



Weekly Status Call

November 7, 2019



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Training Courses

UGAmart for Beginners Training

- November 19, 9:00 a.m. - noon
- December 12, 9:00 a.m. - noon
- Register via [Training & Development](#)

Pcard Training - online!

- Located on the [Procurement site](#)
- Initial PCard Training
 - Refresher PCard Training
 - Procurement Card Information

What's New in BPSS in Nov 2019?

- November 18, 1:30 p.m.
- [Register](#) for the webinar

UGAJobs Training

- Available to units by request. *Central HR will come to you!*
 - Email hrweb@uga.edu to make the request for your unit.



Training Courses

Project Status Report Training

- The new Payroll Tab will be covered at these sessions.
- Register via [Professional Education Portal \(PEP\)](#).
- More info on the [SPA webpage](#).
 - November 13, 2:00 p.m.
 - December 9, 10:30 a.m.

Sponsored Programs (GRASP) Training:

- For all GRASP courses, register with [Training & Development](#).
 - Class 5: Prior Approval, Audits, & Reporting; November 13, 9:00 a.m. - noon
 - NEW! [Webinar option](#)
 - Class 6: Special Topics; December 3, 9:00 a.m. - noon




Training Courses

Express Direct Retros Training

- Overview of the Express Direct Retro functionality within OneUSG Connect.
- Available on the [OneSource Training page](#) for System Managers.

Format/Location	Date/Time	Notes
Self Service		OneSource Training Library - coming soon
Recorded		Video Link - coming soon
Interactive Webinar	December 6 8:30 a.m. - 10:30 a.m.	Click here to register
Interactive Webinar	December 11 10:00 a.m. - 12:00 p.m.	Click here to register
Interactive Webinar	December 18 8:30 a.m. - 10:00 a.m.	Click here to register





Upcoming Downtimes

Finance & OneUSG Connect

- **November 8 at 11:00 p.m. – November 9 at 7:00 a.m.:** OneUSG Connect scheduled maintenance
- **November 8 at 9:00 p.m. – November 10 at noon:** UGAmart 19.3 release.
- **December 6 at 5:00 p.m. – December 9 at 7:00 a.m.:** Financial & Budget Management Feature Release – PUM (PeopleSoft Update Manager)
- **December 6 at 5:00 p.m. – December 10 at 7:00 a.m.:** The OneUSG Connect site will be unavailable. Please refer to the [OneSource News page](#) for additional information and updates.
- **December 13 from 10:00 p.m. to 2:00 a.m.:** Financial Management & Budget Management Operating System Maintenance



Upcoming Downtimes

OneUSG Connect

November 8 at 11:00 p.m. – November 9 at 7:00 a.m.

How does this affect me? What do I need to do?

- Biweekly employees will need to record time manually during these times
 - Kaba Clocks will show as “offline” but record punches
- Employees with leave will need to enter requests outside these times
- Supervisors will need to approve time and absences outside of these times

Holiday Communication Schedule

Reminders!

