

# System Managers Update

## 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

Review the System Manager role and responsibilities in OneUSG Connect.

2

Reexamine how to complete MSS transactions in OneUSG Connect.

3

Identify the post go-live updates for System Managers now that we are live with OneUSG Connect.

# Manager Self Service Tasks

System Manager Update



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# The System Manager Role

- In OneUSG Connect, the System Manager role is provided to employees who will have the responsibility of completing HR-related tasks for their departments in Manager Self Service
  - In Legacy Systems, these might have been individuals who handled personnels or worked in WebDFS and/or completed actions in UGAJobs – no direct translation in terms of roles
- There are around 800 people with this role on campus, but they may be working in this role in different ways, depending on their department/unit:
  - One person may handle all MSS transactions as well as actions relating to hiring in UGAJobs
  - One person may do the HR functions, while another may be responsible for position funding and the financial side of the process
- System Managers serve as the initiator of MSS tasks, may also be an approver, before going on to Central HR for completion

# Where do I complete tasks?

UGAJobs	OneUSG Connect ESS or MSS	USG Process
<ul style="list-style-type: none"><li>• New Employee</li><li>• Transfer In</li><li>• Promotion</li><li>• Replacement Position</li><li>• Appointment to New Position</li><li>• Change Standard Hours</li><li>• Change in Pay Type</li><li>• Change in Title</li><li>• HR Reclass: Title Only</li><li>• HR Reclass: Job class and title only</li></ul>	<p><b>Employee-Initiated Actions:</b></p> <ul style="list-style-type: none"><li>• Change name</li></ul> <p><b>Department-Initiated Actions</b></p> <ul style="list-style-type: none"><li>• Security requests</li><li>• Change T&amp;A Approver</li><li>• Leave Balance Adjustments</li><li>• Ad hoc Salary Change</li><li>• Supplemental Pay</li><li>• Summer Pay Change</li><li>• Funding Change</li><li>• Termination Requests</li><li>• Includes Transfer to Affiliate*</li><li>• Retirement Requests</li></ul>	<ul style="list-style-type: none"><li>• Leave Without Pay</li><li>• Prior Year Back Pay (retro pay process)</li><li>• Summer Back Pay (USG summer pay process)</li></ul>

\* Note: If an employee is transferring to another USG institution, you would submit a Termination Request, using the "Transfer to Affiliate" Reason Code. If resignation is accidentally selected instead, the employee's benefits will be cancelled.

# Manager Self-Service Transactions

Task	Description
<b>Security Request</b>	Request a change to an employee's security access in OneUSG Connect
<b>Request Change to T&amp;A Approver</b>	Request to change an employee's Time and Absence Approver
<b>Leave Balance Adjustment</b>	Request to adjust an employee's system leave balance
<b>Request Ad Hoc Salary Change</b>	Request an ad hoc salary change to an employee's salary ( <i>used for compression, equity, in range, and market adjustments, or merit pay</i> )
<b>Request Supplemental Pay <i>NEW!</i></b>	Request supplemental pay for an employee ( <i>either defined term or one-time payments</i> )
<b>Manager Self Service Request <i>NEW!</i></b>	Request a miscellaneous change for an employee. We currently use this to process Summer Pay Changes
<b>Funding Change</b>	Request for a combo code/distribution changes to position funding
<b>Termination Request</b>	Request for termination (or transfer to an affiliate) of an employee
<b>Retirement Request</b>	Request to retire an employee in the system ( <i>not an intent to retire</i> )

# Automatic Database Updates

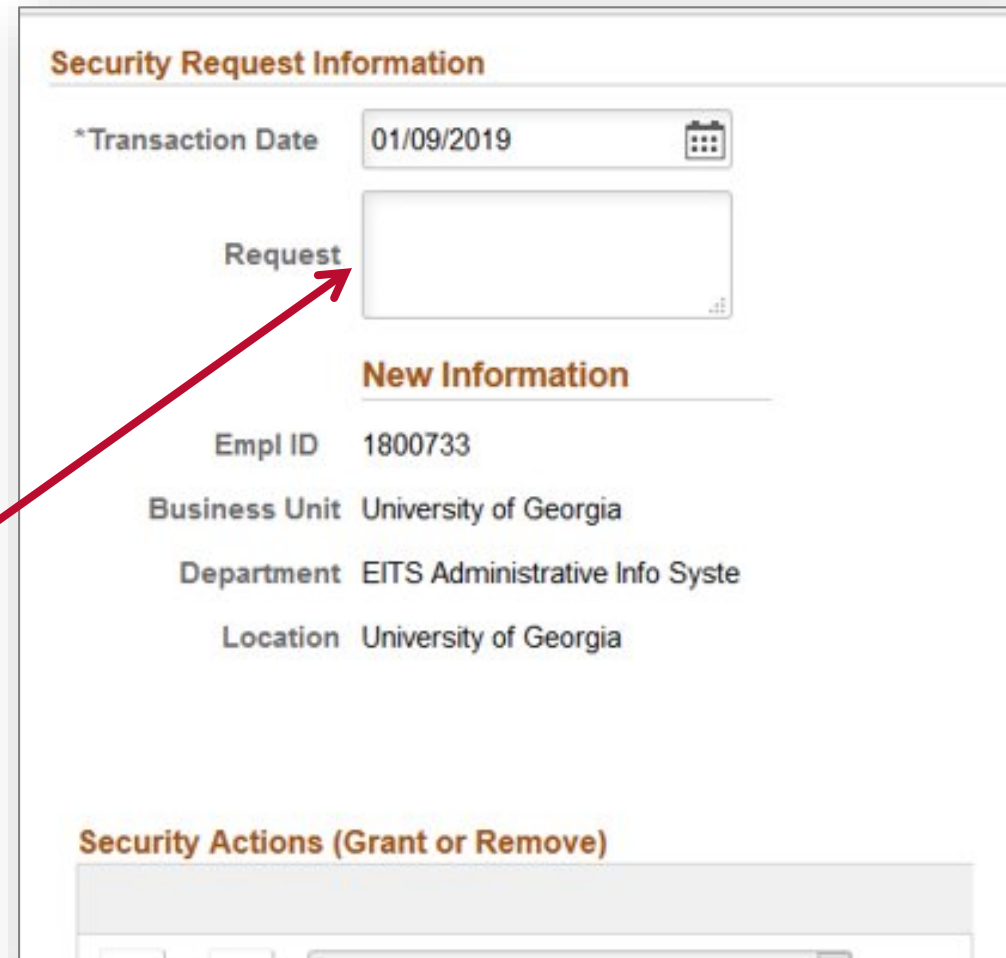
After final approval of the MSS transaction, the following transactions now automatically update the system:

