



The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 6.42 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 6.42** is currently scheduled for July 14, 2023. OneUSG Connect will be unavailable from Friday, July 14, 2023, at 11:15 p.m., until Saturday, July 15, at noon. For further details about this downtime and upcoming functionality, please see the Release 6.42 UAT Kick- Off Meeting and Functionality Review located [here](#).

Release HREL 6.42

General Information	
Business Processes and Job Aids	Changes to the following Business Processes and Jobs Aids have been included in this release: HR – Rebuild Primary Job Flag (SSC only) MFE – New faculty performance review page added to Create Tenure Data (Job Aids are being prepared)
Known Issues	Resolutions to the following Known Issues have been included in this release: USGKB0012537 – ERS/GDCP Allocations Posting to Incorrect GL Account Intermittently
Updates to User Experience	To the extent possible, additional Module-specific updates will be documented below.



Table Changes- Coming Soon

**Please note that table items are subject to change.*

Table Name	Type of Change	Comments
BOR_TL_APPRCMPL	New Column: Comment1	New field added to capture admin approver comments
BOR_PERF_REVIEW	New record	Record for tenure review



Module Specific Information
Benefits

Modifications to Existing Processes

<p>Benefits Reconciliation – Centralized Accounting Load Processes</p>	<p>Navigations:</p> <ul style="list-style-type: none"> • Menu > BOR Customizations > Benefit Reconciliation > Benefit Reconciliation Process > BCAF Accounting Load • Menu > BOR Customizations > Benefit Reconciliation > Benefit Reconciliation Process > BCAF Retiree Accounting Load • Menu > BOR Customizations > Benefit Reconciliation > Benefit Reconciliation Process > DBP Accounting Load <p>Issue: Each Ben Recon process, BCAF Accounting Load, BCAF RET Accounting Load and Direct Bill Accounting Load are run by all Institutions on the same day and about the same time.</p> <p>Root Cause: Due to priority processes and simultaneous initiations, these processes take hours to run. Institution employees continually watch the process monitor and sometimes reinitiate a process when it runs to No Success.</p> <p>Solution: To gain efficiency for the schools, ITS (Information Technology Services) is centralizing the Accounting Load processes. ITS will initiate a job that will run each institution's Accounting Load processes concurrently.</p>
	<p>Recommended: June 2023 Benefit Reconciliation processes to be completed by Friday, July 14.</p> <p>During the HREL 6.42 release, BOR_Benefits_Reconciliation security roles will be modified to remove access to processes <i>RUN_RC_BCA_ACT_BOR</i> and <i>RUN_RC_BCA_RET_BOR</i>.</p>



	<p>Benefit Reconciliation Guide and Benefits Recon Run Guide to be updated with the release.</p> <p>Resolves Model Change Request CHG00790.</p>
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Reports/Queries

<p>Benefit Reconciliation</p>	<p>Navigation: Menu > BOR Customizations > Ben Recon > Inquiry Reports > 7/5 Recon - Jan-Jul</p>
	<p>Issue: 7/5ths Recon Report doubling some employee CES expense amounts. If an employee in paygroup F, J, or X has more than 1 job data row, the CES expense in the report is doubled.</p> <p>Root Cause: Coding error in report.</p> <p>Solution: Coding corrected for employees with more than 1 job data row.</p> <p>Resolves Known Issue USG-PRB0042926</p> <p>Queries to assist users in analysis of 7/5 data will remain in production: BOR_BEN_FAC_RECN_JANJUL_CNT - 7/5ths Recon Report Qry to find EMPL w/ > 1 Job Record BOR_BEN_FAC_RECN_JANJUL_MULTI - 7/5ths Recon Report for EMPL w/ > 1 Job Record BOR_BEN_FAC_RECN_JANJUL_ONE - 7/5ths Recon Report for EMPL w/ 1 Job Record</p>

