



## OneUSG Connect Overview

### OneUSG Connect



**OneSource**  
UNIVERSITY OF GEORGIA

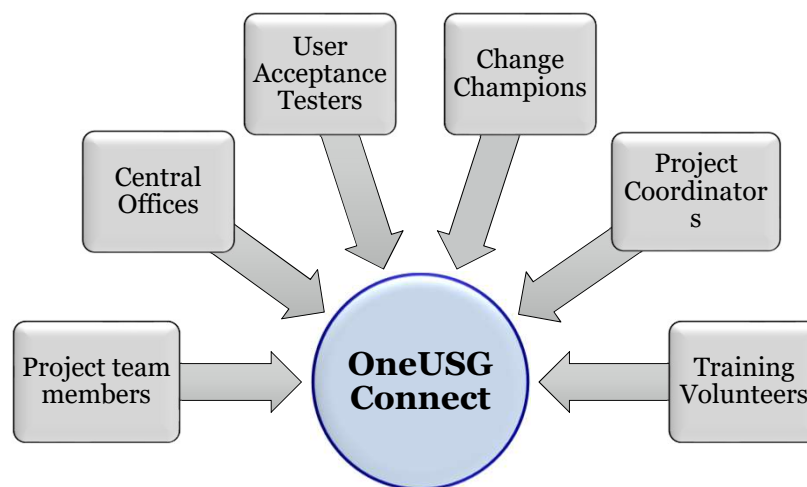


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OF GEORGIA

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

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## Thanks to You



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## Objectives

At the end of this course, you will:

- Understand the functionality and roles of the OneUSG Connect system
- Understand key changes for employees and departments associated with the OneUSG Connect transition
- Understand your next steps to prepare for the implementation of OneUSG Connect in December

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## What to Expect

- First Half: A broad overview of the OneUSG Connect system, NOT step-by-step instructions on how to complete tasks in the system
- Break
- Second Half: Details on transition processes and conversions
- Audience – Staff and Faculty with elevated roles and responsibilities in the OneUSG Connect system
- Questions are welcome  
“Need Assistance” at <http://onesource.uga.edu> or email [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)

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# Introduction

## OneUSG Connect Overview



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## What is OneUSG Connect?



Business transformations across Finance and HR

UGA Budget  
Management System

Jan 2, 2018  
July 2, 2018  
Spring 2019

UGA Financial  
Management System

July 2, 2018

OneUSG  
Connect

**December 16, 2018**

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## OneUSG Connect = HR/Payroll = HCM

- Human Capital Management (HCM) software refers to applications that are intended to help an organization manage and maintain its workforce.
- HCM integrates payroll, time-sheet, absence management, etc. into one platform.
- OneUSG Connect uses the Oracle PeopleSoft HCM suite of applications, which integrates with other UGA systems, including UGAJobs (iPaws/FacultyJobs), the UGA Financial Management and UGA Budget Management Systems

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## OneUSG Connect

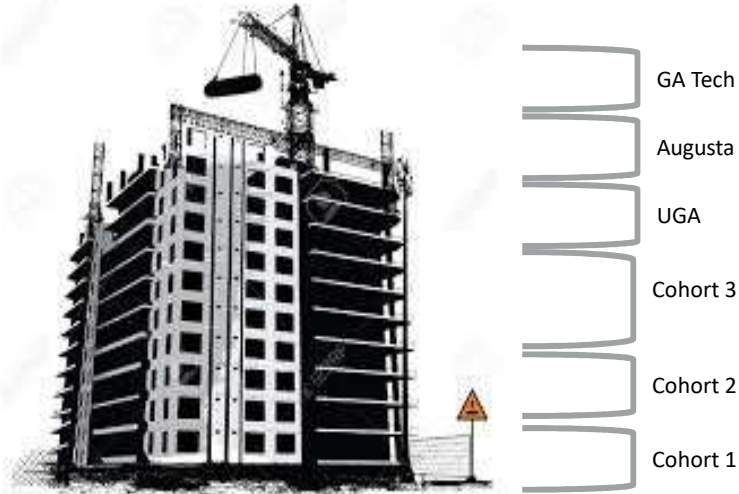
- OneUSG Connect is a USG initiative to develop and implement streamlined human resources and payroll policies, procedures, and technology solutions that benefits all USG institutions.
- Implementation of OneUSG Connect will align UGA with other USG institutions.
- UGA is the 24<sup>th</sup> institution to go through this transition.

*OneUSG Connect goes live at UGA  
December 16, 2018*

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## OneUSG Connect Roll Out



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## Benefits of OneUSG Connect - Visible and Online!

### Direct Deposit

- Set up your own direct deposit and it's immediate.
- Set up multiple direct deposit accounts

### Leave Requests

- Request leave and see the approval status.
- Approve requests online.

### Personal Information

- Request your own name changes.
- Change your own tax withholdings (W4, G4).
- Manage your emergency contact information.

### Simple Process

- Bi-weekly employees only need to enter time.
- Only one departmental approval for time required.

### Mobile Friendly

- System is mobile device friendly.

