



OneUSG Connect: Release 6.20 Info Session

December 2, 2020

Housekeeping

- This presentation is in listen-only mode.
- Please submit your questions in the Q&A box. Questions are being moderated and the presenters will answer during Q&A segments.
- You will receive a PDF of this presentation later today. This presentation is also posted under 'Internal Resources'.

OneUSG Connect Internal Resources

③ HCM TRANSFORMATION DOCUMENTS	③ PRESENTATIONS & TUTORIALS	③ DEMOS AND INFO SESSIONS	③ CONNECTECH NEWSLETTER
<ul style="list-style-type: none">• OneUSG Connect Training Begins in Early March The Whistle - Vol. 45 No. 4 - February 17, 2020• PART 4 – OneUSG – What To Expect Connecting Tech to OneUSG Part 4/4• PART 3 – OneUSG – You Said Things Were Changing Connecting Tech to OneUSG Part 3/4• PART 2 – OneUSG – I’ve Heard of That, But What is HCM? Connecting Tech to OneUSG	<ul style="list-style-type: none">• Release 6.20 Info Session Download the presentation from the Release 6.20 Info Session.• Role-based Access and Approval Workflow Info Session Download the updated presentation on Role-based Access and Approval Workflow• Faculty Data Self-Service Special Topic Webinar Download the presentation from the Special Topic Webinar: Faculty Data Self-Service.	<ul style="list-style-type: none">• Special Topic Q&A Webinar Playlist 📺 Watch the recordings of the Special Topic Q&A Webinars.• Role-based Access and Approval Workflow Info Session 📺 Watch the recording of the Role-based Access and Approval Info Session.• OneUSG Connect Info Session: Careers 📺 Watch the recording of the Careers Info Session that took place on 01/15/20.	<ul style="list-style-type: none">• connectTECH Newsletter - Volume XXV: Catch up on the latest program information with this issue of connectTECH Newsletter, published November 20, 2020.• connectTECH Newsletter - Volume XXIV: Catch up on the latest program information with this issue of connectTECH Newsletter published November 6, 2020.• connectTECH Newsletter - Volume XXIII: Catch up on the latest program information with this issue of connectTECH Newsletter published October 23, 2020.

Safe Harbor

The information delivered within this presentation was published on 12/2/2020.

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

Agenda

- Release 6.20 – What You Need to Know
- Employee Self-Service
 - Current v. New Landing Page
 - Payroll Tile Changes
- Manager Self-Service
 - Delegation Actions
- Q&A
- Time and Absence
 - 90-day Absence Request Logic
 - Voting Enhancement
 - FMLA - Intermittent Absence Request Change
- Q&A
- Next Steps and Resources

Release 6.20 – What You Need to Know

- OneUSG Connect will be down 6:00 p.m., Friday, December 4, 2020, to 7:00 a.m., Tuesday, December 8, 2020. You will receive an announcement from GTHR.
 - During this time, Employee Self-Service, and Manager Self-Service, and Careers will not be available.
 - Web Clocks will be down during this time period. Form can be found on [Updates and Communication Page](#) in Time and Absence Management section.
 - Kaba Time Clocks will be available for use but may display "Offline".
 - OneUSG Connect Benefits will remain available to employees and can be accessed from [USG Faculty and Staff Portal](#).
- Note that W-2s and pay statements will be unavailable for viewing and printing during this time so please plan accordingly.
- This presentation is focused on Self-Service page changes and Time & Absence updates.
 - There are other changes that impact a smaller population of employees such as Commitment Accounting, Payroll, and Reports/Queries.
 - For detailed release notes visit our [Updates and Communication Page](#).



Today's Presenters



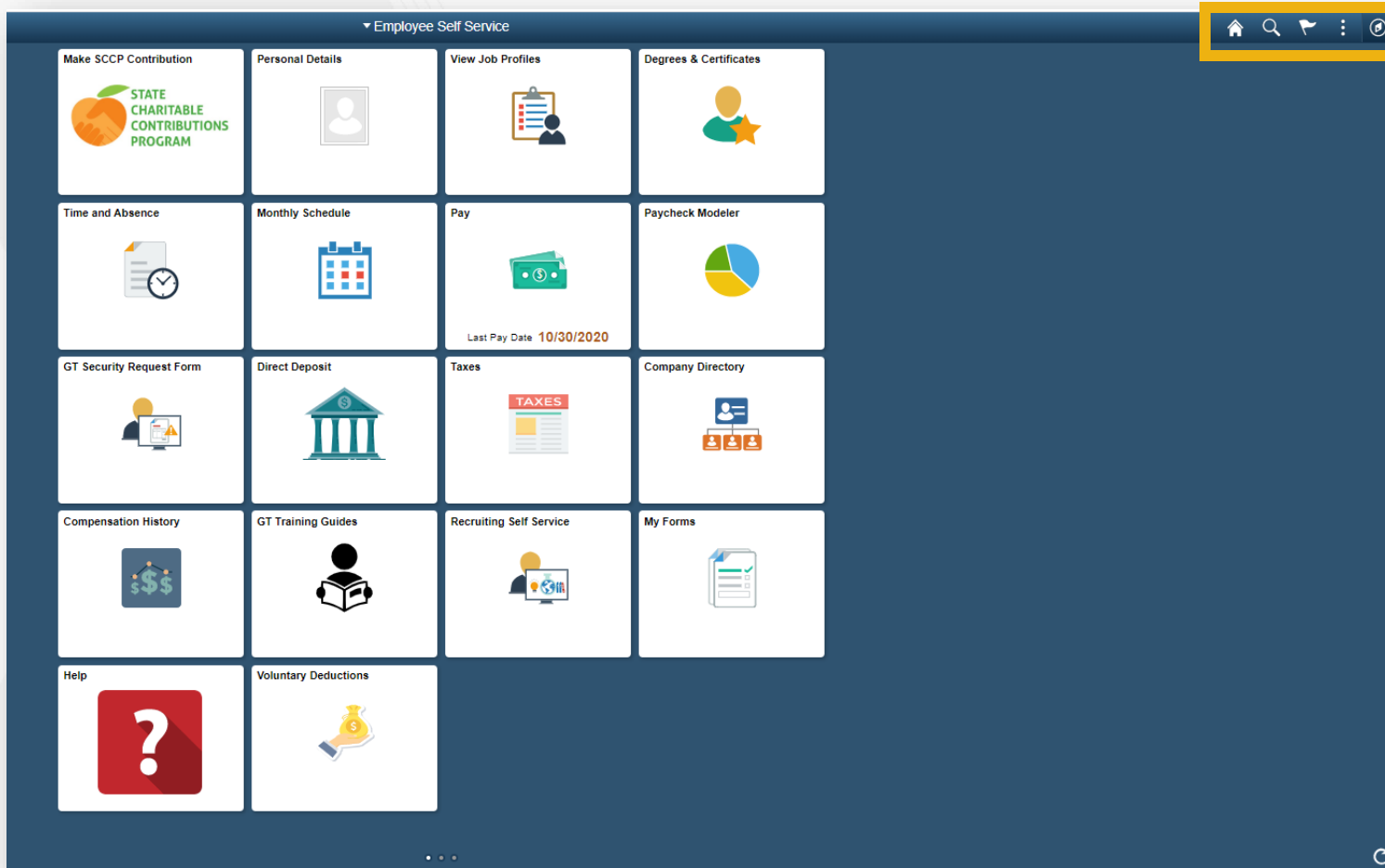
Jehan Hailey Thomas
Self-Service Lead



Christine Edell
Time & Labor/Absence
Management Lead

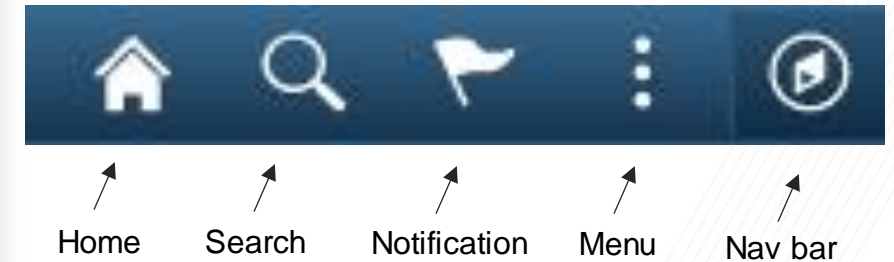
Employee Self-Service (ESS)

