



The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 4.00 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 4.00** is currently scheduled **during the first scheduled Blackout period.**

The Blackout period is from Friday December 7, at 5 p.m. until Thursday December 13, at 7 a.m. During this time, OneUSG Connect (HPROD) will not be available. OneUSG Connect- Careers Applicant Portal will be down from Friday December 7, at 5 p.m. until Monday, December 10, at 7 a.m. KABA Time Clocks and OneUSG Connect - Benefits will be available for use.

## Release HREL 4.00

General Information	
<b>Business Processes and Job Aids</b>	Changes to the following Business Processes and Jobs Aids have been included in this release: <b>N/A</b>
<b>Known Issues</b>	Resolutions to the following Known Issues have been included in this release: <ul style="list-style-type: none"> <li>• <a href="#">Manager Self Service Pages Fail to Display Before and After Information</a></li> <li>• <a href="#">Approving Absences from Approvals Tile Causing Absences to be Re-Processed</a></li> </ul>



**Benefits Administration (BN)**

**Modifications to Existing Processes**

<p><b>Benefits Reconciliation</b> BOR Customizations &gt; Benefits Reconciliation</p>	<p>As part of the 4.0 release, Benefits Reconciliation will be moving from PeopleSoft Financials to PeopleSoft HCM. ITS will provide an updated checklist and user guide detailing all of the steps needed to perform reconciliation, including copying open balances from PSFIN to HCM.</p> <p>Institutions will continue to use PSFIN for Benefits Reconciliation until February 2019 starting with January 2019 recon.</p>
<p><b>Auto-Enroll/Auto-Term Retirement Plans</b> BOR Customizations &gt; Auto Enroll Savings Plan</p>	<p>Currently, for non-exempt employees, Institutions manually enter the retirement plan information in the Savings Plan page. As part of the 4.0 release, ITS will implement functionality to auto-enroll and auto-terminate that information for the Institutions based on Primary Job, Reg/Temp, Standard Hours and Pay Group.</p> <p>This process will exclude rehired retirees and Institutions will have a way to exclude employees from the auto-enroll and auto-term process using a new Elig Config field on the Job (Benefits Program Participation) page.</p> <p>Additionally, ITS will have the ability to run the auto-enroll and auto-term processes in report mode and provide a detailed listing to the Institutions of the employees who are impacted and will receive signoff before updating the program to run in update mode for any Institution. No retirement plans will be updated IN HCM for any Institution until the program is run in update mode for that Institution.</p>



**Common Remitter (CR)**

**Modifications to Existing Processes**

<p><b>Common Remitter moving from PeopleSoft Financials to OneUSG Connect</b> <i>Navigator &gt; BOR Customizations &gt; BOR Payroll &gt; Common Remitter</i></p>	<p>Effective with Payrun ID 91B1 in January 2019 all Common Remitter functionality will be moved from PeopleSoft Financials to OneUSG Connect. Menu items and functionality will not change except where noted in the next two line items.</p>
<p><b>TSA Add/Adjustments Responsibility Change</b> <i>Navigator &gt; BOR Customizations &gt; BOR Payroll &gt; Common Remitter &gt; TSA &gt; TSA Processes &gt; TSA Adjustments/TSA Add Contribution Row</i></p>	<p>Currently, practitioners must submit a request to the Shared Services Center (SSC) to enter updates to add, adjust or delete a TSA contribution during the Common Remitter adjustment window. Effective with the Payrun ID 91B1 Common Remitter TSA processing, institutional practitioners will be responsible to add, adjust or delete a TSA contribution during the Common Remitter adjustment window.</p>
<p><b>ERS Forfeited Leave Reporting Responsibility Change</b> <i>Navigator &gt; BOR Customizations &gt; BOR Payroll &gt; Common Remitter &gt; Retirement &gt; Retirement Processes &gt; ERS Forfeited Leave Balances</i></p>	<p>Currently, to fulfill an ERS reporting requirement, SSC runs the BOR_CR_ERS_VAC_AND_SICK_BAL query. The leave balances are updated monthly in Common Remitter during the monthly adjustment window. The leave balances are then included in the ERS monthly contribution file. Effective with the January 2019, ERS Common Remitter Processing practitioners will be responsible for running the query and updating the leave balances in OneUSG Connect during the monthly retirement Common Remitter adjustment window. The balance of forfeited leave obtained during the hire process from other reporting agencies/institutions will also be maintained by the practitioners. Refer to the Common Remitter Users Guide for additional information.</p>
<p><b>BOR_PY_ERS_VAC_AND_SICK_BAL</b></p>	<p>Practitioners will run this query during the retirement adjustment window for</p>



<p>Navigator &gt; Reporting Tools &gt; Query &gt; Query Manager/Viewer</p>	<p>Common Remitter to return the net vacation and sick leave for the month being reported. These amounts will be entered into the ERS Forfeited Leave Balances table indicated above.</p>
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## Commitment Accounting (CA)

