The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 6.32 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 6.32** is currently scheduled for Friday, June 17, 2022. OneUSG Connect will be unavailable from 11:15 p.m., Friday, June 17 until 12 p.m., Saturday, June 18. For further details about this downtime and upcoming functionality, please see the Release 6.32 UAT Kick- Off Meeting and Functionality Review located here > UAT Dashboard.

Release HREL 6.32

**Note: Final draft but all notes are subject to change.*

<table>
<tr><th colspan="2">General Information</th></tr>
<tr><td>Business Processes and Job Aids</td><td>Changes to the following Business Processes and Jobs Aids have been included in this release:

<u>Common Remitter Job Aids</u>
How do I run the Create Accounting Entries (SSC) Process for ERS and TRS?
How do I run the Create Accounting Entries (SSC) Process for ORP and TSA?
How do I run the SSC ERS_TRS Invoice Creation Process?
How do I run the SSC ORP_TSA Invoice Creation Process?
How do I enter the ERS & TRS Correction Advice Invoice Allocations?
New Common Remitter Queries with HREL 6.32
Common Remitter Task List (Effective 7.12.2022)</td></tr>
<tr><td>Known Issues</td><td>Resolutions to the following Known Issues have been included in this release:
Known Issue: CA: Health/Life Encumbrances Calculating on July 1BW
Known Issue: KI9.2-023-CA: Encumbrance Calculation Fails to Encumber Employees with Position Changes.
Known Issue: REC- Applicants Submit Applications but Disposition Still Shows</td></tr>
</table>

	Draft • Known Issue: MSS-Delegations-Peers and Managers do not populate in list of delegates
Updates to User Experience	To the extent possible, additional Module-specific updates will be documented below.

Table Changes- None from Oracle 6.32. Module specific table changes are below.

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

Module Specific Information

Budget Prep

Modifications to Existing Processes

Budget Prep Load	**Issue:** Data on the Job table was not being correctly updated for Annual, Monthly, Daily, and Hourly rates. This data is only used for reporting and is not the same data displayed on the Job data page. **Root Cause:** On-page code to handle Compensation Rate calculations does not update these fields if the updates are being made by a CI process. **Solution:** Rather than attempt to modify the code on the page, these fields are being updated by a new script included as part of the Budget Prep Load process.

Commitment Accounting

Modifications to Existing Processes

BOR Encumbrances	**Issue**: The Encumbrances process would use older data instead of updated data in multiple places, resulting in missing or incorrect encumbrances for salary, retirement, or health. Additionally, the process was encumbering Health and Life for the days in June that are paid in July at the end of the Fiscal Year. The process was unlikely to correctly apply FICA or Retirement caps to encumbrances in the January to June timeframe. **Root Cause:** The process had several steps that were set up to assess older data first, then it would only search for new data if older couldn't be found. Additionally, there were several sets of typos and incorrect criteria on selection steps. **Solution:** Corrected logic on Job data and Retirement, Health, and Life enrollment selection steps to correctly prefer newer data over older data. This should allow corrections and changes to pick up in future encumbrance runs. Corrected logic for assessing Retirement and FICA caps. There was an error that should have resulted in caps not being in effect for January through June Pay End Dates. Additionally, code was added to handle assessing the January to June caps while calculating encumbrances between July and December. Previously, the process would only apply caps for the current half of the fiscal year. Corrected logic for biweekly health/life estimates in June pay end dates that pay in July. Encumbrances should no longer encumber Health or Life for the next Fiscal Year's July pay periods. Additionally, corrected logic related to Retirement estimates that were incorrectly calculating for days outside the current fiscal year - these wouldn't typically make it to the actual encumbrance journal but could cause errors when running the process.

