The purpose of these Release Notes is to inform OneUSG Connect technical staff and functional users of the scheduled 3.0 release of University System of Georgia (USG) functional application enhancements.

OneUSG Connect **Release 3.0** is currently scheduled for **Sunday, March 25, 2018**.

Release HREL 3.0

General Information	
Known Issues	Resolutions to the following Known Issues have been included in this release: **KI9.2-005-CA - Department Budget Table Not Updated When Project or Grant End Dates Changed** Resolved issue related to Funding End Date not populating on Department Budget Earnings when Projects are added/changed in GeorgiaFIRST Financials. **KI9.2-003-ESS - Monthly Schedule Tile Not Working** Monthly Schedule Tile is now working so employees can click on the tile and view their schedule in OneUSG Connect without getting an error.

Module Specific Information

Benefits Administration (BN)

Reports/Queries

Future Effective Dated Reporting and Performance	In a previous release, a security update was made to queries against the Job table to include future dated rows. This caused other queries that were joined to the Job table to return the incorrect number of rows. This correction is making the same security updates to other tables within PeopleSoft. Benefits queries now return the correct rows of data. Existing queries, as well as new queries created manually, are included in this fix. Navigator > Reporting Tools > Query > Query Viewer or Query Manager

Commitment Accounting (CA)

Modifications to Existing Processes

Encumbrance True Up Process	The Encumbrance True Up process was redesigned so encumbrance adjustment entries are created for changes in Position Data, Job Data and Position Funding. This process will be run by the Shared Services Center, not by practitioners at the institutions.
Modifications to Retro Distribution Process	Modifications to Retro Distribution process to allow practitioners to select/approve Direct Retros that include earn dates from the previous fiscal year. Navigator > Payroll for North America > Payroll Distribution > Commitment Accounting USA > Process Direct Retro Distr

Reports/Queries

Enhancements to Invalid Funding Report	Enhancements were made to Invalid Funding Report to identify funding distributions percentages not equal to 100% and to identify Departments with invalid Commitment Accounting flags. Navigator > oneusg > Commitment Accounting > Invalid Funding Report

Faculty Events (MFE)

Modifications to Existing Processes

Academic Rank Field No Longer Populated from Position	Currently the Home Rank field on Create Tenure Data is populating based on the Academic Rank field from Position and this was set to be 006-No Rank for all positions. With this release, the Academic Rank field on Position will no longer be populated and MFE practitioners will set the academic rank of the faculty member on Create Tenure Data (the authoritative source for faculty information). Navigator > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

Employee and Manager Self-Service (ESS/MSS)

Modifications to Existing Processes

Preferred Email Address Changes	Email addresses in Employee Self Service (ESS) will now have email type "Business" listed as preferred. This is required and cannot be changed by the employee. Employee Self Service > Personal Details > Contact Information
New Campus Address Functionality (Georgia Southern University and Georgia State University)	**Employee Self Service:** Campus address, if applicable to your institution, can now be entered via ESS. Changes in ESS will be submitted to your Campus Address Administrator. Employee Self Service > Personal Details Tile > Campus Address **Campus Address Administrator:** The Campus Address Administrator must approve change requests initiated in ESS before the updates will be completed in the database. Navigator > Manager Self Service > Job and Personal Information > Approve Address Change Campus address information cannot be changed on the Person Profile and must be managed through the campus address panel itself by the Campus Address Administrator. Navigator > Workforce Administration > Personal Information > Maintain EE Campus Address

Changes to Position and Funding Request Forms	Manager Self Service (MSS) requests to add or change position and funding will no longer require job codes or combo codes. Manager Self Service > My Team > Related Actions > Position and Funding In addition, position requests in MSS now have fields for proposed job profile information related to the Careers module (i.e. job summary, job duties, preferred qualifications, and required qualifications). These fields are optional and will populate based on the job code associated with the non-person profile. Non-person profiles are managed in Workforce Development. Navigator > Workforce Development > Profile Management > Profiles > Non-person Profiles
Change to Submission Message for Degrees, Licenses, and Certifications	Currently, employees receive an email notification that the degree, license, or certification has been submitted for approval. With this release, the employee will receive a message after submitting that “The degree, licensure or certification request will not be approved until the appropriate supporting documentation, in the form of an original transcript for degrees or primary source verification for licensure and certifications, is submitted to the appropriate office.” The employee will then click ‘Ok’ to continue. Employee Self Service > Degrees and Certificates > Degrees Employee Self Service > Degrees and Certificates > Licenses and Certifications

Reports/Queries

New Query: BOR_APPROVAL_TR_DETAILS	The BOR_APPROVAL_TR_DETAILS query will allow practitioners to query MSS transaction approvals by EMPLID and date. Navigator > Reporting Tools > Query > Query Viewer or Query Manager

