UNIVERSITY SYSTEM OF GEORGIA

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

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
02/24/19	03/09/19	03/11/19	03/12/19	03/15/19	93B2
03/10/19	03/23/19	03/25/19	03/26/19	03/29/19	93B3
03/24/19	04/06/19	04/08/19	04/09/19	04/12/19	94B1
04/07/19	04/20/19	04/22/19	04/23/19	04/26/19	94B2

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
03/01/19	03/31/19	03/20/19	03/21/19	03/22/19	03/29/19	93M1
04/01/19	04/30/19	04/23/19	04/24/19	04/25/19	04/30/19	94M1

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	03/18/19	03/19/19	03/22/19	93X2
N/A	N/A	04/01/19	04/02/19	04/05/19	94X1
N/A	N/A	04/15/19	04/16/19	04/19/19	94X2

Payroll-Upcoming Schedule

- **Looking ahead to 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
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

No Changes to June 2019 Biweekly Payroll Schedule

Monthly On Cycle Payroll Schedule

Pay Period Begin Dat	Pay Period End Dat	Pay Groups to SSC by 9:00 AM (Paysheets Created)	Time Detail and Adjustments to SSC by 11 AM	OneUSG Confirm Date	Pay Da	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
N/A	N/A	06/26/19	06/28/19	06/29/19	96X2

June 2019Off-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%

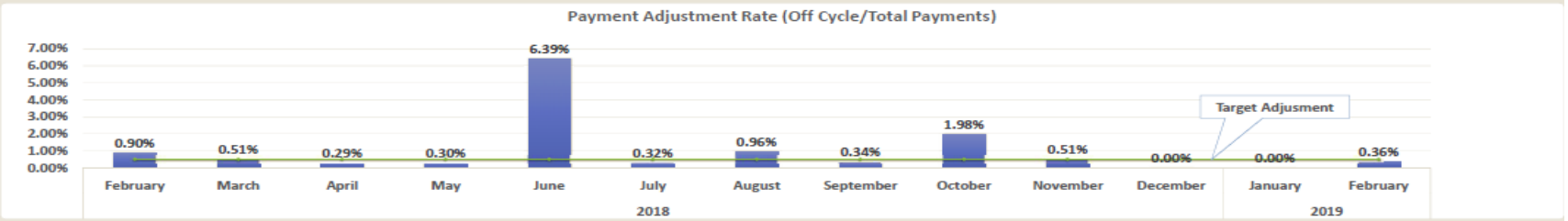
Payroll Scorecard

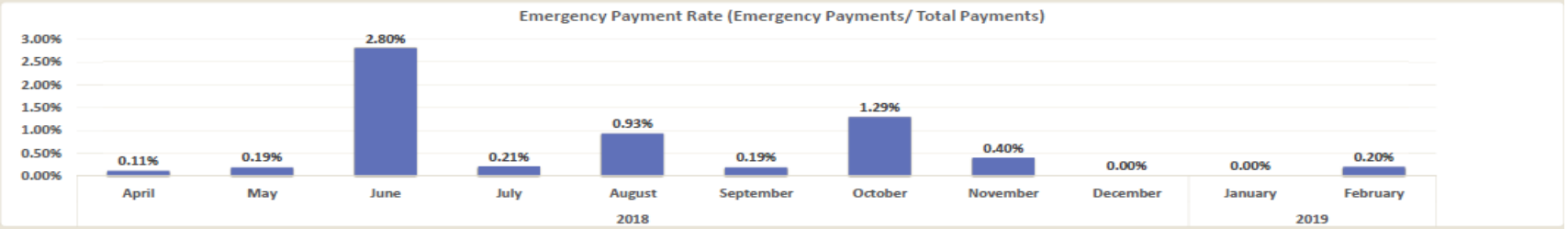
UNIVERSITY SYSTEM OF GEORGIA

Sample University

February 2019 Payroll ScoreCard

	Off-Cycle Payments	Payment Adjustment Rate	Target Rate	Emergency Payments	Emergency Payments Rate	Target Rate
February 2019	9	*0.36%*	*0.50%*	5	0.20%	*0.00%*
January 2019	0	*0.00%*	*0.50%*	0	0.00%	*0.00%*





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

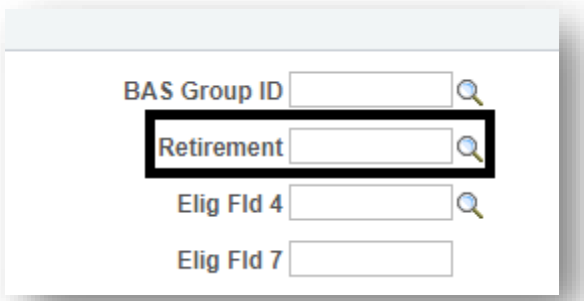
Payroll Scorecard

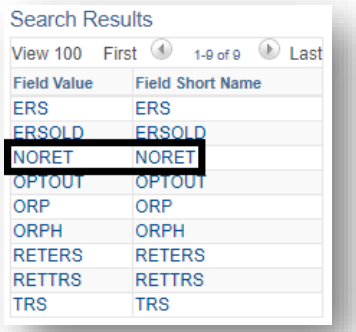
- Off Cycle Trends
  - January 2019
    - 21 of 25 institutions were at or below the OneUSG Payment Adjustment Target Rate of 0.50%
    - OneUSG Connect total Payment Adjustment Rate was 0.34%
  - February 2019
    - 17 of 25 institutions at or below the OneUSG Payment Adjustment Target Rate of 0.50%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



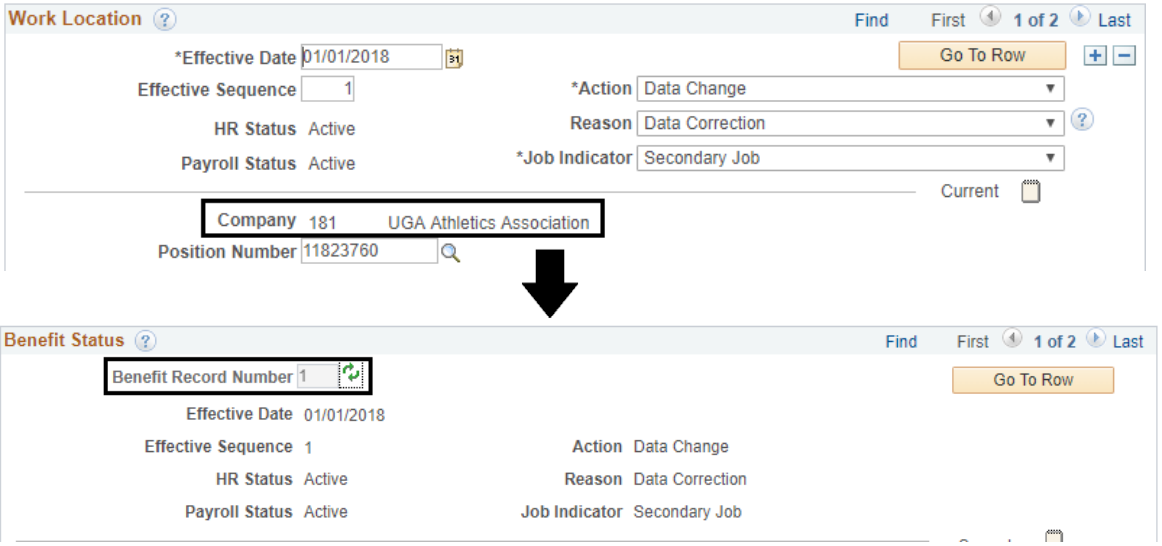


Parking Lot Update

- 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 rcd nbr 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.

