The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 6.26 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 6.26** is currently scheduled for **Friday, October 8, 2021**. OneUSG Connect will be unavailable beginning at 11:15 p.m. on Friday, October 8 and will return to service by 12 p.m. on Saturday, October 9, 2021. For further details about this downtime and upcoming functionality, please see the Release 6.26 UAT Kick- Off Meeting and Functionality Review located here.

# Release HREL 6.26

| General Information | |
|---|---|
| **Business Processes and Job Aids** | Changes to the following Business Processes and Jobs Aids have been included in this release:<br><br>USGKB0010847 - How Do I Review/Update My Direct Deposit Information<br><br>USGKB0010805 - Can I Set Up Direct Deposit to More Than One Bank Account?<br><br>USGKB0011182 - How Do I Make Accounting Adjustments Via CSV File Upload?<br><br>USGKB0011188 - How Do I Create an Accounting Adjustments Via Direct Entry?<br><br>USGKB0011666 - BOR_BPA_PAYROLL_CHANGES Template<br><br>NEW - How Do I Enter a New IRS Lock-in Letter<br><br>NEW - How Do I Modify an Existing IRS Lock-in Letter |
| **Known Issues** | Resolutions to the following Known Issues have been included in this release: |
| **Updates to User Experience** | To the extent possible, Module-specific updates will be documented below. |

## Table Changes

**Please note that table items are subject to change.*

| Table Name | Type of Change | Comments |
|---|---|---|
| PS_BOR_ACT_ADJ_DTL | One new field added for JOBCODE | Enhancement approved based on Model Change Request. |
| PS_DIR_DEP_DISTRIB<br>PS_GARN_SPEC | One new field added:<br>PY_BANKACCRYPT | Enhancement to support encryption and masking of bank account numbers. Not in use at this time. |
| PS_INSTALLATION | One new field added:<br>TAX_DATA_RESET | Enhancement related to adding new companies. Not in use at this time. |
| PS_SRC_BANK | Three new fields added:<br>HSC_BANKACCRYPT<br>HSC_BANKACCRYPT2<br>HSC_BANKACCRUPT3 | Enhancement to support encryption and masking of bank account numbers. Not in use at this time. |

# Module Specific Information
# Absence Management (ABS)

## Modifications to Existing Processes

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| **Temporary Employees in Pay Groups (XXC and XXL) can request Parental Leave via Employee Self Service.** | To enhance accessibility, Temporary (C & L) employees will now have access to request Parental Leave via the Extended Absence Request tile on the ESS Dashboard. The request option is limited to Continuous Parental Leave requests only; intermittent leave requests are restricted to benefited employees as a Regular ABS request, Temp employees are not eligible for Regular absences. |
| **ABS Enrollment Matrix Enhancements.** | The Absence Matrix for each Institution has been updated to include the XXC and XXL pay groups. |
| **ABS Parental Leave auto enrollment for XXC employees.** | Prior to the beginning of testing, all active (ALPS) XXC employees will be enrolled on their current active Job Data row. Rehired Retirees who are |

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| | assigned to an 'XXC' pay group are not eligible for Paid Parental Leave and are excluded from the auto enrollment logic. |
| **ABS Parental Leave auto enrollment for XXL employees.** | Prior to the beginning of testing, all active (ALPS) XXL employees will be enrolled on their current active Job Data row. Rehired Retirees who are assigned to an 'XXL' pay group are not eligible for Paid Parental Leave and are excluded from the auto enrollment logic. |
| **ABS Auto Enrollment Enhancements** | Job data transfers to the XXC or the XXL pay groups will auto enroll the employee into a new ABS Eligibility Group (USG_T) and a Holiday Schedule of (NONE) where they will only have access to request Parental Leave. |
| **ABS Enrollment Matrix Enhancements for Georgia Tech GTRI employees.** | GTRI Employee assigned to the XXC or XXL pay groups have been configured to auto enroll into the '**USG_NONE'** eligibility and the '**NONE'** holiday Schedule. |