No Tuesday Tips

11/26

12/24

12/31

No Weekly Status Call

11/28

12/26

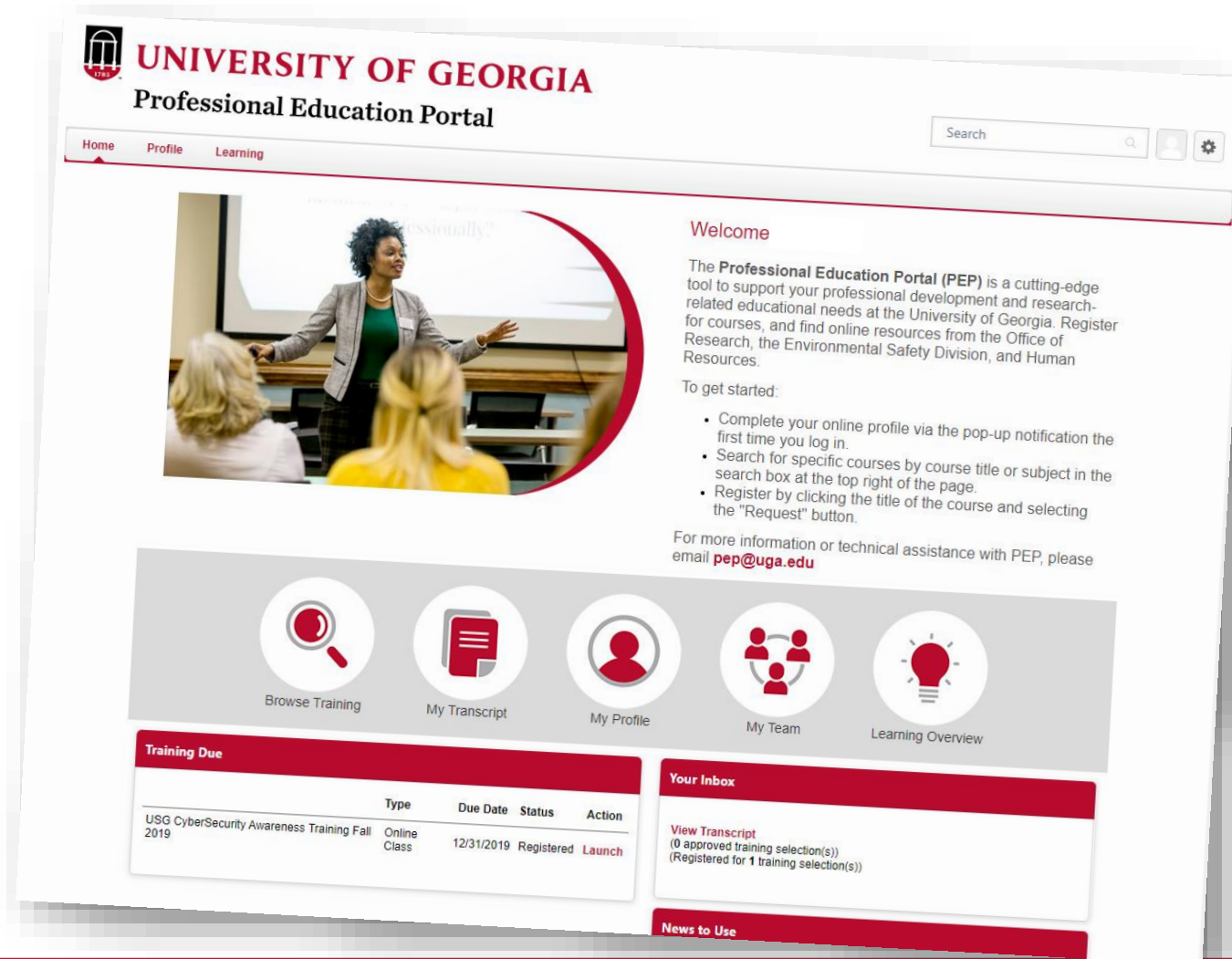
1/2



Professional Education

Ethics Refresher & Cybersecurity *REQUIRED* Training

- USG initiative
- **Cyber Security is required for *ALL* employees, regardless of start date.**
- Ethics Refresher is required for employees hired July 1, 2019
- Access via the Professional Education Portal website
- Complete by December 31, 2019





November 7, 2019

**OneUSG Connect,
Human Resources,
Payroll**



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2020 Benefits Enrollment Open through November 8

- Review choices for 2020 in the [2020 USG Comparison Guide](#).
- Visit the [USG Human Resources website](#) or contact the OneUSG Connect-Benefits Call Center at (844)587-4236 for more information.
- Shared Sick Leave Pool Enrollment (those eligible received a direct email on Friday, October 25)





2020 Benefits Enrollment Open through November 8

- As of November 5:
 - 63% of employees have taken action on the Tobacco Surcharge
 - 69% of employees have taken action on the Working Spouse Surcharge
- Approx. 15,000 eligible open enrollments, only 5,877 completed enrollments thus far.
- **Please encourage your colleagues to complete benefits open enrollment and re-certify today!**



2020 Benefits Enrollment Open through November 8

- USG Communications
 - USG Email – November 7
 - USG Text Message – November 7
 - *Action Required* reminder from OneUSG Connect
 - Included in *Archnews* that was sent earlier today
 - Confirmation of enrollment statements will be sent to the email address on file immediately after enrollment completion
 - Paper enrollment confirmations will be mailed after November 8



OneUSG Connect Known Issue

Absence Management

- When processing this Friday's (November 8) **biweekly** payroll, the *off-cycle absence calendar* was processed as an *on-cycle absence calendar* for the period November 3 - November 16.
- Biweekly employees with approved absences through November 16 were processed early.
- Processed absences are reflected in payable time but will not be paid until the November 22 paydate, as expected.
- Biweekly employees will already see leave balances as of November 16 in Employee Self Service.
- Employees who had *approved leave requests* for the November 3 – November 16 payperiod, as of Tuesday, November 5 (*when the off-cycle absence calendar ran*), will see these hours reflected in their balance.
 - This will not prevent biweekly employees from submitting leave for the current payperiod.
- This is a OneUSG Connect Known Issue and a resolution is currently being researched.
- If you have any questions, please email oneusgsupport@uga.edu.