Commitment Accounting



Modifications to Existing Processes

<p>New Security Role (GT Only) – BOR CA ENC SETUP</p>	<p>Navigation: Menu > BOR Customizations > BOR Commitment Accounting > Encumbrance Calc Setup</p>
	<p>Issue: GT Commitment Accounting Central office team requesting access to update the Encumbrance Calc Setup Page.</p> <p>Root Cause: N/A</p> <p>Solution: Created new security role BOR CA ENC SETUP role which will move the Encumbrance Calc Setup from SSC-CA to GT/Institution CA staff.</p> <p>Resolves Model Change Request CHG00827</p>
<p>Encumbrance Process Updates (GT Only)</p>	<p>Navigation: Menu > BOR Customizations > BOR Commitment Accounting > Run Encumbrance Calculation</p>
	<p>Issue: Job changes not prorating encumbrances based on termination date.</p> <p>Root Cause: Select code missing future dated job rows.</p> <p>Solution: Corrected code to select regardless of employee status and should be included in ENC assessment based on pay begin date and SYSDATE.</p> <p>Resolves Bug from HREL 6.36</p>
<p>Encumbrance Process Updates (All Other institutions)</p>	<p>Navigation: Menu > Payroll for North America > Payroll Distribution > Commitment Accounting USA > BOR Custom CA > Create Encumbrances</p>
	<p>Issue 1: ENC process selecting older data before newer data on Job Compensation tables for EMPL set up for Academic Year Pay.</p> <p>Issue 2: ENC process selecting new job data (top of stack) for job data,</p> <ul style="list-style-type: none"> • not encumbering SUS for Non-Academic pay groups. • not encumbering newer job data row for rehire into same position



	<p>Issue 3: Retirement and Health randomly not encumbering.</p> <p>Root Cause: Select code minor coding oversights.</p> <p>Solution: Corrected code in selection process.</p> <p>Resolves USG-PRB0042794.</p>
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Common Remitter

Modifications to Existing Processes

<p>Issue: GDCP Allocations were not always posting to the correct account.</p>	<p>Navigation: BOR Customizations > BOR Payroll > Common Remitter > Create RET Acct Entries (SSC)</p> <p>Solution: BOR_PR_RETAC is updated to populate the Savings Plan from the latest elected value if the value is not correctly populated in the work table load.</p> <p>Resolves KI: CR- ER/GDCP Allocations Posting to Incorrect GL Account Intermittently</p>
<p>Navigation: BOR Customizations > BOR Payroll > Common Remitter > RET Invoice Allocations</p>	<p>Issue – RET Invoice Allocations page is locked for prior period entry after final extracts completed. Prior period adjustments should be entered on the current month processing allocation page using the Adj. Year and Adjustment Month fields. This is to prevent users from entering allocation data for a previously processed month resulting in data entry that would never be processed.</p> <p>Solution: Logic added to render the RET Invoice Allocation Add a New Value unavailable once monthly processing is completed. If attempt made to enter a previously processed month a Message will be presented stating: This month has already been processed. Please choose a subsequent month.</p>



Human Resources

Modifications to Existing Processes

Rebuild Primary Job Flag (SSC Only)	Navigation: Menu > Benefits > Maintain Primary Job Flag > Rebuild Primary Job Flag Update sets the only run option to 'Employees Specified in List'
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Page Changes

Job Data > Employment Data	NavBar > Menu > Workforce Administration > Job Information > Job Data Employment Data Link
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	<p>Issue: The retirement date field on Employment Data was being populated with the effective date of the top of stack row (often a data change/update data row); as well as populating with the initial retirement date when the retirement action has been suspended.</p> <p>Resolution: A code update was completed for the Retirement Date field (customization) to be populated with the latest effective date where the Action = RET (Retirement)</p>

Manage Faculty Events

Page Changes

<p>New Page: Performance Review add to Create Tenure Data</p>	<p>Navigation: Menu > Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data</p> <p>With recent changes to the Board of Regents Post Tenure Review (PTR) Policy (https://www.usg.edu/post-tenure-review/policy), all USG Institutions need the ability to add/update Annual Performance Reviews and Post Tenure Review-related information for full-time faculty in a centralized system, using a standardized format, that can be leveraged for centralized reporting to ensure compliance.</p> <p>Following completion of annual reviews, promotion and tenure reviews, and post-tenure reviews for full-time faculty, the results</p>
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	will be recorded in OneUSG Manage Faculty Events module.

Payroll

Modifications to Existing Processes

<p>NRA Earnings Split (Menu > Payroll for North America > Payroll Customization > NRA Earnings Split)</p>	<p>Issue: The NRA Earnings Split process does not recognize duplicate earnings codes on a payline.</p> <p>Solution: Logic modified to identify multiple earnings for the same earnings code on a payline and generate message "Dup Page XXXXX Line XXXXX" on the PDF output for SSC review and resolution.</p>
<p>G-4 Updates in ESS (Employee Self-Services > Payroll > Taxes > G4 Employee Self Service)</p>	<p>Issue: In some circumstances, an update to Georgia Withholding (G-4) in ESS does not create a corresponding federal tax row. The message "Federal Tax Data is Missing" appears on the Payroll PreSheet Audit report but practitioner cannot resolve the issue.</p> <p>Solution: Prompts for federal tax data row insertion updated.</p>
<p>Tax Update 23-B</p>	<p>Program Funding Configuration Allows Institution Specific Contribution Rules:</p> <ul style="list-style-type: none"> In Colorado, employers and their employees are both responsible for funding Colorado Paid Family and Medical Leave program and may split the cost 50/50. Companies with nine or fewer employees do not have to contribute to the program but do need to remit their employees' share of the premium on behalf of employees each quarter. Example: Company GBI – Employees and employer both pay .45% in the Colorado state program. Company WCH – Employees pay .45% and the employer pays 0 in the Colorado state program.



