

OneUSG Implementation Update

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Vice President, Human Resources*

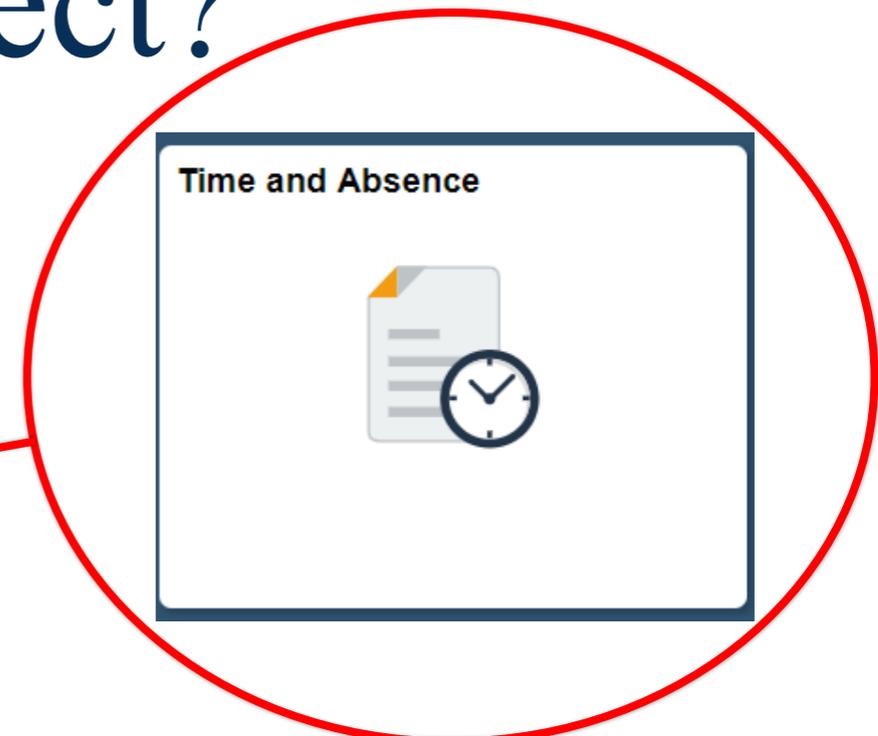
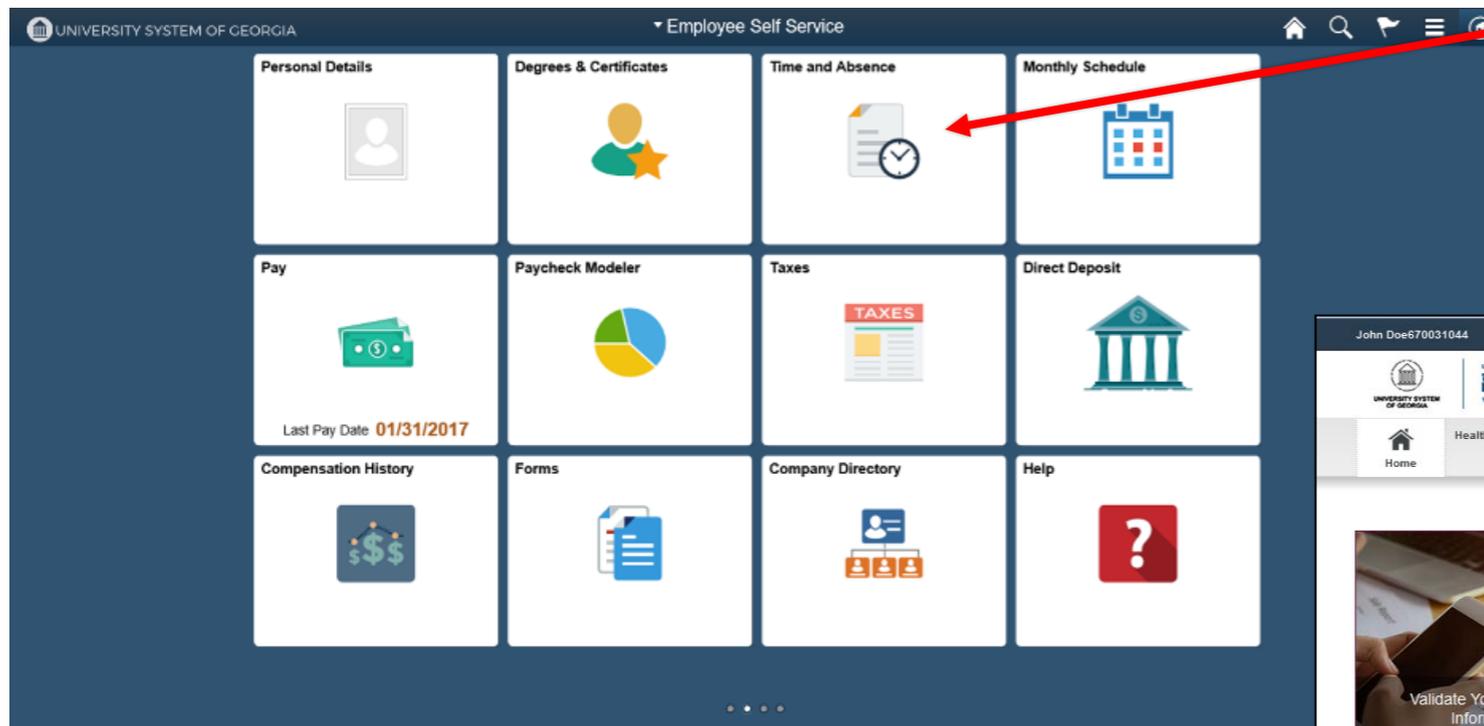
About OneUSG

