



UNIVERSITY SYSTEM OF GEORGIA

In the Know with OneUSG Connect

May 16, 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 archive/presentation will be distributed following today's meeting
- We will keep a Parking Lot for items that require additional attention



Agenda

- Release Information
- Known Issues
- Payroll
- Customer Support
- Human Resources
- Managed Faculty Events
- General Information
- Training and Communications
- Upcoming Events



Release Information



Release Schedule

- June 16: OneUSG Connect Release 3.12
 - Details will be provided during a future In the Know WebEx
- Aug. 18: OneUSG Connect Release 3.14
- Oct. 19: OneUSG Connect Release 3.16



Known Issues



Commitment Accounting Known Issues

- TSA/ORP Split Process Unsuccessful for 84M1 and 85X1 Pay Runs
 - The TSA/ORP split process ran to no success for 84M1 and 85X1 pay runs. This process creates accounting entries to move Optional Retirement Plan (ORP) and savings plan contributions to the correct liability accounts.
 - Once the issue is fixed and the process runs to success, OneUSG Connect Support will create the appropriate accounting transactions and entries.



Manager Self Service Known Issues

- Manager Self Service Pages Fail to Display Before and After Information
 - Some approvals pages are failing to display before and after information, preventing approvers from effectively reviewing changes before approving or denying them.
 - Functional Workaround: Initiators should utilize the comments field to specify key changes for approvers to review.
 - This issue is being investigated.



Time and Absence Resolved Issues

- Managers should no longer have access to certain links that only practitioners should have access to, including the “Approve Payable Time” link.
- The MSS link to monthly time calendar is now secure by institution. Managers will no longer get all employees.
- Employees should no longer receive an error when cancelling absence requests and the cancelled absence notification now shows the employee’s data instead of a “%”.



Payroll



Payroll

TAX - 1st Quarter, 2018 Quarterly Tax Returns

- Final 1QT2018 tax returns were approved and submitted to ADP TAX for processing on Wednesday, April 11, 2018.
- 941 returns are now available on <https://facs.adp.com/>.

The screenshot displays the ADP SmartCompliance web application. The top navigation bar includes 'HOME', 'PROCESSES', 'REPORTS', and 'ADMIN'. A red arrow points to the 'REPORTS' tab, which has a dropdown menu open showing 'EMPLOYMENT TAX' and 'WAGE GARNISHMENTS'. The 'EMPLOYMENT TAX' option is highlighted. Below the navigation, the 'Employment' section is visible, with a sidebar menu containing 'Request Queue', 'My Report Templates', 'PROFILE MAINTENANCE', 'PERIODIC', and 'QUARTERLY'. Under 'QUARTERLY', '941 Filing' is highlighted. The main content area shows the '941 Filing' process, including a 'Warning' message: 'Our Federal 941 filing(s) will be made available exclusively via the Processes > Employment Tax > Tax Records soon.' Below the warning, there are filter options: 'Filter by Time Frame' (unchecked) and 'Filter by Company' (checked). Under 'Filter by Company', there are radio buttons for 'Federal ID', 'Branch/Company Code', and 'Company Name'. A 'Find:' search box is also present.

- If you have questions, please log a case with the SSC Customer Support Team at sscsupport@ssc.usg.edu.



Payroll

TAP – Tuition Assistance Program Reporting Update

- See SSCCommunication sent Tuesday, 02/06/2018 for details.
- Spreadsheets for 2018 Spring TAP reporting have been loaded to FTP for completion by TAP coordinators.
- Please reach out to us at sscsupport@ssc.usg.edu if you have questions or need assistance with this project



Payroll

OneUSG Connect Payroll Schedule, MAY, 2018

<u>Bi-Weekly On Cycle Payroll Schedule</u>					
<u>Pay Period Begin Date</u>	<u>Pay Period End Date</u>	<u>Time Detail and Adjustments to SSC by 11 AM</u>	<u>OneUSG Confirm Date</u>	<u>Pay Date</u>	<u>Pay Run ID</u>
05/06/18	05/19/18	05/21/18	05/22/18	05/25/18	85B2
05/20/18	06/02/18	06/04/18	06/05/18	06/08/18	86B1
06/03/18	06/16/18	06/18/18	06/19/18	06/22/18	86B2
<u>Monthly On-Cycle Payroll Schedule</u>					
<u>Pay Period Begin Date</u>	<u>Pay Period End Date</u>	<u>Time Detail and Adjustments to SSC by 11 AM</u>	<u>OneUSG Confirm Date</u>	<u>Pay Date</u>	<u>Pay Run Id</u>
05/01/18	05/31/18	05/24/18	05/25/18	05/31/18	85M1
06/01/18	06/30/18	06/25/18	06/26/18	06/29/18	86M1
<u>Off - Cycle Payroll Schedule</u>					
<u>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>
05/12/18	05/12/18	05/15/18	05/15/18	05/18/18	85X2
05/26/18	05/26/18	05/29/18	05/29/18	06/01/18	86X1
06/09/18	06/09/18	06/12/18	06/12/18	06/15/18	86X2
06/23/18	06/23/18	06/26/18	06/26/18	06/29/18	86X3



