

OneUSG Connect Training

Manager Self Service

For System Managers

Instructor Guide

**Plan of Instruction**

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| Course Title: | Manager Self Service for System Managers |
| Instructor(s): | Melissa Hunter, Brett Jackson, Lee Motsinger, Laurel Palmer |
| Developer(s): | OneSource Training Team |

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| Course Content |
| 1. Introductions 2. Introducing Manager Self Service (MSS) 3. Introducing Manager Self Service Tasks 4. Introducing Commitment Accounting 5. Introducing Combo Codes 6. Understanding Position Funding 7. Understanding Retro Distributions 8. Introducing MSS Workflow 9. Preparing for December 16 |

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| Support Materials and Guidance | |
| Equipment Needed in Classroom:   * PC/Laptop for instructor * PC/Laptops for participants * Projector * Internet connection to OneSource Training Library: training.onesource.uga.edu | Equipment Needed for Webinar:   * PC/Laptop for instructor * Internet connection to OneSource Training Library: training.onesource.uga.edu |
| Instructor Materials:   * Manager Self Service for System Managers Presentation * Manager Self Service for System Managers Instructor Guide * OneSource Instructor Library – you will find the most recent materials here: <https://training.onesource.uga.edu/UPK_Training/Instructor/Publishing%20Content/PlayerPackage/data/toc.html> | |
| Participant Instructional Materials: (optional)   * Manager Self Service for System Managers presentation (see OneSource Instructor Library) * OneSource Training Library: training.onesource.uga.edu | |
| Set Up Instructions/Instructional Guidance:   * Open the Manager Self Service for System Managers presentation on the instructor computer * Open the OneSource Training Library on the instructor computer * Walk around to greet the participants prior to the start of class * Start an attendance sheet at the beginning of the course * Use the presentation to structure the course, completing walkthroughs in **Try It** mode when instructed in the presentation * Allow for a 10-minute stretch/bathroom break about halfway through class | |

**Course Introduction**

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| Course Title: | Manager Self Service for System Managers |
| Course Objectives: | By the end of this training, participants will be able to (Slide 2):   * Understand the System Manager role and responsibilities in OneUSG Connect * Learn how to complete MSS tasks in OneUSG Connect * Understand the basic concepts of Commitment Accounting in One USG 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 |
| Purpose: | To introduce those assigned to the System Manager role to the tasks they can perform in OneUSG Connect. |
| Housekeeping | Take attendance using the OneSource sign in sheet  Allow participants to take a break about halfway through the course |

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| *Slide 1*  *Title slide*  *Manager Self Service for System Managers* | * Give a nice welcome to the attendees. * Introduce yourself. Let them know your name, your home department, how long you’ve worked at UGA, and other general information about who you are. * Let them know that you are a volunteer and that you are still learning the system yourself. * Introduce the class, the Manager Self Service for System Managers course, and be sure to use the word training often in the first few slides. |
| *Slide 2*  Objectives | In this class we will cover:   * The responsibilities assigned to the system manager role   + These are the HR and payroll transactions that record an employee’s work history and transactions that affect pay. * How to perform the tasks assigned to the system manager   + You will use the Navigator to go to the fluid pages which only have a few fields to complete for each transaction. * How to update position funding and to understand how Commitment Accounting works in OneUSG Connect   + It is the responsibility of each department to oversee the funding of their unit’s positions. This is done using the Commitment Accounting pages which are a little more complicated than recording job changes. * We will take a break about halfway through today’s training, and we will give you opportunities to ask questions. * **For Webinars**: However, you can always ask questions during a webinar by submitting them in the Questions box. * **For In Person classes**: However, you can ask questions at any time during class. |
| Slide 3  Manager Self Service Courses | * All of the MSS courses are based on security roles. Check with your Project Coordinator for more information about the security roles. * Anyone with a reports-to role can manage employees through Manager Self Service. * Reports To Supervisors may also serve as Time & Absence Approvers. However, Reports-To Supervisors ***do not*** need to take the T&A Approvers course in addition to the MSS for Supervisors course. |
| Slide 4  How to Get to the OneSource Training Library | * You can get to the OneSource Training Library by using the direct link: <https://training.onesource.uga.edu> OR * Start from the <https://onesource.uga.edu> website and click on the Training Library command under the Login prompt. |
| *Slide 5*  *Section Title*  *Introducing Manager Self Service (MSS)* | * Let’s take a look at the responsibilities for the system manager. |
