



## Manager Self Service for System Managers One USG Connect



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website: [onesource.uga.edu](http://onesource.uga.edu)  
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support desk: 706-542-0202

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## Objectives

By the end of this course, you will:

- Understand the System Manager role and responsibilities in OneUSG Connect
- Learn how to complete MSS transactions in OneUSG Connect
- Understand the basic concepts of Commitment Accounting in OneUSG Connect
  - Locate combination codes for your department and understand how they are used to define position funding
  - Understand how positions are funded and how to request changes to funding
  - Understand how to initiate retro distributions

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## Manager Self Service Courses

The diagram illustrates the structure of Manager Self Service Courses. At the top is an oval labeled 'OneUSG Connect Overview'. Below it are five rectangular boxes representing course categories: 'Time & Absence Approver' (yellow), 'MSS for Supervisors' (purple), 'MSS System Managers' (red), and 'Approving MSS Transactions' (light blue). The 'Time & Absence Approver' box is partially overlapping the 'MSS for Supervisors' box.

\*Managers/Approvers should choose the session(s) that best applies to them, based on their assigned role(s).

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## How to Get to the OneSource Training Library

- Go to <https://training.onesource.uga.edu>

**OR**

1. Go to <https://onesource.uga.edu>

2. On the main homepage, click on **Training Library** under **Login**.

3. Click on the **+** icon to expand the menu to search a topic. **OR** Type **keywords in the search box** to search a topic.

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# Introducing Manager Self Service (MSS)

Manager Self Service for System Managers



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## System Managers

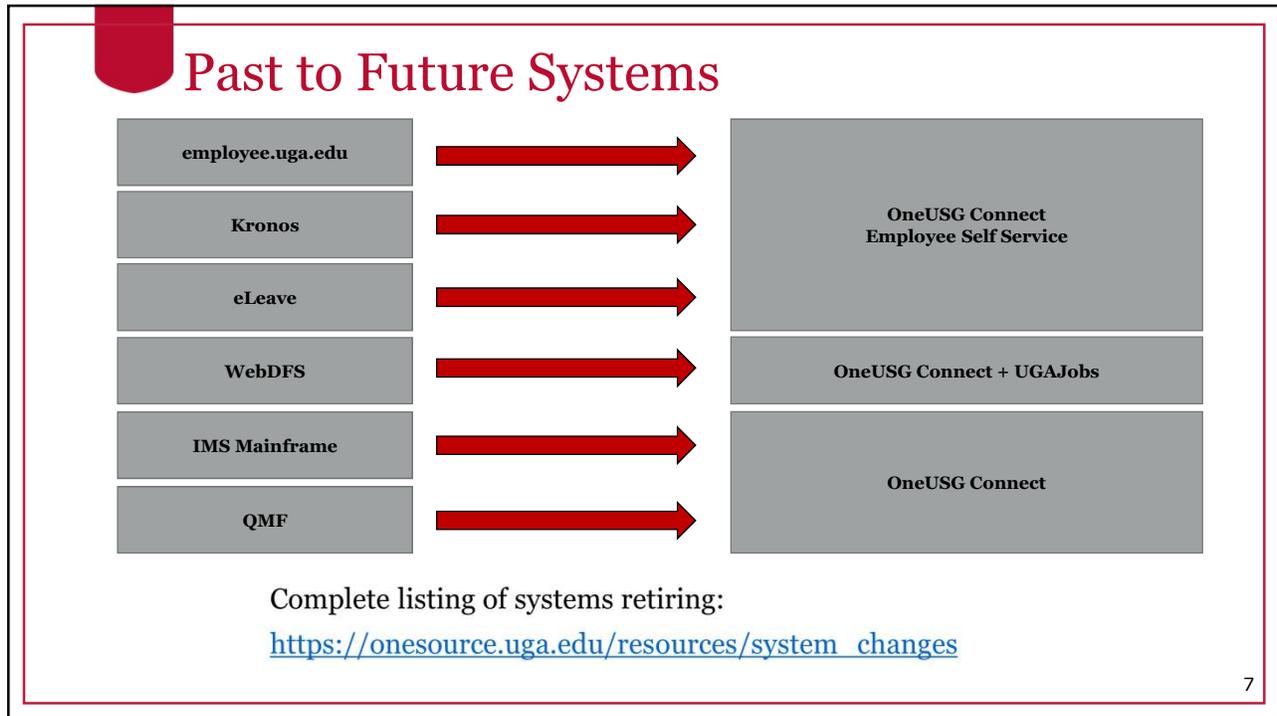
System Managers are individuals who have been assigned the BOR\_UGA\_SYSTEM\_MANAGER role in OneUSG Connect.

