

# OneUSG Implementation Update

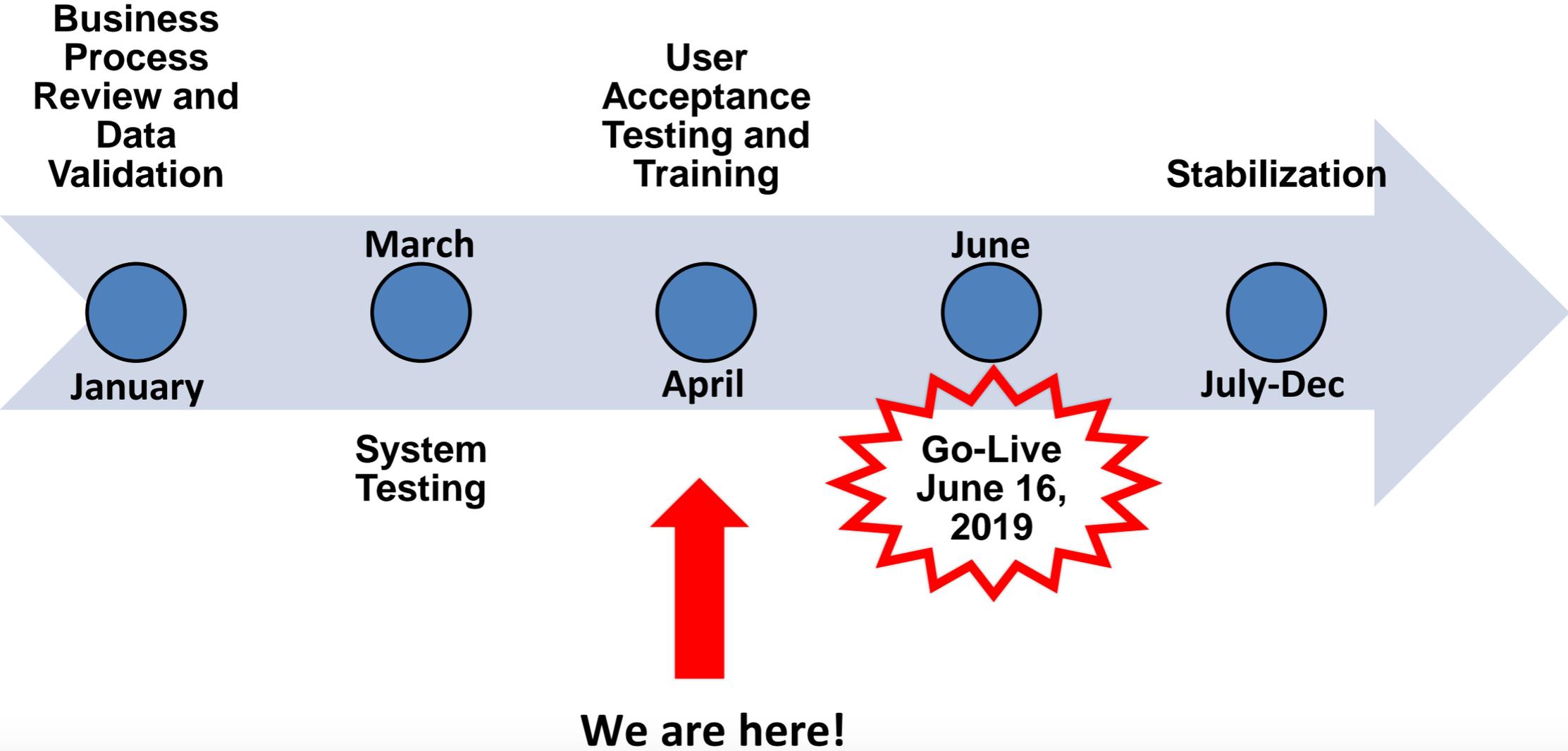
*Susan Norton, MS, SPHR  
Vice President, Human Resources*



# Agenda

- Timeline
- Readiness Assessment
- Key Changes
- Manager Self Service Enhancements
- Careers Enhancements
- Project Accomplishments and Next Steps

# OneUSG Implementation Timeline



# OneUSG Readiness Assessment

	Number of Surveys Sent	Number Responded	Percentage of Respondents
Institution Leadership	42	10	24%
Institution Project Team	25	25	100%
Institution HR/Payroll Practitioners	167	23	14%
Institution Change Network Member	58	36	62%
<b>Grand Total</b>	<b>292</b>	<b>94</b>	<b>32%</b>

# OneUSG Readiness Assessment

## Vision and Leadership

- Clearly define the value of the change
- Get all leaders on the same page about the benefits to the organization, the group, and the individuals
- Prepare them to talk about the change confidently and clearly

## Stakeholder Engagement and Communication

- Have a clear plan for engaging people in contributing to the change process
- Make sure that they have the information they need to understand what is changing, why, and what their role is