| Slide 6  System Managers | * System managers have been assigned a specific role within OneUSG Connect. This role gives them permissions to perform the actions shown. * System managers initiate Manager Self Service personnel actions. * Note: Time and absence transactions are assigned to unit managers. * All transactions except change funding are requests that go through approval workflow before being committed to the system by a central practitioner. |
| Slide 7  Past to Future Systems | * The various systems used today are found on the left side of the screen. The activities performed in those systems are being rerouted to OneUSG Connect or UGAJobs. * See the System Changes resource page on the OneSource website (address shown on slide) for more information on the system changes. |
| Slide 8  WebDFS actions and OneUSG Connect | * The left box shows how the reason codes in Manager Self Service are translated back to UGAJobs. * The middle box contains the tasks performed in OneUSG Connect by managers and employees * The third box shows processes that will be handled by USG. * [Pause and allow the attendees to read the screen.] * [Inform attendees they can refer back to the Personnel-Related Transactions Matrix (located in the OneSource Training Library) for more information.] * **Only read the following if someone asks about the difference between rate range and rate change:** * Rate range is different from rate change. Rate range is only utilized by a couple of departments (maybe even one, Rec Sports). This allows them to use a range of rates to pay their students based on the task for which they are clocking in. An example: A lifeguard might make more working the front desk than they would for the lifeguard job. |
| Slide 9  Manager Self Service Homepage | * The system normally opens to the Employee Self Service page. Navigation at the center top of the page takes you to the Manager Self Service homepage. On that page you will find a tile called My Team which has information on the employees who report to you directly. * Employees who display on the Team Tile are your direct reports-to. |
| Slide 10  Manager Self Service Navigation | * For a manager to initiate transactions to the employees assigned to you, you will need to use the navigator menu. * The navigator is found using the compass on the upper right of the OneUSG Connect homepages. * The items found on the menus appear based on the roles to which you have been assigned. **Your menu may look different based on your security assignment.** * From the navigator menu, click on Manager Self Service. This will open another menu with the categories of transactions you can perform |
| Slide 11  Benefits of OneUSG Connect for System Managers | * Business processes have been reviewed and streamlined to ensure that everyone submits transactions in the same way. * Workflow has been simplified and is traceable by the initiators, approvers, and managers that have access to the transaction.   + An example: No more T&A Approvals beyond the Report To and T&A Approver * Electronic forms reduce paper required and ensure speedier access to view and approve transactions. |
| *Slide 12*  *Section Title*  *Introducing MSS Transactions* | * Now we’ll take a look at the transactions that system managers can perform. |
| Slide 13  Manager Self Service Tasks at UGA | * Manager self-service transactions are actions that managers request in OneUSG Connect. They are only requests until the final approval at which point, the data is entered into the system. * This slide shows the transactions that managers can initiate. These are separate from the actions a manager might do for direct reports. While you might also do these same things for your direct reports, you will likely also do these things for people that don’t report to you. It is also possible to not have any direct reports and have access to initiate these transactions. * The transactions can be initiated by individuals in departments, however approvers need to be the Chief Business Officers or Chief Human Resources Officer for the college or unit, since this type of approval carries signature authority. * These transactions all follow the same workflow. * The Request Change to Time and Absence Approver is new and will be used to communicate approver changes to the central offices. * The Leave Balance Adjustment will be used rarely as most changes will take place in absence management transactions or on the time card. ***This is used primarily for those transactions that took place in the legacy system (processed between July 1, 2018 and December 31, 2018)*** * Ad hoc salary changes are broad and are used to communicate salary adjustments of all types. * Documents required to be submitted can be attached to the online transactions. |
| Slide 14  MSS vs UGAJobs | * These are the activities performed in Manager Self Service and in UGA Jobs. * There are very few changes being made to UGAJobs with the move to OneUSG Connect |
| Slide 15  Enrolling/Updating a Time Reporter | * Give a nice welcome to the attendees. ​ * Introduce yourself. Let them know your name, your home department, how long you’ve worked at UGA, and other general information about who you are.​ * Let them know that you are a volunteer and that you are still learning the system yourself.​ * Introduce the class, the Manager Self Service for System Managers course, and be sure to use the word training often in the first few slides.​ |