Job Data – Integration Broker Routing	**Issue:** Job data updates were occasionally routing to the wrong environment for transfers between Georgia*First* and non-Georgia*First* institutions. **Root Cause:** The routing was set based on the current effective date instead of the future-dated transfer **Solution:** Updated routing to also route based on the future-dated transfer.
Commitment Accounting Actuals (BORGL02)	**Issue:** Encumbrance release rows were not correctly sequencing in PERS_SERV_BOR, resulting in duplicate Sequence and Line Number combinations that would not update to Augusta Financials correctly. **Root Cause:** Code related to PERS_SERV_BOR Encumbrances was not correctly incrementing sequence numbers. Additionally, this issue could cause a process failure if the paygroup, sequence number, and line number matched on an encumbrance and expense row during processing. **Solution**: Code related to creating and updating PERS_SERV_BOR encumbrances was rewritten and encumbrance release (PAYROLL_EN) transactions will now start at sequence number 700 to avoid possible collisions.
BORBUD003 Account Code Update/Delete (ITS Only)	**Issue:** OneUSG Connect BORBUD003 process runs to No Success. **Root Cause:** In some instances, Institution updates to a combo code on the Georgia*First* module causes the OneUSG Connect BORBUD003 process to run to No Success. **Solution:** ITS only page where ITS Analyst can view the BORBUD003 staging tables and modify/delete combo code changes that are causing a *Unique Constraint* issue with BORBUD003. Staging tables: BOR_ACCT_CD_TBL BOR_ACCTCD_DTTM GL_ACCT_CD_TBL BOR_GT_FLAGS_DT (GT Only)

BORGTEDW > BORBUD003 (Load Combination Code Table)	**Issue:** The third process in BORGTEDW, BORBUD003, intermittently runs to No Success. **Root Cause:** In some instances, multiple processes attempt to update/write to the PS_HP_FUNDSRC_INFO table, at the same time. This results in a deadlock situation that causes BORBUD003 and BORGTEDW to fail. **Solution:** PAUSE and RUN steps have been added to BORGTEDW. They occur before and after the existing 3 processes to pause the Integration Broker PROJECTS_SETUP queue before the first process starts and restart it after the last process, BORBUD003, has completed.

Page Changes

Express Direct Retro (EDR) Search and PERS_SERV_BOR data	**Navigation:** Nav > Manager Self Service > Express Direct Retro > Retro Distribution Request **Issue:** Some EDR Transaction searches were not returning all rows from (as presented in) the PERS_SERV_BOR table. **Root Cause:** The effective date for the combination code associated with each individual check determines which combo codes will be returned in the Search Results. For example, if a combination code was not valid until **after** the Pay End Date on a check, that combo code will not be returned in the Search Results. **Solution:** EDR Combo Code Logic updated to present error message. If the Pay End Date on a check is **before** the effective date for the combination code entered for redistribution, the following error will appear: 'Account Code was not present in Valid Combo before the Pay End Date. (26040,60)'.

	A combination code with an effective date that was valid **on or before** the Pay End Date on the check is required.
Express Direct Retro (EDR) Search by Combo Code	**Navigation:** Nav > Manager Self Service > Express Direct Retro > Retro Distribution Request **Issue:** An EDR search by combo code (Acct_Cd) **only**, without a Position_Nbr or EmplID entered, resulted in an error: 'Unable to locate department from position search criteria - process terminating (26040,14)', in some cases. **Root Cause:** The page was not setup to find a DeptID when the only search criteria entered was a combo code (Acct_Cd). **Solution:** Page was modified to locate the DeptID when combo code (Acct_Cd) is the only search criteria entered.
Express Direct Retro (EDR) Search by Position or Empl ID	**Navigation:** Nav > Manager Self Service > Express Direct Retro > Retro Distribution Request **Issue:** The Position_Nbr or Empl ID in the EDR search header does not match the Position_Nbr or Empl ID listed in the Current/New Distribution sections on the EDR transaction. **Root Cause:** User searched for a Position_nbr or Empl ID and the results were displayed in the Search Results. User then entered a different Position or Empl ID but did not click either 'Search' for a new search or 'Clear Search' to remove the new Position or Empl ID from the search criteria. **Solution:** When a user selects a Position_nbr or Empl ID in the Search Results section, the page will substitute in the selected Position_nbr or Empl ID for the values entered in the Search fields and store them in the Header, Before, After, and Lock tables.
Express Direct Retro (EDR) Change to Column Label	**Navigation:** Nav > Manager Self Service > Express Direct Retro > Retro Distribution Request