## Organizational and Cultural Alignment

- The organizational structure and reward systems are lined up to support the new ways of working
- The old ways of working are no longer supported and rewarded

## Leadership and Development (aka Training)

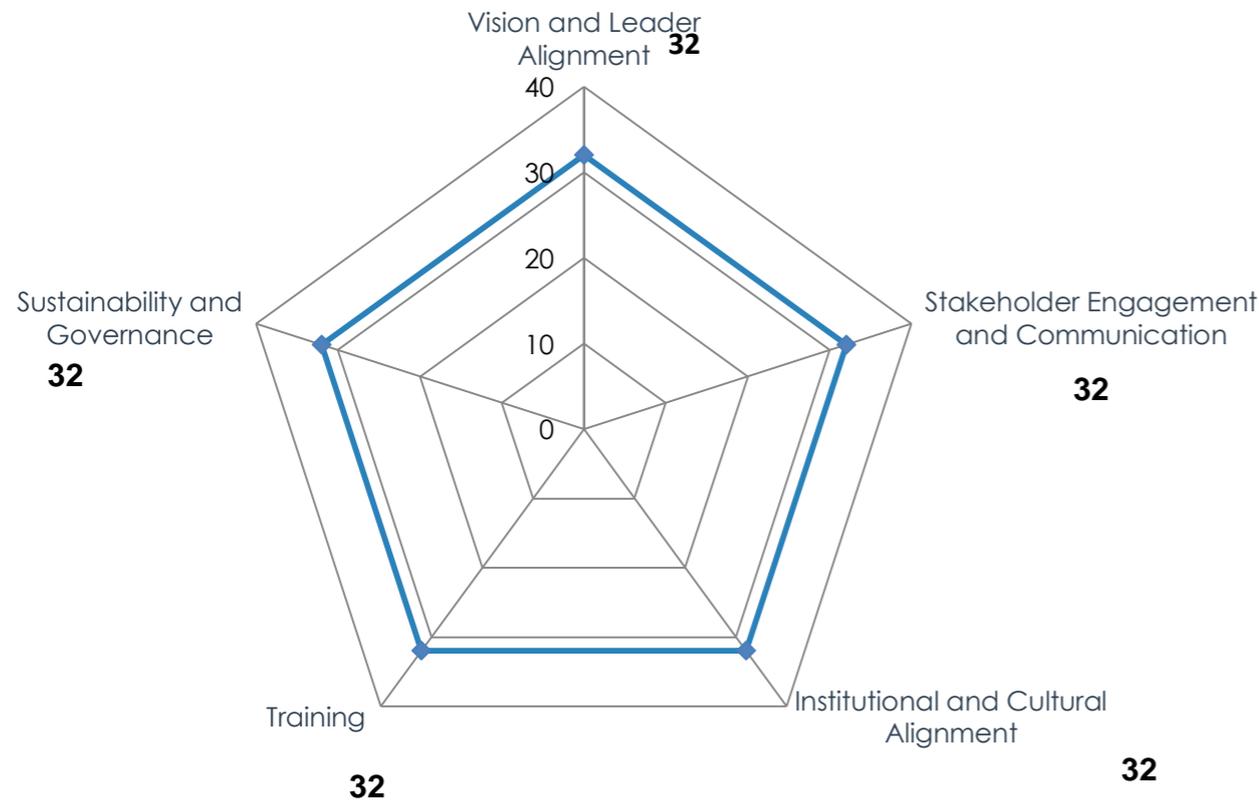
- People have the knowledge and skills to do the new work or have a clear plan to acquire them soon

## Sustainability and Governance

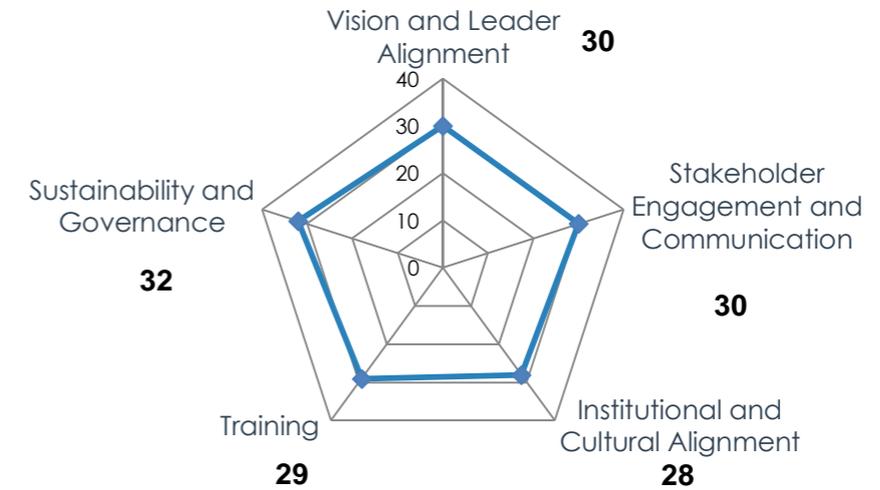
- There is ownership, clarity and resources allocated so that the improvements stick over time