| Slide 16  Enrolling/Updating a Time Reporter | * These are the steps for System Managers to follow to enroll or update a Time Reporter. |
| Slide 17  Request Change to Time and Absence Approver | * This is a new transaction for managers. This is what you need to make requests for changing a time and absence approver for a small group of employees (<50). * If you need to make changes for a large group (>50) contact [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu) for help assigning in bulk. They will help you to create a spreadsheet that can be updated. |
| Slide 18  Show Me | * Demonstration by Instructor – Use Try It! mode * Walkthrough OneSource Training Library Topic: Requesting a Change to an Employee’s Time & Absence Approver |
| Slide 19  Requesting Leave Changes | * Employees will request absences and extended leaves in OneUSG beginning:   + 12/16/18 for employees who are paid bi-weekly   + 1/1/2019 for employees who are academic or who are paid monthly * Unapproved time and leave requests will be uncompensated until approvals are completed. Once approved, it will be paid out on a later check. |
| Slide 20  Leave Balances | * Leave balances are available at different times for bi-weekly employees than for monthly or academic employees.   + Monthly and academic employees will have leave balances available for use at the beginning of the next month   + Bi-weekly paid staff will have leave balances available in the pay period that includes the 1st of the month (leave is earned on the 15th of the month) * USG policy is that negative leave balances are not permitted. Requests will not be compensated, even for salaried employees. |
| Slide 21  Cascading Rules | * (Read points on slide.) * We’ll look at a chart on the next slide. |
| Slide 22  Cascading Rules matrix | * Leave is deducted from your balances using a set of USG “cascading rules” that determine what type of leave is used first. * The system is set up to follow USG policy. * (Discuss how to read this chart, starting with Sick or Annual leave). * Note that monthly employees are not eligible for comp time or deferred holidays, and UGA is not using the floating holiday option. * **FYI**: It is important to note that employees should NOT select Intermittent FMLA unless they have entered an Extended Leave Request and are on an approved Intermittent FMLA event. Once an employee has received approval they can then use the Intermittent FMLA type as a regular absence event. |
| Slide 23  Cascading  Rules | * Read example.) * Special emphasis on Bullet points 1 and two in Examples. |
| Slide 24  Extended Absences | * (Read the information on Extended Absences.) * Additional information on the Extended Absences process can be found in the SOP. |
| Slide 25  Request Leave Balance Adjustment | * The transaction to request leave balance adjustments will occur during the launch of OneUSG Connect and the transition afterward as employees and managers review their leave balances. * As the system is used fully, leave balances will be adjusted through time cards and absence requests.   + In OneUSG Connect employees, their supervisors or time & absence approvers will be able to edit submitted leave so that it can be picked up on the next payroll to correct the balance. |
| Slide 26  Show Me | * Demonstration by Instructor – Use Try It! mode * Walkthrough OneSource Training Library Topic: Requesting a Leave Balance Adjustment |
| Slide 27  Request Ad Hoc Salary Change | * The Request Ad Hoc Salary Change task replaces the current personnel to change salary. * This should be submitted after all required intra-department authorizations have been obtained. * Continue to use the current forms just as they are now, such as the RSA.  Attach the forms as documentation. |
| Slide 28  Show Me | * Demonstration by Instructor – Use Try It! mode * Walkthrough OneSource Training Library Topic: Requesting an Ad Hoc Salary Change |
| Slide 29  Request Supplemental Pay | * Payroll will enter the supplemental pay until July 2019. * You will still be responsible for filling out and submitting the forms to payroll. * Forms that are sent directly to Payroll after final approval:​   + Request for Extra Compensation (Special Pay) for Faculty & Staff​   + First Year Odyssey Seminar Request for Compensation​   + Request for Temporary Teaching Overload Compensation​   + Employee Request for Reimbursement of Relocation Expenses​   + Research Participant forms​   + Award forms​ * More training on how to do this in the system will be provided closer to July 2019. |
| Slide 30  Requesting Retirement for an Employee | * The Retire Employee transaction replaces the current Terminate Due to Retirement process. * This is not to express intent to retire. This should only be entered after meeting with Central HR and final decisions about retirement date is made. * Retirement is no longer a type of termination, it has its own category. The reason of retirement cannot be selected for a termination action. You must use the retirement transaction. * This is recording a retirement, not requesting a retirement. |
| Slide 31  Show Me | * Demonstration by Instructor – Use Try It! mode * Walkthrough OneSource Training Library Topic: Requesting Retirement for an Employee |