- Intended to bring all USG institutions onto one Human Capital Management (HCM) platform
- First Cohort transitioned July 2017
- Augusta University is Cohort 5
- Project kickoff meeting held on January 29, 2018

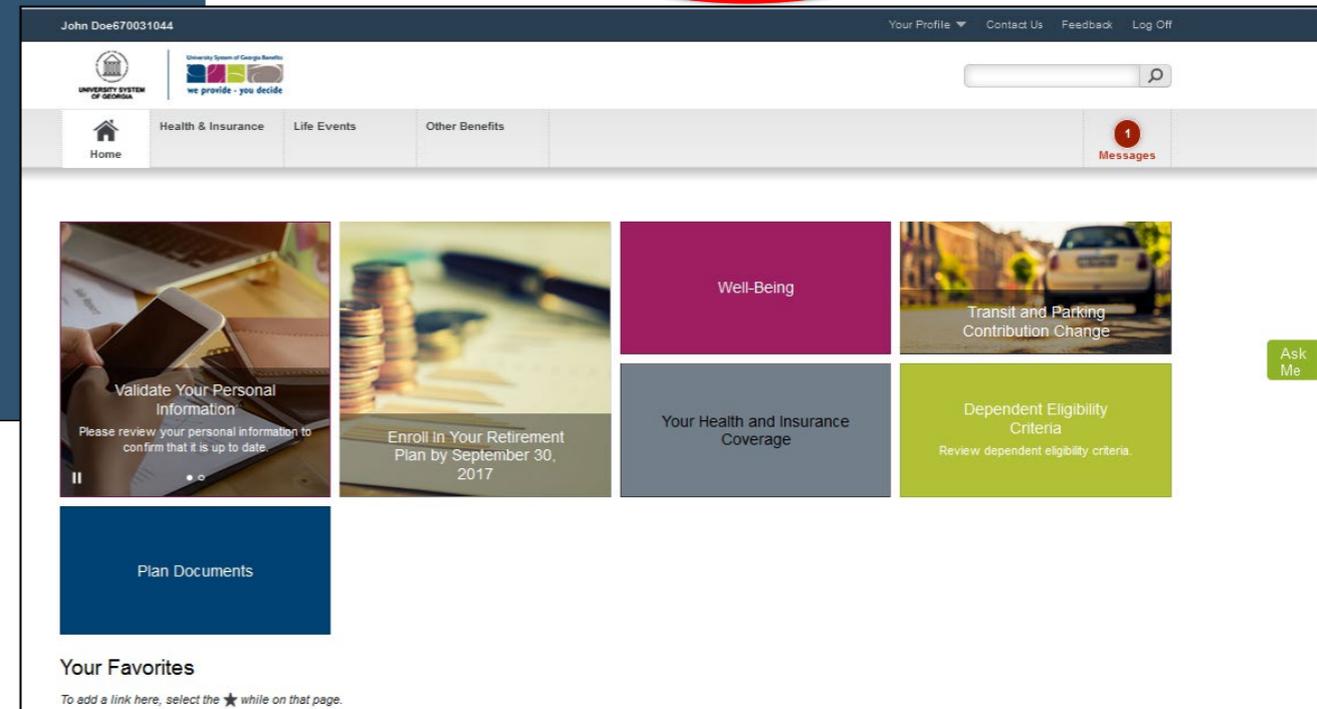
What is OneUSG?