### Modifications to Existing Processes

<p><b>Position Funding Change</b> (This functionality will not be immediately available to cohorts 1 – 3.)</p>	<p>This process will allow distributed users to request an effective dated change to position funding. The request will be routed for appropriate approval using workflow. After the final approval, a scheduled process will run and the department budget table will be updated for the Position/Department. If warranted, a Budget Retro Distribution will be triggered.</p>
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### Page Changes

<p><b>Combination Code Table</b> (New Chartfields will not be immediately available for cohorts 1 – 3.)</p>	<p>Four new chartfields have been added to the Combination Code Table and all related pages where combination codes are accessed. The new chartfields are: Business Unit PC, Activity ID, Operating Unit, and Chartfield 1.</p>
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## Faculty Events (MFE)

### Page Changes

<p><b>Create Tenure Data</b> Navigator &gt; Workforce Development &gt; Faculty Events &gt; Calculate Tenure &gt; Create Tenure Data</p>	<p>Two new fields have been added to the Create Tenure Data page</p> <p><b>Contract Type:</b> This field will be used to identify the type of contract a faculty member should receive and it is based on</p>
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	<p>their appointment (academic or fiscal), their tenure status, and if they hold an administrative appointment. This will be used when we implement 'Contract Print'. Below are the values to select from:</p> <ul style="list-style-type: none"> <li>Academic NonTenure Track</li> <li>Academic NonTenure Track Admin</li> <li>Academic On Track</li> <li>Academic On Track Admin</li> <li>Academic Tenured</li> <li>Academic Tenured Admin</li> <li>Appointment Letter</li> <li>Fiscal NonTenure Track</li> <li>Fiscal NonTenure Track Admin</li> <li>Fiscal On Track</li> <li>Fiscal On Track Admin</li> <li>Fiscal Tenured</li> <li>Fiscal Tenured Admin</li> <li>GGC Academic 3 Year</li> <li>GGC Academic 5 Year</li> <li>GGC Fiscal 3 Year</li> <li>GGC Fiscal 5 Year</li> </ul> <p><b>Contract Title:</b> This is not a required field, but made available to institutions who would like for a faculty member's title to appear a specific way when we implement 'Contract Print'. Contract Print will look to Job Data, Special Titles, and Administrative/Additional Posts to populate the fields on a faculty member's contract if the 'Contract Title' field is blank.</p>
<p><b>Person Profile</b>  Navigator &gt; Workforce Development &gt; Profile Management &gt; Profiles &gt; Person Profiles</p>	<p>School Code Cleanup</p> <p>As part of the school code cleanup, codes which reference specific campuses or locations are being removed and what will remain are those schools' codes under which the degrees are conferred.  Example:</p> <p>00156100 Columbus State University would remain</p>



	00156101 – 00156107 (locations would be removed since Columbus State University (00156100) is the degree granting school code)
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## Human Resources (HR)

### Reports/Queries

<b>Separation Notice Report (DOL800)</b>	Page enhancements have been made to the BOR_DOL_SEP report to meet the Department of Labor's requirements for the DOL800 report. These changes include formatting issues, population of institution phone number, and excluding student and temporary employees from data results.

## Payroll (PY)

### Page Changes

<b>General Deduction Load</b> Payroll for North America > Payroll Customization > General Deduction Load	This process is a new spreadsheet upload functionality to load a large volume of deductions directly to the employee general deduction page. A Job Aid has been created to assist practitioners with the process.

## Self Service (MSS/ESS)

### Modifications to Existing Processes

<b>Additional Workflow Options for MSS Transactions</b>	Additional workflow options now include G, H, and I.  <b>G:</b> Skips levels 1, 2, 3; Levels 4 and 5 are role based
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	<p><b>H:</b> Goes to 1-up, skips levels 2 and 3, Levels 4 and 5 are role based</p> <p><b>I:</b> Goes to 1-up, Skips level 2, and levels 3, 4, and 5 are role based.</p>

## Page Changes

<b>Position Funding Change</b>	See Commitment Accounting section for details on this transaction, which is initiated from Manager Self Service.
<b>Dotted Line Relationships in Org Chart</b>	<p>Dotted Line relationship functionality allows employees and managers to manage their own dotted line relationships, like a mentor, for example. Dotted Line relationships are visually represented on the Company Directory Organization Chart and shown in the Company Directory.</p> <p>Dotted Line relationships do not impact time and absence approvers or approvals workflow.</p> <p><a href="#">You can learn more about Dotted Line Relationships here.</a></p>
<b>Personal Details &gt; Name Change</b>	Name changes initiated through Employee Self Service > Personal Details tile now allow employees to include attachments.

## Other Notes

<b>Next Scheduled Releases</b>	<p>OneUSG Connect:</p> <ul style="list-style-type: none"> <li>• <b>Release 4.10</b> is scheduled for <b>Jan. 11, 2019.</b></li> <li>• <b>Release 4.11</b> is scheduled for <b>Feb. 22, 2019.</b></li> <li>• <b>Release 4.12</b> is scheduled for <b>Mar. 22, 2019.</b></li> </ul> <p>You will receive a reminder when these updates will occur.</p>
<b>More Information and Support</b>	For business impact emergency issues, contact OneUSG Connect immediately at 877-251-2644 (Toll Free) or oneusgsupport@usg.edu.