Current Employee Self-Service (ESS) Page

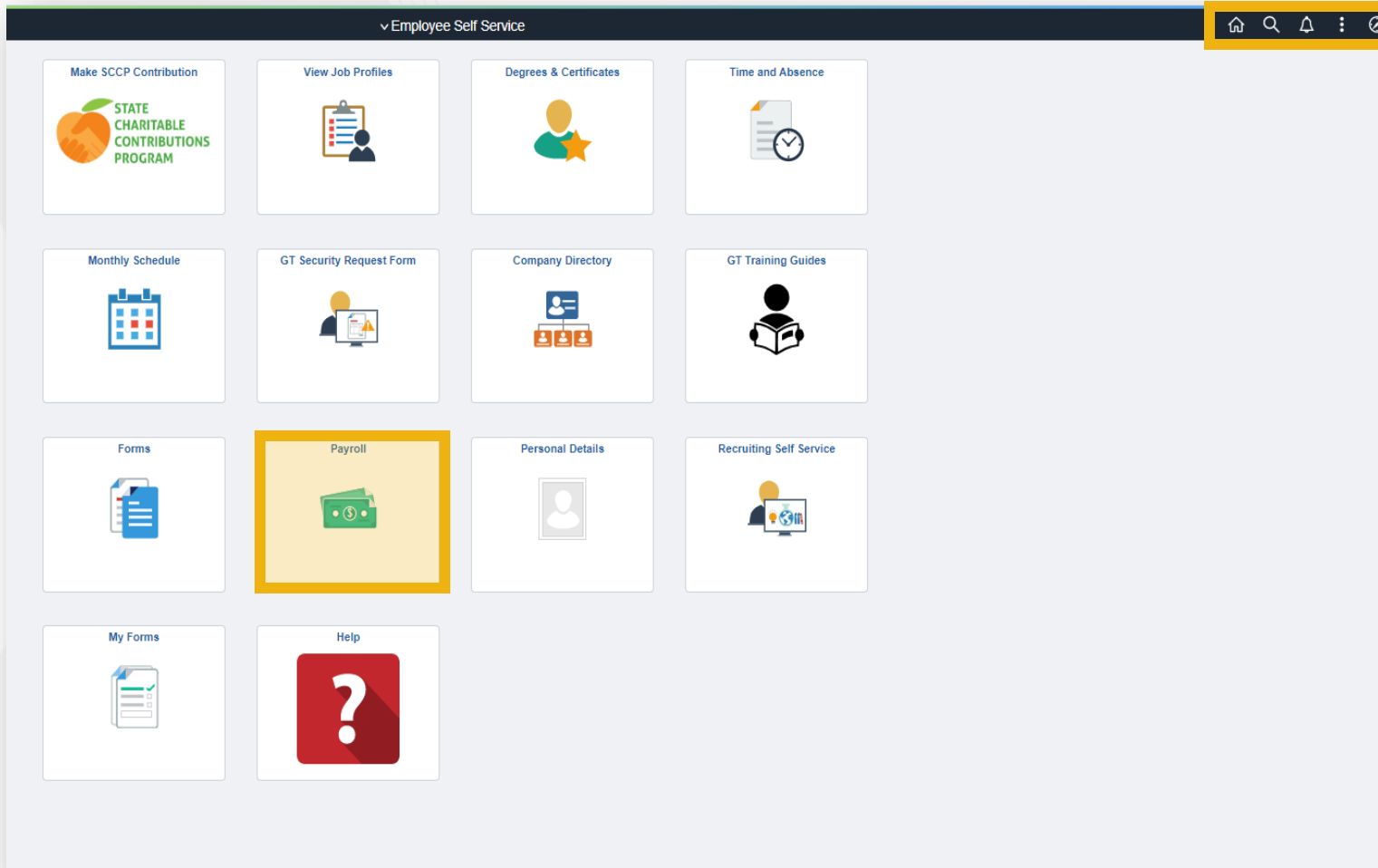


Today, when we log into OneUSG Connect we see this ESS landing page:

- Fluid tiles
- Color scheme
- Menu bar



Future Employee Self-Service (ESS) Page



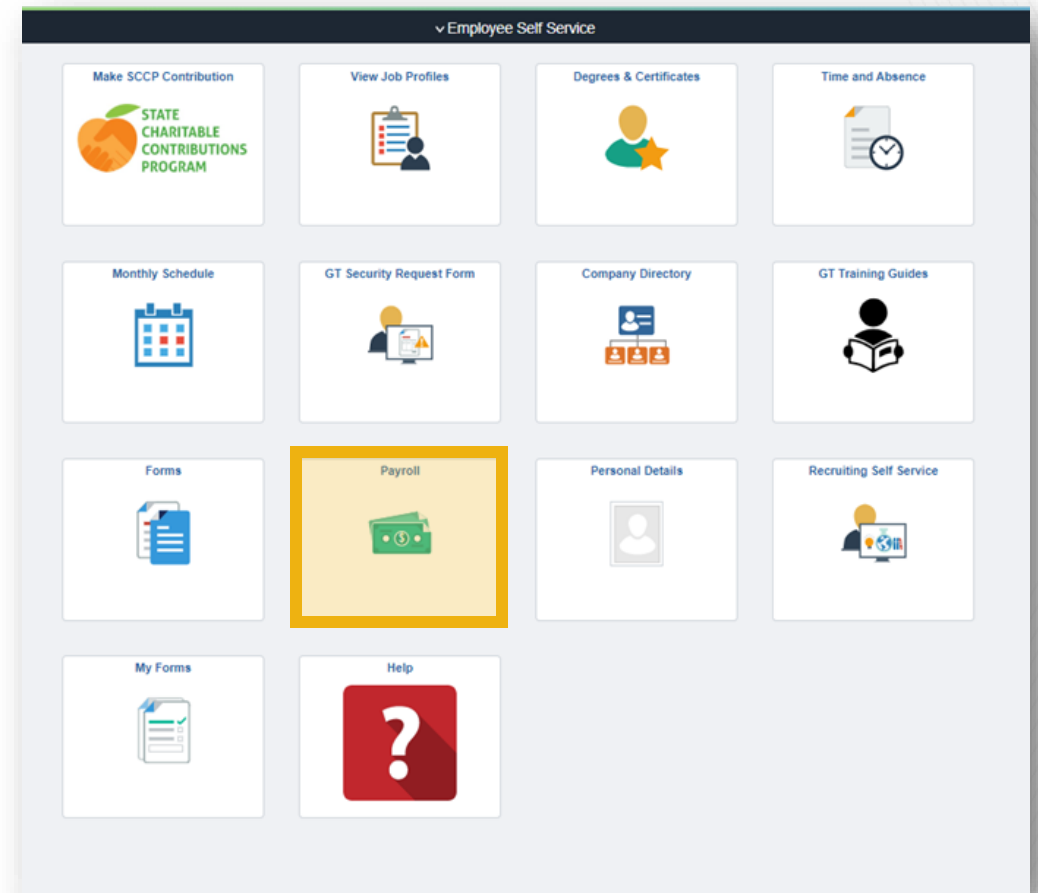
With Release 6.20 we will see a few modifications:

