

# What's New in OneUSG Connect in June 2019?

OneUSG Connect



OneSource  
UNIVERSITY OF GEORGIA

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

## Objectives

1 Identify the OneUSG Connect updates for June 2019.

2 Identify additional resources available to you for learning and awareness of the system updates.

## Why do we have updates?

- OneUSG is a shared system by USG institutions for HR/payroll
- Changes are often implemented globally, for all institutions
- The system will undergo several updates in June 2019 due to the implementation of OneUSG by Augusta University
  - UGA was the fourth cohort to go live (*December 2018*)
  - AU is the fifth cohort to implement the system (*June 2019*)
  - Georgia Tech is the final cohort (*December 2019*)
    - They will have their own updates at this time



3

## Employee Self Service

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## Self-Identify Veteran Status

- Voluntary Election:
  - ESS > Personal Details Tile
- This is **ONLY** being recorded for federal reporting purposes.
- Self-reporting veteran status is **NOT** the same as requesting accommodations.
  - There is a separate process to request accommodations.

### Veteran Status

#### Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12958.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

#### Self-identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option below.



Updating Veteran Status in OneUSG Connect

5

## Self-Identify Disability Status

- Voluntary Election:
  - ESS > Personal Details Tile
- This is **ONLY** being recorded for federal reporting purposes.
- Self-reporting disability status is **NOT** the same as requesting accommodations.
  - There is a separate process for requesting accommodations.

### Voluntary Self-Identification of Disability

#### Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

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Updating Disability Status in OneUSG Connect

6

## Email Addresses

- The Business Other email address option will be locked.
  - ESS> Personal Details tile

The screenshot shows the 'Personal Details' page in the Employee Self Service system. The left sidebar contains navigation links: Addresses, Campus Address, Contact Details (selected), Name, Ethnic Groups, Emergency Contacts, and Additional Information. The main content area is titled 'Contact Details' and includes sections for Phone, Email, and Instant Message. The Email section has a table with columns: Email Address, Type, and Preferred. The table contains two entries: one with a red box around the 'Business Other' type, and another with the email address 'peoplecraft-workflow-testing@usg.edu' and type 'Business'.

| Email Address                        | Type           | Preferred |
|--------------------------------------|----------------|-----------|
|                                      | Business Other |           |
| peoplecraft-workflow-testing@usg.edu | Business       | ✓         |

7

## Outside Professional Activity (OPA)

- As a result of the Cohort 5 (Augusta University) implementation of OneUSG Connect, an additional option for Outside Professional Activity (OPA) will appear under Absence Requests.
- At this time, UGA is not using OneUSG Connect to track OPA.
- If a UGA employee chooses this by mistake, the supervisor should deny that request.
- The current processes for obtaining and tracking OPA approvals are still in place.

The screenshot shows a dropdown menu for 'Absence Type'. The menu is open, displaying a list of options. The 'Outside Professional Activity' option is highlighted with a red box. The other options in the list are: All, Bereavement, Blood Donations, Educational Support, FMLA Intermittent, Jury, Sick, Vacation, and Voting.

| Absence Type                  |
|-------------------------------|
| All                           |
| Bereavement                   |
| Blood Donations               |
| Educational Support           |
| FMLA Intermittent             |
| Jury                          |
| Outside Professional Activity |
| Sick                          |
| Vacation                      |
| Voting                        |

8

## Retirement @ Work

### Starting July 3:

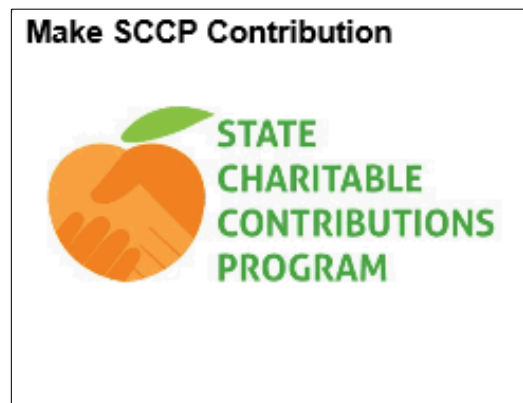
- Accessible via tile in OneUSG Connect ESS
- Functionality includes:
  - ✓ Initial ORP vs TRS election
  - ✓ Online salary deferral agreements (capitalize)
  - ✓ Allocate contributions across vendors
    - As often as you like, no quarterly limit for ORP any more
- Other changes:
  - ✓ TIAA becomes the Multi-Vendor Coordinator
  - ✓ Investment Providers/Vendors no longer maintained in OneUSG
    - On paycheck, Single vendor “Retirement” will be displayed along with the deduction code ORP or 403(b)

9

## State Charitable Contributions Campaign

### Coming in Fall 2019:

- Tile in OneUSG ESS
- Replacement for the UGA web client for UGA's Campaign for Charities
- Allows employees to elect SCCP contributions via paycheck deduction during the enrollment period
- Employee can print receipts for tax purposes
- More information will be shared on this at a later date



10

# HR Practitioner Changes

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## Automatic Database Updates