<b>AUTOMATIC</b> (changes will automatically update the system upon final approval)	<b>MANUAL</b> (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)

# Security Request

- Security requests are used by system managers to submit a request for one of their employees
- System Managers can request cloning of a role, termination of a role, miscellaneous access, etc
  - For example, under Request, you can input "Provision the Job Data View role to this person".



The screenshot shows a web form titled "Security Request Information". It contains the following fields and values:

Security Request Information	
*Transaction Date	01/09/2019
Request	<input type="text"/>
<b>New Information</b>	
Empl ID	1800733
Business Unit	University of Georgia
Department	EITS Administrative Info Syste
Location	University of Georgia
<b>Security Actions (Grant or Remove)</b>	

A red arrow points from the text "Request" in the list to the "Request" text label in the form, which in turn points to the empty text input field.



Submitting a Security Request for an Employee



# Request Change to T&A Approver

- You can assign any UGA employee to be the Time & Absence Approver for another UGA employee
  - If the employee you want to assign as the Time & Absence Approver is not available on your list, contact [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)
- If you are changing Time & Absence Approvers in bulk (i.e., for 50+ employees at a time), contact [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu).
- **Effective Date:** The day the change needs to take effect. **Best practice** is for this to be the first day of a pay period, or the date of the hire/transfer if it was mid-period.

**Request Change Time and Absence Approver**

Name: **Eloise Starke**  
Job Title: **IT (Information Technology) Pr**  
Employee ID: **18XXXXX**

1 Job Detail 2 Review & Submit

**Change Time and Absence Approver**

Effective Date:

**New Information**

Time & Absence Approver:

Time Reporter Type: **Elapsed Time Reporter**

**Current Information**

Sarah Parker 1881558

Elapsed Time Reporter

**Review and Submit**

Effective Date: **09/16/2018**

Reason: **Change Time & Absence Approver**

Manager Name: **Sarah Parker**

**Request Summary**

New Information		Current Information	
Time & Absence Approver	Valarie Stewart 1148702	Sarah Parker	1881558
Time Reporter Type	Elapsed Time Reporter	Elapsed Time Reporter	
Workgroup	00EXR12M	00EXR12M	
Taskgroup	PSNONCATSK	PSNONCATSK	



Requesting a Change to an Employee's Time & Absence Approver

# Request Leave Balance Adjustment

- In OneUSG Connect, this should happen minimally because you can make corrections without entering a request to adjust the balance.
- Employees, supervisors, and Time & Absence approvers can edit submitted leave and it will pick up on the next on-cycle payroll for correction.

The screenshot shows the 'Request Adjust Leave Balance' form for Michael Miller, IT (Information Technology) Pr. The form has a progress bar with two steps: 1 (Job Detail) and 2 (Review & Submit). The 'Job Detail' step is active. The form includes fields for 'Effective Date' (with a calendar icon) and 'Request' (with a dropdown arrow). Below these are two columns: 'New Information' and 'Current Information'. The 'New Information' column has input fields for Sick Balance (40.00), Vacation Balance (52.00), Unscheduled Holiday Balances (0.00), Comptime Balance (0.00), Deferred Holiday Balance (0.00), and Educational Leave Balance (0.00). The 'Current Information' column shows the current values: Sick Balance (40.00), Vacation Balance (52.00), Unscheduled Holiday Balances (0.00), Comptime Balance (0.00), Deferred Holiday Balance (0.00), and Educational Leave Balance (0.00). A legend at the bottom left indicates that a yellow dot represents 'Changes Made' and an asterisk represents 'Required Field'.

