

Office of Budget Services
OneUSG Connect and FY19 Budget Development –
Navigating the Next Three Months

The Budget Services’ team wants to support the mission of UWG by ensuring everyone is aware of some temporary changes to our processes. In the next few months, Budget Office staff will be involved in the implementation of OneUSG Connect (the new payroll/position management system) as well as developing the universities’ FY2019 Budget. To ensure a smooth and accurate implementation and meet our budget deadlines to the BOR, the Budget Office needs to implement some temporary limits on processing transactions. Additionally, we need to make you aware of dates when limited staff will be available to assist you. Our request is that you plan ahead for your needs.

Important Dates for Transaction Processing:

March 5 - 20	Mon - Tues	Limited Budget Office staff availability due to training in Athens and Atlanta. Divide staff into 2 teams to ensure office coverage.
March 5 - 25	Mon - Sun	Only critical “Reports To” changes will be processed by Payroll, HR, and Budget Services due to OneUSG data extracts and migration.
March 5 - 25	Mon - Sun	Only critical new or changes to distribution codes (payroll funding chart strings) will be processed by Budget Services. Starting March 26 “reports to” supervisors will use the new MSS to request changes in payroll chart strings.
March 5 - 25	Mon - Sun	Payroll reallocations will not be entered due to OneUSG data extracts and migration. Starting March 26 “reports to” supervisors will use the new MSS to request changes in payroll charges.
March 5 – May 1	Two months	Only critical changes to department titles or creating new departments in PeopleSoft will be processed.
March 19 - 23	Mon - Fri	Payroll transactions will be suspended due to OneUSG data migration from 5pm March 16 through March 23.
March 26 - 30	Mon - Fri	No budget related transactions. This includes budget amendments, funding verifications, lapsed salary calculations, budget data requests, revenue projections, etc. Staff will be validating the position data loaded from new payroll system into new Budget Development module in PeopleSoft. (The new system implementations have delayed this process by 2 weeks.)

General Information:

- Please review the job aids on HR’s OneUSG Connect website at: <https://www.westga.edu/hr/oneusg/index.php> . Select the button for your area of interest.
- Beginning March 25, supervisors/managers designated as the “Reports To” will approve employees time and absence requests. The implementation date for using the new MSS module in lieu of an ePAR/PAR for other transactions such as supervisor changes, eTime approver changes, retirements, terminations, salary changes, supplemental pay, promotion or

demotion, changing a position chart string, or recoding existing payroll charges will be determined at a later date.

Limited Budget Office Staff Availability:

Date	Description	Location
January 29 – February 1 (Mon-Thurs) Liz, Cole	HR/Position Management/Commitment Accounting Orientation	Athens
February 6 (Wed) Cole	Query	Athens
February 7 (Thurs) Liz	UAT Kickoff	Macon
February 8 (Fri) Liz	Payroll	Athens
February 15 – 16 (Thurs-Fri) Liz & Cole	Data Cleanup Analysis/Review	Athens
February 19 – 23 (Mon-Fri) Liz	UAT - BW1	Athens
February 26 – Mar 1 (Mon-Thurs) Liz	UAT – BW2	Athens
March 2 (Fri.) Liz, Cole, Kristin	Budget Development UAT	Athens
March 5 – 7 (Mon-Wed) Liz	UAT - Monthly	Athens
March 5 – 8 (Mon-Thurs) 3 Budget Analysts/Kristin	Practitioner Training	Athens
March 12 – 15 (Mon-Thurs) 4 Budget Analysts/Kristin	Practitioner Training	Athens and Atlanta
March 12 – 15 (Mon-Thurs) Liz	UAT – Accounting/Retros/Encumbrances/ Faculty Events/Benefits/Reconciliations	Athens
March 12 – 23 ???	Campus Training for OneUSG Connect	UWG
March 19 – 20 (Mon-Tues) Kristin	Practitioner Training	Atlanta
March 19 (Mon) President/VPBF	Program Review/Signoff	Atlanta??
March 21 – 24 (Wed – Sat) Liz/Cole	Final Data Cleanup and Reconciliation	Athens
March 25 (Sunday)	GO LIVE!!	UWG

Please Note: Limited staff availability during these dates will apply to the administrative business offices of Accounting, Budget, Employment Services, and Payroll.