

# OneUSG Implementation Update

*Human Resources Division*

# About OneUSG

- Intended to bring all USG institutions onto one Human Capital Management (HCM) platform

Develop and implement a consistent approach to policies, procedures and technology solutions

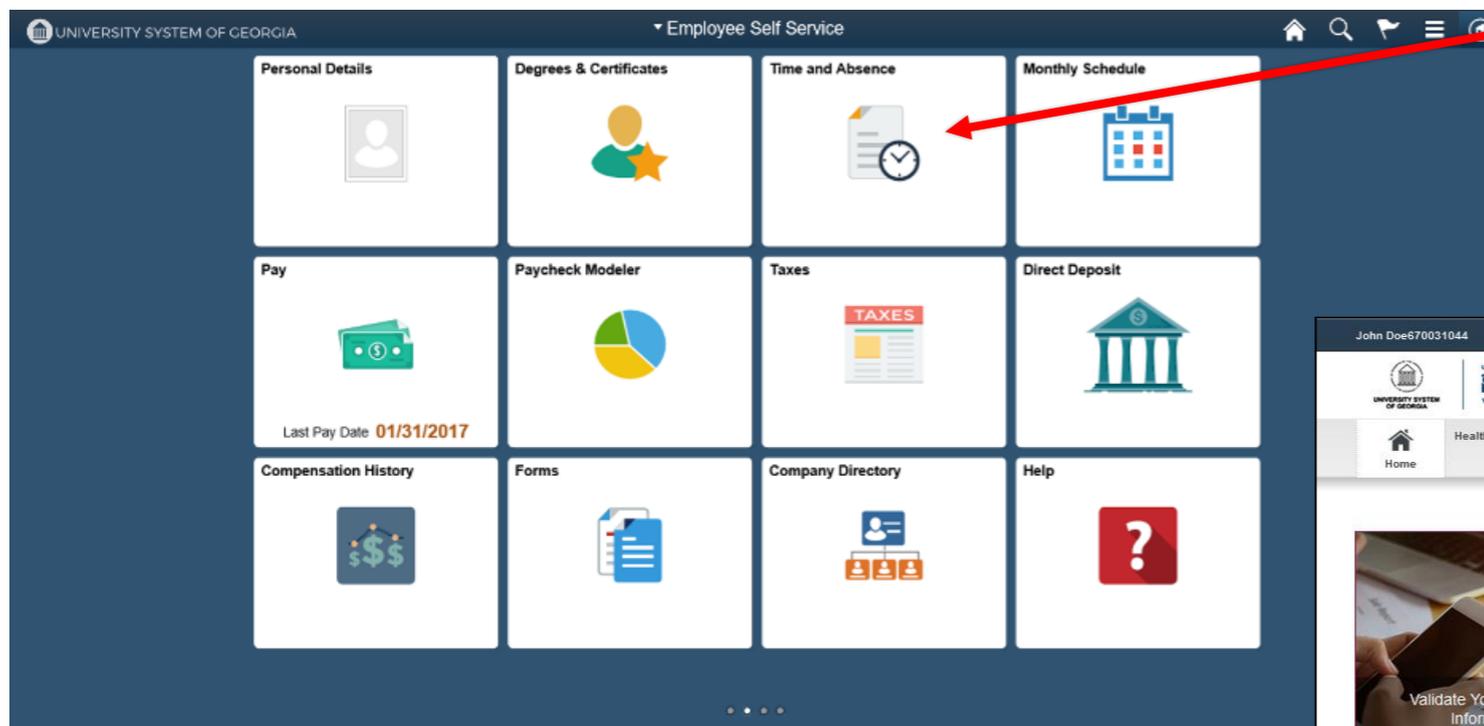
Reduce costs, streamline processes, have consistent guidelines and procedures, and centralized support

- First Cohort transitioned July 2017
- Augusta University is Cohort 5
- Project kickoff meeting held on January 29, 2018