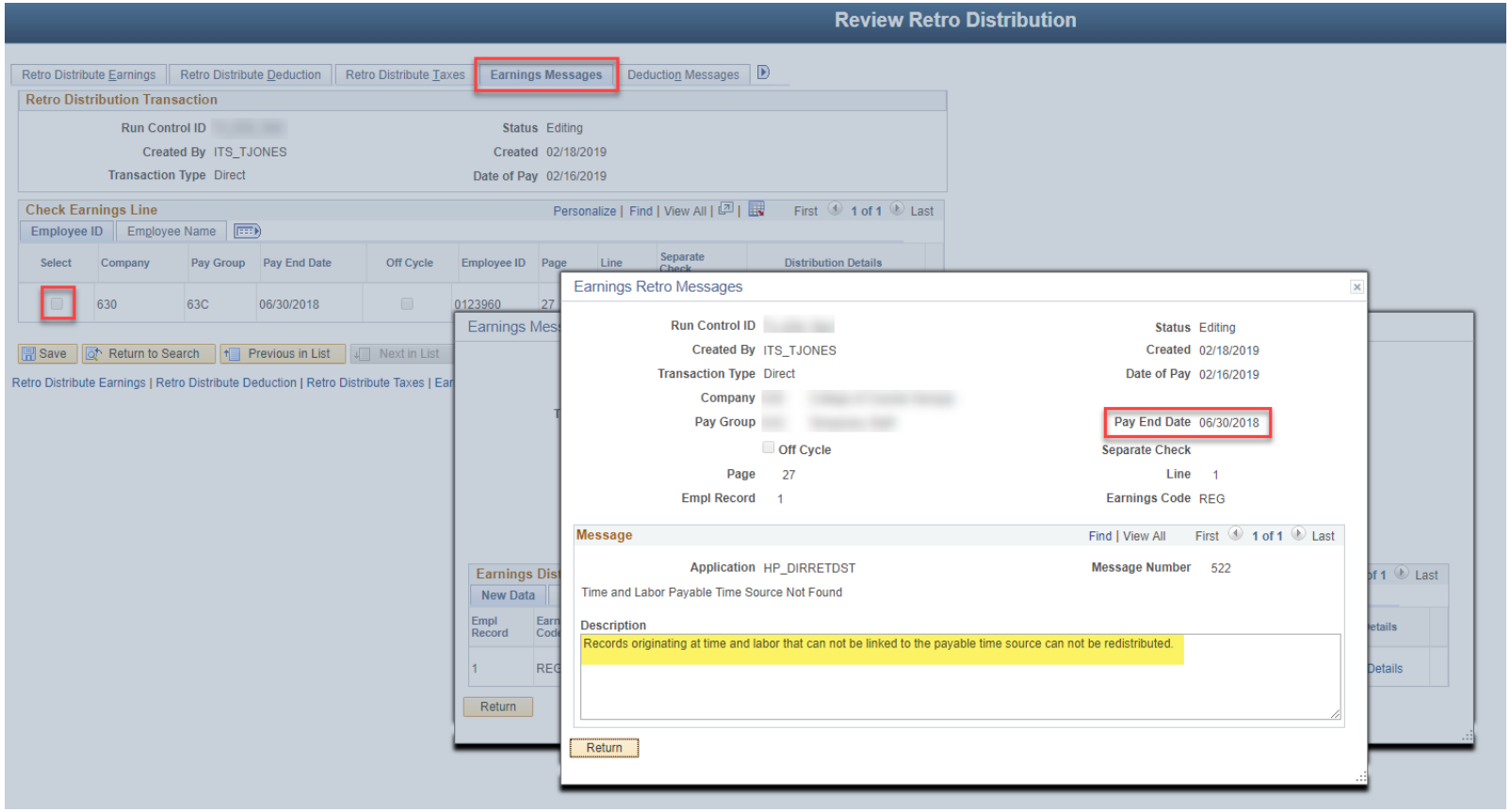
Commitment Accounting

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.

