



UNIVERSITY SYSTEM OF GEORGIA

In the Know with OneUSG Connect

August 8, 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
- There will also be a time during the end of the presentation for additional Questions & Answers



Agenda

- Release Information
- Known Issues
- Commitment Accounting
- Payroll
- Benefits
- Human Resources & Managed Faculty Events
- Customer Support
- Upcoming Events



Release Information



Human Resources

- BOR_CORRECTION_MODE_HR Role
 - Practitioners with this role were able to correct history on their own Personal Data rows.
 - This is an audit and separation of duties concern
 - The updated role will not allow practitioners to update their own data
 - Position (Position Management)
 - Personal Information and Job Information (Workforce Administration)
 - Person Profile



Manager Self Service

- MSS Inquiry Page Updates
 - BOR Customizations > Manager Self Service Inquiry
 - Search by date range, department, EMPLID, initiator, status, etc.
 - Results display relevant transaction details: EMPLID, department, action/reason, transaction date, workflow action (submitted, approved, denied), approver name, comments, time stamp, and more...

Manager Self Service Request Inquiry

Enter your criteria to begin your search. The Transaction Name and other criteria will restrict the amount of data that will be retrieved or leave them blank to get all available Request data. To retrieve data for all employees

Click the Search button to retrieve the data matching the criteria you have input.

Self Service Request Search Criteria

*Institution: 43000 Kennesaw State University
Department:
Empl ID:
Supervisor ID:
Initiator:
From Date: 07/01/18
To Date: 09/30/18
Transaction:
Data Source:
Status:
Search Reset




Self Service Request Inquiry Results

Request ID	Empl ID	Empl Rcd	Name	Department ID	Job Code	Position Number	Annual Rate	FTE	Pay Group	Comp Frequency	Transaction Date	Transaction End Date	Action	Action Reason	Funding Code
385	24	1	K	1040203	300M02	10036170		1.000000	43A	A	07/10/2018		MSS	Change Time & Absence Approver	
383	30	1	C	1040203	193X01	10040831		1.000000	43A	M	08/31/2018		RET	Normal Retirement	
382	71	0	A	1040203	500X15	10038267		0.450000	43H	H	07/10/2018		TER	Resignation	
381	79	0	A	1040203	300X04	10034517		1.000000	43A	A	07/10/2018		PRO	Job Reclassification	
381	79	0	A	1040203	300X04	10034517		1.000000	43A	A	07/10/2018		PRO	Job Reclassification	
384	36	0	J	1040203	460X02	10037342		1.000000	43A	A	07/10/2018		PAY	Begin Acting Position	
384	36	0	J	1040203	460X02	10037342		1.000000	43A	A	07/10/2018		PAY	Begin Acting Position	



Manager Self Service

- MSS Inquiry Page Results can be downloaded to Excel

Personalize Find View All 						First  1-7 of 7  Last
User ID	User Name	Workflow Level	Workflow Action	Timestamp	Comments	Download Self Service Request Inquiry Results Table to Excel
@430		1	Submitted	07/10/2018	Changing time and abs approver please	
@430		1	Submitted	07/10/2018		
@430		1	Submitted	07/10/2018		
@430		2	Approved	07/10/2018		
@430		1	Submitted	07/10/2018		
@430		2	Denied	07/10/2018	Denied. Not in budget.	
@430		1	Submitted	07/10/2018	Acting position from 7/10/2018 to 12/31/2018	



Manager Self Service

- Position Funding Change
 - BOR Customizations > Position Funding Change
 - Funding changes by percent for filled or vacant positions

Funding Distribution Change

Find an Existing Value **Add a New Value**

Set ID 09000
Department 110000000
Position Number 10031281
Effective Date 08/01/2018
Effective Sequence 0

Add

Employee Self Service

Bor Distchg Ca

Effective Date: 08/01/2018
Set ID: 09000 Fiscal Year: 2019
Department: 110620000 Biotechnology & Drug Design
Position Number: 10023090

Current Incumbents Personalize | Find | View All | First | 1 of 1 | Last

Empl ID	Empl Record	Name
1	0	

Current Information

Earnings Code	Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project	Annual Rate	Distribution Amount
1										

New Information

Earnings Code	Combination Code	Percent of Distribution	Account	Fund Code	Department	Program Code	Class Field	Project		
1	DRUGM	15,000				12200	41100			
2	VCORE	25,000				12200	11000			
3	DRUGR	60				12200	11000			

Approval Status Pending

Submit



TL & Absence Mgmt.