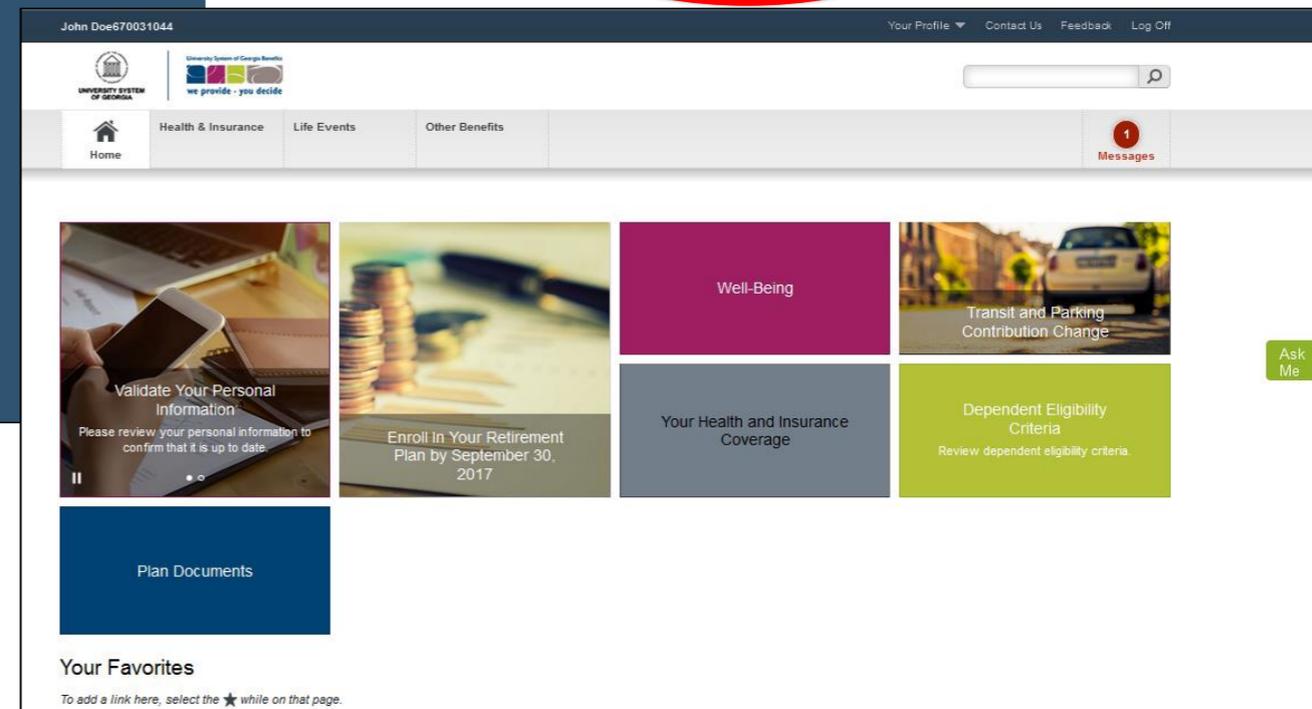
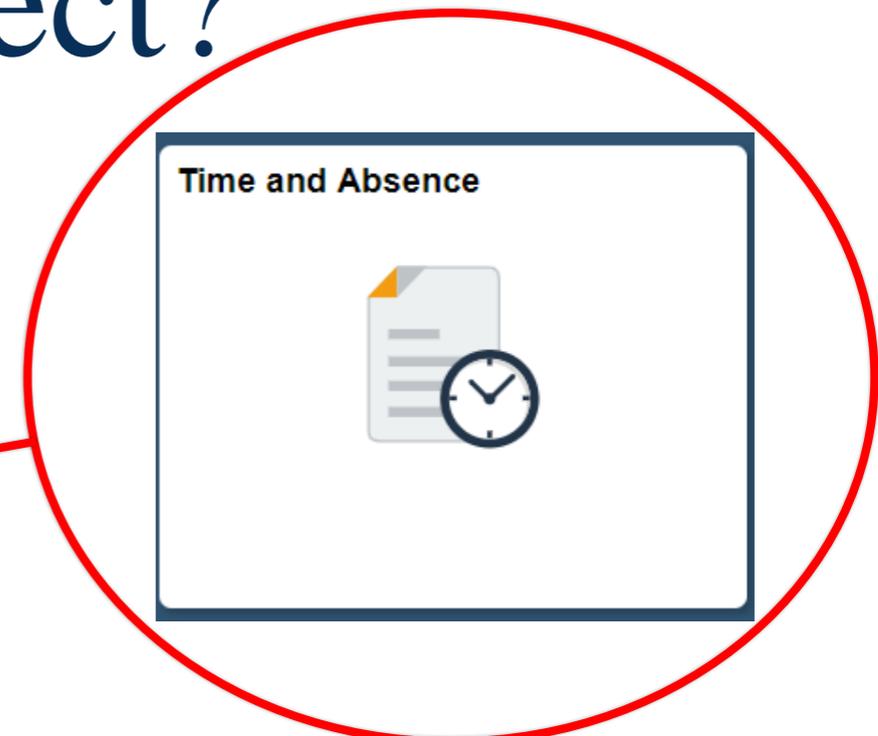
# OneUSG Connect Schedule

July 2017	January 2018	April 2018	January 2019	June 16. 2019	January 2020
<ul style="list-style-type: none"> <li> Columbus State University</li> <li> Georgia College &amp; State University</li> <li> Georgia Gwinnett College</li> <li> Georgia Southwestern State University</li> <li> Valdosta State University</li> <li>University System Office</li> </ul>	<ul style="list-style-type: none"> <li> Abraham Baldwin Agricultural College / Bainbridge State College</li> <li> Georgia Southern University / Armstrong State University</li> <li>Fort Valley State University</li> <li>Gordon State College</li> <li> Middle Georgia State University</li> </ul>	<ul style="list-style-type: none"> <li> Albany State University / Darton State College</li> <li> Atlanta Metropolitan State College</li> <li> College of Coastal Georgia</li> <li> Clayton State University</li> <li> Dalton State College</li> <li> East Georgia State College</li> <li> Georgia Highlands College</li> <li> Georgia State University</li> <li> Kennesaw State University</li> <li> Savannah State University</li> <li> South Georgia State College</li> <li> University of North Georgia</li> <li> University of West Georgia</li> </ul>	<ul style="list-style-type: none"> <li> University of Georgia</li> </ul>	<ul style="list-style-type: none"> <li> Augusta University</li> <li>Research</li> <li>Comprehensive</li> <li>State Universities</li> <li>State Colleges</li> <li>Consolidation</li> </ul>	<ul style="list-style-type: none"> <li> Georgia Institute of Technology</li> </ul>