| Slide 32  Termination Request | * The date you select is important to termination processing as it determines what days the employee will be paid (the next slide has some examples)​ * The transaction date should be the date you are submitting the request. * On the Terminate Employee transaction, you will select from a list of reasons (excluding retirement, which has its own category)​ * When requests are received, Central HR will reach out to the departmental requestor for this critical information with an ask for, response by date.  ​​ * Those requested that do not have the accompanying information, will be returned to the department and cannot be processed.​​ * Effective dates are important as they affect the employee’s permanent record.​ Effective dates will be determined by Central HR based on the information provided in the comments section. Comments should include:​   + Last day worked​   + If the employee is on leave and the applicable dates​   + If the dept has knowledge that the employee is transferring to another unit, please include that information as well.​ * In order to ensure an employee does not continue to get paid after a termination has occurred, unit managers must submit a termination through Manager Self-Service.​ * **Already submitted a termination request as part of the Unit Ask?**​ * For terminations already received as a part of the unit asks, including those submitted as part of the bi-weekly review and for those that we will receive as a part of the monthly review,  Workforce Administration (WFA) team members will be reaching out to collect additional information for the termination.​ |
| Slide 33  Termination Request Examples | * Here are some examples of how to determine the employee's termination dates. * Example 1: this scenario demonstrates the effective date when an employee is on approved leave after the last day worked. * Example 2: this scenario demonstrates the effective date when an employee is on an unpaid leave of absence and submits their resignation. * Example 3: this scenario demonstrates the effective date when an employee submits resignation surrounding a holiday. Note that termination dates are **not** affected by holidays or weekends. |
| Slide 34  Show Me | * Demonstration by Instructor – Use Try It! mode * Walkthrough OneSource Training Library Topic: Requesting an Employee Termination |
| Slide 35  Terminations and Transfers | * For both scenarios, transfers within UGA and transfers outside of UGA, would involve a resignation from the department that is vacating the employee.   ​ * Central HR will be working with campus to determine the best ways to indicate this termination and transfer to the employee’s record.  ​ * In the meantime, if you are aware of a transfer in process (leaving UGA Department X to transfer to UGA Department Y) or an institutional transfer (employee leaving employment from UGA to another USG institution or incoming employee from other USG institution), that information should be included in the comments section of the request. ​ * A note about **graduate** and **student** positions: * Each person needs their own position and hiring proposal​ * Hiring proposals need to include the data necessary for OneUSG Connect​ * Applies to Graduate/Students/Post Docs​ * Terminate vs. Terminate Transfer Employee​ * Unique Identifier​ * For more information on these actions, please visit the SOPs addressing these topics on the OneSource Resource page:    <https://onesource.uga.edu/resources/oneusg_connect_sops/> ​ |
| Slide 36  Security Request | * If you need to give an employee access to transactions that they don’t already have, use the Security Request transaction. You would also use this to request security for new personnel. * If you want to give them access identical to another employee’s that can be specified in the request. * Note to Instructors: No screen shot available at this time |
| Slide 37  Show Me | * Demonstration by Instructor – Use Try It! mode * Walkthrough OneSource Training Library Topic: Submitting a Security Request |
| Slide 38  Questions | * Ask for questions on the MSS Transactions |
| *Slide 39*  *Section Title*  *Introducing Commitment Accounting* | * Commitment Accounting is a module in OneUSG Connect that deals with position funding. * It is where the specifications for funding are entered and also provides a bridge to the UGA Financial Management System. |
| Slide 40  Commitment Accounting Functions – Position Funding | * In the current system, a Budget Personnel is used to assign funding to a position * In OneUSG Connect, funding is assigned using Commitment Accounting. * The funding sources defined for each position will be used to generate the payroll expense entries and payroll encumbrances that will be posted to the budgets and actuals in the UGA Financial Management System. |
| Slide 41  Commitment Accounting Functions – Payroll Encumbrances | * In the current system, only salaries were encumbered. These were processed in the Budget system and posted to the Accounting System. * Within OneUSG Connect, these encumbrances will be projected in Commitment Accounting and encumbrance entries will be created for salaries, fringes and taxes. * These will be interfaced to the appropriate ledgers in the UGA Financial Management System. |
