In the Know with OneUSG Connect

March 13, 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

• Payroll
  – Presenters Ann Dinkheller and Becky Prince
• Benefits
  – Presenter Jake Lash
• Commitment Account
  – Presenter Teresa Jones and Lynn Hobbs
• Human Resources
  – Presenters Katy Manley, Laurie Bush and Kim Gore
• Time and Labor
  – Presenter Theresa Richter
• Training Opportunities and Communications
  – Presenter Claire Souter
• Upcoming Events
  – Presenter Jodi Frazier
Payroll
Payroll-Tax Reminder

1Q2019 Quarterly Payroll Tax Approvals Due

- *(Expected)* Approvals Due Date To SSC Before Tuesday, April 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 Wednesday, 03/06/2019 for details.
- Spreadsheets for 2019 Spring TAP reporting have been loaded to FTP for completion by TAP coordinators by 03/15/2019.
- Please reach out to us at oneusgsupport@usg.edu if you have questions or need assistance with this project
Payroll - Reminder
Common Remitter

ERS Forfeited Leave
- Communication sent on February 20th
- Hosted webex on February 22nd
- Time and Labor working on a query for forfeited time while in HCM
- We are unable to attach to recording to email, please request and we will be happy to send it to you.
- If you have any questions please submit a ticket via oneusgsupport@usg.edu
# Payroll-Upcoming Schedule

## 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 2:00 PM</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/24/19</td>
<td>03/09/19</td>
<td>03/11/19</td>
<td>03/12/19</td>
<td>03/15/19</td>
<td>93B2</td>
</tr>
<tr>
<td>03/10/19</td>
<td>03/23/19</td>
<td>03/25/19</td>
<td>03/26/19</td>
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<td>04/08/19</td>
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<td>04/12/19</td>
<td>94B1</td>
</tr>
<tr>
<td>04/07/19</td>
<td>04/20/19</td>
<td>04/22/19</td>
<td>04/23/19</td>
<td>04/26/19</td>
<td>94B2</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>03/01/19</td>
<td>03/31/19</td>
<td>03/20/19</td>
<td>03/21/19</td>
<td>03/22/19</td>
<td>03/29/19</td>
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<tr>
<td>04/01/19</td>
<td>04/30/19</td>
<td>04/23/19</td>
<td>04/24/19</td>
<td>04/25/19</td>
<td>04/30/19</td>
<td>94M1</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>03/18/19</td>
<td>03/19/19</td>
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<tr>
<td>N/A</td>
<td>N/A</td>
<td>04/01/19</td>
<td>04/02/19</td>
<td>04/05/19</td>
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<tr>
<td>N/A</td>
<td>N/A</td>
<td>04/15/19</td>
<td>04/16/19</td>
<td>04/19/19</td>
<td>94X2</td>
</tr>
</tbody>
</table>
Payroll-Upcoming Schedule

- Looking ahead to June, 2019

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<tr>
<td>05/19/19</td>
<td>06/01/19</td>
<td>06/03/19</td>
<td>06/04/19</td>
<td>06/07/19</td>
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</tr>
<tr>
<td>06/02/19</td>
<td>06/15/19</td>
<td>06/17/19</td>
<td>06/18/19</td>
<td>06/21/19</td>
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<tr>
<td>06/16/19</td>
<td>06/29/19</td>
<td>06/28/19</td>
<td>07/01/19</td>
<td>07/05/19</td>
<td>97B1</td>
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</table>

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<tbody>
<tr>
<td>06/01/19</td>
<td>06/30/19</td>
<td>06/19/19</td>
<td>06/20/19</td>
<td>06/21/19</td>
<td>06/28/19</td>
<td>96M1*</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>
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<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>06/12/19</td>
<td>06/13/19</td>
<td>06/14/19</td>
<td>96X1</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>06/26/19</td>
<td>06/28/19</td>
<td>06/29/19</td>
<td>96X2</td>
</tr>
</tbody>
</table>

**No Changes to June 2019 Biweekly Payroll Schedule**

**June 2019 Monthly Payroll Schedule has been adjusted**

**June 2019 Off-Cycle Payroll Schedule has been adjusted**
Payroll – Coming Soon

- Summer Payroll Processing
  - Watch for update processing guidelines coming soon
  - Basic processes will be the same as last year
Payroll Scorecard

• As of January 2019, OneUSG Connect Support is providing monthly feedback on payroll metrics to institution CBO’s and CHRO’s via The OneUSG Connect Payroll Scorecard.