	Issue: Model Change Request (CHG00720) **Root Cause:** Request submitted due to ambiguity of REVISED AMOUNT column label in New Distribution section. Users mistaken REVISED AMOUNT as the amount that remains on the Combo Code rather than the amount that will be transferred to the new Comb Code. **Solution:** Changed column label from REVISED AMOUNT to **AMOUNT TO TRANSFER**.

Common Remitter

Modifications to Existing Processes

Create RET Acct Entries (SSC) **ORP Create Acct Entries (SSC)** **Create TSA Acct Entries (SSC)**	**Navigator > BOR Customizations > BOR Payroll > Common Remitter > Retirement > Retirement Processes > Create RET Acct Entries (SSC)** **Navigator > BOR Customizations > BOR Payroll > Common Remitter > Retirement > Retirement ORP Processes > ORP Create Acct Entries (SSC)** **Navigator > BOR Customizations > BOR Payroll > Common Remitter > TSA > TSA Processes > Create TSA Acct Entries (SSC)** In our continuing efforts to streamline processes and increase efficiencies, the Create Accounting Entries processes for mandatory retirement (TRS, ERS, ORP) and voluntary plans (403b, 403Roth, 457b, 457Roth) will now be run by the Shared Services Center. This will be effective with the 27B2 Pay Run ID. The reasons for centralizing into one standardized process are: 1) Reduce or eliminate the number of DBIs processed due to issues with the parameters used with Create Accounting Entries processes and ensure processes are run in a timely manner. 2) Capture employee-level detail for TRS and ERS Correction Invoice allocations. Currently, only invoice totals can be recorded. After the release,

	PERS_SERV_BOR and HR Accounting lines will have this level of detail. 3) Having the process run simultaneously for all companies with Correction Invoice details allows: a) Automation of the Common Remitter invoices. Currently, SSC must manually enter and create the invoices. b) Creation of validation queries that will compare history table contributions, accounting entry amounts, provider file contribution amounts and the provider invoice for reconciliation. 4) **IMPORTANT STANDARDIZATION INFORMATON:** a) Accounting Date (check date) b) ERS/TRS Cash/Clearing Account: 229910 c) ORP/TSA Cash/Clearing: 118100 d) ORP/TSA Receivables: 129260
New Processes: **SSC ERS/TRS Invoice Creation** **Create ORP Pay Run Invoices** **Create TSA Pay Run Invoices**	**Navigator > BOR Customizations > BOR Payroll > Common Remitter > Retirement > Retirement Inquiry > SSC ERS/TRS Invoice Creation** **Navigator > BOR Customizations > BOR Payroll > Common Remitter > Retirement > Retirement ORP Processes > Create ORP Pay Run Invoices** **Navigator > BOR Customizations > BOR Payroll > Common Remitter > TSA > TSA Processes > Create TSA Pay Run Invoices** Three new processes have been created to automate the invoice creation process. These processes will be run by the Shared Services Center. ORP and TSA invoices will be run after each Pay Run ID, while ERS and TRS invoices will be run monthly, and include the Correction Advice allocations entered in at the institution level.

