



UNIVERSITY SYSTEM OF GEORGIA

In the Know with OneUSG Connect

May 8, 2019

Facilitator: Jodi Frazier

- ✓ *Muted on entry. Please remember to unmute*
- ✓ *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



Agenda

- Release Information
- Payroll
- Benefits
- Human Resources
- Just an FYI
- Upcoming Training
- Upcoming Events



Release Information



Release Information

- Release 5.0 Notes Information:

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

- Self Report Disability Status
- Outside Professional Activities
- New Careers Functionality
- Drill Down Queries for Workforce Admin
- ABBR Automation
- New Retirement Functionality
- Non Standard and Supplemental Pay
- State Charitable Contributions Campaign
- Self-Identify Veteran Status
- Automatic Database Updates upon Final Approval
- Change Funding Transaction
- MSS Label Change
- Faculty Contract Delivery



Payroll



Payroll Reminder - Common Remitter

- **Retirement Enhancement Project – Upcoming Practitioner Training**
 - Refer to OneUSG Connect Communication sent 04/09/19.
 - Watch for the 2nd of 3 meeting invites you will receive soon. Please add 06/13/19 to your calendar!
 - 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 please contact 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
05/05/19	05/18/19	05/20/19	05/21/19	05/24/19	95B2
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

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
05/01/19	05/31/19	05/23/19	05/24/19	05/28/19	05/31/19	95M1

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	05/13/19	05/14/19	05/17/19	95X2
N/A	N/A	05/24/19	05/28/19	05/31/19	95X3



Payroll-Upcoming Schedule

- Looking ahead to June, 2019

Bi-Weekly On Cycle Payroll Schedule						No Changes to June 2019 Biweekly 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	

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

Off - Cycle Payroll Schedule						June 2019 Off-Cycle Payroll Schedule has been adjusted
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	



Payroll

- **Summer Payroll Processing**

- Reminder that Maymester and Summer Payrolls will soon be upon us.
- See 04/24/19 OneUSG Connect Communications for presentation information
- Basic processes will be the same as last year
- 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.



Payroll-Reminder

- **Modified 2019 Comp Time Payout Schedule**
 - An exception has been approved this year due to system downtime associated with the OneUSG Connect implementation of Augusta University.
 - Current Policy: All compensatory time balances on record as of May 31 must be paid out no later than the final bi-weekly pay period in June each fiscal year.
 - Exception: Payout amounts will be based on balances on record as of May 18, 2019 and will be paid out on the first June payroll (pay date of June 07, 2019).
 - Watch for update processing guidelines coming soon



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



Benefits



Upcoming Auto Enroll/Term Savings Plan Changes

- Tweaks and bug fixes are in development for the Auto Enroll and Auto Terminate Savings Plan processes to go live with Augusta
- More details will be shared in the June In the Know.



Annual Base Benefits Change

- ABBR automation
 - Currently ABBR is manually input by practitioners
 - This new automated process will calculate the ABBR, including applicable MCOP, and auto populate the ABBR field in Job Data
 - Job scheduled to run nightly before the HRID program, so all ABBR changes will be reflected in the data transmitted to Alight



Human Resources



Global DBI Reminder

- Position Management
 - Full/Part-Time Indicator field
 - All positions with 1.00 FTE/40 Standard Hours will be set to Full-Time
 - All positions with less than 1.00 FTE/less than 40 Standard Hours will be set to Part-Time
 - DBI script will be applied to production this week for any remaining positions that haven't been updated by your institution
 - As of 5/7/2019
 - 1,048 positions with less than 40 STD HRS will be updated to Part-Time
 - 847 positions with 40 STD HRS will be updated to Full-Time



DBI Reminder

- Please send your institution's DBI Approver to jules.Donnelly@usg.edu by Friday May 10, 2019.
- The institutions that have sent in their approvers are
 - Middle Georgia State
 - Georgia Highlands
 - Georgia Gwinnett



Just an FYI



Information

- Thrive with Cohort 5 presentation can be found here:
 - https://www.usg.edu/oneusg_connect/practitioner_services/general_resources Click on Cohort 5 Resources
 - Recording is located here: [Play Recording](#)
- Long running queries:
 - Queries that run longer than 20 minutes will be stopped due to the impact it has on HPROD performance.



Upcoming Trainings



Training

OneUSG Connect New HR Practitioner

Shared Services Center

Thursday, May 16, 9 a.m. – 4 p.m.

- Designed to provide new HR practitioners with an overview of Common HR tasks in OneUSG Connect
- Facilitators will guide attendees in hands-on training and share additional resources they may use for reference
- Registration details provided in a General Communication distributed Monday, Apr. 29
- Registration closes Friday, May 10, at 5 p.m.



