

OneUSG Implementation Employee Forum

Human Resources Division



Agenda

- OneUSG Implementation
- Employee Impact
- Employee Self-Service
- Time and Absence
- Careers
- Training
- USG Shared Services
- PeopleSoft Financials Lift and Shift
- Q & A

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

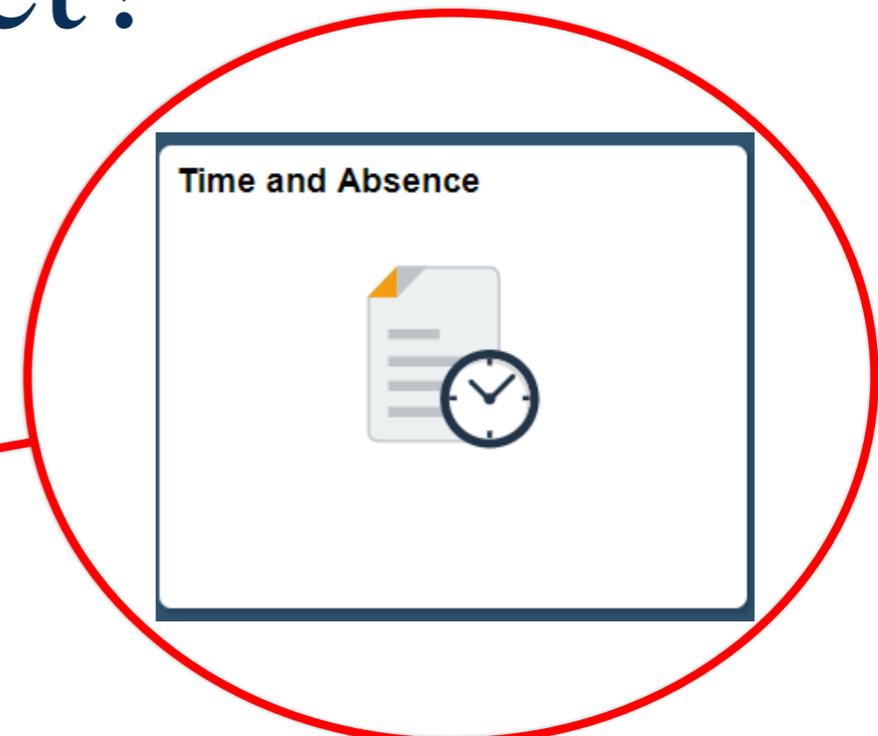
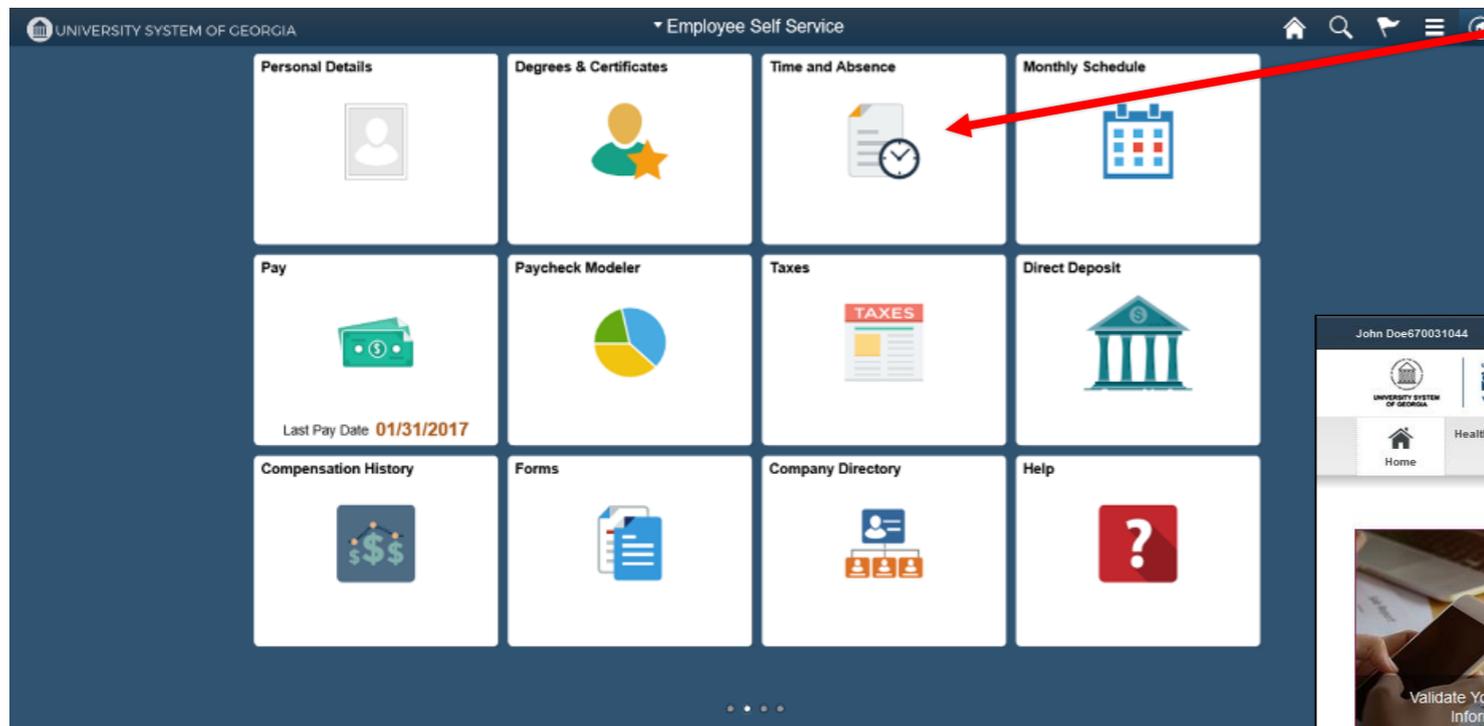
Reduce costs, streamline processes, have consistent guidelines and procedures, and centralized support