System Managers are able to use the OneUSG Connect System to:

- Initiate a termination or retirement
- Request an ad hoc salary or supplemental pay request
- Request to adjust employee leave balances
- Change position funding

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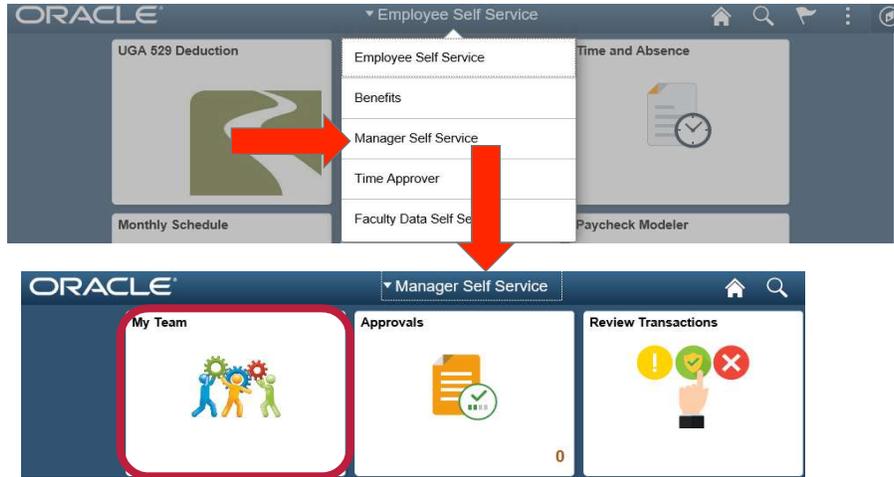
## WebDFS Actions & OneUSG Connect

UGAJobs	OneUSG Connect ESS or MSS	USG Process
<p style="color: #A52A2A;">I did this in WebDFS. Where will I perform these actions now?</p> <ul style="list-style-type: none"> <li>• New Employee</li> <li>• Transfer</li> <li>• Promotion</li> <li>• Replacement Position</li> <li>• Appointment to New Position</li> <li>• Change % Time Employed</li> <li>• Change in Pay Type</li> <li>• Change in Title</li> <li>• HR Reclass: Title Only</li> <li>• HR Reclass: Job class and title only</li> </ul>	<p><b>Department-Initiated Actions</b></p> <ul style="list-style-type: none"> <li>• Continuation Existing Position</li> <li>• Revise distribution of salary</li> <li>• Termination</li> <li>• Rate Range</li> <li>• Change County Money</li> <li>• Compression/Market Faculty</li> <li>• Compression/Market Staff</li> </ul> <p><b>Employee-Initiated Actions:</b></p> <ul style="list-style-type: none"> <li>• Change name</li> </ul>	<ul style="list-style-type: none"> <li>• Leave Without Pay</li> <li>• Prior Year Back Pay (retro pay process)</li> <li>• Summer Back Pay (USG summer pay process)</li> </ul>

Please refer to the [Personnel-Related Transactions Matrix](#) for more information.

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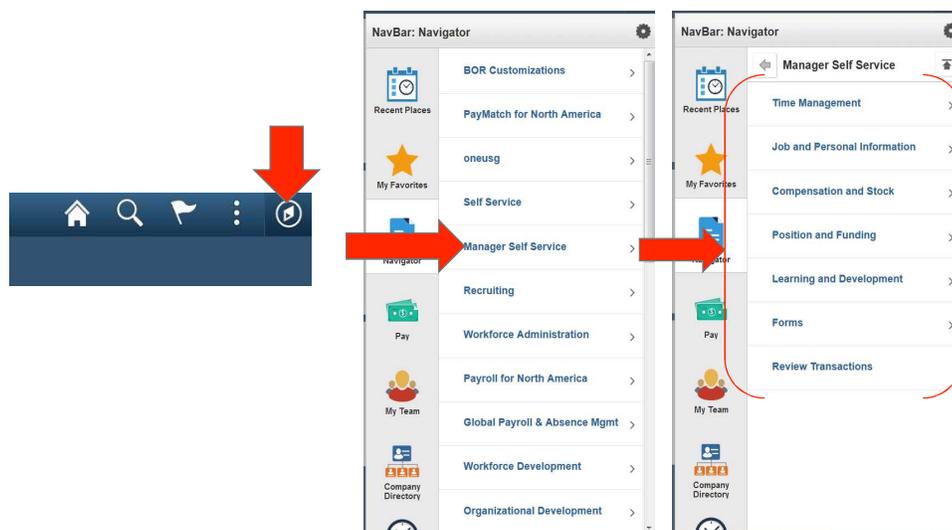
## Manager Self Service homepage



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## Manager Self Service Navigation



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## Benefits of OneUSG Connect for System Managers

- Streamlines business processes and increases efficiency
- Creates consistency across departments and units
  - Every unit is following the same process, which means employees can get better support from Central offices
- Reliable tracking and monitoring of transaction status
- Digitizes process to save money, time, and paper

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## Introducing MSS Transactions

Manager Self Service for System Managers



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## Manager Self-Service Transactions at UGA

MANAGER SELF SERVICE TRANSACTIONS at UGA	
Task	Description
<i>Request Change to Time and Absence Approver</i>	Change to an employee's Time and Absence Approver
<i>Request Change to Time and Absence Approver</i>	Adjust an employee's leave balance(s)
<i>Request Ad Hoc Salary Change</i>	Request an ad hoc salary change to an employee's salary
<i>Security Request</i>	Request a change to an employee's security access
<i>Termination Request</i>	Request for termination of an employee
<i>Funding Change</i>	Request for a funding change for a position
<i>Request Supplemental Pay (coming July 2019)</i>	Request for supplemental pay for an employee

