The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 6.22 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 6.22** is currently scheduled for 11:15 p.m., Friday, April 9, 2021, until 7 a.m., Sunday, April 11, 2021.

Release HREL 6.22

General Information	
Business Processes and Job Aids	Changes to the following Business Processes and Jobs Aids have been included in this release: **Payroll:** • How do I set up an employee for Connecticut Paid Family & Medical Leave? (PRA JA) **Common Remitter:** • What is the Common Remitter TRS IRS Fiscal Year Limit Process? **Time and Absence:** • How Do I Report My Time Using The Web Clock? (ESS Job Aid) • How Do I Approve Time For An Employee? (TA Job Aid) • How Do I Submit an Absence Request? (ESS Job Aid) • How Do I Enter Time For My Employees? (MSS Job Aid) • How Do I Enter A Prior Period Adjustment? (MSS Job Aid) • How Do I View And Cancel An Employee's Absence Request Via Absence Request History? (TA Job Aid) & (MSS Job Aid) • How Do I Approve, Deny or Pushback An Absence (Leave) Request? (MSS Job Aid) • How Do I Enter A Prior Period Adjustment As A Time & Absence Approver? (TA Job Aid) • How Do I Approve Time? (MSS Job Aid) • How Do I Approve, Deny, Or Pushback An

	Employee's Absence Request? (TA Job Aid) • How Do I Report My Time Using The Elapsed Timesheet (Hourly Employees)? (ESS Job Aid) • How Do I Adjust an Employee's Timesheet for Mid-Period Changes as a Manager? (MSS Job Aid) • How Do I Enter Time For An Employee As A Time And Absence Approver? (TA Job Aid) • "How Do I Approve, Deny, or Pushback and Absence Request? (PRA Job Aid); New Title: How Do I Approve an Absence Request on behalf of a Manager/ Time Approver" • How Do I Adjust an Employee's Timesheet for Mid-Period Changes as a Time and Absence Editor? (TA Job) • How Do I Manage Time Exceptions For My Employees? (MSS Job Aid) • How Do I Manage Employee Time Exceptions? (TA Job Aid) • How Do I Add an Attachment for Extended Absence Request? (ESS Job Aid) ESS: Employee Self Service MSS: Manager Self Service PRA: Practitioner TA: Time Approver
Known Issues	Resolutions to the following Known Issues have been included in this release:
Updates to User Experience	With Release 6.22 on April 9, 2021, the current Time and Absence user experience will be modified. This release will include PeopleSoft Fluid, which provides a more modern look and the flexibility to have Time & Absence pages render appropriately based on the device being used, such as phones, tablets, and desktop devices.

	As a result, the process to submit hours worked, approve timecards and absences, and request absences will change. More specifically, the look and feel of the following will be updated: • Weekly Timesheet • Time Entry Exceptions • Payable Time Summary • Payable Time Detail • Absence Requests • Absence Balances • Absence Request History • Absence Request Cancellation • Time Management Landing Page/Dashboard To the extent possible, module-specific updates will be documented below.

Table Structure Changes

This release includes Tax Update 21-A which contains PeopleSoft delivered changes to support Connecticut Paid Family and Medical Leave Payroll Deductions. The changes include:

1. The addition of fields to two record definitions: PS_CO_STATETAX_TBL and PS_STATE_TAX_DATA

Record Name	***Change***
PS_CO_STATETAX_TBL	Added new fields: PY_FML_ADMIN_CODE PY_FML_EE_RT PY_FML_ER_RT PY_GL_FML_EE PY_GL_FML_ER PY_GL_VFML_EE PY_GL_VFML_ER PY_FML_EFF_TAX_YR PY_FML_EFF_TX_QTR PY_FML_PLAN PY_FML_PLAN_NBR
PS_STATE_TAX_DATA	Added new field: PY_FML_STATUS

2. New translate values for ACTIVITY field. The ACTIVITY field is found in the following tables that are available via PeopleSoft Query or database access:

   PS_DEPT_ACTIVITY

   PS_DEPT_ACT_DTL

   PS_CHART_DIST_HR

   PS_CHART_KEYS_HR

   New translate values for ACTIVITY:

Value	Description
FML	Family Medical Leave Employee
FMM	Family Medical Leave Employer
VFL	Voluntary Family Med Lv (EE)
VFM	Voluntary Family Med Lv (ER)