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# Functionality and Security

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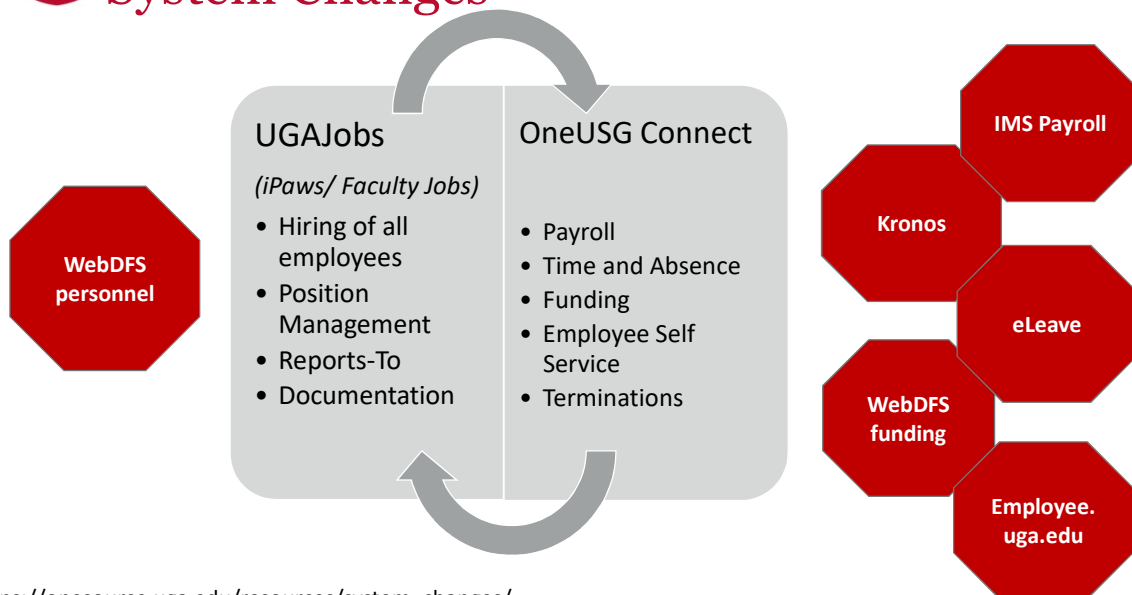


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## System Changes



[https://onesource.uga.edu/resources/system\\_changes/](https://onesource.uga.edu/resources/system_changes/)

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## OneUSG Connect Functions

### Time & Labor

- Includes employee time and the approval of that time.

### Absence Management

- Includes the management of absence time such as vacation, sick, and leaves of absence for all faculty and staff.

### Payroll

- Includes how an employee is paid and how pay is managed and processed.

### Self-Service

- Allows employees to perform routine tasks and managers to initiate and approve transactions for their employees.

### Faculty Events

- Includes details on faculty promotion, tenure, eligibility, and special titles.

### Workforce Administration

- Includes the lifecycle of an employee and position details, like terminations.

### Benefits

- Consolidation and coordination of benefits processes across the USG.

### Commitment Accounting

- Includes how to distribute and account for payroll. How to connect labor distribution in OneUSG Connect to the UGA Financials

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## OneUSG Connect Users

- Access to various screens in the OneUSG Connect system is limited by security roles assigned to the user.

Automatically assigned roles	Assigned roles
<ul style="list-style-type: none"> <li>• Employee</li> <li>• Faculty</li> <li>• HR “Reports To” Supervisors = Supervisors/Managers</li> </ul>	<ul style="list-style-type: none"> <li>• System Managers (Initiators)</li> <li>• Departmental Approvers</li> <li>• Time &amp; Absence Approvers</li> <li>• Departmental Dynamic Groups for Time and Absence</li> <li>• UGA and USG Central Office Practitioners</li> </ul>

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## OneUSG Connect Users - Permissions

	Reports to Supervisor	Time and Absence Approvers	Department Dynamic Group	Initiators & Approvers (System Managers)
Enter time and absences on behalf of employee	Yes	Yes	Yes	
Approve/Deny Time and Absence requests	Yes	Yes		
Manage Termination Requests				Yes
Manage Position Funding				Yes
Manage adjustments to leave balances				Yes
Other HR actions in OneUSG Connect				Yes

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## OneUSG Connect Users - Visibility

	Reports to Supervisor	Time and Absence Approvers	Department Dynamic Group	Initiators & Approvers (System Managers)
See only employees that report to them	Yes			
See employees that they are assigned to		Yes		
See all employees in assigned HR Department(s)			Yes	Yes

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## Employees

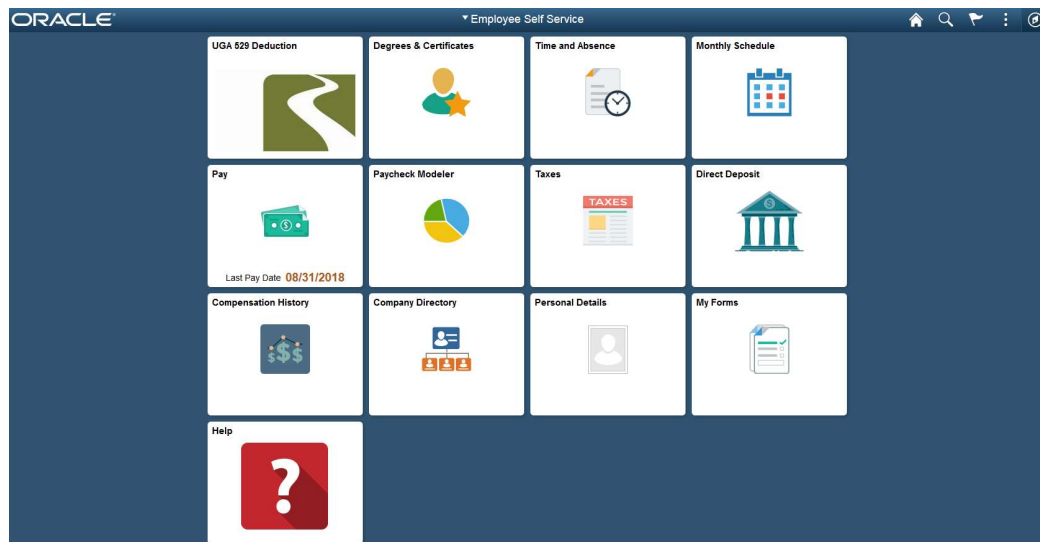
All UGA employees will utilize the OneUSG Connect Employee Self Service page to:

- View pay stub information
- Enter and update direct deposit information
- View and update W4 and G4 information
- Enter time (bi-weekly employees)
- Request absence requests (benefits-eligible)
- Manage personal information like name changes

