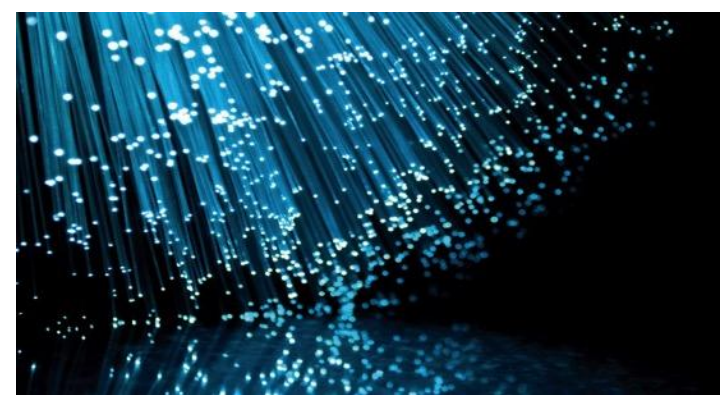


We will begin shortly!

Release 7.04 UAT Kick-off Call

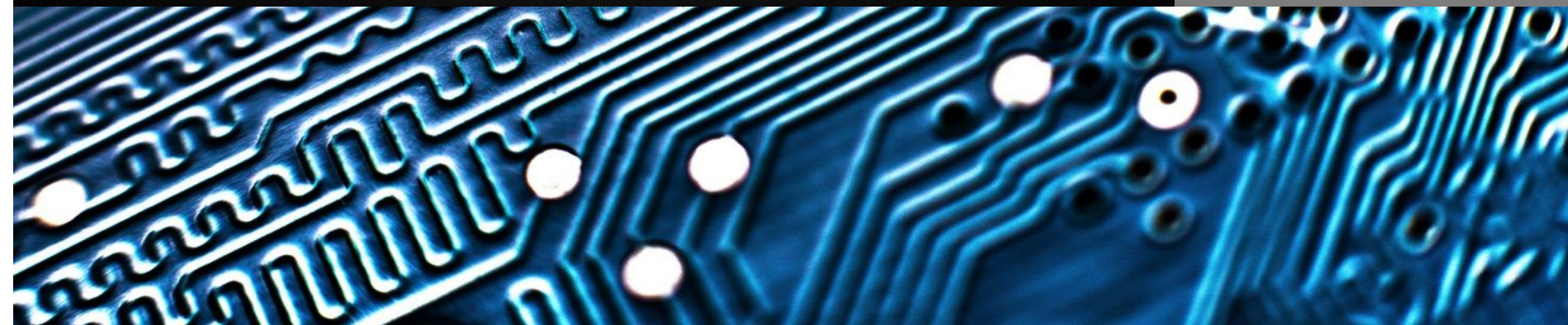


UNIVERSITY SYSTEM OF GEORGIA
Information Technology Services

Release 7.04 UAT Kick-off Call

OneUSG Connect

Thursday, October 30, 2025



Housekeeping

- This Teams meeting is being recorded
- The presentation and the recording link will be attached to the Handouts section of the SmartSheet
- Please keep yourself on mute and do not put the meeting on hold
- This is a freeform meeting so please feel free to unmute and ask questions during the presentation



Agenda

- General Release Information
 - What is a release?
 - Upcoming Releases
 - Release Website
- Release 7.04 Key Information
 - What is the scope of this UAT?
 - When is testing?
 - Important testing details
 - How will we communicate?
- Release 7.04 Direct Deposit Fraud Prevention Training
 - GIACT Verification and Authentication
 - Fraudulent Accounts Reference Table (Known Bad Accounts)
 - Enhanced Notifications
 - Communications and Change Management
- Release 7.04 Testing Preparation
 - How can I register for testing?
 - How can I get access to Smartsheet?
 - How can I access HPRE?
- How is testing administered?
 - How will we capture test results?
 - How will we handle defects?
- What questions do you have?



Institutional Roll Call

Code	Institution	Code	Institution
030	Georgia Tech	480	Savannah State
090	Georgia State	510	Valdosta State
120	Augusta University	530	North Georgia
180	UGA	540	West Georgia
220	Albany State	570	ABAC
280	Clayton State	610	Atlanta Metro
300	Columbus State	630	College of Coastal
330	Ft Valley	690	Dalton State
360	Georgia College	720	East Georgia
390	Georgia Southern	730	Georgia Highlands
400	Georgia Gwinnett	760	Gordon State
420	Georgia Southwestern	830	Middle Georgia
430	Kennesaw State	880	South Georgia
		980	University System Office



OneUSG Connect

General Release Information





What is a Release?

- Point Release
 - Fix bugs
 - Small improvements rather than add significant features
- Ad Hoc Release
 - Limited to emergency fixes or those that are time sensitive
 - Year-end tax updates required for W2 processing or new calendar year rates



Upcoming Releases

Release	Date of Release	Type of Release
7.04	Nov. 14, 2025	Tax Update & Direct Deposit Fraud Prevention
7.06	Dec. 19, 2025	Tax Update & Year End
January Ad Hoc	Jan. 9, 2026	Items Too Late for Tax Update 25-D
7.08	March 20, 2026	Q1 Patching Tax Update 26-A/ADP
June Ad Hoc	June 26, 2026	Tax Update 26-B ADP Quarterly Tax Update





Release Website

- OneUSG Connect Release Information can be found on our University System of Georgia website in the USG Faculty & Staff Portal:

<https://oneusgconnect.usg.edu/releases>

- Look here for:
 - Release Notes including Record/Field Changes
 - Link to the UAT Smartsheet Dashboard
 - Any updates in release timelines



OneUSG Connect

Release 7.04 Key Information





What is the Scope of Release 7.04 Testing

- Scope of User Acceptance Testing
 - Release 7.04 is a point release
 - Testing will focus on Direct Deposit Fraud Prevention functionality
 - Non-release items can be tested with institution specific test scripts
 - No payroll will be processed as part of UAT
 - CPU patches and PeopleTools 8.61.13 will be applied

When is Testing

- Release 7.04 User Acceptance Testing
 - Monday, 11/3 - Wednesday, 11/5
 - Thursday, 11/6 - Friday, 11/7 – reserved for defect remediation
 - Testing is not all day each day and will be remote
 - Connection to the third-party vendor will be open
 - Tuesday, 11/3 10:00am – 2:00pm
 - Wednesday, 11/4 10:00am – 2:00pm



Important Testing Details

The screenshot shows a Smartsheet form titled "Direct Deposit Fraud Prevention". At the top left, there is a Smartsheet logo and the text "smartsheet". Below the title, the form contains several fields: "Release" (text input with "Direct Deposit Fraud Prevention" entered), "Institution" (dropdown menu), "Name" (text input), "User ID Required" (highlighted in green with a note: "We need your User ID (EMPLUID@COM) to update your business email address in HPRE" and a text input field), "Email Address" (text input with an envelope icon), "Functional Area" (dropdown menu), and a checkbox for "Send me a copy of my responses". At the bottom, there is a blue "Submit" button and footer text: "Powered by smartsheet", "Privacy Policy", and "Report Abuse".