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## MSS vs UGAJobs

MANAGER SELF SERVICE vs. UGAJOBS ACTIVITIES	
Manager Self Service	UGAJobs
<ul style="list-style-type: none"> <li>Request Change to Time and Absence Approver</li> <li>Request Leave Balance Adjustment</li> <li>Request Ad Hoc Salary Change</li> <li>Security Request</li> <li>Termination Request</li> <li>Funding Change</li> <li>Request Supplemental Pay (coming July 2019)</li> </ul>	<ul style="list-style-type: none"> <li>Creating a Position</li> <li>Filling a Position</li> <li>Modifying a Position (including the Reports <a href="#">To</a> Supervisor of an employee)</li> <li>Transferring an Employee</li> <li>Evaluating a Position</li> <li>Promoting/Demoting an Employee</li> <li>Vacating a Position</li> </ul>

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## Enrolling/Updating a Time Reporter

- All employees are automatically enrolled in Time & Labor in OneUSG Connect when they are hired. An employee's Time Reporter enrollment is based on their pay group and determines how the employee enters time, as well as whether the employee earns overtime or comp time.
- Once an employee is hired and an employee record is created in OneUSG Connect, it is the responsibility of the hiring unit/distributed unit to make sure the employee is enrolled correctly as a Time Reporter.
- The following slide displays steps for System Managers to enroll or update a Time Reporter (employee) in OneUSG Connect.

\*For additional information refer to the [Enroll/Update Time Reporter Standard Operating Procedure \(SOP\)](#).

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## Enrolling/Updating a Time Reporter

System Managers (Initiators) should follow these steps to enroll or update a Time Reporter (employee) in OneUSG Connect:

1. Send an email to OneUSG Support via [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu) with the subject line: Time Reporter Update
2. Include the following information in the email:
  - Employee ID
  - Employee's full name
  - What needs to change:
    - Time Entry Method (Kaba Clock, Web Clock, Pay from Schedule, Manual)
    - Overtime or Comp Time
    - Auto-Meal Deduction (30 minute, 60 minute, or none)
    - 14 Hour Special Accrual (Y or N)
3. The email generates a ServiceNow ticket that will be routed to the Central Office.
4. The Central Office updates the employee's Time Reporter setup in OneUSG Connect and resolves the ServiceNow ticket.
5. The Department HR Practitioner will receive a notification from ServiceNow that the Time Reporter setup has been updated in OneUSG Connect, and the time reporting rules will be applied to the employee's time entries moving forward, effective the first day of the pay period.

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## Request Change to Time and Absence Approver

- You can assign any UGA employee to be the Time & Absence Approver for another UGA employee
- If you are changing Time & Absence Approvers in bulk (i.e. for 50+ employees at a time, such as for employees that change departments or terminate employment), contact [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu).

The screenshot displays a web application window titled "Request Change Time and Absence Approver". At the top, it shows the user "Larry Smithers" and "Managers". There are two numbered steps: "Job Detail" (1) and "Review & Submit" (2). The main content area is titled "Change Time and Absence Approver" and includes a "Transaction Date" field with a calendar icon. Below this are two columns: "New Information" and "Current Information".

New Information		Current Information	
Time & Absence Approver	<input type="text"/>	Elapsed Time Reporter	Elapsed Time Reporter
Time Reporter Type	Elapsed Time Reporter	Workgroup	00EXR12M
Workgroup	00EXR12M	Taskgroup	PSNONCATSK
Taskgroup	PSNONCATSK		PSNONCATSK

At the bottom left, there are indicators for "Changes Made" (yellow dot) and "Disabled Field" (grey dot).

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Requesting a Change to an Employee's Time & Absence Approver

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## Requesting Leave Changes

- Absences and extended leave events should be submitted in OneUSG Connect
- Employees started submitting leave in OneUSG Connect beginning:
  - Bi-weekly: 12/16/2018
  - Academic and Monthly: 1/1/2019
- Unapproved time and leave requests will be uncompensated until approvals are completed. Once approved, it will be paid out on a later check.

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## Leave Balances

- If you're a monthly or academic employee, leave balance will be available for use the first of the next month
- For biweekly-paid staff, it will be available at the beginning of the pay period that holds the 1<sup>st</sup> of the month
  - You actually earn it on the 15<sup>th</sup> of the month
- **Note: You cannot have a negative leave balance**
  - The request will go uncompensated, even if you are a salaried employee, per USG policy

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## Cascading Rules

Leave is deducted from your balances using a set of “cascading rules”

- A set of rules put into place per USG policy on which type of leave to deduct from first

When cascading rules are applied, the leave balances will be deducted accordingly. However, the timesheet/paystub will reflect the type of leave that was originally requested.

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## Cascading Rules for Leave



#	Leave Type	Cascade	Accrual	Limits**	Carryover**
1	Comp Time*	N/A	N	240 hours	N – FY Payout
2	Deferred Holiday*	N/A	N	40 hours	N
3	Sick Leave	3-1-2-4	8 hours/month	N	Y
4	Vacation	1-2-4	10, 12, or 14 hours/ month depending on years of service	360 hours	Y
5	Sick-Bereavement	3-1-2-4	N	N	N
6	FMLA Intermittent	3-1-2-4	N	480 hours	Rolling
7	Jury	N/A	N	N	N
8	Education Support	N/A	8 hours/year	8 hours	N
9	Blood Donation	N/A	N	2 hours per 8 max	N
10	Blood Platelets	N/A	N	4 hours per 16 max	N
11	Voting	N/A	N	2 hours	N

\* Not applicable for monthly employees

\*\* See applicable policy

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## Cascading Rules Example

Example: An employee requests Vacation (annual) leave but has a comp time balance. The system will deduct the comp time balance before deducting the Vacation leave balance.