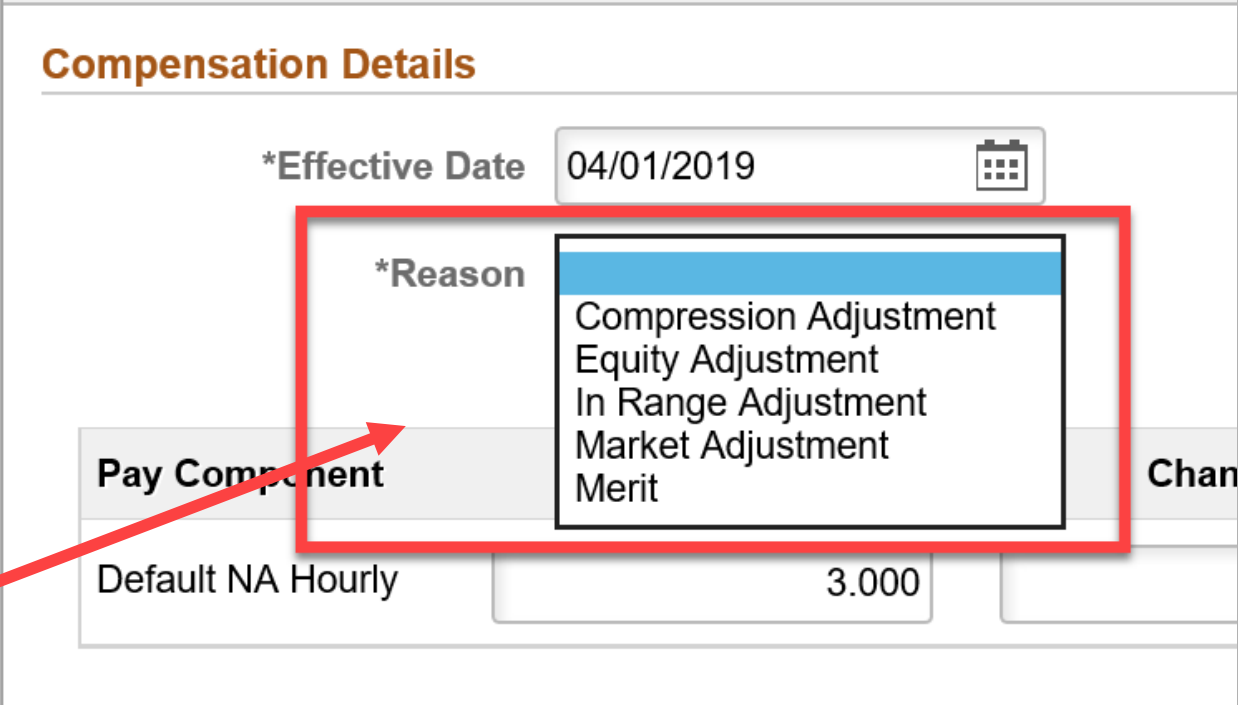
	New Information	Current Information
Sick Balance	40.00	40.00
Vacation Balance	52.00	52.00
Unscheduled Holiday Balances	0.00	0.00
Comptime Balance	0.00	0.00
Deferred Holiday Balance	0.00	0.00
Educational Leave Balance	0.00	0.00



Requesting a Leave Balance Adjustment

# Ad Hoc Salary Change

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



**Compensation Details**

\*Effective Date 04/01/2019

\*Reason

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

Pay Component	Amount	Change
Default NA Hourly	3.000	



Requesting an Ad Hoc Salary Change

# Requesting Supplemental Pay

- Supplemental Pay refers to Supplements or Extra Compensation payments.
- Supplemental pay now has its own MSS Transaction in OneUSG Connect.

## Two Types of Supplemental Pay:

Supplemental Pay Type	Defined Term Payments
Supplemental Pay Code	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

# Supplemental Pay Processes

**Important:** Detailed instructions for the following requests can be located in the [Changes to Salaries and Compensation Rates](#) document.

The following fully-approved UGA supplemental pay forms should be attached to your MSS request in OneUSG Connect by the HR/Payroll deadline listed on the [monthly or biweekly practitioner payroll processing calendar](#):

- Employee Request for Reimbursement of Relocation Expenses
  - Use the [Reimbursement of Relocation](#) form.
- Award Request for UGA Employees (funded by the UGA Foundation)
- Award Request for UGA Employees (funded by the UGA Research Foundation)
- Special Pay (Extra Compensation) Request Process
  - Use the [Request for Special Pay](#) form.
- Request for Temporary Teaching Overload Compensation
  - Use the [Temporary Teaching Overload Compensation](#) form.
- First Year Odyssey Seminar Request for Compensation
  - Use the [First Year Odyssey Seminar Request for Compensation](#) form.

# Summer Pay Change

- Summer Pay Change Form submission from Ad Hoc Salary Change to an MSS Request
  - Could not continue to process as a \$.01 transaction as an ad hoc salary change when Augusta went 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

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**Manager Self Service Request Information**

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*Effective Date	<input type="text" value="05/23/2019"/>
Request Type	Miscellaneous
Request	<input type="text" value="Summer Payroll Change"/>

● Changes Made  
\* Required Field



Submitting a Summer Payroll Change Request

# Summer Pay Change Form Process Exception

If the employee is not available as a choice in Manager Self Service because the initiating department does not have access to the employee in OneUSG Connect:

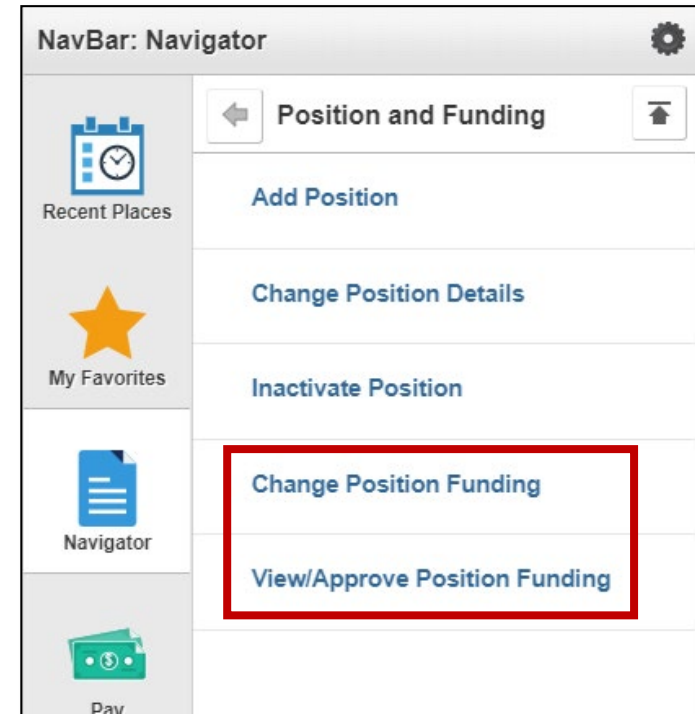
- Email the form to [HRWeb@uga.edu](mailto:HRWeb@uga.edu) and include the name and email of **an approver in the initiating department. This person needs to already be an approver of Manager Self-Service transactions.**
  - HRWeb reviews the form and initiates the MSS transaction on behalf of the department.
  - HRWeb inserts the approver into the transaction using ad hoc approver functionality.
  - Allows transaction to be approved by both initiating department and the home department.



# 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



# Termination Request

- You can request a termination of an employee in OneUSG Connect using the termination form.
- Enter the termination effective date in the Effective Date field and select one of several reasons for termination.
- Effective Date: The first day after the last day worked **or** the first day after an active HR status (e.g. approved leave time).
  - This effective date includes weekend days, holidays, or any day during a pay period.
- Be aware that retirement is **not** one of the termination reasons.

**Terminate Employee**

Debbie Carr  
IT (Information Technology) Pr

1 Job Detail 2 Review & Submit

**Work and Job Information**

\* Effective Date 09/24/2018

\* Reason

**Current Information**

Position Title INSTRUC TECH DEV PROF P...

Job Title IT (Information Technology) Pr 460X00

Reports To PROJECT DIRECTOR

Manager Name

Changes Made  
Required Field

HR requires the following information in the comments section to support the request:

- Department and position information
- Last day worked by the employee
- Is the employee on leave? If so, what are the dates of the leave?
- If the dept has knowledge that the employee is transferring to another unit, please include the unit to which the employee is transferring.



Requesting Termination of an Employee

# Termination Request Scenarios

Scenario	Last Day Physically Worked	Last Day in Active HR Status	Termination Effective Date	Notes
The employee submits a resignation effective in two weeks. The employee's last day physically working falls on a Friday, 10/26.	10/26	10/26	10/27	
The employee submits a resignation effective in one month. The employee's last day physically working falls on Tuesday, 10/23. However, the employee is approved to take leave 10/24-10/26.	10/23	10/26	10/27	
The employee submits a resignation effective immediately to the supervisor on Tuesday, 10/23. The employee's last day physically working is Wednesday, 10/10. He/she is currently on an unpaid leave of absence.	10/10	10/23	10/24	<b>Note:</b> Please keep in mind that those who are on an unpaid leave of absence will be on benefits billing with Alight.

# Termination Request Scenarios

Scenario	Last Day Physically Worked	Last Day in Active HR Status	Termination Effective Date
The employee submits a resignation to the supervisor effective Tuesday, 1/1. The employee's last day physically working is Monday, 12/31. The effective date of the termination falls on a holiday.	12/31	12/31	1/1
The employee submits a resignation from a temporary position effective Tuesday, 10/23. The employee's last day physically working is 10/23. The employee has accepted a benefited position with the same institution effective the same day as the resignation from the temporary position.	10/23	10/23	10/24

# Terminations and Transfers

## Employees who are transferring within departments at UGA:

- These are **transfers** that exist **within UGA**.
- **Best practice** = the employee sharing this information with the intent to resign from his/her current position and to transfer to another unit on campus.
- Transfer is initiated through UGAJobs when the hiring department submits the Hiring Proposal.
- The department that is *vacating* the employee should submit the request to terminate the employee via an MSS Termination with the coordination of end dates and start dates.
  - Request should include the intent to transfer in the comments section and that it is a transfer within the institution



# Terminations and Transfers

## Transfers outside of UGA- those employees who are transferring to another USG institution:

- These **transfers to other USG institutions** involve our partnership with the OneUSG Support team.
- The HR practitioner should notify Central HR/Benefits via an MSS Termination to provide the following:
  - Name of employee
  - Name of school employee is transferring to
  - Employee's last day of work at UGA
    - If the last day at UGA and the first day at the receiving school crosses a month, UGA needs to coordinate the termination and hire date with the receiving school so that there is no gap in health insurance coverage.
- Central HR will complete the transfer form and coordinate the transfer with SSC and the receiving school.



# Requesting Retirement for an Employee

- A system manager can request retirement for an employee in OneUSG Connect using the retirement form
- ★ This is not an *intent* to retire. When retirement is requested, the employee has already visited Central HR and knows his/her retirement date.
- The retirement form replaces a personnel to retire.
- **Effective Date:** ALWAYS the first day of the month bc for retirement, the last day an employee will be active at UGA is the last day of the month.

The screenshot shows the 'Retire Employee' form for Larry Smithers, Managers. The form is titled 'Retire Employee' and has a 'Next >' button. It features a progress bar with two steps: '1 Job Detail' (active) and '2 Review & Submit'. The form is divided into sections: 'Work and Job Information' and 'Current Information'. In the 'Work and Job Information' section, the 'Effective Date' is set to 09/19/2018, and the 'Reason' is 'Normal Retirement'. The 'Current Information' section shows the 'Position Title' as 'ADMINISTRATIVE MANAGER II', 'Job Title' as 'Managers' with ID '315X00', 'Reports To' as 'PROJECT DIRECTOR', and 'Manager Name' as 'Managers'. A legend at the bottom left indicates that a yellow dot means 'Changes Made' and an asterisk means 'Required Field'.



