In the Know with OneUSG Connect

July 10, 2019
Facilitator: Jodi Frazier

✓ Muted on entry. Please use the Q&A feature to ask questions
✓ 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 ask us your questions using the Q&A feature. 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
- Common Remitter
- Time and Labor
- Benefits
- Commitment Accounting
- Human Resources
- Faculty Events
- Employee Self Service
- Reminders
- Training Opportunities/Upcoming Events
Release Information
Release 5.11

• Release 5.11 will occur on July 26, 2019

• Items that will be tentatively added to the release are:
  – Commitment Accounting: Invalid Funding Report is not populating correctly for CSV output if the combo code is blank
  – Manager Self Service: Additional Info for Promoting/Demoting into Filled Position
  – Manager Self Service: State Charitable Contributions Program Reporting
Payroll
Payroll-Tax Reminder

• 2Q2019 Quarterly Payroll Tax Approvals Due

• Approvals Due Date To SSC Tuesday, July 9, 2019 – 5:00 pm

• Review Reports Now To Ensure An Efficient Quarter End
  – Tax 900
  – Employee Quarter Error (SmartCompliance)
  – Quarter Balancing Results (SmartCompliance)
  – Quarter Balancing Version (SmartCompliance)

• If you have questions, please contact the SSC Customer Support Team at oneusgsupport@usg.edu.
Payroll-TAP Reminder

TAP – Tuition Assistance Program Reporting Update

• See OneUSG Connect Payroll Communication sent today, Wednesday, 07/10/2019 for details.

• Spreadsheets for 2019 Summer TAP reporting have been loaded to FTP for completion by TAP coordinators by 07/26/2019.

• Please reach out to us at oneusgsupport@usg.edu if you have questions or need assistance with this project.
# Payroll-Upcoming Schedule

- July and August, 2019

## Bi-Weekly On Cycle Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Time Detail and Adjustments to SSC by 1:00 PM</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/30/19</td>
<td>07/13/19</td>
<td>07/15/19</td>
<td>07/16/19</td>
<td>07/19/19</td>
<td>97B2</td>
</tr>
<tr>
<td>07/14/19</td>
<td>07/27/19</td>
<td>07/29/19</td>
<td>07/30/19</td>
<td>08/02/19</td>
<td>98B1</td>
</tr>
<tr>
<td>07/28/19</td>
<td>08/10/19</td>
<td>08/12/19</td>
<td>08/13/19</td>
<td>08/16/19</td>
<td>98B2</td>
</tr>
<tr>
<td>08/11/19</td>
<td>08/24/19</td>
<td>08/26/19</td>
<td>08/27/19</td>
<td>08/30/19</td>
<td>98B3</td>
</tr>
</tbody>
</table>

## Monthly On Cycle Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Pay Groups to SSC by 9:00 AM (Paysheets Created)</th>
<th>Time Detail and Adjustments to SSC by 11 AM</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/19</td>
<td>07/31/19</td>
<td>07/24/19</td>
<td>07/25/19</td>
<td>07/26/19</td>
<td>07/31/19</td>
<td>97M1</td>
</tr>
<tr>
<td>08/01/19</td>
<td>08/31/19</td>
<td>08/21/19</td>
<td>08/22/19</td>
<td>08/23/19</td>
<td>08/30/19</td>
<td>98M1</td>
</tr>
</tbody>
</table>

## Off - Cycle Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Off-Cycle Request to SSC by 11 AM</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>07/08/19</td>
<td>07/09/19</td>
<td>07/12/19</td>
<td>97X1</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>07/22/19</td>
<td>07/23/19</td>
<td>07/26/19</td>
<td>97X2</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>08/05/19</td>
<td>08/06/19</td>
<td>08/09/19</td>
<td>98X1</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>08/19/19</td>
<td>08/20/19</td>
<td>08/23/19</td>
<td>98X2</td>
</tr>
</tbody>
</table>
Payroll