- Release 3.14

- Time reporting codes of VPS (Vacation Payout Staff) and VPF (Vacation Payout Faculty) will no longer be accessible to Reports To Managers / TL Approvers. The TRC's will only be accessible to TL Administrators / Practitioners from the drop down box on timesheets.
- Display of duplicate rows on the extended absence request will be corrected with this release
- Delegation by a Reports To Manager / TL Approver with multiple operator ids will be corrected with this release. A customization is in place that will limit fetching the OPRID to the company of the logged in profile.
- Updates to the reported time approval process to include: timestamp of batched approved reported time, operator id updated to read "batched approved" when batch approval of reported time has processed, exclude the approval of absences when running batch approval of reported time is processed, and the addition of TL Compliance rounding logic
- Resolved the Fatal SQL error when accessing the Monthly Time Calendar
- Creation of query BOR_TL_RQ_WEBCLOCK_IP to capture IP address of web clock users



Security

- Mobile phone device tiles
 - All ESS tiles will now be visible from any mobile device. There will be 12 ESS tiles visible when you sign into HCM self-service. There are 2 (or more dots) at the bottom of the screen that indicate other pages available. These will be navigated to at the top of the page on your mobile device.
- Employee Status D (Deceased)
 - EMPL_STATUS of D has been removed from the BOR Retiree and BOR Terminated roles. Anyone terminated due to death will not have any roles show up on their profile. (See before and after screenshots)



BEFORE

MSN | Outlook, Office, Skype, ... My LastPass Vault User Profiles

File Edit View Favorites Tools Help

Test Cases - All Test Cases RICE - All Items sharepoint

Employee Self Service

General ID Roles Workflow Audit Links User ID Queries

User ID @220

Description

Dynamic Role Rule

Execute on Server

Test Rule(s) Refresh

Execute Rule(s)

Process Monitor Service Monitor

User Roles

Role Name	Description	Dynamic	Personalize	Find	View All	First	1-2 of 2	Last
BOR Retiree	BOR Retiree	<input checked="" type="checkbox"/>	Route Control	View Definition	View Definition			
BOR Terminated EE	BOR Terminated Employee	<input checked="" type="checkbox"/>	Route Control	View Definition	View Definition			

Save Return to Search Add Update/Display

General ID Roles Workflow Audit Links User ID Queries

AFTER

MSN | Outlook, Office, Skype, ... My LastPass Vault User Profiles

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User Roles

Role Name	Description	Dynamic	Personalize	Find	View All	First	1 of 1	Last
BOR Retiree	BOR Retiree	<input type="checkbox"/>	Route Control	View Definition	View Definition			

Save Return to Search Add Update/Display

General ID Roles Workflow Audit Links User ID Queries



Careers Release Items

- Sterling Integration (Outbound)
 - When applicants accept job offers, their info will be sent to Sterling to begin the background check process
- Position-Type Workflow Options for Job Opening and Offers
 - Staff Route
 - Student Route
 - Faculty Route
 - Work-study Route

These items will be discussed with Careers institutions during the 08/16/2018 Careers Meeting



Payroll

- Modify Automated Adjustment Page
 - Practitioners are no longer able to delete a transaction after it is loaded to the Automated Adjustment staging table
 - Process updated to allow adding the 457B Benefit Plan to the Automated Adjustment page
- Modifications to Custom Payroll Pre sheet Audit Report
 - Process now will identify employees with missing values for FTE status, Work Period, and with a Benefit Record greater than 0
- Correct balances for ORP/Savings Plans will now display on employee pay statements (Cohort 3 ONLY)
- Confirmed Pay Run IDs can no longer be selected on Update Deduction Subset (SSC-Process)



Known Issues



Time & Labor

- Time that was previously processed and paid was changed from “TP” Taken by Payroll to “RP” Rejected by Payroll for some biweekly and monthly employees.
 - Root cause is still under investigation
 - DBI was done on Friday, July 27 to correct “RP” statuses for all employees affected.
- Please monitor your validation queries and report any anomalies.