- Color scheme
- Notifications (Bell)
- Payroll Tile

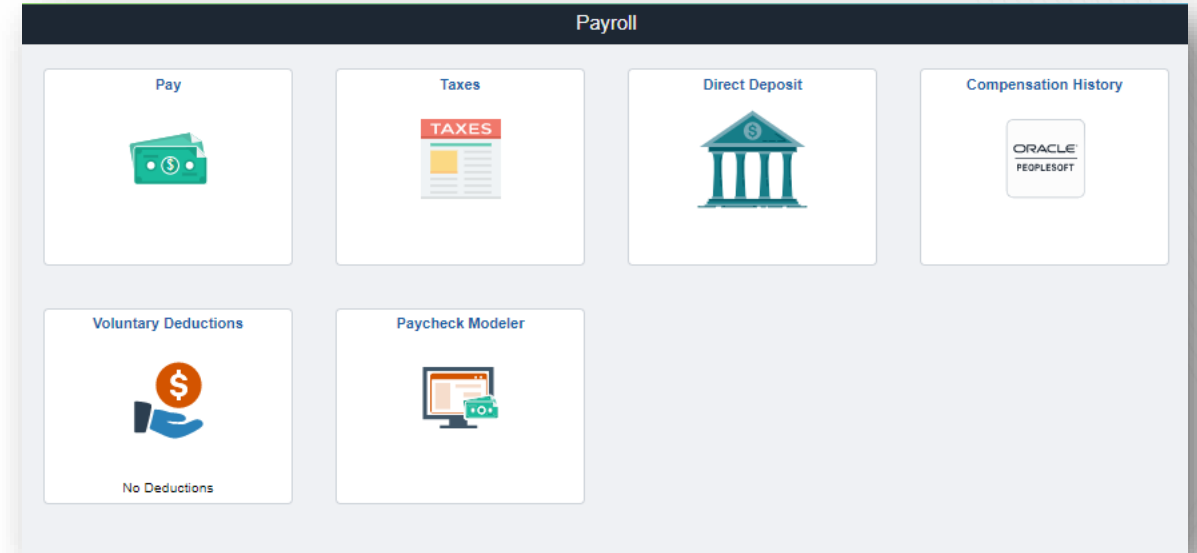
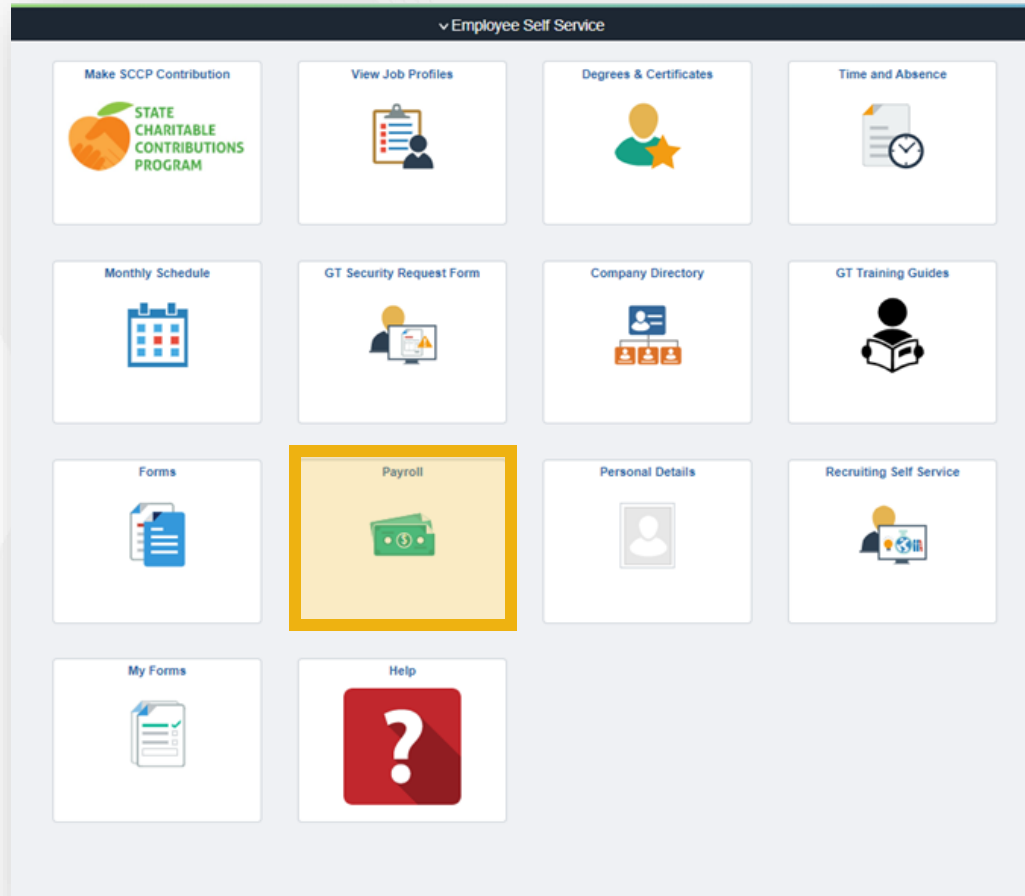


Bell instead of flag

ESS: Current v. Release 6.20



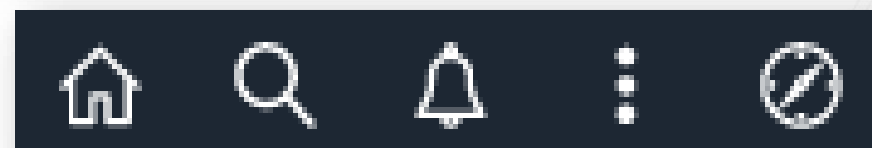
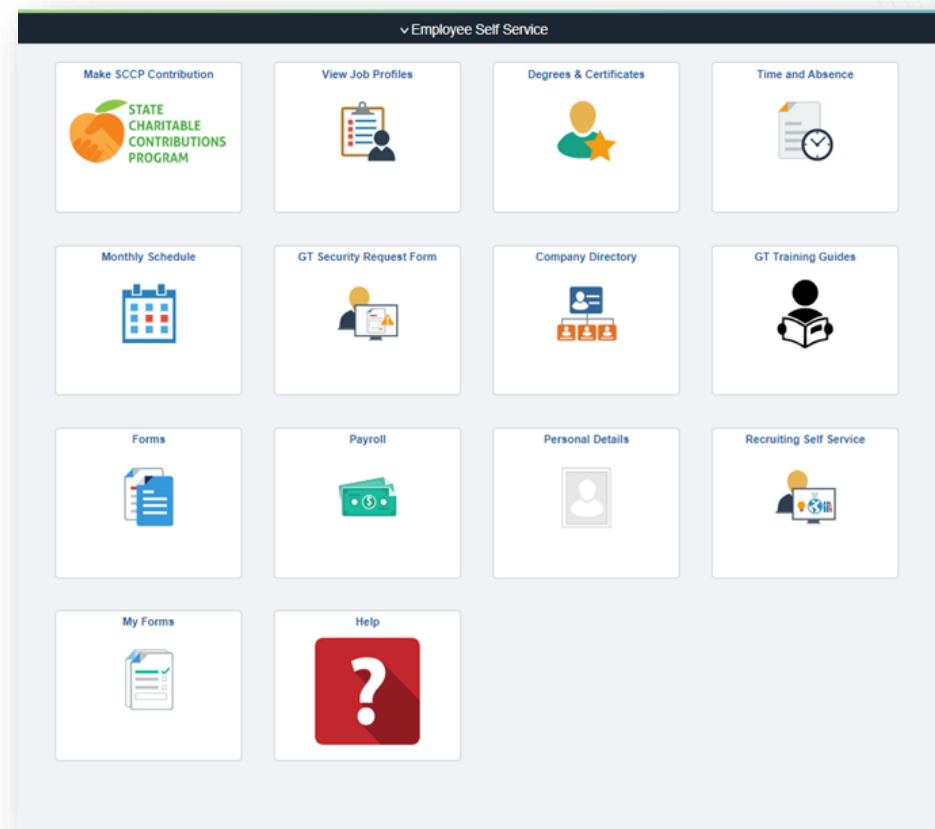
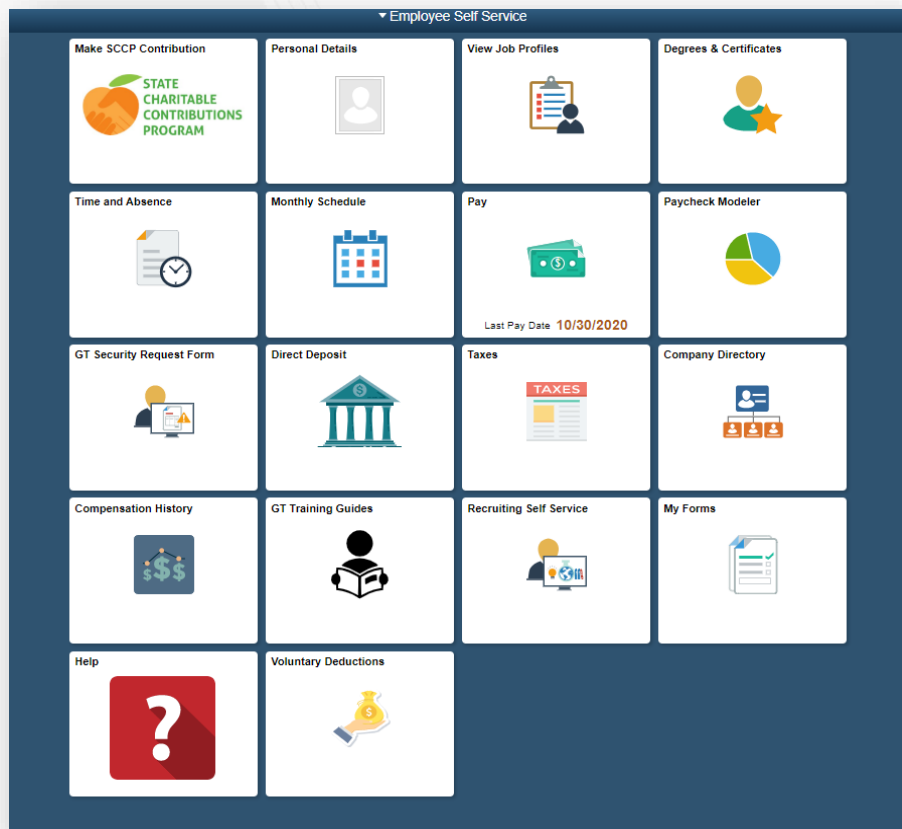
Payroll Dashboard: Release 6.20