# OneUSG Readiness Assessment

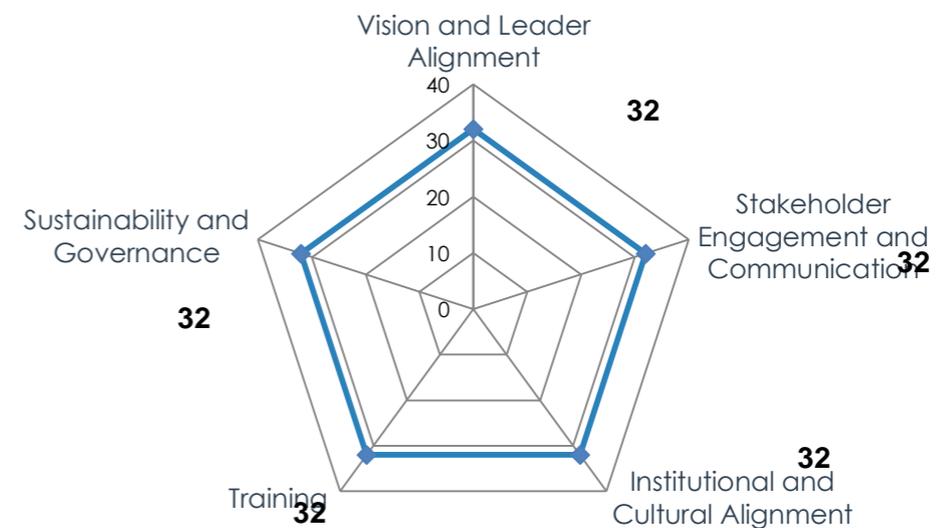
Total Results Score: 32



Executive Leadership Score: 30



Project Team Score: 32