- We will be testing in HPRE
- HPRE has new institution specific passwords as of 10/27/2025
- *Testing includes email notifications;* emails are masked in HPRE, and a SQL update is required to update business email addresses, so we are requiring your USERID@COM on the Testing Response Form (Example: 0261501@980)
- Update Personal email in ESS Personal Details
- Please respond to the Direct Deposit Fraud Prevention Testing Response by end of day **Friday, October 31st** so we can get email addresses updated in time for testing

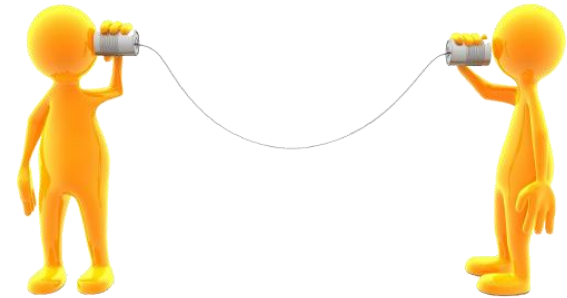
Important Testing Details

- Testing is most efficient and clear if there is a practitioner role testing along with testers in the employee role
- Practitioners and employees will receive different email content so for clarity separating testers works well
- *Testing may include social security number authentication; SSNs are dummies in HPRE.* If you wish to test authentication with a VALID SSN, you will need someone with access to update Personal Details during testing to make the required updates
- *Testing includes bank account verification; bank accounts are dummies in HPRE.* To test verification, you will need someone with access to update direct deposit for testing
- At least one tester with the BOR_PAYROLL_DIRECT_DEPOSIT_UPD security role must participate in the testing and provide sign-off confirming that your institution completed the UAT test scripts.



How Will We Communicate?

- We will have daily touchpoint calls on Monday, November 3 - Wednesday, November 5 at 9:30 a.m.
- We will use Touchpoint Call Chat throughout day for questions, updates on processes being run and other testing related information
- More later for how to get an invite to the Daily Touchpoint Call

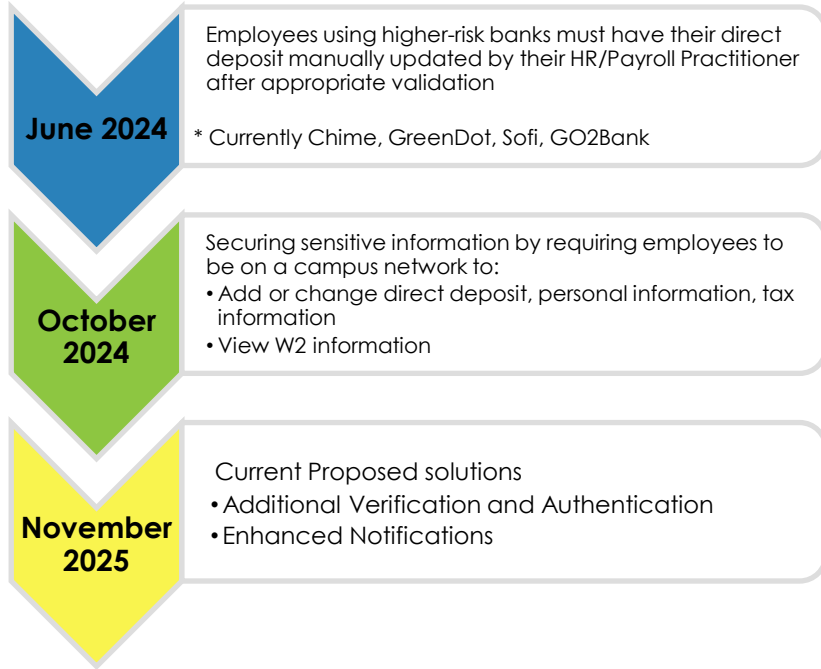


OneUSG Connect

Direct Deposit Fraud Prevention






Timeline of Recent Fraud Prevention Solutions





Calendar Year	2024	2025 (as of 7/31)
# of Fraud Cases	15	9
Total Compromised Amount	\$90,406.03	\$66,590.36
\$ Lost to Fraud	\$49,965.28	\$54,880.50

Preventing Fraud – Proposed Solutions

Solutions

-  GIACT Verification Services API
 - Real-time verification of bank account and customer indicative data
 - This is a 3rd party service currently used by USG to validate vendors account data
-  Fraudulent Account Reference Table
 - Centralized list of known fraudulent accounts used to block attempts to add flagged routing/account numbers
-  Email Notification updates
 - Alerts sent to all e-mail addresses for direct deposit changes and e-mail address additions and updates

Communications and Training

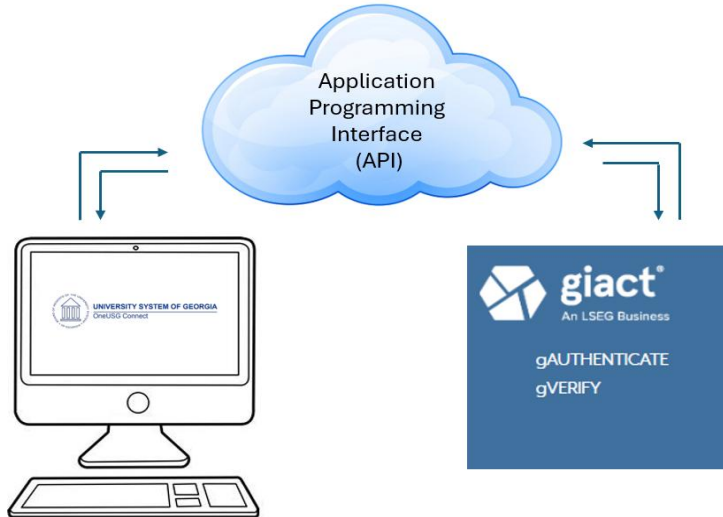
-  Communications and Change Management
 - Personal Data Validation Campaign
 - Employee Communications and Training
 - Practitioner Communications and Training
-  Enhanced Cybersecurity Training
 - Expand biannual training with fraud scenarios
 - Prepares employees to recognize fraud tactics