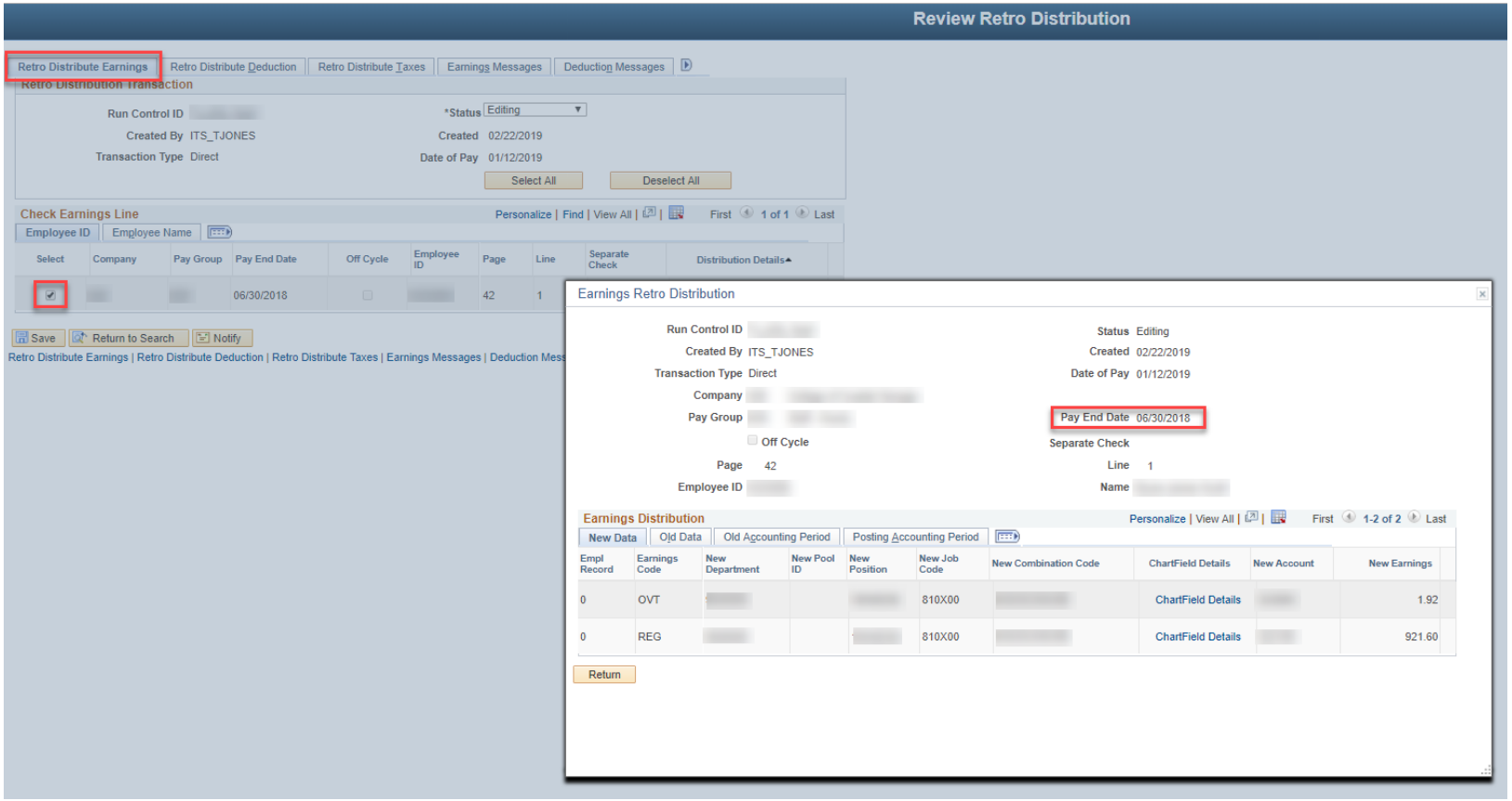
Prior Year Direct Retros

- Time and Labor error message



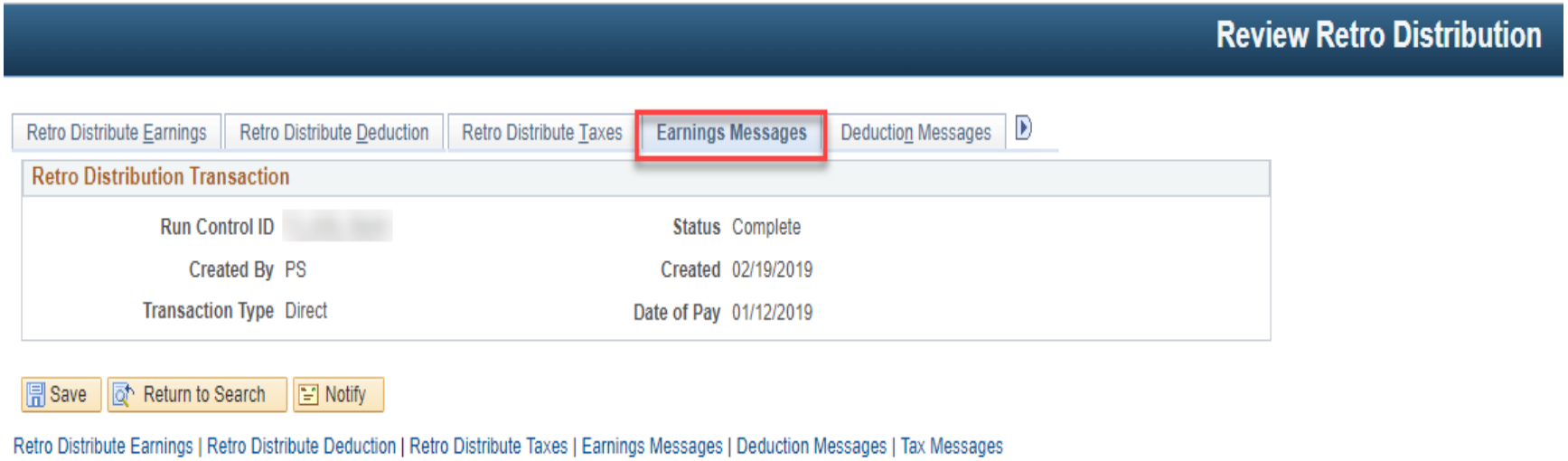
Prior Year Direct Retros

- Time and Labor error message – issue resolved



