THE ENTERPRISE TRANSFORMATION | HCM
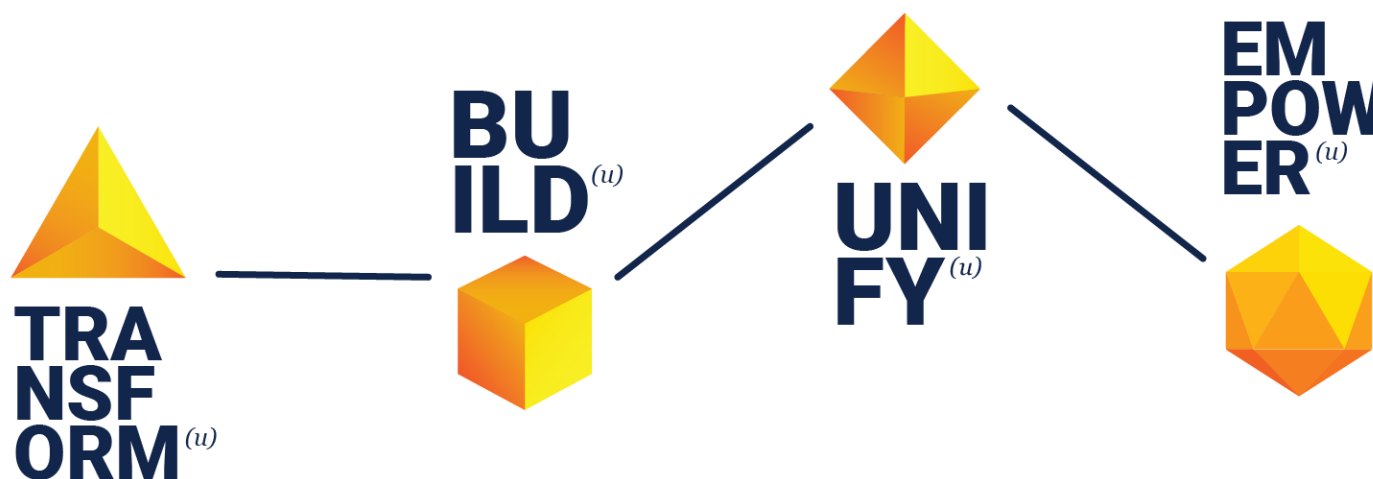
OneUSG Connect Campus Info Session

Commitment Accounting

Agenda

- About Info Sessions
- OneUSG Connect Overview
  - Project Scope
  - Timeline
- Commitment Accounting
  - Foundational Concepts
  - Inputs and Outputs
  - Express Direct Retro Distributions
  - Terminology
  - Process and Data Maps
  - Decision Points
- Questions & Answers

Today's Presenters

Georgia Tech

Greg Phillips
Transformation
Director

Terryl Barnes
Commitment
Accounting Lead

Kara Tillman
Organizational
Readiness Lead

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Safe Harbor

The information delivered within this presentation was published on 12/11/19.

This information, while accurate at the time, is subject to change.

ABOUT INFO SESSIONS

University System of Georgia Institution

Campus Info Sessions

- **WHO:** Open to Faculty, Staff, and Student Employees

- **WHAT:** Campus Info Sessions are meetings highlighting a specific topic related to Georgia Tech's transition to OneUSG Connect

- **WHEN:** May 2019 – February 2020: Each topic will have multiple sessions hosted in various locations on campus including at least one webinar

Info Sessions

- HCM Transformation Overview & Employee Self-Service
- Manager Self-Service & Position Management
- Time & Labor/Absence Management & Payroll
- Student Hiring
- Role-Based Access & Approval Workflow
- Careers
- Commitment Accounting

