



UNIVERSITY SYSTEM OF GEORGIA

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



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

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#)

▼ **Search Criteria**

Empl ID

Empl Record

Name

Last Name

Second Last Name

Alternate Character Name

Middle Name

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)



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)

Work Location | Job Information | Payroll | Salary Plan | Compensation

Empl ID
Employee Empl Record 0

Work Location ? Find First 1 of 2 Last

*Effective Date 06/01/2019
Effective Sequence 0
HR Status Active
Payroll Status Short Work Break

*Action Short Work Break
Reason End Full Time Appointment
*Job Indicator Primary Job

Go To Row + -

Company 360 Georgia College & State Univ
Position Number Lecturer

Future



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

- Compensation panel (RWB)

Work Location | Job Information | Payroll | Salary Plan | **Compensation**

Employee Empl ID
Empl Record 0

Compensation Details ? Find First 1 of 3 Last
Go To Row

Effective Date 06/01/2019
Effective Sequence 1
HR Status Active
Payroll Status Active

Action Return from Work Break
Reason Begin Part Time Appointment
Job Indicator Primary Job
Future

Compensation Rate 0.00 USD *Frequency M10 Monthly

▶ **Comparative Information** ?
▶ **Pay Rates** ?

Default Pay Components

Pay Components ? Personalize | Find | First 1 of 1 Last

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 NAANNL	0		USD	A			

Calculate Compensation



Job Data Entry

- Benefits Program Participation link (RWB)

Benefit Program Participation

Employee Empl ID
Empl Record 0

Benefit Status Find First 2 of 4 Last

Benefit Record Number [Go To Row](#)

Effective Date 06/01/2019

Effective Sequence 1 Action Return from Work Break

HR Status Active Reason Begin Part Time Appointment

Payroll Status Active Job Indicator Primary Job

*Benefits System Future

Annual Benefits Base Rate USD Benefits Employee Status Active



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)

Work Location | Job Information | Payroll | Salary Plan | Compensation

Employee Empl ID
Empl Record 0

Work Location ? Find First 1 of 4 Last
Go To Row + -

*Effective Date 08/01/2019
Effective Sequence 0
HR Status Active
Payroll Status Short Work Break

*Action Short Work Break
Reason End Part-Time Appointment ?
*Job Indicator Primary Job

Company 360 Georgia College & State Univ
Position Number [REDACTED] Lecturer

Future



Job Data Entry

- Compensation panel (SWB)

Work Location | Job Information | Payroll | Salary Plan | **Compensation**

Empl ID
Employee Empl Record 0

Compensation Details ? Find First 1 of 4 Last
Go To Row

Effective Date 08/01/2019
Effective Sequence 0
HR Status Active
Payroll Status Short Work Break

Action Short Work Break
Reason End Part-Time Appointment
Job Indicator Primary Job
Future

Compensation Rate 0.00 USD *Frequency M10 Monthly

► **Comparative Information** ?
► **Pay Rates** ?

Default Pay Components

Pay Components ? Personalize | Find | First 1 of 1 Last

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 NAANNL	0		USD	A			

Calculate Compensation



Job Data Entry

- Benefits Program Participation link (SWB)

Benefit Program Participation

Employee Empl ID
Empl Record 0

Benefit Status Find First 1 of 4 Last

Benefit Record Number

Effective Date 08/01/2019

Effective Sequence 0 Action Short Work Break

HR Status Active Reason End Part-Time Appointment

Payroll Status Short Work Break Job Indicator Primary Job

*Benefits System Future

Annual Benefits Base Rate USD Benefits Employee Status Active



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)





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Review Parking Lot



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Wrap Up



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Thank You