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## HomePage: Employee Self Service



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## Faculty

**Faculty** have the ability to access faculty data from UGA Elements while using OneUSG Connect for employee tasks.

Faculty can use the system to:

- View rank/tenure data
- View special titles and additional posts
- Access UGA Elements directly

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## HomePage: Faculty Data Self Service



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## HR Reports-To Supervisor

**Reports-To Supervisor:** The manager that an employee “reports to” is auto-assigned from HR Data (UGAJobs)

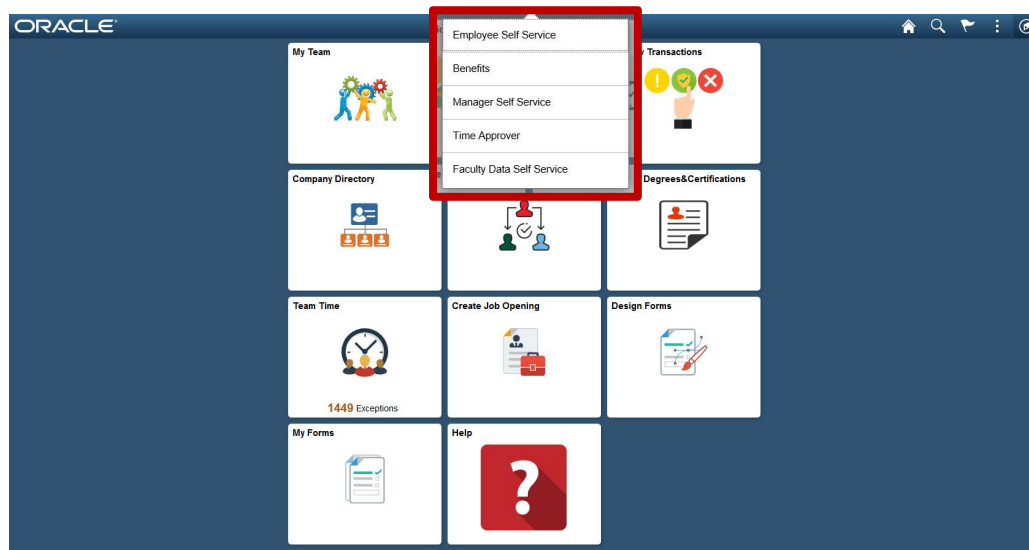
Reports-To Supervisors can:

- Approve/Deny time and leave requests
- Delegate transactions so that others may act on their behalf
- View information relating to their team
- Can enter time and absences on behalf of their employees

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## HomePage: Manager Self Service



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## Time & Absence Approvers

**Time & Absence Approvers** are employees who have the ability to approve time and absence requests for employees who do not report to them. These are assigned PER Employee.

Time and Absence Approvers will use the system to:

- Approve/Deny time and absence requests
- Can enter time and absences on behalf of employees

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## HomePage: Time Approvers



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## Departmental Dynamic Group

**Departmental Dynamic Group** are employees who are assigned a role to view entire HR Departments.

Members of the Dynamic Group will use the system to:

- View employees, positions, and job details
- Enter time and absences on behalf of their employees

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## Initiators (System Managers)

**Initiators:** Individuals approved to initiate HR processes for their department(s)/unit.

Use the system to:

- Initiate a termination or retirement request
- Request an ad hoc salary or supplemental pay request
- Request to adjust employee leave balances
- Manage position funding
- Route to Ad-Hoc Approvers

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## Departmental Approvers (for System Managers)

**Approvers:** Individuals given a specific role to approve HR processes for their department(s)/unit.

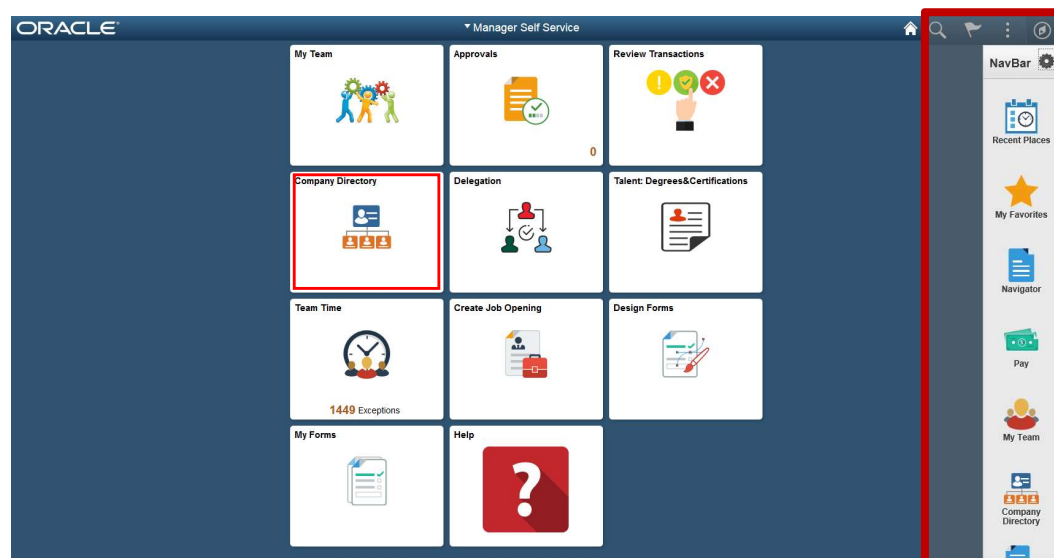
These employees approve requests for their departments:

- Approve a termination or retirement request
- Approve an ad hoc salary or supplemental pay request
- Approve request to adjust employee leave balances
- Approve changes in position funding
- Route to Ad-Hoc Approvers

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## HomePage: Nav Bar for System Managers



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## Questions



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## Changes for All Employees

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## Important Changes

\* All employees will see changes

AND

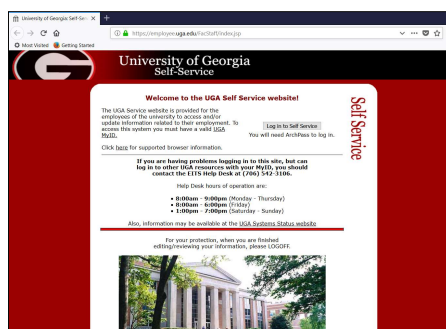
\* Nearly all human resources and payroll processes will change.