Special Topic Webinars

- Faculty Self-Service
- Workforce Administration & Global

Campus Info Session Expectations

- These sessions are *not* training, training will be available Spring 2020
- Today's sessions will cover a very basic introduction to what OneUSG Connect will look like for Georgia Tech
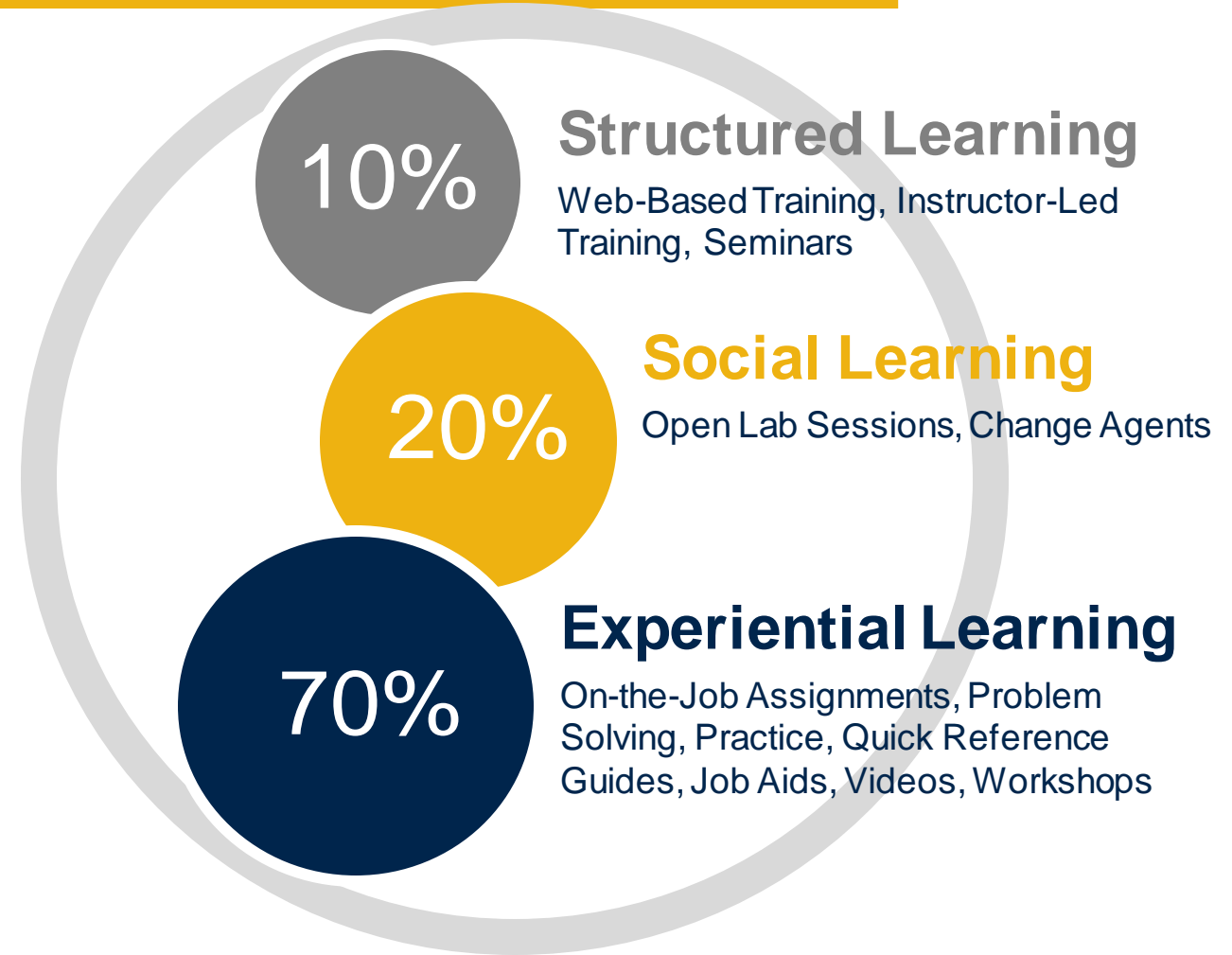- Future sessions will demonstrate different business processes related to specific topics