Commitment Accounting



Combo Codes

- Combo Code Changes
 - Individual chart fields cannot be changed once a combo code is created.
 - If a chart field is changed, it creates a new and different “Hash” in the combo code tables.
 - A combo code cannot have more than one “Hash”.
 - This will result in an error on the Invalid Funding Report.
 - If not corrected, it can cause an entire Pay Group to be skipped in Commitment Accounting processing.
- Duplicate Chart field Combinations
 - No two combo codes should have the same chart field combination.
 - The system should prevent you from entering a combo code with a chart field combination that already exists.
 - Conversion/Validation could have missed duplicate chart field combinations.



Direct Retro Distributions

- Never change the HR Department in a Retro
 - Not here:

Process Direct Retro Distribution

Run Control ID BAD_RETRO Report Manager Process Monitor [Run](#)

*Set ID

Processing Option

*Apply to Transactions

Search for Next Payroll

Pay Period End Date

*Days Prior Pay End Date ☒ Ignore Off Cycle

Date Range

Earnings End Dates

Begin Date End Date

Or Fiscal Periods

Detail Calendar ID

From Year Period

To Year Period

Search Fields Personalize | Find | View All | First 1 of 1 Last

*Field Description	Field Value	Search Spaces
Position Number	<input type="text" value="12345678"/>	<input type="checkbox"/>

Update Sequences Find | View All First 1 of 1 Last

*Sequence *Amount

Update Value Personalize | Find | View 1 | First 1-2 of 2 Last

*Field Description	Field Value	ChartField Details	Update Space
Combination Code	<input type="text" value="987311000120"/>	ChartField Details	<input type="checkbox"/>
Department	<input type="text" value="7312100"/>	<input type="checkbox"/>	<input type="checkbox"/>



Direct Retro Distributions

- Never change the HR Department in a Retro
 - Not here:

Earnings Retro Distribution

Run Control ID [REDACTED]
Created By [REDACTED]
Transaction Type Direct
Company [REDACTED]
Pay Group [REDACTED]
☐ Off Cycle
Page 583
Employee ID [REDACTED]

Status Editing
Created 08/01/2018
Date of Pay 08/04/2018
Pay End Date 07/31/2018
Separate Check
Line 1
Name [REDACTED]

Earnings Distribution

Personalize | View All | [Icons] | First 1 of 1 Last

New Data	Old Data	Old Accounting Period	Posting Accounting Period						
Empl Record	Earnings Code	*New Department	New Pool ID	New Position	New Job Code	New Combination Code	ChartField Details	New Account	New Earnings
1	SUM	1103020		10018031	204X02	83110302005A	ChartField Details	513100	6000.00

OK Cancel



Payroll



Direct Deposit Page

- Direct Deposit page not visible for term/retired employees.
 - A security modification was made to the direct deposit page to prevent practitioners from making changes to an employee's direct deposit data after the employee has terminated from that company.
 - The modification has been removed and the direct deposit page is visible to practitioners for all companies in which the employee has been affiliated.
 - PLEASE NOTE: There is one direct deposit page PER EMPLOYEE, not per employee record. Only update terminated employees direct deposit if you know they have not transferred to another institution.



YTD Check Balances

- YTD Balances Incorrect on Pay Statements
 - PeopleSoft Best Practice is to NOT convert check year to date data during a mid-year conversion.
 - For Cohort 3 conversion, the decision was made to not convert check year to date balances from ADP. Therefore Total earnings, Total deductions and Total net pay balances start fresh with OneUSG Connect payroll data on the ESS paycheck statement.
 - Other year to date balances, like taxes, were required conversions so those balances are correct. Because of this, the summarized YTD section will not be accurate until 2019.
 - For correct balances, please combine the YTD balances in ADP and OneUSG Connect.



Payroll

OneUSG Connect On-Cycle Payroll Schedule, August, 2018

2018 August On-Cycle Payroll Processing Schedule					
Pay Run ID	Pay Period Begin Date	Pay Period End Date	Time Detail and Adjustments to SSC by 11 AM	OneUSG Confirm Date	Pay Date
88B1	07/15/2018	07/28/2018	07/30/2018	07/31/2018	08/03/2018
88B2	07/29/2018	08/11/2018	08/13/2018	08/14/2018	08/17/2018
88B3	08/12/2018	08/25/2018	08/27/2018	08/28/2018	08/31/2018
88M1	08/01/2018	08/31/2018	08/24/2018	08/27/2018	08/31/2018



Benefits



Job Data

- Seeing a trend in rows erroring out in Alight system due to
 - Multiple primary job rows being created and/or updated on same date. If you have multiple primary jobs updated for an employee then they should be entered on different dates to ensure all updates feed over to Alight.
 - Termination rows being entered with incorrect effective date. Once a term row is sent to Alight no more data for that employee is sent again unless the employee is rehired. If a termination date is updated using correction mode after the original row is already sent to Alight then the update will not feed over.
- If job data is entered incorrectly and you are unsure how to proceed then please put in a ticket and HR/Benefits will assist.