Therefore, as a Supervisor, HR Practitioner, and as an Employee, you will see changes in the way you do your job and access your information.

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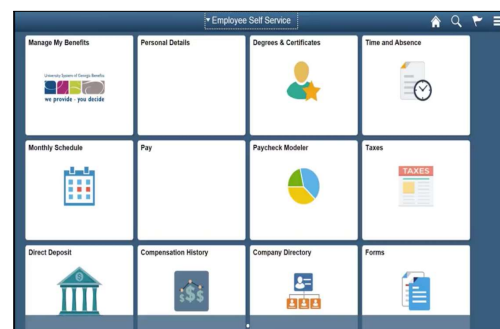
## Employee Self Service (ESS)

### Current



Website: [employee.uga.edu](http://employee.uga.edu)  
Available until July 1, 2019  
View information for 2018 and earlier

### New



Website: [onesource.uga.edu](http://onesource.uga.edu)  
Available beginning: December 16, 2018  
View information for 2019 and beyond

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## Pay Date Changes for Monthly Employees

- All monthly and academic pay dates will be the last business day of the month.
- The last business day is determined by the USG calendar, not the UGA calendar.
- **Key Change:** No early pay dates will occur in December, May, or any other month.

**The monthly December 2018 pay date is  
Monday, December 31, 2018.**

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## Payroll Changes for Biweekly Employees

- All bi-weekly paid staff will be paid every other **Friday** starting January 4, 2019
  - Work week changes to Sunday through Saturday
  - Hourly and salaried bi-weekly work weeks will align and be paid on the same dates.
- **Key Change:** No early pay dates will occur in December, or any other month.

**The first bi-weekly pay date in the new system is  
Friday, January 4, 2019.**

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## Pay Date Changes Summary Beginning December 2018

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	Academic	Monthly	Salary Biweekly	Hourly Biweekly
Pay Date Last Business Day	December, May, Summer School	December		
Pay Period			Sunday – Saturday	Sunday- Saturday
Days between pay period and pay day			6 days (currently 8 days)	6 days (currently 8 days)
Pay Date Change			Thursday to Friday	Thursday to Friday Pay Shifts 1 Week

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## Payroll Changes

### ***Direct Deposit***

- All employees will be required to use direct deposit to receive their paychecks.
- Exceptions: Federal work study, un-bankable employees
- 30 days to sign up from 1<sup>st</sup> day of work

### ***Pay stubs***

- Will be accessed in the new system
- Will look different.

### ***W4 and G4 Information***

- Can be changed by the employee

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## New Direct Deposit Options

- Current Direct Deposit accounts will be migrated
- You may add up to 6 direct deposit accounts
  - Select percentages (%) or set amounts

**Important:** Although you can make changes to your direct deposit information in OneUSG Connect beginning 12/16, **those changes will not go into effect until the January 2019 payrolls.**

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## Time Entry Changes for Bi-weekly

- Your method of time entry is determined by your unit or department.
- Your unit has chosen from one of the following options:
  - **KABA biometric clock** (use your fingerprint to identify yourself)
  - **PeopleSoft Web Clock**
  - **Manually entering your time** into a timesheet in OneUSG Connect
  - **“Pay from Schedule”**
- **If you have questions about what method your unit has chosen to use, contact your project coordinator.**

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## Time Approvals

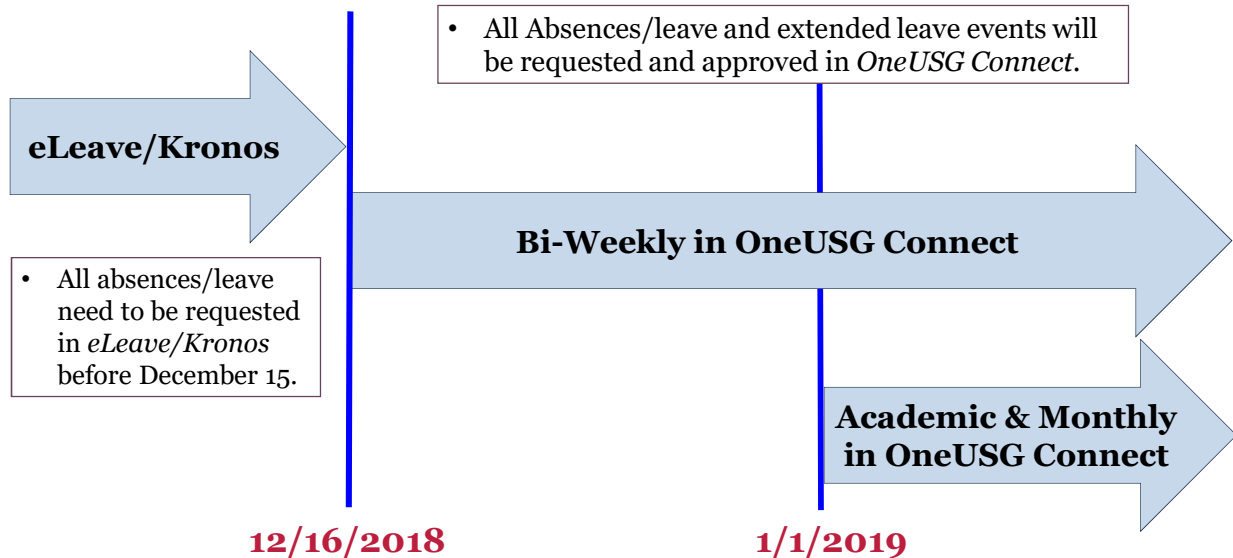
- Once a bi-weekly employee enters time, it is considered “approved” by the employee and no additional time card approval is required by the employee
- Reports-To Supervisors or Time & Absence Approvers will approve all time entry methods in OneUSG Connect

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## Leave Requests



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## Leave Accruals (newly earned leave)

Monthly or Academic Employee	Bi-weekly Employee
Available for use <i>the first of the next month</i>  Ex: January accrual will be available on February 1.	Available at the beginning of the <i>pay period that holds the 1<sup>st</sup> of the next month</i>

**Note:** Leave cannot be taken if it is not yet available.

The request can process and will go uncompensated, even for monthly or academic employees, per USG policy.