Requesting Retirement of an Employee



# Questions so far?



# Additional System Manager Updates

System Manager Update



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# Short Work Break (SWB)

- The Short Work Break (SWB) = the steps necessary to designate the end of a defined employment period (Academic, Semester, or Summer).
- SWB action moves the employee to a non-pay status to avoid overpayment while not working.
- When employees are on SWB, they are considered active employees and must adhere to USG/UGA policies.
- For FY19 and FY20 **ONLY**, Short Work Break is used for:
  - *Conversion population*—specifically for those in an identified population that had legacy data without future assignments.
  - *Faculty (10-month) and Graduate Students* during the Summer months of June and July.



# Payroll Encumbrances and SWB

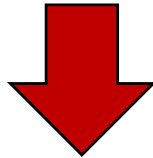
- OneUSG Connect payroll encumbrance calculation weekly.
- It runs for all USG institutions.
- System Managers can run the “Budget Actuals Sum on Position” query on the System Manager Reporting Page for details of personal service encumbrances.



# Leave Without Pay (LWOP)

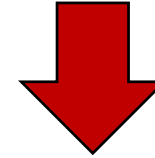
Leave Without Pay (LWOP) in our legacy system is now done in two ways in OneUSG Connect:

1. An employee submits a regular absence request and does not have sufficient leave balance to cover the request.



The amount of leave time not covered by the leave balance goes uncompensated, resulting in LWOP.

2. An employee is going on an extended leave event and does not have sufficient leave balance, or they will be on Short Term Disability (STD)/Long Term Disability (LTD).



The employee will be on a Leave Of Absence (LOA) (paid or unpaid).

# Student Workers— Spring/Summer/Fall Work Scenarios

- No action is needed for Student Worker Positions (paid hourly) that meet all of the following criteria:
  - Re-employed in the same position,
  - Re-employed in the same department, and
  - Receiving the same hourly rate
- Consult the [Student Worker Scenarios Quick Guide](#) for detailed instructions on different scenarios.

**Quick Guide: Student Worker Spring/Summer/Fall Work Scenarios**

Does the student currently hold a Student Position as of Spring 2019	Will the student hold a temp administrative position as of Summer 2019	Will the student return to the same student position they held in Spring come Fall	Will the student move to a different student position in the fall	Steps to Take:
Yes	No	Yes	No	<ul style="list-style-type: none"><li>• Leave student in active student worker position throughout summer semester.</li></ul>
Yes	No	No	Yes	<ul style="list-style-type: none"><li>• Submit a OneUSG HCM MSS termination request to remove the student from their student worker position</li></ul>
Yes	Yes	Yes	No	<b>Create New Temp Position</b> <ul style="list-style-type: none"><li>• Leave student active in student worker position</li><li>• If the unit does not have an open temporary position to seat the student, the unit would need to create a temporary position via UGAJobs Position Management request to create new</li><li>• Once the position has been established, the unit can direct Hire the student into the temporary position.</li><li>• Prior to having the student resume work in their student worker position for the fall, the unit should submit a request via OneUSG HCM MSS to terminate the student from the Temporary position.</li></ul> <b>Reclassify Position</b> <ul style="list-style-type: none"><li>• The unit should submit a request to reclassify the student position into a temporary position for the Summer.</li><li>• At the end of summer employment, the unit should submit a request to reclassify the student position back into student worker position for the fall.</li><li>• To reclassify a position, the unit should submit an evaluate request via UGAJobs position management.</li></ul>
Yes	Yes	No	Yes	<ul style="list-style-type: none"><li>• The unit should submit a request to reclassify the student position into a temp position for the Summer.</li><li>• To reclassify a position, the unit should submit an evaluate request via UGAJobs position management, In the justification box include the following text; Request reclassify Student Worker position to Temporary position and the effective start and end dates.</li><li>• At the end of the summer employment, the unit should submit a request via OneUSG HCM MSS to terminate the student from the Temporary position.</li></ul>



# Commitment Accounting Functions – Retro Distributions

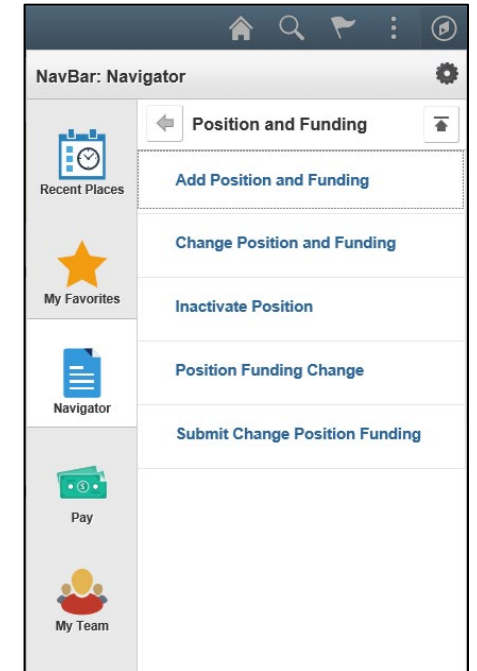
- In OneUSG Connect, Commitment Accounting is where retroactive changes to the distribution of salary, benefit, and tax expenditures are processed.
- Retro Distributions reallocate payroll costs, incorporating and applying position funding changes made after the payroll accounting entries were created and/or **distributed** to the GL.
- There are two different types of Retro Distributions:
  - 1. Budget Retros**
  - 2. Direct Retros**