The **Payroll dashboard** houses:

- Pay
- Taxes
- Direct Deposit – Now you can nickname accounts
- Compensation History
- Voluntary Deductions
- Paycheck Modeler

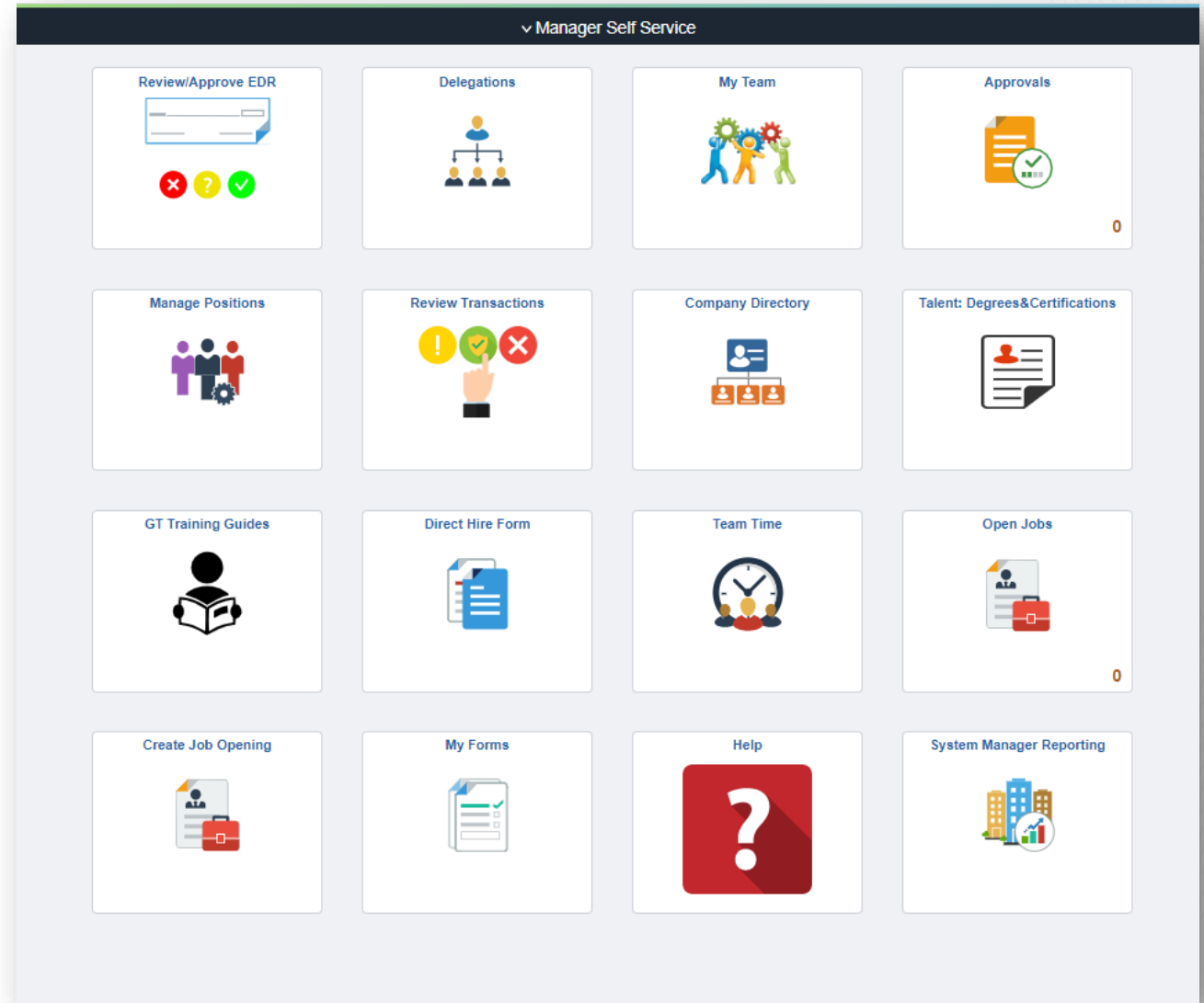
Current v. Release 6.20



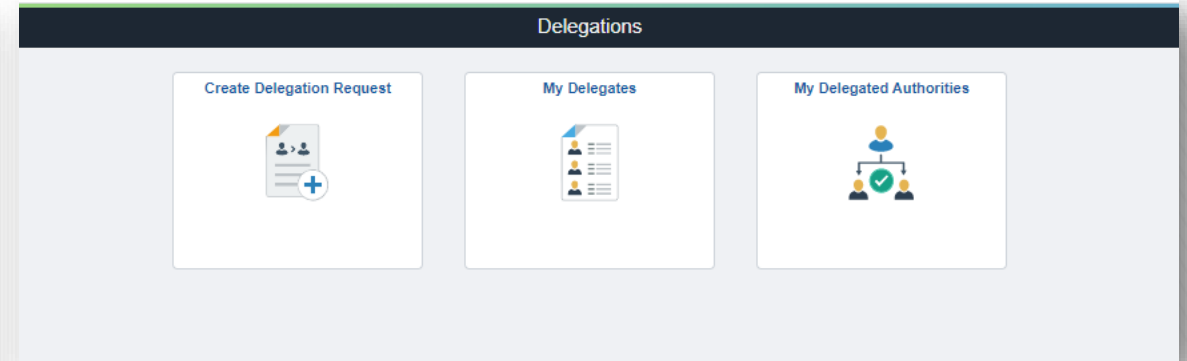
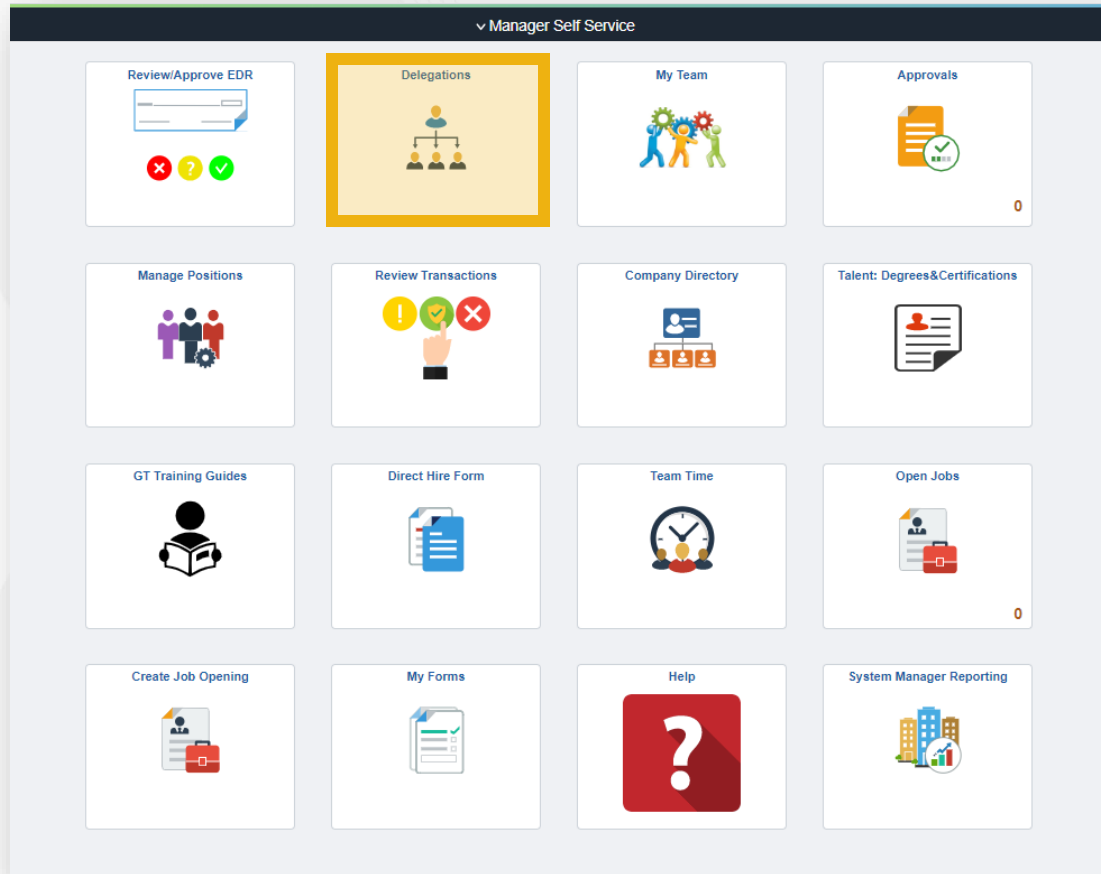
Manager Self-Service (MSS)

Manager Self-Service (MSS)

- With Release 6.20 when you navigate to MSS you will see this landing page