- **Summer Payroll Processing** – refer to OneUSG Communication
  - 04/24/19 - 2019 Faculty Hiring – presentation and recording
  - 06/04/19 – Reference Aids for 10-month Faculty Summer Position – scenarios
  - 06/17/19 – Summer Pay Mass Additional Pay Load - deadlines
  - Remember...The Importance of *Communication and Collaboration!* Internally, HR, Payroll and Budget Offices need to agree on schedules, due dates and lock-out periods.
  - How can SSC assist? Please reach out to us at [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu) if you have questions or need assistance.
Common Remitter
Retirement Enhancement Project

Retirement Enhancement Project – upcoming Practitioner Training

• The 3rd of 3 meetings will take place on Tuesday, July 16, 2019 from 10am until 4pm at the Macon Campus of Middle Georgia State University.

• Please see OneUSG Connect Communication dated June 6, 2019 for more information.

• This project impacts Common Remitter, Benefits and HR, so please forward to others who may benefit from this information.

• Primary focus of the session will be the new retirement plan information, processes and tools for the ORP, 403(b) and 457(b) plans

• If you have questions please contact oneusgsupport@usg.edu
Common Remitter

- New GL Accounts for Common Remitter
  - With the July 1 transition to Retirement @ Work a new, generic vendor, “Retirement”, was created
    - When running GL processes please refer to the following chart for Retirement/ORP Accounts:

<table>
<thead>
<tr>
<th>EP_PROVIDER_BOR</th>
<th>BOR_CRT_TRANS_TYPE</th>
<th>BENEFIT_PLAN</th>
<th>ACCOUNT</th>
<th>FUND_CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RET</td>
<td>LEE</td>
<td>ORP</td>
<td>224500</td>
<td>62000</td>
</tr>
<tr>
<td>RET</td>
<td>LER</td>
<td>ORP</td>
<td>234500</td>
<td>62000</td>
</tr>
<tr>
<td>RET</td>
<td>LEE</td>
<td>ORPLMT</td>
<td>224500</td>
<td>62000</td>
</tr>
<tr>
<td>RET</td>
<td>LER</td>
<td>ORPLMT</td>
<td>234500</td>
<td>62000</td>
</tr>
</tbody>
</table>

- When running GL processes please refer to the following chart for the TSA Account:

<table>
<thead>
<tr>
<th>EP_PROVIDER_BOR</th>
<th>BENEFIT_PLAN</th>
<th>ACCOUNT</th>
<th>FUND_CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 – RET</td>
<td>403B</td>
<td>224500</td>
<td>62000</td>
</tr>
<tr>
<td>4 – RET</td>
<td>457B</td>
<td>224500</td>
<td>62000</td>
</tr>
</tbody>
</table>
Common Remitter

• New queries were created to identify employees who may error in the Retirement @ Work (R@W) Census & Remittance file (ORP and TSA)
  – BOR_CR_INVALID_SSN_TSA_WTLOAD
  – BOR_CR_INVALID_SSN_ORP_WTLOAD
    • These queries return employees with an invalid social security number and a contribution in the ORP and/or TSA work tables
    • R@W will not accept contributions from employees with invalid social security numbers (less than 9 digits or containing an “X”)
    • Any employee with a contribution in the ORP and/or TSA work table with an invalid social security number will not be included in the R@W Census & Remittance file
    • Run this query during the Common Remitter adjustment window to help identify any employees who may be impacted
  – Please submit a ticket to oneusgsupport@usg.edu if you have any employees returned or have any questions
Time & Labor
Summer Faculty Load

• Institutions wanting ITS to load Summer Faculty Sick leave will need to submit a ticket in Service Now.
  – Assign tickets to:
    • OneUSG Connect Time and Absence – Tier 3
  – Please refer to job aid - ABS_JA009 to create the file specific format.

