



The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 5.0 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 5.0** is currently scheduled for **Friday, June 7, 2019**.

**System Maintenance: Planned outage 5 p.m. June 7, 2019 – 7 a.m. June 11, 2019**

## Release HREL 5.0

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>Known Issues</b>	Resolutions to the following Known Issues have been included in this release:

Technical Information	
<b>Database</b>	
<b>Prerequisites</b>	
<b>Technical</b>	
<b>Functional</b>	



## Module Specific Information Absence Management (ABS)

### Modifications to Existing Processes

<p>Outside Professional Activities (OPA)</p>	<p>ESS &gt; Absence Request</p> <p>All employees are encouraged to participate in professional activities; however, those activities must be consistent with the mission of the USG.</p> <p>Each USG employee must obtain written approval in advance from institution President or Designee <b>prior</b> to engaging in compensated outside activities that relate to the employee's expertise or responsibilities as a USG employee</p>
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**Request Absence**

**Submit**

Absence Type

\*Absence Name

\*Reason

\*Start Date

End Date

Duration  Hours

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Partial Days None

**Request Absence**

**Submit**

Absence Type

\*Absence Name

\*Reason

\*Start Date

End Date

Duration

Partial Days

Select Absence Reason

- Advisor/Consultant
- Clinical
- Conference/Presenter
- Grant Study
- Guest Lecturer
- Journal Editorial
- Juried Art Show
- Political
- Select Absence Reason
- Volunteer Board

### Reports/Queries


### Page Changes

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## Benefits Administration (BN)

### Modifications to Existing Processes

Annual Benefits Base Rate (ABBR)	<p><i>Navigation: Workforce Administration &gt; Job Information &gt; Job Data &gt; Benefits Program Participation &gt; Annual Benefits Base Rate</i></p> <p>We will be adding a nightly process to ensure the Annual Benefits Base Rate is populated. This process will take into consideration multiple components of pay.</p> <p>This will ensure that we are sending Aight the correct rate when they calculate, for example, life insurance at X times your Annual Base Benefits Rate.</p> <p>An exclude option at the employee level will be available.</p>
Auto Enroll Savings Plans Process	Add logic to not reenroll rehired employees that have been termed long enough to qualify to re-elect TRS or ORP.
Auto Term Savings Plans Process	<p>The process will no longer auto terminate voluntary savings plans.</p> <p>Retirement plans will now be terminated effective the next pay begin date.</p> <p>Bug fix to handle the situation where an employee's termination date is before they ever receive a paycheck.</p>
TIAA – Retirement at Work Project	<p>No changes will be visible for the Retirement at Work project until 7/3/19.</p> <p>Details will be communicated as we get closer to that date.</p>

### Reports/Queries




### Page Changes


## Careers (CR)

### Modifications to Existing Processes

<ul style="list-style-type: none"> <li>• Job Request and Posting</li> <li>• Building and System Access- New Hire Notification</li> <li>• Self Service- Navigation Package</li> <li>• Pre-Hire- Accurate Background Check</li> <li>• Applicant Tracking</li> <li>• Position and Profile Management</li> </ul>	

### Reports/Queries


### Page Changes


## Faculty Events (MFE)

### Modifications to Existing Processes

Faculty Contract Delivery <ul style="list-style-type: none"> <li>o Contract Review</li> </ul>	OneUSG > Contracts
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<ul style="list-style-type: none"> <li>○ Contract External File Upload</li> <li>○ Department Review</li> <li>○ Self Service Tile</li> <li>○ eContracts &amp; eSignatures</li> <li>○ View and Print Contracts</li> </ul>	<p>Under this area institutions will be able to maintain the setup of their contract templates, initiate the contract development process, allowing for file uploads and department review. Faculty will be able to view their contracts through Faculty Data Self Service, electronically sign their acceptance of their contract, and view/print their contract.</p>
<p>Manage Cases</p>	<p><i>Workforce Development &gt; Faculty Events &gt; Manage Cases &gt; Manage Employee Cases</i></p> <p>Provides the ability to track promotion and tenure decisions at the committee level.</p> <p><b>Note: OneUSG Connect will be scheduling a WebEx or live demonstration after the start of the fiscal 2020 year.</b></p>

## Reports/Queries


## Page Changes

<p>Assigned Effort</p>	<p>Old Navigation: <i>Workforce Development &gt; Faculty Events &gt; Track Events &gt; Funding and Effort Reporting</i></p> <p>New Navigation: <i>Workforce Development &gt; Faculty Events &gt; Track Events &gt; Assigned Effort</i></p> <p>The Funding and Effort Reporting page has been renamed 'Assigned Effort'</p>

