



The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 5.2 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 5.2** is currently scheduled for **Friday, December 6, 2019**.

OneUSG Connect will be down for this scheduled maintenance during the following time period: December 6, 2019 at 5 p.m. until December 10, 2019 at 7 a.m.

Release HREL 5.2

General Information	
Business Processes and Job Aids	Changes to the following Business Processes and Jobs Aids have been included in this release:
Known Issues	Resolutions to the following Known Issues have been included in this release:

Technical Information	
Database	
Prerequisites	
Technical	
Functional	



Module Specific Information
Absence Management (ABS)

Modifications to Existing Processes

<p>ABS (Absence) Matrix Expansion: Navigator > BOR Customizations > Absence Management > Absence Enrollment Setup</p>	<p>ABS Matrix is being expanded to add criteria for department, job code and Holiday schedule.</p>
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Benefits Administration (BN)

Modifications to Existing Processes

<p>Removal of Hardship Deferrals</p>	<p>In accordance with the Bipartisan Budget Act passed in November 2018, contributions will not be suspended in accordance with Hardship Withdrawals from retirement plans. This process is and will continue to be handled by TIAA, our common remitter organization.</p>
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Careers (CR)

Modifications to Existing Processes

<p>Hiring Party Notifications</p>	<p>When job openings are approved, the notification will be sent to all members of the hiring team. This includes search committee members.</p> <p>When candidates reply to offers of employment, all recruiters and hiring managers listed on the hiring team will receive the notification and comments.</p>
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Reports/Queries



BOR_HRS_ADVERTISED_JOBS	The BOR_HRS_ADVERTISED_JOBS query can be run to view jobs that are currently posted and accepting applications
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Page Changes

Upgrading Pages to Classic Plus	When managers and recruiters access pages within the recruiting module, the pages will now be more user friendly.
Applicant Portal Branding	When internal and external candidates visit an institution's careers site, they will see institutional branding.
Candidate Application Status	When candidates log into the applicant portal, they will now be able to see their disposition on job searches. For example, when a candidate has been rejected, they will see that their application is in the status of "No Longer Being Considered."
Applicant Attachment Required	During the job opening creation process, managers and recruiters can list the documents required to be submitted by applicants. If an applicant fails to attach a document, they will be unable to submit their job application.

Commitment Accounting (CA)

Modifications to Existing Processes

Budget and Direct Retros: Navigator > Payroll for North America > Payroll Distribution > Commitment Accounting USA > Process Direct Retro Dist / Review Retro Distribution	Budget Retro triggers are being disabled and Direct Retros will no longer be processed after this release
Encumbrance Calc Process	J paygroup hourly rate calculation fixed, and MCOP Earnings will now encumber to correct earnings accounts. SSC will move to running "Changes Only" calc for most encumbrance runs.
New Express Direct Retro Process:	New pages and process for redistributing paychecks – no longer linked to Pay Calendars or overnight processing.



Manager Self Service > Review/Approve EDR and Retro Distribution Request files	
Accounting Adjustments – new Accounting Template	New “PAYROLL_AA” template for journal generation. Journals will be masked with “AA”

Reports/Queries

New Queries for Express Direct Retro	New queries will begin with BOR_CA_EDR – new queries related to reviewing EDR entries, approval status, and items locked in the EDR process
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Common Remitter (CR)

Modifications to Existing Processes

BOR_PR_CHECK – App Engine Retirement Validation	Prior period adds/adjustments will now trigger an Error status when the Monthly Gross Rate for a specific period is entered and does not meet the applicable calculation amounts. Historical rates are added for use by the App Engine to allow for period correct calculations.
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Time and Labor

Modifications to Existing Processes

TL Matrix Expansion: Navigator > BOR Customizations > Time and Labor > TL Enrollment Setup	TL Matrix is being expanded to add criteria for auto meal deduction, web clock, and task profile.
Task Profile Display on timesheet: Navigator > Manager Self Service > Time Management > Report Time > Timesheet	Task profiles will be viewable on the timesheet for employees who have been assigned a task profile.
NRA Split Rule will be removed from all Rule Programs	NRA split process will be run in payroll. All Rule programs will be updated as of 12/15/19 to remove the NRA split rule.
UGA Specific Shift Differential Matrix:	Shift Differential Matrix for Vet Med weekend shifts. Effective date is 12/15/19