| Slide 42  Commitment Accounting Functions – Retro Distributions | * In the current system, any changes to the payroll expenses of salary, benefit and tax expenses need to be processed by Personal Service Journal Vouchers in the Payroll system or Personnel Activity Reports (PAR) adjustments in the EPAR system. * With OneUSG Connect, retroactive changes to salary, benefit or tax distributions will be processed in Commitment Accounting * **Note: A general ledger journal entry, in the UGA Financial Management System, will be required to process payroll adjustments for pay periods processed in the legacy payroll system (July – December 2018). Personal service adjustments for pay periods processed in OneUSG Connect will be made via retro distribution in Commitment Accounting.** |
| Slide 43  Commitment Accounting Functions – Payroll Actuals | * In the current Payroll system salary, benefit and tax expenses were assigned to the appropriate account number and a payroll journal entry was created as part of processing. This journal was posted to the Accounting system. * With OneUSG Connect, Commitment Accounting attaches the salary, benefit and tax expenses after payroll processing is complete and sends it to the UGA Financial Management System via an interface |
| Slide 44  Commitment Accounting Process Flow | * ​This diagram illustrates how Commitment Accounting Processing works with HCM Processing. It also shows how information is sent to Financials to be recorded in the General Ledger. The items that are called out are the responsibility of UGA. The remainder is processing done at USG’s Shared Services Center (SSC).  1. UGA Central Accounting maintains the Chart of Accounts that is used as the basis for the Combination Codes (funding) that are attached to each position 2. HR and Department Managers work together to maintain information on new hires and position changes. They attach people to positions which sets up the source of funding for each individual. **(CLICK)** 3. The Invalid Funding Report indicates errors in funding that will not process correctly in payroll. **(CLICK)** 4. Central Commitment Accounting will run the Pre-Distribution Audit report after the SSC has calculated the payroll. This will show all errors (not just position funding errors) that need to be corrected to process correctly. It is run again by the SSC as part of the Payroll processing. 5. After Central Commitment Accounting reviews actuals, any corrections to funding will need to be made as part of retro processing.  * We will talk about the things that happen in Commitment Accounting during this course. |
| Slide 45  The Magic Starts When… | * Other than the Position funding entry, the magic of commitment accounting happens with payroll confirmation. |
| Slide 46  What we See | * Everything happens behind the scenes. * Payroll confirms – something happens “automagically” – and then…. * Accounting lines for payroll are added to the general ledger.   + This means that for funding changes to apply to a particular pay period, the funding change request would have to make it through **all** approvals (including Central Office) by the pay period end date. For example, if the pay period end date is 11/03/2018 funding changes for that pay period would have to be through final approval by 11/03/2018. |
| Slide 47  The Miracle Explained | * As you can see in the diagram, this is a very complicated process. The diagram outlines all the difference pieces of this process and how they are interconnected. * [Pause so the attendees can look at the diagram.] * **[If there are any questions about the processes, you can review the following information with the attendees:]** * **Bulldog Red box and lines**: Employees and managers enter personal data, job-related transactions and position information into the OneUSG Connect System. That information is used in the Commitment Accounting Encumbrance and Payroll processes. Information is also sent to the UGA Data Warehouse for use in reporting. * **2nd line**: When payroll confirms, processes are run to send the payroll information back to the UGA Financial Management System. The Commitment Accounting Actuals Distribution sends information to the UGA Financial Management System Commitment Control KK Journal and is also used in the Commitment Accounting Actuals GL Interface that loads general ledger entries from payroll into the UGA Financial Management System General Ledger journals. Information from both of those systems are exchanged with the UGA Budget Management System (green lines) * **Bottom line**: In order to run the encumbrance processes which we will talk about in this course, the Encumbrance Definition tables are configured and updated by SSC. When the Encumbrance processes are run, they combine the information from the Encumbrance Definition table and the HR Job and Position Data and create the Commitment Accounting Encumbrance Interface. That interface creates an encumbrance journal which is processed in the UGA Financial Management System and updates the Commitment Control Ledgers. Information from that journal is also sent to the UGA Budget Management System. * **Top Line**: Information is sent from the UGA Financial Management System to populate the Commitment Accounting ChartFields and Combo Codes tables. That Information is used in the Commitment Accounting Department Budget Table that combines the position and combination code information. Information from the Department Budget Table goes into the Data Warehouse for reporting and is also shared with the UGA Budget Management System. |
| *Slide 48*  *Section Title*  *Introducing Combo Codes* | * Now that you have the big picture, lets take a look at the individual elements that you will work with for your department or unit. |
