In the Know with OneUSG Connect

June 13, 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
• Budget Prep
• Customer Support
• Benefits
• Commitment Account
• Human Resources
• General Information
• Upcoming Events
Release Information
Release 3.12

Benefits
• Savings Plan enrollment updates

Manage Faculty Events
• Resolve Issue: Service Calc Group Field on Create Tenure Data Does Not Display Selected Value
Release 3.12

Human Resources

• Create view with Retirement Date Field for query use
• Modifications to the BOR_DOL_SEP Report
• Zip Code required to save Personal Data
• SSN must be entered or dummy SSN check box checked required to save Personal Data
• Override Position Data Access
Release 3.12

Manager Self Service
- Corrections to Manager Self Service Request form
- Enhancements to MSS Inquiry Page
- Submit Request to Change Time and Absence Approver form secured by company.

Employee Self Service
- Smoker Status Update
Release 3.12

Commitment Accounting

• Create CA Data Integrity Report
• Invalid Funding Report modification
• Modify automated wire process to include Purchasing Power deductions
• Modify Money Movement journal entry to include Purchasing Power deduction.
Release 3.12

Payroll

• Modification to the “Look Up” view when manually updating General Deduction on payline

• Modification to accommodate effective dating on the Company Table

• Create new process for SSC to run that updates deduction subsets for summer faculty pay by pay group

• Modification to Custom Payroll Presheet Audit Report Sequel to correct Inactive Job Code issue

• Purchasing Power Implementation

• Automated Adjustment functionality enhancements
Release 3.12

Security

- Maintain Dept approvers page that required two approvers will now require one approver.
- EE terminated due to retirement has two roles.
Known Issues
Commitment Accounting
Resolved Issue

Integration Broker Messages from GeorgiaFIRST Financials are not Reaching OneUSG Connect

• A fix was applied to production on June 1, 2018.
• As a result, the Department Budget Earnings, Department Budget Deductions, and Department Budget Tax tables will now update correctly when the End Date is extended on a project.
Budget Prep
Budget Prep Load

• Only a single instance of the BORBPLOAD will run at a time.

• If institutions run their Budget Prep Load concurrently:
  • The Process Monitor will display a status of “Blocked” until the first request is processed successfully and posted.
  • Any subsequent, BORBPLOAD processes will be held in queue with a status of “Blocked” and then processed to success/posted immediately following.
  • No action is required if your BORBPLOAD runs to a status of “Blocked.”
Customer Support
Trending Inquiries

• Terminated Employee Documents
• Leave Requests
• ADP Password Resets
• Time Reporting
• SSO Inquiries
• Direct Deposit Updates
Benefits
Purchasing Power

• New Benefit effective 07/01/2018
• Purchasing program through internet retailer
  • Make purchases online or via call center
  • www.USG.PurchasingPower.com or 1-866-670-3477
• Deductions via paycheck
• Spending limit based on years of service
• Criteria to participate
  • Full Time with at least 12 months of employment
  • Earn at least $20,000 annually
  • Must have a bank account or credit care for back up
Commitment Accounting
General Ledger and Money Movement

General Ledger
• GL process completed in HCM through 86B1
• Issue with journal entries in PSFIN for 86B1

Money Movement
• MM process completed through 86X1
• Researching issue with 86B1
TSA/ORP Split Process

Outstanding Pay Runs

• 85B2
• 85M1
• 86X1
• 86B1
• 86X2
Retro Distributions

Retros
• Retro processing is up-to-date
• Resumed nightly processing

Deleted Retros
• GL processed on the day after payroll confirms
• Retros created on GL day need to be attached to future payroll end date
Encumbrance Projections

• Last full encumbrance completed June 8, 2018
• Encumbrances for remainder of FY18 will be at request of individual institutions
• Zero encumbrance process will be completed on June 28, 2018
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Human Resources
HUMAN RESOURCES

- Employees cannot be paid on USG Affiliate or Non-Paid Affiliate Instances
  - Must complete the USG Affiliate or Non-Paid Affiliate Instance and then enter the paid position on an Employment Instance (existing one [if applicable] or new one)

- Benefit Record Number
  - Should always be 0
  - Follows EE

- Return from Leave
  - Wait to enter this action until the EE actually returns
General Information
IP Address Changes

• OneUSG Connect is available only to specific networks

• If you have changes to IPs, the institutions must put in a ticket to update their access at least two weeks prior to when the change is needed.
In the Know Survey

• We will be sending a survey to get your feedback about In the Know and content we present.

• We will send the survey out this week and it will be open to take for one week.
Upcoming Events
Upcoming Events

June 16: Release 3.12

Scheduled Maintenance
• June 16 at 8 a.m. – June 17 at 7 a.m.

OneUSG Connect – Careers Applicant Portal Maintenance
• June 16 at 8 a.m. – June 17 at 7 a.m.

HPLAY Scheduled Maintenance
• June 18 at 8 a.m. – June 20 at 5 p.m.
Upcoming Events

Compensated Absences Report WebEx

- June 19
- Time: 2:00 p.m
- During the WebEx, there will be a walk through of the Job Aid, a demo, and Q&A. Details will be sent this week.

Sept. 12 – 14: interactUSG Conference
- Classic Center in Athens, Ga.
Review Parking Lot
Questions and Wrap Up