Training
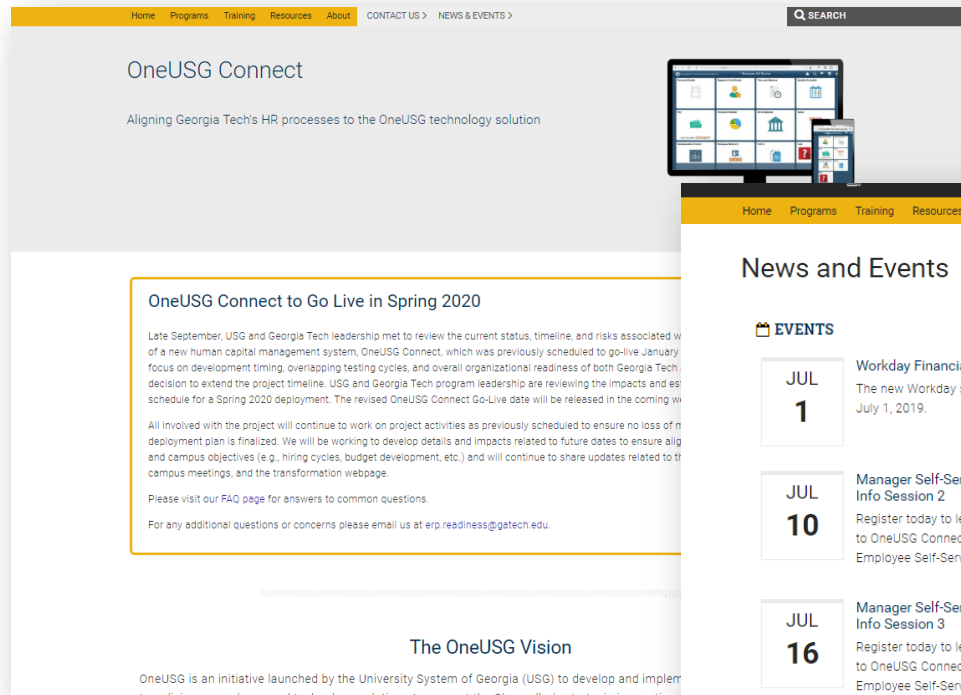
WHEN: Spring 2020

WHAT: Training will be:

- A mix of instructor-led classroom training and web-based training.

