The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 2.0 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 2.0** is currently scheduled for **Sunday, Dec. 17, 2017**.

Release HREL 2.0

General Information	
Business Processes and Job Aids	Changes to the following Business Processes and Jobs Aids* have been included in this release: **Job Aids** Self Service Transactions: - Smartsheet: Shared Materials > Training and Communications > OneUSG – Training Catalog (Self Service) Automated Adjustments - Entering and Loading - Smartsheet: Shared Materials > Training and Communications > OneUSG – Training Catalog (Practitioners)
Known Issues	Resolutions to the following Known Issues have been included in this release: **Known Issue KI9.2-002-TL:** Monthly Employee Prepopulated Timesheet Requires Extra Step When Submitting Timesheet
Technical Information	
New HPLAY Database URL	The HPLAY Access URL has changed and the old URL will not be redirected. Self Service and Practitioner production URLS have also changed but they will be automatically redirected. New Practitioner URL: https://core.hplay.onehcm.usg.edu New Self Service URL: https://selfservice.hplay.onehcm.usg.edu

Module Specific Information

Benefits Administration (BN)

Modifications to Existing Processes

New Retiree and Survivor HRID Interface	Alight is system of record for retirees and survivors. With the release, updates to retiree and survivor information made in the Alight system will feed over to OneUSG Connect once/week. Updates will include address, phone, date of death, name changes, etc. and new job data created for surviving dependents. Institutions will no longer enter survivor job data.

Faculty Events (MFE)

Reports/Queries

BOR_MFE_PART_TIME_FACULTY	**Reporting Tools > Query > Query Viewer/Manager** Query provides a list of all active part-time faculty based on SetID.

Page Changes

Institution Rank Field	**Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data** Institution Rank field has been added for those institutions having faculty type titles that are not considered academic rank, such as an Assistant Research Scientist. When ‘006 No Rank’ is selected in the Home Rank field it will open up the Institution Rank field. Each institution will maintain their Institutional Rank Table.

Tenure Mandatory Review Date Field	**Workforce Development > Faculty Events > Calculate Tenure > Create Tenure Data** Tenure Mandatory Review Date field has been added and auto-populates based on the most recent tenure status date, rank change date, or last review date. The current calculation is 'plus 6 years minus one day', but the field can be modified by the institution based on their tenure review process.

Human Resources (HR)

Page Changes

Pay Group on Position Data	**Position Data > Description> Pay Group Information** The Pay Group listed on position will no longer be located on a separate page. Instead there is a new section on Pay Group Information (at the bottom of the page). Position Management Practitioners can select the appropriate Pay Group and Employee Type using the magnifying glass to search. When an employee is hired into a position, the Pay Group information on Job Data will automatically update from Position Data. *Note: if a Pay Group is changed on an existing position, be sure to select the "update incumbents" check box on the Position Data "Specific Information" tab.
Search by National ID	**Workforce Administration > Personal Information > Biographical > Search by National ID** As part of the new hire process, practitioners now have the option of searching by National ID (SSN) prior to creating a new employee ID (EMPLID).

	This search will identify whether or not a potential employee already has an EMPLID, eliminating the errors caused by creating redundant EMPLIDs. If an EMPLID is returned in search results, practitioners should hire the employee using a new employment instance.

Payroll (PY)

Modifications to Existing Processes

Automated Adjustments Page	**Navigator > Payroll for North America > Payroll Customization > Automated Adjustments** Practitioners can use this new custom page to enter employee level earning and deduction adjustments for a particular pay end date. This page was created to replace the Automated Adjustment Form (AAF) functionality in ADP.
Automated Adjustments Load	**Navigator > Payroll for North America > Payroll Customization > Automated Adjustments Load** Practitioners will load all Automated Adjustments entered on the Automated Adjustments Page to the staging table prior to submission of payroll to the Shared Services Center (SSC) on Payroll Day 2/Calculation Day.
Pay Calendar Creation	**Navigator > Payroll for North America > Payroll Customization > Pay Calendar Creation** This is a process to automate pay calendar creation that will be run by the SSC. The process is run by company, pay group, pay period end date and pay year.
Assign Run ID to Calendars	**Navigator > Payroll for North America > Payroll Customization > Assign Run ID to Calendars**

