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In the Know
with OneUSG Connect

June 12, 2019
Facilitator: Jodi Frazier

✓ *Muted on entry. You do not have the option to un-mute.*
✓ *Let us know if you have difficulty hearing.*

Housekeeping Items

- This WebEx Event 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 all questions via the Q&A section of WebEx Event. 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

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Agenda

- Release Information
- Environment Updates
- Time & Labor
- Payroll
- Commitment Account
- Human Resources
- Upcoming Events

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Release Information

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Release Information

- Release 5.0 successfully took place June 7, 2019
  - Website with all updated release info: https://www.usg.edu/oneusg_connect/practitioner_services/releases
  - Next release will be 5.10 on June 28, 2019

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Environment Update

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HPLAY

- HPLAY will be refreshed weekly
  - On weekends (specific day/time to be determined by DBAs)
  - Includes running a scrub script to remove/replace account numbers, social security numbers and national identification numbers

HTRN

- HTRN will be refresh monthly
  - On last weekend of the month (specific day/time to be determined by DBAs)
  - Include the HTRN all inclusive scrub scripts

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HPRCS

- HPRCS will be refresh every other day
  - Scrub script for email addresses should exclude ITS_% accounts
  - HPRCS should only be for SSC use. Project work should be done in HPLAY and training in HTRN

https://www.usg.edu//oneusg_connect/practitioner_services/scheduled_downtime_calendar

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Time & Labor

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MTR Panel - Workgroup Issue

- Institutions need to review the Workgroup used on the Maintain Time Reporter panel. Workgroups highlighted in yellow are institutional specific and can be used only by Augusta State University and UGA.

- Recommendation is for institutions to validate the correct Workgroup was used. The following query can be run to validate.

- BOR_TL_AUDIT_TIME_REPORTER_DAT

View 100	First ◀ 1-17 of 17 ▶ Last
Workgroup	Description
00EHRCMP	Exception Hourly Reg-Comp/OT
00EHROVT	Exception Hourly Reg-OT Only
00EHTOVT	Exception Hourly Non-Benefited
00EXR10F	10 Month Benefited Faculty
00EXR10S	10 Month Benefited Staff
00EXR12M	12 Month Benefited
00EXRSUM	Summer Faculty
00EXT12M	12 Month Non-Benefited
00HRRCMP	Hourly Regular-Comp
00HRROVT	Hourly Regular-OT Only
00HRTOVT	Hourly Non-Benefited-OT
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

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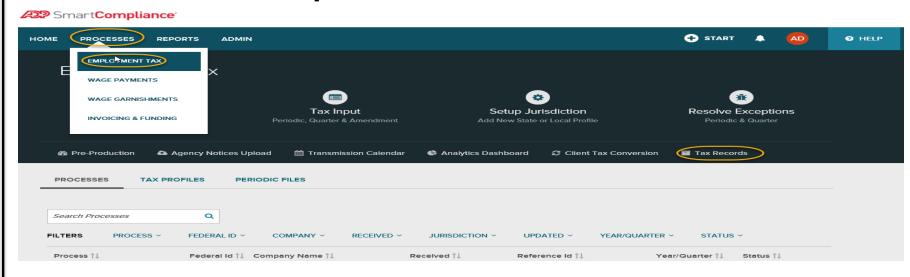# Payroll

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Payroll Reminder - Common Remitter

- **Retirement Enhancement Project – Upcoming Practitioner Training**
  - The 2nd of 3 meetings will take place on Thursday, 06/13/19 from 10:00am to 11:30am.
  - This project impacts Common Remitter, Benefits and HR so please forward to others that may benefit from this information.
  - Important topics covered:
    - Changes occurring in the late June to early July cutover
    - ORP vs. TRS election manual process
    - Common remitter
    - New Retirement@Work site that will go live on July 3, 2019
  - If you have any questions or if you need the webex forwarded, please contact oneusgsupport@usg.edu

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Payroll-Tax Reminder

1Q2019 Quarterly Payroll Tax Returns available in Smart Compliance – NOTE NEW PATH

- Log in to Smart Compliance, select Processes / Employment Tax / Tax Records
- If you have questions, please contact the SSC Customer Support Team at oneusgsupport@usg.edu.

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Payroll-Tax Reminder

- **2Q2019 Quarterly Payroll Tax Approvals Due**
  - Approvals Due Date To SSC Before 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.