- Supplemented with job aids/process guides that you will be able to access at any time to help walk you through processes in OneUSG Connect.
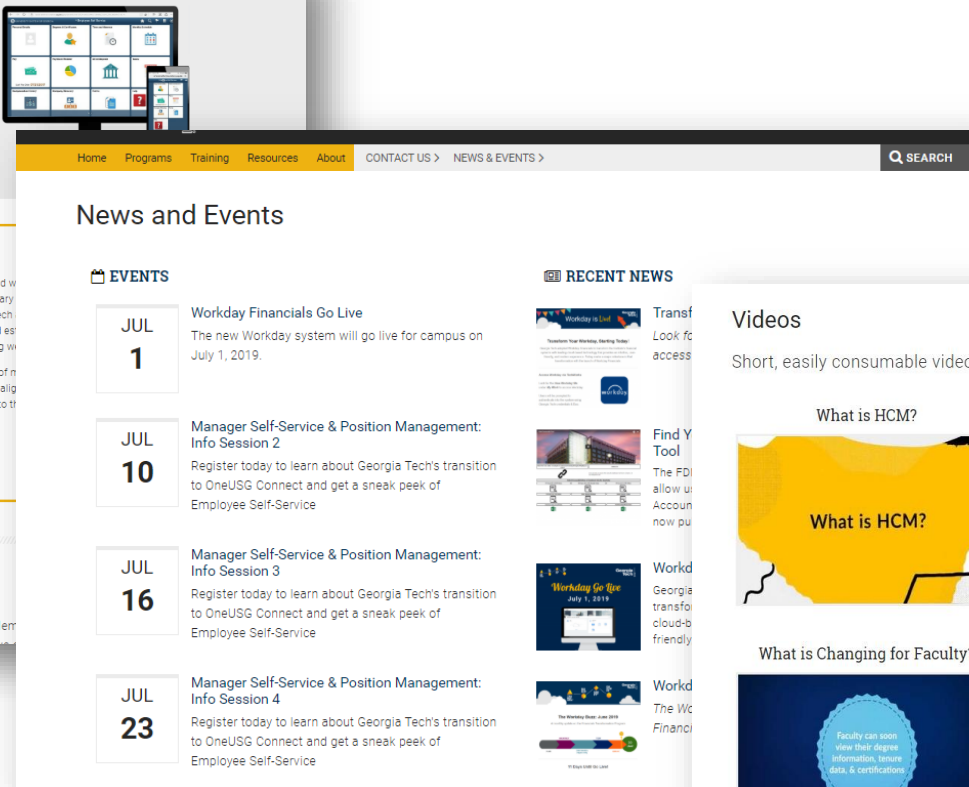
WHERE: The launch point for any training will start at the Transformation website. There you will be able to sign up for trainings, attend virtual courses, and download helpful resources.
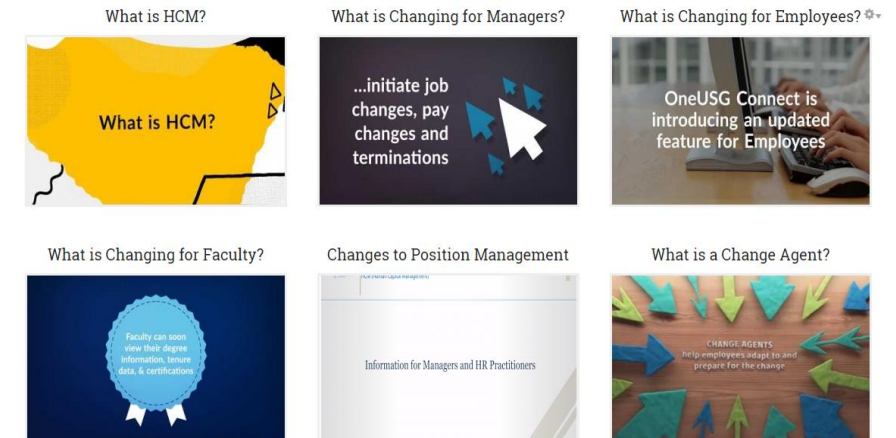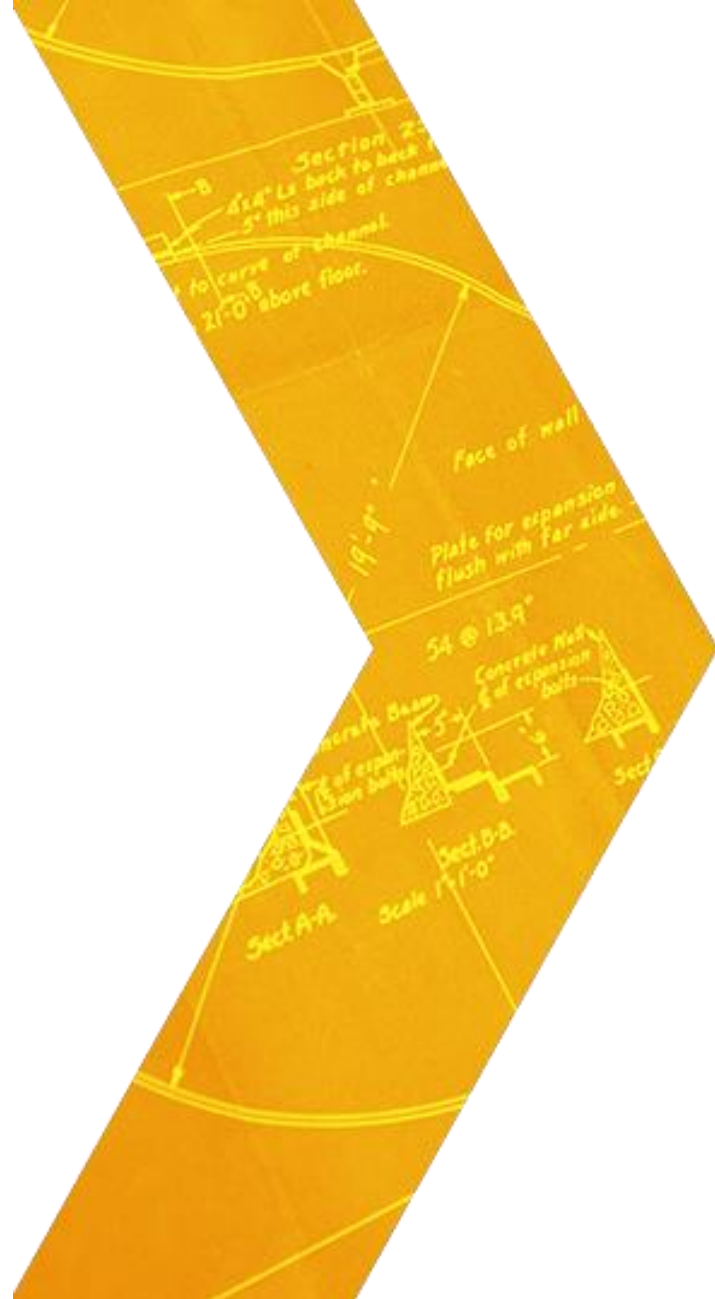
10% **Structured Learning**
Web-Based Training, Instructor-Led Training, Seminars

20% **Social Learning**
Open Lab Sessions, Change Agents

70% **Experiential Learning**
On-the-Job Assignments, Problem Solving, Practice, Quick Reference Guides, Job Aids, Videos, Workshops

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Website

Transformation.gatech.edu/hcm

ONEUSG CONNECT OVERVIEW

OneUSG Vision

All USG institutions will adopt a consistent approach to **policies**, **procedures**, **and technology**

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OneUSG Connect

Georgia Tech

▼ Employee Self Service

Degrees & Certificates	Time and Absence	Monthly Schedule	Pay
			Last Pay Date **12/31/2018**

