

OneUSG Connect
Cohort 4

What's in Store for Cohort 4 November 15, 2018

Housekeeping Items

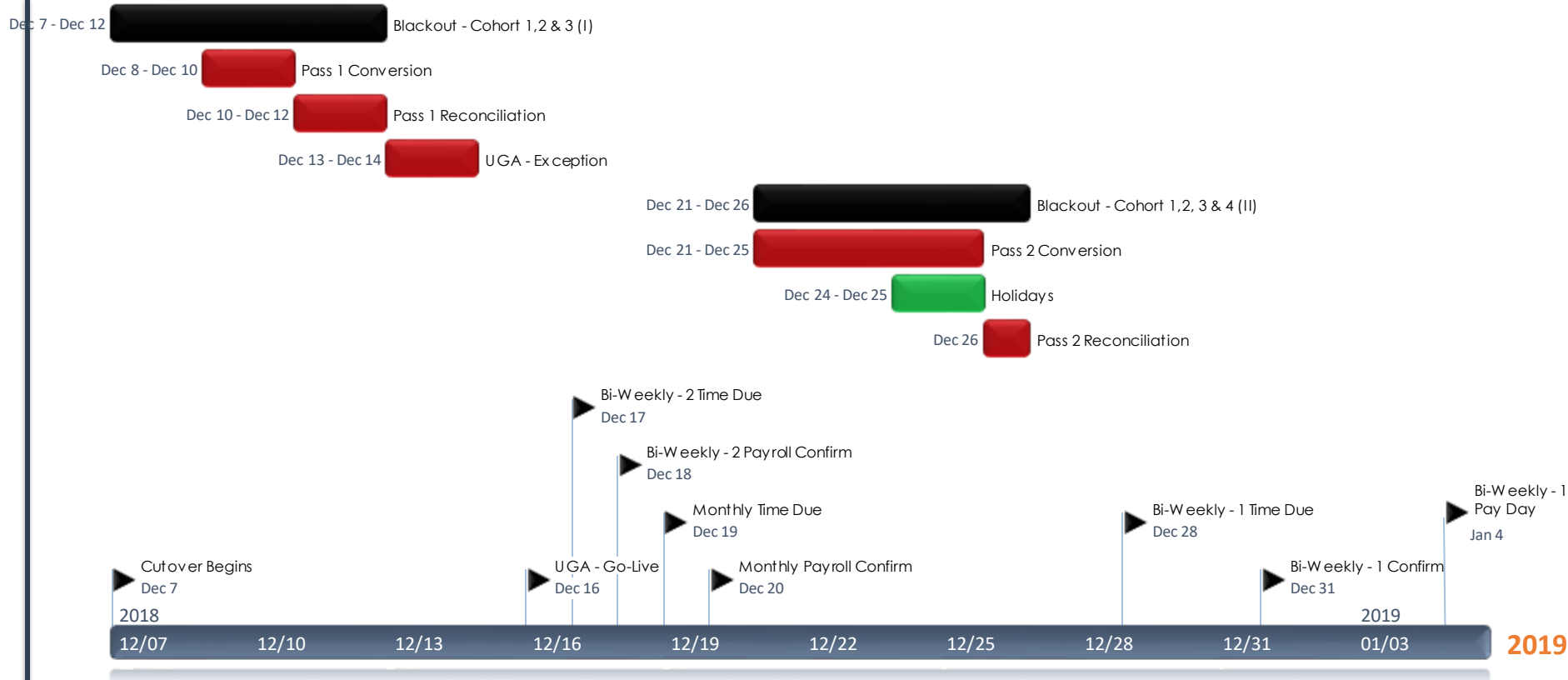
- You have been muted on entry
- This WebEx is being recorded and the presentation will be available on the OneUSG Support Website. You will receive the recording no later than the next business day
- Please chat us your questions. We will review those at the end of the presentation.

Agenda

- 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

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Cutover Timeline



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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 16th, 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

New Functionality Benefits Administration

- 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

New Functionality Commitment Accounting

- Position Funding via Manager Self Service
 - Usability Enhancements
 - Update of Department Budget After Last Approval

New Functionality Self Service

- 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

New Functionality ServiceNow and Shared Services

- Practitioner Access Granted to Institution Practitioner
- Business Process Outlined to Route SSC/ITS Tickets to/from Institution

New Functionality Technical

- 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 Georgia*First*

- 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

- 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)



