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'.

transformation.gatech.edu/hcm-internal-resources
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)
Today, when we log into OneUSG Connect we see this ESS landing page:

- Fluid tiles
- Color scheme
- Menu bar
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
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

Automatic de-provisioning of security

Proxy Initiates/Approves on behalf of manager

- 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

Step 1 of 4: Delegation Dates

- **Start Date**: 10/05/2020
- **End Date**: 11/30/2020

*Leave blank for open-ended delegations

*Comment: I will be working on a special project and need you to take care of these transactions.*
Chose a Proxy

[Image of a Delegation Request form with options to select delegates for a delegation request.]
Select Delegated Authorities
Summary & Submit

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
- Initiate Termination
MSS: My Delegated Authorities

Manually Revoke Delegation
• **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 Initators will receive a communication from GTHR today.

12/2/2020
Time for Q&A
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 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

<table>
<thead>
<tr>
<th>August 2020</th>
<th>September 2020</th>
<th>October 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Su</td>
<td>Mo</td>
<td>Tu</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
</tbody>
</table>
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 for August 3, 2020
90 Day Biweekly Example

Biweekly Closed Absence Calendar:

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

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