## Self Service (ESS/MSS)

## Modifications to Existing Processes



<p>ESS: Voluntary Self-identification of military and disability status</p>	<p>Employees will now have the option for voluntary self-identify military veteran and disability status.</p> <p><i>Employee Self Service &gt; Personal Details Tile &gt; Veteran Status</i></p> <p><i>Employee Self Service &gt; Personal Details Tile &gt; Disability</i></p>
<p>MSS: Change Funding Transaction</p>	<p><i>Navigator &gt; Manager Self Service &gt; Add/Chg Position Funding</i></p> <p>Institutions who are live on Manager Self Service will now be using the Change Funding Transaction located in Manager Self Service to add or change funding on positions.</p> <p>Note: upon final approval, funding information is placed in queue to be updated every 4 hours via scheduled job</p>
<p>MSS: Position Management Labels</p>	<p><i>Navigator &gt; Manager Self Service &gt; Position and Funding</i></p> <p>The labels for MSS position management have been updated for clarity and ease of use. Institutions should review these labels and update any institution-specific job aids or training materials as needed.</p> <p>Labels:</p> <ul style="list-style-type: none"><li>- Add Position (formerly "add position and funding")</li><li>- Change Position (formerly "change position and funding")</li><li>- Inactivate Position</li><li>- Add/Change Position Funding (formerly "position funding change")</li><li>- View/Approve Position Funding (formerly "submit change position funding")</li></ul>



<p>MSS: Automatic updates to Job Data</p>	<p>The following transactions will automatically insert an effective dated row on employee job data upon final approval:</p> <ul style="list-style-type: none"> <li>○ Termination</li> <li>○ Retirement</li> <li>○ Promotion</li> <li>○ Demotion</li> <li>○ Transfer (internal)</li> <li>○ Reporting Change</li> <li>○ Location Change</li> <li>○ Ad Hoc Salary Change</li> </ul> <p>The following MSS transactions will still require manual data updates:</p> <ul style="list-style-type: none"> <li>○ Add Position</li> <li>○ Change Position</li> <li>○ Inactivate Position</li> <li>○ Change Abs Balances</li> <li>○ Change TA Approver</li> <li>○ Security Request Form</li> <li>○ Manager Self Service Request (Misc)</li> <li>○ Updates to Job Profiles</li> <li>○ Supplemental Pay Request</li> </ul>
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### Page Changes

<p>MSS Supplemental Pay Request</p>	<p><i>Manager Self Service &gt; Compensation &gt; Submit Supplemental Pay Request</i></p> <p>The MSS Supplemental Pay request has been updated to include relevant supplemental pay types and pay codes in support of the USO's initiative to refine non-standard and supplemental pay.</p>
<p>MSS Ad Hoc Salary Change Request</p>	<p><i>Manager Self Service &gt; Compensation &gt; Submit Ad Hoc Salary Change Request</i></p> <p>The MSS Ad Hoc Salary Change Request transaction has been updated to reflect approved reason codes in support of the USO's initiative to refine non-standard and supplemental pay.</p>



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## Human Resources (HR)