| Slide 49  Combination Codes | * The Combination Codes are the critical piece that tie the payroll expenditures to the GL entries. ***This is the HCM equivalent of a SpeedType*** * Combination codes are used (like the UGA Financial System’s SpeedTypes) to provide a shortcut entry for the funding source. * A Combination Code is made up of a set of ChartFields which will be charged for the funding of each position. The ChartFields used must include Fund, Program, Class, Department ID, Budget Reference (which is automatically entered based on the accounting period of the payroll entry) and the Account ChartField (which will be automatically entered based on the paygroup and earnings code that defines the position). * If the funding is in association with a project, a Project ID, PC Business Unit and Activity ID are required. * Chartfield 1 and the Operating Unit may be used as needed. * A resource page has been added for Combo codes. Onesource.uga.edu > Resources > C > Combo Codes |
| Slide 50  What Are Suspense Combo Codes | * If there is not an active code to fund a position, payroll will charge the Suspense Code set up for that unit. * Each unit will need to monitor the Invalid Funding Report to avoid charges to the Suspense code which will require adjusting entries to correct to the right ChartFields. * Funds do not have to be available in the Suspense Combo Code for payroll to post to it. * Intermediate units = one suspense code for each major unit |
| Slide 51  More About Combo Codes | * Each unique chartstring will have one Combo Code that will be used for payroll. * Each code contains 14 characters and uses the naming convention shown here. * Combo Codes and Suspense Combo Codes start with 18 which is the UGA “company” number in the USG systems |
| Slide 52  How Combo Codes are Created | * Departments will use a form from the OneSource Service Desk ***(Team Dynamix)*** to request a new combo code to be added. ​ * The same form will also be used to modify or reactivate/inactivate the code. ​ * If you have a large number of Combo Codes that need to be created at the same time, there is an option to submit via a spreadsheet.​ * Changes can only be made to the Description (name) of the Combo Code, not the ChartFields. |
| Slide 53  Show Me | * Demonstration by Instructor – Use Try It! mode * Walkthrough OneSource Training Library Topic: Finding a Combo Code; Requesting/Updating a Combo Code |
| *Slide 54*  *Section Title*  *Understanding Position Funding* | * Once the Combination Codes are created they are tied to the positions to show the funding source. |
| Slide 55  What is Position Funding | * Each position is made up of one or more job-related codes. * A combination code is added to the position definition to set up the ChartFields that will be charged and sent to the UGA Financial System and the UGA Budget Management System when used in payroll. * People are hired into the positions and the Combo Codes are used in payroll processing. |
| Slide 56  Commitment Accounting Department Budget Table | * Information on positions is entered on the Department Budget Table (report being created to show the funding history for a position from the DBT. A new topic will be available when this is complete). This page gives view-only access to see a complete picture of how a position is funded. There may be multiple effective dated rows that determine a complete picture of the funding. * Commitment Accounting allows you to assign funding to more than one combo code and designate the percentage to apply to each as long as the total percentage totals to 100%. Fringe and taxes will be charged to the same code unless you enter them separately. * Funding setup and changes allow you to charge the fringe and taxes to different combo codes if needed. * Correct setup avoids adjusting entries after payroll is run. |
| Slide 57  Positions in Commitment Accounting Department Budget Table | * This is a screenshot of the Earnings tab on the Department Budget Table. While you will not be able to view this screen, there will be a query which will give you the detailed funding history found in the Department Budget table. * Unique fields for funding are the Department ID, Position Number, SetID (18000) and the Fiscal Year. * Each position can only belong to one HR Department. If that position moves to another department, funding must be set up for the new department. * HR departments are not the same as Finance Departments.   + Finance departments are based on budgets.   + HR Departments are built based on “reports-to” structures. |
| Slide 58  Monitoring Funding Errors | * Departments need to be sure that the funding for their department is set up correctly to avoid having to correct a lot of errors when payroll runs. * The Invalid Funding Report can help identify the problems that might occur. * This report is run by the departments and will available when the system goes live. Departments can run each day for the payroll in process and may be run up until the time when the paysheets are created. * At conversion funding will be moved into a department equivalent to the current legacy account. After that you can update by changing the funding. |
| Slide 59  Show Me | * Demonstration by Instructor – Use Try It! mode * Walkthrough OneSource Training Library Topic: Running the Invalid Funding Report |
