



UNIVERSITY SYSTEM OF GEORGIA

In the Know with OneUSG Connect

January 9, 2019
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 available on the OneUSG Support Website. The recording will be sent out within 48 hours of the presentation.
- 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
- Payroll
- Benefits
- Commitment Account
- Human Resources
- Careers
- Training Opportunities/Upcoming Events



Release Information



Release 4.10

- Human Resources
 - Personal Information – Updating Dummy SSN
 - Navigator > Workforce Administration > Personal Information > Biographical > Modify a Person
 - **Reminder:** If institutions update the SSN, they should coordinate with SSC to ensure that all other business processes are followed related to updating SSN
 - Prior to release, when the 'Dummy SSN' box is checked, and the correct number is entered through correct history mode – box is unchecked – record saved ... when practitioner goes back in to review the box is checked again.
 - The updated code will allow for the box to remain unchecked (or set to 'no') once the record is saved



Release 4.10

- Human Resources (Cont'd)
 - PPGRA (Georgia State University specific) – Load to Job Data process
 - Prior to release, new/updated PPGRA appointments can be entered after the monthly 'Load to Job Data' process has run
 - The updated code will record a date/time stamp and not allow for new/updated appointments to be entered.
 - PPGRA practitioners will receive an error that the Load to Job Data process has already run for the month and that no further appointment entries are allowed for the month.



Upcoming Release

- Benefits release items scheduled for release 4.10 that we were not able to get complete testing for are being pushed to the 4.11 release in February
- This includes the combined standard hours fix for employees with multiple active job records that sum to an equivalent of a full time benefits eligible job.



Security

- Institution practitioners with the BOR TL Admin Reporting Time role can now only view institution specific TL Permission List Security panel.
- Setup HCM > Security > Time and Labor Security > TL Permission list security



Security

- Before

Employee Self Service

TL Permission List Security

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Row Security Permission List begins with

Permission List Description begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

Row Security Permission List	Permission List Description
ADP	ADP Interfaces
BCAT	temp permission BOR BCAT
BORCUST	BOR Customizations
BORFSS10	Self-service Registration
BORHCDP090	GSU row level security
BORHCDP210	Albany State University RLS
BORHCDP220	Albany State University RLS
BORHCDP240	Armstrong State University RLS
BORHCDP280	Clayton State University RLS
BORHCDP300	CSU Row level security
BORHCDP300_PRAC	Practitioner Row Level Securit
BORHCDP330	Fort Valley State Univ RLS



Security

- After

Employee Self Service TL Permission List Security

Find an Existing Value

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Search Clear Basic Search Save Search Criteria

Search Results

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View All First 1-100 of 300 Last

Row Security Permission List	Permission List Description
BORHCDP390	Georgia Southern RLS
BOR_CONS_HCDP390	BOR_CONS_HCDP390
BOR_HCPP_390	GS Primary Permission
BOR_PRAC_HCDP390	Row Level Security Practition
BOR_TL_0002545_390	Time and Labor PL
BOR_TL_0003560_390	Time and Labor PL
BOR_TL_0005793_390	Time and Labor PL
BOR_TL_0005830_390	Time and Labor PL
BOR_TL_0005846_390	Time and Labor PL
BOR_TL_0005858_390	Time and Labor PL
BOR_TL_0005873_390	Time and Labor PL
BOR_TL_0005937_390	Time and Labor PL
BOR_TL_0005948_390	Time and Labor PL
BOR_TL_0005994_390	Time and Labor PL
BOR_TL_0005995_390	Time and Labor PL
BOR_TL_0005996_390	Time and Labor PL



Payroll



Payroll: Quarter & Year-End Processing

- Approvals for 4Q2018 and 2018 W-2's are due to SSC on January 9, 2019 by 5pm.



Payroll Schedule: January & February 2019

2018 Biweekly On-Cycle Payroll Schedule						
Pay Period Begin Date	Pay Period End Date	Time Detail and Adjustments to		Pay Date	Pay Run ID	
		SSC by 2:00 PM	OneUSG Confirm Date			
12/30/18	01/12/19	01/14/19	01/15/19	01/18/19	91B2	
01/13/19	01/26/19	01/28/19	01/29/19	02/01/19	92B1	
01/27/19	02/09/19	02/11/19	02/12/19	02/15/19	92B2	
2018 Monthly On-Cycle Payroll Schedule						
Pay Period Begin Date	Pay Period End Date	Pay Groups to SSC by 9:00 AM (Paysheets Created)	Time Detail and Adjustments to SSC by 11 AM		Pay Date	Pay Run ID
			OneUSG Confirm Date			
01/01/19	01/31/19	01/23/19	01/24/19	01/25/19	01/31/19	91M1
02/01/19	02/28/19	02/20/19	02/21/19	02/22/19	02/28/19	92M1
2018 Off - Cycle Payroll Schedule						
Pay Period Begin Date	Pay Period End Date	Off-Cycle Request to SSC by 11 AM		Pay Date	Pay Run ID	
		OneUSG Confirm Date				
N/A	N/A	01/18/19	01/22/19	01/25/19	91X2	
N/A	N/A	02/04/19	02/05/19	02/08/19	92X1	
N/A	N/A	02/18/19	02/19/19	02/22/19	92X2	



