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OneUSG Connect - 2019 Summer Faculty Hiring

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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

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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

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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)

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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	July Semester Only	Both Summer Semesters
June 1	July 1	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

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Job Data Entry

- Compensation panel (RWB)

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Job Data Entry

- Benefits Program Participation link (RWB)

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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

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Job Data Entry

- Work Location panel (SWB)

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Job Data Entry

- Compensation panel (SWB)

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Job Data Entry

- Benefits Program Participation link (SWB)

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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

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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

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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

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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

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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)

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Review Parking Lot

Wrap Up

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Thank You