• Initial scorecard contains
  — Number of Off Cycles
  — Payment Adjustment Rate (Off cycles/Total Payments)
  — Emergency Payments
  — Emergency Payment Rate (Emergency Payments/Total Payments)

• 2019 OneUSG Connect target rates
  — Payment Adjustment Rate = 0.50%
  — Emergency Payment Rate = 0.00%
# Payroll Scorecard

<table>
<thead>
<tr>
<th></th>
<th>Off-Cycle Payments</th>
<th>Payment Adjustment Rate</th>
<th>Target Rate</th>
<th>Emergency Payments</th>
<th>Emergency Payments Rate</th>
<th>Target Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2019</td>
<td>9</td>
<td>0.36%</td>
<td>0.50%</td>
<td>5</td>
<td>0.20%</td>
<td>0.00%</td>
</tr>
<tr>
<td>January 2019</td>
<td>0</td>
<td>0.00%</td>
<td>0.50%</td>
<td>0</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

### Payment Adjustment Rate (Off Cycle/Total Payments)

- February: 0.90%
- March: 0.52%
- April: 0.29%
- May: 0.30%
- June: 6.39%
- July: 0.32%
- August: 0.56%
- September: 0.34%
- October: 1.98%
- November: 0.51%
- December: 0.00%
- January 2019: 0.00%
- February 2019: 0.36%

![Target Adjustment]

### Emergency Payment Rate (Emergency Payments/ Total Payments)

- April: 0.11%
- May: 0.19%
- June: 2.80%
- July: 0.21%
- August 2018: 0.93%
- September: 0.19%
- October: 1.29%
- November: 0.40%
- December: 0.00%
- January 2019: 0.20%

* "Payment Adjustment Rate" includes Standard Off Cycle Request and Emergency Payment Request.
* Historical data includes ZEP and OneUSG Connect data.
Payroll Scorecard

• Off Cycle Trends
  – January 2019
    • 21 of 25 institutions were at or below the OneUSG Payment Adjustment Target Rate of 0.50%
    • OneUSG Connect total Payment Adjustment Rate was 0.34%
  – February 2019
    • 17 of 25 institutions at or below the OneUSG Payment Adjustment Target Rate of 0.50%
    • OneUSG Connect total Payment Adjustment Rate was 1.25%

• Expected reasons for increase
  — UGA GoLive on OneUSG Connect
  — HR Data Issues
    • January new hires
    • Position changes
Benefits
NORET

- When a job record is transmitted to Alight, the value in the Retirement field is sent.
- A value of NORET lets Alight know to not open a retirement election window for the employee.
- When is this value appropriate?
  - When an employee was enrolled in a retirement plan prior to Alight and you do not want the employee enrolling in a new plan.
    - Example:
      - Employee had ERS and leaves the University System prior to conversion to Alight. The employee returns a few years later. Alight gets my new hire record in the HRID but the NORET value is sent. Alight will allow me to enroll in benefits but will not open the retirement window as I want to re-enroll in the same ERS plan that I had prior to leaving the University System.
Parking Lot Update

• Please see the link below regarding ORP and TRS participation.
  