After final approval of the MSS transaction, the following transactions will automatically update the system:

| <b>AUTOMATIC</b><br>(changes will automatically update the system upon final approval)  | <b>MANUAL</b><br>(must be keyed in manually by Central HR for change to occur)  |
|---|---|
| <ul style="list-style-type: none"> <li>• Job-related transactions:               <ul style="list-style-type: none"> <li>• Termination</li> <li>• Retire</li> <li>• Ad hoc Salary</li> </ul> </li> <li>• Change Funding Transaction</li> </ul> | <ul style="list-style-type: none"> <li>• Security Requests</li> <li>• MSS Request (misc) - new</li> <li>• Change Time Approvers</li> <li>• Adjust Leave Balances</li> <li>• Supplemental Pay</li> </ul> |

- Automatic updates mean that information entered **MUST** be accurate (e.g. Effective Date)
- See the [Manager Self Service for System Managers](#) course for more on how to accurately submit MSS transactions

## Ad Hoc Salary Change

- As a result of the Cohort 5 (Augusta University) implementation of OneUSG Connect, reason codes will be different.
- The codes relating to Supplemental Pay will be relocated to that transaction type.
- The codes you will now see are:

**Compensation Details**

\*Effective Date 04/01/2019

\*Reason

- Compression Adjustment
- Equity Adjustment
- In Range Adjustment
- Market Adjustment
- Merit

Pay Component

Default NA Hourly 3.000



Requesting an Ad Hoc Salary Change

13

## Requesting Supplemental Pay

- Supplemental Pay refers to Supplements or Extra Compensation payments.
- Supplemental pay now has its own MSS Transaction in OneUSG Connect.
- Additional training on this process will be included in the System Manager Update course running later in June.
  - Registration will be available on the Training Resources page.

### Two Types of Supplemental Pay:

| Supplemental Pay Type |
|-----------------------|
| Defined Term Payments |
| One-Time Payment      |

### Defined Term:

Academic Admin Assignment  
Academic Consortiums  
Add't to Job Responsibilities  
Addendum to Contract  
Car Allowance  
Course Delivery Incentive  
Housing Allowance  
Overload  
Part of Job Description  
Subsistence

### One-Time Payments:

Critical Hire Incentive  
Employee Award  
Employee Suggestion Program  
Faculty Temp Assignment  
Goal Based Incentive  
PPG Incentive (AU)  
Practice Plan Payment (AU)  
Research Subject Fee  
Staff Temp Assignment  
Student Temp Assignment  
Taxable Fringe  
Taxable Moving Expenses

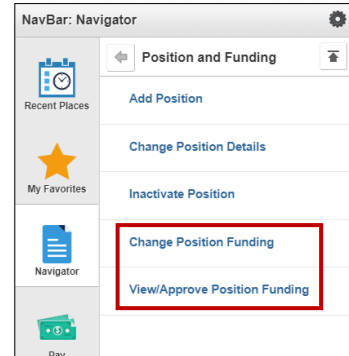


Requesting Supplemental Pay

14

# Position Funding Change Navigation

- The names of the menu options that you see have changed for Change Funding transactions
  - To submit: MSS Navigator > Position and Funding > Change Position Funding
  - To view: MSS Navigator > Position and Funding > View/Approve Position Funding



Submitting a Change Funding Request



Viewing Funding Change Status

15

## Other Upcoming Changes

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## Campus Address Update

### Available Now:

- System Managers can now update an employee's Campus Address in OneUSG Connect.

**Maintain EE Campus Address**

Blane Abbey Employee ID [redacted]

**Campus Address** Find | View All First 1 of 2 Last

\*Effective Date 05/29/2019

\*Business Unit 18000 University of Georgia

Campus Building 0033 School of Social Work Building

Address School of Social Work Building  
279 Williams St  
Athens  
GA 306020000

Room Number 303

Mail Drop [redacted]

Set ID 18000

Last Updated By [redacted] Last Update Date/Time 05/21/2019 1:00:50PM



Updating an Employee's Campus Address

17

## Summer Academic Pay MSS Request

### Starting June 11, 2019:

- Transitioning the Summer Pay Change Form submission from Ad Hoc Salary Change to an MSS Request
  - Cannot continue to process as a \$.01 transaction as an ad hoc salary change when Augusta goes live
- Available in the Forms menu
  - Same location as the security request form
- User-friendly, with the option to add comments and attachments
- Additional info in the Training Library at the link below.

**Name** E Starke  
**Job Title** Skilled Craft Worker  
**Employee ID** 18XXXXX

**Manager Self Service Request Information**

\*Effective Date 05/23/2019

Request Type Miscellaneous

Request Summer Payroll Change

● Changes Made  
\* Required Field



Submitting a Summer Payroll Change Request

18

## Biweekly Time & Absence Approval Deadline

### Starting July 15, 2019:

- The absence calendar will close at 10am.
- This aligns with the biweekly time approval deadline.
- Campus will gain an additional hour to enter and approve their absence requests.



19

## Resources



Course materials and links to tutorials mentioned today can be found in the **Training Library** (OneUSG Connect > [System Updates](#))



For additional assistance, please contact **OneUSG Support** at [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu) or at 706-542-0202.

20

**Thanks for your attendance!**

*Still Have Questions?*

[oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)  
706-542-0202 (option 1)



Photo/Joshua L. Jones (The Red & Black)



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