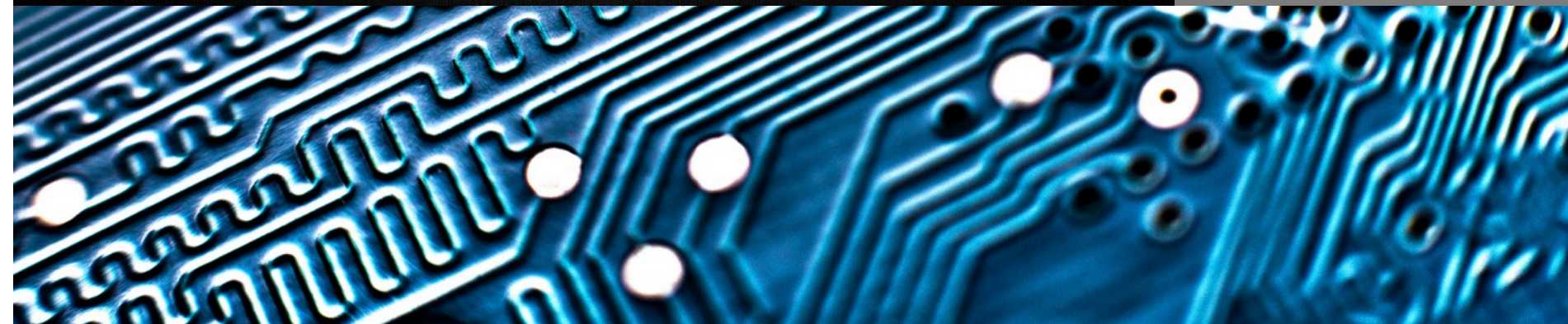


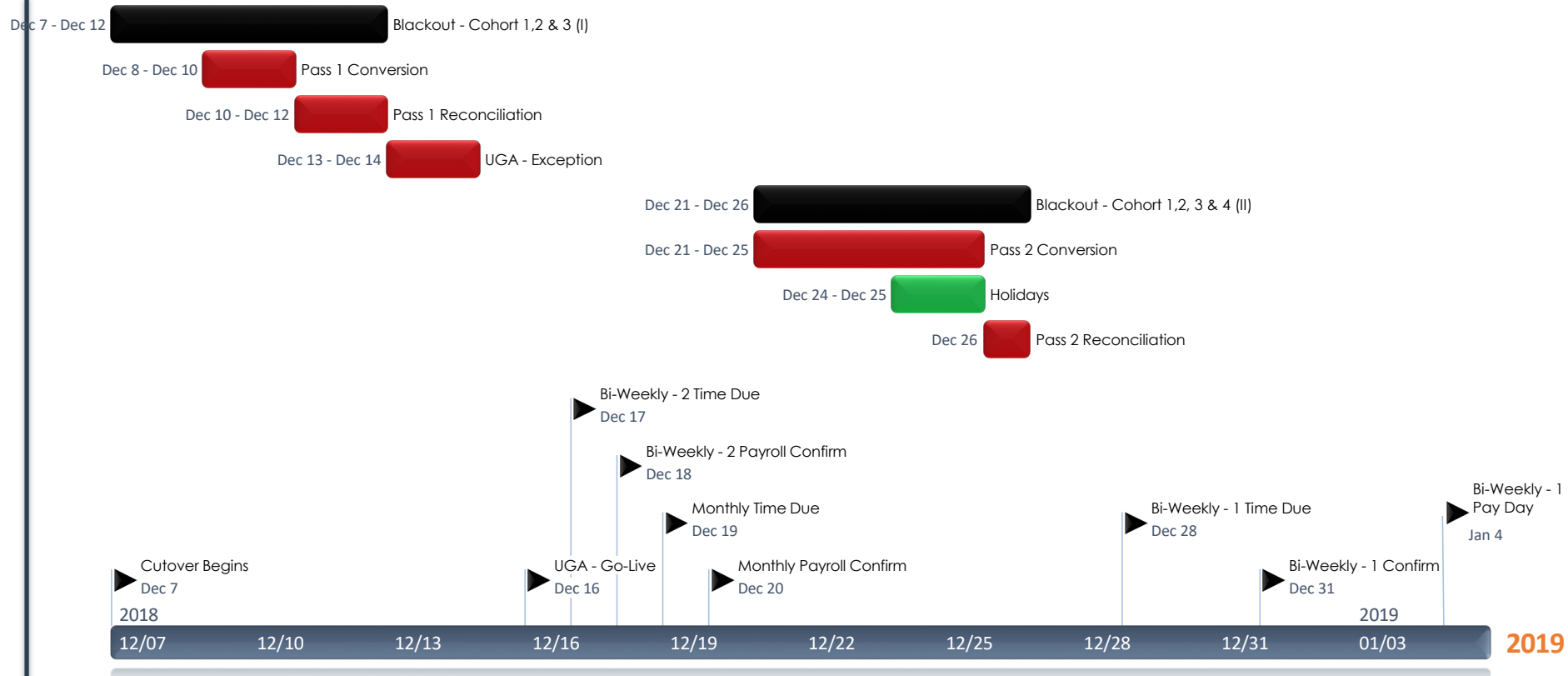
# USG Mid-Year Financial Workshop

OneUSG Connect and GeorgiaFIRST Financials Updates



# OneUSG Connect Cohort 4 Go Live





# OneUSG Connect Payroll and Common Remitter



# Payroll Processing Schedule

## Payroll Dates

Payrun ID	Due to SSC	Confirm	Post Payroll Processes
8DB1 – Dec BW1	12/3/2018	12/04/2018	12/05/2018
8DX1 – Dec Off-cycle 1	As Needed	12/14/2018	12/17/2018
8DB2 – Dec BW2	12/17/2018	12/18/2018	12/19/2018
8DX2 – Dec Off-cycle 2	As Needed	12/28/2018	12/31/2018
8DM1 – Dec Monthly	12/19/2018	12/20/2018	12/21/2018
91B1 – Jan BW1	12/28/2018	12/31/2018	01/02/2019

91B1 – first payroll with Cohort 4 (UGA)



# Common Remitter Transition to OneUSG Connect

- **When?**
  - Effective with Payrun ID 91B1 with pay date 1/4/2019 TSA and ORP Common Remitter will be processed in OneUSG Connect
  - December 2018 pay dates - Common Remitter will continue to be processed in GeorgiaFIRST
- **Why?**
  - Provides Non GeorgiaFIRST institutions access to process Common Remitter
- **Institution Responsibility?**