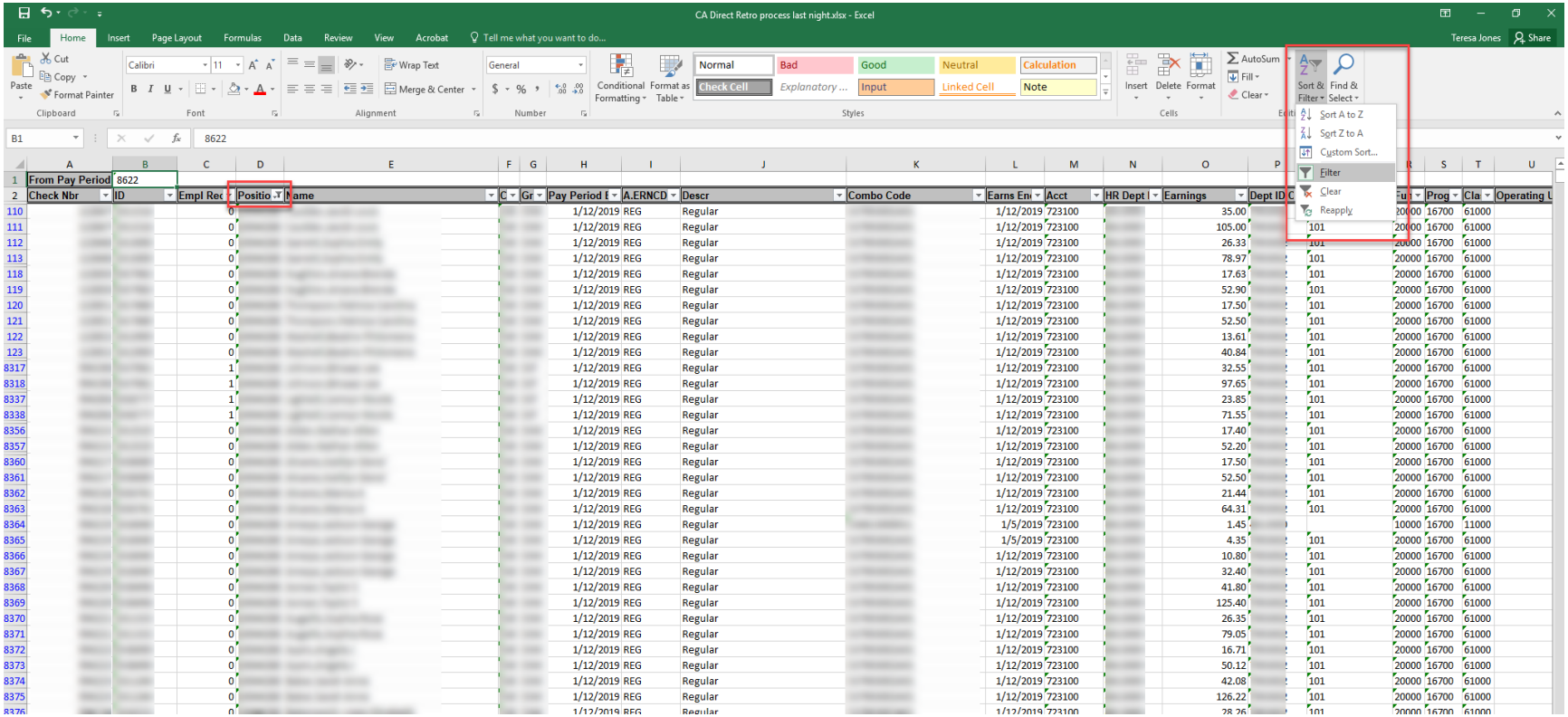
Prior Year Direct Retros

- Time and Labor error message



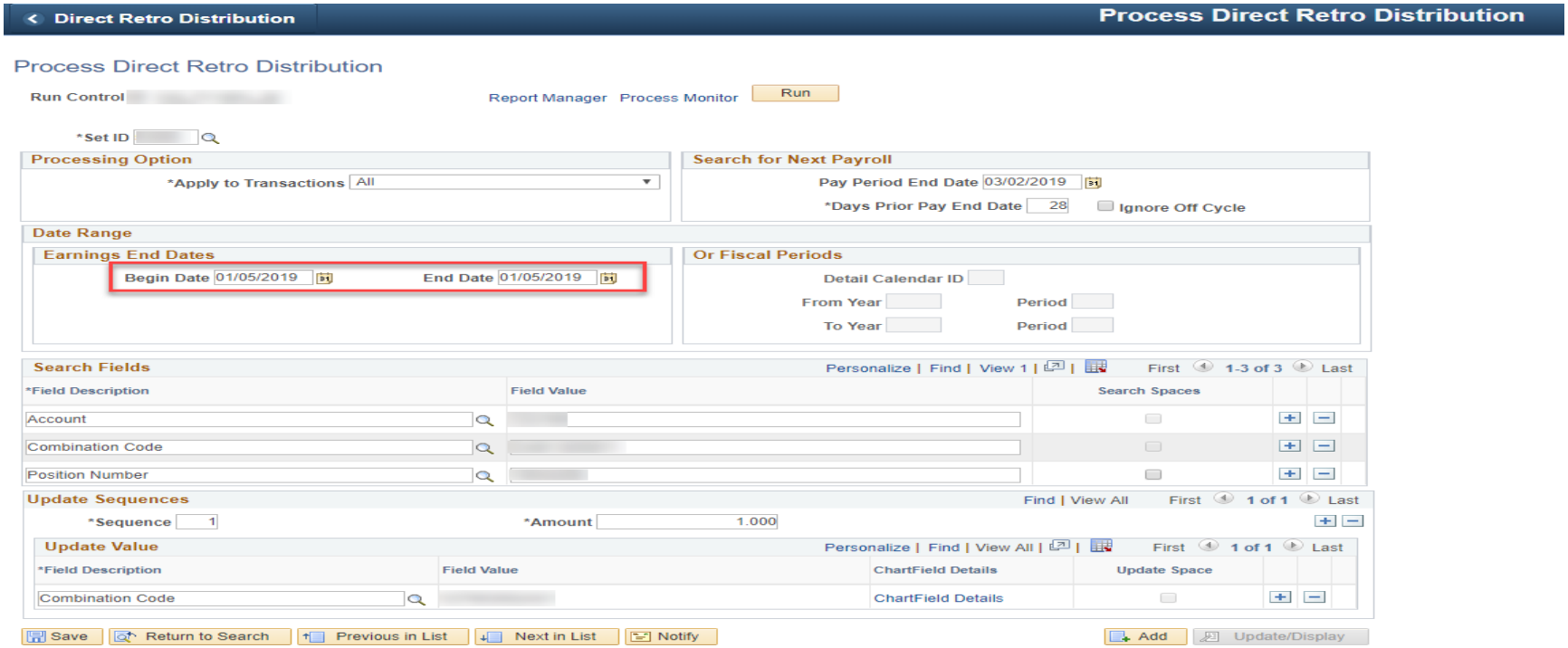
Direct Retros Too Large

- 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