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

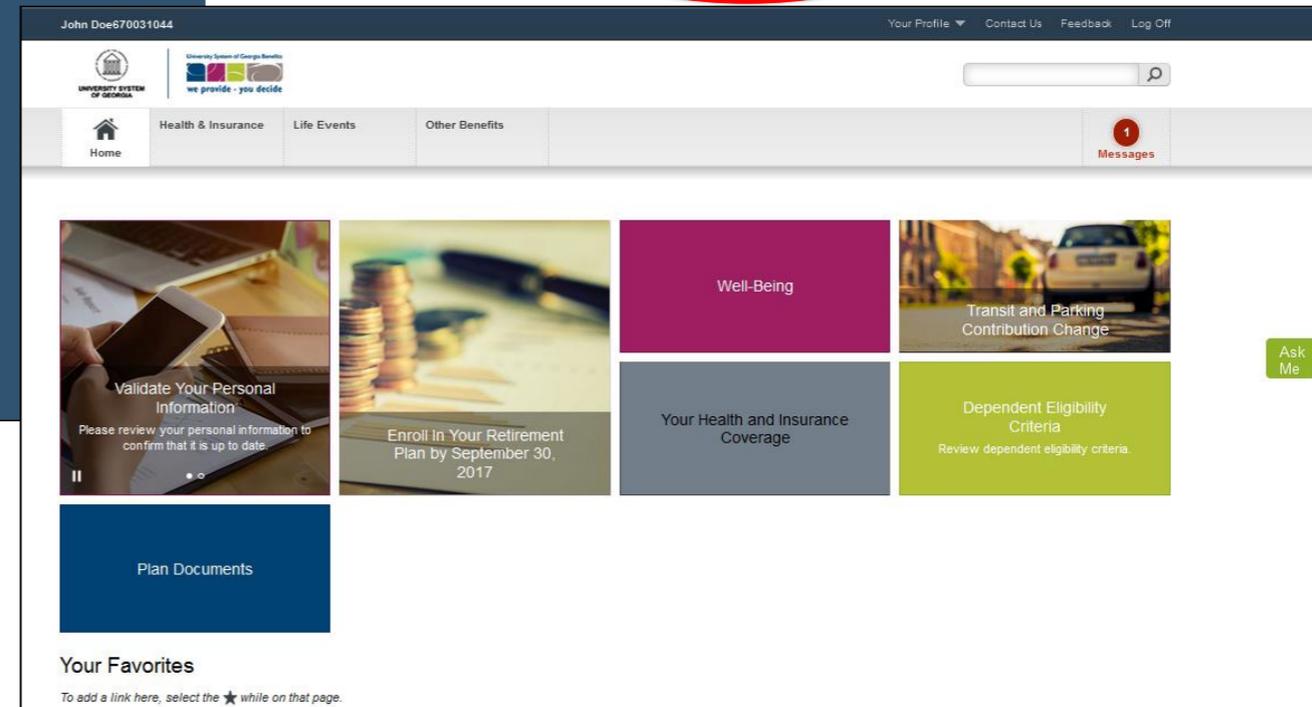
OneUSG Connect Schedule

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

What is OneUSG Connect?

