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MEMORANDUM

TO: Vice Presidents, Deans, Director and Department Chairs
FROM: Susan Norton, Vice President of Human Resources
DATE: March 12, 2019
SUBJECT: OneUSG Connect Implementation Planning & Key Dates

On June 16, 2019, Augusta University is scheduled to go live on the OneUSG Connect shared services Human Capital Management (HCM) system to manage our human resources activities, benefits and compensation. As a result, we are preparing to manage some very unusual circumstances in regard to the OneUSG Connect implementation and when the Financial and HR databases move from Kansas City to the USG IT location in Athens in May and June, respectively.

- The Financial system will go offline on May 24 until May 30
  - This will impact HR's ability to hire; and candidates will need to meet earlier dates for pre-employment processing in order to begin work on June 1 or 3.
- The HR system will also go offline on June 6 until June 17 **and** from June 21 to June 25
  - This will also impact HR's ability to hire anyone with a start date after June 3 until June 17

To assist you in planning for your HR-related needs in advance, we have several key dates that should prove helpful to you. Our Human Resources leadership team and staff are focused on ensuring you are proactively advised and prepared for a smooth transition to OneUSG. This transition will require the planning and participation of the entire AU management team - including managers within each academic and administrative unit – and we thank you in advance for your support.

Given the complexity and timing of the OneUSG Connect HCM and Financials projects, these dates are subject to change. The most current information will be found at:
https://www.augusta.edu/oneusg/

This memorandum details a number of key dates related to the HCM and Financials projects. Please read this document carefully, mark your calendar as appropriate, and share with all faculty and staff within your department(s) who have responsibility for the activities listed below.

1. **Faculty Position Description Requests/ Position Classification Requests (FPDs and PCFs)**
   DUE DATE   **ACTIVITY**

   April 25, 2019   Last day for **Faculty** Position Description Forms (FPDs) for any position requests to be submitted in order to be evaluated, finalized and entered into the system prior to go-live.

   May 01, 2019   Last day for Position Classification Forms (PCFs) for **Staff** position requests to be submitted in order to be evaluated, finalized and entered into the system prior to go-live.

   If you have questions regarding the above, please contact Lisa McDonald, Manager, Compensation & Performance Management at 721-1928 or lmcdonald@augusta.edu.

2. **ePAR Transactions**

DUE DATE	ACTIVITY
May 28, 2019	Non-Exempt ePAR deadline for the pay period of May 19 through June 1.
June 03, 2019	Non-Exempt ePAR deadline for the pay period of June 2 through June 15.
June 03, 2019	Non-Exempt ePAR deadline for the pay period of June 16 through June 29.
June 03, 2019	Exempt ePAR deadline for the pay period of June 1 through June 30.

If you have questions regarding the above, please contact Morgan Chavous, Director, Benefits, Data Management & Faculty Support Services at (706) 721-0960 or mchavous@augusta.edu.

3. **Key Dates for New Job Openings**

Job Openings (Faculty)

DUE DATE	ACTIVITY
May 02, 2019	Last day for departments to enter new job openings into PeopleSoft for Faculty positions
May 06, 2019	Last Day for all approvals to be obtained for pending job openings
May 07, 2019	Last day for Job Openings to be posted to ensure appropriate recruitment prior to OneUSG Connect Go-Live.*
June 06, 2019	Last day for applicants to apply for job openings until after go-live.

For any position where all approvals have not been secured, the position will not be posted until after go-live.

Job Openings (Staff Exempt)

DUE DATE	ACTIVITY
May 16, 2019	Last day for departments to enter new job openings into PeopleSoft for Exempt level positions
May 21, 2019	Last day for all approvals to be obtained for pending job openings
May 23, 2019	Last day for Job Openings to be posted to ensure appropriate recruitment prior to OneUSG Connect Go-Live.*
June 06, 2019	Last day for applicants to apply for job openings until after go-live.

For any position where all approvals have not been secured, the position will not be posted until after go-live.

Job Openings (Non-Exempt)

DUE DATE	ACTIVITY
May 23 2019	Last day for departments to enter new job openings into PeopleSoft for Non-Exempt level positions
May 28, 2019	Last day for all approvals to be obtained for pending job openings
May 30, 2019	Last day for Job Openings to be posted to ensure appropriate recruitment prior to OneUSG Connect Go-Live.
June 06, 2019	Last day for applicants to apply for job openings until after go-live.