 - Color scheme
 - Delegations tile



Manager Self-Service (MSS)



The **new Delegation dashboard** houses:

- Create Delegation Request
- My Delegates (Proxies)
- My Delegated Authorities

Delegation Overview

Manager
Delegates to
Proxy



Proxy Accepts
Delegation
Request



Automatic
Security
Provisioning



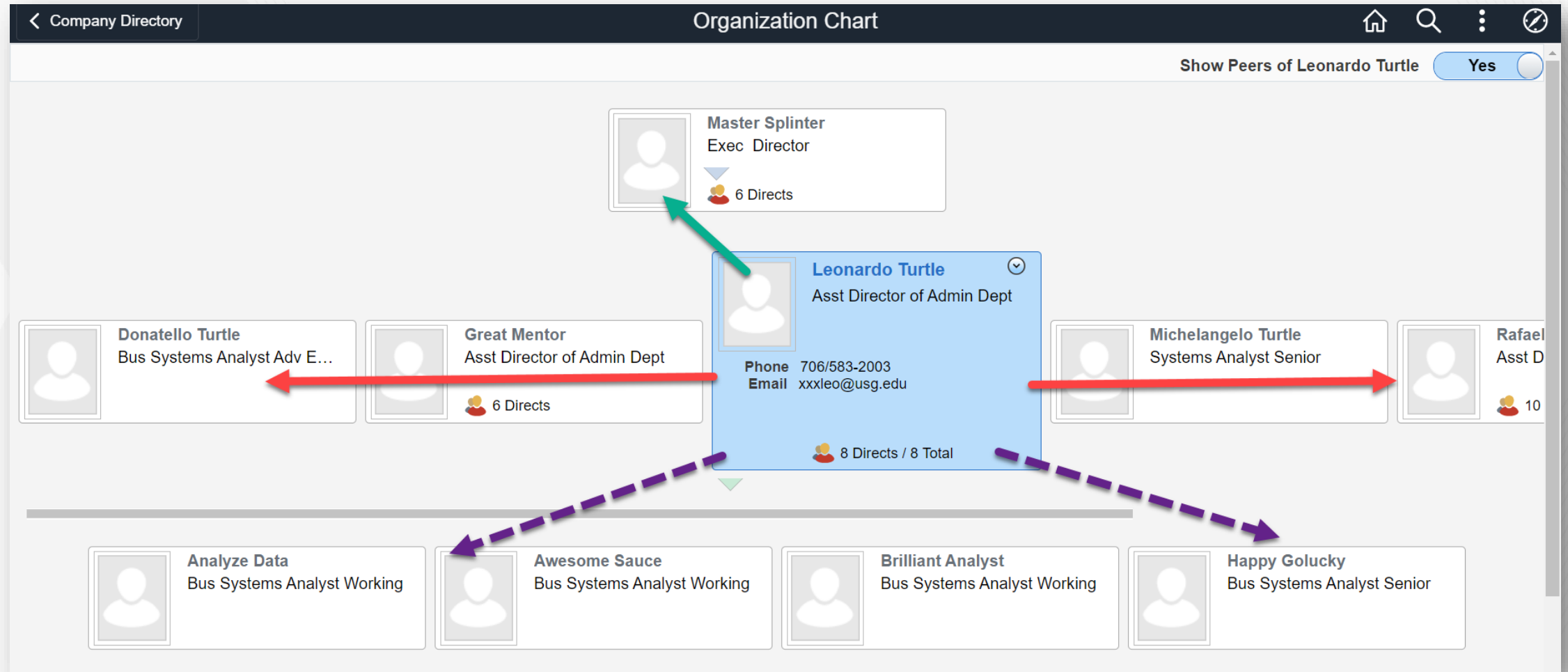
Proxy
Initiates/Approves
on behalf of
manager