	This is a process to automate the assigning of Pay Run IDs to established pay calendars and will be run by the SSC. The process will fetch calendars with a blank Pay Run ID with the same pay period begin date, pay period end date and paycheck issue date and populate the selected Pay Run ID on the pay calendar.
FLSA Blended/Weighted Average	**Navigator > Set Up HCM > Product Related > Payroll for North America > Compensation and Earnings > Earnings Table** The Fair Labor Standards Act (FLSA) of 1937 requires that you pay overtime to non-exempt employees who work more than 40 hours in a week. Earnings codes for earnings that are eligible for FLSA have been configured to process with an FLSA overtime premium rate. The FLSA rate = (regular period pay + overtime pay at contractual rate + total other FLSA eligible earnings) divided by total FLSA eligible hours. FLSA eligible earnings include regular pay, overtime pay, shift differentials, retro pay and supplemental pays.
NRA Earnings Split	**Navigator > Payroll for North America > Payroll Customization > NRA Earnings Split** SSC will run this process during the monthly payroll to assign the Non-Resident Alien (NRA) earnings codes to the portion of earnings that is subject to the employee's tax treaty. Biweekly NRA earnings codes split will still be a manual process in OneUSG Connect until a future release.

Reports/Queries

BOR_PY_MEDICARE_OOB	**Navigator > Reporting Tools > Query > Query Manager** SSC and Practitioners can run this query to identify employees with a Year To Date (YTD) Medicare tax balance that does not equal 1.45% the YTD Medicare taxable gross.
BOR_PY_WITHHOLDING_TAX_OOB	**Navigator > Reporting Tools > Query > Query Manager** SSC and Practitioners can run this query to identify employees with a YTD federal or state tax withholding balance and YTD federal or state taxable gross equal to zero.
BOR_PY_OASDI_OOB	**Navigator > Reporting Tools > Query > Query Manager** SSC and Practitioners can run this query to identify employees with a YTD tax balance for Old Age Survivor and Disability Insurance (OASDI), known as Social Security, that does not equal 6.20% the YTD OASDI taxable gross.
BOR_PY_PRIMARY_PAY GROUP_NULL	**Navigator > Reporting Tools > Query > Query Manager** Query to identify employees with a blank Primary Pay Group field to identify employees for data clean up prior to paysheet creation.

Page Changes

Employee General Deduction Page	**Payroll for North America > Employee Pay Data USA > Deductions > Create General Deductions** A custom, editable reference field has been added on the bottom of the Employee General Deduction page. This will allow practitioners to add notations on each effective dated row for informational purposes.

Self Service (ESS and MSS)

New Functionality

Preferred Email and Phone Types	**Employee Self Service (ESS) > Personal Details > Contact Details** All employees should have phone type "business" and email type "business" marked "preferred." If no "business" type is present, OneUSG Connect will mark phone type "campus" and email type "home" as the preferred. All employees are required to have a preferred phone and email. Note: The "preferred" contact details will show in the company directory and are visible to others in OneUSG Connect.

My Team Tile & Related Actions	Manager Self Service (MSS) > My Team Tile > Related Actions
	Introduction of the "My Team" tile where managers can initiate requests to HR*: - Time Management - Submit request to adjust leave balances - Submit request to change time and absence approver - Job and Personal Information - View employee personal information - Submit reporting change request - Submit transfer request - Submit promotion request - Submit location change request - Submit retirement request - Submit termination request - Submit demotion request - Position and Funding - Submit request to add position and funding - Submit request to change position and funding - Submit request to inactivate position - Compensation - View compensation history - Submit an ad hoc salary change - Submit supplemental pay request - Development - View current team profiles - View historical team profiles - Forms - Submit security request

	• Notify Employee
	    o Email message
	    o Notification through OneUSG Connect
	
	NOTE: These transactions ***initiate a request*** only and do not automatically update the database, job data, employee status, etc. Once approved, HR practitioners will input the appropriate changes.
	