Paycheck Modeler	Taxes	Direct Deposit	Compensation History

Company Directory	Careers	Personal Details	Help
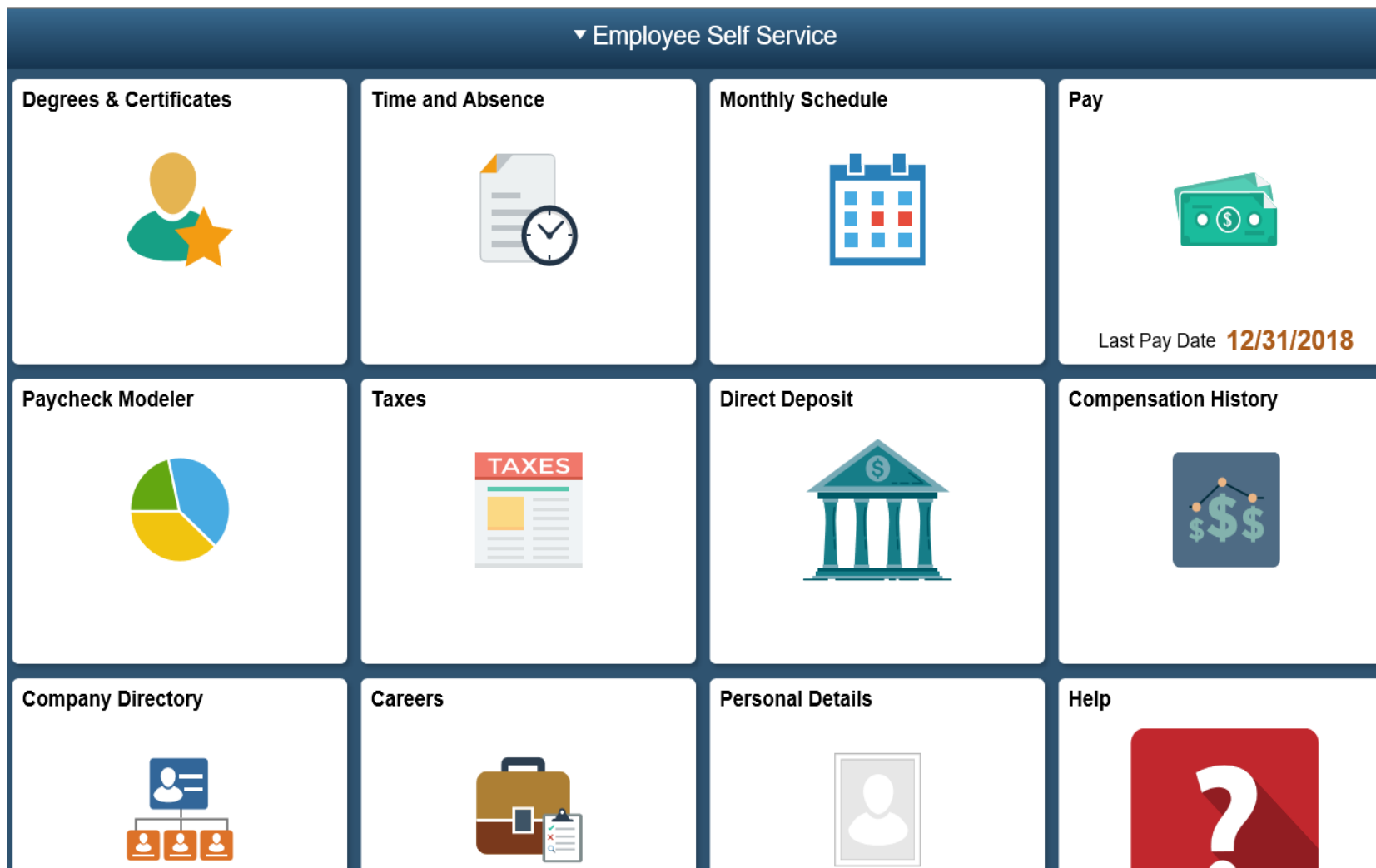
All USG institutions will transition to a **new technology platform**, OneUSG Connect, to manage **human resources activities, benefits, and compensation**

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OneUSG Connect Updated Timeline

| Sept 2019 | Oct 2019 | Nov 2019 | Dec 2019 | Jan 2020 | Feb 2020 | Mar 2020 | Apr 2020 | May 2020 | Jun 2020 | Jul 2020 | Aug 2020 | Sept 2020 | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 |

Campus Info Sessions

Testing

UAT Training — User Acceptance Test Training

HR Training — HR Practitioner Training

Campus Training — Instructor-Led Training, Web-Based Training, Job Aids, Seminars, etc.

