



UNIVERSITY SYSTEM OF GEORGIA

In the Know with OneUSG Connect

December 12, 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 https://www.usg.edu/oneusg_connect/practitioner_services/general_resources. You will receive the recording no later than the next business day.
- Please share this information with appropriate practitioners as we realize not all practitioners are available to join all sessions.
- Please have all appropriate practitioners subscribe to the list serv by submitting a request to oneusgsupport@usg.edu
- This will be an abbreviated presentation. Please chat us your questions. We will review those at the end of the each section. There will be no question and answer section at the end.



Agenda

- Release
- Benefits
- Payroll
- Absence Management/Time & Labor
- Human Resources
- Upcoming Events



Release Information



Release 4.10

- Anticipated Release 4.10 Items
 - Manager Self Service Updates
 - New Query to identify employees TRS/TRSLMT election date is greater than coverage begin date
 - New query to see Job Earnings Distribution for LOA/Suspended employees
 - Update the Job Table to default in Benefits Record 0
 - Calculate Combined Standard hours for Benefits Eligibility
 - Include Combined Standard Hours on the HRID file



Benefits



Benefits Recon

- Known Issue: KI9.2-102_BN –Benefits Recon Create Retiree Accounting Entries running to “No Success”
 - For employees on Leave Of Absence, the program is trying to pull in employee chartfield information from the department budget earnings table in HCM. With HCM being in a blackout, the program cannot connect to HCM to get the required information. This is the cause of the program running to NO SUCCESS.
 - All accounts will be unlocked in HCM as of Thursday morning, 12/13, and users will then be able to run the Create Retiree Accounting Entries program to SUCCESS in PeopleSoft Financials.
 - Prior to re-running the Create Retiree Accounting Entries process for November, all users should purge their Retiree data for November 2018.



Payroll



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

Payrun ID	Due to SSC	Confirm	Post Payroll Processes
8DX1 – Dec Off-cycle 1	As Needed	12/14/2018	12/17/2018
8DB2 – Dec BW2	12/17/2018	12/18/2018	12/19/2018
8DX2 – Dec Off-cycle 2	As Needed	12/28/2018	12/31/2018
8DM1 – Dec Monthly	12/19/2018	12/20/2018	12/21/2018
91B1 – Jan BW1	12/28/2018	12/31/2018	01/02/2019



Payroll: Upcoming Common Remitter Processing Schedule

Pay Run ID	Plan	Adjustment Window Opens	Adjustment Window Closes	Files Submitted	Funds Pulled
8DX1 – Dec Off-cycle 1	TSA	12/17/2018	12/17/2018	12/18/2018	12/19/2018
8DX1 – Dec Off-cycle 1	ORP	12/17/2018	12/18/2018	12/19/2018	12/20/2018
8DB2 – Dec BW2	TSA	12/19/2018	12/19/2018	12/20/2018	12/21/2018
8DB2 – Dec BW2	ORP	12/19/2018	12/20/2018	12/21/2018	12/26/2018
8DM1 – Dec Monthly	TSA	12/21/2018	12/21/2018	12/26/2018	12/27/2018
8DM1 – Dec Monthly	ORP	12/21/2018	12/28/2018	12/31/2018	01/02/2019
December 2018	TRS/ERS	12/21/2018	01/03/2019	01/10/2019	01/07/2019
8DX2 – Dec Off-cycle 2	TSA	12/31/2018	12/31/2018	01/02/2019	01/03/2019
8DX2 – Dec Off-cycle 2	ORP	12/31/2018	01/02/2019	01/03/2019	01/04/2019
91B1 – Jan BW1 *OneUSG Connect	TSA	01/02/2019	01/02/2019	01/03/2019	01/04/2019
91B1 – Jan BW1 *OneUSG Connect	ORP	01/02/2019	01/03/2019	01/03/2019	01/04/2019



Payroll: Upcoming Off-cycle payment WEBEX

Save The Date : Off-Cycle Payment WEBEX

- Changes coming to BPM
- Updated processes
- Updated forms
- December 21, 2018 at 3:00 pm
- Watch for communications soon



Payroll: Some changes in 2019

Watch for these changes in the upcoming year:

- Based on recommendations from the University System Office, Fiscal Year-End Adjustment payrolls will no longer be processed.
 - Year-end adjustments can be accomplished through Online Payroll Adjustments in P/S Financials and can be reported as part of the year-end payroll accrual.



Payroll: Some changes in 2019

Watch for these changes in the upcoming year:

- Relocation Earnings Code QME (Qualified Moving Expenses) has been retired in favor of NME (Non-qualified Moving Expenses). This change the result of changes in Tax Cuts and Jobs Act of 2017.
- Any Moving Expenses paid through payroll should be paid using Earnings Code NME.



Payroll: Some changes in 2019

Watch for these changes in the upcoming year:

- New and Improved MONTHLY Payroll processing timeline begins with January, 2019 Monthly Payroll.
- Watch for communications soon!



