Release HREL 6.12 Overview

The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 6.12 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 6.12** is currently scheduled for **Friday, July 17, 2020**.

OneUSG Connect will be unavailable for all USG employees starting at 6:00 p.m., Friday, July 17 until 7 a.m., Monday, July 20, 2020.

This document has been updated as of 7.10.2020.

General Information

Business Processes and Job Aids	The following Business Processes and Jobs Aids have been updated since the last release: • HCM Benefit Reconciliation User Guide has been updated with information related to the modifications made to the Benefits Adjustments (see Benefits section below) and is available here: https://www.usg.edu/assets/oneusg_connect/documents/employee_services/HCM_Benefit_Reconciliation_User_Guide_20200622.pdf Upcoming Documentation related to this release: • Academic Year Pay Job Aids are in the process of being developed. An announcement will be sent out when they are released. • Summer Sick Leave and Shared Leave Donation business process will updated with the new Excel Format (see Absence Management section below) when we are closer to the time that they will be used. An announcement will be sent out when they are released.
Known Issues	Resolutions to the following Known Issues have been updated since the last release: • **KI9.2-017-PY Some Rehired Employees Have New Tax Row Created**

Technical Information

Database	**The Oracle database is being upgraded to 19c with this release.**

Module Specific Information
Absence Management (ABS)

Modifications to Existing Processes

Shared Pool Donate and Summer Sick Leave loads – SSC / ITS process only	Navigator > BOR Customizations > Absence Management > Load Entitlements and Takes This process will replace the running of an excel to CI to load Shared Pool Donations and Summer Sick Leave Entitlements. Institutions will still be required provide the data in an excel spreadsheet. SSC/ITS will be responsible for running the process for institutions that submit files.
EA – MILITARY EMG / Military LV – State of Emergency	Navigator > Global Payroll and Absence Management > Payee Data > Maintain Absences > Absence Event New Absence code to track Military Leave – State of Emergency. This absence eligibility applies to employees who are ordered for Military Duty as a Member of the National Guard and as declared by the Governor for a State of Emergency

Benefits Administration (BN)

Modifications to Existing Processes

Create Benefit Adjustments	An update to the process was made to correct erroneous rounding cents adjustments for those participants subject to 7/5ths deductions. This will not retroactively correct any erroneous adjustments already created, which will need to be corrected using the "Enter Adjustments" process

BCAF RET Accounting Load	An update has been made to this process to show 4 new chartfields in PERS_SERV_BOR and HR_ACCTG_LN tables: • Operating Unit • PCBU • Activity ID • Chartfield1 These fields will be displayed in PERS_SERV_BOR and HR_ACCTG_LN tables if exists for institution.
Enter Benefit Adjustments	Practitioners can now attach and review supporting documents for auditing purposes when entering Benefits Adjustments. The process will now require approval by a second practitioner. Adjustments must be in approved status before data will populate in tables for journal generation. There is a new Security Role for approvers: BOR_BEN ADJUSTMENTS_APPROVER
Payroll Instruction File (PIF)	Updates have been made to process that loads the Payroll Instruction File (PIF) to prevent the file load from adding 1 day to effective date of deduction when that is not required.

Commitment Accounting (CA)

Modifications to Existing Processes

Express Direct Retro	Enhancements have been made to to add: • Default Retro Option to "Earnings" • ETD_IND_BOR to EDR search results and transaction detail. • Adding paycheck totals on the new distribution grid.
Encumbrances (non-GT)	Enhancement have been made to add support for Academic Pay and C10, C5, CM pay frequencies

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Faculty Events (FE)

Modifications to Existing Processes

Create Tenure Data	NavBar > Navigator > Workforce Development > Calculate Tenure > Create Tenure Data
	The SetID is being made a key field to ensure that when a practitioner is entering/updating the tenure data record for a faculty member it pulls only the Rank Tenure Home departments assigned to the institution.
	This will be obvious and very helpful for those institutions that may share faculty – ensuring that the Tenure Home Department number and description are populated based on the institution entering the data.

Human Resources (HR)

Modifications to Existing Processes

Export Org Chart	Navigation> Workforce Administration> Export Org Chart
	HR practitioners with the required security access are now able to run the export org chart run control and view org chart as required

Payroll (PY)

Modifications to Existing Processes

Payroll Pre-sheet Audit Report	Navigator > Payroll for North America > Payroll Customization > Payroll Pre-sheet Audit Report
	Currently, the Payroll Pre-sheet Audit Report is returning some false errors and some incorrect data. To correct, enhancements to the custom

	Payroll Pre-sheet Audit Report are included in HREL 6.12. The following issues have been corrected: •Earnings Code is not valid error has been resolved •Job Code is Invalid criteria has been corrected •State/Federal Tax Data is Missing – Employees missing tax data with Pre-Conversion Effective Dates will no longer be returned •Excluding Tax Data errors for Non-Paid Affiliate Employees •Excluding Deceased/Retired Employees with Inactive Jobs •Excluding Company 181 employees with Benefit Record Number <>0 •Employees with tax data errors from different institutions will no longer be returned
Tax Update 20-B	To ensure regulatory compliance we have applied PeopleSoft Tax Update 20B to this release. The update includes: • Federal and State regulatory compliance updates for taxes and garnishments • Bug fixes required for the new 2020 W4 in Employee Self Service (ESS) • Updates to Paycheck Modeler so new 2020 W4 elements are available. Previously, the new 2020 W4 elements were not included in Paycheck Modeler. • Modification to the 2020 US Federal Form W-4 for Automatic Employee Tax Data functionality. New hires coming into the system in tax year 2020 using SMART HR Template, Add Employment Instance, and Manage Hires incorrectly defaulted to Federal Form W-4 Version "2019 or Earlier". This modification updates the default to Federal Form W-4 Version to "2020 or Later" on the Federal Tax Data page. • Modification to the 2020 US Federal Form W-4 for employee rehire scenarios. Before this update, rehired employees in

the same Company and Tax Location incorrectly created a new row of employee tax data with Federal Form W-4 version "2020 or Later" even though another active job instance existed in the system for the rehired employee. Now, employee's rehired in the same Company and Tax Location will not create a new row of tax data if at least one active job instance already existing in the system for the rehired employee.