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## Leave Changes

- Managers or Time and Absence Approvers must take action on leave requests for all employees.
- Leave requests for bi-weekly salaried employees must be approved by payroll deadlines in order for their time off to be paid.***
- Unapproved time and leave requests will be uncompensated until approvals are completed. Once approved, it will be paid out on a later check.***
- Best practice for Managers to approve time and absences as often as possible because Reported Time does not become Payable Time until the time is both approved and been processed by the system.

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## Terminations

- Termination actions in OneUSG Connect will vacate the position in UGAJobs
- **Need to be processed for ALL employee types**
- If a termination record is not processed:
  - For monthly and academic employees, they will **continue to be paid** even if they have no funding record.
  - For hourly employees, they will remain as active employees in the systems and be able to log hours, retain benefits, etc.

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## Questions



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## What To Do Now

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## Communicating Locally

- Spread the word to Employees
  - Let them know about functionality
  - Let them know about learning opportunities
- Talk about changes to internal processes
- Individuals that have been involved on the project:
  - Project Coordinators
  - Change Champions(lists available on the OneSource Resource pages)

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## Resource for All Changes

### Faculty and Staff Guide

[https://onesource.uga.edu/faculty\\_and\\_staff\\_guide](https://onesource.uga.edu/faculty_and_staff_guide)

*Share with your colleagues!*

Payroll changes

Time and attendance changes

Changes regarding leave requests and approvals

Changes regarding benefits enrollment and life event changes

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## Preparing for December 16

Review the new pay dates and plan for any personal financial adjustments (automatic deductions, bill due dates, no early pay dates, planning for holidays/travel).

Reach out to the project coordinator or change champion in your unit if you have questions.

Enable Archpass Duo (if you haven't already).

Go Live Checklists from the Faculty and Staff Guide.

Review the **Training Library** tutorials and attend additional training (if applicable).

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## Actions for December 16-21 in OneUSG Connect

<b>Dec 16</b>	<ul style="list-style-type: none"> <li>• Begin biweekly time entry methods</li> <li>• Check your direct deposit information</li> </ul>
<b>Dec 21</b>	<ul style="list-style-type: none"> <li>• Deadline for all bi-weekly time and leave to be entered and approved <b>@ noon*</b> <ul style="list-style-type: none"> <li>→ <b>Estimate time for salaried biweekly staff through 12/29</b></li> <li>→ Central UGA offices will do a bulk approval for unapproved transactions</li> </ul> </li> <li>• OneUSG Connect goes offline for final conversion work           <ul style="list-style-type: none"> <li>→ Kaba time clocks continue to accept time punches</li> </ul> </li> </ul>
<b>Dec 28</b>	<ul style="list-style-type: none"> <li>• OneUSG Connect goes back online</li> </ul>

\*Expect hiccups with Reports-To and HR Department assignments as these are newly converted fields.

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## Learning Opportunities

### OneSource Resources Web Pages

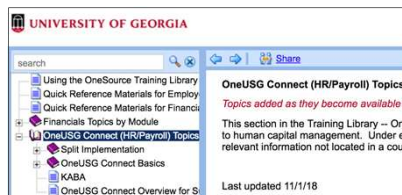


Resources

[onesource.uga.edu](https://onesource.uga.edu)

- Organized by topic
- Recorded sessions and forums
- Documentation
- Ex. Payroll Transition

### OneSource Training Library



[training.onesource.uga.edu](https://training.onesource.uga.edu)

- Self-service tutorials and “hands on” learning
- Documentation and Job Aids

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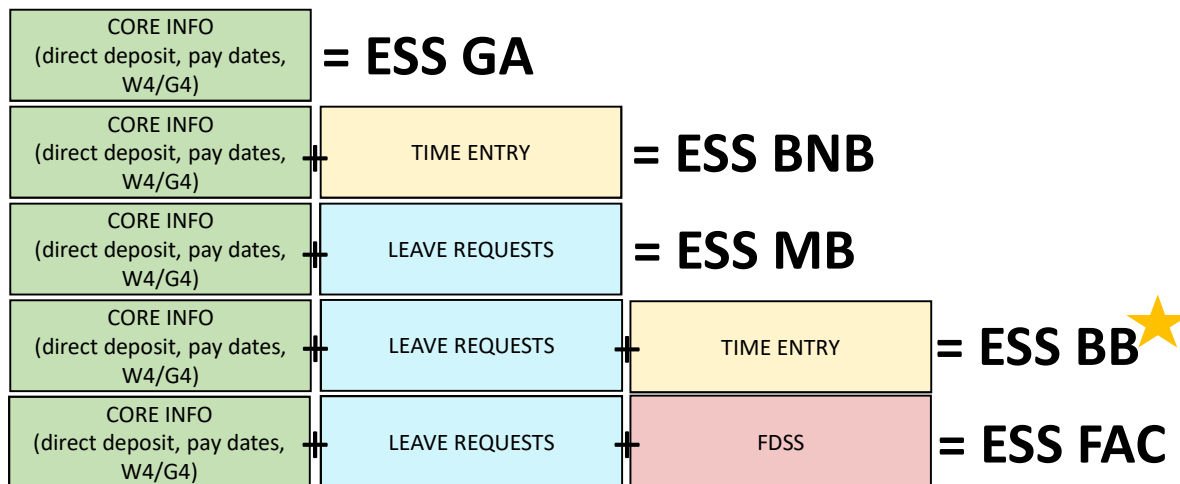
## Learning Opportunities