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Payroll-Upcoming Schedule

- **June, 2019**

Bi-Weekly On Cycle Payroll Schedule

Pay Period Begin Date	Pay Period End Date	Time Detail and Adjustments to SSC by 2:00 PM	OneUSG Confirm Date	Pay Date	Pay Run ID	
05/19/19	06/01/19	06/03/19	06/04/19	06/07/19	96B1	No Changes to June 2019 Biweekly Payroll Schedule
06/02/19	06/15/19	06/17/19	06/18/19	06/21/19	96B2	
06/16/19	06/29/19	06/28/19	07/01/19	07/05/19	97B1	

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	
06/01/19	06/30/19	06/19/19	06/20/19	06/21/19	06/28/19	96M1*	June 2019 Monthly Payroll Schedule has been adjusted

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	06/12/19	06/13/19	06/14/19	96X1	June 2019Off-Cycle Payroll Schedule has been adjusted
N/A	N/A	06/26/19	06/28/19	06/29/19	96X2	

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.

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Payroll

- **Upcoming 2019 Fiscal Year-end reminder**
  - Refer to *OneUSG Connect Communication* dated December 18, 2018 including presentations from Mid-Year Fiscal Affairs Workshop
  - Important updates are attached including:
    - Updated Employee Pay and Supplemental Pay Matrix
    - Definitions of Supplemental Pay
    - Change eliminating fiscal-year end adjustment payroll

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Commitment Accounting

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Encumbrance Schedule

- Final encumbrance calculation is scheduled for June 16.
  - Except for 180, they will have final encumbrance calculation on Monday, June 24.

- Currently the following schools have requested to not be included in future encumbrance calculations for FY19:
  - 400
  - 720

- Final zero encumbrance is scheduled for June 28.
  - If you want it earlier than that, request via emailing oneusgsupport@usg.edu

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Encumbrances

- Out of sync issues need to be addressed.
- This can occur throughout the year. It is a more obvious need as we approach year end.
- Negative encumbrances may be a result of out of sync issues.
- Request a zero encumbrance with a different accounting date than the encumbrance calculation.
- After posting zero encumbrance journal entry, ensure all HCM journals have been posted.
- Validate that PSFIN personal services encumbrances are zero.
- If not zero, run PSFIN zero personal service encumbrance process.
- Then post encumbrance calculation journal entry.

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Outstanding Journals

- BOR_CA_HRA_NOT_JGEN

- Query should be run at least monthly for month end close.

- Journals not posted impact the accuracy of your actuals and encumbrances in PSFIN and result in out of sync issues between HCM and FIN.

Encumbrance Issues

- ## Item 1: Return from Short Work Break Effective June 1, 2019

  - **ISSUE:** The encumbrance calculation produces health, life, retirement and tax encumbrances for employees returned from short work break. The calculation is based on the employee's last check.

    Summer faculty should have an encumbrance for retirement and taxes. However, the amount currently encumbered may or may not be appropriate for the amount the employee will be paid in June. The encumbrance for health and life is not needed. However, a fix for health and life encumbrances will not be available before 2019 fiscal year-end.

  - **FUNCTIONAL WORKAROUND:** Institutions can identify the health and life encumbrance amounts on the CURR query by filtering for the F paygroup, pay period end June 30, 2019, and health and life expenditure accounts (553XXX accounts). If the institution wants to eliminate this from encumbrance, it can be accomplished by using the chartfields on the CURR query to create an online encumbrance journal to make corrections.

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Encumbrance Issues

- **<u>Item 2: Taxes for H Paygroup for June 30, 2019</u>**

  - **ISSUE:** The encumbrance calculation is overstating tax encumbrances for the H paygroup by one pay period. Institutions can identify the tax encumbrance amount on the CURR query by filtering for the H paygroup with a pay period end of June 30, 2019.

  - **FUNCTIONAL WORKAROUND:** Institutions can utilize the CURR query uploaded to the SSC ftp site for each institution to determine amounts which should be eliminated from encumbrances. This can be accomplished by using the chartfields on the CURR query to create an online encumbrance journal to make corrections.

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Retro Processing Schedule

- Retros will continue to be processed for FY19 through July 15.

- Therefore, no FY20 retros should be created until July 16, including budget retros.

- If you begin using the payroll accounting adjustments, please email oneusgsupport@usg.edu to notify SSC CA to stop processing retros for you.

- Please include in your request if you want retro processing for FY20.

- Currently, 090 and 570 are on the list to not process retros. Please email oneusgsupport@usg.edu if you want us to begin processing retros again in FY20.