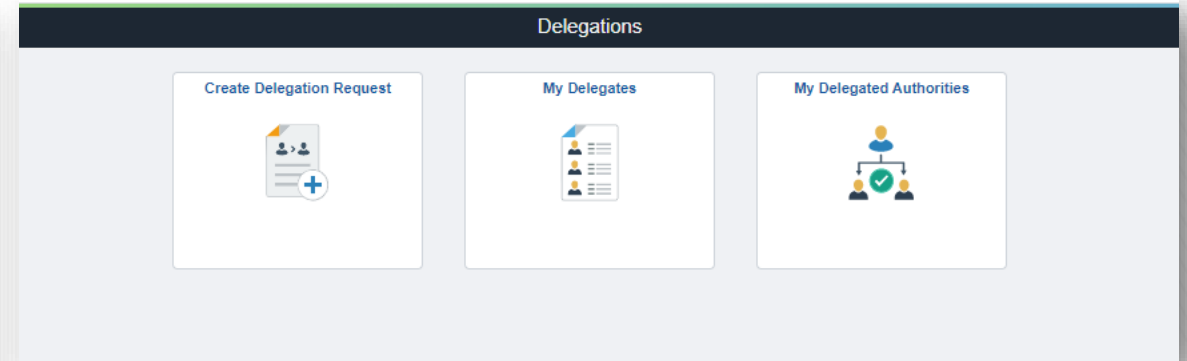
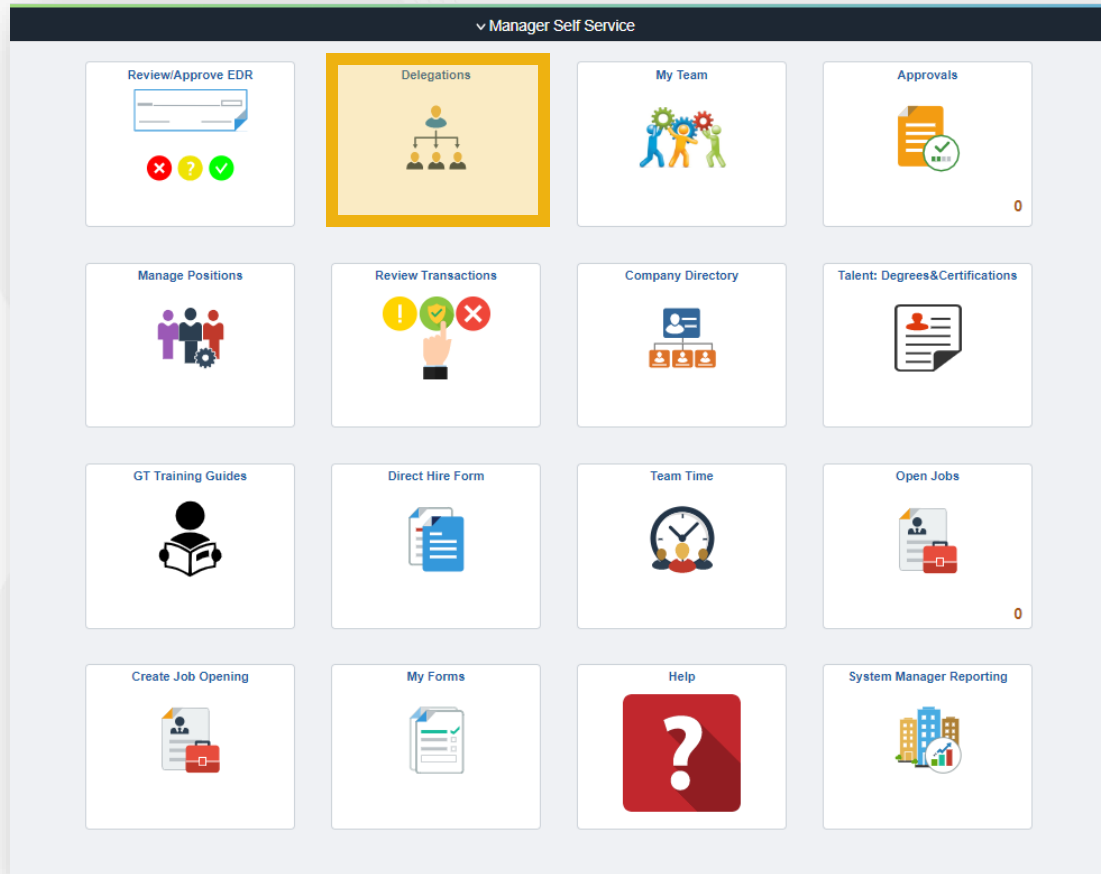
Automatic
de-provisioning
of security

- Determined based on position reports-to structure
 - One level up
 - One level down
 - Peers (who share the same reports-to)
- Office managers, Administrative assistants, etc. can **ONLY** be proxies for those managers within their direct reporting structure.

Available Proxy Relationships



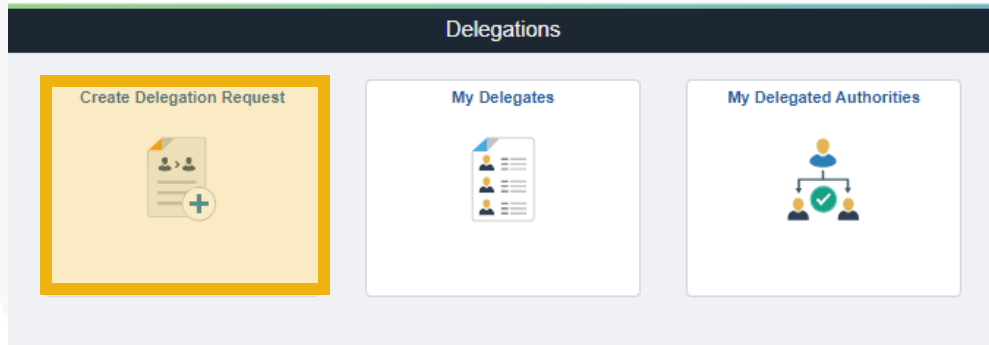
Manager Self-Service (MSS)



The **new Delegation dashboard** houses:

- Create Delegation Request
- My Delegates (Proxies)
- My Delegated Authorities

MSS: Create Delegation Request



✕ ExitDelegation Request1⋮

1

2

3

4

Delegation DatesDelegatesTransactionsReview and Submit

Next >

Step 1 of 4: Delegation Dates

*Start Date10/05/2020

End Date11/30/2020

Leave blank for open-ended delegations

*CommentI will be working on a special project and need you to take care of these transactions.

Chose a Proxy

Exit

Delegation Request

1

2

3

4

Delegation Dates

Delegates

Transactions

Review and Submit

Previous






Next

Step 2 of 4: Delegates

14 rows

Select All

Clear All

	Name	Email ID	Phone
<input checked="" type="checkbox"/>	 Employee 1		
<input type="checkbox"/>	 Employee 2		
<input checked="" type="checkbox"/>	 Employee 3		
<input type="checkbox"/>	 Employee 4		
<input type="checkbox"/>	 Employee 5		

Select Delegated Authorities

✕ Exit

Delegation Request

1

2

3

4

Delegation Dates

Delegates

Transactions

Review and Submit

< Previous

Next >

Step 3 of 4: Transactions

All Approve Initiate

40 rows

Select All Clear All

Description

☐ Initiate Promotion

☐ Initiate Reporting Change

☐ Initiate Req Supplemental Pay

☒ Initiate Retirement

☐ Initiate Security Request

☒ Initiate Transfer

☒ Initiation Termination

☐ Manage Approve Overtime

Summary & Submit

✕ ExitDelegation Request1⋮

1

2

3

4

Delegation Dates

Delegates

Transactions

Review and Submit

< PreviousSubmit

Step 4 of 4: Review and Submit

Delegation Details

Start Date

10/05/2020

End Date

11/30/2020

Comment

I will be working on a special project and need you to take care of these transactions.