# What is OneUSG Connect?

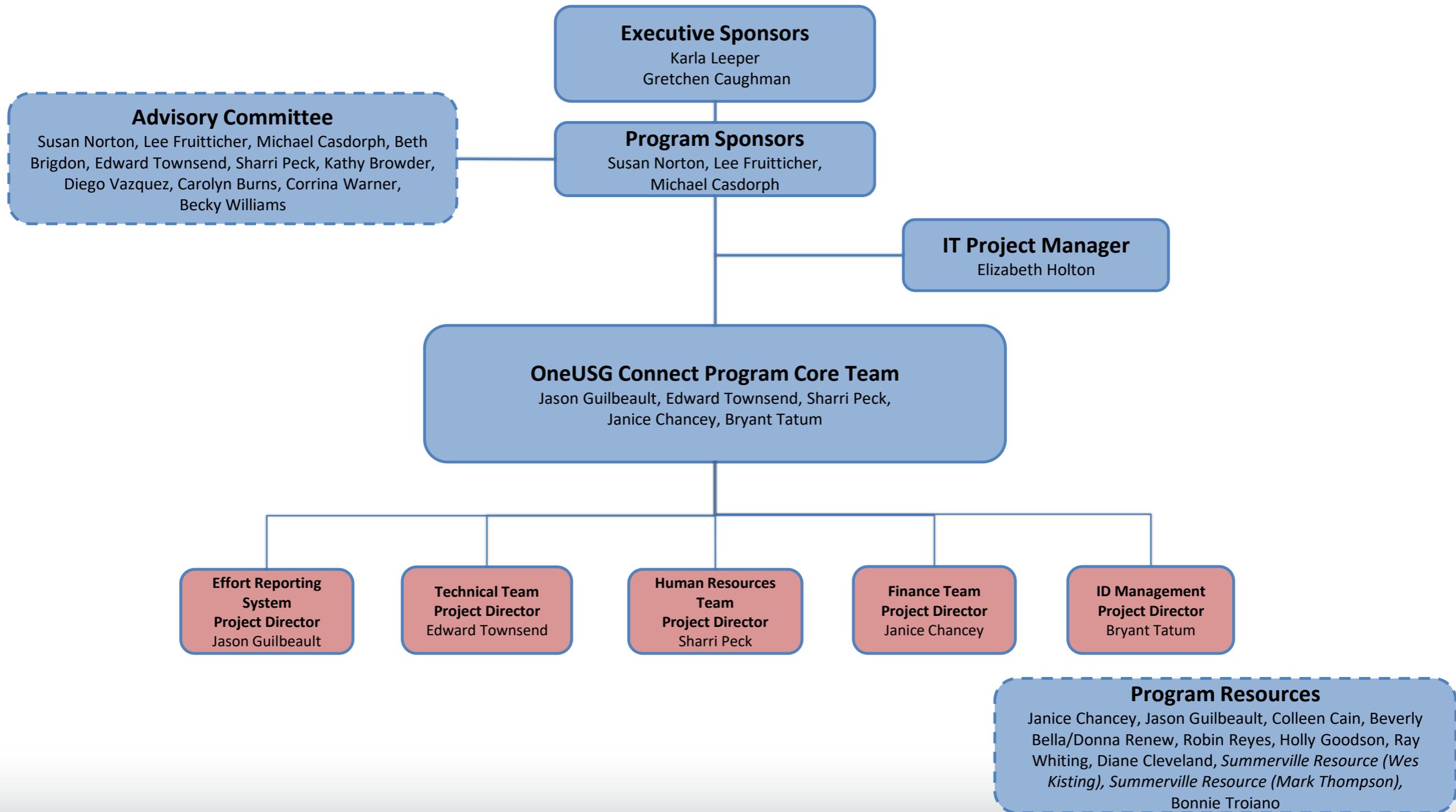


OneUSG Connect

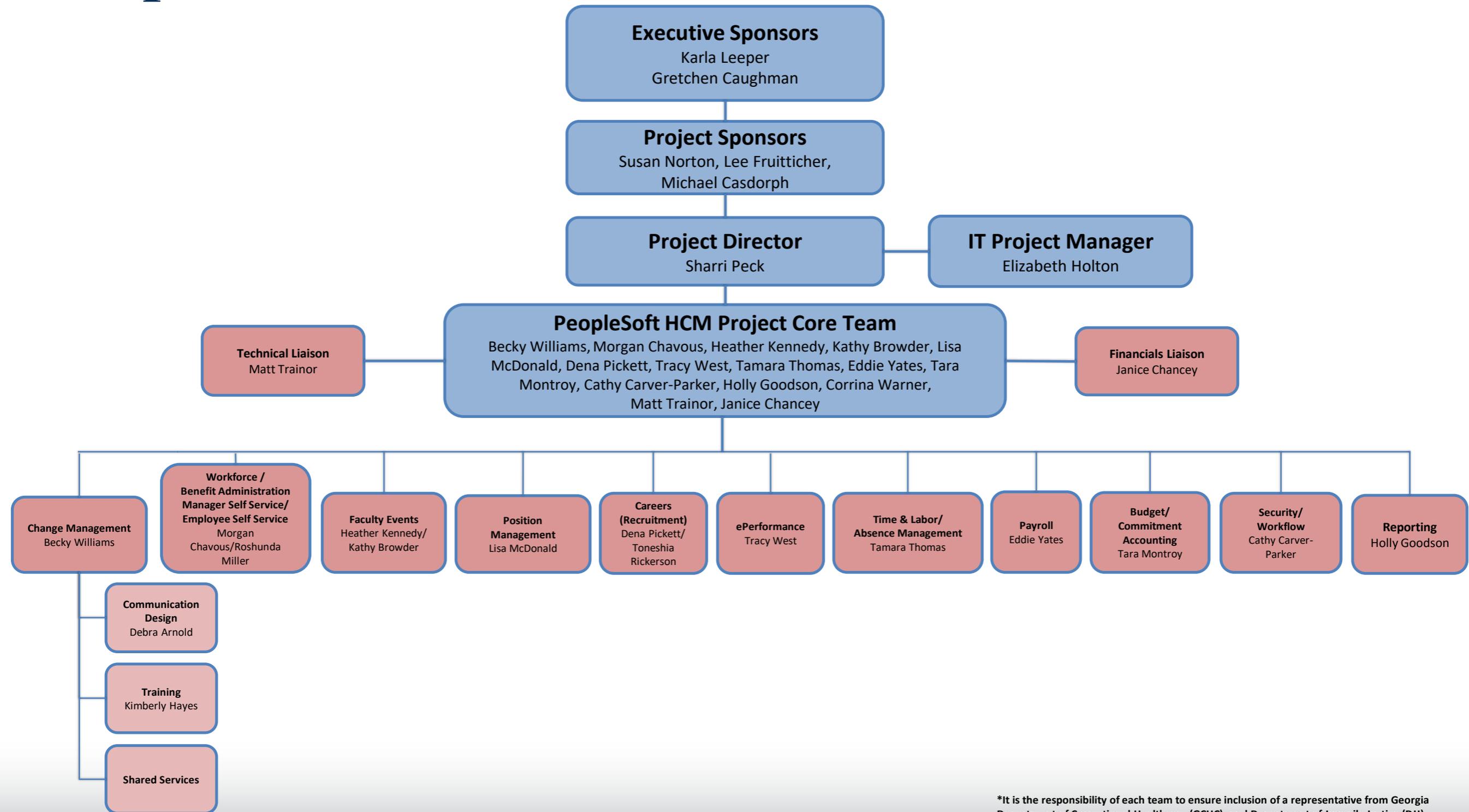


OneUSG Connect - Benefits

# OneUSG Connect Program Implementation Roles Matrix

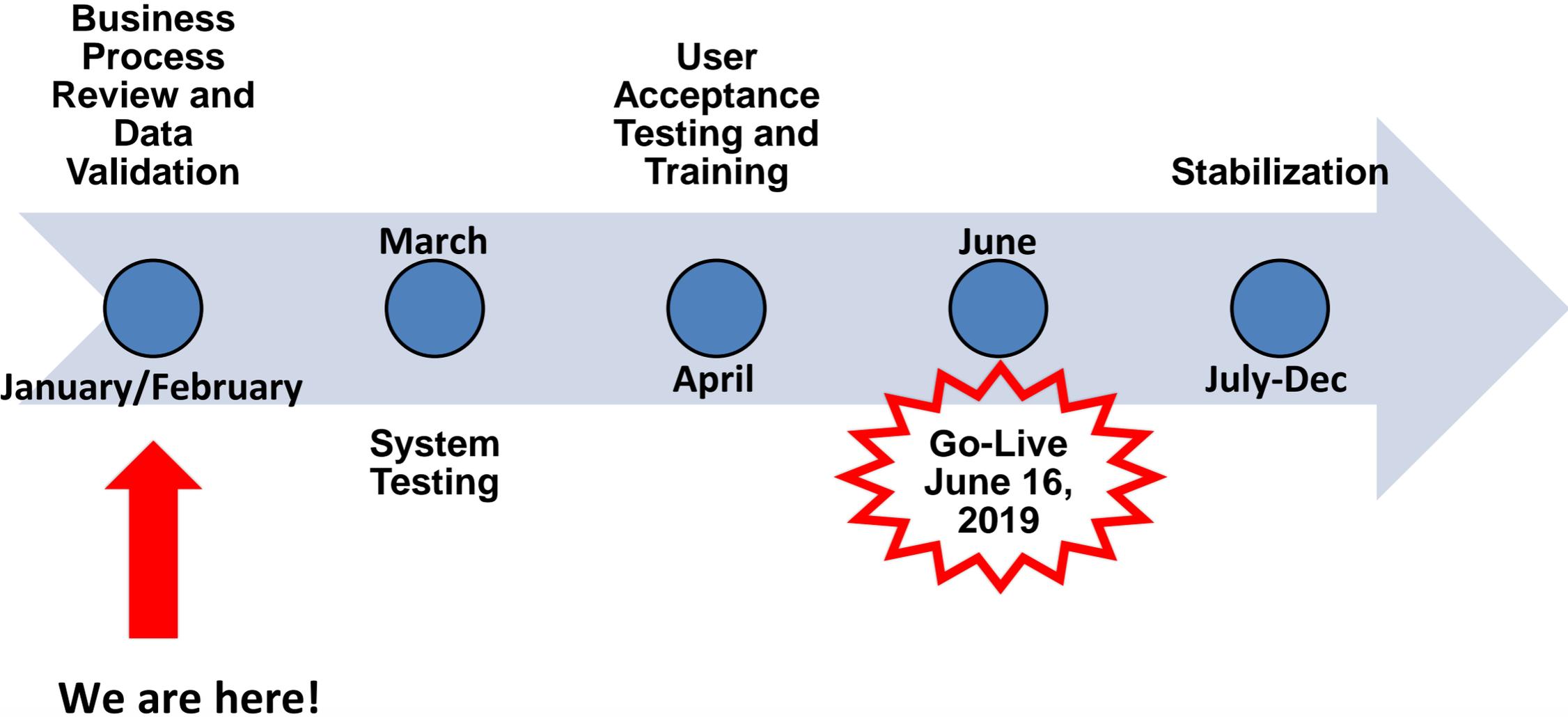


# OneUSG Connect PeopleSoft HCM Implementation Roles Matrix

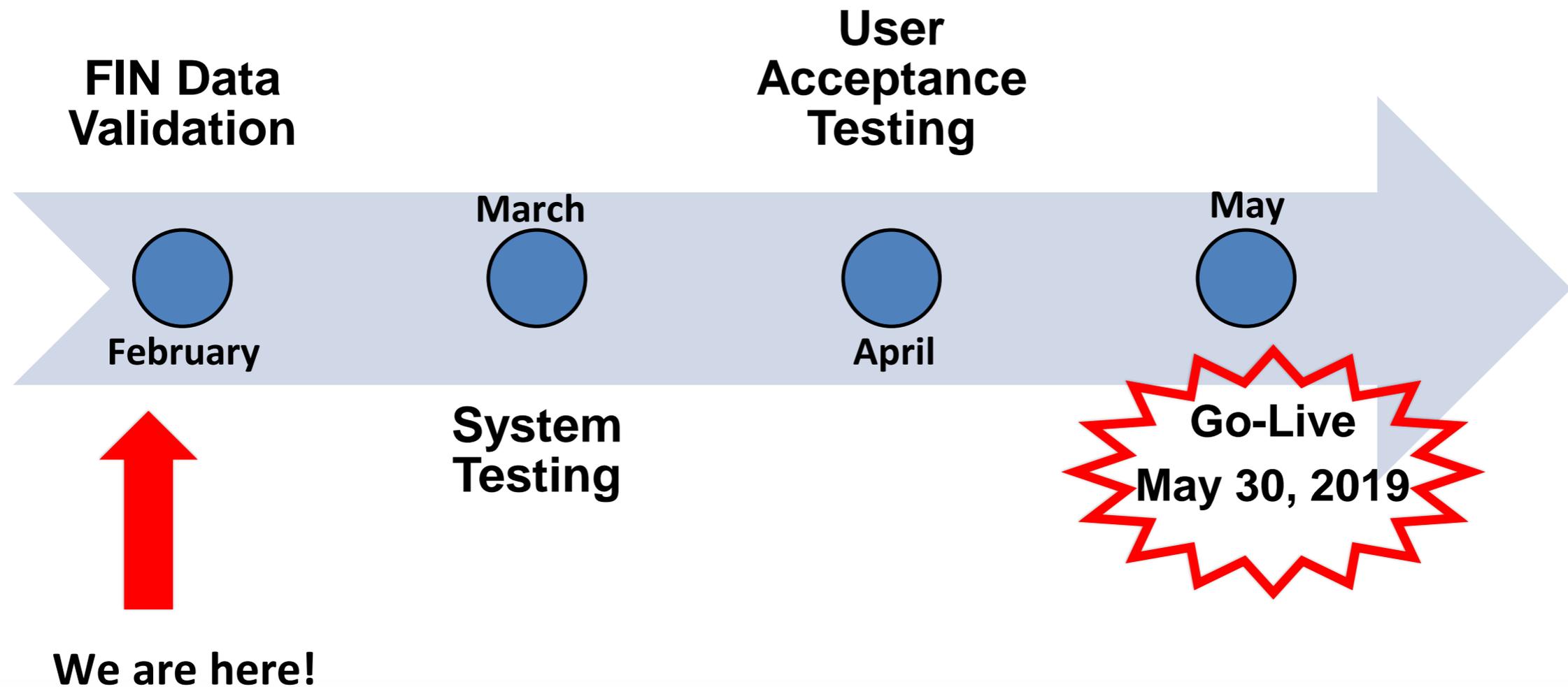


\*It is the responsibility of each team to ensure inclusion of a representative from Georgia Department of Correctional Healthcare (GCHC), and Department of Juvenile Justice (DJJ).

# AU OneUSG Implementation Timeline



# PS Financials Lift and Shift Implementation Timeline



# OneUSG Implementation Impact

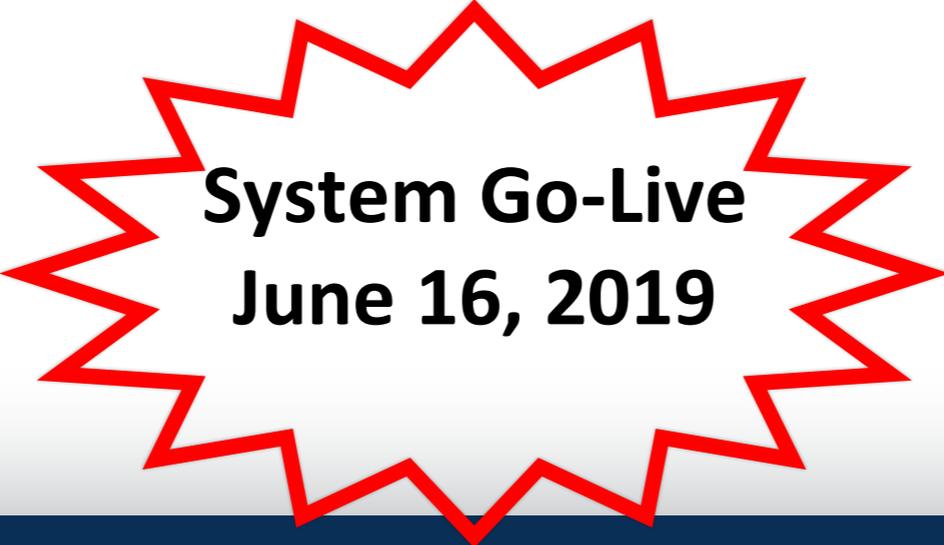
- All employees (6,756)