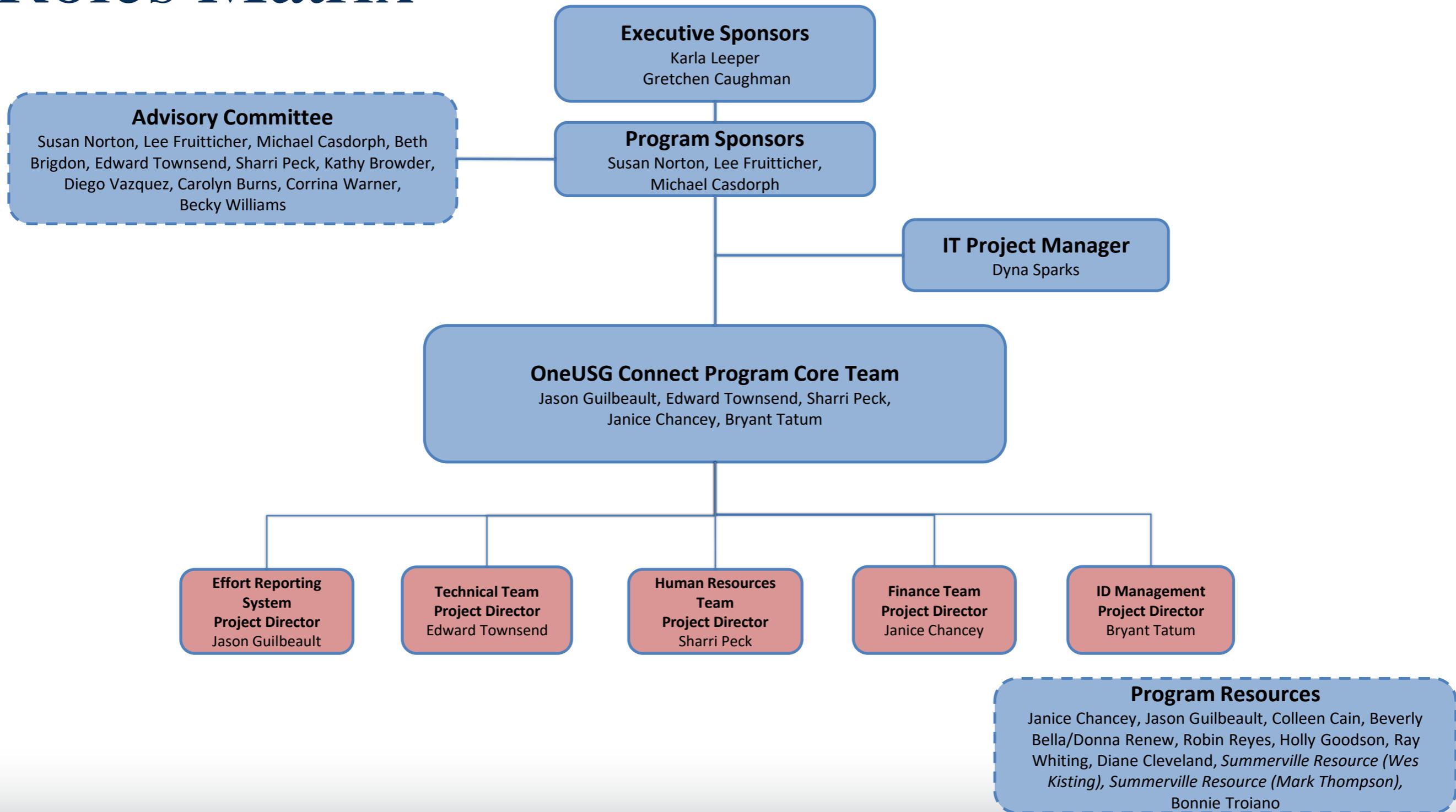


OneUSG Connect

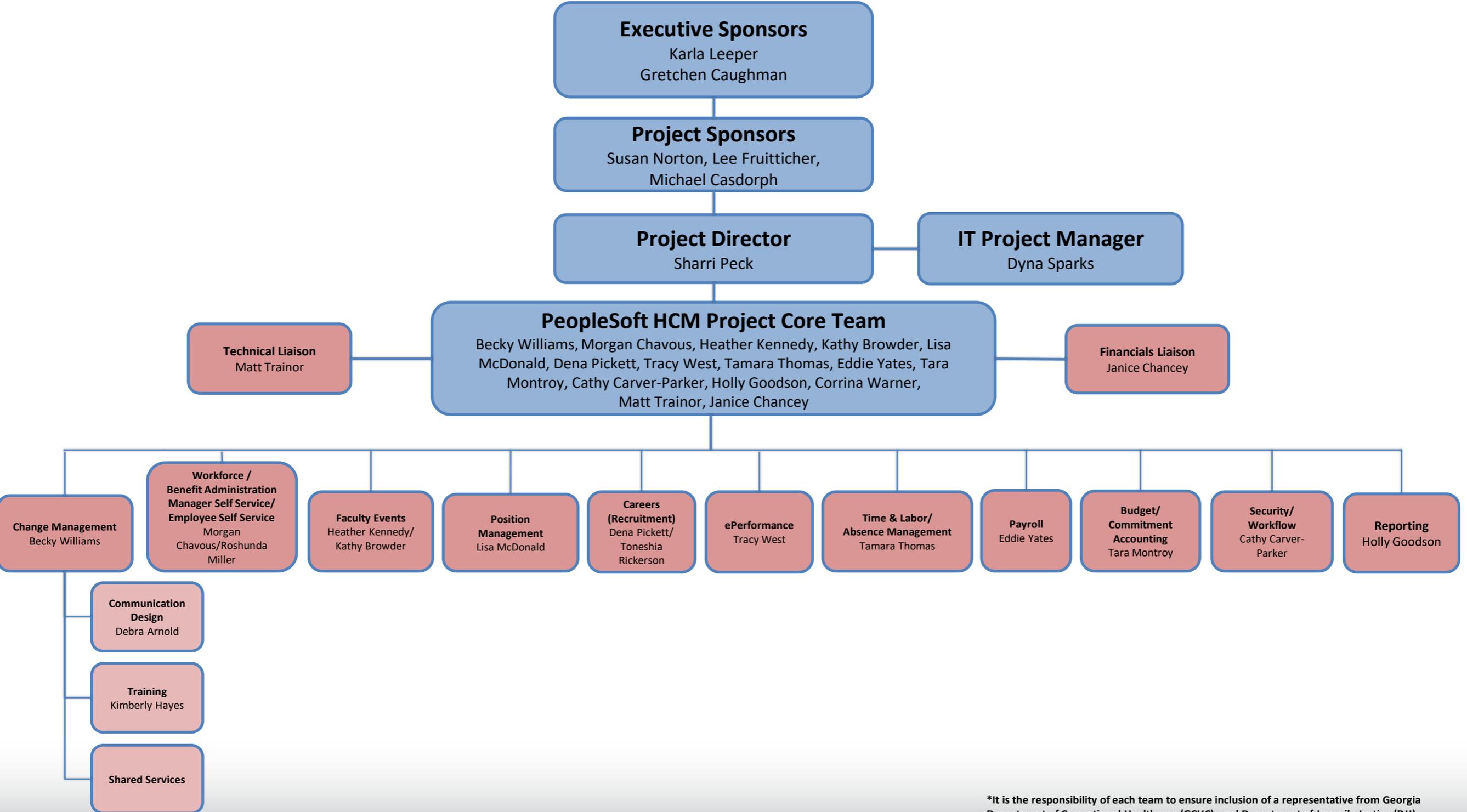


OneUSG Connect - Benefits

OneUSG Connect Program Implementation Roles Matrix

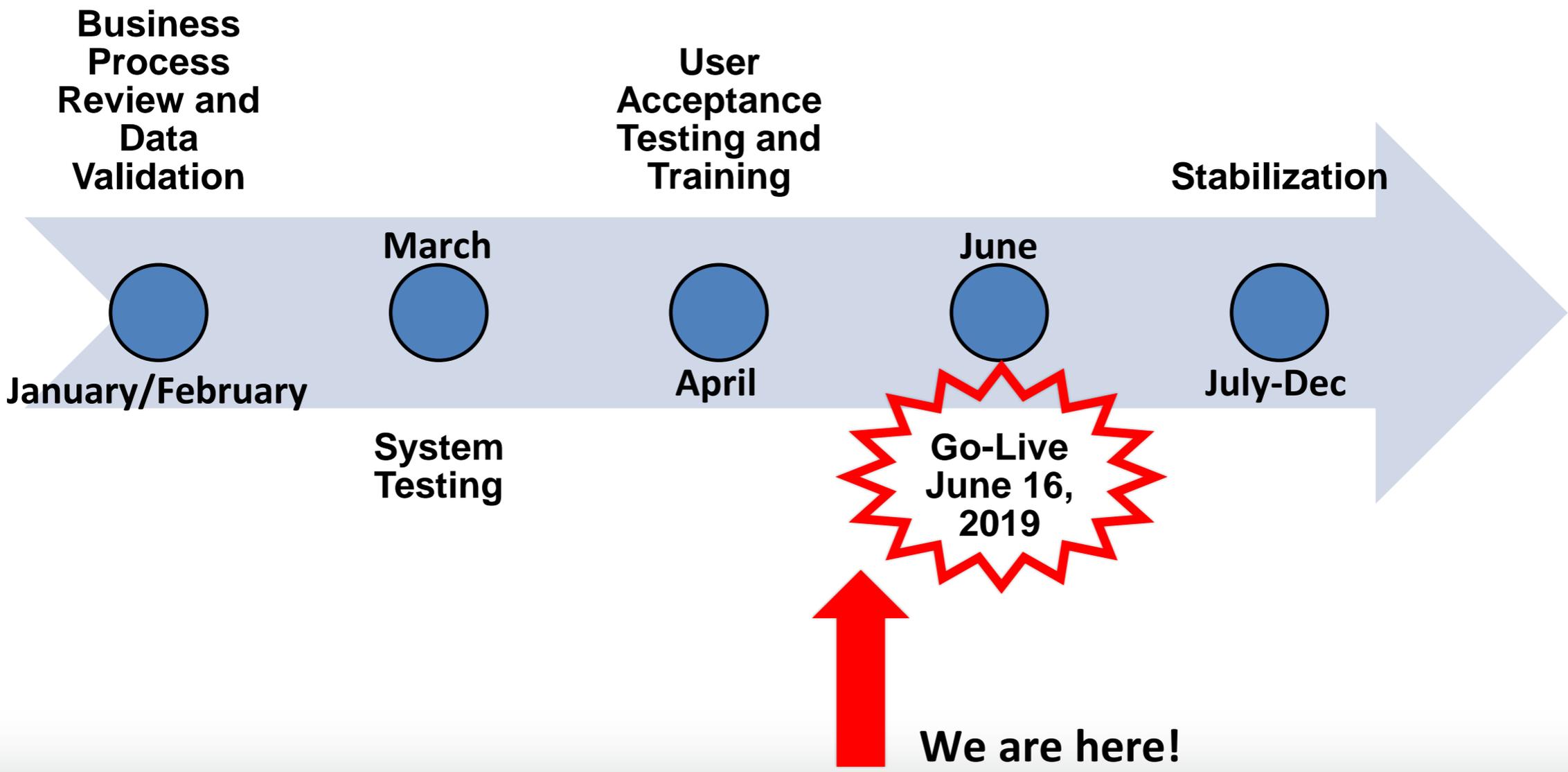


OneUSG Connect PeopleSoft HCM Implementation Roles Matrix



*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



University Employee Impact

- Change in employee ID
- PeopleSoft 9.2 will replace TimeNet for time and absence reporting
- Non-exempt employees must be assigned one method – webclock or timeclock – for recording time
- Manager self-service will provide an expanded menu of transactions which can be completed online
- Careers will provide increased functionality for job searches and applying to new positions
- Faculty and staff will begin using the USG Shared Services Center for HR and payroll system support

Current State vs. Future State

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

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

Employee Self Service 

Degrees & Certificates 	Time and Absence 	Monthly Schedule 	Pay
Paycheck Modeler 	Taxes 	Direct Deposit 	Compensation History 
Company Directory 	Personal Details	Help 	

Benefits

- Single sign-on to OneUSG Connect-Benefits



Benefits

The screenshot shows the Oracle HR system interface. At the top left is the 'ORACLE' logo. In the top center, there is a navigation menu with 'Employee Self Service' selected. A red arrow points to this menu. A dropdown menu is open, listing the following options: 'Employee Self Service', 'Benefits', 'Manager Self Service', and 'Time Approver'. The main area of the interface is a grid of tiles. The tiles include: 'Degrees & Certificates' (with a person icon and