Absence Management & Time and Labor



Inclement Weather



- MASS time entry for Inclement
- Only use the below time reporter groups (dynamic groups) for processing the IWB and IWM.
 - XXMASSB
 - The XXMASSB includes pay-group E, H, and J with status of A or P on job (A = Active / P = Paid Leave).
 - XXMASSM
 - The XXMASSM includes pay-group 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 **only 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.



Issue with Additional Straight Time

- Additional Straight time (AST) calculating in a workweek that has Holiday and Vacation hours on the same day with total hours being greater than 40.
 - For example an institution has an employee that recorded a total of 41.7 hours with the following TRCs:
 - Reg = 18.7
 - Vac = 7
 - Hol = 16
 - When Time Admin is run to create payable time it should have reduced REG by the 1.7 hours over 40. Hence the TRC's break down as follows:
 - Reg = 17
 - Vac = 7
 - Hol = 16
 - AST = 1.7
- This is an Oracle bug. The workaround is to correct the hours on the pay-line.



Human Resources



HUMAN RESOURCES

- Check the **Maintain Time Reporter** 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)
- 01/01/2019 Merit Increases
 - Anticipated increase in retro adjustments due to merit increases
 - A communication is forthcoming



HUMAN RESOURCES

- Multiple same effective date entries in OneUSG
 - Do not enter two separate rows that are effective the same date on the same day
 - Examples
 - Hire Eff 12/1 and Data Change Eff 12/1
 - Termination Eff 12/1 and Rehire Eff 12/1
 - Only the top of stack row will flow to Alight
 - Must wait until the next day to enter the next row
- Active employees without compensation
 - OneUSG recommendations:
 - Place employees on Short Work Break
 - Enter pay in Job Data (separation of duties)



HUMAN RESOURCES

- Savings Plan Issues/Tickets
 - Three things that can cause the issue
 - **Maintain Flags** panel that has to be updated by SSC
 - **Benefits Record Number** on the Benefits Program Participation page should be zero
 - Multiple records with **Primary Job Indicator**
 - Contact SSC for assistance



HUMAN RESOURCES

- Citizenship panel
 - Navigator > Workforce Administration > Personal Information > Citizenship > Identification Data
 - Data needed for:
 - Annual USG data reporting
 - To keep citizenship documents up-to-date
 - A note is being added to the **HR006.08: Hiring a New Full-Time, Benefits-Eligible Employee** job aid to remind practitioners of the Citizenship panel
 - A separate job aid is being created for entering data on the Citizenship panel, this will be posted to the OneUSG Connect website as soon as it is complete



HUMAN RESOURCES

- Updating Dummy SSN reminder
 - Navigator > Workforce Administration > Personal Information > Biographical > Modify a Person
 - If institution updates:
 - Remember to submit a ticket to SSC
 - SSC has additional processes/procedures they follow to ensure the compensation records are combined
 - (ensures an accurate W-2 is issued)



HUMAN RESOURCES

- Creating new departments
 - Be sure to check the **Use Comm Acctg / Budgeting** box on the **Comm. Acctg. and EG** tab
 - If unchecked, does not pick up for GL, retro or encumbrance processing

Department Profile **Comm. Acctg. and EG**

Set ID 98000 Department 5002001

Commitment Accounting and EG Find | View All First 1 of 1 Last

Effective Date 12/10/2018 Status Active

*FTE Edit Indicator No Edit

Tenure Processing

Can Grant Tenure

Commitment Accounting

Use Comm Acctg / Budgeting

Use Encumbrance Processing

Use Actuals Distribution

*Budget with Department 5002001



HUMAN RESOURCES

- New Job Aids
 - Suspending Retirement
 - Rescinding/Terminating Retirement
 - www.usg.edu/oneusg_connect
 - Select Practitioner Training
 - OneUSG Connect Job Aids: Human Resources



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 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
- 5.10 – 6/24/2019
- 5.11 – 7/26/2019 (if needed for urgent items)
- 5.12 – 8/23/2019
- **6.00 – 12/16/2019 Georgia Institute of Technology**



Upcoming Event

Careers Fit/Gap Session

- ITS will be hosting a review of the recruiting and onboarding modules. Participants are invited to document any opportunities for improvement and potential future enhancements for those modules.
 - Location: Macon, GA (Specific Location TBA)
 - Date: January 22-23, 2019
 - Time: 9:30 AM – 4:00 PM
- Space is limited to two participants from each institution
- Register at <https://www.eventbrite.com/e/oneusg-connect-careers-fitgap-session-tickets-53562806797>



Upcoming Events

- Careers Biweekly Institution Call – December 13th
 - 2:00pm until 3:00pm
- Cohort 4 Go Live – December 16th
- Commitment Accounting WebEx – December 20th
 - CANCELLED
- In the Know – January 9th
 - 11:00am until 12:00pm





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Review Parking Lot