



The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 6.50 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 6.50** is currently scheduled for March 8, 2024. Downtime is scheduled for 11:15 p.m. on Friday, March 8, 2024 until **7 a.m., Monday, March 11. Please note the date change.** For further details about this downtime and upcoming functionality, please see the Release 6.50 UAT Kick- Off Meeting and Functionality Review located [here](#).

Release HREL 6.50

General Information	
Business Processes and Job Aids	Changes to the following Business Processes and Jobs Aids have been included in this release: Please note that not ALL of the Time and Absence job aids have been updated but this is a start to the ones we have done. They maybe under final review. As more are completed (including some potentially on this list), we will include them in In The Know. March and April.
	USGKB0010888 Report Time Using the Elapsed Timesheet (Hourly Employees) (ESS Job Aid)
	USGKB0010917 Viewing My Submitted Absence Requests (ESS Job Aid)
	USGKB0010920 Request a Regular Absence for an Employee (MSS Job Aid)
	USGKB0010930 Process Multiple Absence Requests (MSS Job Aid)
	USGKB0010932 Approving Time (MSS Job Aid)
	USGKB0011027 Access Payable Time from the Timesheet (MSS Job Aid)
	USGKB0011083 Submit a Partial Day Absence/ Leave Request (ESS Job Aid)
	USGKB0011112 View an Employee's Absence Request History (MSS Job Aid)
	USGKB0011133 How Do I Request an Extended Absence for an Employee Using the Navigator Menu? (PRA Job Aid)



	USGKB0011241	How Do I Enter Time For An Employee? (PRA Job Aid)
	USGKB0011244	Recording My Time as a Weekly Punch Timesheet Reporter (ESS Job Aid)
	USGKB0011358	How Do I Enter Time For An Employee As A Time And Absence Approver? (TA Job Aid)
	USGKB0011370	How Do I View An Employee's Weekly Reported Time And Scheduled Time? (TA Job Aid)
	USGKB0011789	Submit an Absence/Leave Request (ESS Job Aid)
	USGKB0012306	Requesting Parental Leave as a Temporary Employee (ESS Job Aid)
Known Issues	<p>Resolutions to the following Known Issues have been included in this release:</p> <p>Known Issue: HR- FTE Incorrectly Flowing to Job Data</p> <p>Known Issue: HR- Retirement Date Not Populating in Job Data for All Retired Employees</p>	
Updates to User Experience	<p>To the extent possible, additional Module-specific updates will be documented below.</p> <p>Changes to the Faculty and Staff Webpage.</p>	



Table Changes

*Please note that table items are subject to change.

Table Name	Type of Change	Comments
PS_HCSC_ANNOUNCE	New Column: HCSC_NOT_SENT_DTTM	Oracle Delivered Change - Table not in use at this time.
PS_TL_PAYABLE_TIME	New Column: LASTUPDDTM	Oracle Delivered Change – Adding date time stamp to Payable Time.
PS_TL_WRKGRP_TBL	New Columns: TL_APRV_SCH_RP_FLG TL_APPR_SCH_R_DEFN TL_APR_SCH_R_ADHOC TL_APPR_SCH_R_PRCs TL_APRV_SCH_SP_FLG TL_APPR_SCH_S_DEFN TL_APR_SCH_S_ADHOC TL_APPR_SCH_S_PRCs	Oracle Delivered Change – new fields related to self-service change schedule requests that we have not implemented.
PS_JOBCODE_TBL	Field Change: CAN_NOC_CD length increased from 4 to 10	Oracle Delivered Change
PS_HCSC_NOTIF	New Column: HCSC_EONC_NOTIF_ID	Oracle Delivered Change related to support for Notification Composer.
PS_HRS_APP_WRK_EXP	Field Change: CAN_NOC_CD length increased from 4 to 10	Oracle Delivered Change