Solution One

GIACT Verification Services Training



GIACT Verification Services



- Information securely sent through API
- API is triggered when employee **saves** the direct deposit update
- Real-time validation and authentication
- **GIACT does not store any data that is sent for validation**

Calendar Year	2024	2025 (as of 7/31)
Direct Deposit transactions (including new employees)	40,916	23,810
Estimated Expense (\$0.85 per transaction)	\$34,778.60	\$20,238.50
Direct Deposit Transactions with new employees excluded for 60-days	13,762	8,245
Estimated Expense (\$0.85 per transaction)	\$11,697.70	\$7,008.25

GIACT Verification Services

- GIACT Verification solution consists of two services:
 - **gVerify**- GIACT's bank account verification service verifies the current reported status of bank accounts in real-time.
 - Open and valid
 - Allows posting of ACH credits
 - Has not had any relevant negative information reported
 - **gAuthenticate**- GIACT's bank account authentication service takes it one step further by authenticating customer data against signature data from the *participating banks*
 - Account holder's name
 - Date of Birth
 - Social Security Number
- **Both gVerify and gAuthenticate must pass for the bank account to be updated.**

Training-Direct Deposit Updates Employee Self Service

- Updated ESS Direct Deposit Landing Page

Direct Deposit

Accounts

Order	Nickname	Payment Method	Routing Number	Account Number	Account Type	Amount/ Percent
1	Suntrust Checking	Direct Deposit	061000104	XXXXXX9359	Checking	Full Balance

Please click on the link below to request a change to your direct deposit information.

NOTE: This page is view-only. If you would like to request adding, removing or modifying your direct deposit account, you must be physically present at your institution or contact your HR or Payroll representative.

IMPORTANT: All account or routing changes are verified by a third-party service and will only be updated if the information passes verification.

[Request Direct Deposit Change](#)

Updated message

Successful Direct Deposit Changes

Direct Deposit Change Notifications

- A message will be sent to **all employee email addresses** in OneUSG Connect whenever a direct deposit change is attempted (successful or not).
- No practitioner emails will be sent for successful direct deposit changes

✓ If Successful:

- The direct deposit change is accepted and OneUSG Connect is updated. The page saves without a message.
- Employee will receive email(s) to business and personal email addresses confirming update.
- Employee will receive an ESS notification within OneUSG Connect.

[Cancel](#) [Edit Account](#)

Nickname

*Payment Method

Bank

Routing Number ⓘ

Account Number ✎

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Amount

[Remove](#)

Successful Direct Deposit Changes Employee Email Message

This message is to confirm that your direct deposit information has been successfully updated in OneUSG Connect on 2025-10-30 at 11:34 AM. All future payroll disbursements will be deposited into your newly designated account(s).

If you did not initiate this change, please contact one of the following immediately:

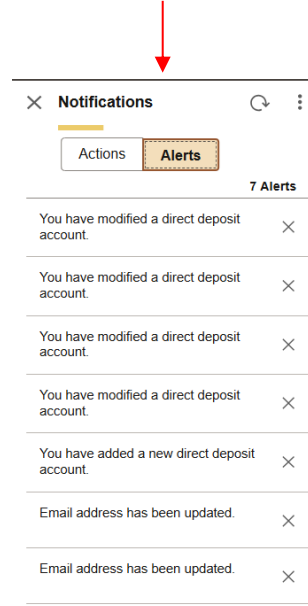
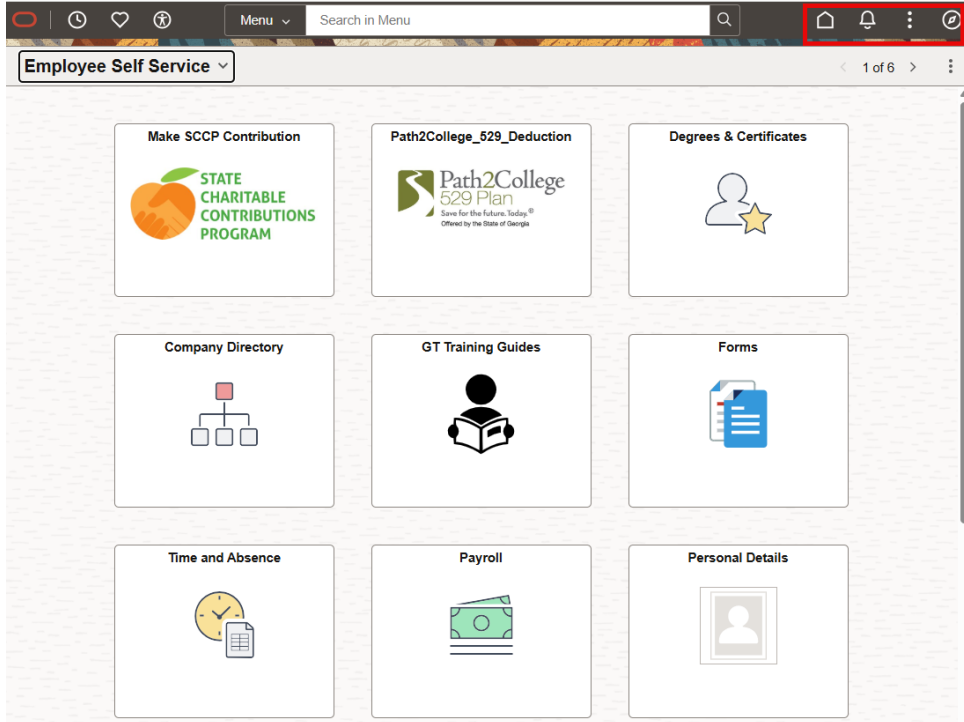
Your institution's HR/Payroll
Administrator
Call OneUSG Support at 877-251-
2644
Email OneUSG Support at
support@usg.edu

Thank you.