Human Resources and Manage Faculty Events



Job Code Description Sync

- Sync between Job Code Description and Position Description
 - Description updates on the Job Code were flowing over into Position Management, but didn't update description on Reports To

Job Code

Set ID 36000 Job Code 174X01 [Business Units that use this Set ID](#)

Job Code Profile Find First 1 of 2 Last

*Effective Date 07/01/2018 *Status Active Go To Row

BCAT Title Chief Human Resources Officer ☐ Key Job Code

*Job Title Chief HR Officer - Test

Short Job Title CHRO-T

Position

Position Information Find View All First 1 of 5 Last

Position Number 10002128 Headcount Status Filled Current Head Count 1 out of 1

*Effective Date 07/01/2018 *Status Active

Reason NFY New Fiscal Year Action Date 06/27/2018

*Position Status Approved Status Date 07/01/2009 ☐ Key Position

Job Information

*Business Unit 36000 Georgia College & State Univ

Job Code 174X01 Chief HR Officer - Test

Job Data

Job Information ?

Effective Date 07/30/2018

Effective Sequence 0

HR Status Active

Payroll Status Active Jc

Job Code 312E19 Assoc Director Employee

Entry Date 05/21/2018

Supervisor Level

Supervisor ID

Reports To 10002128 CHRO - Test 0034100

Regular/Temporary Regular Full/Part



New Academic Rank

- Principal Lecturer
 - Approved at the May BOR Meeting
 - Available for the 2018-2019 Academic/Fiscal Year
 - Position Management: SSC has created the Job Code of 215X00
 - Manage Faculty Events: Academic Rank of 008 has been created for the Create Tenure Data page
 - MFE Practitioners: Please review the BOR Policy Manual, Section 8.3 Additional Policies for Faculty, for additional information.



Customer Support



Customer Support

- Extended Hours for the return of faculty, staff and students on campus
 - August 6 through August 31
 - 8:00am-5:30pm



Upcoming Events



interactUSG September 12-14

TODAY is the LAST DAY to SAVE!

Take advantage of the [interactUSG](#) early bird pricing.
The PREMIERE conference for the University System of Georgia, **interactUSG** combines the administrative services focus of **Georgia Summit** with the technology focus of the **Annual Computing Conference**.

**Hurry - [Register Today!](#)
Early Bird Registration Ends TODAY**

The [Agenda](#) is LIVE!



Upcoming Events

- Payroll Practitioner Query Training – August 9
 - SSC beginning at 9:00am until 4:00pm
 - A nominal fee lunch will be brought in
- HR Practitioner Query Training – August 16
 - SSC beginning at 9:00am until 4:00pm
 - A nominal fee lunch will be brought in
- Release 3.14 – August 18
- Careers October Cohort – UAT - September 10-11
 - ITS beginning at 9:00am-5:00pm
- In the Know – September 12
 - 11:00am until 12:00pm
- Release 3.16 – Mid-September
- Release 4.0 – Downtime
 - Pass 1 Conversion – December 8-10
 - Pass 2 Conversion – December 21-27





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Review Parking Lot

Parking Lot Question

- Confirm December downtime for Cohort 4 conversion and will payroll send out a backup calendar to practitioners with processing dates
 - Downtime dates are subject to change as dates get closer but these are times when HCM will not be available. A communication will be sent out when firm dates are decided.
- I thought ADP was going away end of July
 - Designated individuals at institutions still have access to ADP historical information. A communication will go out prior to those designated individuals losing access. A team of OneUSG Support staff are currently working on a historical ADP solution.
- Where do we send our summer sick leave accruals for faculty once we have them ready to load?
 - Payroll Department will send out future communication on this topic





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Questions and Wrap Up