PS_PRIORWORK_EXPER	Field Change: CAN_NOC_CD length increased from 4 to 10	Oracle Delivered Change
PS_HR_I9_PERSON	New Columns: I9_PASSPORT_COUNTR I9_REV_DOCTITLE I9_DOCTITLE_A I9_DOCTITLE_A2 I9_DOCTITLE_A3 I9_DOCTITLE_B I9_DOCTITLE_C I9_MID_NM_PREP_2 I9_MID_NM_PREP_3 I9_MID_NM_PREP_4 I9_MID_NM_PREP_5 I9_VERIFY_DOC I9_REVERIFY_DOC I9_ADMIN_NAME_TITL MIDDLE_NM_PREPARER I9_NAME_AC_LAST_2 I9_NAME_AC_LAST_3 I9_NAME_AC_FIRST_2 I9_NAME_AC_FIRST_3 I9_NAME_AC_MIDDLE2 I9_NAME_AC_MIDDLE3 I9_REV_DOCTITLE2 I9_REV_DOCTITLE3 I9_REV_DOC_NBR2 I9_REV_DOC_NBR3 I9_REV_DOC_EXP_DT2	Oracle Delivered Change to track additional I9 information.



	I9_REV_DOC_EXP_DT3 I9_REVERIFY_DOC2 I9_REVERIFY_DOC3 I9_REVERIFIED_DT_2 I9_REVERIFIED_DT_3 I9_REV_SIGNATURE2 I9_REV_SIGNATURE3 I9_NAME_FIELD2 I9_NAME_FIELD3 I9_REHIRE_DT_2 I9_REHIRE_DT_3 I9_REV_MSG_TXT I9_REV_MSG_TXT2 I9_REV_MSG_TXT3	
PS_EMPL_CHKLIST_ITM	New Column: COMMENTS	Oracle Delivered Change to add comments to employee assignment checklists – feature is not in use at this time.
PS_GPUS_GRN	New Column: GPUS_GRN_ANLMT_AMT	Oracle Delivered change – new field for garnishment annual limit.
PS_GVT_GARN_SPEC	New Column: PY_GARN_ANNUAL_LIM	Oracle Delivered change – new field for garnishment annual limit.
PSOPRDEFN	New Column: PTACCTLOCKDATE	Oracle Delivered change – new field for storing date when account is locked.

User Experience Changes



Modifications to User Experience Changes

Search Functionality Updated	See screenshot examples below

Employee Tax Data Search (Page example) Current

Update Employee Tax Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Company begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Include History Correct History Case Sensitive

[Basic Search](#)

After the Release

Update Employee Tax Data

[Find an Existing Value](#)

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Choose from saved searches

Empl ID begins with

Company begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Show fewer options

Case Sensitive Include History Correct History

Nothing yet
Your search results will appear here

Payroll Summary (Process/Report Example) Current

[Employee Self Service](#)

Payroll Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Run Control ID begins with

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

After the Release

Payroll Summary

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Choose from saved searches

Run Control ID begins with

Show fewer options

Case Sensitive

Nothing yet
Your search results will appear here

Module Specific Information

Benefits



Modifications to Existing Processes

<p>Auto Enroll Savings Plan / TIAA Daily Census</p>	<p>Auto Enroll Savings Plan – Some time ago the E pay group was re-classified to be non-exempt. To align this process with how the E pay group is currently used, benefits eligible employees in the E pay group will be auto enrolled into TRSLMT.</p> <p>TIAA Daily Census – Like the above, due to the E pay group having been classified as non-exempt, the daily census process will no longer open an election window for benefits eligible employees hired into the E pay group.</p>

Reports/Queries

Page Changes

Commitment Accounting

Modifications to Existing Processes

Reports/Queries

Page Changes

--	--



Common Remitter

Modifications to Existing Processes

Reports/Queries

Page Changes

Direct Hire

Modifications to Existing Processes

Reports/Queries

Page Changes

ePerformance



Modifications to Existing Processes

Reports/Queries

Page Changes

Human Resources

Modifications to Existing Processes

Employment Data Page (Job Data)	Retirement Date will now populate when retirement row is entered on job data This will resolve Known Issue: USGKB0012674 Known Issue: HR- Retirement Date Not Populating in Job Data for all Retired Employees
J Paygroup FTE	When work period is changed from W to W10, 1.00 FTE will remain and not update to .833 This will resolve Known Issue: USGKB0012587 HR- FTE Incorrectly Flowing to Job Data (J Pay Groups)

Reports/Queries

Phone and Email Update (BHRI008)	Emplids for EEs with a future dated termination row will no longer show as invalid.