Please do not respond to this confirmation e-mail. This mailbox is not monitored and you will not receive a response.



Employee Notification in OneUSG Connect



Unsuccessful Direct Deposit Change

✗ If Unsuccessful:

- Employee:
 - Hard stop message on the Edit Account page
 - Receives an email notification and notification within OneUSG Connect that Direct deposit information was unable to be updated in OneUSG Connect and directing them to reach out to their HR/Payroll Administrator.
- Institutional Practitioner:
 - Receives an email notification with the detailed reason for the failure.
 - Institutional HR/Payroll Administrator contacts employee to initiate internal verification process.
 - Successful verification: the Institutional Practitioner **manually** updates the direct deposit.
 - Unsuccessful verification: the Institutional Practitioner initiates internal cyber security process and submits a ticket to OneUSG Connect support. Direct Deposit NOT updated manually.

The screenshot shows the 'Edit Account' interface. At the top, there are 'Cancel' and 'Save' buttons. The form contains several fields: 'Nickname' with the value 'GIACT Code: 5555', '*Payment Method' set to 'Direct Deposit', 'Bank' section with 'Routing Number' '122105278', and 'Pay Distribution' section with '*Account Type' 'Savings', '*Deposit Type' 'Amount', and 'Amount' '150.00'. A modal dialog box is overlaid on the form, displaying the message: 'Your Direct Deposit information was NOT updated, an email will be sent with further instructions.' with an 'OK' button. At the bottom of the form, there is a 'Remove' button and a note: 'Update information then hit Tab or Click mouse in another field for Save button to display'. A small asterisk indicates required fields.

Unsuccessful Direct Deposit Change Employee Email Message

Direct Deposit NOT Updated in OneUSG Connect inbox x



donotreply@usg.edu

to me ▾

Fri, Oct 17, 11:57 AM (12 days ago) ☆ 😊 ↶ ⋮

On 2025-10-17 at 11:57 AM an attempt was made to update your direct deposit in OneUSG Connect. This message is notification that your direct deposit information was NOT updated. All future payroll disbursements will be deposited into your existing account.

To resolve this issue or if you did not initiate this change, please contact one of the following immediately:

Your institution's HR/Payroll Administrator

Call OneUSG Support at 877-251-2644

Email OneUSG Support at support@usg.edu

Thank you.

This is a system-generated email. Do not reply to this email.

From: donotreply@usg.edu <donotreply@usg.edu>

Sent: Friday, October 24, 2025 12:44 PM

To: [REDACTED]

Subject: Direct Deposit NOT Updated in OneUSG Connect

On 2025-10-24 at 12:44 PM an attempt was made to update your direct deposit in OneUSG Connect. This message is notification that your direct deposit information was NOT updated. All future payroll disbursements will be deposited into your existing account.

To resolve this issue or if you did not initiate this change, please contact one of the following immediately:

Your institution's HR/Payroll Administrator

Call OneUSG Support at 877-251-2644

Email OneUSG Support at support@usg.edu

Thank you.

This is a system-generated email. Do not reply to this email.



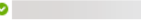
Unsuccessful Direct Deposit Change Practitioner Email Message

An Employee's Direct Deposit Change Was Unsuccessful



donotreply@usg.edu

To



Mon 3:35 PM

The following direct deposit information was recently updated at 2025-10-27 03:34 PM in OneUSG Connect. However, **the designated financial institution does not report information to the National Shared Database;** therefore, the update could not be completed

Please contact the employee listed below immediately to verify the accuracy of their banking information and ensure timely payroll processing.

Employee Name: DOE JANE
Employee ID: 0153361

Thank you for your prompt attention to this matter.

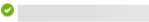
This is a system-generated email. Do not reply to this email.

An Employee's Direct Deposit Change Was Unsuccessful



donotreply@usg.edu

To



Mon 12:16 PM

The following direct deposit information was recently updated at 2025-10-27 12:16 PM in OneUSG Connect. However, **the customer name data did not match gAuthenticate data;** therefore, the update could not be completed

Please contact the employee listed below immediately to verify the accuracy of their banking information and ensure timely payroll processing.

Employee Name: WILLIAMS ROBERT
Employee ID: 0153361

Thank you for your prompt attention to this matter.

This is a system-generated email. Do not reply to this email.

Detail Provided

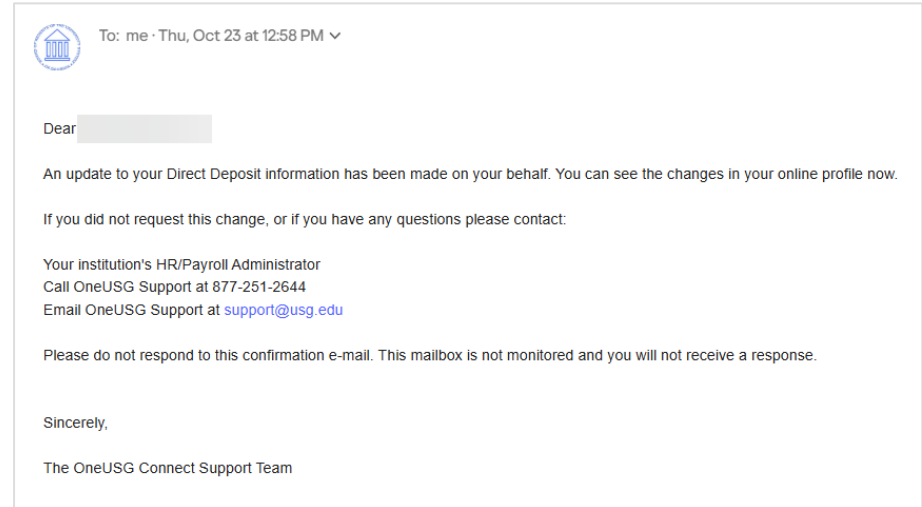
Additional Practitioner Error Messages

GIACT Response Code	Detail in Practitioner Message
ND00	Designated financial institution does not report information to the National Shared Database
ND01	Designated routing number can only be valid for US Government financial institution
GS01	Designated routing number did not match the format of a valid routing number
GS02	Designated account number did not match the format of a valid account number
RT00	No positive or negative information has been reported on the account
RT01, RT02. GN01	The account was declined based on the risk factor being reported
ND02	No data was found matching the customer information provided
CA21	The customer name data did not match gAuthenticate data,
CA22	The customer TaxID (SSN/ITIN) data did not match gAuthenticate data
CA25	The customer's date of birth or ID data did not match gAuthenticate data