  – https://www.usg.edu/assets/hr/benefits_docs/ORP_plan.pdf
Benefit record number and Institution 181

- Institution 181 = UGA Athletics Association
  - Navigation: Workforce Administration > Job Information > Job Data > Benefits Program Participation
  - Employee job records for institution 181 will be automatically have a benefit record number of 1.
    - This excludes them from payroll.
- All other USG employees should have a benefit record number of 0.
Benefits Recon Load Fixes

• 3 Fixes
  – Fix the purge so it cleans up all the PSB and HRA rows.
  – Translate employee status in the BCA Data load program to mimic the DBP and Aging file load (the RD and AD statuses)
  – Insert new rows for the penny balances created because of rounding to use the min account number chart string.
Commitment Accounting
Encumbrances

• Encumbrance calculation will occur biweekly beginning in March. The biweekly calculations will continue through June.

• An institution can request an adhoc encumbrance calculation if needed.

• Published Calendar link: 
  https://www.usg.edu/oneusg_connect/practitioner_services/commitment_accounting and then click the first accordion which says “Commitment Accounting Schedule” when you click on the plus sign.
Prior Year Direct Retros

- Time and Labor error message
Prior Year Direct Retros

- Time and Labor error message – issue resolved
Prior Year Direct Retros

- Time and Labor error message
Direct Retros Too Large

- Run the BOR_CA_DATA_FOR_RETRO query
  - Export to Excel and filter
Direct Retros Too Large

- Run the BOR_CA_DATA_FOR_RETRO query
  - Export to Excel and filter
  - Shorten the Earnings End Date Range
## Direct Retros Too Large

- From Pay Period: 6/22
- Check No: 0
- Emp Ret: 0
- Pos: 0
- Name: 0
- Date: 6/23/2019
- Regular
- Pay Period: 6/23/2019
- combo Code: 0
- Earnings: 0
- Dept ID: 0
- Project: 0
- Run Control: 0

<table>
<thead>
<tr>
<th>Check No</th>
<th>Emp Ret</th>
<th>Date</th>
<th>Regular</th>
<th>Pay Period</th>
<th>combo Code</th>
<th>Earnings</th>
<th>Dept ID</th>
<th>Project</th>
<th>Run Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>629</td>
<td>0</td>
<td>6/23/2019</td>
<td>Regular</td>
<td>6/23/2019</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>630</td>
<td>0</td>
<td>6/23/2019</td>
<td>Regular</td>
<td>6/23/2019</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>631</td>
<td>0</td>
<td>6/23/2019</td>
<td>Regular</td>
<td>6/23/2019</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>632</td>
<td>0</td>
<td>6/23/2019</td>
<td>Regular</td>
<td>6/23/2019</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>633</td>
<td>0</td>
<td>6/23/2019</td>
<td>Regular</td>
<td>6/23/2019</td>
<td>0</td>
<td>0.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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In the Know with OneUSG Connect  
26
### Direct Retros Too Large

![Excel Spreadsheet Image](image-url)

**In the Know with OneUSG Connect**
Direct Retros Too Large

- Run the BOR_CA_DATA_FOR RETRO query
  - Export to Excel and filter
  - Include additional search criteria
Direct Retros Too Large

- Overwrite the existing retro
Direct Retros Too Large

- Overwrite the existing retro
Direct Retros Too Large

- Overwrite the existing retro
Human Resources
MSS Feedback

• If you would like to participate in giving feedback on MSS, please email Katy.Manley@usg.edu
  – She will ask for your input on the following items as MSS begins to stabilize:
    • Design Input
    • Business Process Review
    • Open to Live and non-live MSS Institutions
Job Aid Update

- ESS409.02 “How Do I Update My Direct Deposit?” has been updated as of 2/20/2019

- Direct Deposit/Bank Updates in OneUSG Connect sync with GeorgiaFIRST Financials

- The **Balance of Net Pay** account is the account that will be sent to GeorgiaFIRST Financials for Travel & Expense reimbursements

- If an employee’s Balance of Net Pay has the account type of **Issue Check**, no banking information is sent to financials for these reimbursements
Human Resources