• Job Aid is available under:
  – https://www.usg.edu/oneusg/documentation/oneusg_connect_jobaids_absence_management
Workgroup Selection – MTR Panel

• Maintain Time Reporter Panel - Workgroups
  – Below Workgroups should only be used by Augusta State University or University of Georgia

12HRRCMP Hourly Regular-Comp
12HROOVT Hourly Regular-OT Only
12HRTOVT Hourly Non-Benefited-OT
18HRRCMP Hourly-Regular Comp
18HROOVT Hourly Regular-OT Only
18HRTOVT Hourly Non-Benefited-OT

• Run query to review:
  BOR_TL_AUDIT_TIME_REPORTER_DAT
TL Compliance

• Updated Job Aid is now available on OneUSG Connect
  - https://www.usg.edu/oneusg/documentation/oneusg_connect_job_aids_time_and_labor

• TL_JA011: Time Compliance: Approve Reported Time Post Payroll Processing
Benefits
My Retirement@Work

- My Retirement@Work NOW LIVE

- Employees can make their one time election into TRS or ORP Employees can enter voluntary savings plan changes via R@W tile in Employee Self Service

- Employees can make changes to their voluntary plan elections via the Nest Egg tile in Employee Self Service.

- Any problems encountered using either tile should be reported via ServiceNow ticket.
  - Please put “TIAA/My Retirement@Work” in the subject
  - Ticket should be assigned to OneUSG Connect Common Remitter
My Retirement@Work

- Known issues
  - On Savings plan panel, you may see new rows added with 6/16 or 7/1 (or both). These rows were added to transition the individual vendors (TIAA, Fidelity, etc) to the generic “Retirement” vendor (number 4). Vendor allocations are now made and stored in the Retirement @ Work website
Commitment Accounting
FY19 Retro Processing

• Retro processing for FY19 will continue through Monday, July 15

• Accounting adjustments can be processed in place of retros.

• If utilize accounting adjustments, notify oneusgsupport@usg.edu so that SSC CA will not process budget retros for your institution.

• Institutions are responsible for creating and approving direct retros. If direct retros are approved, SSC CA will process them.
FY19 Retro Processing

Currently not processing budget retros for the following institutions

- 090 – Georgia State University
- 120 – Augusta University
- 220 – Albany State University
- 330 – Fort Valley State University
- 430 – Kennesaw State University
- 510 – Valdosta State University
- 540 – University of West Georgia
- 570 – Abraham Baldwin Agricultural College
- 720 – East Georgia State College
- 830 – Middle Georgia State University
- 880 – South Georgia State College
FY20 Retro Processing

• Retro processing for FY20 will begin Tuesday, July 16
  – The following institutions have requested no budget retro processing for FY20
    • 120 – Augusta University
    • 330 – Fort Valley State University
    • 510 – Valdosta State University
    • 540 – University of West Georgia
    • 830 – Middle Georgia State University
    • 880 – South Georgia State College
  – Institutions are responsible for creating and approving direct retros. If direct retros are approved, SSC CA will process them.
• Please notify us via oneusgsupport@usg.edu if you are listed above in error, or if you are not listed above and do not want budget retros processed in FY20.
Encumbrance Processing

• Reminder that encumbrance processing occurs monthly for July – February.

• Initial FY20 encumbrance calculation was run on July 7.

• Next FY20 encumbrance calculation will occur on July 28.

• Institutions can request ad hoc enc calculation if needed. These will be scheduled as possible considering other scheduled CA processing.
CA Processing Calendar

• Beginning July 1, the information for CA processes that is sent to the SSC CA list will be added to the CA Processing calendar in the body of the event.

• Any ad hoc enc calculations will be included on the calendar.

• Calendar can be found at https://www.usg.edu/oneusg_connect/practitioner_services/commitment_accounting
Human Resources
Reminders

• Direct Deposit change/update requests are no longer processed by SSC
  – Take extra caution in verifying the requests and beware of scams

• Multiple Components of Pay implementation became effective July 1st
  – Thank you to all institutions for working with us on this!