| Slide 60  Invalid Funding Report Results | * Here is sample output from the Invalid Funding Report showing some of the most common errors. * This report should be distributed to you in an Excel format which will allow you to filter the data in the report. * The errors shown here are encountered most often and will be discussed more on the following slides |
| Slide 61  DBE Funding Does Not Exist or effdt > pay end dt | * This error indicates that there is no funding for the position or that the effective date of the funding is after the pay end date * You would need to be sure that funding exists * Then you would need to check on the funding to look at the effective date and how it coincides with the pay period. * It is up to the units to correct any errors. |
| Slide 62  Expenses will be Posted to Department Suspense | * The End Date for projects and grants go from the UGA Financial Management System to OneUSG Connect via an interface. * There may be instances where changes to the end date do not interface correctly and do not update OneUSG Connect as they should. * If the error message indicates Project Grant End Date   + Verify the end date of the funding   + Verify any extensions   + If the funding ends in the middle of the pay period, you will need to add funding to cover the remainder and any future periods where payments will be made * If the error message indicates Fund End Date, you will need to:   + Check the funding end date   + Work with Central Commitment Accounting to resolve the error. |
| Slide 63  Combo Code Not Active in Valid Combo Table | * Another common error you might see is Combo Code Not Active in Valid Combo Table * This means that the combination code attached to the position has been inactivated * Investigate the reasons and correct the error. |
| Slide 64  Changing Funding | * All positions are funded the same way through the departments who determine how to fund. * Special groups, like Federal work student students, are in a special group for payroll processing, but their positions are not funded differently * There are two pages in the system to interact with funding. The Submit Position Funding Request page is for the initial submission of changes. The Funding Distribution Change page is to review the status of the change requests. The Approvers will also use the Funding Distribution Change page for more detail when approving. * When you enter information on the Funding page, you are entering a new effective-dated row beginning with the first date the change should be calculated (past, present or future). If two are entered on the same day, the transactions will be given a sequence number and the system will look at the information on the highest sequenced row to base calculations. |
| Slide 65  Approving Funding Changes | * Today all approvers are based on department/account numbers in funding. * Since positions are owned by a single HR department in OneUSG Connect, only the approver for the owning department is included in the approval queue. The initiator will need to add in other approvers as ad hoc approvers * Ad hoc approvers can be added when they are not a part of the regular approval process flow. An example might be a department head that doesn’t need to see every transactions, but need to see certain transactions. * Ad hoc approvers can be added by anyone with access to the transaction (initiators and approvers). When selecting an approver, only those with the role of manager or a special ad hoc approver role will appear in the list. If someone is missing from the list, submit a security request to get that role commissioned * A query is being developed to allow departments to see the use of their combo codes in funding. This would allow departments to see when charges appear for that combo code. * Reminder: For funding changes to apply to a particular pay period, the funding change request would have to make it through **all** approvals (including Central Office) one day prior to the HR/Payroll Deadline date indicated on the Payroll Processing Calendar. |
| Slide 66  Show Me | * Demonstration by Instructor – in Try It! mode * Walkthrough OneSource Training Library Topic: Submitting a Change to Funding for an Existing Position |
| *Slide 67*  *Section Title*  *Understanding Encumbrance Projections* | * So far we have talked about actual expenses. Lets look at how Commitment Accounting helps to generate encumbrance entries for the UGA Financial Management System. |
| Slide 68  Key Payroll Processes | * When the GL interface is run it creates the things that you see here.   + The payroll expense accounting entries are sent to the Actuals Ledger.   + Encumbrance projections and liquidations are sent to the Budget Ledgers in the Finance system. From there the budget system will be updated.   + Liquidations only include liquidations for payments. If someone is removed from payroll at the beginning of the month, the encumbrance would change at the end of the month when the new process is run. * Processes are run by the Shared Service Center and sent to the UGA Financial Management System.   + The first encumbrance processes in OneUSG Connect will be run January 31, 2019. |
| Slide 69  What is Encumbered? | * Pay, fringes and taxes are encumbered for the employees in the paygroups listed on the slide |
| Slide 70  Salary Encumbrance Calculation | * Here you see how the salary encumbrance is calculated based on the annual compensation rate entered for the employee.   + The compensation rate used is the annual compensation rate from the job data pages   + The encumbrance calculation is based on the remaining open periods in the year.   + Encumbrances are created from the start date to the end of the fiscal year or until the funding ends. |