  - Absence Management module
  - Time & Labor module
  - Self-Service
- Hiring Managers (735)
  - Careers
- Business Managers/ePAR Users (416)
  - Manager Self-Service
  - ePAR transactions
  - Potential business process changes
- AU Practitioners (134)
  - Payroll, HR, Benefits, Finance, Legal, Audit

# Current State vs. Future State

	Current State	Future State
<b>Time Management (used for recording time worked)</b>	TimeNet	PeopleSoft 9.2 Time & Labor module
<b>Absence Management (used for requesting and recording leave)</b>	TimeNet	PeopleSoft 9.2 Absence Management module
<b>Employee Self-Service</b>	PeopleSoft 9.1	PeopleSoft 9.2 Employee Self-Service module
<b>Manager Self-Service</b>	PeopleSoft 9.1	PeopleSoft 9.2 Manager Self-Service module
<b>Talent Acquisition/Careers</b>	PeopleSoft 9.1	PeopleSoft 9.2 Careers module
<b>HR and Payroll Support</b>	Augusta University HR and Finance	USG Shared Services Center and Augusta University HR and Finance

# Key Changes – PS HCM

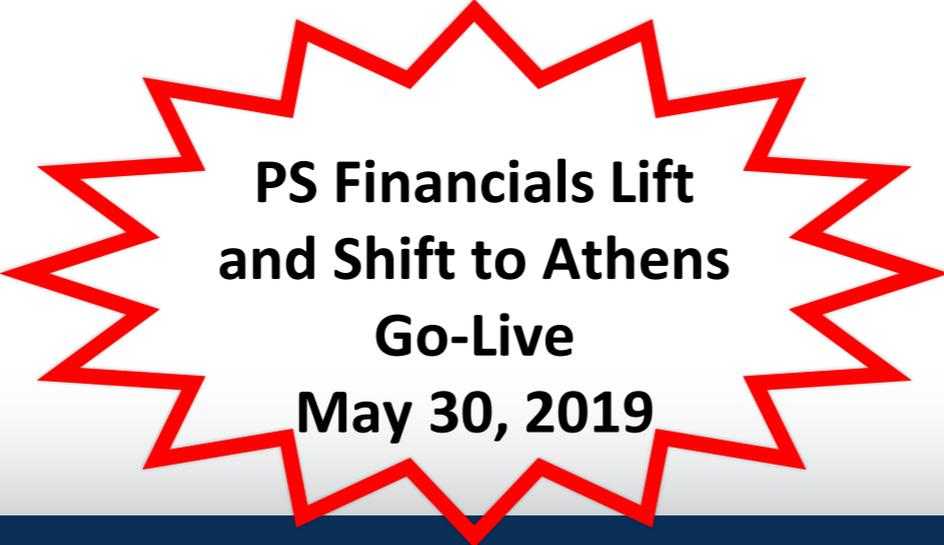
- University employees will no longer use TimeNet but will use PeopleSoft for time and absence reporting
- Manager self-service will provide an expanded menu of transactions which can be completed online (ePARs similar to our current list, plus new options such as updating the “reports to” position)
- Faculty and staff will begin using the USG Shared Services Center for HR and payroll system support