star), 'Time and Absen...' (with a calendar icon), 'Pay' (with a money icon and 'Last Pay Date 03/29/2019'), 'Paycheck Modeler' (with a pie chart icon), 'Direct Deposit' (with a bank building icon), 'Taxes' (with a 'TAXES' document icon), 'Compensation History' (with a dollar sign icon), 'Company Directory' (with a person icon and organizational chart), 'Careers' (with a briefcase icon), 'Time' (with a person and clock icon), 'Personal Details' (with a blank white box icon), 'My Forms' (with a document icon), and 'Help' (with a question mark icon).

Benefits

The screenshot shows a web application interface with a dark blue header. On the left, the 'ORACLE' logo is displayed. In the center of the header, there is a dropdown menu labeled 'Benefits'. On the right side of the header, there are navigation icons: a home icon, a search icon, a flag icon, a vertical ellipsis menu icon, and a refresh icon. The main content area is a solid dark blue color. A white rectangular card is positioned in the upper left of this area. The card has the title 'Manage My Benefits' at the top. Below the title, it features the 'University System of Georgia Benefits' logo, which consists of four overlapping circles in blue, pink, green, and brown. Underneath the logo, the text 'we provide · you decide' is written in a sans-serif font.

Time and Absence

- All employees must use Absence Management to request absences.
- Exempt employees only report time not worked (no timecard)
- Non-exempt report time; biweekly pay period. One of two ways, Kaba clock or Web clock.
- Managers approve non-exempt employees' timecards and all absence requests electronically.

Requesting Leave

[Submit](#) [Save for Later](#)

Absence Type

