

#### **OneUSG Connect**

**Release Notes** 

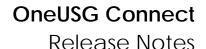
The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 2.11 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect Release 2.11 is currently scheduled for Saturday, Jan. 27, 2018.

OneUSG Connect will be unavailable for scheduled maintenance from 11 p.m. on Friday, Jan. 26, 2018 until approximately 7 a.m. (ET) Saturday, Jan. 27, 2018. During this time, OneUSG Connect (HPROD) will not be available. KABA Time Clocks and OneUSG Connect - Benefits will be available for use.

#### Release HREL 2.11

General Information		
Known Issues Resolved	1.	KI9.2-004-ESS - Employees can now see all absence balances in OneUSG Connect Employee Self Service.
	2.	KI9.2-003-CA - TSAORP Distribution Split (BORORPDS) Process Did Not Produce Distribution Rows as Expected.





### **Module Specific Information**

#### **Benefits Administration (BN)**

#### **Page Changes**

Savings Plan Enrollment Page Change	Navigator > Benefits > Enroll in Benefits > Savings Plans
	If a benefits plan is subject to investment options, Savings Plan enrollment pages will no longer save if investment options are not present or investment allocations do not equal 100%.

#### Reports/Queries

New Query: BOR_BN_SVG_NO_FLAT_AMT_PCT	This query shows those enrolled in a savings plan without a percentage or flat amount of deduction.
	Pay attention to these fields when adding or updating enrollments. These fields impact employee's paycheck and the Common Remitter process.

### Careers (CS)

The OneUSG Connect - Careers module has been implemented in production. This module is used to promote job openings, screen applicants, hire applicants, and begin the onboarding process. The module includes functionality for external applicants, as well as functionality for internal employees within Employee Self Service.

Cohort 1 institutions will begin to go live with OneUSG Connect – Careers starting Feb. 2.

### **Modifications to Existing Processes**

Work Experience Error During Job Applications and Dynamic	Careers > Application > Qualifications
Roles	When applicants attempted to enter their prior work experience, they received an error message preventing them from adding entries. The dynamic roles will be set up and assigned for each institution automatically.





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# **Page Changes**

Label Change on Hiring Team tab	Navigator > Recruiting > Create Job Opening > Hiring Team
	The Interviewers label on the Hiring Team tab within Create Job Openings was changed to Search Committee. The purpose of the field is to list who will be on the Search Committee for the job opening.
Commitment Accounting (CA)	

### **Page Changes**

Invalid Funding Report	Navigator > oneusg > Commitment Accounting > Invalid Funding Report
	The Invalid Funding Report was updated to prevent employees with historical positions from appearing on the report.
Human Resources (HR)	

# **Modifications to Existing Processes**

Preferred Email Address	Employee Self Service > Personal Details > Contact Details
	The Preferred Address field was updated to ensure employees' preferred addresses is their business email address (".edu" domain). Employees can still add additional email accounts, but the preferred email should be their ".edu" email address. Preferred email will also display in the company directory.





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# **Page Changes**

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BOR Position Paygroup Page	Navigator > Organizational Development > Position Management > Maintain Positions/Budgets > BOR Position Paygroup > Search position
	The BOR Position Paygroup page access was cimged to "view only." This prevents erroneous changes to the Position Paygroup Table, which cause paygroups to be out of sync between position information and the Paygroup Table.
Payroll (PY)	

# **Modifications to Existing Processes**

G4 Tax Information	Employee Self Service > Taxes > G4 Employee Self Service
	The G4 Tax Information page was updated so only GA is an option in the Look Up for the "I am working in the State of:" field.

# Page Changes

rage Changes	
TRV Earnings Code	The Taxable Travel (TRV) earnings code has been updated effective Jan. 1, 2018. TRV is now Taxable Travel – Staff and will flow to account 526250. This earnings code adds to gross pay and should be used when reimbursing taxable travel for non-faculty employees. Using this earnings code will keep the reimbursement and corresponding tax calculation, deduction and remittance in alignment.



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TRF Earnings Code	The Taxable Travel – Faculty (TRF) earnings code has been added effective Jan. 1, 2018. TRF is mapped to account 516250. This earnings code adds to gross pay and should be used when reimbursing taxable travel for faculty employees. Using this earnings code will keep the reimbursement and corresponding tax calculation, deduction and remittance in alignment.
Time and Labor (TL)	

### **Page Changes**

rage changes	
Approve Payable Time Link	Manager Self Service > Team Time Tile >
Removed from Manager Self	Approve Payable Time
Service	rippioro i ajabio iiiio
Service	Novinctor Monorous Colf Comiton Times
	Navigator > Manager Self Service > Time
	Management > Approve Time and
	Exceptions > Approve Payable Time
	Managers and TL Approvers will no longer
	have access to the Approve Payable Time
	in Manager Self Service.
Batch Approve Reported and	Navigator > Time and Labor > Approve Time
Payable Time	> Batch Approve Payable Time
	Time and Labor (TL) Practitioners have
	` '
	access to batch approve Payable Time.
	.,
	Navigator > Time and Labor > Approve Time
	.,
	Navigator > Time and Labor > Approve Time
	Navigator > Time and Labor > Approve Time > Batch Approve Reported Time
	Navigator > Time and Labor > Approve Time > Batch Approve Reported Time  TL Practitioners also have batch approve
	Navigator > Time and Labor > Approve Time > Batch Approve Reported Time



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Removal of "Deny" and "Push Back " Buttons in Manager Self Service	Manager Self Service > Team Time Tile > Report Time > Timesheet  Navigator > Manager Self Service > Time Management > Report Time > Timesheet
	Managers no longer need to deny or push back any time entered by employees so the buttons were removed. They only need to approve employee's Reported Time.
Security (SEC)	

# Reports/Queries

Query Updated:	This query, used to view security roles
BOR_SEC_USER_ROLE_PLIST_PAGE	
	was therefore displaying too much data for
	certain users. Security has now been added
	to it; It has been secured by EMPLID.

Other Notes	
Next Scheduled Release	OneUSG Connect <b>Release 2.12</b> is currently scheduled for <b>Saturday, Feb. 17, 2018</b> . You will receive a reminder of when this update will occur.
More Information and Support	For business impact emergency issues, contact <b>OneUSG Connect Support</b> immediately at 877-251-2644 (Toll Free) or sscsupport@ssc.usg.edu.