For any position where all approvals have not been secured, the position will not be posted until after go-live.

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4. Key Dates for Job Offers / Hiring

STAFF POSITIONS - Standard Start Dates for new hires and transfers in the month of June will remain the same. However, the dates by which new hire and transfer processing must be completed will require earlier than normal timelines to support the Financials "lift and shift" and the OneUSG Connect Go-Live. The Chart below outlines the standard start dates and the requirements that must be met for these start dates to be applied. Any requirements not met will result in the start date being changed to the next available date. As of the date of this notice, there are 377 active staff job openings.

Standard Start Date	Type of Action/Activity	Deadline for Action
May 28 to June 1, 2019 - Exempt Staff Hires/Transfers **May 28 to June 3, 2019 - Non-Exempt Staff Hires/ Transfers**	Last day for Departments to Submit Requests for Offers to HR	**May 10, 2019***
	Last day for HR to **extend offers** to candidates	**May 13, 2019**
	Last day for candidates to **accept** job offers	**May 15, 2019**
	Last day for all offer contingencies to be met by candidate *(i.e. clear background check, education/ credential verification, satisfactory drug screen and physical, if applicable)*	**May 21, 2019** *** Candidates who have not successfully completed all contingencies as of May 21 will automatically be scheduled for a start date of June 17.**
	Last day for HR to place candidate in "Hire" (Manage Hires list) status	**May 22, 2019**
June 17, 2019 - Exempt & Non-Exempt Staff Hires/ Transfers	Last day for Departments to Submit Requests for Offers to HR	**June 1, 2019**
	Last day for HR to **extend offers** to candidates	**June 5, 2019**
	Last day for candidates to **accept** job offers	**June 7, 2019**
	Last day for all offer contingencies to be met by candidate *(i.e. clear background check, education/ credential verification, satisfactory drug screen and physical, if applicable)*	**June 13, 2019**
	Last day for HR to place candidate in "Hire" (Manage Hires list) status	**June 16, 2019**
July 1, 2019 - Exempt & Non-Exempt Staff Hires/ Transfers	Last day for Departments to Submit Requests for Offers to HR	**June 14, 2019**
	Last day for HR to **extend offers** to candidates	**June 18, 2019**
	Last day for candidates to **accept** job offers	**June 20, 2019**
	Last day for all offer contingencies to be met by candidate *(i.e. clear background check, education/ credential verification, satisfactory drug screen and physical, if applicable)*	**June 27, 2019**
	Last day for HR to place candidate in "Hire" (Manage Hires list) status	**June 28, 2019**

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Key Dates for Job Offers / Hiring (continued)

FACULTY - Standard Start Dates for new Faculty hires and transfers in the **month of June** will remain the same. However, the dates by which new hire and transfer processing must be completed will require earlier than normal timelines to support the Financials "lift and shift" and the OneUSG Connect Go-Live. The Chart below outlines the standard start dates and the requirements that must be met for these start dates to be applied. Any requirements not met will result in the start date being changed to the next available date. As of the date of this notice, there are 189 active faculty job openings. This process will have no impact on August 1, 2019 academic faculty; we will continue the hiring process and timeline used in prior years.

Standard Start Date	Type of Action/Activity	Deadline for Action
June 1, 2019 - Faculty Hires	Last day for Departments to submit recruitment packets to HR for new faculty	**May 1, 2019** *for summer faculty who begin work May 20 for first summer session (see section 5. on Summer Contracts below)* **May 10, 2019** *for all other June 1 faculty new hires*
	Last day for all offer contingencies to be met by candidate *(i.e. clear background check, education/ credential verification, satisfactory drug screen and physical, if applicable)*	**May 21, 2019** *Candidates who have not successfully completed all contingencies as of May 21 will automatically be scheduled for a start date of June 17.*
	Last day for HR to place candidate in "Hire" (Manage Hires list) status	**May 22, 2019**
June 17, 2019 - Faculty Hires	Last day for departments to submit recruitment packets to HR for new employees	**June 3, 2019**
	Last day for all offer contingencies to be met by candidate *(i.e. clear background check, education/ credential verification, satisfactory drug screen and physical, if applicable)*	**June 12, 2019**
	Last day for HR to place candidate in "Hire" (Manage Hires list) status	**June 21, 2019** **Candidate would have successfully completed all contingencies and had their HR processing appointment prior to or on June 17, 2019. Data entry will be delayed because of payroll processing.*
July 1, 2019 – Faculty Hires	Last day for departments to submit recruitment packets to HR for new employees	**June 14, 2019**
	Last day for all offer contingencies to be met by candidate *(i.e. clear background check, education/ credential verification, satisfactory drug screen and physical, if applicable)*	**June 24, 2019**
	Last day for HR to place candidate in "Hire" (Manage Hires list) status	**June 26, 2019**