# Budget Retro Updates

**Budget Retro** - changes to all prior period payroll accounting entries on or after the effective date of the change, **triggered by a change in funding.**

- A Budget Retro Distribution request is done using the same process as a request to Change Position Funding.
- See the [Budget and Direct Retro Decision Matrix](#) to determine which method of cost reallocation should be used.
- *Example:* When a portion of an employee's position earnings are charged to a suspense combo and a portion to a valid combo code. Two queries exist to see all funding for a position:
  - The Funding for Position Employee (18o\_CA\_POSITION\_FUNDING)
  - Funding for Position and Employee by Chartfield (18o\_CA\_POSITION\_FUNDING\_BY\_CF)



# Direct Retro Updates

**Direct Retros** are one-time changes to payroll accounting entries in a specified date range. Departments will request changes and Central Commitment Accounting will enter.

- Payroll cost reallocations, which are used to transfer payroll charges from one combo code to another, are initiated by processing a Change Funding Request or a Direct Retro Request, depending on the circumstances.
- See the [Budget and Direct Retro Decision Matrix](#) to determine which method of cost reallocation should be used. The Retro Payment Request site contains information on the difference between a budget and direct retro.
- For more information or to request a Direct Retro, [click here](#).



Requesting a Direct Retro Distribution

# Changing Standard Hours/EFT/FTE

- To change the Standard Hours/FTE for a position, complete the process through UGAJobs via Evaluate a Position.
- This process can be used to update the standard hours associated with the position, which will write an effective dated row to the position and the job in OneUSG Connect.

**Note:** This change *can* have an impact on **benefits and/or leave accruals** for the employee seated in that position.  
It does *not*, however, update any **compensation data**.

- To update the compensation, use the **Ad Hoc Salary Change Request** via Manager Self-Service.
- These changes should be made in concert with each other, utilizing the same effective date and, usually, the beginning of a pay period.



# Changing Standard Hours/EFT/FTE

## Example 1: Graduate Student

- Non-benefit-eligible employee paid on a monthly basis
- Original offer = 33% time and 13 hours
  - Equates to: \$15,000 over 10 months if base salary established by the Graduate School is \$45,000 for “academic payroll”
- Change = 50% time and 20 hours
  - Compensation changes to \$22,500

## Example 2: College Magazine Author

- Non-benefit-eligible employee paid on a monthly basis
- Paid “by piece” at \$2000/article
- Since payroll guidelines dictate the person is an employee within the last 24 months, he/she must be paid via payroll.
- Placed as monthly in the past at an established standard base rate.
- Adjust Comp Rate to pay: \$0 in January, \$2000 in February, \$0 in March, and \$4000 in April, based on articles written.

# Overpayment Processing

**If it is determined that an employee should not be paid at all after the payroll has been confirmed and the overpayment is discovered before the pay date:**

- The department should complete an Off-Cycle Request Form to reverse payment.
  - The only information to be completed is the Employee Information section, the Detailed Explanation in the middle of the form, and the Special Processing Instructions.
    - Use net amount (from the Validate Monthly Pay query) and date of deposit
    - Use the exact same information in the Special Processing Instructions  
**Ex:** "Stop direct deposit of \$1,500 for 6/28/19"
- Send the request to [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu).
- The subject line should read "UGA Paycheck Reversal."

If the overpayment was a result of incorrect Job Data (e.g. compensation rate, hire date, etc), this data needs to be corrected immediately in OneUSG Connect using the standard procedure for these types of changes

**Ex:** If the compensation rate was incorrect, an Ad Hoc Salary Request needs to be submitted with the revised rate.

# Overpayment Processing

## If the payment has already been made:

- If the overpayment was a result of incorrect Job Data (e.g. compensation rate, hire date, etc), this data needs to be corrected immediately in OneUSG Connect using the standard procedure for these types of changes.
- Then, the department should complete the [Overpayment Worksheet](#).
  - Send the form to [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu).
  - The subject line should read "UGA Overpayment."



# Overpayment Calculation

## **If the employee is terminated or inactive:**

- Payroll will review the Overpayment Worksheet and manually calculate repayment due from the employee.
- Payroll will respond back to the department with the amount due from the employee.

## **If the employee is active and can repay in one payment:**

- Biweekly and monthly corrections made above will trigger retro adjustments and prior period adjustments on the next on-cycle payroll.

## **If the employee is active and has to repay in multiple payments:**

- *Monthly*: Payroll will set up negative Additional Pay on multiple checks.
- *Biweekly*: If prior period adjustments result in a negative check, Payroll will set up negative Additional Pay on future checks.