UGAJobs

New User Role

New user role: **Certified Human Resources Practitioner**

- Initially available to HR Liaisons
- Effective December 1, 2019

Abilities and permissions of role

- Changing start date on hiring proposals for Graduate, Student, Temporary and Staff
- Cloning & approving Graduate, Student & Temporary positions

Required Training

- Specialized UGAJobs training
- Systems Manager training
- Systems Integrations training



New Data Warehouse Cube

Monthly Job Data Snapshot

- ***Job_Position_Monthly_Snapshot Cube*** aka "***The People Cube***"
- Shows active individuals as of the *last day of each previous month or the most recent date the data was processed of the current month*
- Includes job, position and faculty data and includes additional information about campus addresses and faculty attributes via drill through actions
- The cube is available in the Data Warehouse
 - "All UGA Faculty and Staff Reports" -> "HCM"
- Check the "Notes" tab on the cube template for important tips for using this cube
- System Managers have access/permissions



New Data Warehouse Cube

Monthly Job Data Snapshot

Training:

- In-Person
 - <https://oir.uga.edu/about/training> and click on "Request In-Person Cube Training"
- Training Library
 - Accessing the snapshot:
https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=0de6c3e8-76bb-43c7-a566-fc56d620d4a3&bypasstoc=0
 - Running the snapshot:
https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/index.html?Guid=7aa3a672-4025-4dde-bfbf-6e837d80ca28&bypasstoc=0



HR

Short Work Break

- An employee on Short Work Break is not processed by payroll in OneUSG Connect but is still an active employee
 - Self-Reporting: Employee's on SWB are still USG employees. Therefore, they must self-report certain activity that occurs while on a SWB.
 - Outside Employment: an employee may not work for an entity that may be a conflict of interest to their current position at UGA while on a SWB.
 - Job appointments at different USG institutions: If an employee wishes to work at another USG institution while on a SWB, they must adhere to the Dual Appointment requirements.
- Parking Deductions: deductions may not be paid, therefore your parking permit would be inactivated
 - Parking Services does send out an email when deductions go unpaid. Once a payment is made, parking permit will be activated again



HR

Short Work Break

- Target population: Academic Schedule Faculty and Graduate Assistants
 - Full-Time faculty already have a future dated SWB applied for June 1, 2020
- Examples of when to use Short Work Break
 - Graduate Assistant that should not be paid for the upcoming Holiday Break
 - PT/LT Faculty or Graduate Assistant not immediately working in January 2020
- SWB/RWB Request form is available on the HR website (hr.uga.edu) site at: <https://uga.teamdynamix.com/TDClient/2060/Portal/Requests/ServiceDet?ID=36786>
- If you need a large population placed on SWB for December/January, or have any questions, please submit a ticket to HRWeb@uga.edu with a list of Position Numbers or EmplID and Rec. No.



Payroll

Well-being incentive credit

- Well-being incentive amounts showing on Additional Pay query
 - Earnings code WBI
 - Effective date November 6
- OneUSG Connect will be sending communication out soon
- Added to checks in November
 - 2nd bi-weekly November paycheck, November 22
 - Monthly, November 29

OneUSG Connect Update December

Budget and Direct Retro Replacement

Current	Dec 10th	Considerations
<ul style="list-style-type: none">• Budget Retro<ul style="list-style-type: none">• Triggered from Change Funding that include past dates• Direct Retro<ul style="list-style-type: none">• Entered via Service Desk request• Reentered by Accounting	<ul style="list-style-type: none">• Express Direct Retro<ul style="list-style-type: none">• MSS transaction• Change Funding will not trigger Retros• Exception Requests<ul style="list-style-type: none">• Entered via Service Desk request<ul style="list-style-type: none">• Prior year for Grants• Suspense Acct cleanup	<ul style="list-style-type: none">• No more decision matrix!• Functionality still being built by USG• Earnings and Fringe currently separate• System Managers will need training<ul style="list-style-type: none">• Webinars in Dec.• No entries via Current Nov. 27th to Dec. 9th

OneUSG Connect

High Priority Change Request Timeline

- Five change requests for OneUSG Connect have been targeted for the December 5.2 release.
- Seven change requests have been target for a release in May of 2020.
 - Of these seven, two are especially impactful to campus:
 1. Commitment Accounting – MSS Change Position Funding enhancements
 2. Commitment Accounting – Need Encumbrance End Dates for Funding
- Two are under review.