- **Comp time does not cascade.** Best practice is to select Vacation Leave when you want to take comp time, which will automatically deduct from your comp time first
- If you select comp time and you do not have enough to cover your request, it will not cascade to deduct from vacation leave

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## Extended Absences

- Employees can request an extended leave event in OneUSG Connect.
- Extended absence requests are made for sick leave greater than 5 consecutive days. These are the eight (8) types of extended absences (Absence Types).
  - Bone marrow donation
  - Education/Professional/Development Leave
  - FMLA
  - Medical non-FMLA
  - Military
  - Organ Donation
  - Personal
  - Workers Compensation
- Employees who wish to request Extended Leave are encouraged to first discuss their leave needs with their department HR practitioner.

\*Please refer to the [Standard Operating Procedure \(SOP\) on Extended Absences](#) for more information.

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## Request Leave Balance Adjustment

In OneUSG Connect, it should happen minimally because you can make corrections without entering a request to adjust the balance.

- Employees, supervisors, and time & absence approvers can edit leave submitted and it will pick up on the next on-cycle for correction

	New Information	Current Information
Sick Balance	40.00	40.00
Vacation Balance	52.00	52.00
Unscheduled Holiday Balances	0.00	0.00
Comptime Balance	0.00	0.00
Deferred Holiday Balance	0.00	0.00
Educational Leave Balance	0.00	0.00

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## Requesting a Leave Balance Adjustment

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## Request Ad Hoc Salary Change

- Ad hoc salary change is used to submit salary adjustments to central offices after intra-departmental authorizations have already been obtained.
- Departments should still follow previous procedures, such as obtaining a request for salary adjustment (RSA), and attaching documentation via the attachment functionality within the OneUSG Connect Manager Self-Service form.

Pay Component	Change Percent	Change Amount	New Amount	Current Amount	Currency Code	Type	Frequency
Default NA Annual			57,583.00	57,583.00	USD	Flat Amount	Annual

	New Information	Current Information
Monthly Salary	4,798.58 USD	4,798.58 USD
Annual Rate	57,583.00 USD	57,583.00 USD

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## Requesting an Ad Hoc Salary Change

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## Request Supplemental Pay

- Supplemental pay is what UGA currently refers to as Supplements or Extra Compensation payments
- The same forms used previously have been updated for OneUSG Connect fields and will need to be completed, approved, and sent to [hrweb@uga.edu](mailto:hrweb@uga.edu)
- Until July 2019, Payroll will enter supplemental pay into OneUSG Connect based on information from supplemental pay forms
- After July 2019, department managers enter certain supplemental pay information via Manager Self Service in OneUSG Connect
  - Training will be available closer to that time.

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## Requesting Retirement for an Employee

- A system manager can request retirement for an employee in OneUSG Connect using the retirement form
- ★ This is not an intent to retire. When this is requested, the person has already visited Central HR and knows his/her retirement date.
- The retirement form replaces a personnel to retire.

The screenshot shows a web form titled "Retire Employee" for Larry Smithers, Managers. The form has two steps: "Job Detail" (step 1) and "Review & Submit" (step 2). Under "Work and Job Information", the "Transaction Date" is 09/19/2018 and the "Reason" is "Normal Retirement". The "Current Information" section shows: Position Title: ADMINISTRATIVE MANAGER II, Job Title: Managers (315X00), Reports To: PROJECT DIRECTOR, and Manager Name: ---. A legend at the bottom indicates that a red asterisk (\*) denotes a "Changes Made" field and a red asterisk (\*) denotes a "Required Field".

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## Requesting Retirement for an Employee

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## Termination Request

- You can request a termination of an employee in OneUSG Connect using the termination form
- Enter the termination effective date in the Effective Date field and select one of several reasons for termination
- The termination effective date should be the day **after** the last day the employee worked or the day after last day the employee is in an active HR status, even if the date falls on a weekend, holiday, or during a pay period.
- Be aware that retirement is not one of the termination reasons

HR requires the following information in the comments section to support the request:

- Last day worked by the employee
- Is the employee on leave? If so, what are the dates of the leave?
- If the dept has knowledge that the employee is transferring to another unit, please include the unit to which the employee is transferring.

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## Termination Request Scenarios

Scenario	Last Day Physically Worked	Last Day in Active HR Status	Termination Effective Date	Notes
The employee submits a resignation effective in two weeks. The employee's last day physically working falls on a Friday, 10/26.	Last day the employee physically worked: 10/26	Last day in an active HR status: 10/26	Termination Effective Date: 10/27	
The employee submits a resignation effective in one month. The employee's last day physically working falls on Tuesday, 10/23. However, the employee is approved to take leave 10/24-10/26.	Last day the employee physically worked: 10/23	Last day in an active HR status: 10/26	Termination Effective Date: 10/27	
The employee submits a resignation effective in two weeks to the supervisor on Tuesday, 10/23. The supervisor tells the employee to finish out the day, but this will be his/her last day working.	Last day the employee physically worked: 10/23	Last day in an active HR status: 10/23	Termination Effective Date: 10/24	

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## Termination Request Scenarios