Payroll-Administrator Direct Deposit Update

- Direct Deposit Administrator Page
 - No API to GIACT
 - Email to employee will indicate the information was entered at the employee's request



GIACT Verification & Authentication Overview

- Bad Known Account verification precedes GIACT verification & authentication
- Direct deposit data sent to GIACT after 60 days from start date
- Employee name, social security number and date of birth are the criteria used for authentication
- Name is the FIRST criteria GIACT reviews

Solution Two:

Fraudulent Account Reference Table

Fraudulent Account Reference Table

- Establish a centrally maintained table of known fraudulent routing and bank account numbers
 - Automatically block attempts to add these accounts during direct deposit setup
 - USO Cybersecurity and SSC Information Services Team will work together to recommend entries for this based on prior confirmed fraud cases
 - Table will be updated and maintained by SSC Information Services Team

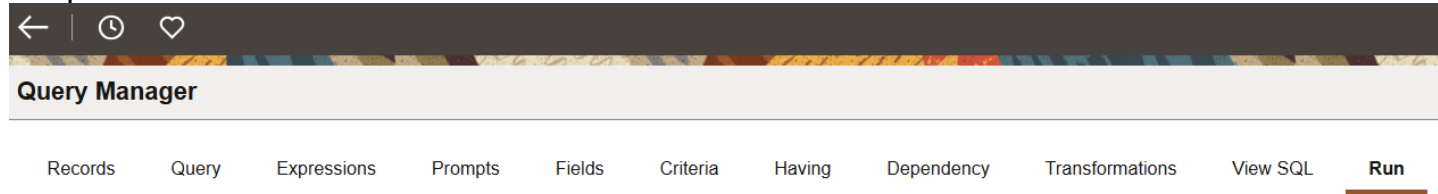
The screenshot shows a web application interface for managing 'Known Bad Accounts'. At the top, there is a navigation bar with a back arrow, a clock icon, and a heart icon. Below this is a header section titled 'Known Bad Accounts'. A sub-header 'Known Bad Bank Accts' is visible. The main content area is titled 'Account Details' and contains the following information:

Routing Number	061104123
Account Number	987456321
*Status	Active

At the bottom of the form, there are three buttons: 'Save', 'Notify', and 'Update/Display'. The 'Update/Display' button is highlighted in yellow.

Fraudulent Account Reference Table

- Established a centrally maintained table of known fraudulent routing and bank account numbers
- Accounts can be added during active investigation and inactivated if cleared of suspicion



The screenshot shows a web interface for a Query Manager. At the top, there are navigation icons: a back arrow, a clock, and a heart. Below this is a header bar with the text "Query Manager". Underneath the header, there is a horizontal menu with several options: "Records", "Query", "Expressions", "Prompts", "Fields", "Criteria", "Having", "Dependency", "Transformations", "View SQL", and "Run". The "Run" option is highlighted with a red underline.

[View All](#) | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#)

First 1-5 of 5 Last

Row	Routing Nbr	Account Nbr	Status	DTTM	Owner	Last Upd DtTm	by
1	061104123	987456321	A	09/22/2025 1:58:09PM	0261501@980	10/09/2025 9:56:06AM	0153361@980
2	061104123	112233445566	A	10/09/2025 9:44:39AM	0221460@980	10/09/2025 9:45:05AM	0221460@980
3	061104123	951263	I	10/09/2025 9:31:09AM	0271795@980	10/09/2025 9:46:06AM	0221460@980
4	061104123	5544332211	A	10/09/2025 9:54:47AM	0153361@980	10/09/2025 9:55:14AM	0153361@980
5	061104123	147258369	A	10/09/2025 9:22:41AM	0261501@980	10/09/2025 9:23:39AM	0261501@980



Known Fraudulent Account Entered by Employee

Cancel **Add Account** Save

** Indicates required field*

Nickname

*Payment Method ▼

Bank

Routing Number ⓘ

This routing and bank acct combination is not allowed; see E-mail for further instructions.

Pay Distribution

*Account Type ▼

*Deposit Type ▼

Amount

Update information then hit Tab or Click mouse in another field for Save button to display

Known Fraudulent Account Entered by Practitioner

Request Direct Deposit

LaVonya Bryan Person ID 1844448

Deposit Information Find | View All First 1 of 27 Last

*Effective Date 10/20/2025 *Status Active

Suppress DDP Advice Print

Distribution Information Find | View All First 1 of 3 Last

Your Bank Information Add New Bank

Country Code USA United States

Bank ID 061104123

Bank Name State Bank & Trust Company
Address 4219 Forsyth Road
Macon
GA 31210

International ACH Bank Account Prenotification

Distribution

*Account Type Checking

Net Pay Percent Net Pay Amount 75.00

*Priority 80 Prenote Date

Account Number Prenote Status Not Submitted

This data was last updated by Online User Data last updated on 10/20/2025

Save Return to Search Notify Refresh Update/Display Include History Correct History

Message

This routing and bank account number combination is not valid for entry in One USG Connect. (20000,351)

OK

Practitioner Message Only

- No email will be sent to the practitioner when the routing and bank account number combination are in the Known Bad Account table
- Practitioner should initiate Cyber Security protocol for their campus
- Employee will get email directing them to notify HR/Payroll or support

Solution Three

Enhanced Notifications

Email Address Change Notifications

- Automated notifications sent to **all e-mail addresses** when e-mail address is updated
 - All email addresses when email address is changed, including prior e-mail address
 - All email addresses when a new address is added
 - Date/Time are noted in the e-mail to clearly identify when change was made
- Employee receives message within OneUSG Connect

Personal Details

Diane Strenkowski
Lead Software Developer
0261501

Addresses

Contact Details

Name

Ethnic Groups

Emergency Contacts

Disability

Veteran Status

Phone

Number	Extension	Type	Preferred
478/240-8500		Business	<input checked="" type="checkbox"/>
478/986-8711		Mobile	<input type="checkbox"/>
478/986-8711		Home	<input type="checkbox"/>

Email

Email Address

diane.strenkowski@usg.edu

dstrenk@yahoo.com

No instant message exists.