Classes	Class Formats
1. Employee Self Service courses <ul style="list-style-type: none"> <li>Based on how employees will use the system - tailored to monthly benefitted, biweekly without benefits, faculty, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Self Service</li> <li>Recorded Sessions</li> <li>Interactive Webinar</li> <li>In Person Sessions</li> </ul>
2. Manager Self Service for Supervisors	
3. Time & Labor Approvers	
4. Manager Self Service for System Managers	
5. UGAJobs training & refreshers for Direct Hiring	<ul style="list-style-type: none"> <li>Self Service</li> <li>Recorded Sessions</li> <li>Interactive Webinar</li> </ul>

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## Employee Self Service Courses

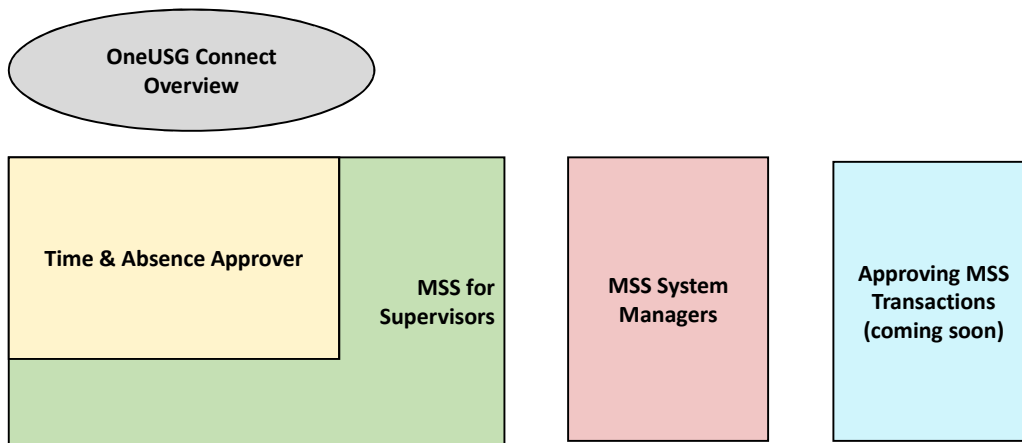


\*Individuals should choose the session that best applies to them, based on when they are paid and their benefits eligibility.

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## Manager Self Service Courses



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

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## Using OneSource Training Library



### Example: Signing In and Out of OneUSG Connect

#### How to use the tutorials:

- ➔ **See It** plays as a video and lets you pause.
- ➔ **Try It** lets you click on icons, type in text, etc (if you get stuck, just hit Enter)
- ➔ **Print It** lets you print out an editable job aid

Allows for a “hands on” experience without logging in

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## Getting Help

Issue/Problem	Contact
ArchPass Duo and VPN support MyID password resets	EITS HelpDesk 706-542-3106 <a href="mailto:helpdesk@uga.edu">helpdesk@uga.edu</a>
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>
UGAJobs	706-542-2222 <a href="mailto:hrweb@uga.edu">hrweb@uga.edu</a>
OneUSG Connect Benefits	Benefits Call Center 1-844-587-4236
Assistance available by phone M-F, 8am-5pm or 24/7 in the OneSource Training Library	

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## Setting Expectations

- Everyone is new to this system at the same time.
- Any employee who will be using the new systems will need time for training and a learning curve.
- Despite the best planning, there will be hiccups. Let's be patient with each other.
- Understand that it will take time to return to a comfort level.

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## Questions



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## Detailed Changes for Departments and Units

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## Benefits

### What benefits changes happen with OneUSG Connect?

Now and forward	New	New	New
Benefits enrollment is already jointly managed in OneUSG Connect Benefits and UGA Central HR.	Parts of the benefits administration process will move to a standard technology solution supported by OneUSG.	OneUSG Connect solution for benefits reconciliation and for sending funds to employees' retirement and savings plan accounts.	Section 529 plans will move to an online enrollment via OneUSG Connect Employee Self-Service.

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## Biweekly Leave – December Transition

- For biweekly employees, leave balances convert late December
- When entering leave requests the first week - December 16th through 21st, employees will get an error that requests are ineligible and that the request will be uncompensated
- When the 1/4/19 payroll processes, the requests will be compensated as long as they have sufficient leave balances

-> Remember: If a biweekly employee has entered leave in Kronos and/or on a leave sheet for 12/16 or later, it will need to be entered again in OneUSG Connect

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## Monthly and Academic Leave - January Transition

- For monthly employees, balances convert mid-January
- When entering requests in January, employees will get an error that requests are ineligible and that the request will be uncompensated.
- When 1/31/19 payroll processes, the requests will be compensated as long as they have sufficient leave balances

-> Remember! If a monthly/academic employee has submitted a leave request (even if already entered into eLeave), for 1/1 or later, it will need to be entered again in OneUSG Connect

-> Remember! Going forward, the system does allow monthly benefitted employees to request leave that will be uncompensated