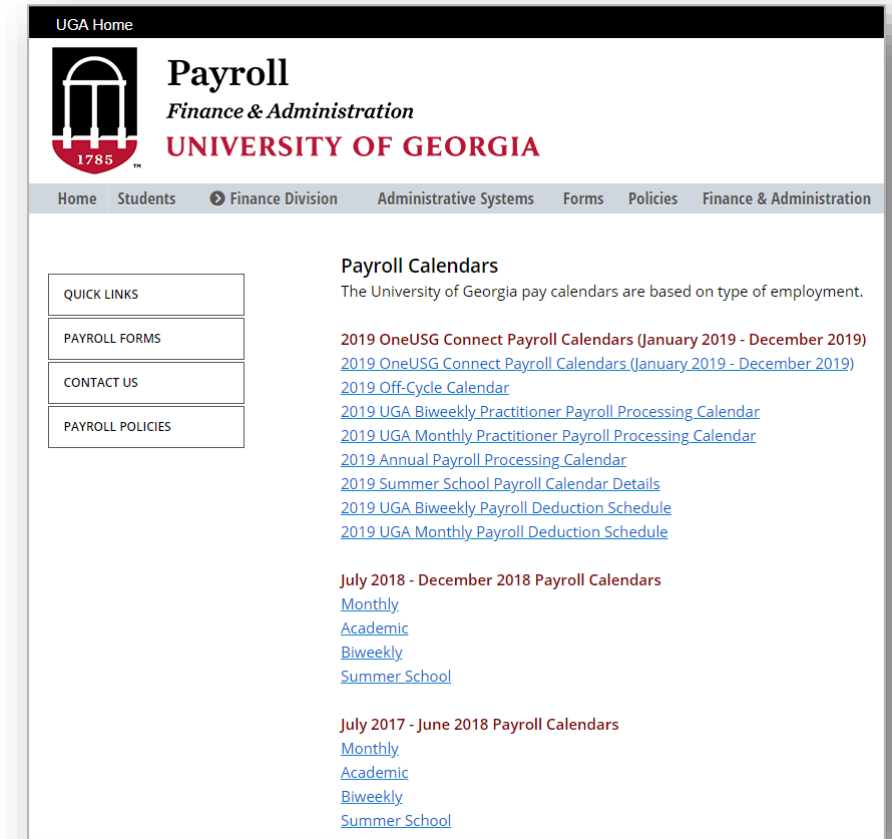


# Overpayment Calculation

## Departments seeking repayment have the following responsibilities:

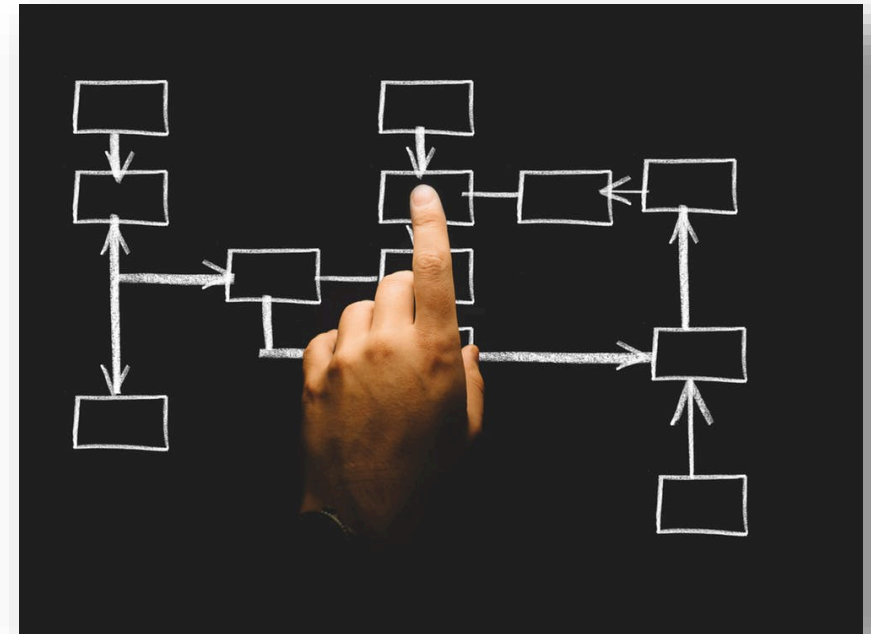
1. Send an email with a read receipt or send a certified letter to the employee informing him/her of the overpayment.
2. If the employee does not respond to the initial email or letter within 15 days, then a 2nd email with a read receipt or a certified letter should be sent to the employee.
3. If the employee does not respond within another 15 days, then a certified letter should be mailed to the employee.
4. If the employee does not respond within 30 days from the last letter, Payroll will turn the debt over to Accounts Receivable unless an alternate solution has been negotiated between the department and Payroll.

\*Per payroll calendars  
(<https://busfin.uga.edu/payroll/calendar/>)



# HR Department Position Changes (one-by-one)

- One-by-one position changes can be initiated via “**modify action**” in UGAJobs.
  - Departmental **approvals** should be completed prior to the Effective Date entered in UGAJobs via the “modify” request.
- Units **MUST update funding** entry through Manager Self-Service (MSS) Change Funding.
- Review the Time and Abs Enrolled query (**180\_TL\_ABS\_ENROLLED**) and, if needed, submit a request for Time and Absence Approver change.
- **Review security access** and submit any changes through MSS Security Request Form.







# HR Department Position Changes

## Other considerations:

- All Time and Absence approvals need to be complete by the date of submission.
- Faculty members cannot be changed without approval from the Office of Faculty Affairs.
- *Existing workflow will not re-route to new approvers based on position moves*
- Access to other systems may be affected as this may be seen as a “position change”
- The on [Moving a Position to another HR Department Standard Operating Procedure \(SOP\)](#) provides detailed instructions and steps.
- Use the [Checklist: Moving a Position to another HR Department](#) as a guideline.

# Enrolling/Updating a Time Reporter

- When employees are hired, they are automatically enrolled in Time & Labor in OneUSG Connect.
- Once an employee is hired and an employee record is created, the hiring unit/distributed unit must make sure the employee is enrolled correctly as a Time Reporter.
  - Run the **180\_TL\_ABS\_Enrolled** Query.
  - If the Time Reporter enrollment is incorrect, submit a ticket to [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu) (see next slide for steps)



\*For additional information refer to the [Enroll/Update Time Reporter Standard Operating Procedure \(SOP\)](#).