Scenario	Last Day Physically Worked	Last Day in Active HR Status	Termination Effective Date	Notes
The employee submits a resignation effective in two weeks to the supervisor on Tuesday, 10/23. The supervisor tells the employee he/she is no longer needed and asks the employee to leave immediately. The employee only worked two (2) hours that day. The employee is exempt and is paid monthly.	Last day the employee physically worked: 10/23	Last day in an active HR status: 10/23	Termination Effective Date: 10/24	Note: The supervisor should immediately notify HR of the resignation. HR will terminate the employee in OneUSG Connect with the effective date of 10/24. HR will need to notify payroll immediately so that they can ensure that the employee is only paid for 2 hours on 10/23.
The employee submits a resignation effective immediately to the supervisor on Tuesday, 10/23. The employee's last day physically working is Wednesday, 10/10. He/she is currently on an unpaid leave of absence.	Last day the employee physically worked: 10/10	Last day in an active HR status: 10/23	Termination Effective Date: 10/24	Note: Please keep in mind that those who are on an unpaid leave of absence will be on benefits billing with Alight.

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## Termination Request Scenarios

Scenario	Last Day Physically Worked	Last Day in Active HR Status	Termination Effective Date	Notes
The employee submits a resignation to the supervisor effective Tuesday, 1/1. The employee's last day physically working is Monday, 12/31. The effective date of the termination falls on a holiday.	Last day the employee physically worked: 12/31	Last day in an active HR status: 12/31	Termination Effective Date: 1/1	
The employee submits a resignation from a temporary position effective Tuesday, 10/23. The employee's last day physically working is 10/23. The employee has accepted a benefited position with the same institution effective the same day as the resignation from the temporary position.	Last day the employee physically worked (in the temp position): 10/23	Last day in an active HR status (for the temp position): 10/23	Position Change Effective Date: 10/24	Note: The best practice in this particular scenario is to enter this action as a position change instead of a termination. This reduces the number of data changes sent to Alight, therefore minimizing the risk of errors.

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## Terminations and Transfers

### Employees who are transferring *within departments at UGA*:

- These are **transfers** that exist **within UGA**.
- Best practices = the employee sharing this information with the intent to resign from his/her current position and to transfer to another unit on campus.
- Transfer is initiated through UGAJobs when the hiring department submits the Hiring Proposal.
- The department that is vacating the employee should submit the request to terminate the employee, with the coordination of end dates and start dates.



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## Terminations and Transfers

**Transfers *outside of UGA*-  
those employees who are  
transferring to another USG  
institution:**

- These **transfers to other USG institutions** involve our partnership with the OneUSG Support team.
- The HR practitioner submits the transfer on behalf of the institution that is hiring our UGA employee and involves an Employee Transfer Form.
- The role of Central HR is to monitor any errors with the transfer and provide any support to process the employee's move from UGA.



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**Requesting  
Termination of an  
Employee**

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## Security Request

- Security requests are used by system managers to submit a request for one of their employees
- System Managers can request cloning of a role, termination of a role, miscellaneous access, etc

### Security Request Information

\*Transaction Date 01/09/2019

Request

### New Information

Empl ID

Business Unit University of Georgia

Department EITS Administrative Info Syste

Location University of Georgia

### Security Actions (Grant or Remove)

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Submitting a Security Request

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Questions



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# Introducing Commitment Accounting

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## Commitment Accounting Functions – Retro Distributions

- In the previous legacy system, after-the-fact changes to the distribution of salary, benefit, and tax expenditures were processed by:
  - Personal Service Journal Vouchers in the mainframe Payroll system
  - Personnel Activity Report (PAR) adjustments in the ePAR system
- In OneUSG Connect, Commitment Accounting is where retroactive changes to the distribution of salary, benefit, and tax expenditures are processed.

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## Commitment Accounting Functions – Payroll Actuals

- In the previous legacy system, the mainframe Payroll system assigned the salary, benefit, and tax expenses to the appropriate account number and created a payroll journal entry as a part of payroll processing. The payroll journal entry is then posted in the mainframe Accounting system.
- In OneUSG Connect, Commitment Accounting attaches funding to payroll expenses (salary, benefit and tax) **after** payroll processing is complete. A payroll journal and encumbrance liquidation journal are created and interfaced to the UGA Financial Management System.

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## Introducing Combo Codes

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## Combination Codes

- Used by OneUSG Connect Commitment Accounting to assign the funding for a position.
- ChartFields used in these combo codes include:
  - Fund
  - Program
  - Class
  - Department ID
  - Project ID (if used)
    - PC Business Unit
    - Activity ID
  - Chartfield 1 (if used)
  - Operating Unit (if used)

The Budget Reference ChartField is assigned by the system based on the accounting period of the payroll entry

The Account ChartField is determined by the paygroup and earnings code associated with the position

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## What are Suspense Combo Codes

- If no active combo code exists to fund a position, the expenditure (salary, benefits, and taxes) will be charged to the Suspense Combo Code
- Each intermediate unit will have one Suspense Combo Code and will be responsible for monitoring and correcting the payroll transactions that post to the suspense combo code.
- See the [Combination Codes Resource](#) page on the OneSource website for list of intermediate unit suspense codes  
[onesource.uga.edu](http://onesource.uga.edu) > Resources > C > Combo Codes