Delegates

Employee 1

Employee 2

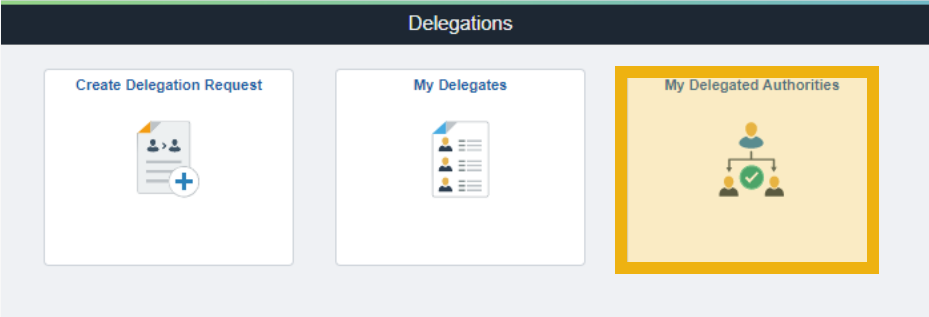
Transactions

Initiate Retirement

Initiate Transfer

Initiation Termination

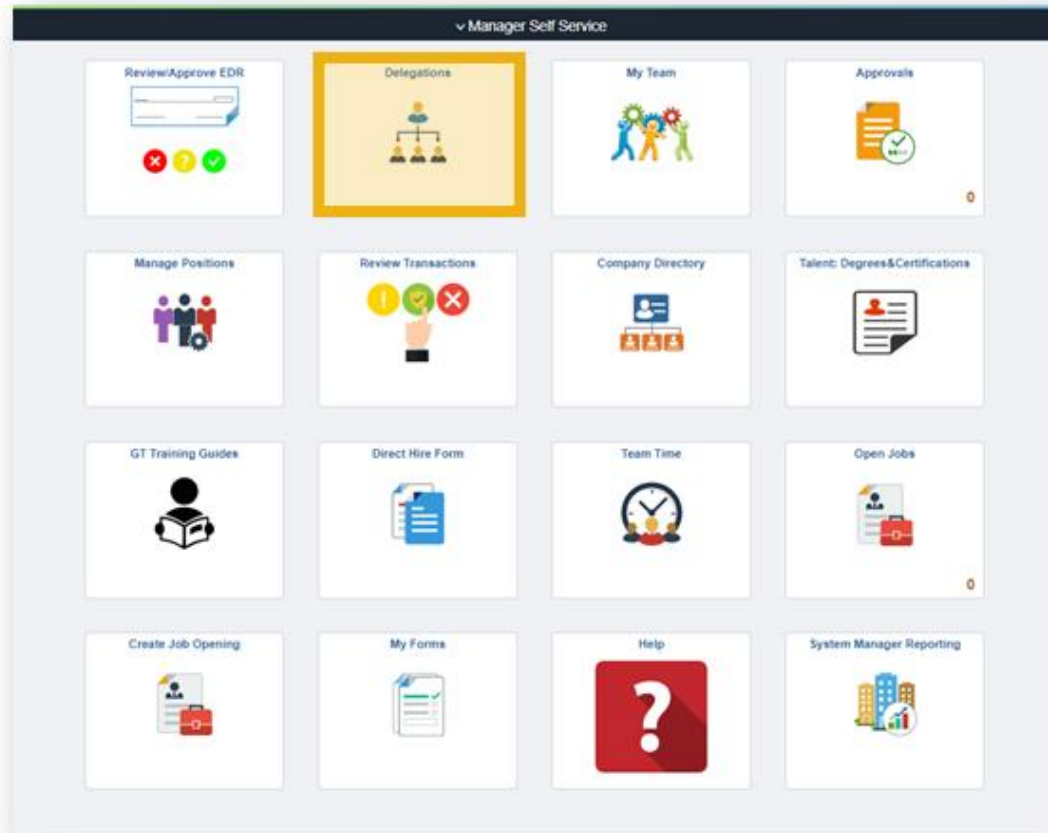
MSS: My Delegated Authorities



Manually Revoke Delegation



Release 6.20: Manager Self-Service (MSS)



- **Global Defect:** Issue affecting system prevents normal use of Delegate feature until further notice; not governed by organizational structure. All USG employees available as delegates.
- Workaround:
 - Evaluate your approval pools, initiators, and Time and Absence approvers for any gaps in the absence of one or multiple roles
 - Encourage managers to set delegations in system for vacation time in December before 12/4
 - Select Delegates (proxy) that currently have manager role
 - Direct Reports
 - Security provisioning

Delegation Defect Critical Impact

Student Hiring Deadlines:

- **December 15:** Federal Work
Study deadline to submit a hire request
- **December 16:** Transaction deadline for Direct Hire Forms, Transfers, and Termination Extensions

Act Now

- Evaluate your approval pools, initiators, and Time and Absence approvers for any gaps in the absence of one or multiple roles
 - Who will approve while I am away?
 - Can someone else initiate this transaction?
 - Who will ensure it is fully approved? Or resubmit if necessary?
- Alert managers to set delegations in system for December vacation time before blackout date
- Select delegates (proxies) that currently have manager role
 - Currently have direct reports (Manager)
 - Security provisioning (Provisioned Initiator)
- **All Managers and Provisioned Initiators will receive a communication from GTHR today.**

A word cloud shaped like a map of Africa, composed of various question words. The words are arranged to form the outline of the continent, with 'WHAT?' and 'WHY?' being the most prominent. Other words include 'WHO?', 'HOW?', 'WHERE?', 'WHEN?', 'WHICH?', 'WHOSE?', 'WHOM?', 'WHATEVER?', 'WHETHER?', 'WHY?', 'HOW?', 'WHERE?', 'WHEN?', 'WHO?', 'WHICH?', 'WHOSE?', 'WHOM?', 'WHATEVER?', 'WHETHER?'.



Time and Absence Updates

Christine Edell

Time and Absence Lead

90 Day Absence Request Logic

90 Day Look Back Logic

The simple premise of the new look back logic:

- Absences can only be submitted for dates that are less than 90 days retro to the end date of the latest **CLOSED** Absence Calendar
- **Biweekly** look back uses the biweekly ABS calendar
- **Monthly** look back uses the monthly ABS calendar

Absences cannot be submitted if they occurred more than 90 days before the current period. Contact your payroll administrator for assistance.
Date Time: October 21,2020 at 10:46

OK

Absences Subject to 90 Day Look Back Logic

- Sick
- Vacation
- Comp Time
- FMLA – Intermittent

90 Day Monthly Example

Monthly Closed Absence Calendar:

- Period End Date = **10/31/2020**
- (10/31/2020) minus (90 days) = **8/02/2020**

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

90 Day Monthly Example

- Absence request for 8/02/2020 will return error message
 - “Absences cannot be submitted if they occurred more than 90 days before the current period. Contact your payroll administrator for assistance.”
 - Employee will not be able to submit request
 - If absence was taken, manager/unit HR will need to submit request via a ServiceNow ticket for GTHR Time and Absence team to enter absence
- Absence request for 8/03/2020 and forward will return appropriate ‘Eligible’ or ‘Ineligible’ message

Monthly Example Requests

Request for August 2, 2020

Request Absence

Submit

Absence Type

All

*Absence Name

Vacation

*Start Date

08/02/2020

End Date

08/02/2020

Original Start Date

08/02/2020

Absences cannot be submitted if they occurred more than 90 days before the current period. Contact your payroll administrator for assistance.