3. New Tax Classes have been added to support payroll tax calculations:

Value	Description
AA	Family Medical Leave Ins EE
AB	Family Medical Leave Ins ER
AC	Voluntary Family Med Lv (EE)
AD	Voluntary Family Med Lv (ER)

4. A new audit record for Academic Year Pay Type will be included in the release:

AUDIT_CNTRT_BOR – Contract Data Audit Contains all fields on the Academic Year Pay Type page

5. The following MSS Summer Pay Tables and fields have been added:

Header Table	
Table Name	Field
PS_BOR_MSS_SPY_HDR	TRANSACTION_ID
PS_BOR_MSS_SPY_HDR	EMPLID
PS_BOR_MSS_SPY_HDR	EMPL_RCD
PS_BOR_MSS_SPY_HDR	POSITION_NBR
PS_BOR_MSS_SPY_HDR	COMPANY
PS_BOR_MSS_SPY_HDR	CALENDAR_YEAR
PS_BOR_MSS_SPY_HDR	DEPTID
PS_BOR_MSS_SPY_HDR	BUSINESS_UNIT
PS_BOR_MSS_SPY_HDR	BEGIN_DT
PS_BOR_MSS_SPY_HDR	END_DT
PS_BOR_MSS_SPY_HDR	BOR_SUMMER_PAY
PS_BOR_MSS_SPY_HDR	APPR_STATUS
PS_BOR_MSS_SPY_HDR	PROCESSED

PS_BOR_MSS_SPY_HDR	OPRID
PS_BOR_MSS_SPY_HDR	OPRCLASS
PS_BOR_MSS_SPY_HDR	WF_STATUS
PS_BOR_MSS_SPY_HDR	LAST_UPDT_OPRID
PS_BOR_MSS_SPY_HDR	LASTUPDDTTM
PS_BOR_MSS_SPY_HDR	DESCRLONG

Detail Table	
Table Name	Field
PS_BOR_MSS_SPY_DTL	TRANSACTION_ID
PS_BOR_MSS_SPY_DTL	EMPLID
PS_BOR_MSS_SPY_DTL	EMPL_RCD
PS_BOR_MSS_SPY_DTL	POSITION_NBR
PS_BOR_MSS_SPY_DTL	COMPANY
PS_BOR_MSS_SPY_DTL	CALENDAR_YEAR
PS_BOR_MSS_SPY_DTL	ACCT_CD
PS_BOR_MSS_SPY_DTL	ERNCD
PS_BOR_MSS_SPY_DTL	OVERRIDE
PS_BOR_MSS_SPY_DTL	PERCENT_TIME
PS_BOR_MSS_SPY_DTL	BOR_AUG_MTHLY_RT
PS_BOR_MSS_SPY_DTL	BOR_JUL_MTHLY_RT
PS_BOR_MSS_SPY_DTL	BOR_JUN_MTHLY_RT
PS_BOR_MSS_SPY_DTL	BOR_MAY_MTHLY_RT

Attachment Table	
Table Name	Field
PS_BOR_SUM_PAY_ATT	TRANSACTION_ID
PS_BOR_SUM_PAY_ATT	EMPLID
PS_BOR_SUM_PAY_ATT	EMPL_RCD
PS_BOR_SUM_PAY_ATT	POSITION_NBR
PS_BOR_SUM_PAY_ATT	COMPANY
PS_BOR_SUM_PAY_ATT	CALENDAR_YEAR
PS_BOR_SUM_PAY_ATT	ATTACHSYSFILENAME
PS_BOR_SUM_PAY_ATT	ATTACHUSERFILE
PS_BOR_SUM_PAY_ATT	DESCR100
PS_BOR_SUM_PAY_ATT	LASTUPDDTTM
PS_BOR_SUM_PAY_ATT	LASTUPDOPRID

Workflow Table	
Table Name	Field
PS_BOR_MSS_SP_XREF	EOAWTHREAD_ID
PS_BOR_MSS_SP_XREF	EOAWPRCS_ID