• Data Entry Warning Messages
  – Be sure to pay special attention to warning messages when entering and saving data in OneUSG Connect
  – When messages are not reviewed, could cause data errors in multiple downstream systems
  – Types of warning messages
    • Primary jobs
    • Employee already exists with this SSN
    • Maintain Time Reporter panel
Human Resources

• Multiple Primary Jobs
  – Causing negative impacts to Alight, abending the HR file which causes delays in loading data
  – SSC is running a report daily to try and catch these before they are sent on the HR file to Alight
  – Tickets are being submitted to institutions when issues are identified to try and correct the data before the HRID file is generated at 5:00 pm
Human Resources

• New HR Practitioner Training
  – Regional training sessions held quarterly
  – Next session will be held at SSC (May 16)

• Summer Pay Process Training
  – Utilizing same process as last year
  – Upcoming training to be announced
  – Revised job aid
Time & Labor
High Exceptions

- High exceptions, occurring on any day, will prevent Reported Time and Absence Requests (for that day) from processing to payable time and employees will be underpaid for those hours.
  - Entry of Zero REG hours along with an absence request generates a High Exception.

![Message]

2 unresolved High Severity exception(s) in the time period. Please review. (13504, 83)

Time will be not be paid with unresolved exceptions. Either the reported time must be corrected to abide by the violated rule, or - if applicable - the exception must be marked Allowed by manager.

[OK]
High Exceptions - Continued

- Managers **must** resolve high exceptions in order for employees to be compensated correctly.
  - Zero hour corrections **must** be done prior to the Absence Calendar closing. Otherwise absence requests on the same day will not process to payable time.
High Exceptions-Continued

- Learn how to review/resolve high exceptions by going to the OneUSG Training Guide and Job Aid at OneUSG Connect Training and selecting Employee Services > Self Service Training > Training for Employees > Employee Self Service- Time and Labor > How Do I View My Timesheet Exceptions (last option). There is a video and job aid.
Time and Labor – MTR Panel Deletions

• Deleting rows from the Maintain Time Reporter Panel once time has processed against the data causes an Invalid Parameter error.
  – Prevents all (Managers, Employee, and Practitioner) to lose access to the Time-Sheet.
  – A DBI will be required to resolve.

Message

Invalid parameter 3 for function CallAppEngine. (2,116) FUNCLIB_TL_WEEK APPLY RULES.FieldFormula Name:RunValidation PCPC:7311 Statement:69 Called from TL_MSS_EE_SRCH_FRD.GBL SavePostChange Statement 4

The specified parameter is not correct for the function. It may be the wrong type of parameter (string, number, record field, etc) or an invalid value in this context.

Review the program for errors. If necessary, run a PeopleCode trace to determine the program that failed. Alternatively, for functions defined within PeopleCode, check the function declaration to verify that they are correct.

OK
Upcoming T&L/ ABS Management Training

• Time and Labor/ Absence Management Team will be having an upcoming on-site training at ITS in Athens. The date is yet to be determined.
Training & Communications
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 Web Query 101 Training
Shared Services Center
Thursday, Mar. 28, 9 a.m. – 4 p.m.

• This session is designed to provide additional hands-on training to HR and Payroll practitioners using the Web Query tool in OneUSG Connect to build basic queries

• Agenda
  – Locate and Run an Existing Query
  – Create a Basic Query
  – Add Selection Criteria
  – Add Run-Time Prompts

• Registration details provided in a General Communication distributed Tuesday, Mar. 12
Upcoming Events
Events

• Careers Monthly Update (WebEx) - CANCELLED
  – March 14, 2019
    • 2:00pm – 3:00pm

• Benefits Monthly Update (WebEx) March 14, 2019
  • 2:00pm – 3:00pm

• 4.12 Release
  – March 22, 2019
    • 11:00pm – 7:00am (03/23/2019)

• Web Query Training 101 (Shared Services Center)
  – March 28, 2019
    • 9:00am – 4:00pm

• In the Know (WebEx)
  – April 10, 2019
    • 11:00am – 12:00pm
Review Parking Lot
Questions and Wrap Up