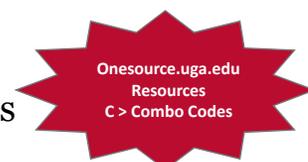


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## More About Combo Codes

- Only one Combo Code is created for each unique financial chartstring used for payroll expenditures
- 14 characters in length (17 characters for suspense combo codes)
- Naming Convention – start with 18
  - Combo Codes: **18**+ 8 digit finance department number + a four digit sequential number generated by the system
    - Example: 1819210BMB1010
  - Suspense Combo Codes: **18**+ 8 digit finance department number + a four digit sequential number generated by the system + “SUS”
    - Example: 1819210BMB1010SUS



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## How Combo Codes are Created

Created in the UGA Financial Management System by Central Commitment Accounting and messaged to OneUSG Connect Commitment Accounting

- Departments can make requests to:
- Create a new combo code
- Inactivate a combo code
- Reactivate an inactive combo code
- Make a change to the combo code description
- ChartFields associated to Combo Codes cannot be changed

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Finding a Combo Code

Requesting/Updating a Combo Code

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# Understanding Position Funding

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## What Is Position Funding?



Positions are created from jobs



Positions are funded



People are hired into the positions and associated to the funding distribution (combo code) for that position and HR department

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## Commitment Accounting Department Budget Table

- The department budget table, within Commitment Accounting, is where funding is assigned to positions. This is updated by Central Commitment Accounting.
- Funding may be assigned to a single combo code or multiple combo codes
- If a position is funded by multiple combo codes, the distribution is by percentage
- Funding must total 100% for each position
- The default is for fringe and taxes to follow earnings (same combo code as earnings)
- If fringe and/or taxes need to be charged to a different combo code, they can be redirected to a different combo code in the department budget table

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## Positions in Commitment Accounting Department Budget Table

- Each position belongs to a single HR Department
- The unique fields for funding are the HR Department ID, the Position Number, the SetID (18000 for UGA), and the Fiscal Year
- Positions that move to a new HR department require funding to be set up for the new HR department

The screenshot displays the 'Dept Budget Earnings' tab in a web application. Key fields are highlighted in yellow:

- Set ID:** 18000
- Department:** H1800159 VP Office Research Admin
- Fiscal Year:** 2019
- Position Number:** 11800002
- Position Description:** FACILITIES MANAGER I
- Effective Date:** 07/01/2018
- Status:** Active
- Date Entered:** 07/30/2018

The 'Earnings Distribution' table below shows a single entry:

Earnings Code	Sequence Number	Combination Code	Funding End Date	Fiscal Year Budget Amount	Distribution %
1	1	18430011401001			100.000

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## Monitoring Funding Errors

- It is the responsibility of the departments to run the Invalid Funding Report and clear up any errors found there
- The report shows the errors that will be encountered in payroll.
- Departments will need to correct errors before the payroll run. All funding changes need to be entered, approved and processed by **one day prior** to the 'Time Detail and Adjustments to SSC' payroll calendar date for that particular payroll.
- If errors are not corrected, payroll expenditures will post to the suspense combination code

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## Running the Invalid Funding Report

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## Invalid Funding Report Results

- Most common error messages
  - DBE funding does not exist or effdt > pay end dt
  - Expenses will be posted to Department Suspense- Proj Grant End Dt
  - Expenses will be posted to Department Suspense - Fund End Dt
  - Combo code not active in valid combo table

INVALID FUNDING REPORT										
University of Georgia										
Pay Group:	18C	Temporary Staff	Pay Period:	9/23/2018 -	10/6/2018	Pay Run ID:				Pay Run Not Found
Department	Department Name	RCO#	Employee Name	ST	Position	Error Message	Combo Code	PAYG		
H1000010	Honors Program			0		11876275 DBE funding does not exist or effdt > pay end dt	18C			
H1000010	Honors Program			0		11876276 DBE funding does not exist or effdt > pay end dt	18C			
H1000075	Environmental H			0		11879924 DBE funding does not exist or effdt > pay end dt	18C			
H1000076	Health Promotio			0	A	11880127 Expenses will be posted to Department Suspense- Proj Grant End Dt	18310700011009	18C		
H1000078	Epidemiology an			0	A	11880201 Expenses will be posted to Department Suspense- Fund End Dt	18310400011007	18C		
H1000078	Epidemiology an			0	A	11880201 Expenses will be posted to Department Suspense- Proj Grant End Dt	18310400011007	18C		
H1000080	Public & Intrl			0		11876966 DBE funding does not exist or effdt > pay end dt	18C			
H1000080	Public & Intrl			0		11876970 DBE funding does not exist or effdt > pay end dt	18C			

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## DBE Funding Does Not Exist or effdt > pay end dt

- Message indicates that there is no funding for that position or the start date of the funding starts after the pay period ends
  - Make sure there is funding for the position
  - Check the Funding for the position to compare effective date of position funding with the pay period dates. Correct any errors.

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## Expenses will be Posted to Department Suspense

- Project Grant End Date
  - Determine if the project end date can be extended
  - If the grant funding ends during the pay period, funding should be added to cover the remainder of the pay period and pay periods going forward
- Fund End Date
  - Check for the end date of the funding for the project
  - This error could mean that changes to the funding end date made in the UGA Financial Management System did not flow through to update the funding end date in OneUSG Connect.
  - Contact [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu) to create a ticket for Commitment Accounting in this situation. Include: pay period, position number, and HR department

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## Combo Code Not Active in Valid Combo Table

- The combination code being used for funding is inactive
- To correct this error, you should:
  - Review funding to verify the dates
  - Determine if a new combo code is needed or whether the old one should be reactivated
  - Use the Team Dynamix form to request a new code, reactivate a code (can access via the Training Library under the Correcting Invalid Funding Reports topic)

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## Changing Funding

- All positions are funded in the same manner.
- Departments are responsible for determining which combo codes should fund a position and the percentage distribution to each combo code. The mechanics for setting up the funding in OneUSG Connect is the same for all positions.
- Special groups, like Federal work study students, are in a special paygroup for payroll processing.