**System Go-Live  
June 16, 2019**

# Key Changes – PS Financials

- The physical location of the server from Kansas City to Athens.
- URL links to login will change. All users will be sent the new link to login.
- PeopleTools version will be upgrade from 8.55 to 8.56.



**PS Financials Lift  
and Shift to Athens  
Go-Live  
May 30, 2019**

# Absence Management Module

- System of record for all absences
- Where paid time off is requested, approved and transferred to Time and Labor for payroll purposes
- Where leave balances are maintained

# Time & Labor Module

- System of record for all time worked
- Where time worked is reported, approved and converted to payable time for payroll purposes (AU non-exempt employees will now record their time directly in PeopleSoft)
- Will require installation of new timeclocks for those who clock in/out manually
- Web-clocking will still be available for those using this method
- System will **require** up-front selection for time capture methodology using either timeclock or web-clocking; cannot use both - **timeclock or web-clocking designation must be determined by leadership**
- Affordable Care Act (ACA) required time reporting will now be handled in PeopleSoft

# Employee Self-Service

- An easy-to-use online tool all employees will use within OneUSG Connect to:
  - Submit timesheets (if applicable)
  - Request absences
  - View paychecks
  - Update direct deposit information
  - Review and change personal information
  - Update tax withholdings

# Employee Self-Service

ORACLE Employee Self Service

<b>UGA 529 Deduction</b> 	<b>Degrees &amp; Certificates</b> 	<b>Time and Absence</b> 	<b>Monthly Schedule</b> 	<b>Pay</b> 
<b>Paycheck Modeler</b> 	<b>Taxes</b> 	<b>Direct Deposit</b> 	<b>Compensation History</b> 	<b>Company Directory</b> 
<b>Personal Details</b> 	<b>My Forms</b> 	<b>Help</b> 		

**Time and Absence**  

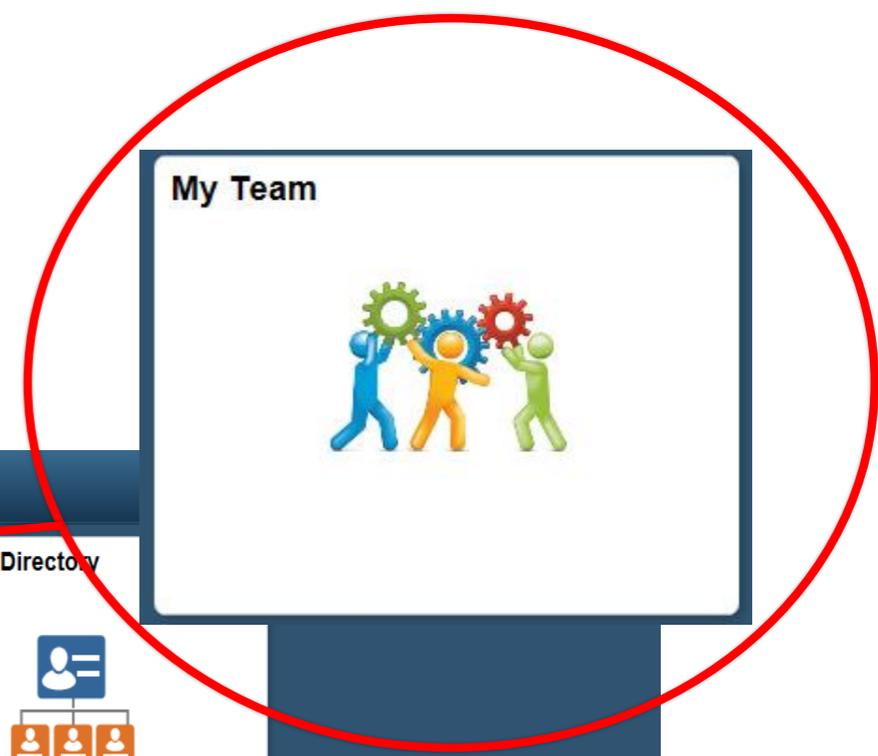

# Manager Self-Service

- An online tool within OneUSG Connect which provides tools needed to manage employees, streamline processes and eliminate paperwork. Managers can perform tasks such as:
  - Approving reported time and absence requests
  - Viewing team's job-related information
  - Delegate others to manage time, labor and absence tasks
  - Submit employee and position change requests
  - Create job openings

# Manager Self-Service

LE<sup>®</sup> Manager Self Service

<b>My Team</b> 	<b>Approvals</b>  0	<b>Review Transactions</b> 	<b>Company Directory</b> 
<b>Delegation</b> 	<b>Talent: Degrees&amp;Certifications</b> 	<b>Team Time</b> 	<b>Create Job Opening</b> 
<b>Design Forms</b> 	<b>My Forms</b> 	<b>Help</b> 	

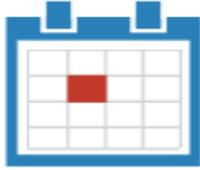


# Careers

- The OneUSG Connect module used by hiring managers and applicants for recruitment
  - Managers can review and track applicants
  - Applicants can track progress of their application