	<ul style="list-style-type: none"> Program Updated to allow both tax configurations and process both contribution scenarios <p>2023 US Payroll Tax & Legislative Compliance Updates</p> <ul style="list-style-type: none"> State withholding, UI Taxable Wage Base Limits and Local tax table updates Garnishment Rules Table update for Arizona <p>Payroll Summary Report (PAY018) Correction</p> <ul style="list-style-type: none"> See Reports/Queries for details of modification
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Reports/Queries

<p>Default Tax Data Report (TAX016) (Menu > Payroll for North America> US Annual Processing > Year-End/New Year Preparation)</p>	<p>New Report: A new report has been released which produces a listing of the auto-generated data created by the system, such as the employee's hire date, federal marital status and allowances, state marital status and allowances, and local allowances and residence locality for U.S. employees.</p> <p>When you hire an employee in OneUSG Connect, the system automatically sets up the following Tax records for the employee:</p> <ul style="list-style-type: none"> Federal State Local <p>The system uses information, such as the employees' home address and job location from their Personal Data and Job Data records, as the default in their Tax Data records, with a marital status of single and withholding allowances of zero. As a safeguard against incorrect default data slipping through unchecked, you can run and review the Default Tax Data report. This report identifies which employees have such default data in their Tax records. The report reviews records from a date range that you specify.</p>
<p>Payroll PreSheet Audit Report (Menu > Payroll for North America > Payroll Customization > Payroll PreSheet Audit Report)</p>	<p>Issue 1: Payroll calculation abends when an employee who is a Non-Resident Alien for tax purposes is missing Country and/or Treaty ID on the federal tax data page.</p>



	<p>Solution: The Payroll PreSheet Audit report has been modified to return any employee with Special Withholding Tax Status = Nonresident Alien and Country and/or Treaty ID blank in Tax Treaty/Non-Resident Data.</p> <p>Issue 2: Some employees who are Non-Resident Aliens for tax purposes have Special Withholding Tax Status = Nonresident Alien on federal tax data but not on state tax data. While this will not cause payroll calculation to abend, it may result in incorrect taxation for the employee and should be reviewed and corrected if necessary.</p> <p>Solution: The Payroll PreSheet Audit Report has been modified to return any employee with Special Withholding Tax Status = Non-Resident Alien on federal tax data but not on state tax data.</p>
<p>Tax Update 23-B: Payroll Summary Report (PAY018) (Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports > Payroll Summary)</p>	<p>Issue: Summary Report displays FML/EE tax amounts in the Employer Tax Summary totals.</p> <p>Solution: Program is modified to correctly populate the detailed format of the Payroll Summary Report; displays FML/EE tax amounts in the Employee Tax Summary totals.</p>

Recruiting

Modifications to Existing Processes

<p>GT ONLY: Turned off the customization for only seeing reviewed applicants for hiring managers/search committee members.</p>	<p>Issue: Currently, GT has a customization in place that prevents hiring managers and search committee members from seeing applicants that have not been reviewed or are in the reject category.</p> <p>Solution: Remove the customization so hiring managers and search committee members can see all applicants.</p>



Page Changes

<p>Remove “Group Actions” on the search job openings page for hiring managers. Recruiting Self Service > Search Job Openings</p>	<p>Issue: Currently, those with BOR Manager Careers have access to Group Actions on this page that would allow them to move a job opening to close, cancel and hold.</p> <p>Solution: We are removing this functionality for those who only have this role.</p>
<p>Added clarifying text to the “My Cover Letter and Attachments” Section of My Job Applications for Applicants</p>	<p>Issue: There is no clarifying text to explain that when documents are added to the “My Cover Letter and Attachments” section that the docs are applied to all applications.</p> <p>Solution: Have added clarifying text for applicants letting them know these are applied to all.</p>
<p>Removed duplicate school codes</p>	<p>Issue: Inactive school codes are visible in the “Qualifications” section of an application for the Degree Information.</p> <p>Solution: Have hidden the inactive codes from the search view.</p>
<p>Updated the Voluntary Disability form to the updated version via Image 47. Updated on the recruiting applications and in ESS.</p>	<p>Issue: The Voluntary self-identification for Disability form has expired and needs to be updated.</p> <p>Solution: Have updated form via PeopleSoft image 47</p>