### Modifications to Existing Processes

<p>Multiple Components of Pay</p>	<p><i>Workforce Administration &gt; Job Information &gt; Job Data &gt; [search] &gt; Compensation Tab &gt; Pay Components</i></p> <p>Additional pay components have been configured in support of the USO's initiative to refine non-standard and supplemental pay. These will be referred to as Multiple Components of Pay (MCOP) and include:</p> <div style="text-align: center; margin: 20px 0;"> <table border="1" style="border-collapse: collapse; width: 100%;"> <thead> <tr> <th style="text-align: left;">Comp Rate Code</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr><td>MCACPF</td><td>Acad Consortium Prog Faculty</td></tr> <tr><td>MCACPS</td><td>Acad Consortium Prog Staff</td></tr> <tr><td>MCFAA</td><td>Academic Faculty Admin Assign</td></tr> <tr><td>MCAGS</td><td>CAES Supplemental</td></tr> <tr><td>MCCAR</td><td>Car Allowance</td></tr> <tr><td>MCCDI</td><td>Course Delivery Incentive</td></tr> <tr><td>MCHOU</td><td>Housing Allowance</td></tr> <tr><td>MCOVL</td><td>Overload</td></tr> <tr><td>MCPAL</td><td>President Allowance</td></tr> <tr><td>MCSUB</td><td>Subsistence Allowance</td></tr> <tr><td>MCSUS</td><td>Summer Pay Staff</td></tr> <tr><td>MCTAF</td><td>Temporary Assignment Faculty</td></tr> <tr><td>MCTAS</td><td>Temporary Assignment Staff</td></tr> <tr><td>MCTAT</td><td>Temporary Assignment Student</td></tr> <tr><td>NAANNL</td><td>Default NA Annual</td></tr> <tr><td>NAHRLY</td><td>Default NA Hourly</td></tr> <tr><td>NAMNTH</td><td>Default NA Monthly</td></tr> </tbody> </table> </div>	Comp Rate Code	Description	MCACPF	Acad Consortium Prog Faculty	MCACPS	Acad Consortium Prog Staff	MCFAA	Academic Faculty Admin Assign	MCAGS	CAES Supplemental	MCCAR	Car Allowance	MCCDI	Course Delivery Incentive	MCHOU	Housing Allowance	MCOVL	Overload	MCPAL	President Allowance	MCSUB	Subsistence Allowance	MCSUS	Summer Pay Staff	MCTAF	Temporary Assignment Faculty	MCTAS	Temporary Assignment Staff	MCTAT	Temporary Assignment Student	NAANNL	Default NA Annual	NAHRLY	Default NA Hourly	NAMNTH	Default NA Monthly
Comp Rate Code	Description																																				
MCACPF	Acad Consortium Prog Faculty																																				
MCACPS	Acad Consortium Prog Staff																																				
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MCAGS	CAES Supplemental																																				
MCCAR	Car Allowance																																				
MCCDI	Course Delivery Incentive																																				
MCHOU	Housing Allowance																																				
MCOVL	Overload																																				
MCPAL	President Allowance																																				
MCSUB	Subsistence Allowance																																				
MCSUS	Summer Pay Staff																																				
MCTAF	Temporary Assignment Faculty																																				
MCTAS	Temporary Assignment Staff																																				
MCTAT	Temporary Assignment Student																																				
NAANNL	Default NA Annual																																				
NAHRLY	Default NA Hourly																																				
NAMNTH	Default NA Monthly																																				

### Reports/Queries

<p>Drill Down Queries</p>	<p>In several pages through OneUSG Connect, practitioners will now be able to access drill down queries to locate historical information related to:</p> <ul style="list-style-type: none"> <li>○ Job Data</li> <li>○ Compensation History</li> <li>○ Personal Information History</li> <li>○ Employment History</li> <li>○ Leave History</li> <li>○ Tax History</li> <li>○ Payroll Balance History (Earnings, Deductions &amp; Taxes)</li> <li>○ Paycheck History</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Benefits Enrollment History</li> </ul> <p>Access to the drill down queries is located by clicking on the red corner icon seen below.</p> 
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## Payroll (PY)

### Modifications to Existing Processes

Non Standard and Supplemental Pay-Additional Pay Reason Codes	<p><i>Navigator &gt; Payroll for North America &gt; Employee Pay Data USA &gt; Create Additional Pay</i></p> <p>OneUSG Connect has been configured for practitioners to select the appropriate Reason for an employee's Additional Pay. Reasons should align with the Non-Standard Employee and Supplemental Pay Matrix. The Matrix should be used to evaluate the appropriate earnings to be entered in Additional Pay versus Earnings Adjustment functionality.</p>
Generic vendor for Voluntary Retirement Plans and Optional Retirement Plan (ORP)	<p><i>Navigator &gt; Payroll for North America &gt; Payroll Processing USA &gt; Produce Payroll &gt; Review Paycheck</i></p> <p>When viewing the practitioner and ESS employee paycheck Voluntary Retirement Plans (403b, 457b, 457 Roth, 403 Roth) there will be a generic vendor description for the deduction code: Examples: 403b Retirement, 457b Retirement, ORP Retirement, ORPLMT Retirement</p>

## Time and Labor (TL)



### Modifications to Existing Processes

Supplemental Duty Pay & Task Profiles	<p><i>Navigator &gt; Manager Self Service &gt; Time Management &gt; Report Time &gt; Timesheet</i></p> <p>Hourly employees may be eligible to receive additional compensation when they perform Specific Additional (Supplemental) Duties. Task profiles will be used on the timesheet to assign Combo Codes for Supplemental Duties.</p>
<p>8:00:00AM <input type="text"/> <input type="text"/> 2:00:00PM 6.00 12EXD - Supplemental Duty <input type="text"/> 12S_AADM01 5/21 <input type="button" value="+"/> <input type="button" value="-"/></p>	

### Reports/Queries


### Page Changes


## Other Notes

<b>Next Scheduled Release</b>	<p>5.10- June 28, 2019</p> <p>5.11- July 26, 2019</p> <p>5.12- August 23, 2019</p> <p>6.0- December 13, 2019- GA Tech Go Live (Cohort 6)</p>
<b>More Information and Support</b>	<p>For business impact emergency issues, contact OneUSG Connect at <a href="mailto:oneusgsupport@usg.edu">oneusgsupport@usg.edu</a>.</p>