  - Security roles must be updated to include Common Remitter access in OneUSG Connect prior to 12/31/2018
- **What's New?**
  - Practitioners will add/adjust TSA contributions
  - Practitioners will maintain ERS Forfeited Leave Balances



# Common Remitter Processing Schedule

Pay Run ID	Plan	Adjustment Window Opens	Adjustment Window Closes	Files Submitted	Funds Pulled
8DX1 – Dec Off-cycle 1	TSA	12/17/2018	12/17/2018	12/18/2018	12/19/2018
8DX1 – Dec Off-cycle 1	ORP	12/17/2018	12/18/2018	12/19/2018	12/20/2018
8DB2 – Dec BW2	TSA	12/19/2018	12/19/2018	12/20/2018	12/21/2018
8DB2 – Dec BW2	ORP	12/19/2018	12/20/2018	12/21/2018	12/26/2018
8DM1 – Dec Monthly	TSA	12/21/2018	12/21/2018	12/28/2018	12/31/2018
8DM1 – Dec Monthly	ORP	12/21/2018	12/28/2018	12/31/2018	01/02/2019
December 2018	TRS/ERS	12/21/2018	01/03/2019	01/10/2019	01/07/2019
8DX2 – Dec Off-cycle 2	TSA	12/31/2018	12/31/2018	01/02/2019	01/03/2019
8DX2 – Dec Off-cycle 2	ORP	12/31/2018	01/02/2019	01/03/2019	01/04/2019
91B1 – Jan BW1 *OneUSG Connect	TSA	12/31/2018	01/02/2019	01/03/2019	01/03/2019
91B2 – Jan BW1 *OneUSG Connect	ORP	12/31/2018	01/03/2019	01/03/2019	01/03/2019



Questions?