BOR Customizations > Time and Labor > Shift Diff Matrix

Human Resources (HR)

Modifications to Existing Processes

<p>Citizenship: Navigator > Workforce Admin > Personal Information > Citizenship > Identification Data</p>	<p>All foreign national employees must now have their country of citizenship chosen for the field:</p> <ol style="list-style-type: none"> 1. Citizenship Country—use drop down menu with 256 options. 2. US Status: Replaces current status options with: US Citizen, US Lawful Permanent Resident, Foreign National Alien, US Non-Citizen National, and Unknown. 3. New Field: “Date Entered” 4. New Field: “E-Verify Date” 5. Do NOT use: Citizenship Proof
<p>Passport: Navigator > Workforce Admin > Personal Information > Citizenship > Identification Data</p>	<ol style="list-style-type: none"> 1. When the Citizenship Country is not USA, passport Number is a required field. Use current valid passport number, if you don’t have it yet, click on the “Use Dummy Passport Number” which will create a “OneUSGEmployeeID#” 2. Enter the Expiration Date (recommended) 3. Country—of the passport which should match the citizenship country
<p>Visa/Permit Data: Navigator>Workforce Admin > Personal Information > Citizenship > Identification Data</p>	<p>Visa Permit data is for foreign national employees and their status inside the US:</p> <ol style="list-style-type: none"> 1. Country: Always USA 2. Visa Type: Some changes to visa list, work with Int’l office to correct as necessary.
<p>Visa/Permit History: Navigator>Workforce Admin > Personal Information > Citizenship > Identification Data</p>	<p>Guidelines:</p> <ol style="list-style-type: none"> 1. Effective Date: automatic 2. Status: ALWAYS “Granted” 3. Status Date: per immigration documents 4. Type of Duration: ALWAYS “Months” 5. Expiration Date: per immigration documents



Reports/Queries

<p>Passport/Visa Expiration report (PER032) Workforce Administration > Personal Information > Citizenship > Passport/Visa Expiration Audit</p>	<p>This report lists employees and dependents that have passports, visas, or work permits on file that expire in 90 days of the report run date</p>
<p>Citizenship/Country/Visa Audit report (PER033) Workforce Administration > Personal Information > Citizenship > Citizenship/Country/Visa Audit</p>	<p>This report lists discrepancies between employee citizenship country status and visa data</p>

Payroll (PY)

Modifications to Existing Processes

<p>NRA Earnings Split (BPYP006) Navigator > Payroll for North America > Payroll Customization > NRA Earnings Split</p>	<p>The NRA Earnings Split process is currently used for exempt employees and Time and Labor rules are used for non-exempt employees. Due to impacts to Absence Management non-exempt employees with the Special Federal Tax Withholding State of Non-Resident Alien will be processed by Shared Services running the NRA Earnings Split during payroll processing.</p>

Reports/Queries

<p>Create Glacier 1042S file Payroll for North America > US Annual Processing > 1042-S Reporting > Create Glacier 1042s File</p>	<p>Creates the 1042S file, Foreign Person's U.S. Source Income Subject to Withholding. This file is returned in .csv format and can be uploaded to GLACIER for 1042s processing. An Error File is also returned so practitioners can resolve issues prior to filing with GLACIER.</p>
<p>BOR_PY_NRA_INC_CD Navigator > Reporting Tools > Query > Query Manager/Query Viewer</p>	<p>Query can be used for NRA Income Code validation; cross-references the IRS Income Codes with the PeopleSoft Income Code.</p>



<p>BOR_PY_NRA Eligible to Participate Navigator > Reporting Tools > Query > Query Manager/Query Viewer</p>	<p>Query can be used to review employees with n HR Status of Active and “Eligible to Participate” not equal to “N” (no)and expired 8233 Exp Date or Treaty Exp Date. Query results can be used to review NRA federal tax set up in OneUSG Connect</p>
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Page Changes