*Absence Name

*Start Date

End Date

Original Start Date

Duration Hours

Partial Days

[Check Leave Balance](#)

Comments

Balance Information

Current Balance 0.00 **

[View Balances](#)

[View Requests](#)

Disclaimer The current balance does not reflect absences that have not been processed.

Leave Balances

Balances		×
Vacation Balance		
<i>As Of 04/07/2019</i>		13.87 Hours
Sick Balance		
<i>As Of 04/07/2019</i>		10.35 Hours
Comp Time Balance		
<i>As Of 04/07/2019</i>		6.26 Hours
Educational Leave Balance		
<i>As Of 04/07/2019</i>		0.00 Hours
Unsched Hol Balance		
<i>As Of 04/07/2019</i>		0.00 Hours

**Disclaimer The current balance does not reflect absences that have not been processed.

Time and Absence



Kaba will be the time clock used for employees that use a time clock to record hours worked.

Time and Absence

Web Clock

Employee Employ
Student Assistant

Employee ID 0351928
Employment Record 1

Your Last Recorded Punch

Out at 1:35:19PM

Enter Punch

*Punch Type

Enter Punch

Time Zone Eastern Time (US)

▶ Time Reporting Elements

Enter Punch

[View Holiday Schedule](#)

Employees that use the computer to record hours worked, will now use the OneUSG web clock.

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

Hiring Managers Experience

Manager Self Service

▼ Manager Self Service

Manager Self Service

My Team



Approvals



0

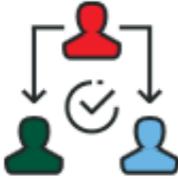
Team Time



Company Directory



Delegation



Talent: Degrees&Certifications



Open Jobs



3

Create Job Opening



Help



System Manager Reporting



Hiring Manager Enhancements

Hiring Managers have an easier toolbar to display status quickly. Also can better view the resume and select other important actions.