- New South Carolina Form SC W-4 default Tax Status for South Carolina update to "S" (Single) to comply with the new SC W-4 instead of "N" (Not Applicable) as this value should no longer be used.
- 2020 Federal Tax Data allows updates to various fields for Non-Resident Aliens on Admin Page and in Employee Self Service. The update allows the user to update the following fields on the Federal Tax Data admin page when an employee's Federal Special Withholding Status is "Nonresident Alien" and the employee's Form W-9 Received status is "No".
    - Multiple Jobs or Spouse Works checkbox
    - Other income field
    - Deductions field

In addition, if the form W-9 Received status is "Yes" the user can update:
    - Tax Status field
    - Multiple Jobs or Spouse Works checkbox
    - Other Income field
    - Deductions field

The modification allows an employee to update fields in the following sections is Employee Self Service (ESS) when an employee's Federal Special Withholding Status is "Nonresident Alien" and the employee's Form W-9 Received status is "No":

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The Multiple Jobs or Spouse works check
All fields except the Total field in Step 3-Claim Dependents" section
All fields in the Step 4-Other Adjustments Section.

In addition, if the form W-9 Received status is "Yes" the employee can update:

Filing Status
Multiple Jobs of Spouse Works checkbox
All fields except the Total field in Step 3-Claim Dependents" section
All fields in the Step 4-Other Adjustments Section.

Prior to the modification, the following fields were grayed out when an employee's Federal Special Withholding Tax Status was "Nonresident Alien":

All fields in Filing Status
Step 2: Multiple Jobs or Spouse Works checkbox
Step 3: Claim Dependents

There was an issue when an NRA employee accessed ESS. A new Federal Tax Data page was created but the "Income Code" field did not populate. The issue has been corrected in with the Tax Update.
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<tr>
<td>**Academic Year Pay**</td>
<td>Due to the COVID-19 protocols, and subsequent Salary Reduction Plans' impact on our HR communities, Academic Year Pay will be piloted by GA Tech, and GA State only for FY 2020-2021.</td>
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Reports/Queries

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<td>**BOR_AYP_AYP_TYPE**</td>
<td>This is a new query written for institutions that have transitioned Academic Year Faculty to Academic Year Pay (AYP). This query should be run to identify employees in a pay group, selected with a prompt, with a current Academic Year Pay Type.</td>
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	Navigator > Reporting Tools > Query > Query Manager/Viewer
BOR_AYP_RATE_CD_PYMT_TYPE	This is a new query written for institutions that have transitioned Academic Year Faculty to Academic Year Pay (AYP). This query should be run as part of data validations and cleanup to identify employees with AYP job data setup and no AYP Type as well as employees with an AYP Type and incorrect AYP job data. Navigator > Reporting Tools > Query > Query Manager/Viewer
Non-Standard and Supplemental Pay Matrix	Updates to the Non-Standard and Supplemental Pay Matrix to support Academic Year Pay will include new Rate Codes and Earnings Codes. Be on the lookout for a new MCOP Matrix coming soon.

Self Service (SS)

Modifications to Existing Processes

Personal Details Tile	An employee is now able to make updates to their home address and mailing address while on the same page without getting an error. Previously employees had to exit the page completely after making one update and return to make the second update.
MSS Notification Emails	All MSS notifications have been updated to include: • EMPLID • EMPL RCD • Employee Name • Department • Initiator name • Approver name
MSS Adjust Leave Balance Transaction	The approval page on the MSS Adjust Leave Balance transaction has been updated to include both current and new information related to the leave balance adjustment.
MSS Transfer Transaction	Additional action/reason combinations for "Transfer" have been added to accurately

	reflect data changes for employees who begin and end acting or interim positions with (or without) associated pay rate changes. • Addition of action "Transfer" and reason code "Begin Interim Position" • Addition of action "Transfer" and reason code "End Interim Position" • Addition of action "Transfer" and reason code "Begin Acting Position" • Addition of action "Transfer" and reason code "End Acting Position"
Approval routing for E paygroup	MSS transactions for E paygroup (Non Exempt Faculty) will now route the same as F (10 Month Faculty) paygroup. Previously, the E paygroup was utilized for Exception Hourly employees and was following the Staff workflow.

Time and Labor (TL)

Modifications to Existing Processes

Create Time Reporter Data – secure by company	Navigator > Time and Labor > Enroll Time Reporters > Create Time Reporter Data Search Criteria is now secure by company. The company field has been added to the search criteria page but field will be greyed out by practitioner's institutional company code.

Other Notes

Next Scheduled Release	6.20- December 4, 2020

More Information and Support	For business impact emergency issues, contact OneUSG Connect at oneusgsupport@usg.edu.