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## Approving Funding Changes

- Previously in WebDFS, the approvals ran based off of department/account number where any departments providing funding were part of the “approval queue.”
- In OneUSG Connect, once a department enters the funding information (through MSS), the workflow only flows through approvers for that HR Department.
- If the position is funded from a department outside of the HR Department which owns the position, the manager from the outside department should be added as an ad hoc approver.
- The second department will be able to see the use of their combo codes and funding via a query that is being developed.

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Submitting a Change to Funding for an Existing Position

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# Understanding Encumbrance Projections

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support desk: 706-542-0202

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## Key Payroll Processes

- Actuals GL Interface (PAYGLO2) creates
  - Payroll expense accounting entries (ACTUALS Ledger)
  - Encumbrance projection entries (Budget Ledgers)
  - Encumbrance liquidation entries (Budget Ledgers)
  - Uses HCM information (compensation from Job Data, Pay Groups and Earnings Codes, Position Funding, etc.) and BOR Encumbrance Controls
- The Encumbrance process is run by the Shared Services Center
  - Encumbrances processed once a month at the end of the month
  - Encumbrance liquidations processed after each payroll

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## What is encumbered?

- Filled positions that belong to a paygroup that is encumbered:
  - 18A – Salaried
  - 18E – Exempt Hourly
  - 18F – Academic Year Faculty
  - 18G – Graduate Assistants
  - 18H – Staff – Hourly
  - 18J – 10 Month Non-Exempt
  - 18L – Temporary Salaried
  - 18P – Part-Time Faculty
  - 18S – Summer Faculty
  - 18X – 10 Month Non-Faculty Exempt
  - 18Y – 12 Month Faculty

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## Salary Encumbrance Calculation

- Based on annual compensation rate in job data
- Encumbrance process creates encumbrances based upon the remaining open pay periods in the fiscal year
- Encumbrances are created from the start date to the end of the fiscal year
  - If the funding end date (Grants) ends before the end of the fiscal year, encumbrances will only be created through the funding end date.

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## Fringe Encumbrances

- Fringe encumbrance elements
  - Health
  - Life
  - Health Savings Account
  - Retirement
- Fringe Encumbrance Calculation
  - Fringe encumbrances are calculated based on the last paycheck the employee has received , unless paycheck was for Bi-Weekly #3 (uses Bi-Weekly #2)
  - Most fringes are based on a flat amount.

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## Tax Encumbrances

### Tax Encumbrance Calculation

- Calculated as a percentage of gross
- Calculates based on taxable gross, not paycheck gross

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## Understanding Retro Distributions

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## Retro Distribution Basics

- Retro Distributions reallocate payroll costs, incorporating and applying position funding changes made after the payroll accounting entries were created and/or **distributed** to the GL.
  - Budget Retros
  - Direct Retros

Corrections processed in the Legacy System (July – December 2018) will need to be entered as a General Ledger Journal in the UGA Financial Management System.

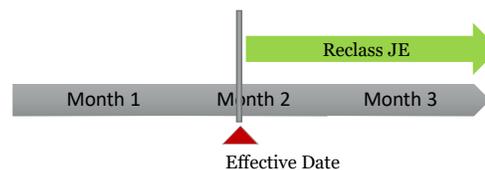
Use the Retro Distribution methods for adjustments, processed in OneUSG Connect after January 1, 2019.

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## Budget Retro Changes

Budget Retro - changes to all prior period payroll accounting entries on or after the effective date of the change, **triggered by a change in funding**

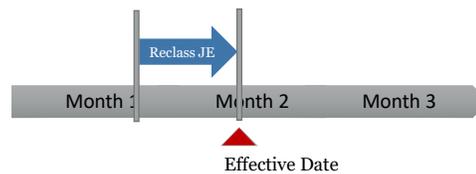


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## Direct Retro

Direct Retro - one-time changes to payroll accounting entries in a specified date range. Departments will request changes and Central Commitment Accounting will enter.

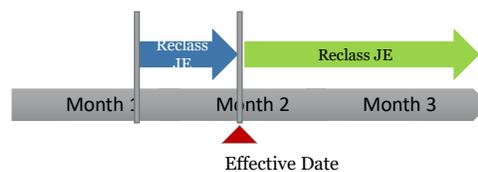


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## Combining Budget and Direct Retro Entries

Budget & Direct Retros – combination of changes to payroll accounting entries in a specified date range



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# Questions



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# Introducing MSS Workflow

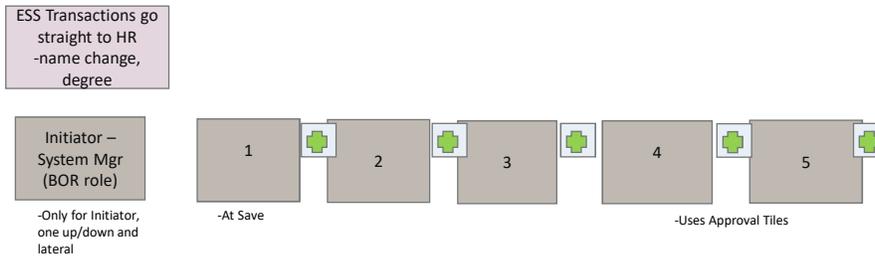
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## Ad Hoc Review and Approve