Date Time: October 21,2020 at 11:06

OK

Check Leave Balance

Forecast Details

Comments

Balance Information

As Of 10/31/2020

116.00 Hours**

View Balances

View Requests

Request for August 3, 2020

Request Absence

Submit

Absence Type

All

*Absence Name

Vacation

*Start Date

08/03/2020

End Date

08/03/2020

Original Start Date

08/03/2020

Duration

8.00

Partial Days

None

ELIGIBLE

Date Time: October 21,2020 at 11:21

OK

Check Leave Balance

Forecast Details

Comments

Balance Information

As Of 10/31/2020

116.00 Hours**

View Balances

View Requests

90 Day Biweekly Example

Biweekly Closed Absence Calendar:

- Period End Date = **10/17/2020**
- (10/17/2020) minus (90 days) = **7/19/2020**

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

90 Day Biweekly Example

- Absence request for 7/19/2020 will return error message
 - “Absences cannot be submitted if they occurred more than 90 days before the current period. Contact your payroll administrator for assistance.”
 - Employee will not be able to submit request
 - If absence was taken, manager/unit HR will need to submit request via a ServiceNow ticket for GTHR Time and Absence team to enter absence
- Absence request for 7/20/2020 and forward will return appropriate ‘Eligible’ or ‘Ineligible’ message

Voting Enhancement

Voting Enhancement

Request Absence

Absence Type

All

▼

*Absence Name

Voting

▼

*Start Date

11/03/2020

End Date

11/03/2020

Duration

8.00

Hours

Partial Days

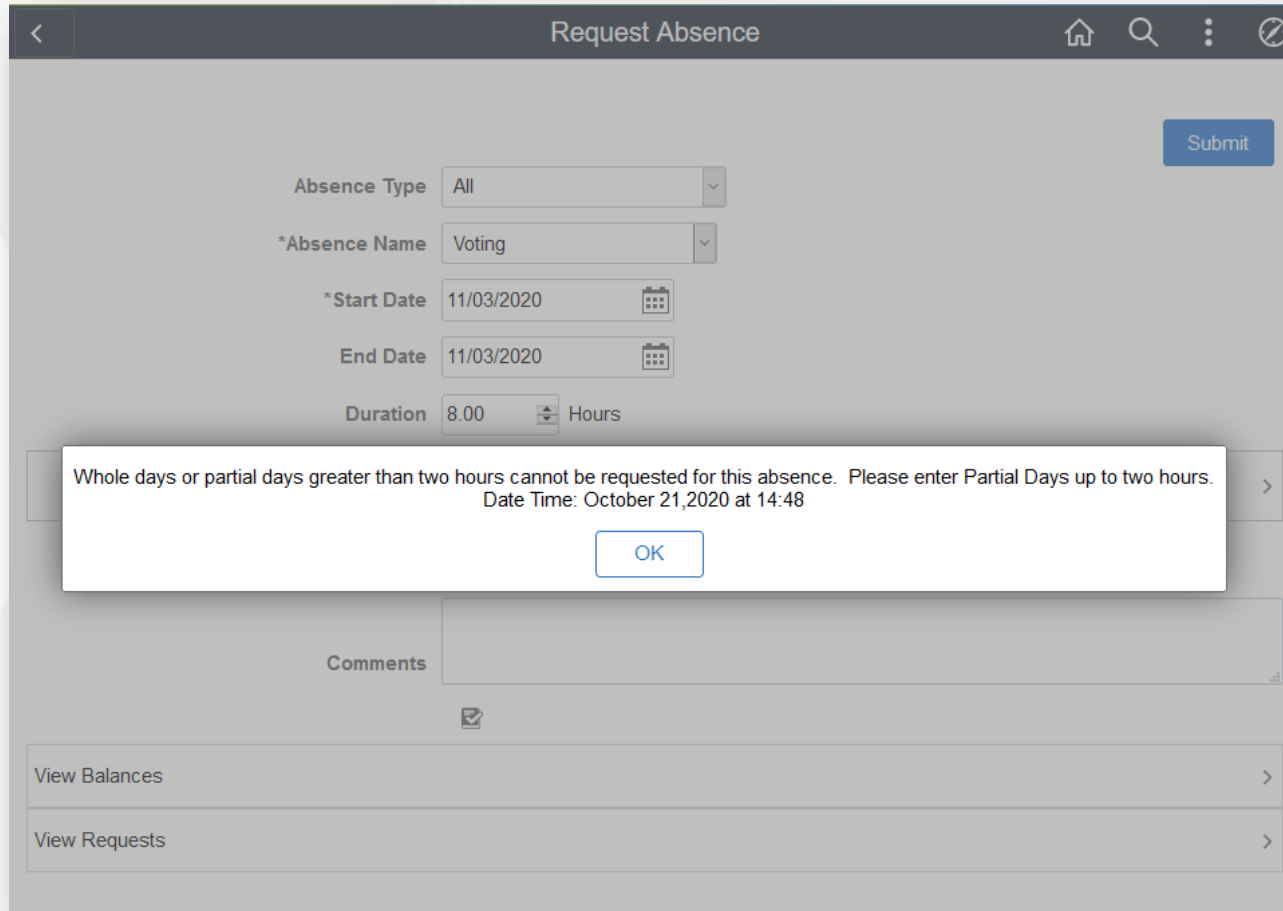
None

Check Leave Balance

Comments

- Enhanced voting requests to include Forecasting
- Now requires employee to select the “Check Leave Balance” button before submitting a voting request

Voting Enhancement



The screenshot shows a web application titled "Request Absence". The form includes the following fields:

- Absence Type:** A dropdown menu set to "All".
- *Absence Name:** A dropdown menu set to "Voting".
- *Start Date:** A date picker set to "11/03/2020".
- End Date:** A date picker set to "11/03/2020".
- Duration:** A numeric input set to "8.00" with a unit dropdown set to "Hours".

A blue "Submit" button is located in the top right corner of the form.

An error message is displayed in a white modal box with a blue border:

Whole days or partial days greater than two hours cannot be requested for this absence. Please enter Partial Days up to two hours.
Date Time: October 21,2020 at 14:48

An "OK" button is located at the bottom of the modal box.

Below the form, there is a "Comments" section with a text area and a checkbox. At the bottom, there are two links: "View Balances" and "View Requests", each with a right-pointing arrow.

- Any voting request over 2.0 hours will result in an error message
 - “Whole days or partial days greater than two hours cannot be requested for this absence. Please enter Partial Days up to two hours.”
- Aligns with policy
- Similar to how blood donation and blood platelet requests are managed

FMLA – Intermittent Change

FMLA – Intermittent Change

- The new 90 day look back logic changed FMLA – Intermittent leave forecasting functionality
- Previously, employees were able to enter and submit a FMLA – Intermittent regular absence request even without the appropriate FMLA – Intermittent Entitlements entered in the system
- With Release 6.20, employees **cannot** submit a FMLA – Intermittent regular absence request without set up as FMLA – Intermittent eligible by the GTHR Benefits – Extended Leave team

FMLA – Intermittent Change

The screenshot shows a web application titled "Request Absence". The form includes the following fields:

- Absence Type: All (dropdown)
- *Absence Name: FMLA Intermittent (dropdown)
- *Start Date: 10/21/2020 (calendar icon)
- End Date: 10/21/2020 (calendar icon)

A blue "Submit" button is located in the top right corner. Below the form fields, a white error message box is displayed with the text: "An error occurred while constructing the customized forecasting message for Absence Take: FMLA INTERMITTENT. Please contact your system administrator. Date Time: October 21,2020 at 15:03:25". An "OK" button is centered below the error message. Below the error message, there are two buttons: "Check Leave Balance" and "Forecast Details". At the bottom of the form, there is a "Comments" section with a text area and a checkbox. At the very bottom, there are two links: "View Balances" and "View Requests", each with a right-pointing arrow.

- If an employee tries to submit a FMLA Intermittent request and is not set up for this leave, an error message is received
 - “An error occurred while constructing the customized forecasting message for Absence Take: FMLA INTERMITTENT. Please contact your system administrator.”
- Employees can contact the GTHR Benefits – Extended Leave team with any questions about this error message

Time for Q&A



Next Steps and Resources

Resources



Visit services.gatech.edu for Job Aids, FAQs or Self-help videos.



Visit the OneUSG Connect help tile or services.gatech.edu to submit a ticket for assistance or report an issue.



Contact the OneUSG Service Desk Monday-Friday from 8:00 am-5:00 pm ET for assistance with time sensitive issues at 404-385-5555.

Let's Stay Connected!

Questions or Feedback?

Email: erp.readiness@gatech.edu

Visit: transformation.gatech.edu