Go Live ★

Open Labs

Department Wellness Checks

Careers Phase 2 — Faculty (non-GTRI)

Careers Phase 3 — GTRI Competitive Students

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Project Scope

OneUSG CONNECT MODULES

Careers

Benefits

Self-Service

Global

Time & Labor / Absence Management

Workforce Administration

Payroll

Commitment Accounting

Faculty Events

Time Clocks

ADDITIONAL CHANGES

System Approvals

Security Changes

Business Process Changes

Policy Updates

Shared Services for Tier 1 Support

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COMMITMENT ACCOUNTING

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What is Commitment Accounting?

- Salary, Planning and Distribution now known as Commitment Accounting
- Funding at position level instead of employee level
- Funding sources are used for the GL interface and encumbrance processes
- Commitment Accounting runs the encumbrance process to encumber the annual salary
- Commitment Accounting accepts payroll transactions and allows the user to redistribute their funding

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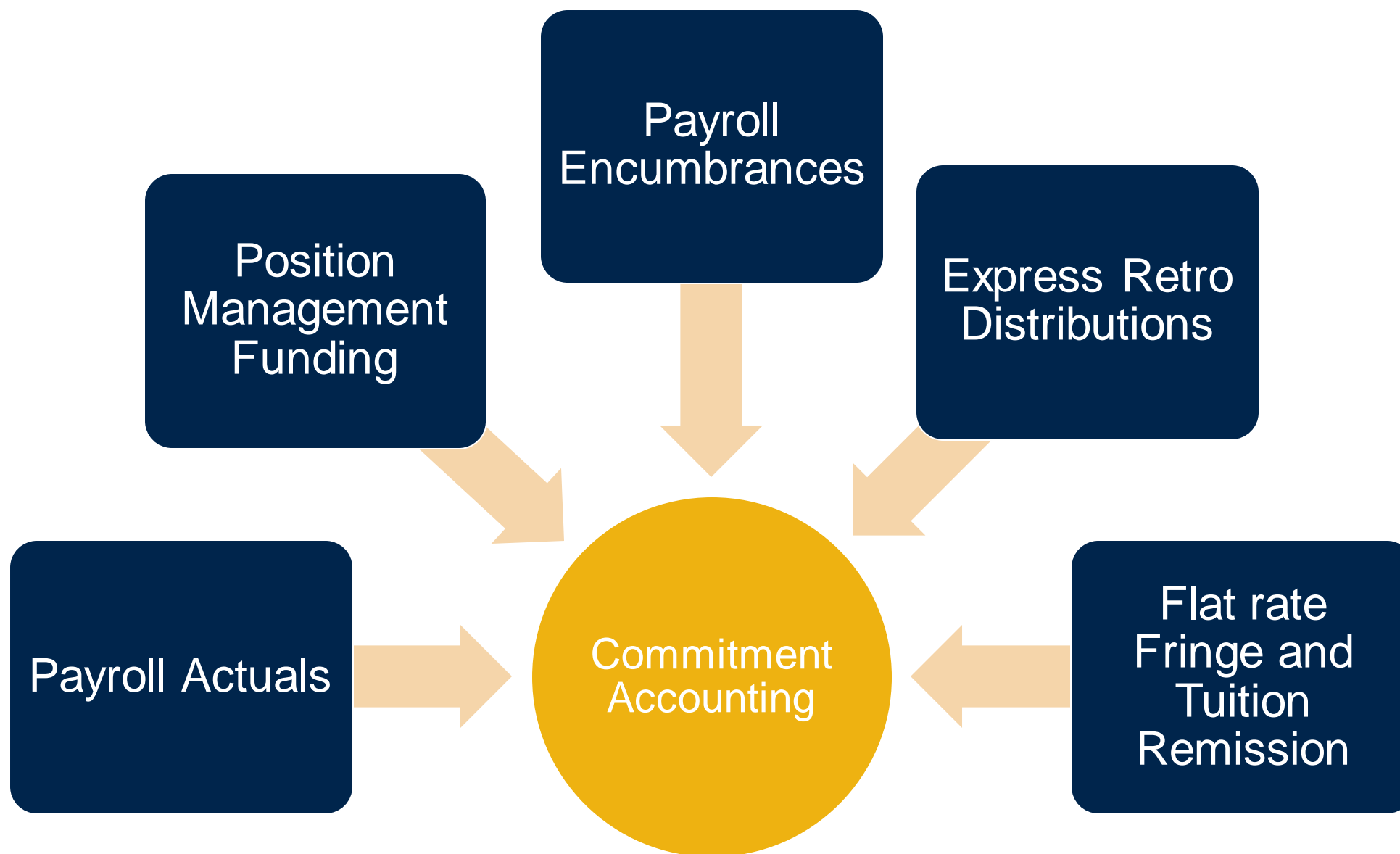
Manager Self-Service