## Reports/Queries

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| **BOR_ABS_TEMP_XXC_XXL_ENROLLED** | Used to verify that all XXC and XXL employees are Initially enrolled into ABS Management before subsequent test scripts are executed. |
| **BOR_ABS_PARENT_LV_REQUESTS** | Used to verify Parent Leave setup of Begin and End dates and parameters for the "Assign Entitlements and Take" and the "Absence Event" page of each Parental Leave case. |

# Benefits (BN)

## Modifications to Existing Processes

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| **BOR_PIF** | BOR_PIF_ERR_TBL added so that a query for PIF load error can be created. Query TBA |
| **HRID/BBNP009** | Modified HRID to send FTE = 1 when FTE > 1 in job data. |

## Reports/Queries

# Careers (CR)

## Modifications to Existing Processes

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| **Accurate Integration** | The Accurate Background Check Packet options have been updated to include additional packet options from Accurate, including options for drug screening.<br>- 27979 – 9 Panel Drug Screening<br>- 29065 – Position of Trust – no MVR or Credit<br>ADD ADDITIONAL PACKETS |
| **Accurate Integration** | The Accurate integration will now use the email of the person who submits the pre-employment check instead of defaulting to the primary recruiter on the job opening; Note: there is no change to user experience for initiating pre-employment checks. |

# Commitment Accounting (CA)

## Modifications to Existing Processes

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| **Accounting Adjustment Upload** | Revised to include Job Code. (NOTE: Field is required in upload process) |
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## Reports/Queries

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| **BOR_BPA_PAYROLL_CHANGES** | Added Job Code to query. |
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## Page Changes

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| **Express Direct Retro (EDR) Search Page** | **Issue:** Results would not return for users if using different criteria not used in original transaction search, ie. if EDR transaction search was by EMPLID, then approver/reviewer would not get results if searched by POSITION NUMBER.<br><br>**Root Cause:** EDR Search based on EDR "header" table, PS_BOR_RETDIST_HDR, which only includes original EDR transaction details. |

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| | **Solution:** Revised to a view of the "after" table, PS_BOR_RETDIST_AFT and the PS_BOR_RETDST_XREF. "AFT" table includes EMPLID, POSITION NBR, PAY PERIOD END DATE, and PAYCHECK NBR. Also, added transaction status from the PS_BOR_RETDST_XREF table for accurate results for transactions Approved, Pending and Denied. |
| **Accounting Adjustment - Job Code added** | Job Code added to Accounting Adjustment page, Extract Query (BOR_BPA_PAYROLL_CHANGES) and file upload process.<br><br>Job Code is an optional field on the Direct Entry page; however, it is required in the file upload process. |
| **Express Direct Retro (EDR) Workflow** | **Issue:** Select EDR transactions were bypassing Workflow routing. In place of the Workflow chain was the message "No approvals required" and these transactions were automatically approved. This issue occurred randomly.<br><br>**Root Cause:** When submitting the EDR transactions, there was an issue with how we bound the variables that are used for workflow routing. This caused the transactions to not route and instead be auto-approved.<br><br>**Solution:** In order to resolve the routing issue, we simplified workflow bind variables when submitting a request. We also updated Component/Pages to use new workflow Record View (BOR_RETDIST_VW). |

# Direct Hire (DH)

## Modifications to Existing Processes

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| **Direct Hire Dashboard** | Corrected an issue on the Direct Hire Dashboard where the Onboarding Date/Time Stamp was overwriting the Date/Time Stamp showing when a background check was submitted. This is limited to GT and VSU only at this time. |
| | Added a pay group field to the "Look Up Position Number" page/table when selecting the position number |

