



UNIVERSITY SYSTEM OF GEORGIA

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

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	OneUSG Confirm Date	Pay Date	Pay Run ID
07/01/19	07/31/19	07/24/19	07/25/19	07/26/19	07/31/19	97M1
08/01/19	08/31/19	08/21/19	08/22/19	08/23/19	08/30/19	98M1

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



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 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:

EP PROVIDER BOR	BOR CRT TRANS TYPE	BENEFIT PLAN	ACCOUNT	FUND CODE
RET	LEE	ORP	224500	62000
RET	LER	ORP	234500	62000
RET	LEE	ORPLMT	224500	62000
RET	LER	ORPLMT	234500	62000

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

EP PROVIDER BOR	BENEFIT PLAN	ACCOUNT	FUND CODE
4 – RET	403B	224500	62000
4 – RET	457B	224500	62000



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



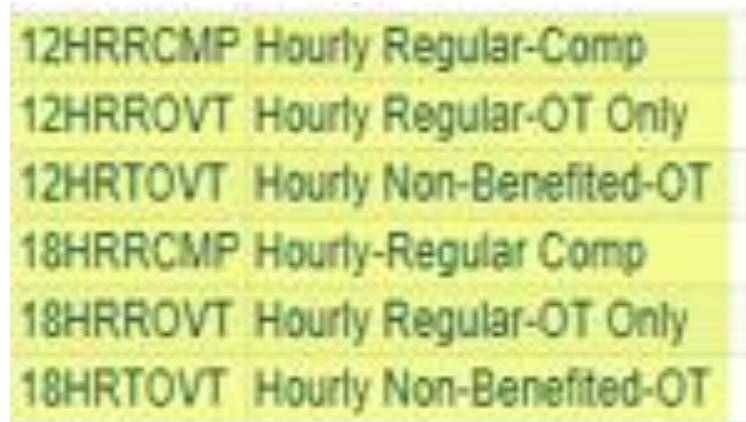
Summer Faculty Load

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

Biographical History Find | View All First 1 of 1 Last

*Effective Date 10/05/1998

*Gender Female

***Highest Education Level** I-Master's Level Degree

*Marital Status Unknown

Language Code English

Alternate ID

☐ Full-Time Student

As of

After

Biographical History Find | View All First 1 of 1 Last

*Effective Date 06/09/2016

*Gender Female

*Marital Status Divorced

Language Code English

Alternate ID

☐ Full-Time Student

As of



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.

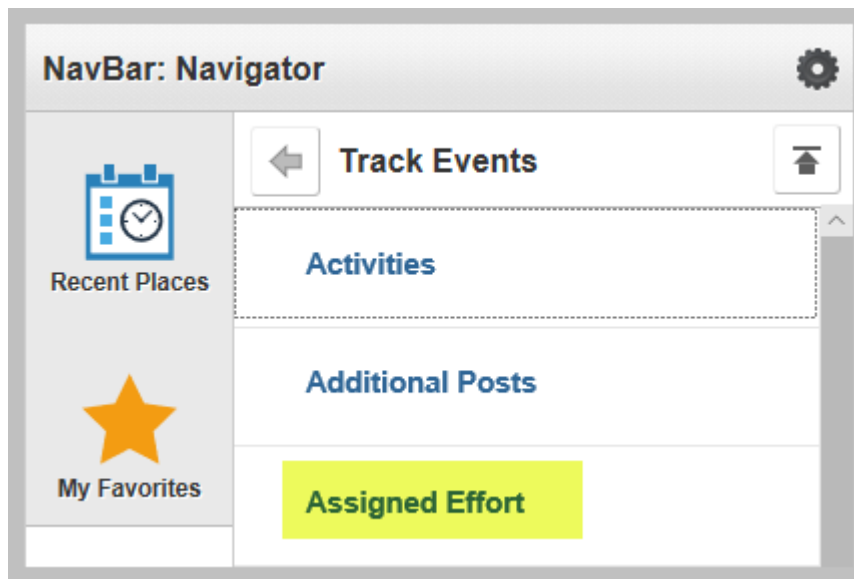


Faculty Events



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

Employee Self Service **Assigned Effort**

Empl ID

Annual Rate

Tenure Status Not in a Tenure Type Position

Tenure/Home Dept 02129000

Academic Rank Professor

Funds and Efforts Find | View All First 1 of 1 Last

Company 120

*Effective Date 07/01/2015 EFT 1.000

Salary %	Activity %
State Salary 100	Instruction Activity 50
Sponsored Salary	Administrative Activity
Contract Salary	Research Activity 10
	Service Activity 20
	Clinical Activity 20

Save Return to Search Notify Add Update/Display Include History Correct History



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





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Review Parking Lot



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Questions and Wrap Up