Training

OneUSG Connect Supplemental and Non Standard Pay

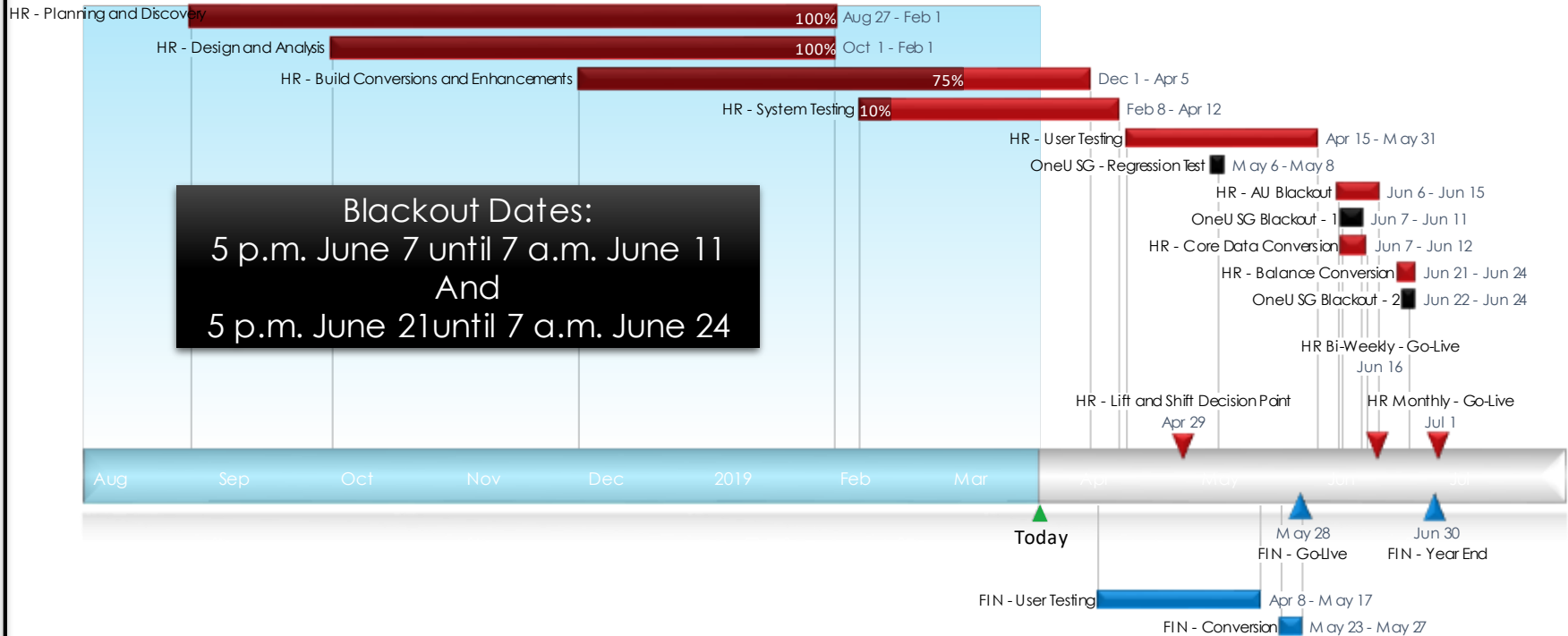
- Two sessions:
 - Tomorrow, May 9, Middle Georgia State University
 - Friday, May 10, Kennesaw State University
- Reminder – All participants from your institution need to attend the same day
- Bring your laptop with VPN access from your home campus, and all test scenarios ready for data entry
- Start time is 9 a.m. both days. End times... be prepared for full, productive days 😊
- Registration details provided in a General Communication distributed Monday, Apr. 15. If you haven't received your invite for the sessions that are happening this week, email jules.Donnelly@usg.edu for an invitation.



Upcoming Events



Augusta University Timeline



interactUSG 2019

- Call for speakers for interactUSG's 2019 conference!
 - September 18-20 in Savannah, GA
 - Visit: <http://www.cvent.com/events/2019-interactusg-conference/event-summary-c18174fb097745abbc12d7b29c377c45.aspx> for more details



June 2019

- In the Know (New Platform.. New Invite)
 - Jun, 12 11:00am - 12:00pm
- Cohort 5 – Go Live
 - Jun, 16





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Review Parking Lot

Parking Lot Questions Review

- **Comp Time Pay Out**
 - Can institutions still use the end of May pay period and process on the 1st bi-weekly or do we have to use 05/18/2019?
 - Yes, however this will leave the institution with a very short window for approving and finalizing for the 1st bi-weekly pay period.
 - Will balance include pending balance request?
 - Does not take into consideration future scheduled vacation time
- **DBI Reminder**
 - For the position management update for Full-Time and Part-Time will the script still update if the position is inactive?
 - Yes it will include inactive position and job data will also be updated. An audit query will be provided to the institutions for review of the rows and to validate the data.
- **AU Go Live**
 - AU Go Live is not until June 16th but the blackout ends June 11th, when will institutions already on OneUSG Connect have access to the data.
 - June 11th all institutions on OneUSG Connect will have access to their data
- **How do we add someone to get access to In the Know Invites?**
 - Please be sure that they are part of the general list serv. Submit a ticket to oneusgconnect@usg.edu
- **ABBR Automation**
 - All ABBR Questions please send to oneusgconnect@usg.edu More details to come on these follow ups. Please be sure that you are subscribe to the general lists serv to get updates.