# Careers: Hiring Managers

▼ Recruiting

<p><b>My Job Openings</b></p>  <p><b>2</b> Jobs Assigned to Me</p>	<p><b>Recruiting Activities</b></p>  <p>0</p>	<p><b>Today's Interviews</b></p>  <p>No Interviews Today</p>
<p><b>Recruiting Alerts</b></p>  <p><b>62</b></p>	<p><b>Approvals</b></p>  <p><b>0</b></p>	

# Careers: The Applicant

Apply for Job

## Resume /CL Required

- 1 Start  
In Progress
- 2 Resume/CV  
Not Started
- 3 Additional Attachments  
Not Started
- 4 Qualifications  
Not Started
- 5 Questionnaire  
Not Started
- 6 References and Referrals  
Not Started
- 7 Self-Identify  
Not Started
- 8 Review and Submit  
Not Started

### Step 1 of 8: Start

This job application allows you to attach a resume and has a number of sections, ranging from qualifications to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting

**Note: All required documents MUST be attached or your application may not be considered. See the *Required Documents to Attach* section on the job posting for details.**

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

[View Terms and Conditions](#)

I agree to the Terms and Conditions

# OneUSG Connect Training Strategies

Self-Service Users



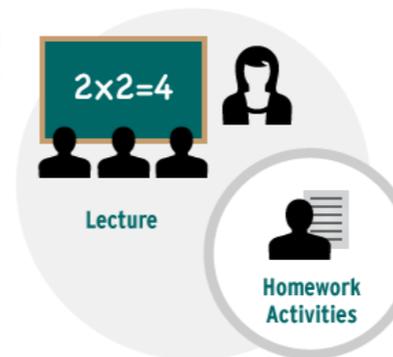
Just in Time training



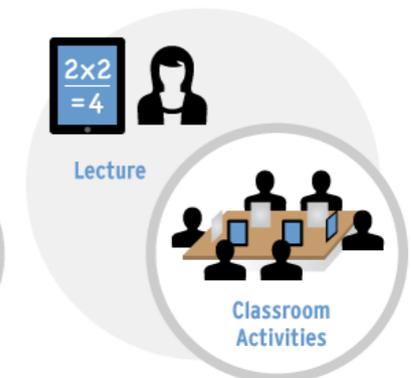
Practitioners



TRADITIONAL



FLIPPED



# OneUSG Implementation – What has been accomplished?

- Established cross functional teams, including representatives from Communications and Marketing, Information Technology, Institutional Effectiveness, Finance, Human Resources, Payroll, and Sponsored Program Administration along with representatives from AU colleges and divisions
- Conducted business process reviews to determine system gaps and submit change requests
- Communicated upcoming change to campus through Presidential notice sent December 17, 2018
- Launched communications plan
- Established e-mail for questions –  
[AU\\_ONEUSG\\_CONNECT@augusta.edu](mailto:AU_ONEUSG_CONNECT@augusta.edu)

# OneUSG Implementation – Next Steps

- Continue business process review and data conversion review
- AU OneUSG website has been created, however it is still a work in progress - <https://www.augusta.edu/oneusg/>
- Present to key groups such as Faculty Senate, Employee Advisory Council (EAC), business managers, leadership teams, etc.
- Engage key stakeholders regarding training needs

# What Will Not Change

- **Pay cycles**  
Employees will continue to be paid according to the current bi-weekly and monthly schedules
- Faculty on Academic Year Contracts will continue to be paid over 10 months (August to May) with the same benefit deduction schedule (5/5 in the fall, 7/5 in Spring)  
Discussion is still underway about the potential option to select a 10 or 12 month pay schedule for Academic Year faculty  
  
If this option is offered, it would not occur until well after all institutions go-live
- **Our commitment to providing a high level of customer service**

# What Will Not Change - PS Financials

- Menus and Navigations
- Run Controls
- Favorites
- Reports and Queries
- **Our commitment to providing a high level of customer service**

# OneUSG Implementation – Current Campus Engagement

- Campus representatives on OneUSG implementation teams
- In February, select campus users were successfully involved in testing for the new Time & Labor module
- Beginning in April, testing will be expanded to additional users for Manager Self-Service testing including ePARs, Job Openings and Absence Management

# PS Financials Lift and Shift – Current Campus Engagement

- Campus representatives from ITS in Athens and Teams setup for the project.
- In February, Finance and DSPA users will be involved in testing/data validation.
- Beginning in March, testing will be expanded to additional users for Requisitions and Departmental Reports

# OneUSG Implementation Key Dates

<b>May 15, 2019</b>	<b>Budget Loaded into PeopleSoft (PS)</b>
<b>May 20, 2019</b>	<b>Faculty Support Services Distributes Contract Data Files to Colleges</b>
<b>May 24, 2019</b>	<b>Deadline ePARs for Faculty Contracts</b>
<b>May 28, 2019</b>	<b>Deadline Human Resources and Budget Process ePARs</b>
<b>May 24, 2019</b>	<b>PS Financials System Downtime</b>
<b>May 30, 2019</b>	<b>PeopleSoft Financials Lift &amp; Shift will go-live with:</b> <ul style="list-style-type: none"><li><b>- No integrations to PeopleSoft Human Capital Management (HCM)</b></li><li><b>- Current Employee IDs (EMPLID) and Position Numbers</b></li></ul>
<b>May 30, 2019</b>	<b>PS Financials Go-Live</b>
<b>May 31, 2019</b>	<b>Faculty Support Services Distributes Faculty Contracts</b>

# OneUSG Implementation Key Dates (cont.)

<b>June 7-12, 2019</b>	<b>PS Financials Downtime for Integration with PS Human Capital Management (HCM)</b>
<b>June 7-16, 2019</b>	<b>PS HCM System Downtime – No Transactions</b>
<b>June 11, 2019</b>	<b>HCM 1st June biweekly payroll data will load into PS Financials</b>
<b>June 16, 2019</b>	<b>PS HCM Go-Live</b>
<b>June 21-25, 2019</b>	<b>PS HCM System Downtime – No Transactions</b>
<b>June 24, 2019</b>	<b>PS Financials will have downtime during the evening/night hours to convert the Employee IDs (EMPLID) and Position Numbers to the new PeopleSoft Human Capital Management (HCM) numbers</b>
<b>June 26, 2019</b>	<b>PeopleSoft Financials and PeopleSoft Human Capital Management (HCM) systems will be fully integrated</b>