# Faculty Events (FE)

## Modifications to Existing Processes

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| **Populate Assigned Effort** | Workforce Development > Faculty Events > Track Events > Populate Assigned Effort<br>Updated process to ensure Activity Percentages equal 100 |
| **Excel to CI template update for Create Tenure Data (SSC only)** | BOR_EG_TENURE_DATA_CI<br>Several fields have been added/updated on the Create Tenure Data page and the Excel to CI needed to be updated to include these additions/updates. |

# Human Resources (HR)

## Modifications to Existing Processes

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| **Creation of two new action reason codes**<br>• **Hire / Non-Competitive Recruitment**<br>• **Rehire / Non-Competitive Recruitment** | To help identify hires where competitive recruitment was not required (I.e., hired as part of a recruitment package) |
| **Personnel Action Report- PAR** | Updated the PAR to populate multiple Position Funding Changes that are submitted for the same HR position number for the same effective date; the "Earnings Distribution Entered by Requester" section of the report no longer combines the funding requests on one page. Each transaction now shows separately on the report.<br>Modifications to the PAR will allow for the report to be used for institutions other than the original code intended (GSU). |
| **Creation of a Job Code Table audit table** | AUDIT_JOBCD_BOR<br><br>To identify user that may have created and/or updated the Job Code last. |

## Page Changes

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| **Implement the use of the Security Clearance field on Position** | Will be available for use to identify positions requiring special clearance / responsibilities. |
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# Payroll (PY)

## Modifications to Existing Processes

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| **Implementing Fluid Direct Deposit** | Employee Self-Service (ESS) > Payroll > Direct Deposit<br><br>PeopleSoft has delivered Fluid functionality for ESS Direct Deposit. Prior to the release, OneUSG Connect used the Classic version. The Fluid version introduces the ability for employees to nickname their accounts, easily reorder accounts and allow employees to make multiple updates in the same day. To accommodate this change for Travel & Expense accounts, the integration to financials has been modified to pick up more than one update in the same day as well. |
| **Script to Cleanup Balance Row in Direct Deposit** | For the Fluid functionality to work as designed, it was necessary to update the distribution priority for any direct deposit where the balance row was not Priority 999. The script identified any balance row not equal to 999 and updated the priority to 999.<br><br>Prior to the script, employees could have converted data with a balance row not equal to 999. In certain instances, not having the balance row = Priority 999 impacted the employee's ability to add accounts, reorder accounts and remove accounts. Error messages were encountered.<br><br>The script only updates balance rows to Priority 999, no other data is changed. |
| **Redesigned IRS Lock-in Letter** | Navigator > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data<br><br>The Redesigned IRS Lock-in Letter will include new lock-in rate instructions and reflect changes made to Form W-4 2020. Prior to the release, the Lock-in Letter reflected the Form W-4 prior to 2020 version. Lock-in letters will provide employers with withholding status, withholding rate and any annual reductions to withholding or additional amount to withhold per pay period. |

## Reports/Queries

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| **Updated ACA File** | Navigator > People Tools > Application Engine > Request AE<br><br>Criteria has been added to the logic that calculates hours reported in the monthly Affordable Care Act (ACA) File. Prior to the release, earnings codes for differentials (Shift and Job) could be duplicating hours reported since both the Regular hours were reported as well as the Shift/Job Differential hours. After the release, the report logic will refer to a Cross-reference table that lists earnings codes to be excluded from being reported in the monthly ACA Reporting File. |
| **BOR_PY_RTP_EARNINGS_BY_RUNID** | Navigator > Reporting Tools > Query > Query Manager/Query Viewer<br><br>Query criteria has been updated to remove hard coded earnings codes. New criteria to return results for any earnings code where USED_TO_PAY_RETRO = Y has been added. This query should be run during payroll processing to validate retroactive earnings processed in the pay run. |

