



UNIVERSITY SYSTEM OF GEORGIA

# 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



# Payroll

## 2<sup>nd</sup> Quarter, 2018 Payroll Return Approvals Due

- Institutions final approval for filing 2<sup>nd</sup> 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 you convenience.
- If you have questions or concerns, please contact OneUSG Connect Support by email at [oneusgsupport@usg.edu](mailto: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](mailto:oneusgsupport@usg.edu) or toll free at 877-251-2644



# Payroll

## OneUSG Connect Payroll Schedule, July, 2018

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

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

### 2018 Monthly On - Cycle Payroll Schedule

Pay Period Begin Date	Pay Period End Date	Time Detail and Adjustments to SSC by	OneUSG Confirm Date	Pay Date	Pay Run Id
		11 AM			
07/01/18	07/31/18	07/25/18	07/26/18	07/31/18	87M1

### 2018 Off - Cycle Payroll Schedule

Pay Period Begin Date	Pay Period End Date	Off-Cycle Request to	OneUSG Confirm Date	Pay Date	Pay Run ID
		SSC by 9:00			
07/21/18	07/21/18	07/24/18	07/24/18	07/27/18	87X2
08/04/18	08/04/18	08/07/18	08/07/18	08/10/18	88X1



# 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





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# Review Parking Lot



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# Questions and Wrap Up