# PeopleSoft Financials User Impact/Changes

- Physical Location of the PeopleSoft Financials server will move to Information Technology Services (ITS) in Athens, GA. ITS is part of the University System of Georgia (USG).
- The URL or web address will change for logging into PeopleSoft Financials. This web address will be updated on the my.augusta.edu website.
- As part of the OneUSG Human Capital Management (HCM) project, HCM will be changing employee IDs (EMPLIDs) and position numbers. Therefore, these numbers will be changing in Financials as well. When PS Financials goes live on May 30, 2019, then it will still be using our current EMPLIDs and position numbers. However, when Financials is integrated with HCM, then the Financials EMPLIDs and position numbers will change. This will be changed on the night of June 24, 2019.
- The PeopleTools version will be updated from 8.55 to 8.56. PeopleTools provides the underlying technology that PeopleSoft Financials application runs on. There should only be a few noticeable changes to users. (You will note that instead of having 3 lines in the top right menu bar, now they will be 3 dots. This is an example of a PeopleTools change).

# PeopleSoft Financials User Impact/Changes

- Scheduled reports, processes and queries will no longer be scheduled. During the PS Financials Lift and Shift project, these processes will be stopped in the Process Monitor and cleared. Users will need to reschedule these processes after go-live.\
- When PS Financials goes down for the upgrade on May 24, 2019, then PS Financials will not be connected to HCM when it goes live on May 30, 2019. PS Financials and HCM will not be fully integrated until June 26, 2019. This will impact some data that is available in Financials via links to HCM. You would expect to see reports, such as the Personnel Report and queries that use these tables, may not contain all personal services data during this time. Please note that there will be incremental loads of payroll data once it is processed in HCM. The dates for these loads are as follows:
  - June 11, 2019 – Load of the June 1st Biweekly Payroll data
  - June 23, 2019 – Load of the June 2nd Biweekly Payroll and June Monthly data

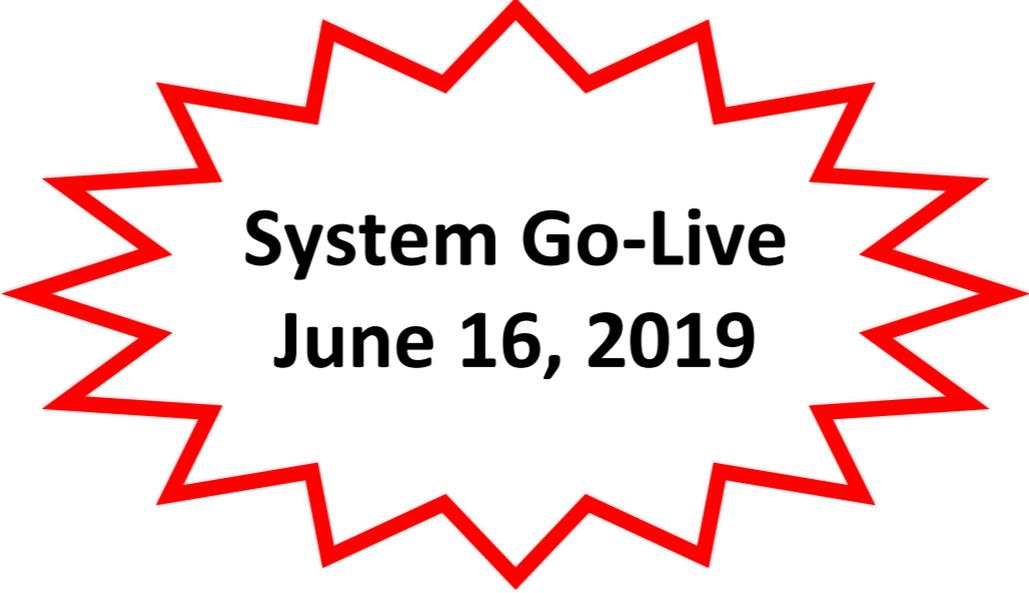
\* Please refer to the journal postings listed on the Payrun dashboard on the Payroll website.

# PeopleSoft Financials What is Not Changing

- Users' NETID and passwords and logins
- Health eShop Shoppers logins and passwords
- Menus, Navigations, Dashboards and Work Centers
- Run Controls
- Favorites
- Reports
- Queries (Public and Private)
- Support for PeopleSoft Financials:

Issues	Contacts
Problems logging into PS Financials	Call the AU IT Help Desk at 721-4000
Gain Access to PS Financials, Security and Workflow Questions, Department Setups	<a href="mailto:PS_FINANCIALS@augusta.edu">PS_FINANCIALS@augusta.edu</a>
Register for Classes	<a href="https://train.augusta.edu/">https://train.augusta.edu/</a>
Accounts Payable Questions	<a href="mailto:accountspayable@augusta.edu">accountspayable@augusta.edu</a>
Budget and Budget Prep Questions	<a href="mailto:budget@augusta.edu">budget@augusta.edu</a>
Financial Accounting/Journals	<a href="mailto:financialcal@augusta.edu">financialcal@augusta.edu</a>
Requisition/Purchase Order Questions	Morgan Pierce – <a href="mailto:mopierce@augusta.edu">mopierce@augusta.edu</a> Terri Gregory – <a href="mailto:tgregory@augusta.edu">tgregory@augusta.edu</a> Greg Woodlief – <a href="mailto:gwoodlief@augusta.edu">gwoodlief@augusta.edu</a>
Travel Questions	<a href="mailto:travel@augusta.edu">travel@augusta.edu</a>

# Questions?

A red starburst graphic with a jagged, multi-pointed border, containing the text 'System Go-Live June 16, 2019'.

**System Go-Live  
June 16, 2019**