Page Changes

Job Profile Management

Modifications to Existing Processes

Reports/Queries

Page Changes

Manage Faculty Events

Modifications to Existing Processes

Faculty Performance Review Upload Process	Output files will now display skipped records (e.g. No Tenure Record found) A summary of total records in the file and the total number of records loaded will be included in output file.

Reports/Queries

Faculty Performance Review	Query access to Faculty Performance Review is restricted to the BOR MFE Maintenance role.

Page Changes

--	--



--	--

Payroll

Modifications to Existing Processes

<p>New SSC Process: Save Unconfirmed Paylines Navigation: Menu > Payroll for North America > Payroll Customization > Save Unconfirmed Paylines</p>	<p>Process will be run by Shared Services Payroll Team once all payroll error messages have been cleared, the Preconfirm Audit has been cleared and payroll is ready for confirmation. Running this process writes unconfirmed paylines (with Addl Line Nbr greater than one for biweekly payrolls, and all paylines for monthly payrolls) with OK to pay unchecked, to the following custom BOR records:</p> <ul style="list-style-type: none"> BOR_PAY_EARN BOR_PAY_GARN_OV BOR_PAY_LINE BOR_PAY_ONE_TME BOR_PAY_OT_EARN BOR_PAY_PAGE

Reports/Queries

<p>New Custom BOR Payroll Records Created and Added to Query Tree for Payroll Support Security Roles</p>	<ul style="list-style-type: none"> BOR_PAY_EARN BOR_PAY_GARN_OV BOR_PAY_LINE BOR_PAY_ONE_TME BOR_PAY_OT_EARN BOR_PAY_PAGE <p>These BOR records are clones of the PeopleSoft delivered records. Security has been provided to SSC Payroll and ITS Support roles.</p>
<p>New Query: BOR_PY_OK_TO_PAY_UNCHECKED Navigation: Menu > Reporting Tools > Query > Query Manager/Query Viewer</p>	<p>New query created to return data from BOR_PAY_EARN, BOR_PAY_LINE and BOR_PAY_PAGE and prompting on Pay End Date. Query can be used by SSC and ITS support as a trouble shooting tool by providing data on confirmed paylines with OK to Pay unchecked.</p>



<p>New Report: Alabama Tax-Exempt Overtime</p>	<p>Beginning January 1, 2024, employers are required to include the following data in their Alabama Form A-6 (monthly) and Form A-1 (quarterly) withholding tax returns:</p> <ul style="list-style-type: none"> • The total dollar amount of overtime paid during the period which was exempt from Alabama taxation; and • The total number of full-time hourly employees who received such overtime pay. <p>The Alabama Tax-Exempt Overtime Report (TAX010AL.SQR) is delivered in Tax Update 24-A. This program creates a monthly/quarterly report with data required to comply with new Alabama overtime reporting requirements related to Alabama's exemption of overtime pay from Alabama withholding tax.</p>
--	--

Page Changes

<p>Employee State Tax Data Page – Montana Navigation: Menu > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data</p>	<p>Tax Update 24-A delivered product modifications to support Montana state tax calculation changes effective 01/01/2024. A new field, Reduced Withholding, has been added to the State Tax Data page. Informational descriptions have also been added for Additional Amount and Reduced Withholding fields. Updates display on Form MW-4 elections on the State Tax Data page when the effective-dated row is 01/01/2024 or later, and the State = MT.</p>
<p>Earnings Mapping Table (SSC Only) Navigation: Menu > Setup HCM > Product Related > Payroll for North America > Payroll Processing Controls > Earnings Mapping</p>	<p>A new page called Earnings Mapping lists the overtime earnings codes that are to be used exclusively to pay overtime wages that qualify for Alabama tax exemption. The Earnings Mapping Table must be updated with the applicable Overtime Earnings Codes before the monthly/quarterly report can be generated. The system determines whether the overtime earnings code qualify for the Alabama Tax exemption by looking at the Earnings Mapping table. If an employee has overtime wages paid using the earnings code added to the Earnings Mapping table, the employee and the corresponding overtime wages will be included in the Alabama Tax-Exempt Overtime report.</p>
<p>Tax Update 24-A</p>	<p>US Payroll Tax & Legislative Compliance updates including:</p> <ul style="list-style-type: none"> • Federal Tax table updates • State Tax Table updates