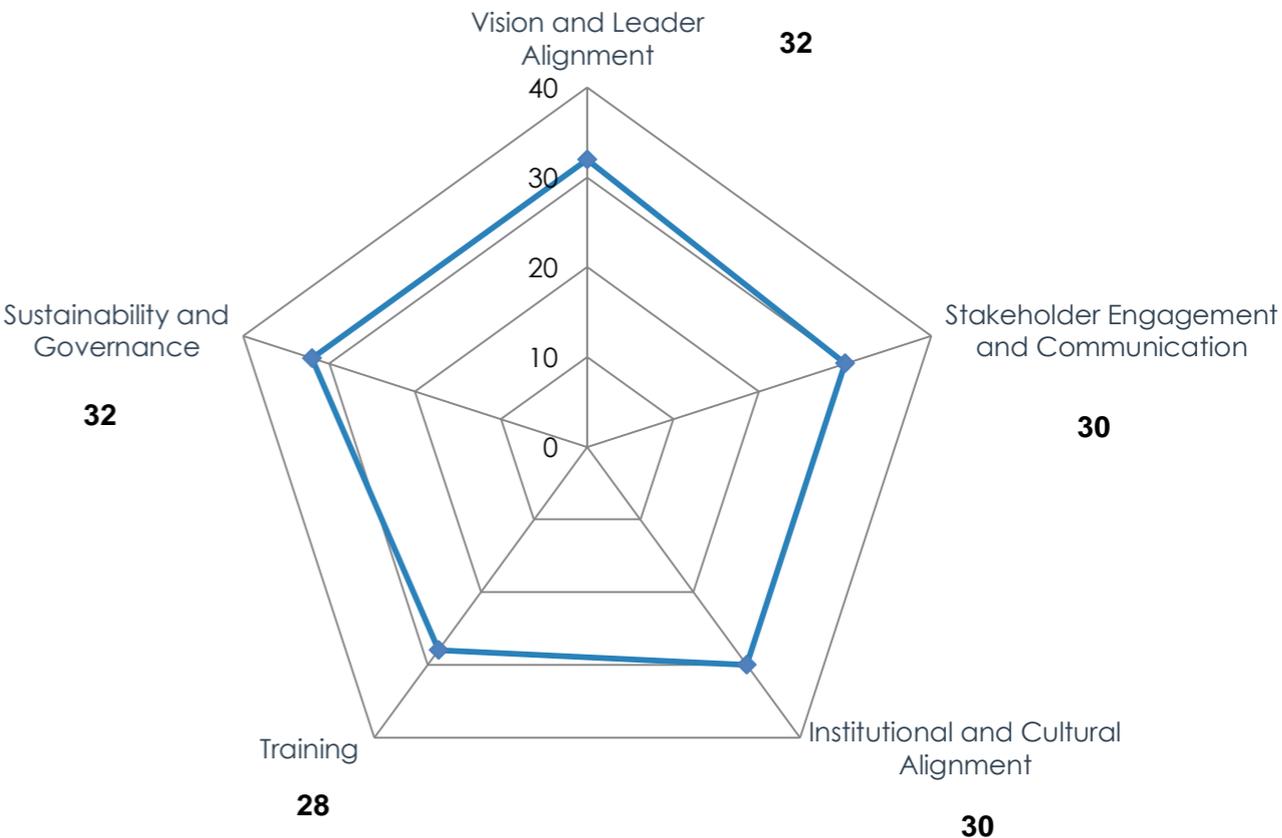
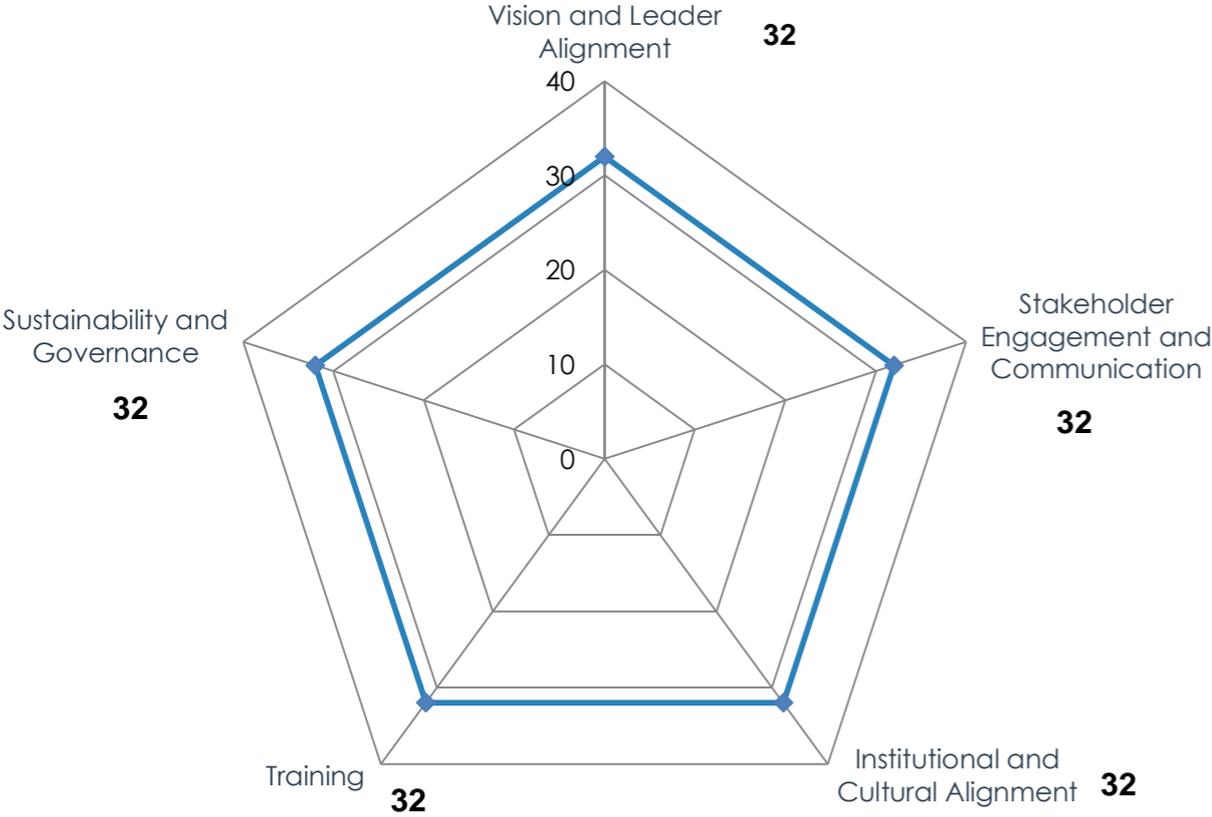


Score Interpretation	
31 – 40	Highly Confident to Go Live
21 – 30	Confident to Go Live
1 – 20	Risk Factors Exist