<p>Earnings Table Update Navigator > Set Up HCM > Product Related > Payroll for North America > Compensation and Earnings > Earnings Table</p>	<p>Updated Earnings Codes to reflect IRS Income Codes instead of PeopleSoft Income Code.</p> <ul style="list-style-type: none"> • Earnings Codes for Income Code 17 will no longer be utilized • Earnings Codes for Income Code 20 have been created • Additional non-exempt NRA earnings codes have been created for use in applying Tax Treaty tax exemption
<p>NRA Earnings Code XREF Navigator > Payroll for North America > Payroll Customization > NRA Earnings Code XREF</p>	<p>Updated cross-reference table for changes to earnings codes for PeopleSoft Income Code 17 and IRS Income Code 20</p>
<p>Updates to Federal Tax Data Navigator > Payroll for North America > Employee Pay Data USA > Tax Information > Updated Employee Tax Data > Tax Treaty/Non-Resident Data</p>	<p>Update to Tax Treaty/Non-Resident Data</p> <ul style="list-style-type: none"> • Country-select the true country from the employee’s Citizenship/Visa data instead of \$\$ for NRAs not eligible for a treaty • Treaty ID-select “NO TREATY” instead of QKNA
<p>Updates to Federal Tax Data Navigator > Payroll for North America > Employee Pay Data USA > Tax Information > Updated Employee Tax Data > Education and Government</p>	<p>Update to Education and Government section of Federal Tax Data.</p> <ul style="list-style-type: none"> • Income Code will reflect the IRS Income Code instead of the PeopleSoft Income Code • Eligible to Participate is no longer visible Allowable Earnings Codes will display the IRS Income Code in the left-hand column with the Search icon. The PeopleSoft Income Code will populate the fixed Income Code column.



Security (SC)

Modifications to Existing Processes

BOR Ovr Add-Chg POS HR Attrib	New role to allow users to modify Add/Change position transactions during the approvals workflow process. Allows changes to HR-related (non-funding) details ONLY.
BOR Ovr Add-Chg POS Funding	New role to allow users to modify Add/Change position transactions during the approvals workflow process. Allows changes to funding details ONLY.
BOR CA Retro Acctdt	New role to allow users to modify Accounting Date on Express Direct Retros

Page Changes

BOR Foreign National Immi Spcl	Role for Immigration Specialists. This role gives access to the Citizenship & Visa Panels in correction mode.
BOR Foreign National Tax Spcl	Role for Payroll/NRA Tax Specialists. This role gives access to NRA Tax Specialist to update FICA details in Job data limiting access to the Work Location and Payroll panels only. 1042S reports access is also enabled. To acquire this security access the practitioner must demonstrate knowledge of and/or training in NRA Tax processing. This role is not intended for the general payroll practitioner. Practitioner's institution should have an active contract with GLACIER so proper employee level data can be entered.

Self Service (SS)

Modifications to Existing Processes

MSS: Ad hoc Salary change annual salary calculations	Ad hoc salary change transaction for hourly employees now calculates annual salary using actual hours that the employee works as opposed to assuming 40 standard hours
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<p>MSS: Position Management Tile</p>	<p>Introduction of a new MSS tile for “Manage Positions” which includes:</p> <ul style="list-style-type: none"> - Add/Change Position <ul style="list-style-type: none"> o Clone Position o Change Vacant Positions o Inactivate Position o Reactivate Position - Change Position Funding - Relevant Position-Related Queries <p>Functionality includes automatic database updates upon final approval at Level 5. Also includes the ability to edit HR-related and/or funding details with new security roles (see above).</p> <p>NOTE: you must specifically request security roles by submitting a ticket to OneUSG Connect Support.</p>
<p>MSS: Notification Emails</p>	<p>MSS notification emails to both the initiators and approvers have been updated to include the following information:</p> <ul style="list-style-type: none"> o Transaction Name o Employee Name o Employee ID o Employment Record o Department o Comments

<h2 style="text-align: center;">Other Notes</h2>	
<p>Next Scheduled Release</p>	<p>Jan. 24, 2020: 5.21 Ad hoc March 22, 2020: 6.0- Georgia Institute of Technology April 17, 2020: 6.10 Ad hoc May 22, 2020: 6.11 Ad hoc June 19, 2020: 6.12 Ad hoc</p>
<p>More Information and Support</p>	<p>For business impact emergency issues, contact OneUSG Connect at oneusgsupport@usg.edu.</p>