Reports/Queries

Common Remitter Validation Queries	**Navigator > BOR Customizations > BOR Payroll > Common Remitter > Retirement > Retirement Inquiry** *RET Payroll Deduction Summary* Returns a summary of payroll deductions for the selected month/year by provider. Hyperlink to

	Employee Deduction Details provides employee level details. *Payroll Deduction SSC Summary* Returns a summary of payroll deduction taken for all business units for the selected month/year by provider. Hyperlink to Employee Deduction Details provides employee level details. *Deduction-Work Tbl Load Variance* Run query prior to adjustments to identify data row(s) where the payroll deduction and does not match the Work Table Load. *RET Provider Variances History* Report compares data in the History Table with PERS_SERV_BOR and returns any variances between the two tables. *ERS/TRS Accounting Summary* Returns PER_SERV_BOR table data posted when the Create RET Acctg Entries process was run. *ERS/TRS Accounting SSC Summary* Returns a summary view for SSC that contains the total contributions (Monetary Amount) and the total ERS/TRS Allocations (Invoice Amount). *ERS & TRS Invoice Allocation Dtl* Returns data entered by user from ERS/TRS invoice adjustments in the RET Invoice Allocations page. **Navigator > BOR Customizations > BOR Payroll > Common Remitter > Retirement > Retirement ORP Inquiry** *ORP Accounting Summary* Returns sum amount of valid data rows from the History Table posted to PER_SERV_BOR table. Hyperlink returns employee level details. *Census R Acct Summary (SSC)* Returns summary totals by business unit and plan comparing ORP/TSA history tables to the Census Remittance table. If a Sum Amount Difference is shown, review the Census R Acct Summary for details. *Census R Acct Summary* Returns Census Remittance summary for business unit by Pay Run ID/Plan. The history table (Sum Amount) and Census Remittance table (Sum Contribution) and difference amount (Sum Amt Diff) is returned. Hyperlink to employee level details. *Paycheck Dedctn, by Run ID (SSC)* Returns the sum of current payroll deductions by business unit and provider for SSC in a single query.

	Hyperlink to employee level details. Can be run for both ORP and TSA. *Paycheck Deductions, by Run ID* Returns a sum of current payroll deduction by provider with hyperlink to employee level detail. Can be run for both ORP and TSA. **Navigator > BOR Customizations > BOR Payroll > Common Remitter > TSA > TSA Inquiry** *TSA Accounting Summary* Returns sum by Pay Run ID and plan for all business units with hyperlink to employee level details. *TSA Acct Summary (SSC)* Returns sum by Pay Run ID and Plan by business unit with hyperlink to employee level details. *TSA Variances Hist & PSB Tabls* Returns sum totals by Pay Run ID, EMPLID, Plan by business unit providing variance between TSA history and PER_SERV_BOR tables for validation of the Create Accounting Entries (SSC) process.

Page Changes

New Page - RET Invoice Allocations **Page: BOR_RET_INVC_ALLOC** **View: BOR_CR_ALLO_VW**	**Navigator > BOR Customizations > BOR Payroll > Common Remitter > Retirement > Retirement Processes > RET Invoice Allocations** A new page has been created where practitioners will enter employee level data from ERS/TRS Correction Advice Invoices that they elect to allocate. Entering this data will allow employee level detail to populate PERS_SERV_BOR and HR_ACCTG_LINE.

Human Resources

Modifications to Existing Processes

Component Lockdown (in conjunction with Payroll)	**Setup HCM > Product Related > Payroll for North America > Component Lockdown** The Payroll for North America Component Lockdown feature provides a configurable design that locks

	down data in selected components. This feature is being used to control data integrity during payroll calculation and confirmation payroll processes. During periods of lockdown, users can continue to access locked-down data in read-only mode but cannot make updates until the lock is released. The following components will be subject to Component Lockdown in OneUSG: JOB_DATA (read only for the pay groups assigned to the payroll calculation and payroll confirmed processes)

Manage Faculty Events

Page Changes

Assigned Effort	**Workforce Development > Faculty Events > Track Events > Assigned Effort** The 'Annual Rate' field in the header section of the Assigned Effort page will no longer appear. This field was information only and not required as the MFE practitioner does have the ability to view Job Data. **Reason:** The header section looks to the initial Empl Rcd which may not be the active record for the institution.