Security

Modifications to Existing Processes

<p>BOR_CORRECTION_MODE_PAYROLL</p>	<p>Issue: SSC requested that the use of correction mode for direct deposit be removed from the BOR_CORRECTION_MODE_PAYROLL.</p> <p>Solution: The ITS Security team has removed direct deposit correction mode from the BOR_CORRECTION_MODE_PAYROLL. To make corrections, a new effective dated row should be added with the correct direct deposit information.</p>



Self Service

Modifications to Existing Processes

<p>Notifications for Add/Change Position transactions</p>	<p>Issue: Currently, the notifications for Add/Change position do not display information other than the name of the initiator. This makes it difficult to distinguish between the notifications.</p> <p>Resolution: Notifications will now display the transaction # on the notification panel and on the View All Notifications page</p> <p>This enhancement will satisfy: CHG00599</p>
<p>Georgia Tech Direct Hire Workflow update</p>	<p>Issue: Georgia Tech has requested an update to their Direct Hire transaction workflow.</p> <p>Resolution: All Faculty approval path Direct Hire Transactions will flow directly to level 4 then level 5. All other approval paths will skip levels 1-4 (unless the level 4 role approver is assigned to an employee) and route to level 5.</p>

Page Changes

<p>Updated the Voluntary Disability form to the updated version via Image 47. Updated on the recruiting applications and in ESS.</p>	<p>Issue: The Voluntary self-identification for Disability form has expired and needs to be updated.</p> <p>Solution: Have updated form via PeopleSoft image 47</p>
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Time and Labor

Modifications to Existing Processes

<p>The TL Approval Compliance Center is a centralized online tool that streamlines the post Time Approval process for managers who were unable to approve their</p>	<p>Issue: TL Compliance users documented several functional requirements to improve the functionality and usability of the product. Phase 2/2 enhancements are addressed in this release.</p>
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<p>employees' reported time prior to the payroll processing deadline.</p> <p>NAV > Manager Self Service > Time Management > Approve Time and Exceptions > TL Approval Compliance Data</p>	<p>Solution: The following enhancements are included in this release:</p>
<p><u>TL Approval Compliance</u> 1. New enhancement to Display the “Admin Aprvd” button Only for:</p>	<ul style="list-style-type: none"> • TL Admins • Payroll Admin • ABS Admins
<p><u>TL Approval Compliance</u> 2. Require “Comments” for Admin Approvals</p>	<ul style="list-style-type: none"> • Admin users (only) will see a comments field to the right of each compliance transaction. • To approve, Admins must enter a comment to indicate the reason they are approving the data instead of the designated Approver. • The transaction cannot be saved until text has been entered into the comments field.
<p><u>TL Approval Compliance</u> 3. New Admin Approval Error message.</p>	<ul style="list-style-type: none"> • If an Admin does not enter a comment prior to approval via the “Admin Aprv” button, they will receive the following ERROR message: • “Comments are required for all rows Approved by an Admin”.
<p><u>TL Approval Compliance</u> 4. Add a TL Compliance Link to the “Team Time” Tile Menu.</p>	<ul style="list-style-type: none"> • A new “TL Approval Compliance Data” link is now available under the Team Time tile. • This provides quick access to the Compliance module in the same area where managers perform other routine Time and Absence maintenance.
<p><u>TL Approval Compliance</u> 5. Created a new TL Approval Compliance tile</p>	<ul style="list-style-type: none"> • A new compliance tile has been added to the MSS home page. • This provides quick access to the Compliance module as managers enter Manager Self Service.
<p><u>TL Approval Compliance</u> 6. Approval Data Audits</p>	<ul style="list-style-type: none"> • New Audit information is now available to identify the USER who approved the data and the date & time the data was approved.



	<ul style="list-style-type: none"> Access via the "BOR_TL_COMPLIANCE_AUDIT" query
<p><u>TL Approval Compliance</u></p> <p>7. TL Compliance Notifications</p>	<ul style="list-style-type: none"> The TL Compliance Notification enhancement has been deferred to the 6.44 release while we partner with USO to plan an appropriate communication strategy for all institutions.

Other Notes

Next Scheduled Release	Release 6.44 – October 20, 2023 Ad Hoc Release- December 2023
More Information and Support	For business impact emergency issues, contact OneUSG Connect at oneusgsupport@usg.edu .