Add IM

Email Address

Cancel Save

Email Type: Personal

Preferred:

Email Address: dstrenkowski@gmail.com

Delete

Email address has been updated. (20000,350)

OK

USG Address:

An email address has been added in OneUSG Connect

DN donotreply@usg.edu
To Diane Strenkowski

This message has extra line breaks.

On 2025-09-08 at 10:46 the following email address was added in OneUSG Connect:

New email address: dstrenkowski@gmail.com

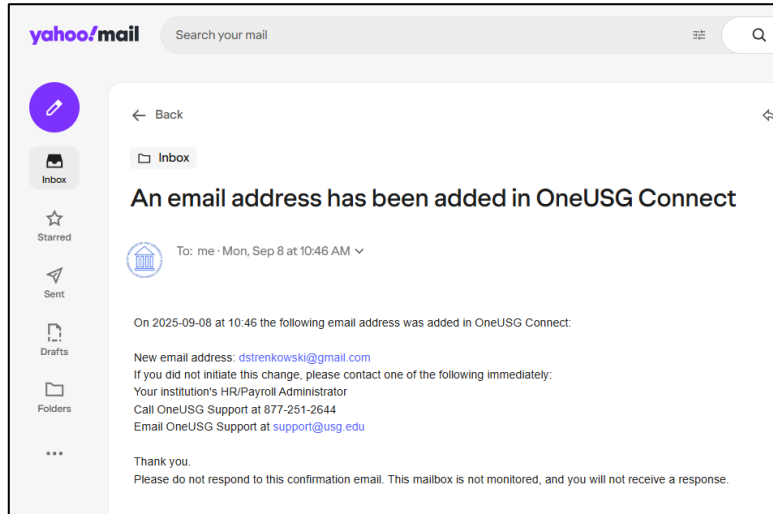
If you did not initiate this change, please contact one of the following immediately:

Your Institution's HR/Payroll Administrator
Call OneUSG Support at 877-251-2644
Email OneUSG Support at support@usg.edu

Thank you.
Please do not respond to this confirmation email. This mailbox is not monitored, and you will not receive a response.

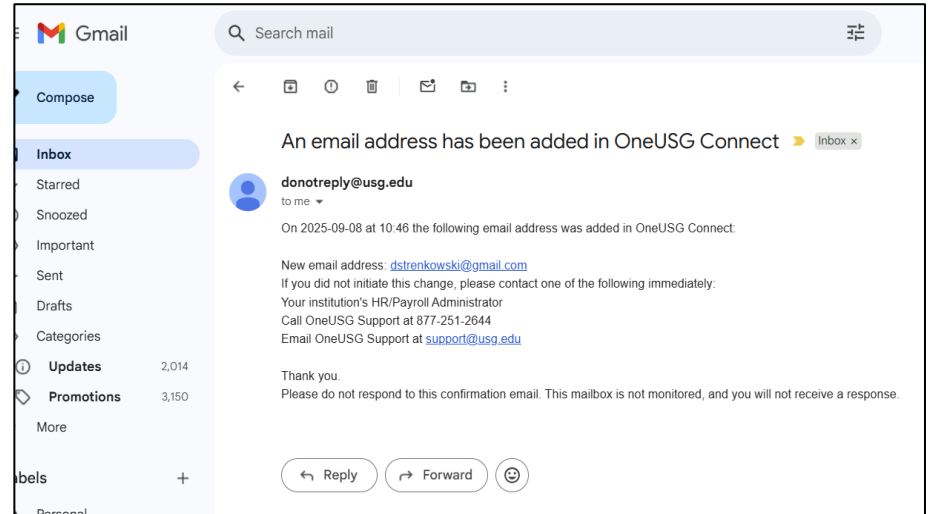
Notifications to all e-mail addresses

Old Address:



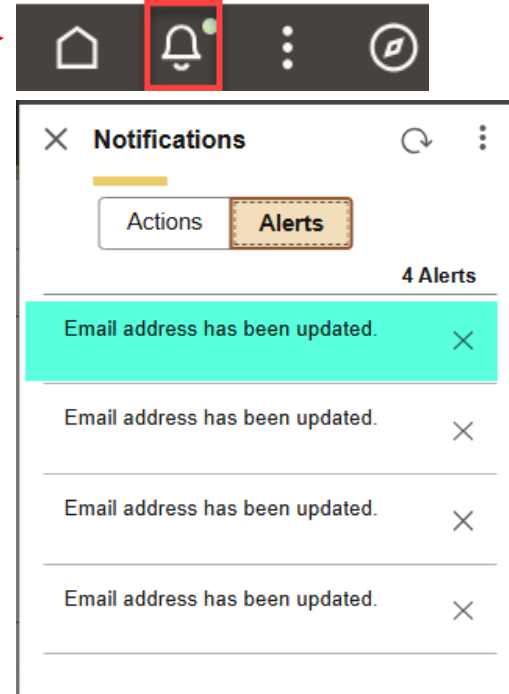
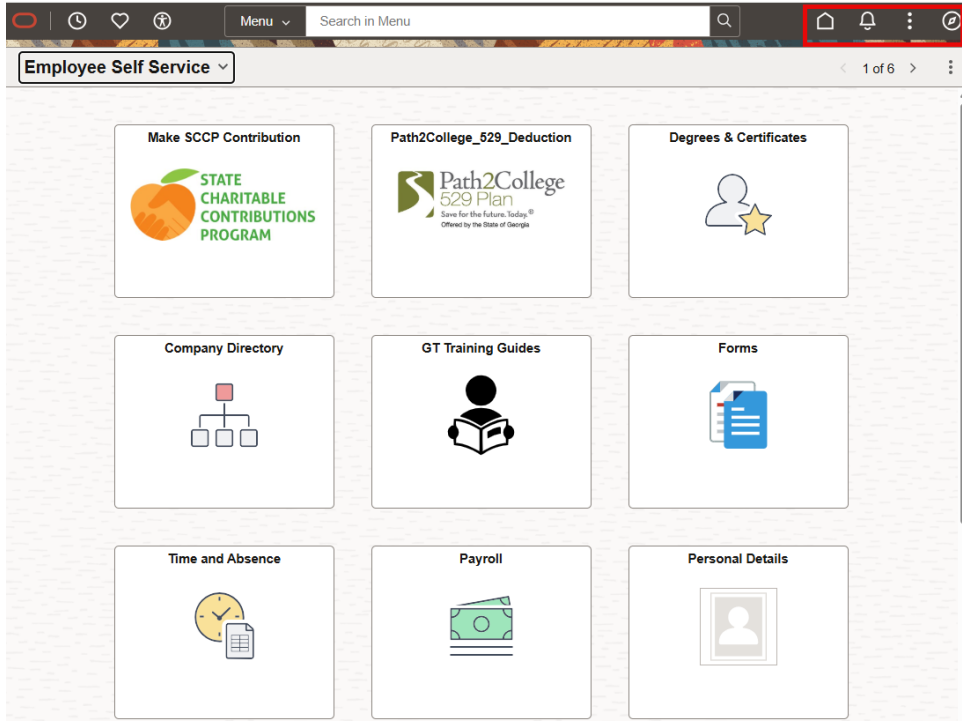
The screenshot shows a Yahoo! Mail inbox. The email subject is "An email address has been added in OneUSG Connect". The sender is "me" and it was received on Monday, September 8 at 10:46 AM. The body of the email states: "On 2025-09-08 at 10:46 the following email address was added in OneUSG Connect: New email address: dstrenkowski@gmail.com If you did not initiate this change, please contact one of the following immediately: Your institution's HR/Payroll Administrator Call OneUSG Support at 877-251-2644 Email OneUSG Support at support@usg.edu Thank you. Please do not respond to this confirmation email. This mailbox is not monitored, and you will not receive a response."