# Enrolling/Updating a Time Reporter

System Managers (Initiators) should follow these steps to enroll or update a Time Reporter (employee) in OneUSG Connect:

\*For additional information refer to the [Enroll/Update Time Reporter Standard Operating Procedure \(SOP\)](#).

## Key Process Steps

1. **The Department HR Practitioner (System Manager role) sends a message to the Central Office via [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu) for a specific employee (either to enroll a new employee or to change the time reporter setup of an existing employee).**

This creates a ServiceNow ticket that is routed to the Central Office. Make sure to include the relevant details so that the Central Office can make the correct updates.

- **Employee ID**
- **Employee Name**
- **What needs to change**
  - Time Entry Method (Kaba Clock, Web Clock, Pay From Schedule, Manual)
  - Overtime or Comp Time
  - Auto-Meal Deduction (30 minute, 60 minute, or none)
  - 14 Hour Special Accrual (Y or N)

2. **The Central Office updates the employee's Time Reporter setup in OneUSG Connect based on the information provided and resolves the ServiceNow ticket.**

The Department HR Practitioner receives a notification from ServiceNow that the Time Reporter setup has been updated in OneUSG Connect.

3. **Once the employee's Time Reporter setup has been updated in OneUSG Connect, the time reporting rules will be applied to the employee's time entries moving forward, effective as of the first day of the pay period.**

# Queries and Reports

- There are multiple queries in OneUSG Connect that System Managers may find useful.
  - System Managers can run queries in OneUSG Connect from the System Manager Reporting tile.
  - Consult the [OneUSG Connect Queries Quick Reference Guide](#) for a list of commonly used queries.
  - [Reporting and Queries in OneUSG Connect](#) course materials available in the Training Library too!
- Visit the [Data Warehouse](#) > Human Capital Management tab for a complete list of published queries.



Running the Position Funding Cube

# Future Dated Rows

In order to identify future dated job rows, System Managers can run the **180\_HR\_FUTURE\_DATED\_ACT\_RSN** query.

**EX:** An employee who is going on Short Work Break (SWB) or an employee who is being terminated in the future.

- Run the query to verify that the future dated action exists in the system and is entered correctly.



# Questions so far?



# Other News

## System Manager Update



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

# TL Compliance Component

- Any time not approved by the deadline by units gets “batch approved” in the system – these entries go into the *Compliance Component* to be approved “after the fact”
- **Units need to begin monitoring this with the new Fiscal Year**
  - All time from 12/16/18 - 6/30/19 has been approved and cleared out
  - Time & Labor will be reaching out to unit representatives to have their managers approve any time that was picked up in the batch approvals
  - System Managers should begin to manage this on their own using the **Batch Approved RPTD** Query in System Manager Reporting
  - Reports To Supervisors or T&A Approvers can approve batch approved time following the steps in the tutorials below



Approving TL Compliance Data for Supervisors



Approving TL Compliance Data as a T&A Approver

# Updating an Employee's Campus Address

System Managers can update an employee's campus address to reflect the appropriate Business Unit, Campus Building Code, and Room Number.












The screenshot shows a web application interface for 'Employee Self Service' with the title 'Maintain EE Campus Address'. The user is logged in as 'Blane Abbey' with an 'Employee ID' of 18000. The page displays a form for updating an employee's campus address. The form includes fields for: \*Effective Date (05/29/2019), \*Business Unit (18000 - University of Georgia), Campus Building (0046 - Caldwell Hall), Address (Caldwell Hall, 302 Herty Dr., Athens, GA 306020000), Room Number (0410), and Mail Drop. The 'Set ID' is 18000. The 'Last Updated By' field is empty, and the 'Last Update Date/Time' is 05/21/2019 1:00:50PM. At the bottom, there are buttons for Save, Return to Search, Notify, Add, Update/Display, Include History, and Correct History.



Updating an Employee's Campus Address



# New in the Training Library

-  [Using the OneSource Training Library](#)
-  [Quick Reference Materials for Employees](#)
-  [Quick Reference Materials for Faculty](#)
-  [Quick Reference Materials for Practitioners](#)
-  [OneSource Training Recordings](#)
-  [Financials Topics by Module](#)
-  [OneUSG Connect \(HR/Payroll\) Topics](#)
-  [Budget Planning and Salary Setting](#)
-  [Reporting and Data Warehouse](#)
-  [Other Topics](#)
-  [Training Library Update Log](#)

Provides links to all quick starts, quick references, many relevant forms, and more in one location

All course recordings posted with links here as soon as they are available

Reporting information has been pulled out separately for easier access – updates coming!

Just want to see what is new? Check this link for a rolling list of updates and new material.

# Wrap Up

## System Manager Update



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

# Resources



For a refresher or for additional training resources, visit the [OneSource Training Resources](#) page and the [OneSource Training Library](#).



If you need assistance, contact OneUSG Support at [oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu) or call 706-542-0202 (option 1).

# Questions after the webinar?

*Need Help?*

Call or email the  
**OneSource Service Desk**

[oneusgsupport@uga.edu](mailto:oneusgsupport@uga.edu)

706-542-0202

(option 1 for OneUSG Connect)



# Thank you for attending!

## Course Evaluation:

<http://bit.ly/SysMgrUpdate>

(link is case-sensitive)



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