Summer Pay

OneUSG Connect

OneSource
UNIVERSITY OF GEORGIA

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Objectives

1   Overview of OneUSG Connect Summer Pay process

2   Demonstrate the new OneUSG Connect Summer Pay Component

Summer Pay Overview

With the GA Tech release in March 2020, OneUSG Connect has delivered a component that will allow users to enter summer pay amounts for 18F/18P faculty members who work in their departments.

The summer pay component:

- ✓ Displays basic information about the faculty member
- ✓ Allows for flexible entry – can make entries through the month or do everyone at once
- ✓ Provides an automated process to load to additional pay
- ✓ Allows for more flexible deadlines – no more need to submit weeks ahead of payroll cutoff deadlines!

Access to the Summer Pay component is with the Distributed Summer Pay security role, provisioned via an MSS security request..

Summer Pay Overview

Feature	2019 Summer Process	2020 Summer Process
Data submitted using multiple spreadsheets outside of OneUSG Connect	✔	✖
Distributed entry directly into OneUSG Connect	✖	✔
High risk of error due to miskeying	✔	✖
Streamlined changes can be made throughout prior to monthly deadlines	✖	✔
Query amounts prior to pay sheet creation for validation	✖	✔
Workflow for submissions	✔	✖ Future enhancement

OneUSG Connect Summer Pay Overview

Spreadsheet Upload Process (last year's process)

- Data was keyed in using multiple spreadsheets

- Greater chance for miss keying information

- Process outside of OneUSG Connect

- High risk of error

- Significant lag time between data submission and entry into OneUSG

OneUSG Connect Summer Pay Component

- Distributed entry directly into OneUSG Connect

- Streamlined changes can be made throughout prior to monthly deadlines

- Built in Reporting

- No workflow at this time

- Data entry is available next day for reporting/validation

Summer Pay Procedures

Detailed instructions on processing summer pay have been posted on the OFA website at the link below. Topics include:

- General Procedures and Rules
- Summer Pay Submission Procedures
- New Faculty Hires for Summer Session
- Budgetary Impact
- Other Payroll Deadlines
- Employment and other Payroll Types

Carefully review these instructions and follow up with any questions you may have with the contact indicated in the Summer Payroll Procedures, or by submitting a ticket to OneUSGSupport@uga.edu.
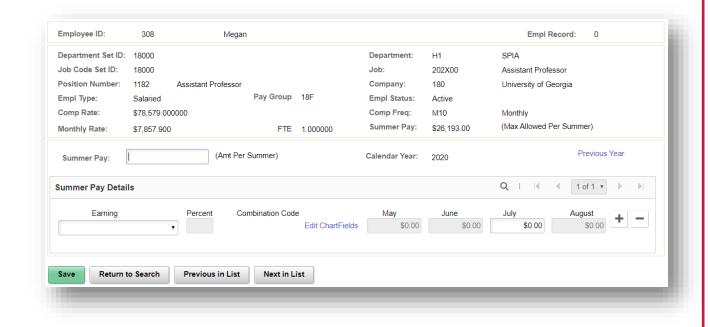
🔗 Summer Payroll Procedures and Contacts

OneUSG Connect Summer Pay Demo

Using the Summer Payroll Procedures document, you can submit Summer Pay requests via OneUSG Connect.

Submissions entered online using the Summer Pay page will be stored and then used to create the Additional Pay amount that is on the paycheck.

Submitting a Summer Pay Request

Summer Pay Exception Form

The Summer Academic Payroll Exception Form should be submitted in the following scenarios:

- ✓ New Summer Faculty Hires
- ✓ Cross Departmental Faculty (if unable to work with home dept to submit request)
- ✓ Changes needed after payroll has run
- ✓ Faculty member does not appear in the OneUSG Connect Component

No longer an exception in 2020:

- X Change to amounts and funding within/prior to deadlines (Done in the Summer Pay Component)
- X Overpayments (follows standard overpayment process)
- X Changes to **funding** after deadline (follows standard EDR process)

Summer Pay Exception Form

- Any update that can be made in the OneUSG Connect Summer Pay Component should be made there.

- If the Initiating/Summer Department is different than Home Department and you are unable to submit the MSS transaction, email the form to HRWeb@uga.edu (subject line: UGA Summer Academic Payroll Exception Form)
  - Only done if the employee's home dept is unable to submit the form on your behalf
  - In these cases, Initiating/Summer Department Approver name is required (row 7)

- Forms need to be **submitted and fully processed** by the dates indicated on the Summer Payroll Procedures document.

🔗 UGA Summer Academic Payroll Exception Form

Resources

✓ Review the summer pay resources available on the Office of Faculty Affairs [Summer Payroll Procedures](link) website and in the [OneSource Training Library](link)(OneUSG Connect > [Summer Pay](link)).

✓ For additional questions, please contact OneUSG Support at 706-542-0202 (option 1) or [oneusgsupport@uga.edu](link).

Thanks for your attendance!

Still Have Questions?

OneUSG Support

oneusgsupport@uga.edu

706-542-0202 (option 1)

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

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