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## Cascading Leave Rules

- Leave is deducted from your balances using a set of “cascading rules,” a set of USG rules that determine which type of leave to deduct from first.
- *Example:* An employee requests 8 hours of annual leave (type 5) but has a 3 hour comp time balance (type 1). The system will deduct the 3 hours comp time balance before deducting 5 hours from annual leave balance.
  - If you select comp time instead and you do not have enough to cover your request, it will not cascade to deduct from annual leave.
  - Best practice is to select annual leave when you want to take comp time, which will automatically deduct from your comp time 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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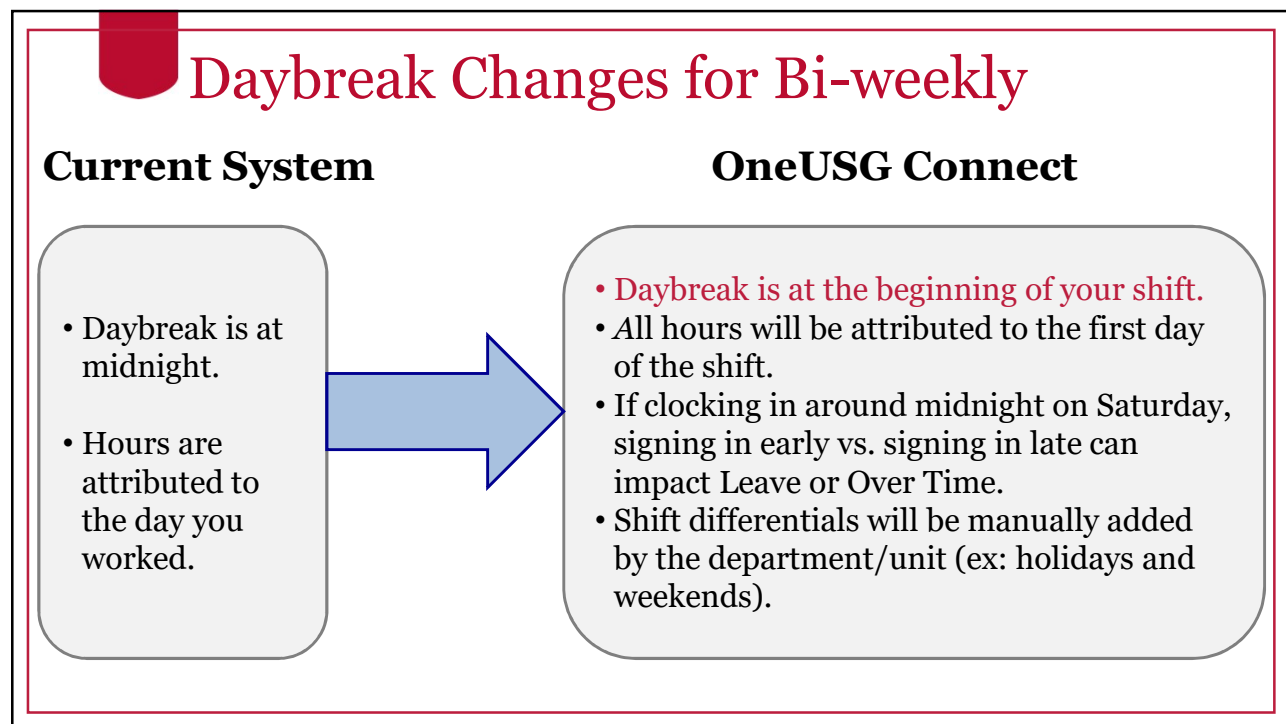
## Reported vs Payable Time

Reported Time	Payable Time
<ul style="list-style-type: none"> <li>Time that has been reported on the timesheet without any time or labor rules applied</li> <li>Managers approve Reported Time.</li> <li>Ex: Overtime does not show up in Reported Time. 50 hours = 50 hours.</li> </ul>	<ul style="list-style-type: none"> <li>Time that does have time &amp; labor rules applied</li> <li>Reported Time becomes Payable Time after approval and a process runs in the system (every two hours).</li> <li>Ex: Overtime would show in Payable Time. 50 hours = 40 hours of regular time + 10 hours of overtime</li> </ul>

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## Hiring Changes 1 of 4

- All positions will now be managed in UGAJobs
- This includes Student Workers, Graduate Assistants, Post Docs, Hourly, and Temporary positions
  - Positions will be created during conversion early December
  - Ability to “Direct Hire” students without a search
- All staff and faculty hires require background checks
- UGA requires background checks for students dealing with high trust positions: Cash, Kids, Keys, Cops, Cars

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## Hiring Changes 2 of 4

- Affiliate positions that have a need to be in OneUSG Connect (ex: they are the Reports-To for a UGA employee) will also be managed in UGAJobs.
- Departments will create, maintain, and vacate these positions like they would with regular positions.
  - Ex. Adjunct Faculty, ROTC Department Head, etc.

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## Hiring Changes 3 of 4

- Personnels will be replaced by actions that take place in UGAJobs and OneUSG Connect
  - **UGAJobs:** Position changes and hiring
  - **OneUSG Connect:** Position funding and terminations
- Deadlines for hiring will need to allow time for background checks if needed
- Payroll calendar dates are published on the UGA Payroll site
- New hires or newly-exempt employees need to have their hiring information created in UGAJobs before their hire date to ensure they can enroll in benefit and retirement plans, enroll in direct deposit, and submit their tax info on the first day of work

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## Hiring Changes 4 of 4

- **MyID Creation**
- **Current state:** When UGA has an employee that is hired, the department puts in a request for a MyID. This account is not auto-provisioned like student accounts.
- **Improved state:** On Dec 17<sup>th</sup>, new employee hires within OneUSG Connect that have an effective date within 2 weeks and an alternate email address assigned, will have their MyID auto-provisioned. Departments that have new hires that do not meet those conditions may still request a MyID account via a [TeamDynamix request](#). Departments can continue to use the IDM tools to review their new hire information, including their MyID.