- Commitment Accounting functions within the Manager Self-Service (MSS) module. It allows anyone with proper access to submit:
  - Express Direct Retro (EDR) transactions, which will replace Past Pay Period Changes
  - Change Position Funding transactions, which will replace Future Pay Period Encumbrance Changes by Effective Date
  - Transactions for Workflow Approval

MSS Transactions

These are the transactions that can be initiated in MSS:

Careers	Commitment Accounting	Add Job Code	Miscellaneous
Create job opening	Change position funding / Express Direct Retro	Request new GT job code	SWB/RWB

Position Management	HR	Time and Absence	Compensation
Add new position	Termination	Change time approver	Ad hoc salary change request
Change existing position	Promotion	Adjust leave balances	Supplemental pay request
	Retirement		
	Transfer		
	Reporting Change		
	Demotion		
	Security Request		
	Location Change		

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Workflow Approval

"Reports To" Manager

Department Approvers (Level 1 and 2)

Central Approver (Level 4)

Central Approver (Level 5)

Ad-Hoc Approver and/or Ad-Hoc Reviewer can be added wherever there is a plus sign
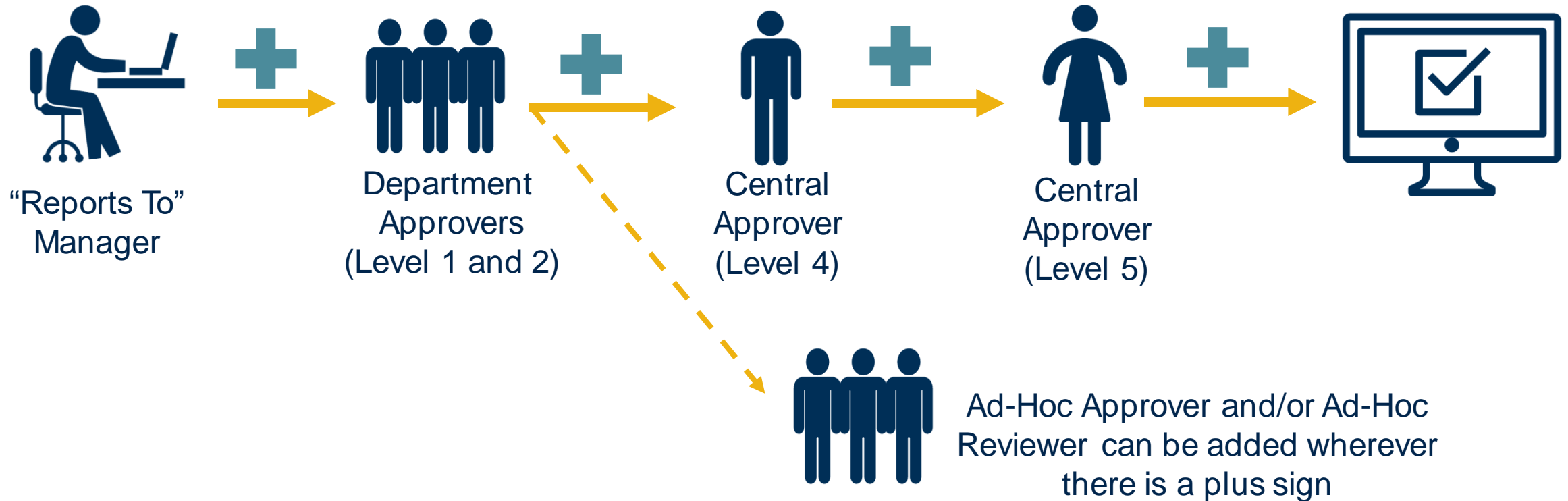
Central Office Approvals

Transaction	Level 4	Level 5
Express Direct Retro	N/A	Commitment Accounting
Change Position Funding	N/A	Commitment Accounting
Add Position Funding	Commitment Accounting	GTHR

*Involvement of the Commitment Accounting team is being discussed with Senior Leadership at this time and determinations will be final in the next few weeks

Processes in Commitment Accounting

- Change Position Funding
- Encumbrance Calculations
- Invalid Funding Maintenance
- Express Direct Retro (EDR)