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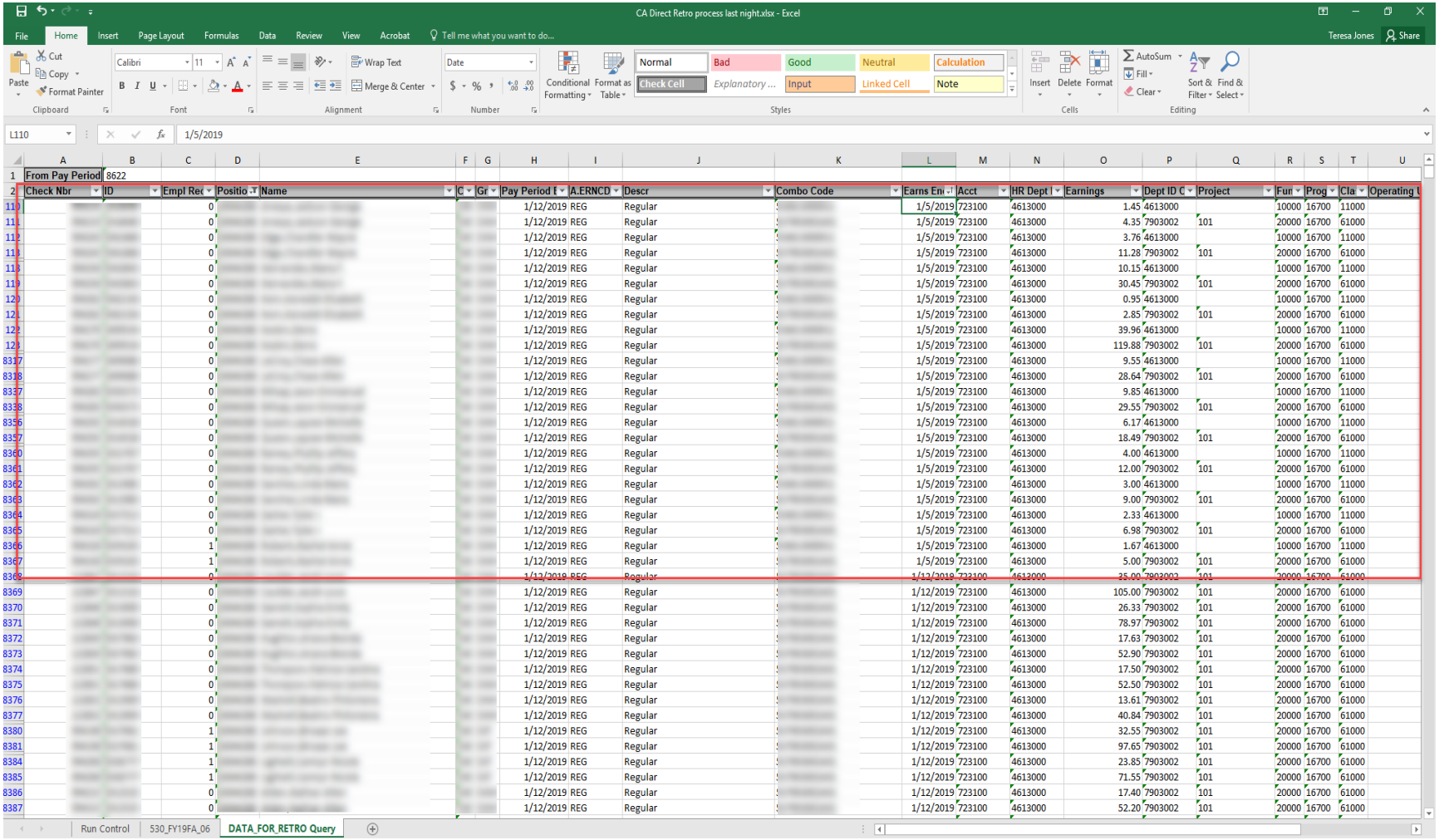

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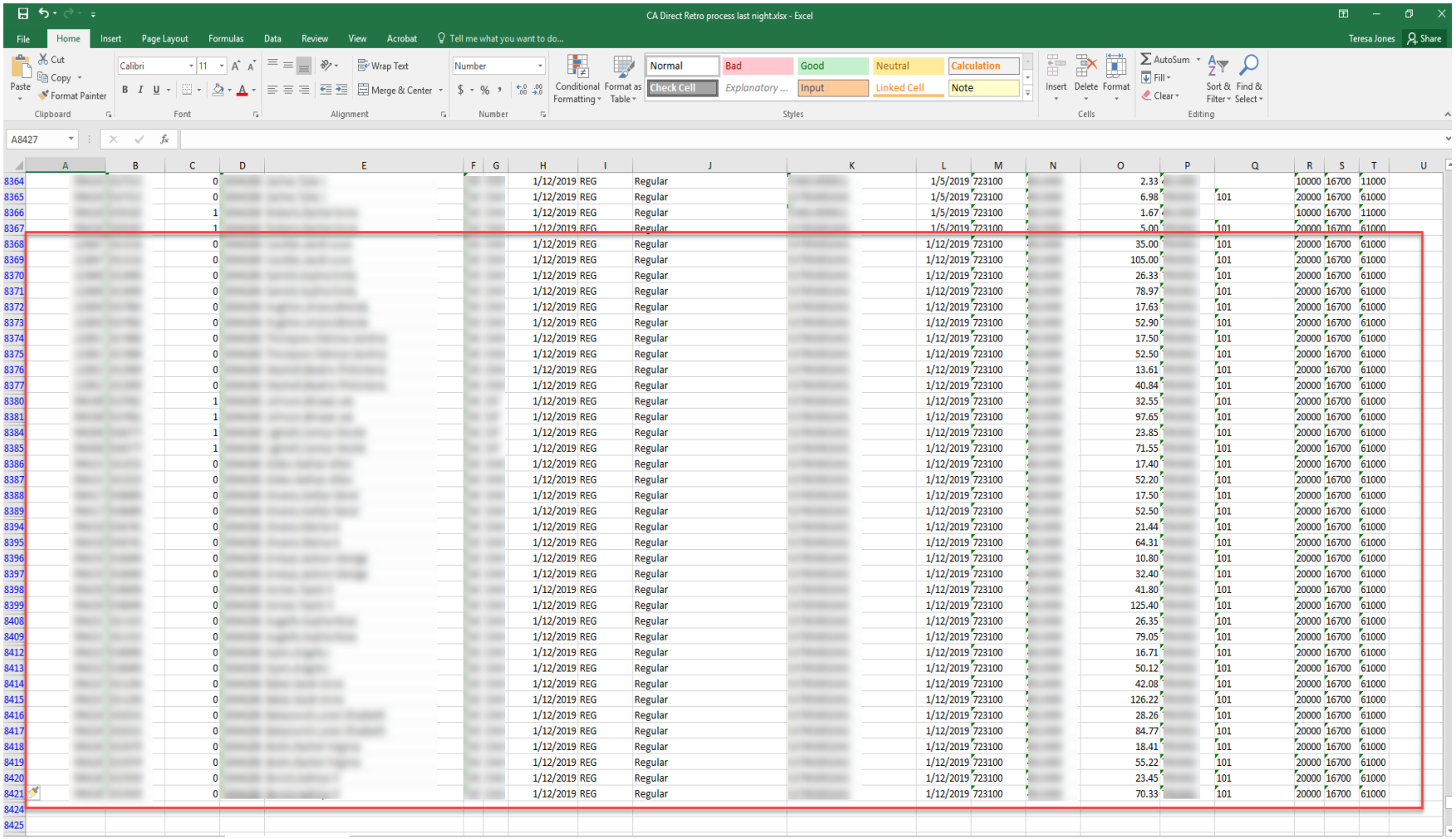