	These request actions will be available in MSS regardless of when an institution decides to utilize the functionality. If a manager submits a request, it will be routed to HR for approval.

Approvals Tile	**MSS > Approvals (tile)** Introduction of the “Approvals” tile where managers can identify transactions pending their approval. This tile will display the number of pending requests and will sort requests by type, date submitted, and status. Managers can approve or deny requests directly from this tile. Managers and other approvers can also insert an ad-hoc approver directly from the approvals chain.
Review Transactions Tile	**MSS > Review Transactions (tile)** Introduction of the “Review Transactions” tile where managers can review all transactions they have submitted, approved, or denied. From this tile, managers can also access and review the approvals chain for pending transactions.

Delegation Tile	**MSS > Delegation (tile)** Introduction of the “Delegation” tile where managers can assign proxy approval and initiation authority for Personnel Actions and Time and Absence transactions.

Time and Labor (TL)

Modifications to Existing Processes

Reported Time Approval	**MSS > Time Approver > Report Time** **MSS > Team Time (Tile)** **Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time > Approve Reported Time** Managers will be responsible for approving Reported Time and will no longer approve Payable Time. This process begins Dec. 31, 2017 – Jan. 13, 2018 (2nd pay cycle in January 2018). Practitioners will approve any unapproved Reported Time via the Reported Batch approval process.
Managing Time and Labor Exceptions	**Navigator > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions** Managers are responsible for working and correcting TL exceptions.
Batch Approval of Reported Time & Time Approval Compliance	**Navigator > Time and Labor > Approve Time > Batch Approve Reported Time** Managers are responsible for approving reported time. Practitioners will batch approve “unapproved” reported time via the Batch approval process. The TL Compliance Table will be updated at the same time the batch approval processing is running.

	This process begins Dec. 31, 2017 – Jan. 13, 2018 (2nd pay cycle in January 2018).
Payable Time Approval	**Navigator > Time and Labor > Approve Time > Batch Approve Payable Time** Managers are no longer responsible for approving Payable Time. Practitioners will approve Payable Time via the Batch approval process.
Removal of Exempt Timesheet Entry/ NTO	Exempt benefited employees no longer have to report No Time Off (NTO). Exception time i.e. Vacation/ Sick absences will be required via Absence Management requests. Although Holiday will be pre-populated for eligible employees – it is considered reported time and Manager approval is still required. **Note:** Non-Benefited exempt employees will continue to enter ACA hours.

Queries/Reports

BOR_TL_REPORTED_TIME_BWK	**Navigator > Reporting Tools > Query > Query Manager** Reported Time Query to view time to be processed in the current cycle for Bi-Weekly.
BOR_TL_REPORTED_TIME_MNTH	**Navigator > Reporting Tools > Query > Query Manager** Reported Time Query to view time to be processed in the current cycle for Monthly.

BOR_TL_REPORTED_COMPLIANCE	**Navigator > Reporting Tools > Query > Query Manager** Query to be run prior to the Batch Approval for Reported Time process. To view reported time showing in NA (Needs Approval) status.

Absence Management (ABS)

Queries/Reports

BOR_ABS_EVENT_DATE_RANGE_BWK	**Navigator > Reporting Tools > Query > Query Manager** To view absence events by date range for validating hours to be processed in the current cycle for Bi-Weekly.
BOR_ABS_EVENT_DATE_RANGE_MNTH	**Navigator > Reporting Tools > Query > Query Manager** To view absence events by date range for validating hours to be processed in the current cycle for Monthly.

Other Notes

Next Scheduled Release	OneUSG Connect **Release 2.10** is currently scheduled for **Saturday, Jan. 13, 2018**. You will receive a reminder of when this update will occur.
More Information and Support	For business impact emergency issues, contact OneUSG Connect Support immediately at 877-251-2644 (toll free) or sscsupport@ssc.usg.edu.