OneUSG Connect

Change Requests Timeline

- **December 5.2 Release**

- Absence Management – Detailed Summary of Leave Balances
- Security- Restrict access to the Disability Record to a Specific Role
- Time and Labor – Efficient and Effective Management of Time & Absence approver
- Time and Labor – Expand Auto Enrollment Matrix
- Time and Labor – Vet Med Weekend Differentials

- **Post GA-Tech Go-Live Release (after May 2020)**

- Absence Management – Leave breakout on paystub
- Additional workflow option for Supplemental Pay Transaction level 5 approvers
- Commitment Accounting – MSS Change Position Funding enhancements
- Commitment Accounting – Need Encumbrance End Dates for Funding
- Manager Self Service Request – Modification to “Request Type” Field
- Reporting – Current "Reports to" Manager Data not reflected in Job
- Time and Labor – Auto Update of Time and Absence Approver MSS Transaction



November 7, 2019

**Financials,
Budgets,
Reporting**



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General Ledger

October Payrun Known Issue: Resolved

- OneUSG Connect encountered an issue when processing the general ledger for the 9OM1 (October monthly) payrun.
- Monthly payroll transactions will not be reflected in the UGA Financial Management System.



General Ledger

October Payrun Known Issue

- An encumbrance liquidation entry, associated with the October monthly payroll (9OM1), has not been transmitted from OneUSG Connect to the UGA Financial Management System.
- To avoid having personal service encumbrances overstated in UGA Finance, the new personal service encumbrance journal from Sunday, November 3rd has not been processed.
- OneUSG Connect is working to resolve the issue. Personal Service encumbrance journals will be processed in UGA Finance once the liquidation entry is received.



Purchasing

UGAmart 19.3 Release

The screenshot shows a webpage with a red header. On the left is the University of Georgia logo. To its right is the text 'Enterprise Information Technology Services UNIVERSITY OF GEORGIA'. Further right are links for 'Systems Status', 'Incidents', 'Report Issue', and a 'Follow' button with a Twitter icon. Below the header, a red banner contains the text 'UGAmart Feature Enhancements starting 9:00 p.m. Friday, November 8 (Friday, November 8th 2019, 9:00 pm)'. Below this is a paragraph: 'UGAmart 19.3 Feature Enhancements: The UGAmart vendor, Jaggaer, will perform an upgrade and the system will be unavailable from 9:00 p.m. Friday, November 8 through noon Sunday, November 10. Full details on these enhancements can be found at this link: https://busfin.uga.edu/procurement/pdf/System_Updates.pdf'. Below the paragraph is a red section titled 'Updates'. Under this section, it says 'Wednesday, October 30th 2019, 2:39 pm' and 'Issue reported'. Below that is another red section titled 'Systems Impacted'. Under this section, there is a bulleted list: '• UGAmart' and '• UGAmart'. At the bottom of the page, a small line of text reads: 'The UGA Systems Status page is operated by Enterprise Information Technology Services (EITS) at the University of Georgia. For assistance, please call the EITS Help Desk at 706-542-3106.'

- UGAmart will be unavailable 9:00 p.m. Friday, November 8 through noon Sunday, November 10.
- Highlighted change #1: UGAmart will no longer function in Internet Explorer older versions 6-10. It will continue to function in Internet Explorer version 11 and the latest versions of Edge, Chrome, Firefox, and Safari.
- Release details are available at: https://busfin.uga.edu/procurement/pdf/19.3_Release.pdf
- It is anticipated that there will be significant changes to the look and feel of UGAmart during the next update in March 2020.