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
8364			0					1/12/2019	REG	Regular		1/5/2019	723100		2.33			10000	16700	11000	
8365			0					1/12/2019	REG	Regular		1/5/2019	723100		6.98		101	20000	16700	61000	
8366			1					1/12/2019	REG	Regular		1/5/2019	723100		1.67			10000	16700	11000	
8367			1					1/12/2019	REG	Regular		1/5/2019	723100		5.00		101	20000	16700	61000	
8368			0					1/12/2019	REG	Regular		1/12/2019	723100		35.00		101	20000	16700	61000	
8369			0					1/12/2019	REG	Regular		1/12/2019	723100		105.00		101	20000	16700	61000	
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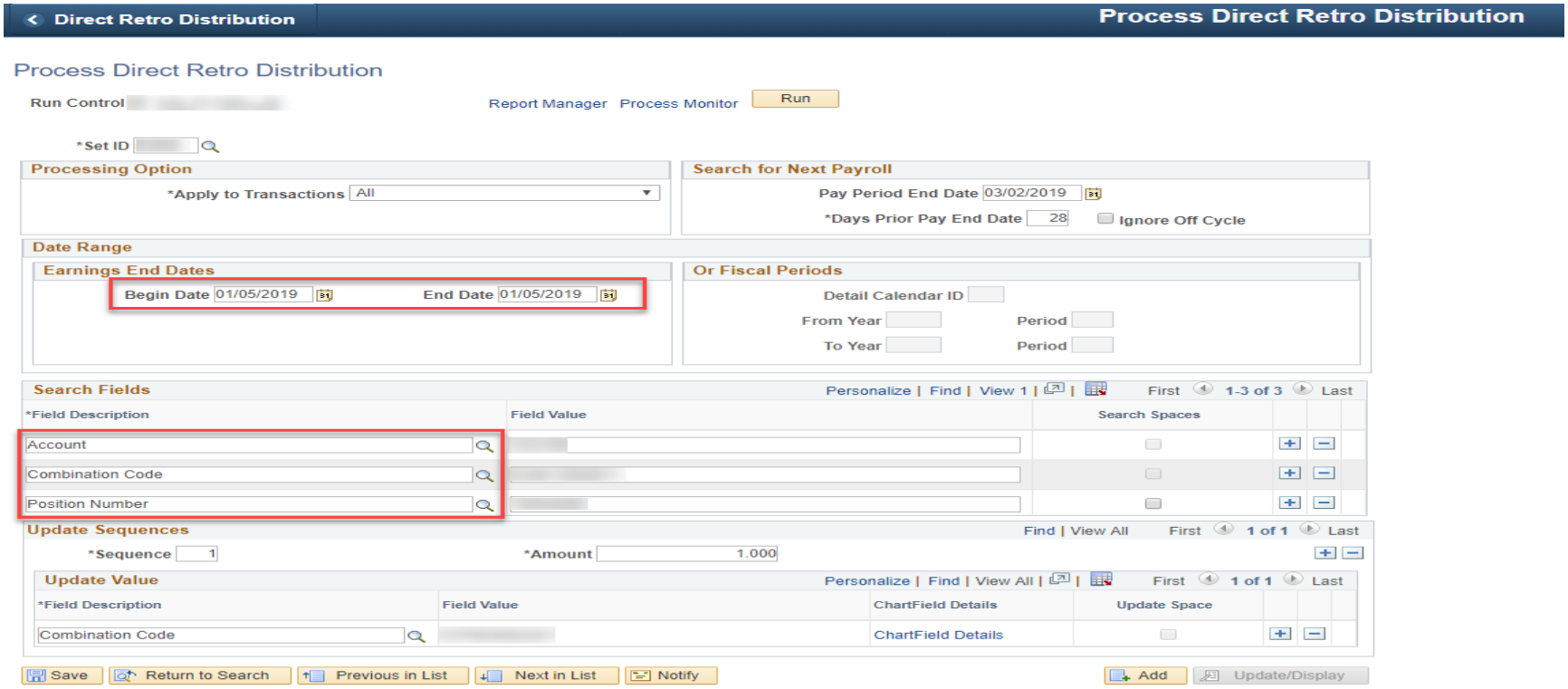
8399			0					1/12/2019	REG	Regular		1/12/2019	723100		125.40		101	20000	16700	61000	
8408			0					1/12/2019	REG	Regular		1/12/2019	723100		26.35		101	20000	16700	61000	
8409			0					1/12/2019	REG	Regular		1/12/2019	723100		79.05		101	20000	16700	61000	
8412			0					1/12/2019	REG	Regular		1/12/2019	723100		16.71		101	20000	16700	61000	
8413			0					1/12/2019	REG	Regular		1/12/2019	723100		50.12		101	20000	16700	61000	
8414			0					1/12/2019	REG	Regular		1/12/2019	723100		42.08		101	20000	16700	61000	
8415			0					1/12/2019	REG	Regular		1/12/2019	723100		126.22		101	20000	16700	61000	
8416			0					1/12/2019	REG	Regular		1/12/2019	723100		28.26		101	20000	16700	61000	
8417			0					1/12/2019	REG	Regular		1/12/2019	723100		84.77		101	20000	16700	61000	
8418			0					1/12/2019	REG	Regular		1/12/2019	723100		18.41		101	20000	16700	61000	
8419			0					1/12/2019	REG	Regular		1/12/2019	723100		55.22		101	20000	16700	61000	
8420			0					1/12/2019	REG	Regular		1/12/2019	723100		23.45		101	20000	16700	61000	
8421			0					1/12/2019	REG	Regular		1/12/2019	723100		70.33		101	20000	16700	61000	
8424																					
8425																					