# OneUSG Readiness Assessment

**HR/Payroll Practitioners Score: 32**

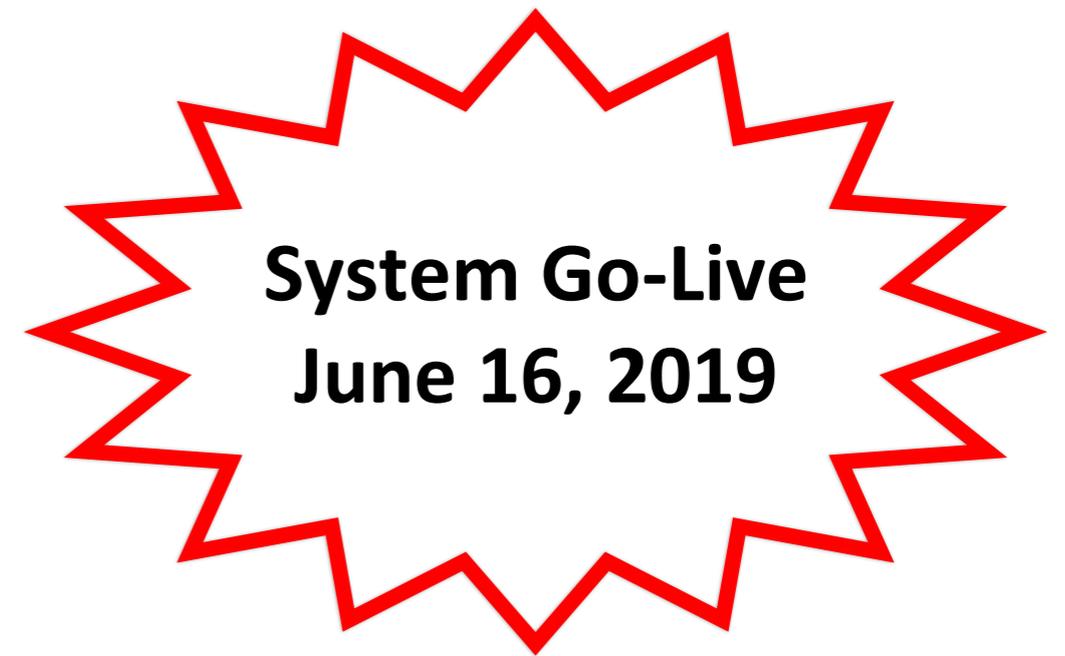
**Change Network Member Score: 30**



Score Interpretation	
31 – 40	Highly Confident to Go Live
21 – 30	Confident to Go Live
1 – 20	Risk Factors Exist

# Key Changes

- Employee IDs
- HCCU Payroll Deductions
- Time and Absence reporting
- Enhanced options in Manager Self-Service and Careers
- USG Shared Services Center for HR and payroll system support



# Employee ID Changes

- OneUSG requires a 7-digit employee ID
- For most employees a “2” will be added to the beginning of current ID to create new ID
  - Example: current ID 000001 will become 2000001
- Rehired retirees will no longer have two employee IDs but will revert to original employee ID with a “2” added to the beginning
- Employees who have worked at other USG institutions previously on ADP will revert to their old ADP ID which is 7-digits

# HCCU Payroll Deductions

- OneUSG no longer allows for payroll deduction
- Payroll is collaborating with HCCU on alternative solutions
- Impacts 626 faculty and staff

# Time & Absence Reporting

- Webclock v. Timeclock
  - Non-exempt employees who clock in/out must be assigned to use either a webclock or timeclock
- Schedules
  - Faculty and staff will be assigned a “schedule” for leave reporting purposes. This schedule is not related to pay, but is used to record holidays and leave.
  - Data shows that the majority of employees are on a “standard” schedule (five 8 hour shifts). Departments with unique schedules, 4 10s, 3 12s, will be contacted separately for special set up.

# 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

The screenshot displays the Oracle Manager Self-Service interface. The top navigation bar includes the Oracle logo, a dropdown menu for 'Manager Self Service', and utility icons for home, search, flags, and refresh. The main dashboard is a grid of tiles:

- My Team**: Circled in red, featuring an icon of three stylized figures with gears.
- Approvals**: Shows a document icon with a green checkmark and a '0' in the bottom right corner.
- Review Transactions**: Features an icon of a hand pointing to a green checkmark, with a yellow warning icon and a red 'X' icon nearby.
- Company Directory**: Shows an icon of a person with a list of three smaller person icons below.
- Delegation**: Shows an icon of a person with arrows pointing to two other people.
- Talent: Degrees&Certifications**: Shows an icon of a document with a person silhouette.
- Team Time**: Shows an icon of a clock with three people silhouettes.
- Create Job Opening**: Shows an icon of a document with a person silhouette and a red briefcase.
- Design Forms**: Shows an icon of a document with a pencil and a checkmark.
- My Forms**: Shows an icon of a document with a checkmark.
- Help**: Shows a large white question mark on a red square background.

# Manager Self-Service

Summary Compensation Leave Balances

Name / Title	Directs / Total	Department / Location	Email / Phone	Today's Status
	 3/3			
	 4/4			
	 13/30			

Supervisors can easily view information about all direct reports

# Manager Self-Service

Summary Compensation **Leave Balances**

Name / Title	Balances	
[Redacted]	Sick Balance 431.00 Hours	Vacation Balance 436.50 Hours
	Unsched Hol Balance 0.00 Hours	Comp Time Balance 0.00 Hours
	Educational Leave Balance 8.00 Hours	<a href="#">View Details</a>
[Redacted]	Sick Balance 769.97 Hours	Vacation Balance 376.25 Hours
	Unsched Hol Balance 24.00 Hours	Comp Time Balance 0.00 Hours
	Educational Leave Balance 8.00 Hours	<a href="#">View Details</a>
[Redacted]	Sick Balance 556.10 Hours	Vacation Balance 400.20 Hours
	Unsched Hol Balance 16.00 Hours	Comp Time Balance 0.00 Hours
	Educational Leave Balance 8.00 Hours	<a href="#">View Details</a>

Supervisors can view leave balances for all direct reports at once.