HCM Accounting Adjustments

- Introduced by WebEx by Craig Golden (Announcement sent to OneUSG Connect Communications Listerv on May 13, 2019)

- Offers a different path for Payroll adjustments – look and feel of a GL Journal Entry.

- Not tied to a Payroll Calendar.

- On Demand/Same Day processing that will flow to GeorgiaFIRST Financials.

- Conflicts with Budget/Direct Retros---Choose either Budget/Direct or Accounting Adjustments. Opt out of Batch (refer to previous slide).

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HCM Accounting Adjustments

- Will feed to PERS_SERV_BOR Table.

- Will cause Budget Actuals and PERS_SERV_BOR to be out of Sync.

- DOES NOT impact encumbrances or encumbrance liquidations.

- DOES NOT validate Employee transactions against or reference Pay Period.

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HCM Accounting Adjustments

- Chartstrings do not validate against PS Fin Combo Table.

- Assumes Commitment Control budget exists.

- Uses online Approval for Audit trail, but does not use WORKFLOW/WORKLIST approval notifications.

- Users cannot approve their own Accounting Adjustment entry for separation of duties.

- Users can attach additional documentation for future reference/audit purposes.

- Easy extract process which can be downloaded and converted to CSV file for more efficient entry of multiple lines.

- Job aid will be posted to ListServ.

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Human Resources

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Rebuild Primary Jobs

- Process has to be run by SSC to re-sync the employee's primary job

- Impacts
  - Hard stop during payroll processing
  - Practitioners cannot see the Savings Plan panel

- Submit a ticket to SSC to have the process run to oneusgconnect@usg.edu

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Primary Jobs Reminders

- Employees should have at least one primary job

- Employees should not have multiple primary job indicators, additional jobs should have a secondary indicator
  - Employees working in multiple positions with the same institution
  - After using the National ID (SSN) search, notify SSC to obtain primary job indicator if needed

- Impacts
  - Hard stop during payroll processing
  - Practitioners cannot see the Savings Plan panel
  - HRID file that flows to Alight
  - Employee benefits

Multiple Records in Alight

- Multiple records created for employee at institutions and with Alight

- Primary cause is incorrect SSN entered for employee

- Impacts
  - Alight has two accounts for the same employee, difficult to correct Alight records
  - Negative impacts on employee's benefits
  - Reporting is done under an incorrect SSN, multiple Emplids
  - Multiple records with payroll data

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Summer Data Rows

- Impacts the following employees
  - Pay groups XXF, XXP, or XXG
  - Currently on a Short Work Break
- Need to be returned to an **<u>active</u>** payroll status in order to be paid during the summer months
- Rows must be entered by **June 18**, prior to June monthly payroll processing that begins on June 19
- If you haven't already loaded budget rows, summer rows will need to be entered first
- Detailed communication went out May 2 and June 5
  - Included approved summer process, data entry tips, mass summer load information, etc.
  - Let us know if a copy of the communication is needed

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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

- Employee status mismatch with OneUSG and Alight (terminated with OneUSG, active with Alight)

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New/Updated Job Tools

- 10 Month Faculty Summer Positions Scenarios Reference Aid

- Excluding USG Rehired Retirees from Retirement Plan Auto Enrollment

- Maintain Time Reporter Data Logic

- Retirement Plan Auto Enroll/Termination

- Summer Faculty Hiring

- Terminating Deceased Retirees and Survivors

- Non-Standard Employee and Supplemental Pay Matrix

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New/Updated Job Tools

- Upcoming Job Tools
  - Terminating Deceased Active Employees
  - Job Data Field Definitions
  - More Multiple Components of Pay (MCOP) Job Tools

- Job Tools are located under 'Documentation' at https://www.usg.edu/oneusg/training

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Upcoming Events

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Upcoming Events

- Pass 2 blackout
  - June 21; 5pm–June 24; 7am
    - OneUSG Connect will be unavailable.
    - Time clocks and OneUSG Connect- Benefits will be available.
    - Visit: https://www.usg.edu/oneusg_connect/practitioner_services/general_resources then Cohort 5 Resources for Important Dates

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Upcoming Events

- Benefits WebEx
  - June 13
  - 2:00pm – 3:00pm

- Augusta University Go Live
  - June 16

- Independence Day Holiday
  - July 4

- In the Know
  - July 10
  - 11:00am-12:00pm

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Review Parking Lot