Manage Job Opening

Recruiting Home | Search Job Openings | Next | Create New | Clone | Refresh | Add Note | Print Job Opening Personalize

Job Opening ID 214777 Status 010 Open
Job Posting Title Assistant Professor/Associate Professor/Professor Business Unit 12000 (Augusta University)
Job Code 202X00 (Assistant Professor) Department 02121000 (DCG-Pediatric Dentistry)
Position Number 20009995 (Assistant Professor)

Applicants | Applicant Screening | Activity & Attachments | Details

All (2)	Applied (0)	Reviewed (0)	Screen (0)	Route (1)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (1)
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Applicants Personalize | Find | View All | First 1-2 of 2 Last

Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Interview	Reject	Print	Other Actions
<input type="checkbox"/>		101021	External	Reject							Other Actions
<input type="checkbox"/>		122973	External	Route							Other Actions

Select All Deselect All Group Action

Recruiting Home | Search Job Openings | Next | Create New | Clone | Refresh | Add Note | Print Job Opening Top of Page

Applicant Experience

All University System Schools will have this page display after they click on the Internal (employee Self-Service) or External Link to apply for open positions

The screenshot displays the 'Augusta University Careers' website. At the top, there is a dark blue header with the text 'Augusta University Careers'. Below the header is a search bar with the placeholder text 'Search Jobs' and a search button with a double arrow icon. Underneath the search bar, the word 'Welcome' is displayed in orange, followed by 'Sign In | New User' in blue. A vertical navigation menu is shown on the left side, containing the following items: 'View All Jobs' with a document icon, 'My Job Notifications' with an envelope icon, 'My Job Applications' with a briefcase icon, 'My Favorite Jobs' with a star icon, 'My Saved Searches' with a magnifying glass icon, and 'My Account Information' with a person icon. Each item has a right-pointing chevron icon.

Internal and External Candidates:

- 1- Can view & apply for positions
- 2- View their job application status,
- 2- Create Favorite Jobs
- 3- Job notifications
- 4- View & accept their job offer online (if applicable to the specific position)

Applicant Enhancements

Applicants can more easily view the **location** of the job they are interested in

A dropdown menu titled 'Location' with a downward arrow. It lists several locations with the number of jobs available in parentheses: Augusta University (249), Augusta State Medical Prison (42), Summerville Campus (40), Georgia Diag & Class Cnt (15), Metro State Prison (12), Aug Univ CON Augusta Campus (11), Georgia State Prison (11), Aug Univ CON-ECRH Partnership (9), Augusta Univ. - Augusta (9), and Pulaski State Prison (9). A 'More' link is at the bottom.

Department Name is more easily displayed & the Position Type will soon be displayed as well

A dropdown menu titled 'Department' with a downward arrow. It lists several departments with the number of jobs available in parentheses: GCHC-ASMP Mental Health (16), GCHC-Ga Diagnos & Class Prison (15), GCHC-ASMP Nursing Inpatient (13), MCG-Psy&Hlth Beh-GDBHDD (13), GCHC-Metro State Prison (12), GCHC-Georgia State Prison (11), CON-E Cntrl Regional Hospital (9), Controller's Office (9), GCHC-Pulaski State Prison (9), and MCG-Vascular Biology Center (9).

Improved key word & # search for the applicant to locate the position for which they are searching

A search bar with the text 'Search Jobs' above it. The input field contains the placeholder text 'job title, location, or keyword'. Below the input field is a 'Clear Search' button.

553 jobs found.

Administrative Assistant 1 - MAS TEST 04/18/2019

Job ID 215639
Location Augusta Univ. - Augusta
Department Controller's Office
Job Function Administrative Support
Posted Date 04/08/2019

Applicants can apply for one job at a time by clicking on the job here

Accounting Assistant 2

Job ID 215631
Location Augusta Univ. - Augusta
Department Controller's Office
Job Function Administrative Support
Posted Date 04/02/2019

Accounting Assistant 3

Job ID 215632
Location Augusta Univ. - Augusta
Department Controller's Office
Job Function Administrative Support
Posted Date 04/02/2019

Payroll Assistant 2

Job ID 215633
Location Augusta Univ. - Augusta

USG Shared Services



OneUSG Connect Customer-Base



**82,000 Active
Employees**

**2,017
HR/Payroll
Practitioners**



**37,000
Benefitted
Employees**

15,000 Retirees



OneUSG Connect Core Services



2018 Service Desk Metrics

2018 No. of Inquiries

49,547

In 2018, over 49K tickets were received and logged into our case management system

Tier 1 Resolution

41%



Our Tier 1 Service Desk Professionals provided resolution for 41% of the total inquiries/tickets received