PS_BOR_MSS_SP_XREF	EOAWDEFN_ID
PS_BOR_MSS_SP_XREF	ORIGINATORID
PS_BOR_MSS_SP_XREF	EOAWREQUESTOR_ID
PS_BOR_MSS_SP_XREF	RECNAME
PS_BOR_MSS_SP_XREF	EOAWTHREAD_STATUS
PS_BOR_MSS_SP_XREF	EOAWPARENT_THREAD
PS_BOR_MSS_SP_XREF	EOAWDTTM_MODIFIED
PS_BOR_MSS_SP_XREF	TRANSACTION_ID
PS_BOR_MSS_SP_XREF	EMPLID
PS_BOR_MSS_SP_XREF	EMPL_RCD
PS_BOR_MSS_SP_XREF	POSITION_NBR
PS_BOR_MSS_SP_XREF	COMPANY
PS_BOR_MSS_SP_XREF	CALENDAR_YEAR
PS_BOR_MSS_SP_XREF	PROCESSED
PS_BOR_MSS_SP_XREF	COMMENTS

Module Specific Information
Absence Management (ABS)

Modifications to Existing Processes

Create and Maintain Absences Business Process Change	Navigator > Global PY and ABS > Payee Data > Maintain Absences > Create and Maintain Absences Current state, practitioners can approve employee absence requests on the time sheet or the Absence Event page. After HREL 6.22, best practice is that practitioners should approve absences on behalf of a manager on the Create and Maintain page. A new Knowledge Article, "How Do I Approve an Absence Request on behalf of a Manager/ Time Approver?" (PRA Job Aid) has been created.
Absence Event Business Process Change	Navigation > Global PY and ABS > Payee Data > Maintain Absences > Absence Event Current state, Absence Administrators and practitioners can approve regular absences and

	extended absences on the Absence Event page. After HREL 6.22, best practice is to only approve extended absences on the Absence Event page.
New Attachment Functionality	Manager Self Service > Team Time > Request Absence Navigator > Manager Self Service > Time Management > Report Time > Request Absence Employee Self Service > Time and Absence > Request Absence Navigator > Self Service > Time Reporting > Report Time > Request Absence Employee Self Service > Time and Absence > Extended Absence Request Navigator > Self Service > Time Reporting > Report Time > Extended Absence Request New functionality is available with HREL 6.22 for employees and managers to attach documentation to regular and extended absences. A new Knowledge Article, "How Do I Add An Attachment to Extended Absence Request (ESS Job Aid)" has been created.
Requesting Absence from the Time Sheet	Current state, both employees and managers can request an employee absence from the employee time sheet. After HREL 6.22, neither employees nor managers can request an absence from the employee time sheet.
Approving Absence from the Time Sheet	Current state, managers can approve an employee absence from the employee time sheet. After HREL 6.22, managers cannot approve an absence from the employee time sheet.

Cancelling an Absence Directly from the Time Sheet	Current state, employees and managers can cancel an employee absence from the employee directly from the time sheet. After HREL 6.22, neither employees nor managers can cancel an absence directly from the employee time sheet.
Editing an Absence Directly from the Time Sheet	Current state, employees and managers can edit an employee absence from the employee directly from the time sheet. After HREL 6.22, neither employees nor managers can edit an absence directly from the employee time sheet.

Commitment Accounting (CA)

Reports/Queries

New Query **BOR_CA_ENC_DIST_ARC_SUM**	Navigator > Reporting Tools > Query > Query Manager New query created per user request to help with reconciling encumbrance journals. This query returns totals by instance number and account.
Fixes to Queries **BOR_CA_ENCUMB_DIST** **BOR_CA_ENCUMB_DIST_ARC**	Navigator > Reporting Tools > Query > Query Manager Adjusted the join to the NAMES table to improve query accuracy. Previously, the join to the NAMES table could result in rows being dropped from either query making totals inaccurate.
Invalid Funding Report	Navigator > OneUSG > Commitment Accounting Report logic has been enhanced to accurately report Invalid Funding based on effective dated rows on the Department Budget Table. Example: Positions will **NOT** be reported for Invalid Funding when the pay period crosses the fiscal year (i.e. PayrunID 17B2 06/27/21 –

	07/10/21) **AND** the next Budget year (FY22) has been loaded.