# OneUSG Connect Benefits



# Upcoming Changes – Benefits Milestones

## **HCM Release 4.00 – Dec. 16, 2018 (Cohort 4)**

- Will copy Benefits Recon module from PSFIN into HCM
- Will include new program to auto-enroll and auto-term savings plans for non-exempt employees who meet criteria

## **PSFin Release 5.42 – Jan 18, 2019**

- Will add new HRAL query to Benefits Recon menu
- Will hide security for Benefits Recon items no longer needed in PSFIN

# Benefits Reconciliation

## Why move Ben Recon to HCM?

- Currently only Institutions on GeorgiaFIRST Financials have ability to take advantage of Benefits Recon.
- Multiple Research Institutions have requested to have access to this functionality

## Why Now?

- Discussed with leadership and determined that Jan 2019 will be best time due to faculty 7/5<sup>th</sup>'s (Summer accrual)

# Benefits Reconciliation

## How will this impact my Institution?

- On February 7<sup>th</sup>, ITS will receive the BCAF, Direct Bill and Aging Files from Alight
  - For GeorgiaFirst Institutions
  - Includes GA State and UGA data
- All Institutions will use HCM to create accounting entries for active and non-active employees, enter adjustments, etc.
- Integration Broker will feed over accounting entries from HCM into PSFIN for journal generation
- An updated user guide will be published for all users

# Recon Security

## What needs to happen prior to go-live (2/7)

- All users will have a different user id in HCM. This will need to be communicated to users and they will need to confirm they can login (single sign on) to HCM and view the Benefits Reconciliation menu items.
- There is a new benefits recon role in HCM that users will need. Security admins will need to contact SSC. SSC will give all users the correct security roles in HCM.
- A list will be provided to each security admin letting them know which active users have access to Ben Recon in PSFIN for review.

# Recon Balance Conversion

## What needs to happen prior to go-live (2/7)

- ITS has created a script to identify all open balances from 7/1/2018 to 1/30/2019. This script identifies all open balances in Pers Serv Bor by emplid and account that do not sum to \$0. This list will be provided to each Institution for review after December reconciliation is complete in January 2019.
- Institutions will have until Jan 25<sup>th</sup> 2019 to review.
- After signoff, Institutions will create a journal to write off the open balances to indirect costs account in PSFIN.
- ITS will perform an Excel to CI upload to the enter adjustments page in HCM. This is the other side of the indirect costs journal and will establish the open balance in HCM. Institutions will add/modify/delete lines as needed prior to validating the transaction. When complete, they will run the Load Benefits Adjustments program which will post the data to HCM PSB/HRAL and also push the data to PSFIN for journal generation.

# Current Process - Retirement Plans

- For Non-Exempt Employees
  - Practitioners at each Institution should be manually adding the employee to the correct retirement plan
  - TRS for Reg employees working 20 hours or more
  - GDCP for Reg employees working less than 20 hours
  - GDCP for all temp employees (regardless of number of hours worked).
  - Paygroup G - Graduate Assistants, T - Student Assistants, V - Student Assistantship Program, and W - College Work Study are ineligible for retirement plans so they are excluded along with rehired retirees.
- Savings plan should be manually terminated once an employee's primary job is terminated or it is determined the employee is ineligible for a plan.

# Future Process - Auto Enroll/Auto Term

- For non-exempt employees
  - New auto enroll program will run via a scheduled batch job and look at job data and savings plan data
  - Automatically enroll non-exempt employees in the correct savings plan based on their primary job, reg/temp status, standard hours, etc.
  - This will save the Institutions time by not having to do this manually and will ensure Institutions are following the policy for enrolling employees in retirement plans.
- There is also an auto-term process that will terminate an employee's savings plan if the employee's primary job is terminated or if the employee is ineligible for a plan.



