

- UGA Call Center support extended hours
- UGA War Room opportunities
- Co-location support needs
- Cohorts 1, 2 and 3 support for new issues/processes
Service Desk: Gabby Giles & Audie

- All Tier-1 Calls are administered by OneUSG Connect Support Team
  - Identifying UGA-specific support requirements
  - Completing knowledge share sessions and gathering key contacts, FAQs, forms and job aids/business processes
  - Creating and executing test scenarios to role play in preparation of go live
Year End Preparation
Payroll: 2018 W-2 Electronic Consent

• Go Paperless, Be Secure and Go Green!
• Enroll to receive your Annual W-2 Statements Electronically
  – See OneUSG Connect Communication to be published 11/16/18.
• Refer to the job tool, ES406.04 - How Do I Submit My Consent to Receive and Electronic W-2 Form? now for more information and instructions.
• Early Tax Clean-up – Utilize December for any final 2018 data cleanup related to tax. Refer to your blackout calendar, cleanup opportunities are limited.
• Tax 900 – Payroll for NA/US Annual Processing / Audit and Error Reports / Error Listing.
• Save the Date: Approvals for 4Q2018 and 2018 W-2’s are due to SSC on January 9, 2019 by 5pm.
Payroll: Reporting Taxable Fringes

- Include all Taxable fringes for 2018 with employee earnings. These include things such as relocation, auto allowances, taxable memberships, and taxable TAP benefits that have not already been included with 2018 payrolls.
- Refer to TAP communication Tuesday 11/13/18.
- Use the remaining payrolls of 2018 to report additional taxable fringes and collect taxes as needed.
- Contact us at oneusgsupport@usg.edu or call 877-251-2644 if you have questions or need further assistance.
### Bi-Weekly On Cycle Payroll Schedule

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<th>Time Detail and Adjustments to SSC by 2 PM</th>
<th>OneUSG Confirm Date</th>
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### Monthly On Cycle Payroll Schedule

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### Off - Cycle Payroll Schedule

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Wrap Up / Questions