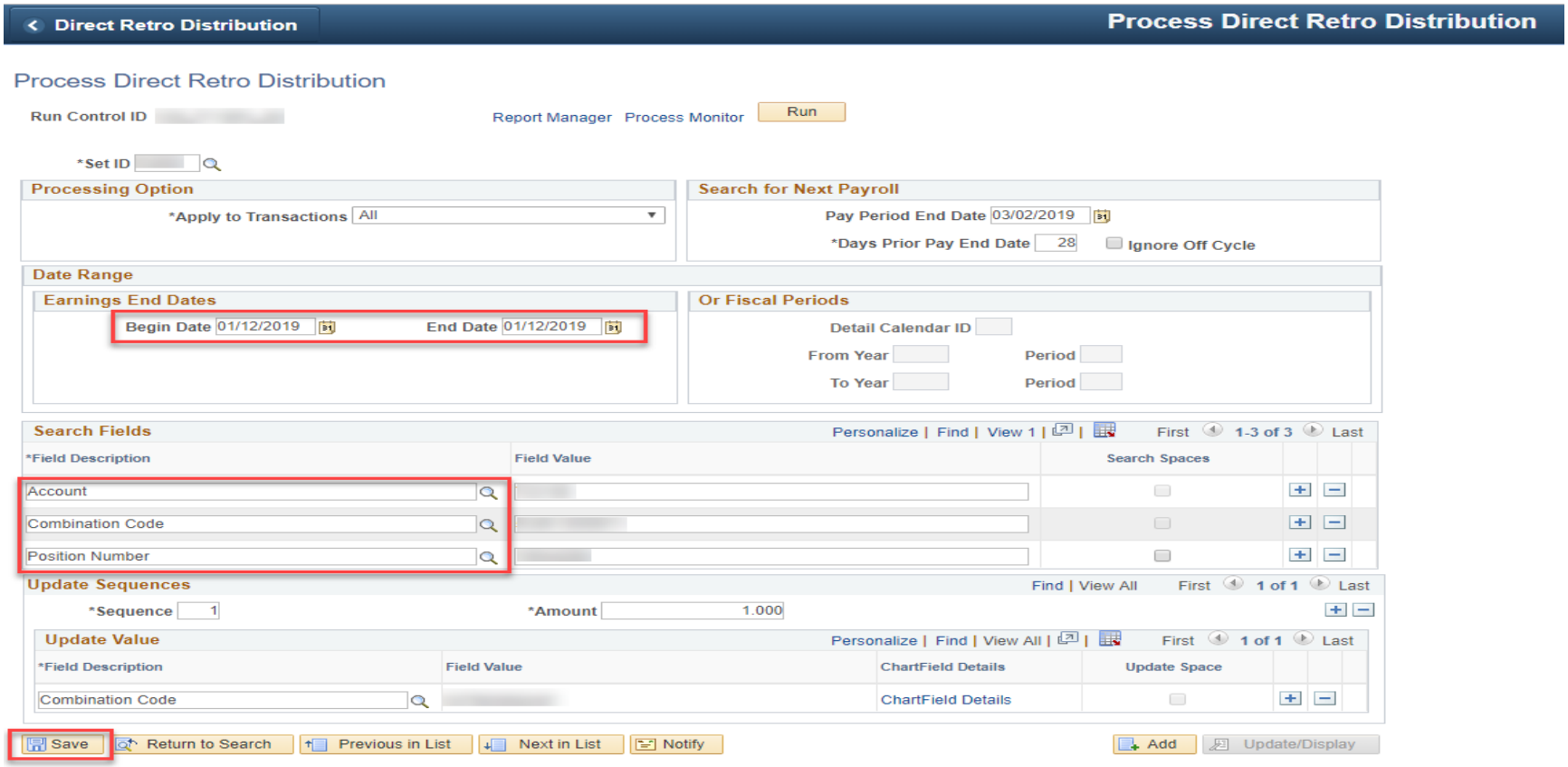
Direct Retros Too Large

- 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



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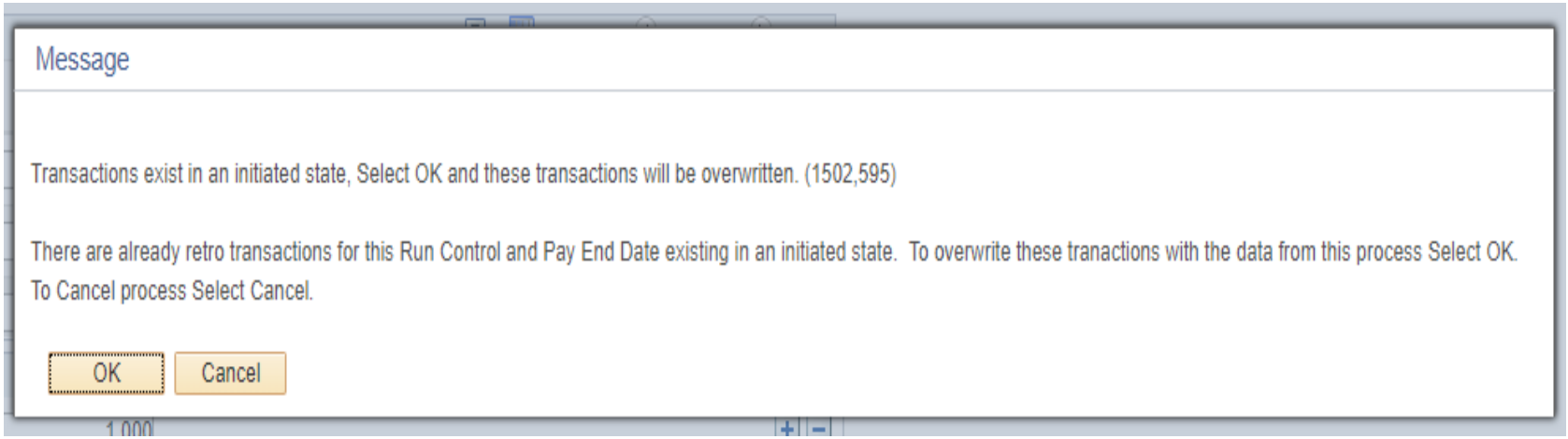

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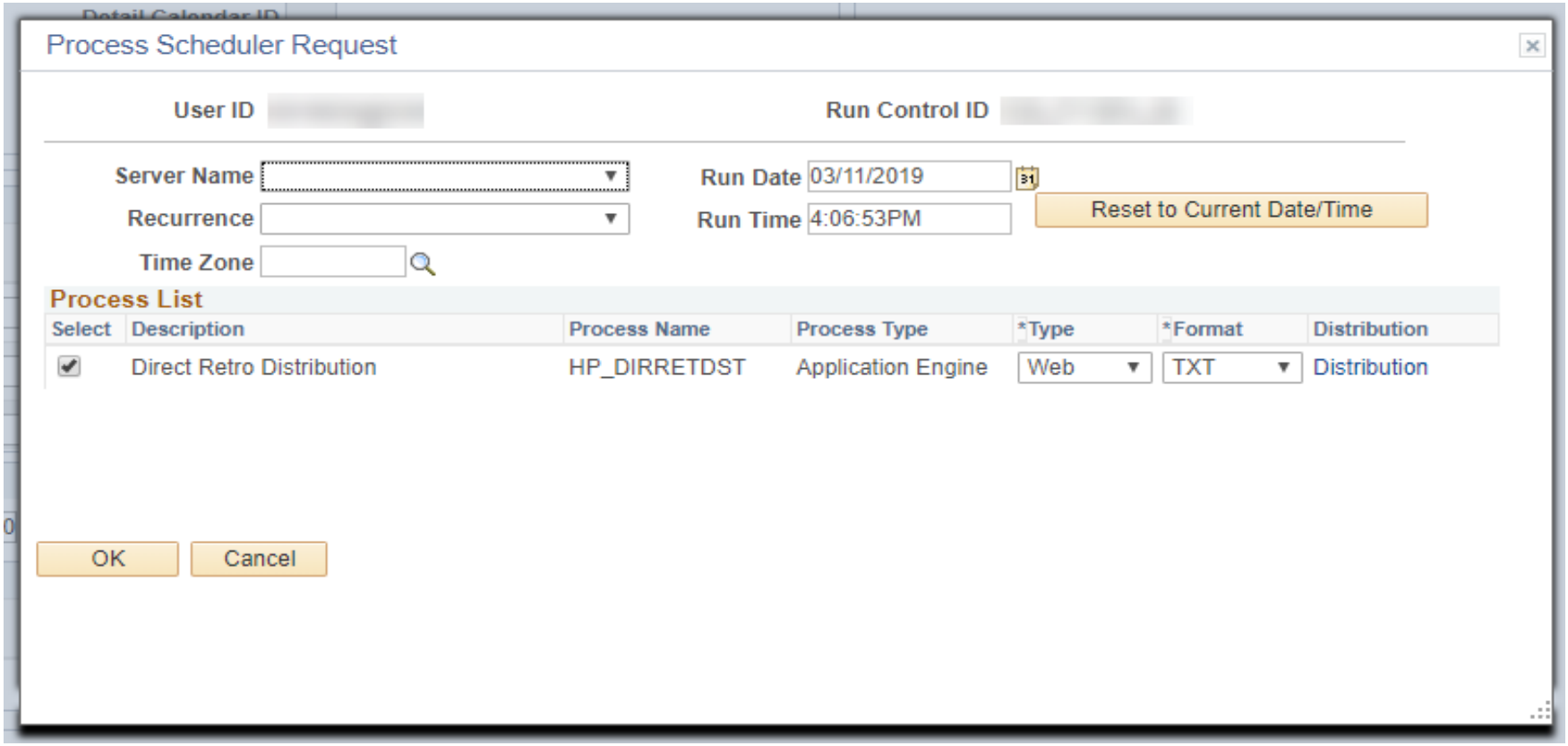