Purchasing

UGAmart 19.3 Release



- Highlighted change #2: The 'Documents' icon will be removed and replaced by the Orders icon. Clicking 'Search Documents' will bring you to the classic search view.
- The New Search experience, which was introduced in beta form during recent upgrades, will not be accessible by default in 19.3. The New Search experience will replace the current search in the 20.1 release. However, if you would like to be an early adopter of the New Search Experience, submit a Service Desk ticket and your search preference will be changed to the New Search Experience.



Accounting

Balance Sheet Accounts



Accounting

Agency Funds – 60000 & 61000

- Expenses should ONLY be coded to 796xxx
 - AP module – PO's and Payment Requests
 - Travel & Expense
 - GL Journal Entries
- Revenues should ONLY be coded to 496xxx
 - Detail Deposit codes
 - ALL other types of receipts
 - GL Journal Entries
- PLEASE NOTIFY EVERYONE NOT TO USE 241XXX when posting transactions to Funds 60000 & 61000



Accounting

Balance Sheet Accounts Review

- **Assets**, such as Accounts Receivable (12xxxx) and Inventories (14xxxx) should be reviewed to ensure that they **do not carry a negative (credit) balance**.
- **Liabilities**, such as Deposits (214xxx) and Advances (217xxx) should be reviewed to ensure that they **do not carry a positive (debit) balance**.

Financial Management Resources for Transaction Signs:

[Nature of General Ledger Account Rules](#)

[Transaction Sign Quick Reference Guide](#)



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Accounting

Balance Sheet Accounts Review (*cont.*)

- Central Accounting is checking balance sheet accounts to **ensure that journal entries do not push these accounts into an “opposite sign” situation.**
- **Departments can help by checking journal entries before submission (initiators) and during review (approvers)** to ensure that the journal doesn't push the account into an “opposite sign” situation.
 - It is best to run GL queries to check ACTUALS Ledger balances
 - Public Query - *UGA_GL_LEDGER_BALANCES*
 - Journal Entry “Projected Balance” column at the far right of the journal view on the Lines tab
 - The view will show a “Projected Balance” for the Debits and Credits. Add these up and you will have the ending balance including the journal entry. **If the ending balance is the opposite sign of the account, you should NOT submit or approve the journal entry.**



Accounting

Balance Sheet Accounts Review (*cont.*)

- Run a GL query of transactions in the account to look for miscoded/missing transactions.
 - UGA_GL_LEDGER_DETAIL
 - UGA_GL_TRANSACTIONS
- Ensure that Beginning Balances from conversion were accurately posted to the account.
 - We have noticed that, in some instances, the conversion entry lumped Inventory balances to **one** Department number.
 - May need to reclassify to **actual** department with a GL Journal Entry.



Accounting

Changes in SpeedTypes or Departments?

- Please **notify** Campus Departments that *bill for services* if your speedtype or department number has changed to ensure accurate billing.
 - Examples include:
 - Campus Mail
 - Tate Center
 - Parking Services
 - FMD
 - Telephone Services
 - EITS





Accounting

Journal Entry Tips

- When moving transaction activity, the ***exact*** chartstring should be used.
 - If the original chartstring had a blank program, leave the program blank when moving the funds from that chartstring.
- Invoices used to support intra-university charges should include a ***dollar amount*** of the charge.
- Carryforward revenue (499100) ***cannot*** be moved to a different revenue account code.



Accounting

Journal Entry Tips

- When posting travel through a GL journal entry, the **open item key** should be the **traveling employee's key** NOT the GL journal initiator's key.
 - The open item key is used to report to the State of Georgia how much travel was paid to an employee.
- **AP corrections:** Please review the ***BudRef*** of the original transaction BEFORE determining the appropriate module for correction.
 - BudRef 2019 transactions can be corrected through a **GL journal entry**.
 - BudRef 2020 transactions should be corrected through an **AP journal voucher**.
- The OneSource Training Library contains valuable information related to how to **copy** and **delete** journals.