If you have questions regarding the above, please contact Dena Pickett, Director, Talent Acquisition & Management (dpickett@augusta.edu) at (706) 721-7905, for staff positions and Heather Kennedy, Manager, Faculty Support Services (hekennedy@augusta.edu) for faculty positions at (706) 721-8060.

Key Dates for Job Offers / Hiring (continued)

Other Hiring – Temporaries, Summer Student Positions - Standard Start Dates for new hires and transfers in the month of June will remain the same. However, the dates by which new hire processing and transfer processing must be completed will require earlier than normal timelines to support the Financials "lift and shift" and the OneUSG Connect Go-Live. The Chart below outlines the standard start dates, along with the requirements that must be met for these start dates to be applied. Any requirements not met will result in the start date being changed to the next available date.

Standard Start Date	Type of Action/Activity	Deadline for Action
May 28 to June 1, 2019 - Exempt Staff Hires/Transfers May 28 to June 3, 2019 - Non-Exempt Staff Hires/ Transfers	Last day for Departments to Submit Background form to HR	May 3, 2019
	Last day for Departments to Submit Template Based Hire ePAR	May 10, 2019*
	Last day for all offer contingencies to be met by candidate *(i.e. clear background check, education/ credential verification, satisfactory drug screen and physical, if applicable)*	May 21, 2019 ** Candidates who have <u>not</u> successfully <u>completed all</u> <u>contingencies</u> as of May 21 will automatically be scheduled for a start date of June 17.*
	Last day for HR to process new hire	May 22, 2019
June 17, 2019 - Exempt & Non-Exempt Staff Hires/ Transfers	Last day for Departments to Submit Background form to HR	May 15, 2019
	Last day for Departments to Submit Template Based Hire ePAR	June 19, 2019
	Last day for all offer contingencies to be met by candidate *(i.e. clear background check, education/ credential verification, satisfactory drug screen and physical, if applicable)*	June 14, 2019
	Last day for HR to process new hire	June 20, 2019

Other important information...
The timelines outlined above allow for the likelihood that candidates will be able to meet all pre-employment requirements in time to begin employment as scheduled on the dates listed. **Of note:** The University System of Georgia will begin using a new background check vendor in the coming months. We are unsure at this time how long the typical background check process will take, but the dates above should be sufficient time.

5. Summer Contract Dates

Type of Action/Activity	Deadline for Action
Submit Summer Faculty Appointments to HR for **NEW** faculty who will begin work May 20 for first summer session	**May 1, 2019**
Submit Summer Faculty Contracts for **EXISTING** Faculty to HR	**May 10, 2019**
Faculty Support Services processes summer contracts	**May 13-17, 2019**

Please continue to submit ePARs, PCFs, Job Openings, Job Offer requests as outlined above and after the June 17, 2019 blackout dates.

The bi-weekly pay period June 16, 2019 through June 29, 2019 will be paid on July 05, 2019. Personnel actions for this bi-weekly pay period are due to Human Resources no later than June 3, 2019. Dates will be strictly enforced. Ten days of pay, for Monday June 17 through Friday June 28, 2019 will be accrued in FY19 and will be posted in May using the March 29, 2019 non-exempt pay date, payrun ID 3319.

As a reminder, the "Blackout Dates" resulting from the OneUSG Implementation are as follows:

    PeopleSoft Financials: May 24 – May 30
    PeopleSoft HR: June 7 – June 17
    PeopleSoft HR: June 21 – June 25

If you have questions regarding the above, please contact Carolyn Burns, Senior Director, Talent Acquisition & Development, at 721-7224 or caburns@augusta.edu , Becky Williams, Assistant VP, University HR Services at 721-4362 or rewilliams@augusta.edu or Susan Norton, Vice President, Human Resources at 721-3777 or snorton@augusta.edu.

Remember, plan ahead and ask questions to ensure complete understanding of the unusual circumstances which will have an impact on our normal business process flow.

Thank you for your support and adherence to the critical deadlines noted above.