



PERSONNEL-RELATED TRANSACTIONS MATRIX

<u>UGAJobs</u>	<u>OneUSG Connect</u>	<u>UGA HR Team Dynamix</u>
<ul style="list-style-type: none">• New Employee• Lateral Transfer• Promotion• Replacement Position• Appointment to New Position• Change Percent Time Employed• Transfer• Change in Pay Type• Change in Job Code• Change in Working Title• Change in Job Duties <p>Note: Retroactive changes on any of the above may systematically trigger back pay.</p>	<p>Department Initiated (Manager Self Service)</p> <ul style="list-style-type: none">• Continuation Existing Position• Revise distribution of salary• Termination• Rate Range• Compression/Market Faculty• Compression/Market Staff• Extra compensation including summer pay• Leave without Pay <p>Employee Initiated (Employee Self Service)</p> <ul style="list-style-type: none">• Change First Name• Change Middle Name• Change Last Name• Change Suffix	<ul style="list-style-type: none">• Enroll/Update Time Reporter• Request Athletic Pay• Request for County Employee Funding and Changes• Request for Salary Approval/Request for Supplemental Pay

*For additional questions, contact oneusgsupport@uga.edu (706-542-0202), visit the [OneSource Training Library](#), or view the [WebDFS Replacement Standard Operating Procedure \(SOP\)](#).



SOP for WebDFS REPLACEMENT TRANSACTIONS

WebDFS		OneUSG Connect			
WebDFS/ Personnel Reason Code	WebDFS/Personnel Description	UGAJobs	OneUSG Connect (PeopleSoft) MSS	OneUSG Connect (PeopleSoft) ESS	OneUSG Process
A	New UGA Employee	✓			
B	Lateral Transfer	✓			
C	Promotion	✓			
D	Replacement Position	✓			
E	Appointment to New Position	✓			
F	Change % Time Employed	✓			
G	Continuation Existing Position		✓		
H	Revise Distribution of Salary		✓		
I	Transfer	✓			
J	Change Pay Type	✓			
K	Change Title	✓			
LF	Change First Name			✓	
LM	Change Middle Name			✓	
LN	Change Last Name			✓	
LS	Change Suffix			✓	
N	Leave Without Pay				✓
O	Change County Money		✓		
P	Termination		✓		
PB	Prior Year Back Pay				✓
RR	Rate Range		✓		
SB	Summer Back Pay				✓
Y	HR reclass: Title Only	✓			
Z	HR reclass: Job class and Title	✓			
CF	Compression/Market Faculty		✓		
CS	Compression/Market Staff		✓		
?	Establish Budget for Vacant Position		✓		
?	Establish Budget for Personnel Svcs Lump Sum Positions		✓		

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