| Slide 71  Fringe Encumbrances | * Fringes are calculated on the elements shown:   + Health   + Life   + Health Savings Account   + Retirement * Encumbrance calculations are based on the last paycheck the employee received or Bi-Weekly #2, in cases where there is a Bi-Weekly #3 * Most fringes are based on a flat amount |
| Slide 72  Tax Encumbrances | * Tax encumbrance calculation are based on taxable gross and calculated as a percentage. |
| *Slide 73*  *Section Slide*  *Understanding Retro Distributions* | * Corrections made after payroll is complete necessitates retro distributions to correct the entries that have already been posted. |
| Slide 74  Retro Distribution Basics | * Retro Distributions refer to corrections made to entries after payroll is confirmed and/or sent to GL * There are two types of retro distributions (budget and direct) which are defined on following slides. * Retro processing is done on an off-cycle (not in an actual pay cycle) calendar. * **Note: A general ledger journal entry, in the UGA Financial Management System, will be required to process payroll adjustments for pay periods processed in the legacy payroll system (July – December 2018). Personal service adjustments for pay periods processed in OneUSG Connect will be made via retro distribution in Commitment Accounting.** |
| Slide 75  Budget Retro Slides | * This is triggered by changing the Funding on Existing Positions. * This will make the retro (past) entries and set the funding to the correct combo code in future payroll runs.   + For example, if you realize in Oct. that a person on a govt combo code should have been paid on a grant, you can set up a row on the funding page.   + The effective date should be the date the funding should have started from the new source.   + This will change past entries and set things up correctly for future processing. |
| Slide 76  Direct Retro | * Direct Retro entries are changes that need to be made on a one-time basis for a specific payroll and do not affect past or future payrolls. * These changes will be made by Central Commitment Accounting. * A form is being created which will be found on the OneSource Service Center web page to request that these corrections can be made. This is to allow workflow approvals before entering the request into the system.   + Instructions to use the form will be added to the OneSource Online Training Library when the form is completed. |
| Slide 77  Combining Budget and Direct Retro Entries | * Some errors may require that you correct using both types of correcting entries. * Here’s an example: It’s currently October and let’s say it was determined that funding for a position needed to be changed to go back to July 1st. * The month of July should have been charged to a state combo code and the months of August forward should be charged to a grant combo code. * You would request a direct retro for the month of July only. * Then you would go through the position funding change page and change the funding with an effective date of 8/1/2018 and use the grant combo code. * This would trigger a budget retro distribution to correct August and September and then the funding for October and future pay periods would be correct (grant combo code). |
| Slide 78  Questions | * Ask for questions on Combo Codes and Funding, including Encumbrances and Retro Distributions |
| *Slide 79*  *Introducing MSS Workflow* | * In this section, we will discuss the basics of MSS Workflow |
| Slide 80  Ad Hoc Review and Approve | * Ad hoc reviewers can be assigned by initiators or approvers (one up/down and lateral). If the transaction should be sent next to a person not in the approval workflow, an ad hoc approver can be inserted. Ad hoc approvers are selected from a list that includes System Managers and employees who have been assigned an Ad Hoc approver role. * Employee Self Service transactions for personal information changes go directly to HR * Other requests go to the System Manager or ad hoc approver for the employee’s department |
| Slide 81  Delegation | * Delegation uses Reports To Approvers. * It is not for System Managers who have the ability to view an entire department * System Managers who want to delegate a transaction must submit a security request to set up their delagate. |
| *Slide 82*  *Section Title*  *Summary* | * Let’s look at a recap and some final information. |
| Slide 83 | * Go over the points on the slides * Ask for questions on anything that needs clarification |
| Slide 84  Getting Help | * This slide shows places to get help on accessing the OneSource and OneUSG Connect systems |
| Slide 85  Learning Opportunities | * This lists some additional classes that you may be interested in. |
| Slide 86  Learning Opportunities at onesource.uga.edu | * Here are some additional web pages to provide more information and assistance. |
| Slide 87  Learning Opportunities: Training Library | * Provides simulated walkthroughs * Gives “Access” to the system before you get access |
| Slide 88  Different Modes in the OneSource Training Library | * Select a topic on the left, then choose to See It, Try It, or Print It, depending upon how you want to interact with the test system. |
| Slide 89  Contact Us | * Here is contact information for the OneSource team. |