Page Changes

New Manager Self Service Inquiry Page	The Manager Self Service Request Inquiry page allows managers and practitioners to review historical MSS transactions by department, EMPLID, supervisor ID, initiator, date range, transaction type, and status. Navigator > BOR Customizations > Manager Self Service Inquiry
New Manager Self Service Request Form	The Manager Self Service Request Form allows managers to submit miscellaneous requests to HR. Examples include data changes, requests for leaves of absence, or requests to rescind retirement. These transactions are typically entered directly by the HR practitioner. Manager Self Service > My Team > Related Actions > Forms > Submit Manager Self Service Request
New Security Request Form	The Security Request Form allows managers to request additional security for workflow roles, query permissions, and administrator roles. Note: Users may experience a warning message noting the “maximum number of records found…” This is the result of PeopleSoft delivered functionality that limited the number of rows returned to 300. This is a warning only and does not prevent managers from submitting security requests. Manager Self Service > My Team > Related Actions > Forms > Submit Security Request

Additional Timesheet Search Information for Employees with Multiple Records	Department Description and Department ID is now listed when employees with multiple jobs need to select their appropriate EMPL record to record time on their timesheet. This gives employees a better, more descriptive selection criteria. Employee Self Service > Time and Absence > Weekly Timesheet > Select the look up icon (magnifying glass) for the Select Job field > Select Empl Record for the job recording time.

Human Resources (HR)

Page Changes

New PPGRA (Part-time Professors & Graduate Assistants) Functionality	PPGRA allows for appointment and reappointment for part-time faculty and graduate assistants (Pay Groups P and G). A process is then run from the PPGRA page to load compensation on job data and job earnings distribution. PPGRA also tracks appointment start and end dates. For institutions utilizing PPGRA, the configuration is similar to what was in ADP, with a user-friendly interface. Navigator > BOR Customizations > PPGRA

Payroll (PY)

Page Changes

Changes to Adjustment Spreadsheets and Additional Pay Spreadsheet Uploads	Practitioners were experiencing issues with the Excel to CI format for Earnings Adjustments, Deduction Adjustments and Additional Pay. A CSV file upload process will replace the Excel to CI so practitioners can upload: **Earnings Adjustment Spreadsheets** Navigator > Payroll for North America > Payroll Customization > Earnings Adjustment Load **Deduction Adjustment Spreadsheets** Navigator > Payroll for North America > Payroll Customization > Deductions Adjustment Load Both these spreadsheets will load the employee data to the Automated Adjustments page. Once the employee data has been reviewed the practitioner will load the Automated Adjustments: **Automated Adjustments Load** Navigator > Payroll for North America > Payroll Customization > Automated Adjustments Load A CSV file upload will also be available for loading directly to the Additional Pay page: **Additional Pay Load** Navigator > Payroll for North America > Additional Pay Load Job Aids and Templates are being created and should be available soon.

Custom and Delivered Payroll Presheet Audit Reports Now Combined	Currently, practitioners need to run the custom report and the delivered report separately. These are now combined so practitioners will only need to run the Payroll Presheet Audit Report. Navigator > Payroll for North America > Payroll Customizations > Payroll Presheet Audit Report

Time and Labor (TL)

Modifications to Existing Processes

New Time and Labor Rule for NRA Non-Exempt Employees	The rule will convert timesheet entered Time Recording Codes (TRCs) into TRCs used specifically for Non-Resident Alien (NRA) pay processing using data setup criteria on Federal Tax data. Time Admin will determine if time entered needs to be re-classed into NRA TRCs. The NRA TRCs are mapped to specific earnings codes configured for NRA employees.
New Time and Labor Rule for Screen Actors Guild (SAG) Employees Georgia State University	Time and Labor rule will calculate overtime based on given requirements for Screen Actors Guild (SAG). SAG employees are identified as having the following Department ID’s: 92020002 and 920200060 • Empl_Type = ‘H’ Submitting time worked in excess of 10 hours daily are to be paid at 2.0x hourly rate. Hours worked over 40.0 per week are to be paid at 1.5x hourly rate.
New Time and Labor Rule for California Non-Exempt Employees	Created Time and Labor rules for California overtime calculations. Non-exempt employees living and working in California will have overtime calculated using the delivered California overtime calculation rules.

Reported Time Approval Security Changes for Practitioners	Practitioners, TL Approvers, and Reports To Managers are now able to approve Reported Time via the timesheet. Navigator > Manager Self Service > Time Management > Approve Time > Reported Time Manager Self Service > Team Time > Report Time Manager Self Service > Approvals

Other Notes

Next Scheduled Release	OneUSG Connect **Release 3.10** is currently scheduled for **Friday, April 27, 2018**. You will receive a reminder of when this update will occur.
More Information and Support	For business impact emergency issues, contact OneUSG Connect immediately at 877-251-2644 (Toll Free) or sscsupport@ssc.usg.edu.