• TIAA/Retirement@Work implemented effective July 1st, 2019
  – Paper forms will no longer be accepted
  – Employees or practitioners will need to enter retirement elections
Data Cleanup Projects

- Multiple Primary Job Flags
- Benefits Service Date and USG Service Date Mismatch
- Invalid job code corrections (all 9’s)
- Invalid department corrections
- TIAA/Retirement@Work project
- Employee status mismatch with OneUSG and Alight (terminated with OneUSG, active with Alight)
MCOP Sessions

• Additional Support for Multiple Components of Pay
  – Practitioners can work on their institution’s data on site with the opportunity to ask questions and get answers

• Upcoming Session:
  – July 18th, 2019 at Shared Services Center (SSC)
  – Refer to OneUSG Connect Communication from 6/26/19

• Registration Required
  – Be sure to register if you plan to attend in person
  – WebEx Session will be offered if there are no registrations
  – For those that are unable to attend in person, an open phone line via WebEx will be available for both dates
MCOP Updates

• Non-Standard and Supplemental Pay Matrix
  – Revised version will be posted to OneUSG Connect
  – Now includes additional MSS transaction information
  – Continue to submit tickets for additional MCOP scenarios

• MCOP FAQ’s
New Job Tools

- Terminating Deceased Active Employees Job Aid - 6/17/19

- Reference Aid: Date Field Definitions for Personal & Job Data – 6/24/19

- MCOP Data Entry Checklist

- Job Tools are located under ‘Documentation’ at https://www.usg.edu/oneusg/training
Page Change

- Personal Data
  - Highest Education Level field has been removed under Biographical History

Before

After
Update of FT/PT Indicator

• DBI to update was originally scheduled for May
  – Was to be completed prior to institutions beginning their FY’20 budget load
  – Window of opportunity was missed
  – Will be scheduled for July after all FY’20 budgets have loaded.
  – With this data cleanup project we will be adding the correction of standard hours on affiliate positions.
    – Standard hours will be set to 0.4/0.01 FTE
Disability Record

The Disability record has been moved to the sensitive tree as it contains PII data. Practitioners that have been running queries using that record will only be able to run those queries if they have the security to run queries that contain sensitive data.
Faculty Events
Page Name Change

• Funding & Effort Reporting has been changed to Assigned Effort
  – Navigator > Workforce Development > Faculty Events > Track Events > Assigned Effort
  – Public Service field has been changed to Service Activity
Assigned Effort

- SetID is now displayed on the page
  - Reminder for faculty with Dual Appointments – Assigned Effort is maintained by the Primary Institution
MFE Practitioner Meeting

- Previously we had announced a meeting would be held in July
  - This is being postponed to the fall
  - Be looking for the ‘Save the Date’ email
Employee Self Service
State Charitable Giving Campaign (SCCP)

- Tile available in ESS to choose payroll deductions
- UAT available in HPLAY ~July 24th and 25th
- Please test ESS deductions and ensure they route to payroll
- Additional reporting tools will become available
Reminders
Database Reminders

• Processes on the Process Monitor will be available for 90 days.

• If you have queries that have large result sets, please make plans to schedule those queries.
  – A Job Aid detailing how to schedule a query is being developed and will be released next week.

• Please logoff from OneUSG Connect when you are finished with the application. Please remind your campus users to do the same. Many are just closing the browser, which does not end the session.
Upcoming Trainings
ServiceNow Practitioner Training

• Audience for this training
  • All Practitioners who are a part of a OneUSG Connect Practitioner Assignment Group in ServiceNow
  • Any new practitioners who will be added to a OneUSG Connect Practitioner Assignment Group in ServiceNow

• Friday July 12 & 26, 2019 via Skype
  • 10:30am-12:00pm
Upcoming Events
Upcoming Events

• Monthly Benefits Update
  • Thursday July 11, 2019
  • 2pm – 3pm
  • Skype Session

• Non Standard Employee and Supplemental Pay (MCOP)
  • Thursday July 18, 2019
  • 9am – 4pm
  • Shared Services Center

• In the Know
  • Thursday August 14, 2019
  • 11am-12pm
  • WebEx Events Session
Review Parking Lot
Questions and Wrap Up