The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 2.12 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 2.12** is currently scheduled for **Saturday, Feb, 17, 2018**.

Release HREL 2.12

General Information

Business Processes and Job Aids	New Jobs Aids completed since last release: - TL_JA012: Using the Time Clock When Offline - PY029_03: Change Retro Pay Process Flag to Cancelled or Withdrawn All available Job Aids are located: 1. In the OneUSG – Training Catalog (Practitioners) in Smartsheet 2. On the OneUSG Connect Support website at www.usg.edu/oneusg_connect under Practitioner Services.
Known Issues	Resolutions to the following Known Issues have been included in this release: • KI9.2-004-HR - New Positions Saving and Submitting Without Paygroup • KI9.2-002-MFE - Funding and Effort Reporting Panel Does Not Update when New Rows Are Added to Create Tenure Data • KI9.2-005-HR - Unable to Create a New Department Using the Add a New Value Tab • KI9.2-005-PY - Loading Automated Adjustments More Than Once Causing Multiple Employee Entries

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Module Specific Information

Absence Management (ABS)

Page Changes

Manager Self Service Absence Request Page Changed	**Manager Self Service > My Team > Related Actions (green arrow button) > Time Management > Absence Request** The page now defaults to "Request As – Employee" when a manger creates an Absence Request on behalf of an employee. Before, it would default as "Request As – Manager," which would place the absence in "Approval In Process" but would not allow for manager approval.

Benefits Administration (BN)

Page Changes

Savings Plan Page Updates	**Navigator > Benefits > Enroll in Benefits > Saving Plans** The Savings Plans page has several new updates: 1. Users are now required to enter a percent of earnings or flat amount based on the savings plan. 2. Investment Option under the Investments section is now a required field for certain savings plans. 3. The OPTOUT savings plan option was removed from Benefits Plan lookup box so users can no longer select this as a plan.

Faculty Events (MFE)

Page Changes

Funding and Effort Reporting Panel Updated	**Navigator > Workforce Development > Faculty Events > Track Events > Funding and Effort Reporting** The header section of the Funding and Effort Reporting panel has been updated to display the most current effective dated row from Create Tenure Data.

Human Resources (HR)

Page Changes

'Add a New Value Tab' in Departments Fixed	**Navigator > Set up HCM > Foundation Tables > Organization > Departments** The 'Add a New Value' tab on the Departments page will now allow for a new department to be created. Once the Set ID and new department number is entered into the appropriate field, the practitioner can click 'Add' and the page will open up for additional information and are able to save.
Paygroup Field Now Required in Position Management	**Navigator > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position > Add a New Value** The Paygroup field on the Position Management page was changed to be required. Positions cannot be saved or submitted without the Paygroup field being populated, alleviating any related payroll issues.

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Payroll (PY)

Modifications to Existing Processes

Modifications Employee Self Service Pay Statements	**Employee Self Service > Pay** Employee pay statements are being updated to show the plan vendor, plan type, and contribution amount so employees can easily identify which contribution is for which plan. Previously, the pay statement only showed the vendor and contribution amount. For example, previously pay statements showed: Fidelity $100.00 Fidelity $325.48 Now, the employee will see: Fidelity-403b $100.00 Fidelity-ORP $325.48
Modifications to Automated Adjustment Load	**Navigator > Payroll for North America > Payroll Customization > Automated Adjustments Load** The Automated Adjustments Load process is fixed to prevent existing automated adjustment entries from duplicating when a new adjustment value is added.
Suppress Add New Bank Option on Request Direct Deposit Page	**Navigator > Payroll for NA > Employee Pay Data USA > Request Direct Deposit** The 'Add New Bank' option on the Request Direct Deposit page will be grayed out. This is functionality not being utilized so it is being suppressed to avoid confusion.

Security and Workflow

Modifications to Existing Processes

Notifications to Terminated User Email Addresses Fixed	When an employee transferred to a different institution, their OneUSG Connect notifications were being delivered to their previous institution email address. This issue has been corrected so they are delivered to the new email address.
Maintain Employee Campus Address	Navigator> Workforce Administration> Person Information> Maintain EE Campus Address Practitioners are now able to navigate to Maintain EE Campus Address without getting an error.
Updates to Employees Address Change Notifications	**Employee Self Service > Personal Details > Address** Employees are now able to make address changes without getting a "Awaiting HR Approval" or "Submitted for Approval" notifications. Employees will now receive a "Successfully Saved" notification.
Correction Mode Role Changes	Users with the following roles no longer have access to correct history on Job Data and Department Budget Table: - BOR HR Employee Maintenance - BOR Payroll Data Maintenance - BOR HR Position Management - BOR CA Setup Only users with BOR_CORRECTION_MODE_TEMP and at least one of the above roles should have the ability to change history with Correction Mode.
Direct Deposit Security in Employee Self Service	**Employee Self Service > Direct Deposit** Ability for Direct Deposit information to be added or edited in Employee Self Service can now be turned on or off by institution. Currently, this functionality is turned off for all institutions until approval is acquired from Information Technology Services (ITS).

Other Notes

Next Scheduled Release	OneUSG Connect **Release 3.0** is currently scheduled for **Sunday, March 25**. You will receive a reminder of when this update will occur.
More Information and Support	For business impact emergency issues, contact OneUSG Connect Support immediately at 877-251-2644 (Toll Free) or sscsupport@ssc.usg.edu.