Time and Labor (TL)

Modifications to Existing Processes

Ability to change employee historical work schedules updated	Practitioner Navigator> Time and Labor> Enroll Time Reporters> Assign Work Schedule Manager Navigation: MSS> Team Time Tile> Assign Work Schedule Navigator > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule Current state, both practitioners and managers can change or delete employee's historical work schedules. After HREL 6.22, only SSC and ITS will have the ability to change or delete an employee's historical work schedule. Practitioners must submit a ticket to OneUSG Support (oneusgsupport@usg.edu) for any adjustments to employee's historical work schedules.
Timesheet Display Updated	Current state, employees could select "view by" options for calendar period, weekly or day on the timesheet. After HREL 6.22, employee timesheets default to the calendar period.
Web Clock Access updated	Employee Self Service > Time and Absence > Report Time Current state, employees click the Web Clock link that brings them to the Web Clock page to submit the punch. After HREL 6.22, employees can submit the punch directly from the Request Time tile.

New Search Field Filter	Navigation: Manager Self Service > Team Time Tile Time Approver > Team Time Tile Manager Self Service > Time Management > Report Time > Report/Approve Fluid Timesheet Previously, when going to Team Time, the filters for options were visible. With Fluid, to search by specific filter options such as Time Reporter Group, Employee Name, Employee ID, etc click on the 'Filter' option and then 'Done'. To search for all employees, click 'Get Employees'. By selecting this option, it will populate all employees assigned to you.

Reports/Queries

BOR_TL_MTR_ENROLLED	Navigator > Reporting Tools > Query > Query Manager/Viewer This query will return all employees who are report time via manual punch time entry. These are the employees who are eligible to report time with their mobile device. To request employees be provisioned with the new mobile punch time reporting template, please submit a ticket to OneUSG Support (oneusgsupport@usg.edu) with the query results detailing the employees that should have the ability to punch time from a mobile device. If no ticket is received, no employees from your institution will have this ability.

Page Changes

Time Sheet Page Name Change	Navigator > Manager Self Service > Team Time > Time Sheet > Report/Approve Fluid Time Sheet After HREL 6.22, there is a name change from "Time Sheet" to "Report/Approve Fluid Time Sheet". If this page is saved as a favorite, you will

	need to update your favorites as the original will no longer be available.
New Time and Absence Dashboard	After HREL 6.22, there will be a new Time and Absence Dashboard to organize all time and absence tiles. When employees access the Time and Absence tile, they will see new tiles instead of menu links. The new tiles are: Time Summary Weekly Time Sheet Payable Time Report Time Weekly Time Sheet – Fluid (Elapsed Reporters Only) Exceptions Request Absences View Absence Requests Cancel Absences Absence Balances Extended Absence Request
Payable Time Tile	Employee Self Service > Time and Absence > Payable Time The new Payable Time tile will display a summary of the prior period payable time hours. When the employee clicks the Payable Time tile, details for the current pay period payable time will be displayed. Knowledge Article, "How Do I View My Payable Time?" (USGKB0010842) has been updated.

Payroll (PY)

Modifications to Existing Processes

Academic Year Pay Type	Navigator > Workforce Administration > Job Information > Contract Administration > Academic Year Pay Navigator > Payroll for NA > Payroll Customization > AYP/Summer Pay > Use > Academic Year Pay

	A modification was made to the logic on the Academic Year Pay (AYP) Type page to include effective date validation against job data. This will allow editing on the AYP Type when required due to updates made in job data. Audit was also added to this record.
Summer Pay Page in MSS	The Summer Pay page functionality will be available in Manager Self Service (MSS) including workflow and approval. The decision to use the Summer Pay page is at the institution level and configurable on the Summer Pay Setup page. A subset of institutions will pilot the functionality for summer 2021.

Reports/Queries

BOR_AYP_ACAD_PAY_TYPE_AUDIT	New Audit Query for Academic Year Pay Navigator > Reporting Tools > Query > Query Manager/Query Viewer This new query will provide the User ID and Date/Time Stamp as well as other fields for any updates to the Academic Year Pay Type page. This query prompts for all (%) or EMPL ID.

Page Changes

Summer Pay Setup	Navigator > Payroll for North America > Payroll Customization > AYP/Summer Pay > Setup > Summer Pay Setup A checkbox has been added on the company Summer Pay Setup page for Summer Pay in MSS. Checking this box will allow users to access the Summer Pay page in Manager Self Service.
Tax Update 21-A	Included in this tax update: YE FFCRA Program Modifications - Tax Update 21-A modifies the YE FFCRA Application Engine program to successfully load Families First Coronavirus Response Act (FFCRA) earnings to the year-end records for year-end reporting.