Payroll

Modifications to Existing Processes

Component Lockdown	**Setup HCM > Product Related > Payroll for North America > Component Lockdown** The Payroll for North America Component Lockdown feature provides a configurable design that locks down data in selected components. This

	feature is being used to control data integrity during payroll calculation and confirmation payroll processes. During periods of lockdown, users can continue to access locked-down data in read-only mode but cannot make updates until the lock is released. The following components will be subject to Component Lockdown in OneUSG: ADDITIONAL_PAY (Additional Pay) DIRECT_DEPOSIT (Direct Deposit) PAY_OL_CHECK (Online Check-SSC only) PAY_SHEET_ADD (By Paysheet-SSC only) PAYROLL_DATA (Update Payroll Options) TAX_DATA (Federal and State Tax Data) PY_IC_DIR_DEP_FL (Fluid Direct Deposit-ESS) PY_IC_VOL_DEDS (Voluntary Deductions-GT ESS) PY_IC_W4 (W-4 Tax Information-ESS) BOR_PY_IC_G4_DATA (G4 Employee Self Service)
Minimum Wage by Jurisdiction	**Navigator > Install > Product Specific > Payroll for North America > Payroll for North America Installation Page** Functionality to support the use of minimum wage rates for jurisdictions in payroll calculation for employees working in those locations will be turned on after the release. The functionality impacts FLSA, tips, and retro calculations. The new functionality will use the highest of the federal, state, and jurisdiction minimum wage rate defined in the system when calculating the employee's check. This functionality will require system, company, and employee level configuration to work as designed. If your company has non-exempt employees in a work location that has a jurisdictional minimum wage different than the federal or state minimum wage and wish to utilize this functionality, please submit a ticket to oneusgsupport@usg.edu.

Page Changes

Colorado Form DR 004	Beginning in 2022, employees may use the new Colorado Form DR 0004, 2022 Colorado Employee Withholding Certificate, to adjust their Colorado

	state withholding tax. If an employee submits Colorado Form DR 0004, the employer must calculate Colorado state withholding tax using the amounts the employee entered. If an employee does not submit Colorado Form DR 0004, the employer must calculate Colorado state withholding tax based on Federal Form W-4. For information, please refer to the following website: Colorado Form DR 0004: https://tax.colorado.gov/sites/tax/files/documents/DR0004_2021.pdf

Recruiting

Modifications to Existing Processes

Change to Recruiter/Hiring Manager Selection within Hiring Team on the Job Opening	Currently, those who are creating job openings and adding a recruiter/hiring manager under the Hiring Team section can select and see all recruiters/hiring managers across all institutions. Practitioners will now only be able to select a recruiter/hiring manager within their institution.

Reports/Queries

Job Opening Audit Queries	Job opening audits have been created to capture edits made to job openings by users. The audits capture changes made to job openings in draft, pending approval, and in the open statuses. The following queries were created: BOR_CP_AUDIT_JOB_OPENING- Captures the change made to department ID. BOR_CP_AUDIT_JO_ITEMS- Captures changes made to Background Check Package, Justification Statement, Onboarding Packet, and Required Documents.

	BOR_CP_AUDIT_JO_LOCATION- Captures changes made to location. BOR_CP_AUDIT_JO_POSTING_DSCR- Captures changes made to the job descriptions within the job posting. BOR_CP_AUDIT_JO_POSTING_DST- Captures the addition/deletion of posting destinations. BOR_CP_AUDIT_JO_RQMT- Captures change in reg/temp status. BOR_CP_AUDIT_JO_POSITIONS- Captures changes made to position number. BOR_CP_AUDIT_JO_TEAM- Captures addition/deletion of hiring managers, recruiters, and SCM within hiring team. BOR_CP_AUDIT_JO_QUESTION_RQMT- Captures the addition/deletion of screening questions.