# Manager Self-Service

The screenshot shows the Oracle Manager Self-Service dashboard. The top navigation bar includes the Oracle logo, the text "Manager Self Service", and navigation icons for home, search, flags, and refresh. The dashboard is organized into a grid of tiles:

- My Team**: Icon of three people with gears.
- Approvals**: Icon of a document with a checkmark and a green circle. This tile is circled in red.
- Review Transactions**: Icon of a hand pointing to a green checkmark, a yellow warning sign, and a red 'X'.
- Company Directory**: Icon of a person in a box above three smaller person icons.
- Delegation**: Icon of a person with arrows pointing to two other people.
- Talent: Degrees & Certifications**: Icon of a document with a person silhouette.
- Team Time**: Icon of a clock with three people silhouettes.
- Create Job Opening**: Icon of a document with a person silhouette and a briefcase.
- Design Forms**: Icon of a document with a pencil and a checkmark.
- My Forms**: Icon of a document with a checkmark.
- Help**: Icon of a red square with a white question mark.

# Manager Self-Service

Manager Self Service Pending Approvals

View By Type

- All 5
- Request Add Position & Fu 3
- Request Security 2

All		5 rows
Request Add Position & Funding	Reason - Add Position and Funding	Routed 04/01/2019 >
Request Add Position & Funding	Reason - Add Position and Funding	Routed 04/01/2019 >
Request Security	Reason - Request Security	Routed 04/02/2019 >
Request Add Position & Funding	Reason - Add Position and Funding	Routed 04/05/2019 >
Request Security	Reason - Request Security	Routed 04/18/2019 >

Supervisors can view pending approvals in Approvals worklist.

# Manager Self-Service

ORACLE<sup>®</sup>      ▾ Manager Self Service      Home Search Flag More

<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> 	

# Manager Self-Service

Manager Self Service Team Time Home Search 1 More

**Manage Exceptions** | Reporting Locations

**Manage Exceptions**

Fix (5) Allow (13) All (18)

**Exceptions**

[Redacted]	TLX00440 - TRC is not in TRC Program	High	03/15/2019
[Redacted]	TLX00440 - TRC is not in TRC Program	High	03/28/2019
[Redacted]	TLX00440 - TRC is not in TRC Program	High	03/29/2019
[Redacted]	TLX00440 - TRC is not in TRC Program	High	03/28/2019
[Redacted]	TLX00440 - TRC is not in TRC Program	High	03/29/2019

All time approvals can be accessed through the Team Time tile rather than viewing one employee at a time.