Payroll

Summer Payroll Processing

- Notifications and Communications to follow:
 - Summer Faculty Hiring Document
 - Additional Pay Process Document



Customer Support



Trending Inquiries

- Leave Requests
- Direct Deposit Updates
- Password Resets
- Terminated Employee Documents
- Leave Balance Inquiries



Aging Ticket Review

- ITS/SSC will be hosting aging ticket reviews with each functional area weekly
 - If you have a ticket that was opened prior to April 1, 2018 that you feel needs attention please either respond to you ticket asking for a status check or create a ticket at sscsupport@ssc.usg.edu listing your ticket number that needs to be reviewed, ticket description and last time the ticket was updated. This ticket will be assigned to Jodi Frazier and reviewed during the weekly meetings



Human Resources



Summer Faculty

- All 10-month faculty must have a 6/1 Short Work Break row in Job Data
- Summer rows should be entered on the record with the primary job indicator
- Do not remove or change the position number, leave faculty in their current budgeted position
- All summer pay will be loaded through Additional Pay



Summer Faculty

- If working in June
 - Begin Appointment entry
 - Effective Date: 6/1
 - Effective Sequence: 1 (or next available sequence)
 - Action/Reason: Return from Work Break/Begin Appt
 - Compensation: 0
 - End Appointment entry
 - Effective Date: 7/1
 - Effective Sequence: 0 (or next available sequence)
 - Action/Reason: Short Work Break/End Appt
 - Compensation: 0



Summer Faculty

- If working in July
 - Begin Appointment entry
 - Effective Date: 7/1
 - Effective Sequence: 1 (or next available sequence)
 - Action/Reason: Return from Work Break/Begin Appt
 - Compensation: 0
 - End Appointment entry
 - Effective Date: 8/1
 - Effective Sequence: 0 (or next available sequence)
 - Action/Reason: Short Work Break/End Appt
 - Compensation: 0



Summer Faculty

- For faculty working both summer semesters, the June and July entries may be combined (Begin Appointment 6/1, End Appointment 8/1)
- Although the compensation will be 0, the ABBR should be populated with the annual salary
- Maymester pay should be included with the regular May payroll

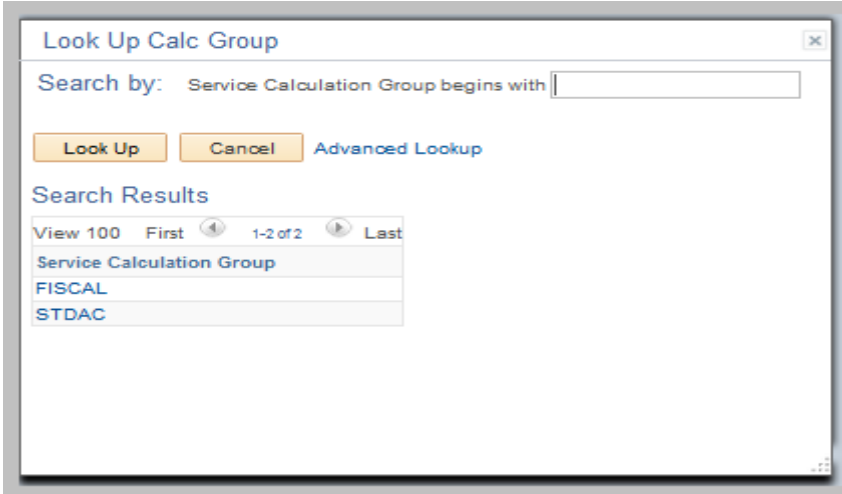


Manage Faculty Events



Updated Manage Faculty Events Query

- Query BOR_MFE_TEN_CALC_TEMP updated
 - Institutions run this query after the annual tenure calc process is run in 'temporary' mode.
 - The query has been updated to allow for practitioners to select the calc group STDAC or FISCAL.