	CONNECTICUT PAID FAMILY & MEDICAL LEAVE PAYROLL DEDUCTIONS EFFECTIVE 01 JAN 2021 – This update delivers product modifications to support the calculation and processing of the employee payroll tax for the Connecticut Paid Family and Medical Leave program effective January 1, 2021. The State of Connecticut has enacted legislation implementing a paid family and medical leave program, which will be funded through an employee-paid payroll tax of 0.5% (subject to annual adjustment). Wages subject to the paid-leave tax are to be tied to the amount of annual earnings subject to Social Security tax. Employee contributions are to start January 1, 2021, with employee benefits to be paid starting January 1, 2022. Employers who have one or more employees must participate. FAQs https://ctpaidleave.org/s/frequently-asked-questions?language=en_US Covered Employees Only employees who work in Connecticut can participate in CT Paid Leave. If an employer is paying unemployment insurance for an employee to the CT Department of Labor, that fact is considered to be evidence that the employee works in Connecticut. An employee who lives in Connecticut but works in another state is not eligible to participate in the CT Paid Leave program, but may be eligible to participate in a paid leave program offered by the state where he or she works. BYPASS SELF-ADJUSTING FEATURE ON OASDI & MEDICARE TIP BALANCES WHEN EE IS NOT PAID TIPS A modification will prevent tax amounts from Tax Classes FICA Med Hospital Ins/EE-tips and FICA Med Hospital Ins/ER-tips from being generated on a paycheck that does not contain tip earnings.

	Prior to the modifications, tax amounts of 0.01 or -0.01 were generated by the self-adjusting process for Tax Classes FICA Med Hospital Ins/EE-tips and FICA Med Hospital Ins/ER-tips on a paycheck that did not contain tip earnings. ESS: WARNING MESSAGE ISSUED TWICE WHEN EMPLOYEE HAS LOCK IN LETTER A modification to PeopleCode to issue only one warning message when a Classic Employee Self Service W-4 Withholding Certificate is entered for an employee who has an IRS Lock-In Letter. Prior to the modifications, the system issued duplicate warning messages, "You are not eligible to update your tax data at this time. Contact your payroll administrator for further information." PAYCHECK MODELER: 401K DEDUCTION CALCULATED INCORRECTLY IN MODELED CHECK PeopleCode modified to recalculate deductions based on earnings when earnings are modified after the initial calculation of the check but no manual changes to those deductions are made. Prior to the modifications, the Paycheck Modeler would not recalculate the deduction amounts when changes to the base earnings were made after the initial model check was calculated. MINIMUM WAGE JURISDICTION: TL LOAD DEFAULTS INCORRECT JURISDICTION TO PAYLINE Time and Labor Load modified to default the correct jurisdiction on the payline based on the State and Locality loaded from the Time and Labor timesheet. Prior to the modifications, the Load Time and Labor process loaded the incorrect jurisdiction on the payline. Navigator > Setup HCM > Product Related > Payroll for North America > Federal/State Taxes > Tax Table Regulatory Compliance Updates: • Consolidated U.S. tax table changes - tax update 21-A

	• 2020 OH local CCA EFW2 reporting changes • Consolidated taxable gross definition table changes • Consolidated U.S. garnishment table changes • Local Tax Table • Local Tax Table – Ohio School Districts • Local Tax Table – PA Local Earned Income Tax • Local Tax Table – PA Local Services Tax • Local Tax Reciprocity Table • Garnishment Rules Table (US) • Taxable Gross Definition Table

Manager Self Service (MSS)

Modifications to Existing Processes

Add/ Change Position Transaction	Manager Self Service Home Page> Manage Positions Tile> Add/ Change Position Code was written to stop the requestors from requesting changes to a position or creating new positions in an in-active department. The requestor receives a hard stop error message for inactive department. Code was written to stop the requestors from requesting changes to positions or creating new positions using an in-active job code. With the fix the in-active job code does not populate on the job code field.

Other Notes

Next Tentatively Scheduled Releases	Release 6.22 – April 9 Release 6.24 – June 4 Release 6.26 – September 10

	Release 6.30 – December 3
More Information and Support	For business impact emergency issues, contact OneUSG Connect at oneusgsupport@usg.edu.