	<ul style="list-style-type: none"> Local Tax Table updates Pennsylvania Local Tax updates Montana Withholding Tax Changes <ul style="list-style-type: none"> New field added: Reduced Withholding with description to assist payroll administrator when entering data on Employee State Tax Data page when state = MT.
--	---

Recruiting

Modifications to Existing Processes

Reports/Queries

Page Changes

Security

Modifications to Existing Processes

Modify a Person/Update Person Detail Security Role	<p>New role that will allow view only access to Modify a Person/Update Person Detail</p> <p>BOR_HR_ADMIN_PERSON_INFO_INQ</p> <p>This will satisfy Model Change Request: CHG00798</p>

Reports/Queries



Page Changes

Self Service

Modifications to Existing Processes

Reports/Queries

Time & Absence

Modifications to Existing Processes

Change in Look & Function of Absence Page

Before 6.50

After 6.50



Balances page

1. Top of page will display the last 3 absences entered by Employee
2. Balances will be displayed on right hand side of page
3. A new balance grid is now available on the right hand side
4. New function: click +1 day to add day(s) if an absence is longer than 1 day
5. Once the employee has entered the absence type and name, they will click check leave balances

Education Leave Balance
As Of 09/30/2023 8.00 Hours >

Comp Time Balance
As Of 09/30/2023 0.00 Hours >

Sick Balance
As Of 09/30/2023 763.50 Hours >

Vacation Balance
As Of 09/30/2023 236.00 Hours >

Deferred Holiday Balance
As Of 09/30/2023 0.00 Hours >

**Disclaimer: The current balance does not reflect absences that have not been processed.

Page looks the same as before 6.50 release.

Change in Look of Timesheet

Before 6.50

Weekly Timesheet

Job Details [Redacted]

Return to Select Employee

Earliest Change Date: 02/18/2024

17 March - 30 March 2024
Scheduled: 80.00 | Reported: 0 Hours | Combined Hours: 0.00 Hours | Unapproved Time: 0.00

View Legend

Apply Schedule Print Timesheet Submit

Week 1 of 2
Scheduled: 40.00 | Reported: 0.00 Hours | Unapproved Time: 0.00

*Time Reporting Code	Sun	17-Sunday	18-Monday	19-Tuesday	20-Wednesday	21-Thursday	22-Friday	23-Saturday
Scheduled	0	0	0	0	0	0	0	0
Reported	0	0	0	0	0	0	0	0
Combined	0	0	0	0	0	0	0	0
Unapproved	0	0	0	0	0	0	0	0

Comments

After 6.50

Weekly Timesheet

Job Details [Redacted]

Return to Select Employee

Earliest Change Date: 02/04/2024

February 18, 2024 - March 2, 2024
Scheduled: 80.00 | Reported: 0.00 Hours | Combined Hours: 0.00 Hours | Unapproved Time: 0.00

View Legend

Apply Schedule Print Timesheet Submit

Week 1 of 2
Scheduled: 40.00 | Reported: 0.00 Hours | Unapproved Time: 0.00

*Time Reporting Code	Row Totals	18 Sun	19 Mon	20 Tue	21 Wed	22 Thu	23 Fri	24 Sat
Scheduled	0 of 0	0 of 8	0 of 0					
Reported	0 of 0	0 of 8	0 of 0					
Combined	0 of 0	0 of 8	0 of 0					
Unapproved	0 of 0	0 of 8	0 of 0					

Comments



	<ol style="list-style-type: none"> 1. Changes include moving the select options from center of page to left hand side of page 2. There is now a calendar icon with the selection options 3. A new View BY option is available so an employee can view their timesheet by Time Period or by Week
--	--

Reports/Queries

Page Changes

Other Notes	
Next Scheduled Release	Annual Maintenance Release March 8, 2024- 6.50 Ad Hoc Release- March 29, 2024 Release 6.52- July 12, 2024 Release 6.54- October 18, 2024 Tax Release- December 2024- TBD
More Information and Support	For business impact emergency issues, contact OneUSG Connect at oneusgsupport@usg.edu .