OneUSG Connect - 2019
Summer Faculty Hiring

Facilitators:
Kim Gore
Jessie Dalton
Housekeeping Items

• This WebEx is being recorded and the archive/presentation will be distributed following today’s meeting
• You will be muted upon entry, unmute if needed or chat your questions
• Do not place your call on hold
• Let us know if you have difficulty hearing or seeing the presentation
• We will keep a Parking Lot for items that require additional research or discussion
Agenda

• Process Overview
• Short Work Break
• Pay Groups
• Common Errors
• Job Data Entry
• Additional Pay
• Summer Leave Accruals
• Job Aids
• Questions
Process Overview

• Utilizing same process as last year
• Summer rows should be entered on the primary job
• There should be an existing 6/1 SWB row in Job Data
• Returning employees from Short Work Break (SWB) during the summer months, places them back in an active payroll status so they can receive pay
• Change Comp Rate to 0
• All summer pay will be loaded through Additional Pay
• Do not remove or change the position number, leave in employee’s current budgeted position number
• Leave the Annual Benefits Base Rate (ABBR) in place
Process Overview

- Maymester will be included in the May payroll
- Employee will need an active Payroll Status to pay Summer I and Summer II (Return from Work Break /RWB action)
Short Work Break

• Process was originally created for faculty (academic and part time appointments)
• Used to designate the end of a defined employment period (Academic, Semester, or Summer)
• Moves the employee to a **non-pay** status to avoid overpayment while not working
• Previously managed contracted periods with a Data Change Action and a Begin or End Appointment Action Reason (active status)
• The SWB replaces the Data Change approach and assigns a ‘W’ Employee Status (inactive payroll status) which suspends all payroll activity
• Must enter a Return from Work Break (RWB) action with a Begin Appointment action reason to return the employee to an active payroll status
Pay Groups

• Process was originally established for faculty
• Process has been approved and can be used for employees in the XXF, XXP and XXG pay groups
• XXJ (Academic Year Non-Exempt Staff) and XXX (Academic Year Exempt Staff) should have summer positions entered on an additional employment instance (should be a relatively small number impacted)
• If you have any employees in the XXJ or XXX pay groups that will be working during the summer, notify your SSC payroll representative so a calendar can be setup for these groups
Pay Groups

• This process has not been approved for other pay groups at this time (i.e. student workers)
• There is a Student Employment Committee that is working on the policy and process for students
Common Errors

• Employees were not returned from work break and were left in an inactive Payroll Status, no pay sheet generated
• Positions were changed on the primary benefited Job Data record, benefits dropped
• Position attributes were changed, dropped benefits
• Normal salary was left in the Comp Rate field, employees were overpaid
• Annual Benefits Base Rate (ABBR) was removed, impacted salary based benefit premiums
Job Data Entry

- Search for employee
Job Data Entry

- There should be an existing 6/1 SWB row in Job Data (row must be present in Job Data in order to return the employee from SWB)
Job Data Entry

- Insert a new row by clicking the (+) sign
- Enter the following data for the RWB/Begin Appointment entry
  - Effective Date:
    - June Semester Only: June 1
    - July Semester Only: July 1
    - Both Summer Semesters: June 1
  - Effective Sequence: 1 (or next available sequence)
  - Action/Reason: RWB/Begin Appointment
  - Compensation: 0
Job Data Entry

- Work Location panel (RWB)
Job Data Entry

• **Important!** Job Data must be in an **active** Payroll Status in order for a pay sheet to generate and summer pay to be processed
Job Data Entry

- Compensation panel (RWB)
Job Data Entry

- Benefits Program Participation link (RWB)
Job Data Entry

- Return to the Work Location panel
- Insert a new row by clicking the (+) sign
- Enter the following data for the SWB/End Appointment entry
  - Effective Date:
    | June Semester Only | July Semester Only | Both Summer Semesters |
    |-------------------|-------------------|----------------------|
    | July 1            | August 1          | August 1             |
- Effective Sequence: 0 (or next available sequence)
- Action/Reason: RWB/End Appointment
- Compensation: 0
Job Data Entry

- Work Location panel (SWB)
Job Data Entry

- Compensation panel (SWB)
Job Data Entry

- Benefits Program Participation link (SWB)
Job Data Entry

• If working in **June**
  – Begin Appointment entry
    • Effective Date: 6/1
    • Effective Sequence: 1 (or next available sequence)
    • Action/Reason: Return from Work Break/Begin Appt
    • Compensation: 0
  – End Appointment entry
    • Effective Date: 7/1
    • Effective Sequence: 0 (or next available sequence)
    • Action/Reason: Short Work Break/End Appt
    • Compensation: 0
Job Data Entry

• If working in **July**
  – Begin Appointment entry
    • Effective Date: 7/1
    • Effective Sequence: 1 (or next available sequence)
    • Action/Reason: Return from Work Break/Begin Appt
    • Compensation: 0
  – End Appointment entry
    • Effective Date: 8/1
    • Effective Sequence: 0 (or next available sequence)
    • Action/Reason: Short Work Break/End Appt
    • Compensation: 0
Job Data Entry

- For employees working both summer semesters, the **June and July** entries may be combined
  - Begin Appointment entry
    - Effective Date: 6/1
    - Effective Sequence: 1 (or next available sequence)
    - Action/Reason: Return from Work Break/Begin Appt
    - Compensation: 0
  - End Appointment entry
    - Effective Date: 8/1
    - Effective Sequence: 0 (or next available sequence)
    - Action/Reason: Short Work Break/End Appt
    - Compensation: 0
Additional Pay

- All summer pay will be loaded to the Additional Pay panels
- Maymester will be included in the May payroll, May is already in an active Payroll Status
- Employee will need an active Payroll Status to pay Summer I and Summer II (Return from Work Break /RWB)
- Mass Additional Pay Loads
  - Contact OneUSG Support for template
  - Submission deadlines
    - Maymester: Monday, May 20 @ 5:00 – PS Creation May 23
    - Summer I: Monday, June 17@ 12:00 (noon) – PS Creation June 19
    - Summer II: Monday, July 22 @ 12:00 (noon) – PS Creation July 24
Summer Leave Accruals

- Excel to CI is used to load summer leave accruals
- Complete the Summer Faculty Sick Leave Accrual Spreadsheet and send to OneUSG Connect Support
- For detailed information on Summer Faculty Sick Leave Accruals, refer to the Summer Faculty Sick Leave Accrual job aid which is available on the OneUSG website
Job Aids Available

• Job aids available on the OneUSG Connect website
  Path: https://www.usg.edu/oneusg/ > Documentation

• OneUSG Connect Job Aids: Human Resources
  – Summer Faculty Hiring

• OneUSG Connect Job Aids: Payroll
  – Additional Pay

• OneUSG Connect Job Aids: Absence Management
  – Summer Faculty Leave Accrual

• Discussing new process for next year
Questions

• What were some of the questions/issues that came up at your campus last year?

• What summer scenarios did/do you have that you need a process or resolution for?

• Other questions?

• Contact oneusgsupport@usg.edu for additional information (including mass upload options)
Review Parking Lot
Wrap Up
Thank You