Human Resources

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 Georgia*FIRST* Financials
- The **Balance of Net Pay** account is the account that will be sent to Georgia*FIRST* 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

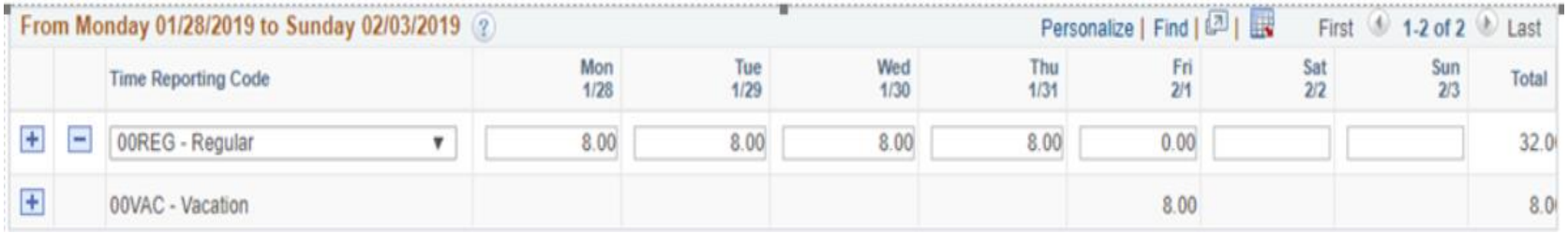
Human Resources

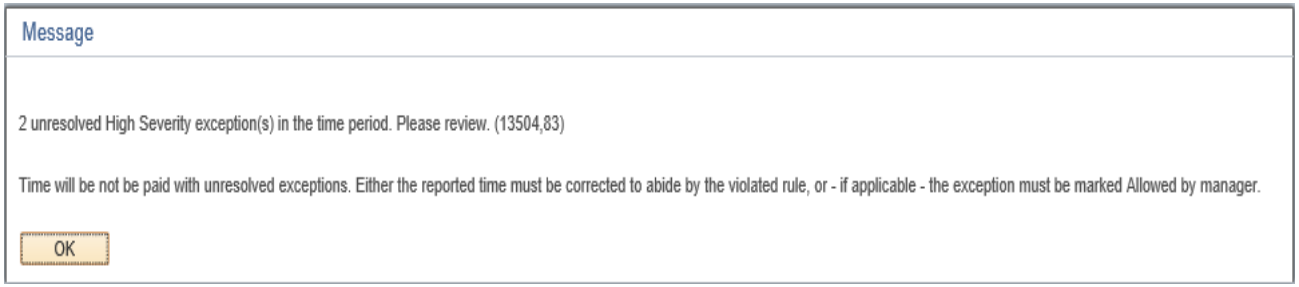
- New HR Practitioner Training
  - Regional training sessions held quarterly
  - Next session will be held at SSC (May 16)
- Summer Pay Process Training
  - Utilizing same process as last year
  - Upcoming training to be announced
  - Revised job aid

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.





High Exceptions - Continued

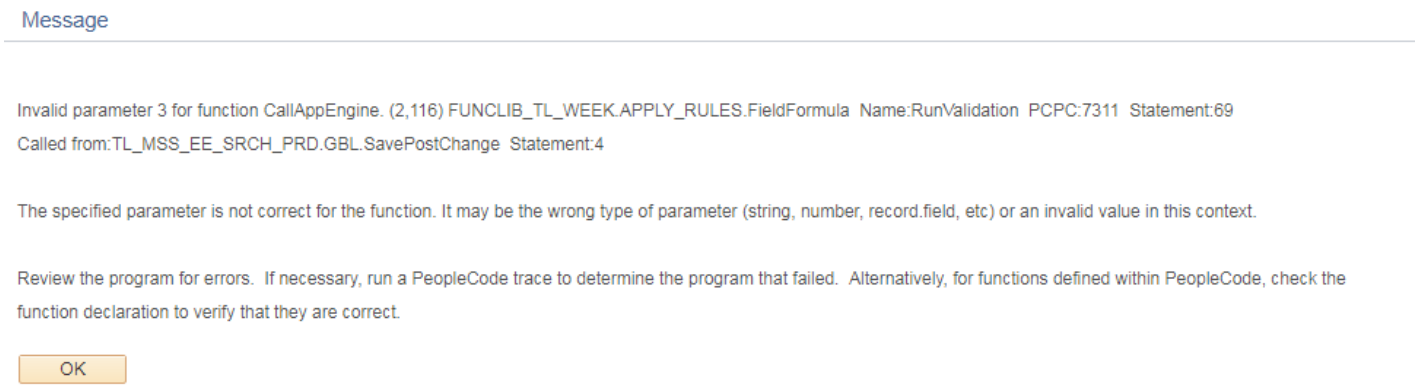
- Managers **must** resolve high exceptions in order for employees to be compensated correctly.
  - Zero hour corrections **must** be done prior to the Absence Calendar closing. Otherwise absence requests on the same day will not process to payable time.

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.



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

UNIVERSITY SYSTEM OF GEORGIA

Questions and Wrap Up