New Address:



The screenshot shows a Gmail inbox. The email subject is "An email address has been added in OneUSG Connect". The sender is "donotreply@usg.edu" and it was received on 2025-09-08 at 10:46. The body of the email states: "On 2025-09-08 at 10:46 the following email address was added in OneUSG Connect: New email address: dstrenkowski@gmail.com If you did not initiate this change, please contact one of the following immediately: Your institution's HR/Payroll Administrator Call OneUSG Support at 877-251-2644 Email OneUSG Support at support@usg.edu Thank you. Please do not respond to this confirmation email. This mailbox is not monitored, and you will not receive a response."

Employee Email Change Notifications



Communications and Change Management

UPDATE YOUR PERSONAL EMAIL IN ONEUSG

As a new security measure, we will begin sending important alerts to both your business and personal email when changes are made to your personal or financial information.

To ensure you receive these safeguards, update your personal email address in OneUSG Connect today.

To View the Job Aid, Click [HERE](#).

QUESTIONS? SUPPORT@USG.EDU



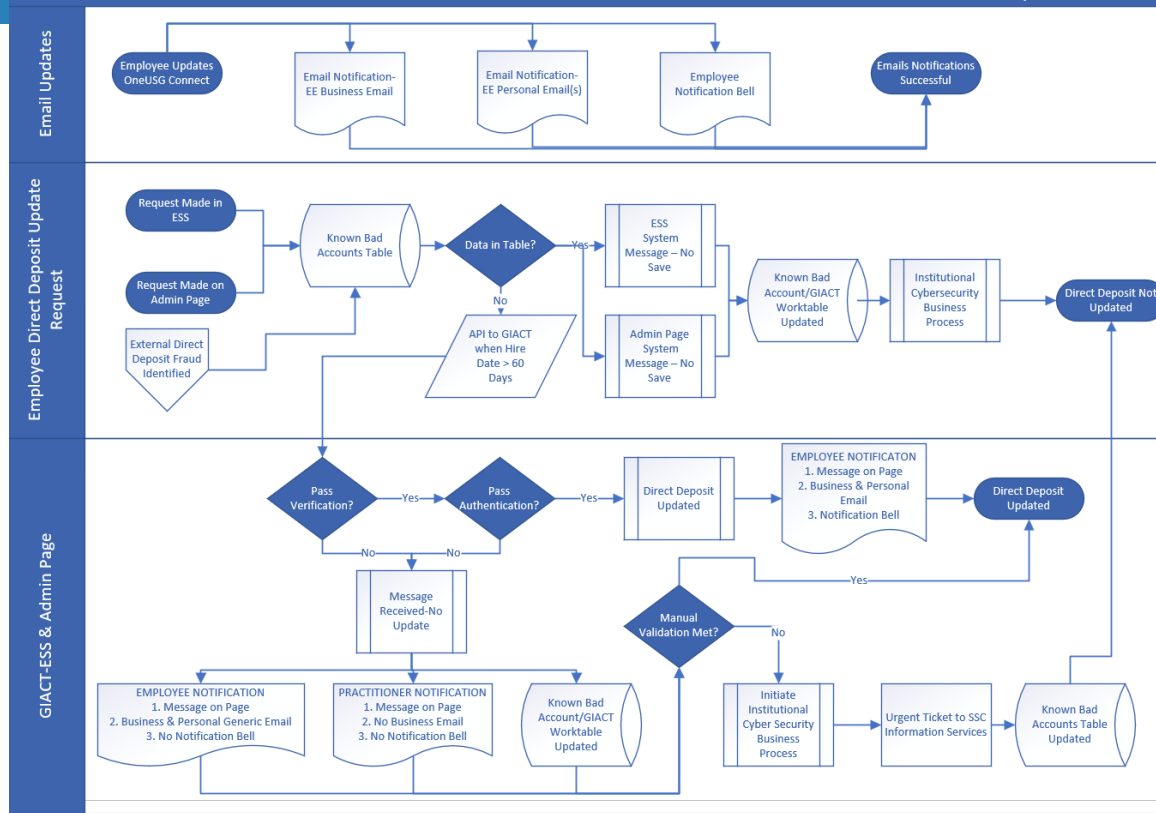
Employee Communications and Change Management

- Add Personal e-mail address to OneUSG Connect so that alerts will go to multiple addresses
- Validate Personal Data (to reduce GIACT errors)
- Employee template with link to new job aid

Practitioner Change Management and Training

- Training on GIACT Functionality
- Training on Fraudulent Account table
- Assign primary and backup practitioners at each institution
- Updated job aids and practitioner reference guide in progress

Direct Deposit Fraud Business Process



OneUSG Connect

Questions?