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## USG Employee IDs

- **We will adopt USG Employee IDs (Empl\_ID)**
  - Already seen in Financials
  - Starts with 180 if converted, may be different if former USG employee or created after December 2018
  - Already assigned to all UGA employees
  - Would follow an employee if they moved to another USG institution
  - Ex: 180XXXX
- We will keep the UGAID (81x) in addition to this code because of other University needs
- This is just another layer of identity.
  - SSN (federal) <> EmplID (USG) <> UGAID/81x (UGA)

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## Position Numbers

- **We will adopt USG Position Numbers**
- Numeric without smart coding
  - Example: 118XXXXX
  - These are automatically assigned by the OneUSG Connect system when a new position is approved through UGAJobs
  - Already assigned to all UGAJobs positions
  - All positions will be converted in Nov. 2018. This includes staff, faculty, PT/LT Faculty, Adjunct Faculty, Graduate Assistants, Post Docs, Student Workers and Temporary employees.
- We will discontinue use of the UGA position numbers
  - Ex 196 CLRM 01A

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## USG Job Codes (B-CATS) *1 of 2*

- **We will fully adopt USG Job Codes on December 16th**
  - Established in 2002, used by other USG institutions
  - We will align with all other schools
  - Beginning December 16<sup>th</sup>, these code used in OneUSG Connect and UGAJobs
- Job Codes are broader than our UGA Job Classifications
  - Approximately 300 Job Codes compared to 1500 Job Classifications
- **We will discontinue use of the UGA Job Classifications**
  - Ex: Student Affairs Prof IV and Student Affairs Specialist IV
- All current employees will see a change from Job Classification to Job Code
- We will retain all current Working Titles – these may have been specialized like “OneSource Change Lead”, if not, reflects current Classification.

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## USG Job Codes (B-CATS) 2 of 2

- No changes to salary or pay rates
- No changes to job responsibilities
- No changes to reporting relationships
- No changes to FLSA (exempt/non-exempt) for specific employees
- Few changes to Faculty Job codes - already broad
- New Job Codes will be seen on Job Postings starting Dec 16<sup>th</sup>
- More information coming on opportunities that will become available for policies on pay structure and compensation: Broad Job Code Pay Ranges give us more flexibility in compensation, allows movement within Job Code, allows for consistency in Job Classifications

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## “Reports-To” Supervisors/Managers

- Reports-to for all employees will be maintained on position records in UGAJobs
- Will feed over to OneUSG Connect and UGA Financials
- Will drive the hierarchy of the company directory in OneUSG Connect
- Establishes which employees are given the Supervisory permissions in UGA Financials and OneUSG Connect

Expect some hiccups with this as we convert data and try to establish these records at a departmental level

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## Department Numbers in HR Systems

- New HR Departments were requested by units, different from Financial Departments. Most legacy departments were also created as an HR department
- Most employee records will be converted into the equivalent of their legacy departments
- Changes in HR Department will be managed in UGAJobs but a change in funding will also need to be processed at the same time as funding is linked to position number, HR Department number, and Fiscal Year
- System Manager (Initiator and Approvers) permissions and Departmental Dynamic Group Views are based on HR Department

Expect some hiccups with this as we convert data and try to establish these records at a departmental level

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## Responsibilities Moving to UGA HR

### FMLA and Other Extended Leave

- Currently tracked and managed by the department
- Departments will still be involved in facilitating paperwork.

### Time Entry Methods

- Currently supervisors can look up and change the time entry method, OT, comp time, shift differentials, auto-meal deduction
- Reports-to Manager cannot see time entry method in OneUSG Connect
- Updates will need to be requested using a form in MSS (coming soon)

### Annual Leave Payouts with Terminations

- Will occur on the next on-cycle payroll following their last paycheck
- Will be taxed at the supplemental tax rate per IRS regulation
- By default, paid from the position defined funding. If it needs to be paid differently, coordinate with UGA HR.
- Consider impacts with leave payouts around June/July fiscal year change

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## Questions



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## Impacts on the UGA Financial Management System

OneUSG Connect Overview



OneSource  
UNIVERSITY OF GEORGIA



UNIVERSITY SYSTEM  
OF GEORGIA

website: [onesource.uga.edu](http://onesource.uga.edu)  
email: [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)  
service desk: 706-542-0202

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## Encumbering Payroll

- Payroll encumbrances run on a scheduled timeframe
- The schedule for these encumbrance processes is monthly July to February and every other week March to June.
- As payroll runs, encumbrances are liquidated for payments made through payroll
- New or changed encumbrances and releases from vacated positions won't appear until end of month process runs
- The calculation is a zero encumbrance process followed by a full encumbrance calculation

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## Encumbering Payroll

**To calculate an encumbrance the position must be in a paygroup we encumber:**

- 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

**There are also non-encumbered paygroups:**

- 18B Benefits Billing
- 18C Temporary Staff
- 18M Non-Compensated
- 18N Non-Compensated
- 18T Students / Temps
- 18V Student Assistantship
- 18W College Work Study

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## Encumbering Benefits

- We will now be encumbering benefits.
- First payroll encumbrance will be January 31st.
- Fringe encumbrances are calculated based on the last paycheck the employee has received.
- So, you won't see all fringe amounts being encumbered until someone has received at least one check in OneUSG Connect.

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## Adjusting Payroll Charges

Legacy Charges	OneUSG Connect Charges
<ul style="list-style-type: none"> <li>• Personnel JVs can be processed in January for charges through December 31.</li> <li>• After January, Accounting GL Journals will be used.</li> </ul>	<ul style="list-style-type: none"> <li>• Starting in January, "direct retro" processes can adjust charges created in OneUSG Connect.</li> </ul>

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## Bi-weekly Paid on Multiple Accounts

Transferring has to happen in Kronos today

Future –

- Funding sources will be established in the Commitment Accounting tools
- Based on percentage (%) splits
- Can have future dated entries

and all charges will interface to Finance

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## Learning Opportunities

- Classes
  - Employee Self Service courses
    - Based on how employees will use the system - tailored to monthly benefitted, biweekly without benefits, faculty, etc.
  - Manager Self Service for Supervisors
  - Manager Self Service for System Managers
  - Time & Absence Approvers
  - UGAJobs refreshers and new user training for Direct Hiring
- Training Library ([training.onesource.uga.edu](http://training.onesource.uga.edu))
- Faculty and Staff Guide

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## Questions



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## Contact Us

**Attendance and Evaluation:**  
<http://bit.ly/oneusg101>



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