Must be a system manager or ad hoc app role, in or out of the department

- Approvers can assign one prior to approval
- Initiator can after they submit
- **Absence and time flow DOES NOT FOLLOW , goes straight to Reports to**

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## Delegation

- Delegation is set up according to Reports-To information, not for system managers who have access to an entire department
  - Delegation is only set up for Reports-To delegation and approvals
- As a System Manager, if you want to delegate one of your transactions listed in table, you must submit a security request so the person can do specific tasks
  - Ex: If a System Manager goes on vacation, he/she can do a security request to allow access to another employee for the same dates.

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# Summary

Manager Self Service for System Managers



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# Summary

During this training, you have learned:

- How to submit Manager Self Service requests on behalf of your reports-to employees
- How to recognize how Commitment Accounting is used to tie information that is processed in OneUSG Connect to the appropriate entries in the UGA Financial Management System and the UGA Budget Management System
- How to recognize combination (combo) codes and how they are tied to the positions employees fill
- How to review the Invalid Funding Report and understand ways to resolve the errors
- How to request changes to the funding for your department's positions
- To recognize the encumbrance entries and how they are calculated and sent to the UGA Financial Management System
- To understand how to initiate retro distributions to correct errors

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## Getting Help

Issue/Problem	Contact
ArchPass Duo and VPN support MyID password resets	EITS HelpDesk 706-542-3106 helpdesk@uga.edu
Using the OneUSG Connect System	706-542-0202 <a href="mailto:oneusgsupport@uga.edu">oneusgsupport@uga.edu</a>
UGA Financial Management System UGA Budget Management System	706-542-0202 <a href="mailto:onesource@uga.edu">onesource@uga.edu</a>

Note different email addresses for help

Email and phone assistance available by phone M-F, 8am-5pm

or 24/7 in the OneSource Training Library

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## Learning Opportunities

### • Additional Classes

- Manager Self Service for Supervisors
- Time & Absence Approvers
- Self-Service courses
- Approving MSS Transactions
- Reporting and Queries

### • Class formats

- Self Service
- Recorded
- Interactive Webinar
- In Person

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## Learning Opportunities

*onesource.uga.edu*

- [OneSource Resources Web Pages](#)
  - By topic
  - Recorded sessions and forums
  - Documentation
  
- [OneSource Training Library](#)
  - Self Service
  - Recorded
  - Interactive Webinar
  - In Person

Resources

Training Library

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## Learning Opportunities: Training Library

<https://training.onesource.uga.edu>



UNIVERSITY OF GEORGIA OneSource Training Library

search Shaza

- Using the OneSource Training Library
- Quick Reference Materials for Employees
- Quick Reference Materials for Practitioners
- Financials Topics by Module
- OneUSG Connect (HR/Payroll) Topics**
- KABA

**OneUSG Connect (HR/Payroll) Topics**

[COMING SOON]

This section in the Training Library -- OneUSG Connect (HR/Payroll) Topics -- is organized according to the modules or areas of the OneUSG Connect system relating to human capital management. Under each module, you will find a list of relevant courses and their associated course materials. Some modules also have additional relevant information not located in a course; these tutorials have their own section under each module.

Last updated 9/27/16

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## Different Modes in the OneSource Training Library

See It!	Try It!	Do It!	Print It!
<p><b>View a video of a topic</b></p> <ul style="list-style-type: none"> <li>The video changes frames every 5 seconds.</li> <li>You can pause the player if you need more time on a slide.</li> <li>You can press <b>Enter</b> if you want to advance more quickly.</li> </ul>	<p><b>Simulate actions and practice</b></p> <ul style="list-style-type: none"> <li>In the soon-to-be-released system, you can follow the steps to practice completing a specific task, entering values into the simulated system if necessary.</li> </ul>	<p><b>Coach you through the steps</b></p> <ul style="list-style-type: none"> <li>You can use this mode to open a topic in a small window while completing a task.</li> <li>You can keep this window in the forefront while working on your designated UGA page.</li> </ul>	<p><b>Print the Job Aid of a topic</b></p> <ul style="list-style-type: none"> <li>You can save, download, and print the Job Aid of a topic as a reference.</li> </ul>

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## Contact Us

**Attendance and Evaluation:**

<http://bit.ly/SYS-MGR>



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The screenshot shows the OneSource website for the University of Georgia. At the top, there is a search bar and the OneSource logo. Below the logo, a 'Faculty and Staff Guide' is highlighted with a blue border, containing text about December 2018 changes to employee processes. A 'Learn more' link is provided. Below the guide, there are several navigation buttons: 'UGA Budget Management System', 'UGA Financial Management System', 'OneUSG Connect System', 'Data Analysis and Reporting', 'Resources', 'Training and Help', 'Login', 'UGA Financial Management System', 'Budget Management System', 'OneUSG Connect', and 'Training Library'. A 'Highlights' section at the bottom right lists 'Fall 2018 Training Registration now Open' and 'The OneSource Project'.



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