Self Service

Modifications to Existing Processes

State Charitable Campaign Program (SCCP)	**Navigation: Employee Self Service> Make SCCP Contribution** Employees that have had a break in contribution to SCCP (i.e., contributes to calendar year 2020, skips 2021and wants to contribute in 2022), the prior year (2020) contribution charity name will now populate on the Make Charitable Campaign Pledge page for the current contribution year (2022). Employees will now be able to receive email notifications when they make edits to already submitted contributions within the same giving period on the Make SCCP contribution tile. When SCCP updates are made by the SCCP Admin on the Manage SCCP contributions page, when the employee goes to make SCCP contributions on the tile in the current giving period or next year giving period, the details that populate on the Make Charitable Campaign Pledge page should reflect the last changes that were made on the Manage SCCP Contributions page by the SCCP Admin

Delegation	**Navigation: Manager Self Service> Delegations> Create Delegation** Managers with future dated rows on job data will be able to delegate to their peers and Managers Step 3 (transactions) of the delegation process contains a list of transactions to be delegated. 5 of these transactions populate as duplicates. This will be resolved in the release, so managers are able to tell apart what each transaction is.
Manager Self Service	**Specific to KSU** With this release KSU Admins can submit MSS transactions on behalf of the managers.
Add/Change Position	**Navigation: MSS Home Screen > Manage Positions** Organizational Development>Position Management>Maintain Positions/Budgets>Add/Update Position Info Positions created (except paygroups N & M) will have the "Adds to FTE" box checked on position management (specific information tab) Position change requests with effective dates prior to the creation of the position will not be able to be submitted-error message will be received.
Employee Self Service	Employee data entry will be read only during payroll calculation and confirm for the following: • W4 Tax Information • G4 Employee Self Service • Direct Deposit • Voluntary Deductions (GT only) PeopleSoft delivered functionality that renders the above pages "read-only" for employees in a pay group that is attached to a Pay Run ID where payroll calculation or confirm is processing has been configured with this release. Employees in a pay group that is not attached to a Pay Run ID where payroll calculation or confirm is processing will not

	be impacted. Once the payroll calculation or confirmation process has been configured, the page will be fully open for update.

Time and Labor

Modifications to Existing Processes

Juneteenth Holiday Addition	The USG Institutional Holiday Calendars have been updated to reflect the addition of a 13th State Holiday. Beginning in 2022, the State of Georgia will observe the Juneteenth Holiday. This year the Juneteenth Holiday will be observed on Monday, June 20th.
USG Shift Differential Matrix Enhancements	The USG Shift Differential Matrix has been enhanced to provide a global utilization opportunity for institutions to facilitate varying differential pay requirements. The Shift Differential Matrix provides three differential Types: 1. Evening Shift Differential 2. Night Shift Differential 3. Weekend Differential Each type has flexible begin and end time zones (or ranges) to accommodate varying times in which shift differentials may be earned. Each differential type details row can be assigned a unique TRC to award a specific differential pay amount. The matrix uses effective date logic to track retro activity and/or points in time where differential criteria or pay amounts may change. The following data elements are used to manage and determine eligibility for Shift Differential Awards: 1. Company 2. Effective Date 3. Department 4. Job Code

	5. Pay Group 6. Minimum hours worked into a shift 7. TRC for each Differential Two USG institutions are currently using the Matrix to manage shift differentials, UGA and Augusta University.

Page Changes

Employee Weekly Timesheet	The **Apply Schedule Button** is now available for selection on the employee timesheet. Pay From Schedule (PFS) eligible employees should now see the Apply Schedule option at the bottom of their Weekly Timesheet page.

Other Notes	
Next Scheduled Release	Release 6.34 - September 9, 2022 Release 6.36 - December 9, 2022
More Information and Support	For business impact emergency issues, contact OneUSG Connect at oneusgsupport@usg.edu.