# Hiring Managers Experience

Manager Self Service

▼ Manager Self Service

Manager Self Service

**My Team**



**Approvals**



0

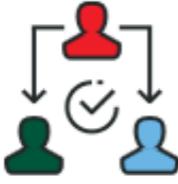
**Team Time**



**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)

#### Applicants ?

Personalize | Find | View All | First 1-2 of 2 Last

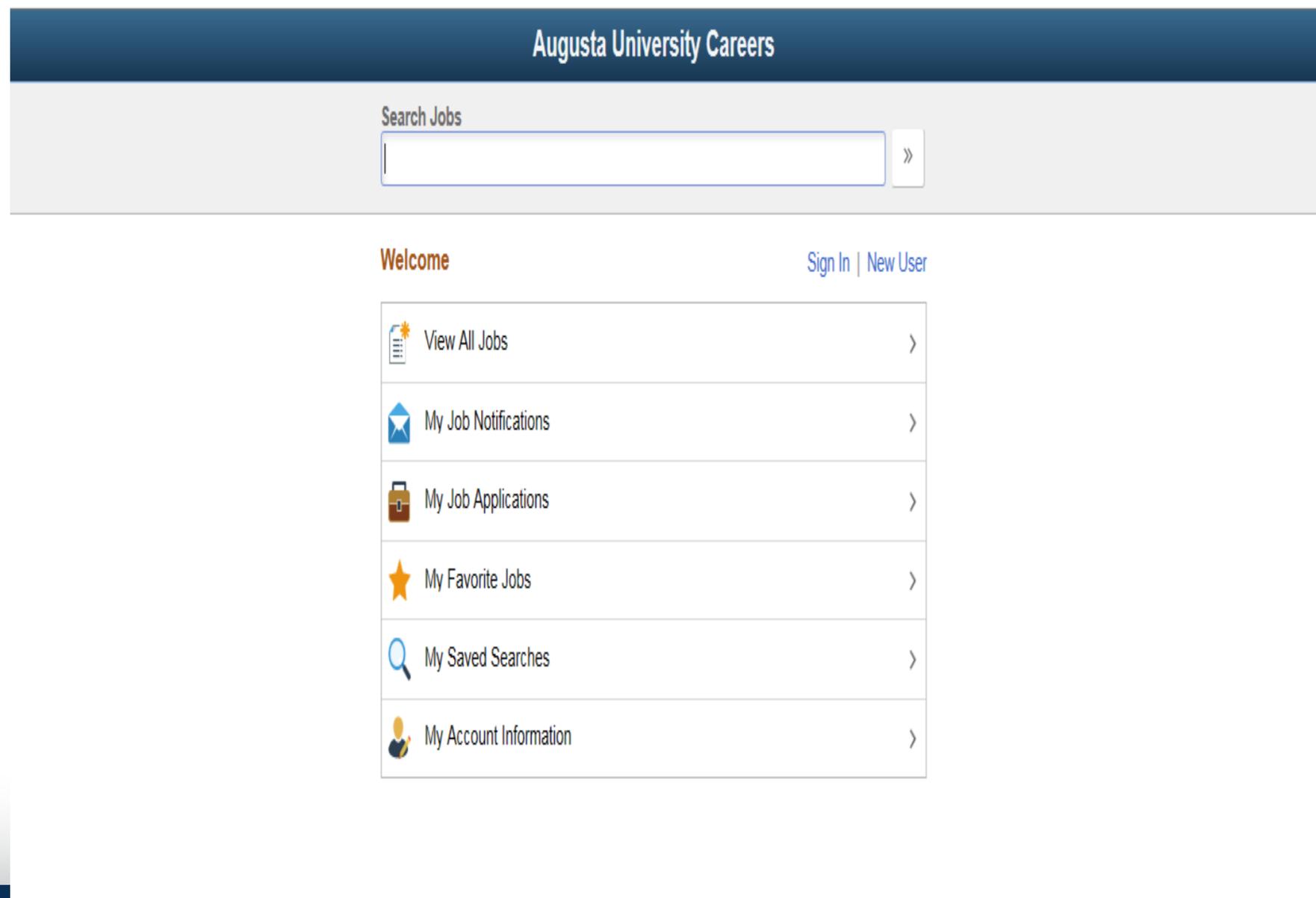
Select	Applicant Name	Applicant ID	Type	Disposition	Reason	Application	Resume	Interview	Reject	Print	Other Actions
<input type="checkbox"/>		101021	External	Reject							Other Actions
<input type="checkbox"/>		122973	External	Route							Other Actions

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



## 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

**Location**

- 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)
- Pulaski State Prison (9)

More

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

**Department**

- 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)
- MCG-Vascular Biology Center (9)

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

Search Jobs  
job title, location, or keyword  
Clear Search

553 jobs found.

<b>Administrative Assistant 1 - MAS TEST 04/18/2019</b>	Job ID 215639
	Location Augusta Univ. - Augusta
	Department Controller's Office
	Job Function Administrative Support
	Posted Date 04/08/2019
<b>Accounting Assistant 2</b>	Job ID 215631
	Location Augusta Univ. - Augusta
	Department Controller's Office
	Job Function Administrative Support
	Posted Date 04/02/2019
<b>Accounting Assistant 3</b>	Job ID 215632
	Location Augusta Univ. - Augusta
	Department Controller's Office
	Job Function Administrative Support
	Posted Date 04/02/2019
<b>Payroll Assistant 2</b>	Job ID 215633
	Location Augusta Univ. - Augusta

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

# OneUSG Implementation – What has been accomplished?

- Launched website – [www.augusta.edu/OneUSG](http://www.augusta.edu/OneUSG)
- Completed data validation for Sprints 1-3
- Began system testing
- Conducted time clock pilot with 4 departments
- Presented OneUSG Implementation Road Show across campus
- Conducted first organizational readiness assessment
- Partnered with USG to hold Cross-Functional Cutover Planning Meeting
- Began knowledge shares with USG Shared Services Center

# OneUSG Implementation – Next Steps

- Continued collaboration with campus partners on system integration, testing and business process review
- Manager Self-Service Town Halls
- Employee Forums
- Launch training plan
- Conduct second organizational readiness assessment

# OneUSG Implementation – Manager Self-Service Town Hall Dates

Monday, May 20<sup>th</sup>

Tuesday, May 21<sup>st</sup>

Thursday, May 23<sup>rd</sup>

Friday, May 24<sup>th</sup>

## **2 Sessions each day in HS 1151 (Annex Building)**

- 8 a.m. to 12 noon
- 1 p.m. to 5 p.m.
- Sessions will cover new PeopleSoft functionality, Workflow, and allow managers to verify access.
- There are 370 ePAR originators and managers who are required to attend; notices will be distributed by May 1<sup>st</sup>.

