



UNIVERSITY OF  
**GEORGIA**

Controller's Office

**DATE:** March 24, 2025

**TO:** Administrators, Business Managers and Fiscal Operations Personnel

**FROM:** Allison Davis  
Controller

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As mentioned in the February 10, 2025, fiscal year end letter, the following information regarding deadlines for OneUSG Connect processing should be used in planning and preparing to make all appropriate charges to your funds for this fiscal year. The following dates are based on the OneUSG connect payroll calendars found [here](#).

**Manager Self Service Position Funding**

Position funding changes for the bi-weekly pay period ending June 21, 2025 (56B2) must be approved at all levels by **June 20, 2025**.

Position funding changes for the monthly pay period ending June 30, 2025 (56M1) must be approved at all levels by **June 17, 2025**.

**Note:** Positions are funded by fiscal year (July 1 – June 30) and are funded based on effective dates within the fiscal year. The funding for a position determines the distribution of payroll expenses for the employee seated in the position. When a pay period crosses fiscal years, the payroll expenses will be distributed based on the effective date of the position funding across both fiscal years.

**Manager Self Service Express Direct Retro**

The deadline to submit an express direct retro (EDR), in OneUSG Connect, for an FY25 pay period is by 5:00 pm on **June 30, 2025**. These requests must be approved by the department by July 10<sup>th</sup> for Central Commitment Accounting's level of approval.

If an FY25 express direct retro is needed after 06/30/2025, an EDR request should be submitted to the OneSource Service Desk at the link located [here](#). The deadline to submit this kind of request is 5:00 pm on **July 7, 2025**.

These requests will be entered by Commitment Accounting outside of the normal EDR process and will not go through workflow approval routing.

**Payroll Encumbrances**

The process which will zero out all FY25 personal service encumbrances will run **June 26, 2025**, in OneUSG Connect. The encumbrance balances should be updated in the Financial Management System by **June 27, 2025**.