## Page Changes

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| **Academic Consortium Faculty – No Retirement:**<br>**Earnings Code ACN**<br>**Earnings Code RCN**<br>**Rate Code MCACFN** | Navigator > Set up HCM > Product Related > Payroll for North America > Compensation and Earnings > Earnings Table<br><br>ACN – Academic Consortium Faculty-No Retirement earnings code has been added to OneUSG Connect. This earnings code was created to provide a non-retirement eligible earning code like ACF – Academic Consortium Faculty.<br>RCN – Retro ACN will be used for retro-active payroll processing of ACN earnings.<br><br>Navigator > Set up HCM > Foundation Tables > Compensation Rules > Comp Rate Code Tables<br><br>MCACFN – Academic Consortium Faculty-No Retirement rate code has been added to OneUSG Connect. Rate Codes are used for Multiple Components of Pay (MCOP) on the Job Data Compensation page, Pay Components section. |

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| **Special Accumulator HRW** | Navigator > Set up HCM > Product Related > Payroll for North America > Compensation and Earnings > Special Accumulator Table<br><br>The Absence Management team has requested a new Special Accumulator to track hours worked. This special accumulator has been added to earnings codes that are used for hours worked and will be used to determine eligibility for FMLA and Parental Leave programs. |
| **Tax Update 21-C** | PeopleSoft Tax Update 21-C has been deployed. Included in the Tax Update:<br><br>Support Redesigned IRS Lock-in Letter (New Format)<br>• See details in Modifications to Existing Processes section.<br>Form 8233 Data Entry<br>• Modified PeopleCode to display an error message only where a Form 8233 expiration date is earlier than or equal to the effective date.<br>• Prior to the modifications, the below error message was incorrectly displayed whenever an employee had historical row(s):<br>Expiration Date is earlier than or equal to Effective Date. The Form 8233 Expiration Date is earlier than or equal to the Form 8233 Effective Date.<br>US Tax Table Changes<br>• Apply updates to Federal, State and Local tax tables for regulatory compliance<br>US Garnishment Table Changes<br>• Apply updates to Garnishment Rules Table (US) for regulatory compliance<br>• A new rule is delivered for use with private student loans in the State of Georgia. This new rule functions similarly to the Federal garnishment rule for student loans ($U-STUDENT2), with the following difference: Exemption Variables: Exemption Percentage 1 = 85.00<br>• New Mexico Garnishment Change<br>The maximum amount of disposable earnings subject to state tax levy will be 25% or the amount exceeding 40 times the state minimum wage ($10.50, effective July 1, 2021, and impacts all current/existing levies and future levies. |

# Self Service (SS)

## Modifications to Existing Processes

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| **ESS- State Charitable Contributions Program** | For C10 and M10 employees, we updated PeopleCode to enable the population of the payment schedule on the manage contributions panel when they make an SCCP contribution.<br><br>Also for the C10 and M10 employees, we corrected the totals on email notifications received after making SCCP contributions |
| **MSS- Retire and Terminate Transactions** | The SQL error that was being received on the retire and termination transaction was resolved by updating the application package PeopleCode to comment out the old SQL that generated the error |

# Time and Labor (TL)

## Modifications to Existing Processes

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| **TITLE LONG – Incident Resolution** | The reported issue where the TITLE LONG label displays at the top of the Employee Timesheet search results has been resolved. |
| **TI Mss Emp Sel Flu – Incident Resolution** | The reported issue where the TI Mss Emp Sel Flu label displays at the top of the Employee Timesheet search results has been resolved. |
| **TL Reported Time Batch Approval PPED Options – Incident Resolved** | The reported incident where TL Practitioners were not seeing the expected prior period pay end dates listed in the option selection box has been corrected. Practitioners should now see the prior 6 months of pay period end date in their selection. |
| **Make the Telework TRC '00TWK' a selectable option from the Webclock** | The 00TWK TRC is now an option for selection from the Webclock time entry page for biweekly employees. |

## Reports/Queries

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## Page Changes

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## Other Notes

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| **Next Scheduled Release** | Release 6.28 – December 3 |
| **More Information and Support** | For business impact emergency issues, contact OneUSG Connect at oneusgsupport@usg.edu. |