# OneUSG Implementation – Employee Forums

- Monday, May 6<sup>th</sup> – 3:30 p.m. to 5 p.m. Summerville, JSAC Ballroom
- Wednesday, May 8<sup>th</sup> – 2:30 p.m. to 4 p.m. Health Sciences, BC 1040 (Large Auditorium)
- Wednesday, May 15<sup>th</sup> – 1:00 p.m. to 2:30 p.m. Health Sciences, BC 1040 (Large Auditorium)
- Thursday, May 16<sup>th</sup> – 1:00 p.m. to 2:30 p.m. Summerville, JSAC Ballroom
- Sessions will cover new PeopleSoft functionality available through Employee Self-Service, including new time reporting, new navigation if an internal candidate, and the new Shared Services relationship.

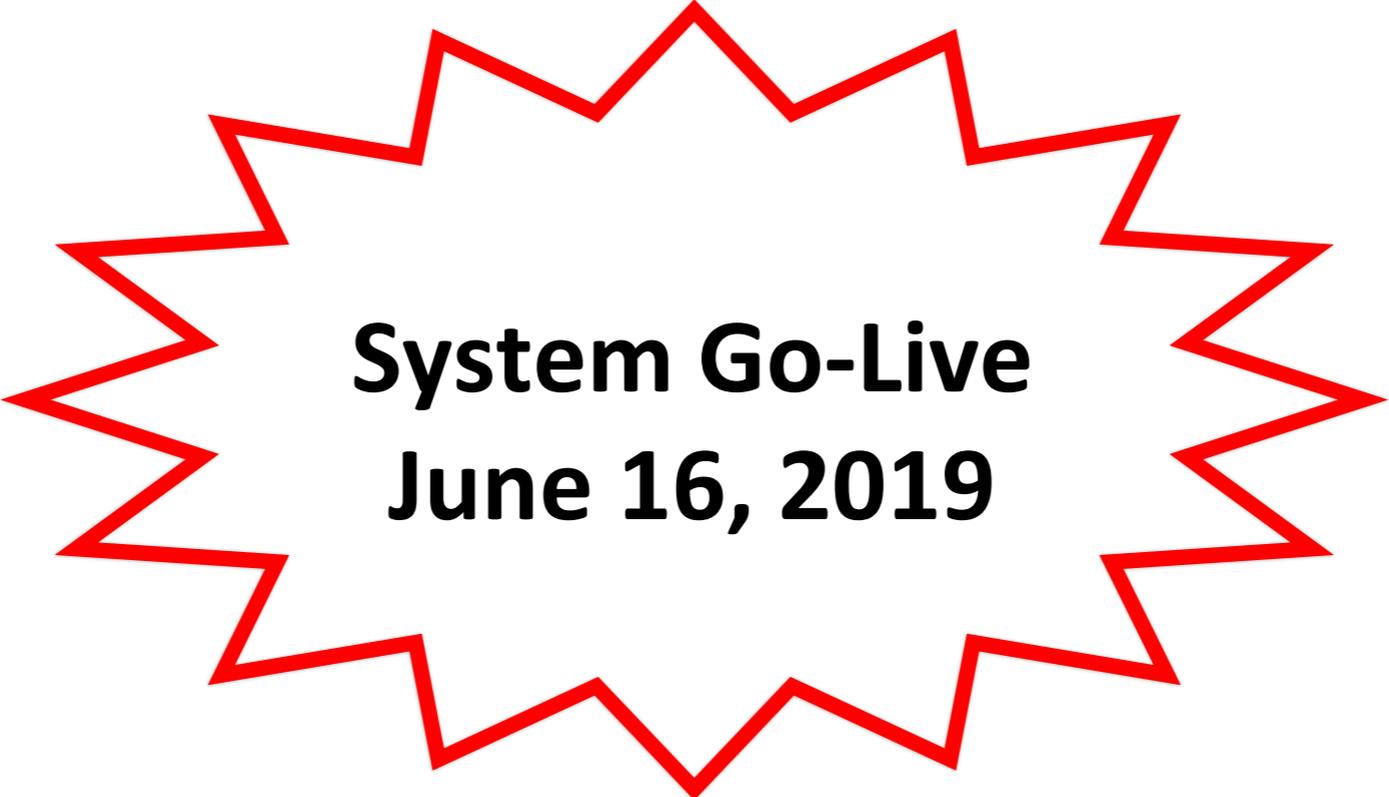
# OneUSG Implementation – Communications

- JagWire Article targeted for early next week
- Notice to Change Champions to highlight JagWire Article and Employee Forums
- Notice to all University Employees targeted for early next week

# OneUSG Implementation – Key Date Reminders

- Faculty Position Description Forms were due to HR 4/25/19
- Position Classifications Forms due by 5/1/19
- Last day for New Faculty Job Openings 5/2/19
- Last day for New Staff (Exempt) Job Openings 5/16/19
- Last day for New Staff (Non-Exempt) Job Openings 5/23/19
  
- See memos dated and distributed March 12<sup>th</sup> and April 22<sup>nd</sup> for additional key deadlines.

# Questions?

A red, jagged starburst shape with multiple points, resembling a sunburst or a star, centered on the slide. It has a thick red outline.

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