Number of Phone Calls Received

25,492 | 2,124 calls per month

How People Get in Touch with Us

Phone



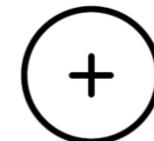
48%

Email



49%

Other



3%

2018 Operational Metrics

Cohort 1, 2 & 3 W-2s

69,145 | 68,133 unique employees

Total Payroll Payments

851,131



Number of Transfers Processed



424

Total Wages Processed

\$1.7 Billion | Gross

\$1.1 Billion | Net

Common Inquiries

Single
Sign On
Login Issues

Employee Self
Service

Manager Self
Service

Time Reporting

Absence
Management

Pay Statement

Tax

Benefits

Practitioner
Specific

OneUSG Connect Go Live

- Extended Hours
- Dedicated Subject Matter Experts
- Co-located Support
- War Room



OneUSG Connect Training Strategies

Self-Service Users



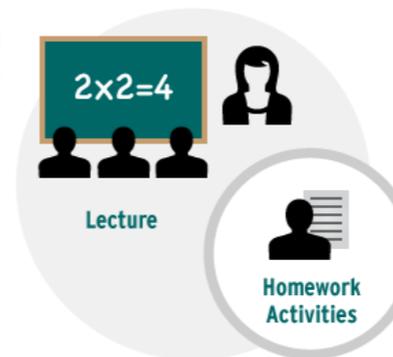
Just in Time
training



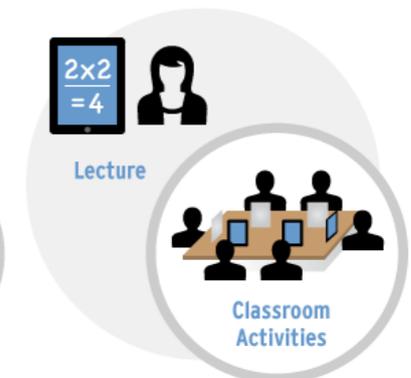
Practitioners



TRADITIONAL



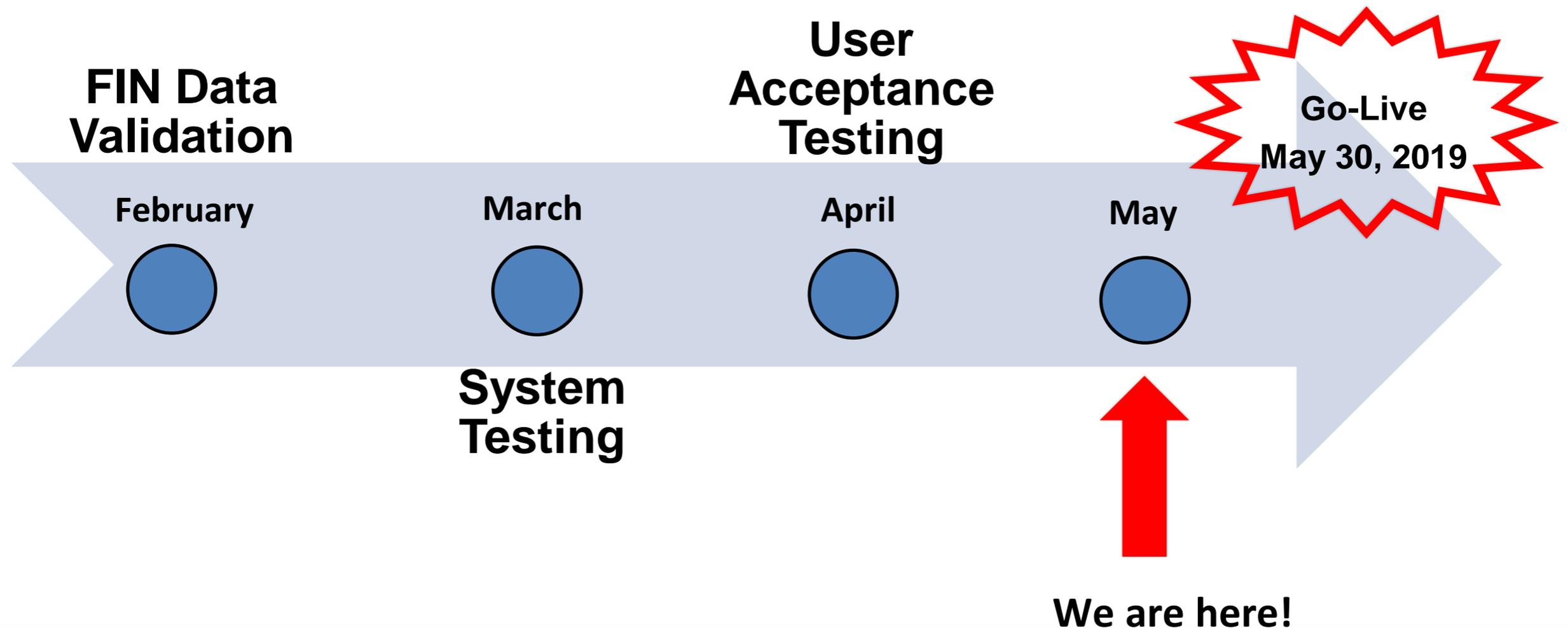
FLIPPED



PeopleSoft Financials Lift & Shift

- Physical Location of the PeopleSoft Financials server is moving to ITS in Athens, GA
- URLs will change to login – They will be updated on my.augusta.edu
- Employee ID (EMPLID) and Position Numbers will be changing due to the changes in HCM
- There will be blackout (downtimes) between PS Financials and HCM integrations