OneUSG Connect

Release 7.04 Testing Preparation



How Can I Register for Testing

- To access the UAT Dashboard and Test Scripts a free Smartsheet Account needs to be created with your work email address

Get started with your work account

30-day free trial. No credit card required.

Continue

Our [Privacy Notice](#) describes how we process your personal data.

How Can I Register for Testing



- We have created a form to submit for Release 7.04 User Acceptance Testing
 - This form can only be accessed from the Release 7.04 User Acceptance Testing Dashboard
 - This ensures all testers have access to the Dashboard PRIOR to the start of testing
- Completing this form will ensure:
 - We know the role you will be testing
 - You will be added to the UAT Daily Touchpoint Calls

How Can I Register for Testing?

🕒 OneUSG Connect Release 7.04 UAT Dashboard ★

OneUSG Release 7.04 UAT Dashboard

Defect Management

- 🔗 View All Defects
- ➕ Add a Defect

Other Links

- 📄 OneUSG Environments
- 📄 Handouts
- 📄 Testing Response Form

Direct Deposit Fraud Prevention

- 030 - Georgia Tech
- 090 - GA State
- 120 - Augusta University
- 180 - University of GA
- 220 - Albany State
- 280 - Clayton State
- 300 - Columbus State
- 330 - Ft. Valley State University
- 360 - GA College & State Univ...
- 390 - GA Southern
- 400 - GA Gwinnett
- 420 - GA Southwestern
- 430 - Kennesaw State
- 480 - Savannah State University
- 510 - Valdosta State
- 530 - University of North GA
- 540 - University of West GA
- 570 - ABAC
- 610 - Atlanta Metro
- 630 - College of Coastal GA
- 690 - Dalton State
- 720 - East GA College
- 730 - GA Highlands
- 760 - Gordon State College
- 830 - Middle GA State
- 880 - South GA State
- 997 - Shared Services Center

Direct Deposit Fraud Prevention

Release

Direct Deposit Fraud Prevention

Institution *

Name *

User ID Required *

We need your User ID (EMPLID@COM) to update your business email address in HPRE

Email Address *

Functional Area *

Send me a copy of my responses

Submit

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How Can I Register for Testing?

- Select your institution
- Provide your name
- Include your email address
- Choose the role you will be testing
 - Practitioner must have **BOR_PAYROLL_DIRECT_DEPOSIT_UPD** security role
 - Employee initiate ESS transactions, validate emails received and notifications

How Can I Get Access to Smartsheet?

- Click **Request Access**
- This will initiate an email to Sarah and Diane who can grant you access
- There are 3 areas to access:
 - Shared Materials Folder
 - Release 7.04 UAT Dashboard
 - Test Scripts

You don't have access to this item

Permission settings are preventing access to the item you requested.
The item also may have been deleted, or the URL may be incorrect.

Request Access



How Can I Prepare for Testing?

- ***Test access on Monday, November 3rd***
 - Can you access CORE HPRE – PRACTITIONER ACCESS
 - CORE: Logging in as Yourself (Practitioner)
<https://core.hpre.onehcm.usg.edu/>
Log in: SSO credentials (Username and PW)
 - CORE: Logging in as Another User (Practitioner)
<https://core.hpre.onehcm.usg.edu/psp/hpre/EMPLOYEE/HRMS/?cmd=login&languageCd=ENG&>
Log in: User ID@### and institution specific PW



How Can I Prepare for Testing?

- ***Test access on Monday, November 3rd***
 - Can you access Self Service HPRE – EMPLOYEE/MANAGER
 - Self-service: Logging in as Yourself (ESS/MSS)
<https://selfservice.hpre.onehcm.usg.edu/>
Log in: SSO credentials (Username and PW)
 - Self-service: Logging in as Another User (ESS/MSS)
<https://selfservice.hpre.onehcm.usg.edu/psp/hpress/HCMSS/HRMS/?cmd=logout>
Log in: EMPLID@xxx with institution specific password



How Can I Prepare for Testing?

- ***Test access on Monday, November 3rd***
 - **HPRE has new institution specific passwords as of 10/27/2025**
 - **Work with your institution's security administrator to obtain new password**
 - Any issues with security access in HPRE please enter the following in the chat for Security:
 - URL you are accessing
 - Username you are using
 - Summary of your issue including message received



How Can I Prepare for Testing?

- ***How do I know which environment to use for testing?***
 - For Core user convenience, content available in Self Service is also available in Core
 - In HPRE, it is sometimes necessary to log in as a specific user (other than yourself) for testing
 - Logging into a non-production environment for testing as a specific user is the only time you should sign in without using SSO/MFA
 - Test scripts should indicate Core or Self-Service



OneUSG Connect

Questions?



How Will We Capture Test Results?

- Utilizing Smartsheet for capturing test scenarios and results
- Update all scripts in “Testing Status” column
 - Not Started, In Progress, Defect, Deferred, Pass
 - If you are not testing a scenario, please use Deferred



OneUSG Connect

Release 7.04 Testing Administration



How Will We Log Defects?

We will be using Smartsheet for logging Defects

To ensure timely handling of your defect:

- Use the “Add Defect” link on the Dashboard
- *Always include HREL 7.04 and HPRE so your defect is captured in our filter*
- Defects should default to Diane Strenkowski
 - diane.strenkowski@usg.edu

Defect Details to Include

Include the Navigation Path to identify which page(s) you were using when you received the defect

Include at least one sample USERID for each ROLE that was involved in your test (Manager, Practitioner, Employee) as well as screen shot(s) of defect results when appropriate

No Personal Identifiable Information should be added to Smartsheet including Names, SSNs, Birthdates

After you describe your defect, don't forget to indicate what you believe should have happened in lieu of the defect you reported

Once your defect has been corrected & tested, set the defect status to RESOLVED

Defect Priority Selections

Testing Software



0 – Blocker

- Used when release cannot go to production with this defect/production down

1 – Production Critical

- Used when the defect is critical but not production down

2 – Extensive Manual Workaround

- Can be handled manually and there is a benefit of having the functionality in the release

3 – Nice to Have

- While this defect may not be able to be addressed in this release, it has merit and can be reviewed for inclusion in a future release

OneUSG Connect

Questions?



thank you!

