In the Know with OneUSG Connect

July 11, 2018
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 distributed following today’s meeting

• 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

• Known Issues
• Payroll
• Benefits Reconciliation
• Training & Communication
• Human Resources
• Upcoming Events
Known Issues
Absence Management Issue

Options No Longer Available and Error Message for FMLA Intermittent Events

- When employees attempt to submit an extended absence, the option for “Intermittent FMLA” is no longer available.

- Error messages are occurring when practitioners attempt to View, Edit, Approve, Push Back, and/or Deny pending FMLA Intermittent events.
Commitment Accounting Known Issues

- TSA/ORP Distribution Split process unsuccessful for pay run 8FY1

- Other Commitment Accounting Known Issues
Payroll
2nd Quarter, 2018 Payroll Return Approvals Due

- Institutions final approval for filing 2nd Quarter, 2018 tax returns is due to the Shared Services Center Tax team by 5pm on Wednesday, July 11, 2018.

- See OneUSG Connect Payroll Communication dated Wednesday, June 27, 2018 for details.

- Approval forms have been placed on your FTP site in the Payroll Folder for your convenience.

- If you have questions or concerns, please contact OneUSG Connect Support by email at oneusgsupport@usg.edu or toll free at 877-251-2644
Payroll

Tuition Assistance Program (TAP) Reporting Update

• The Tuition Assistance Program (TAP) Benefits Reporting spreadsheet for Summer Sessions is on your FTP site in the TAP folder.

• See OneUSG Connect Payroll Communication dated Tuesday, July 10, 2018 for details.

• The completed spreadsheet is due to the SSC by noon on Friday, July 20, 2018.

• If you have questions or concerns, please contact OneUSG Connect Support by email at oneusgsupport@usg.edu or toll free at 877-251-2644
## Payroll
### OneUSG Connect Payroll Schedule, July, 2018

#### 2018 Bi-Weekly On - Cycle Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Time Detail and Adjustments to SSC by 11 AM</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/18</td>
<td>07/14/18</td>
<td>07/16/18</td>
<td>07/17/18</td>
<td>07/20/18</td>
<td>87B2</td>
</tr>
<tr>
<td>07/15/18</td>
<td>07/28/18</td>
<td>07/30/18</td>
<td>07/31/18</td>
<td>08/03/18</td>
<td>88B1</td>
</tr>
</tbody>
</table>

#### 2018 Monthly On - Cycle Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Time Detail and Adjustments to SSC by 11 AM</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/18</td>
<td>07/31/18</td>
<td>07/25/18</td>
<td>07/26/18</td>
<td>07/31/18</td>
<td>87M1</td>
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</table>

#### 2018 Off - Cycle Payroll Schedule

<table>
<thead>
<tr>
<th>Pay Period Begin Date</th>
<th>Pay Period End Date</th>
<th>Off-Cycle Request to SSC by 9:00</th>
<th>OneUSG Confirm Date</th>
<th>Pay Date</th>
<th>Pay Run ID</th>
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</thead>
<tbody>
<tr>
<td>07/21/18</td>
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<td>07/24/18</td>
<td>07/24/18</td>
<td>07/27/18</td>
<td>87X2</td>
</tr>
<tr>
<td>08/04/18</td>
<td>08/04/18</td>
<td>08/07/18</td>
<td>08/07/18</td>
<td>08/10/18</td>
<td>88X1</td>
</tr>
</tbody>
</table>
Benefits Reconciliation
Create Payroll Adjustments Issue

• When running the create payroll adjustments, some processes are running to No Success

• The root cause is due to name missing in the pers_serv_bor table
  • When a payroll adjustment is entered PeopleSoft looks for a name for all emplid’s; however, not all emplid’s are in OneUSG.
  • If the program cannot find the emplid then it will post the adjustment without a name.

• If this happens....submit a ticket to ITS along with the missing employee name. ITS will perform a DBI to correct the name in the pers_serv_bor table and then the create adjustments process will run to success.

• An announcement is in the works.
Training & Communications
Forecasting Leave Documentation

• Located in Smartsheet and on OneUSG Connect Support Website

• Employee Job Aid Changes
  • (Updated) How Do I Submit and Absence/Leave Request?
  • (Updated) How Do I Submit a Partial Day Absence (Leave) Request?
  • (New) How Do I View Forecasted Leave Balances?

• Manager Job Aid Changes
  • (Updated) How Do I Request an Employee Absence?

• NOTE: Videos have not been updated to reflect changes.
In the Know Survey

• Overall, how satisfied are you with “In the Know with OneUSG Connect” webcasts – 42 answered surveys on a Scale 1-5 (1 Very Unsatisfied , 5 Very Satisfied)
  • 35.7% - 5
  • 42.9% - 4
  • 16.7% - 3
  • 2.4% - 2
  • 2.4% - 2

• What “In the Know” content would you find MOST useful in a monthly webcast – Top 3
  • Known Issue Updates at 97.6%
  • Training Information at 87.8%
  • Documentation Updates at 82.9%

• What “In the Know” content would you find LEAST useful in a monthly webcast – Top 3
  • Aging Tickets at 90.6%
  • Ticket Trends at 84.4%
  • Trending Inquires at 43.8%
Human Resources
Human Resources

• Multiple Primary Jobs
  • For employees who have multiple jobs, once the primary job terminates, be sure to update that record to reflect secondary and the other active record to reflect primary.
  • If not updated, the following issues will occur:
    • If multiple primary records are received for one employee, Alight does not know which record to load so neither record is loaded
    • Payroll receives an error message during processing, this is a hard stop for payroll
  • A report is being created to help Institutions identify these employees who have multiple primary job indicators
Human Resources

- SSNs have been found on Regional Tab in Personal Data
  - National ID Type (SSN) field in the system table is secure
  - Citizenship Proof fields in Personal Data are not as secure
    - Anyone with query access can pull the data that is loaded in these fields
  - Employees with a SSN listed in these fields will need to be corrected
    - Remove the SSN
    - Enter only the document types in these fields (i.e. SS Card, DL, Passport)
  - The SSC will be reaching out to institutions with a list of impacted employees
Upcoming Events
Upcoming Events

July 12: Absence Management Training
• Location: Information Technology Services
• Time: 10 – 4 p.m. in Classroom 104
• Registration closes at 3 p.m. today

August 18: Release 3.14

Sept. 12 – 14: interactUSG Conference
• Classic Center in Athens, Ga.
• Discounted registration pricing ends Aug. 8
General Upcoming Events

July 19: Commitment Account WebEx
• 2:00pm to 3:00pm

August 8: In the Know WebEx
• 11:00am to 12:00pm
Review Parking Lot
Questions and Wrap Up