Payroll: Monthly Payroll Timeline change

- Sneak Preview: Watch for a detailed communication next week!! Monthly processing schedule changes from 2 days to 3 beginning January 2019
- Day 1 Calc Day: Paysheets are created, retros loaded, automated adjustments loaded. Calc completed for Institution review
- Day 2 Adjustment Day: Absence calendar closes, T&L load, automated and manual adjustments load, Institution review
- Day 3 Confirm Day: Absence off-cycle, final T&L load, final adjustments, review, CONFIRM at 2pm.



Payroll: Some changes in 2019

Watch for these changes in the upcoming year:

- New and Improved Off-cycle/Emergency (on-demand) payment BPM is currently under review for approval. Watch for communications soon!



Benefits



Benefits Recon

- December 2018 Benefits Reconciliation will be completed in PeopleSoft Financials in January.
- Open balances by emplid and account will be calculated once December recon is complete and verified by each Institution. Then, after signoff is obtained, balances will be imported into PeopleSoft HCM by ITS.
- January 2019 Benefits Reconciliation will be completed in HCM starting in February.



Commitment Accounting



ACH Rejects Folder

- FTP – ACH Rejects folder renamed to Voided Payments
 - ACH Rejects
 - ACH Reversals
 - Stop Payments
- /schools/hXXX/ONEUSG/FINANCIALS/Voided Payments
(“XXX” represents the institution’s company code)



Human Resources



Human Resources

- Ongoing HR Data Clean-up
 - Tickets are being submitted to Practitioners for clean-up for the following issues:
 - Service Date Mis-match
 - Multiple Primary Job Indicators
 - Employees with no Primary Job Indicator
 - Invalid Social Security Number
 - Once the requested updates are made, please be sure to update the ticket letting us know



Human Resources

- Ticket Submission
 - Please be sure that you are submitting all inquiries to the oneusgsupport@usg.edu inbox rather than emailing individuals directly



Careers



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: Middle Georgia– Conference Center Room 212
 - Date: January 22-23, 2019
 - Time: 9:30 AM – 4:00 PM
- Space is no longer limited, so institutions can bring as many participants as needed
- Register at <https://www.eventbrite.com/e/oneusg-connect-careers-fitgap-session-tickets-53562806797>



Careers

- Ticket Submission
 - Please be sure that you are submitting all inquiries to the oneusgsupport@usg.edu inbox rather than emailing individuals directly



Upcoming Events



Training

2019 Practitioner Training Opportunities

- Three regional locations
 - Clayton State University
 - Fort Valley State
 - Shared Services Center
- Areas of training
 - Web Query
 - Human Resources
 - Payroll



Training

OneUSG Connect New HR Practitioner Training

Clayton State University

Thursday, February 7, 9 a.m. – 4 p.m.

- This session is designed to provide new HR practitioners with an overview of Common HR tasks in OneUSG Connect
- Facilitators will guide attendees in hands-on training and share additional resources they may use for reference
- Registration details will be provided in a General Distribution Communication



Upcoming Events

January 2019

- Monthly Careers WebEx (Institution's that are Live)
 - Jan 10th – 2:00pm-3:00pm
- Commitment Accounting WebEx
 - Jan 17th – SERIES HAS BEEN CANCELLED
- Careers Town Hall (Details provided in a previous slide)

NEXT "IN THE KNOW" WILL BE FEBRAURY 13, 2019





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Review Parking Lot

Follow Up for Questions

- Do we have an update on “Create Ret Acct” entries running to “No Success”?
 - This issue is resolved. All Institutions who had tickets in for this issue have successfully ran this process now for December.
- Terminated Employees Access to W2
 - Currently do not have access to historical documents and must contact the OneUSG Connect Support Center at oneusgsupport@usg.edu or via phone at 877-251-2644
 - Further Discussion will be held about allowing those who have been terminated access to view pay and tax related documents





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Questions and Wrap Up