Questions/Suggestions/Concerns

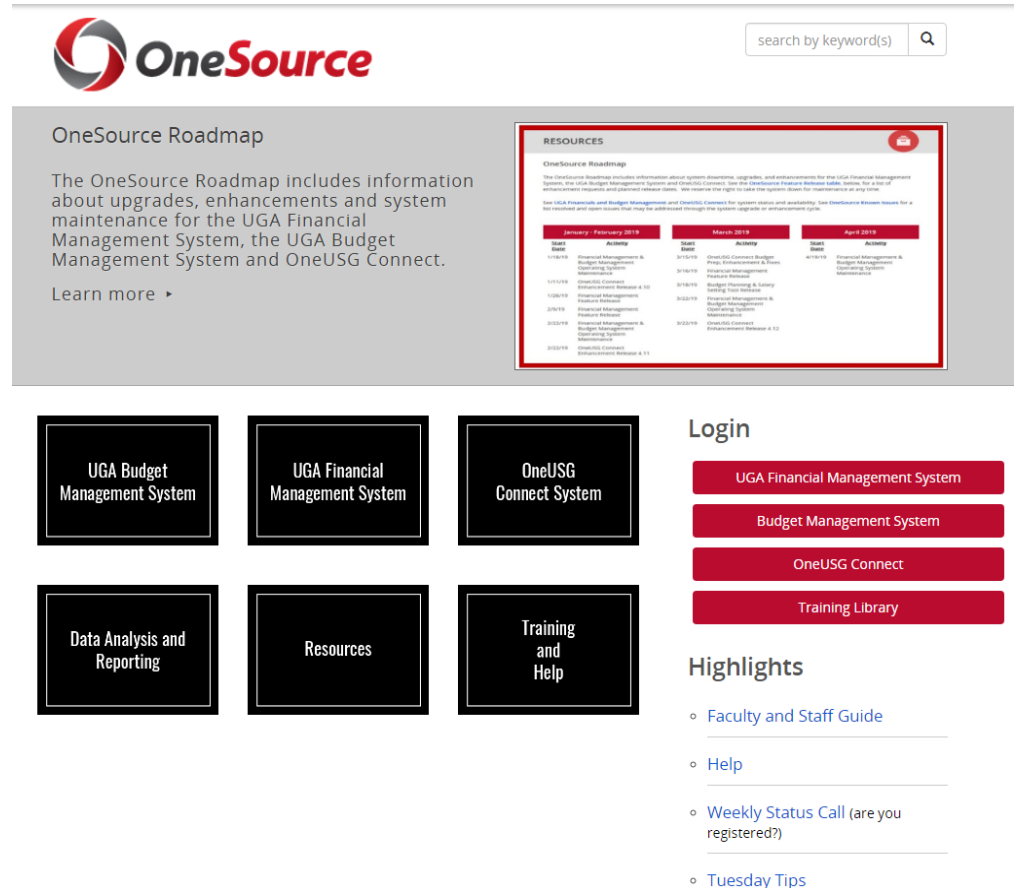
Contact Us

onesource.uga.edu

onesource@uga.edu

or

oneusgsupport@uga.edu



The screenshot displays the OneSource website. At the top is the OneSource logo and a search bar. Below is the 'OneSource Roadmap' section, which includes a description of the roadmap and a 'Learn more' link. To the right is a 'RESOURCES' section with a table of resources. Below the roadmap is a grid of six navigation buttons: 'UGA Budget Management System', 'UGA Financial Management System', 'OneUSG Connect System', 'Data Analysis and Reporting', 'Resources', and 'Training and Help'. To the right of the grid is a 'Login' section with three buttons: 'UGA Financial Management System', 'Budget Management System', and 'OneUSG Connect', and a 'Training Library' button. Below the login section is a 'Highlights' section with a list of links: 'Faculty and Staff Guide', 'Help', 'Weekly Status Call (are you registered?)', and 'Tuesday Tips'.

January 2018	February 2018	March 2018	April 2018
01/15/18 Financial Management & Budget Management Operating System Maintenance	02/15/18 Financial Management & Budget Management Operating System Maintenance	03/15/18 OneUSG Connect Budget Management & Salary Management Maintenance	04/15/18 Financial Management & Budget Management Operating System Maintenance
01/15/18 OneUSG Connect Enhancement Release 4.10	02/15/18 Financial Management Feature Release	03/15/18 Budget Planning & Salary Management Maintenance	04/15/18 Financial Management & Budget Management Operating System Maintenance
02/15/18 Financial Management Feature Release	03/15/18 Financial Management & Budget Management Operating System Maintenance	03/15/18 OneUSG Connect Enhancement Release 4.12	04/15/18 Financial Management & Budget Management Operating System Maintenance
03/15/18 Financial Management & Budget Management Operating System Maintenance	04/15/18 Financial Management & Budget Management Operating System Maintenance		



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