PS Financials Lift and Shift Implementation Timeline



Resources

www.augusta.edu/oneusg

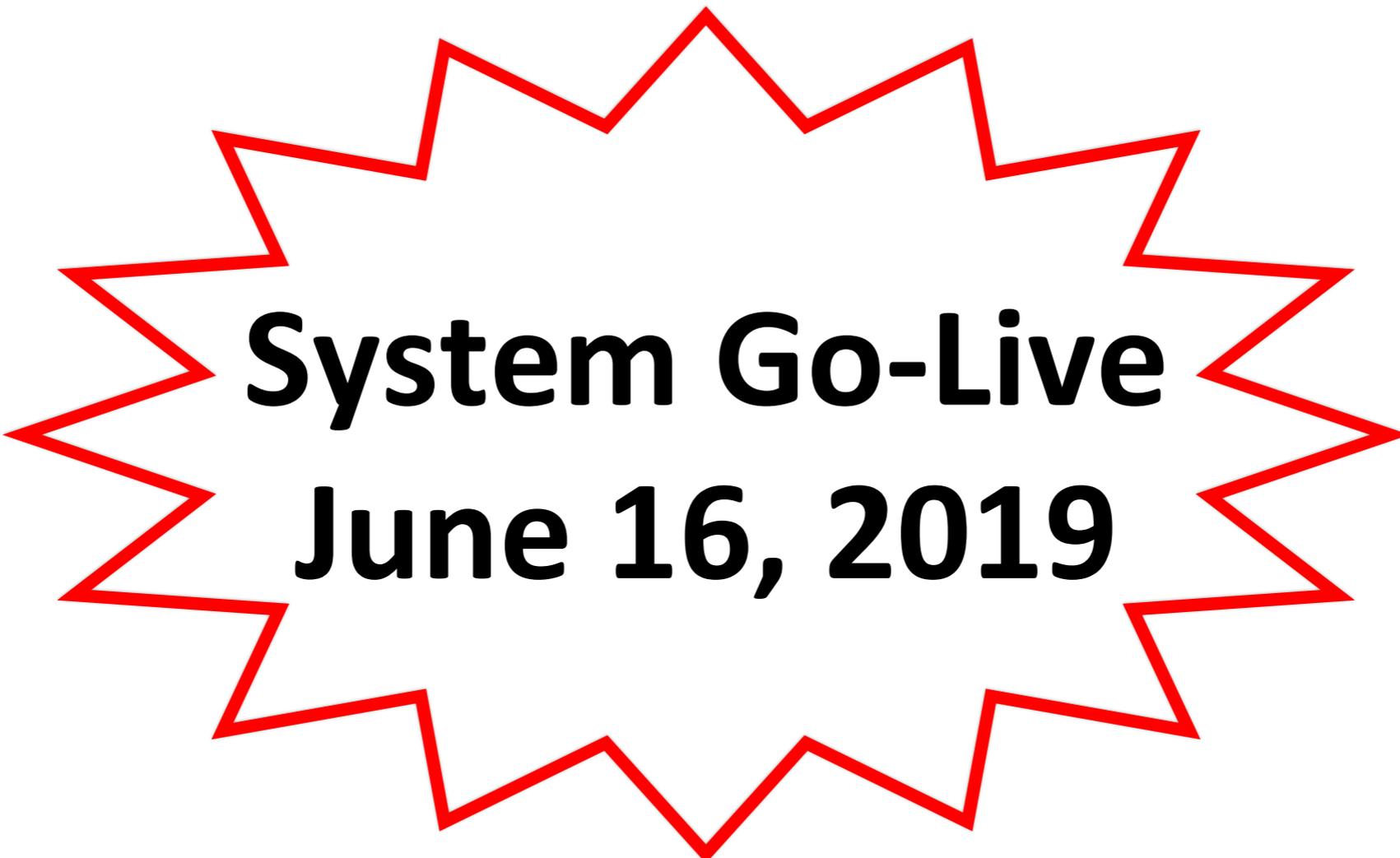


OneUSG Implementation Key Dates

May 15, 2019	Budget Loaded into PeopleSoft (PS)
May 24-30, 2019	PS Financials System Downtime*
May 30, 2019	PS Financials Go-Live
June 7-16, 2019	PS HCM System Downtime – No Transactions*
June 16, 2019	PS HCM Go-Live
June 21-25, 2019	PS HCM System Downtime – No Transactions*

*There will be no integration between the PS Financials and PS Human Capital Management systems between May 24 – June 25, 2019

Questions?

A large, red, jagged starburst shape with multiple points, centered on the slide. Inside the starburst, the text "System Go-Live" and "June 16, 2019" is written in a bold, black, sans-serif font.

System Go-Live
June 16, 2019

For more information please visit www.augusta.edu/oneusg