# Clean Up Effort

- Employees who should be enrolled in a retirement plan that are not currently enrolled.
  - Run auto-enroll/auto-term program in report mode after UGA go-live. This will not update their data in HCM but will instead provide an excel file with all employees by Institution who will either be auto-enrolled or auto-termed from a retirement plan.
  - Once we have the report we will upload it to the SSC FTP and the Institution will be able to access the file from the FTP site.
  - Institutions will have until Jan 8<sup>th</sup> to validate the results and then make updates in HCM as needed so that the correct employees will be enrolled or termed in the correct savings plan once we run the report again in update mode.
  - We will have a field in the job table that users will be able to select to exclude certain employees from being picked up by the auto-enroll and auto-term process as needed.

Questions?



# OneUSG Connect Commitment Accounting



# Commitment Accounting Processing Issues

- 88M1 – Ran to error in middle of GL process.
  - Error-Offset Account not found for Department 1211400 and Activity SDE.
  - Transactions processed prior to the error were sent to HR\_ACCTG\_LINE and PERS\_SERV\_BOR in HCM.
  - SDE is a deduction/tax code that had never been used before. The deduction type was set to inactive. The query to find missing Offset Accounts did not include this deduction type.
  - Error was resolved and GL process was reran. This created two process instances with different sequence numbers. DBI was required to align the sequence numbers between HRA and PSB.

# Commitment Accounting Processing Issues

- 88M1 – continued
  - TSA/ORP split ran to no success. This was caused by having two identical deduction codes on the same paycheck. This will be addressed in the next update of that process.
  - Money Movement had to wait until all issues were resolved before it could be run.
  - Money Movement had issues dealing with the GL process being split into two separate instances.
  - Problems getting PSB lines to publish to financials.

# Commitment Accounting Processing Issues

- 88B3 – Skipped a Pay Group
  - The system thought the Pay Group had already been processed. A DBI was required.
  - TSA/ORP Split failed – Invalid Number error not seen before. A slight programming change was required.

# Commitment Accounting Processing Issues

- 89M1
  - GL process conflicted with another process and “deadlocked” and aborted.
  - This happened late at night. No clone was available for testing resolutions the next day.
  - This was another new error that we have never seen before.

# Commitment Accounting Processing Issues

- 89B2
  - Invalid Benefit Record on 2 checks caused Actuals Distribution process (PSPPFUND) to fail.
  - This was another first time error. It took a few days to figure it out.
  - The pay group with the invalid benefit record was skipped.



# Commitment Accounting Processing Issues

- Retro Processing
  - We failed to delete a stale dated retro prior to processing causing us to restore Distribution tables and perform multiple DBIs.
  - Round 2 – someone used a Direct Retro to change the HR Department, Position or Job Code causing us to restore again and perform multiple DBIs.
  - Queries have been enhanced to make it easier to detect these issues prior to processing.

# Commitment Accounting Processing Issues

- 8NB1
  - One check did not have any accounting distribution causing the pay run to be out of balance.
  - We had to restore the distribution tables from backup, reset the Pay Calendars, then delete the data from PERS\_SERV\_BOR and HR\_ACCTG\_LINE in HCM and Financials.
  - We identified and fixed the problem. Use Commitment Accounting was not selected on the HR Department.
  - Due to system issues, the distribution process ran to error and had to be restored again.

# Commitment Accounting Processing Issues

- 8NX2
  - Funding Distribution process failed due to an invalid Job Code. Restored from Backup. Pay Calendars had to be reset with a DBI.
  - Some Pay Groups were not attached to 8NX2 at the time Funding Distribution was ran the 2<sup>nd</sup> time. Restored from Backup. Pay Calendars reset with a DBI.
  - Payroll added the Pay Groups and reconfirmed.
  - Distribution ran to success, but GL processing failed due to HR Department data missing on one check. Data was inserted and GL process reran to success.
  - TSA/ORP Distribution Split errored due to line and sequence numbers out of synch in PERS\_SERV\_BOR. DBI required.

# Commitment Accounting Processing Issues

- 8NM1
  - ORP/TSA Distribution Split ran to no success.
  - Developers are researching the cause and will create a script to enable the process to run to success.

Questions?





# UNIVERSITY SYSTEM OF GEORGIA

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## Information Technology Services