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Payroll Encumbrances

- Relative to OneUSG Connect, an encumbrance is a projection/claim for personal services dollars for a period, whether it be a month, quarter or fiscal year

- It is a projection of future expenses based on the situation, as you know it today

- Encumbering funds isn't the same as spending them or even guaranteeing that you will spend them. It means that if the situation as it exists today does not change, you will spend all those funds by the end of the fiscal year

Position Funding

- Funding sources are assigned at a position level
- Funding sources are used for actual expenses and encumbrances
- If someone leaves a position and a replacement is hired, they get the same position attributes

Change Position Funding

a. Select the "Change Position Funding" link on the left of the screen

b. Enter Set ID, Position Number, effective date, and Fiscal Year

c. Select "Add" to add this transaction

d. The search criteria will display at the top of the screen. Incumbents will be listed under the "Current Incumbents" section followed by the current distribution and effective date. Remember, if this is a vacant position or a position that has not been previously funded, these fields will be blank

e. Select the "Chartfield Details" link in the "Current Distribution" to section to view individual chartfields

Change Position Funding

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Change Position Funding

Change Position Funding

- You can split fund any earnings line by selecting the "+" at the end of the line and enter a new combo code and percent.
- You can add Earnings Codes such as OVT, SUM, etc. and enter the combo code that you want these specific earnings codes to distribute.

Change Position Funding

If you enter a combo code with an expired grant, you will get the following message:

Please select a Combination Code with a funding end date greater than the transaction effective date.

ChartField Details

OK

EXPRESS DIRECT RETRO DISTRIBUTIONS

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Express Direct Retro Distributions

- Express Direct Retro (EDR) replaces Past Pay Period Changes
  - Users will be able to search by multiple HR attributes to initiate or review accounting transactions
    - Employee ID or Position Number
  - The search could be further optimized by optional criteria:
    - Pay End Date range
    - Combo Codes
    - Ledger Accounts
    - Paycheck Number
- Any EDRs that are abandoned or unapproved post GL-processing will be deleted by Shared Services Center

Express Direct Retro Overview

Express Direct Retro Overview

Search results will be displayed on the Retro-Distribution page. Requestors will be able to select all desired transactions to change distributions by dollar amount.

TERMINOLOGY

Funding

Position Funding	Salary distribution by percentage.
DBE	Department Budget Earnings in OneUSG Connect and where OneUSG Connect funding takes place.
DBT	Department Budget Taxes in OneUSG Connect.
DBD	Department Budget Deductions in OneUSG Connect.
Combination Code (Combo Code)	The Chartstring (speed type) that is used in the Department Budget table to define where a position is funded or distributed.
Chartstring	The Chartfields that make up a combo code.
Chartfield	Fund, Department, Program, Class, Project.
Budget	A percentage of earnings funded by a Combination Code.
Fund Source	Component/table in OneUSG Connect used to store the grant end date from Workday.
Express Retro Distributions	Retroactive reallocation of payroll costs.

Payroll Actuals

PSB	PERS_SERV_BOR table = SPD_ACCTG_DTL table with additional payroll info
Actuals	The actual amount of the encumbered portion that you have spent to date. An encumbered amount becomes an actual when an encumbered amount is paid. In OneUSG Connect, these are the payroll expenses.
Suspense	Functionality used to track payroll costs that does not have position funding. It is generated when funding ends in the middle of an earnings period with no additional funding. It is also generated when there is no funding row in effect for the earnings period.

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Payroll Encumbrances

Encumbrance	A claim against funds; a projection of future expenses.
Budget Actuals	Ledger where Actuals and Encumbrances are stored with employee-level detail.
Encumbrance Lock	A systematic action applied at various levels, used to prevent simultaneous processing or writing to BUDGET_ACTUALS for the same transaction(s).

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DECISION POINTS

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Decision Points

- Funding distribution in Job Earning Distribution will convert to the same distribution in the Department Budget Table
- Job code and Position Funding maintained separately
- Grant Funding end date will be sent from Workday Financials into Funding Source Table and into the Department Budget Table
- At Georgia Tech we will use decentralized suspense codes
- Commitment Accounting (formally known as SPD) will move from the Grants & Contracts Accounting Office to the Budget Office

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RECAP AND Q&A

Today's Objectives

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    - Express Direct Retro Distributions
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    - Decision Points
- Questions & Answers

Q&A

Let's stay connected!

Questions or Feedback?

- **Helpdesk Email:**
  erp.readiness@gatech.edu

- **Website:**
  http://transformation.gatech.edu