Look Up Calc Group

Search by: Service Calculation Group begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

Service Calculation Group
FISCAL
STDAC



General Information



New Support Email Address

- We will have a new OneUSG Connect Support email address starting Monday, June, 4 2018.
- Current Support Email Addresses
 - sscsupport@ssc.usg.edu
 - usgdatahelp@ssc.usg.edu
- New Support Email Address
 - oneusgsupport@usg.edu
- The new email address will be what you and employees should use to submit tickets.



Present at interactUSG



- Deadline to submit proposal: May 31
 - Ways you use OneUSG Connect to streamline business on your campus.
 - Ways you use data from OneUSG Connect.
 - OneUSG Connect tips and tricks.
- Want a co-presenter from OneUSG Connect Support? Send a message to sscsupport@ssc.usg.edu



Training and Communications



Known Issues Website

ONEUSG CONNECT

Home

About OneUSG Connect

OneUSG Connect FAQs

Practitioner Services ×

General Resources

Payroll

Human Resources

Benefits

Commitment Accounting

Practitioner Training

Releases







▶ Known Issues

Employee Services +

Get Support

Known Issues

Active Known Issues

No.	Posted/modified	Known Issue	Module	Status
KI9.2-003-ABS	2018-04-02	Shared Pool and Leave Transfer Not Working as Oracle Delivered 	Absence Management	Active
Cohort 3 Active Known Issues	2018-04-02	Cohort 3 Active Known Issues: Updated April 2, 2018 at 10 a.m. 	General	Active
KI9.2-007-PY	2018-03-30	Biweekly Employee Pay Statements Showing Incorrect Description for Deductions 	Payroll	Active
KI9.2-007-HR	2018-03-29	Incorrect Business Emails Listed in Personal Data 	Human Resources	Active
Time and Labor Issues	2018-03-29	Time and Labor Issues: Updated March 29, 2018 at 2 p.m. 	Time and Labor	Active
KI9.2-007-CA	2018-03-27	Integration Broker Messages from GeorgiaFIRST Financials are not Reaching OneUSG Connect 	Commitment Accounting	Active
KI9.2-006-HR	2018-03-22	Institution Seniority Date Not Equal to Institution Hire Date 	Human Resources	Active
KI9.2-001-MSS	2018-03-09	Notification Flag Not Working for Delegation Proxies 	Self Service	Active

www.usg.edu/oneusg_connect/practitioner_services/known_issues



New Hire Information

ONEUSG CONNECT

Home

About OneUSG Connect

OneUSG Connect FAQs

Practitioner Services +

Employee Services x

Support

Self Service Training

▶ New Hire Information

Get Support

New Hire Information

Welcome to the University System of Georgia!

We hope you will find useful and important resources on this page to assist with your first days as a University System of Georgia employee.

For specific questions, please contact your institution's Human Resources, Benefits, and Payroll departments.

OneUSG Connect - Benefits
Review benefits options and learn how to manage your benefits.

- [2018 New Hire Benefits Summary](#)

Additional resources are available on the USG Faculty & Staff Portal under Employee Benefits.

- [USG Faculty and Staff Portal](#)

- Benefits Summary
- Quick Guides
- Access and Technology Information
- Get Help flyer

OneUSG Connect

Refer to employee specific Quick Guides for the following step by step instructions:

- Verify and Update Personal Information
- Sign Up for Electronic W-2
- Verify and Update Direct Deposit Information

www.usg.edu/oneusg_connect/employee_services/new_hire_information



New HR Documentation

- New Job Aids
 - HR_JA011: USG Affiliate and Non-paid Affiliate Types
 - HR_JA012: Employment Date Mapping from ADP
 - HR009.06: Adding a New USG Affiliate
- www.usg.edu/oneusg_connect/practitioner_services and select “Practitioner Training”



New HR Documentation

- New Reference Document
 - Action and Reason Code Matrix
 - https://www.usg.edu/oneusg_connect/practitioner_services/hr



Upcoming Events



Upcoming Events

- May 17: Commitment Accounting Drive In Workshop
 - 9 a.m. – 4 p.m. at Middle Georgia State University
 - Registration required. Now open to multiple institution participants.
 - Email sent to Commitment Accounting Practitioners on May 15.
- Sept. 12 – 14: interactUSG Conference
 - Classic Center in Athens, Ga.



General Upcoming Events

- OneUSG Connect - Careers – May 17, 2018
2:00pm-3:00pm
- OneUSG Connect – Commitment Account – May 17, 2018 2:00pm-3:00pm
- OneUSG Connect - In the Know – May 30, 2018 -
11:00am-12:00pm





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Review Parking Lot



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Questions and Wrap Up