AUGUSTA
UNIVERSITY

Release 5.0

Classic Plus

Process List Server List

View Process Request For

User ID Type Last 10 Days

Server Name Instance From Instance To

Run Status Distribution Status ☒ Save On Refresh

Process List Personalize | Find | View 100 | First 1-50 of 144 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1698		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:52AM PDT	Success	Posted	Details
<input type="checkbox"/>	1697		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:52AM PDT	Success	Posted	Details
<input type="checkbox"/>	1696		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:52AM PDT	Success	Posted	Details
<input type="checkbox"/>	1695		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	1694		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	1693		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	1692		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	1691		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	1690		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	1689		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	1688		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	1687		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	1686		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	1685		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	1682		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details
<input type="checkbox"/>	1677		SQR Process	OEGBRMP	QEDMO	05/11/2017 9:12:37AM PDT	Success	Posted	Details
<input type="checkbox"/>	1675		SQR Report	OEGBRDEL	QEDMO	05/11/2017 9:12:37AM PDT	Success	Posted	Details
<input type="checkbox"/>	1673		SQR Process	OEGBRMP	QEDMO	05/11/2017 9:12:36AM PDT	Success	Posted	Details
<input type="checkbox"/>	1672		SQR Report	OEGBRDEL	QEDMO	05/11/2017 9:12:36AM PDT	Success	Posted	Details

Classic

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<input type="checkbox"/>	1695		Application Engine	PTSF_GENFEED	QEDMO	05/11/2017 9:13:51AM PDT	Success	Posted	Details

Classic Plus

Release 5.0

Fluid Timesheet

Employee Self Service

Time

Home

Search

30

Timesheet

Enter Time

Time Summary

View Exceptions

Report Time

Weekly Time

Payable Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Time Summary

Job Title Manager-Revenue

View By Period

Bi-Weekly

Monthly

Period

Weekly

8 January - 21 January 2018

Scheduled 80.00 | Reported 31.00

View Legend

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<div>8</div> <div>Regular - 8 Hours</div> <div>Scheduled: 8 Hours</div> <div>Reported: 8 Hours</div>	<div>9</div> <div>Regular - 8 Hours</div> <div>Scheduled: 8 Hours</div> <div>Reported: 8 Hours</div>	<div>10</div> <div>Regular - 8 Hours</div> <div>Scheduled: 8 Hours</div> <div>Reported: 8 Hours</div>	<div>11</div> <div>Regular - 7 Hours</div> <div>Scheduled: 8 Hours</div> <div>Reported: 7 Hours</div>	<div>12</div> <div></div> <div>Scheduled: 8 Hours</div> <div>Reported: 0 Hours</div>	<div>13</div> <div>Off Day</div> <div>Scheduled: Off</div> <div>Reported: 0 Hours</div>	<div>14</div> <div>Off Day</div> <div>Scheduled: Off</div> <div>Reported: 0 Hours</div>
<div>15</div> <div></div> <div>Scheduled: 8 Hours</div> <div>Reported: 0 Hours</div>	<div>16</div> <div></div> <div>Scheduled: 8 Hours</div> <div>Reported: 0 Hours</div>	<div>17</div> <div></div> <div>Scheduled: 8 Hours</div> <div>Reported: 0 Hours</div>	<div>18</div> <div></div> <div>Scheduled: 8 Hours</div> <div>Reported: 0 Hours</div>	<div>19</div> <div></div> <div>Scheduled: 8 Hours</div> <div>Reported: 0 Hours</div>	<div>20</div> <div>Off Day</div> <div>Scheduled: Off</div> <div>Reported: 0 Hours</div>	<div>21</div> <div>Off Day</div> <div>Scheduled: Off</div> <div>Reported: 0 Hours</div>

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Release Notes

4.0 Release Notes

Anticipated Release Notes Date

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Communication Review

Communication

- Blackout dates
- Biweekly/Monthly Payroll dates
- W-2 consent
- Training Schedule

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Training Schedule

Training Schedule: Jules Donnelly

- 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



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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
 - Enrollment Deadline: December 31, 2018.
 - 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.



Payroll: Quarter & Year-End Processing



- 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.

Payroll: Upcoming Payroll Schedule

Bi-Weekly On Cycle Payroll Schedule

Pay Period Begin Date	Pay Period End Date	Time Detail and Adjustments to SSC by 2 PM	OneUSG Confirm Date	Pay Date	Pay Run ID
11/04/18	11/17/18	11/16/18	11/19/18	11/23/18	8NB2
11/18/18	12/01/18	12/03/18	12/04/18	12/07/18	8DB1
12/02/18	12/15/18	12/17/18	12/18/18	12/21/18	8DB2

Monthly On Cycle Payroll Schedule

Pay Period Begin Date	Pay Period End Date	Time Detail and Adjustments to SSC by 11 AM	OneUSG Confirm Date	Pay Date	Pay Run Id
11/01/18	11/30/18	11/26/18	11/27/18	11/30/18	8NM1
12/01/18	12/31/18	12/19/18	12/20/18	12/31/18	8DM1

Off - Cycle Payroll Schedule

Pay Period Begin Date	Pay Period End Date	Off-Cycle Request to SSC by 9:00	OneUSG Confirm Date	Pay Date	Pay Run ID
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
12/08/18	12/08/18		TBA	12/14/18	8DX1
12/22/18	12/22/18		TBA	12/28/18	8DX2



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Wrap Up / Questions