- University system-wide initiative to develop and implement a consistent approach to policies, procedures and technology solutions
- Goal is to reduce costs, streamline processes, have consistent guidelines and procedures, and centralized support
- OneUSG Connect is the first initiative of OneUSG

What is OneUSG Connect?



OneUSG Connect

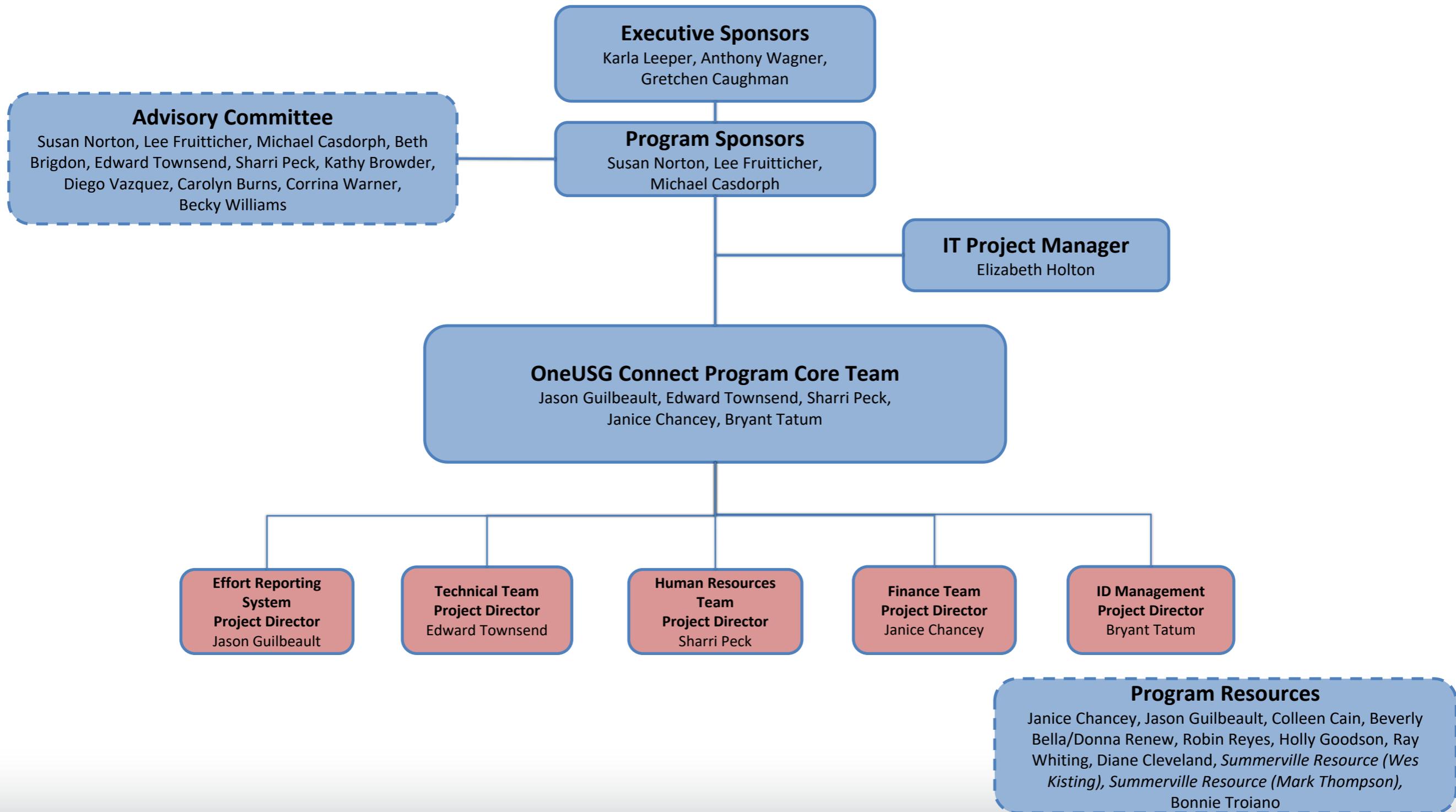


OneUSG Connect - Benefits

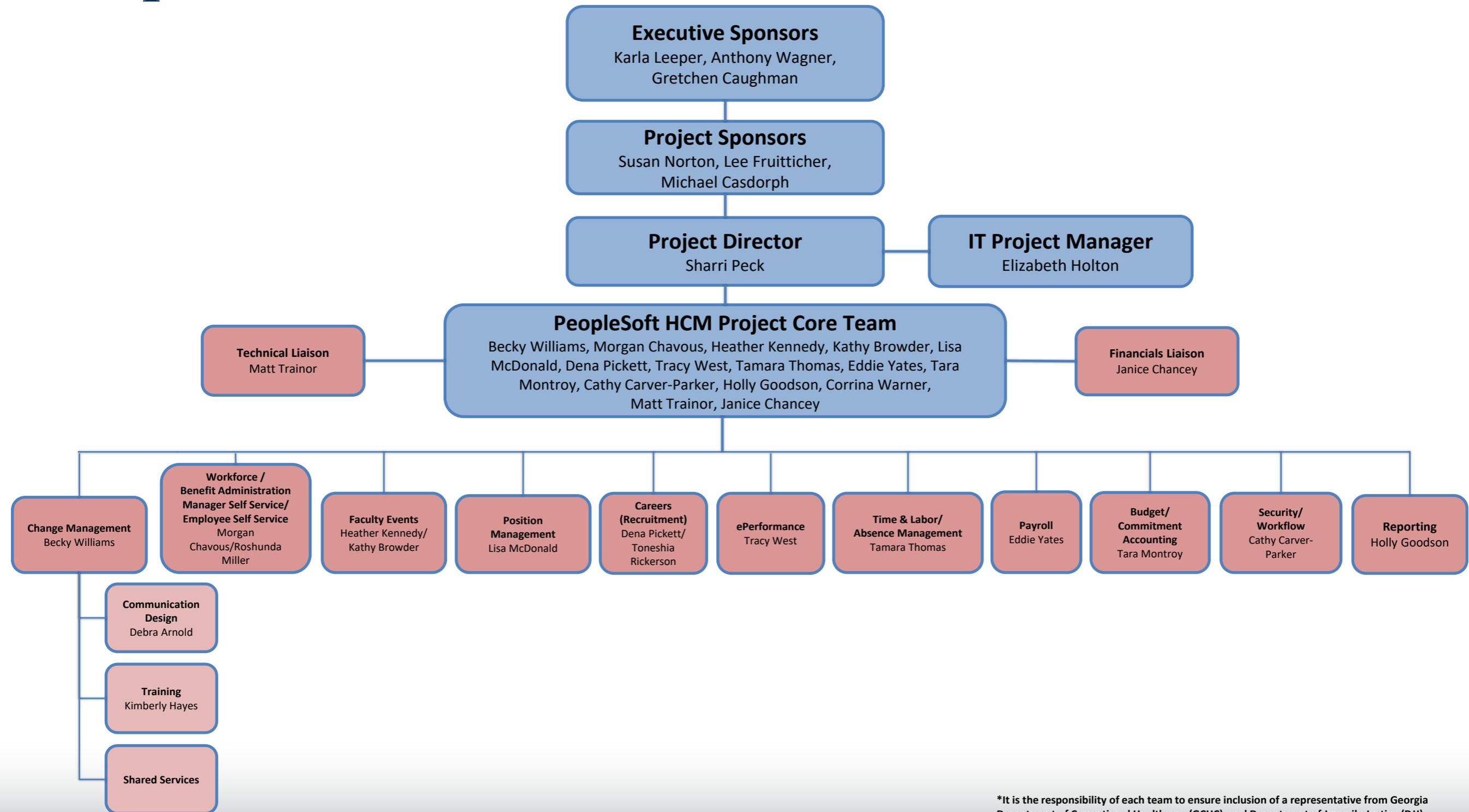
OneUSG Connect Schedule

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

OneUSG Connect Program Implementation Roles Matrix

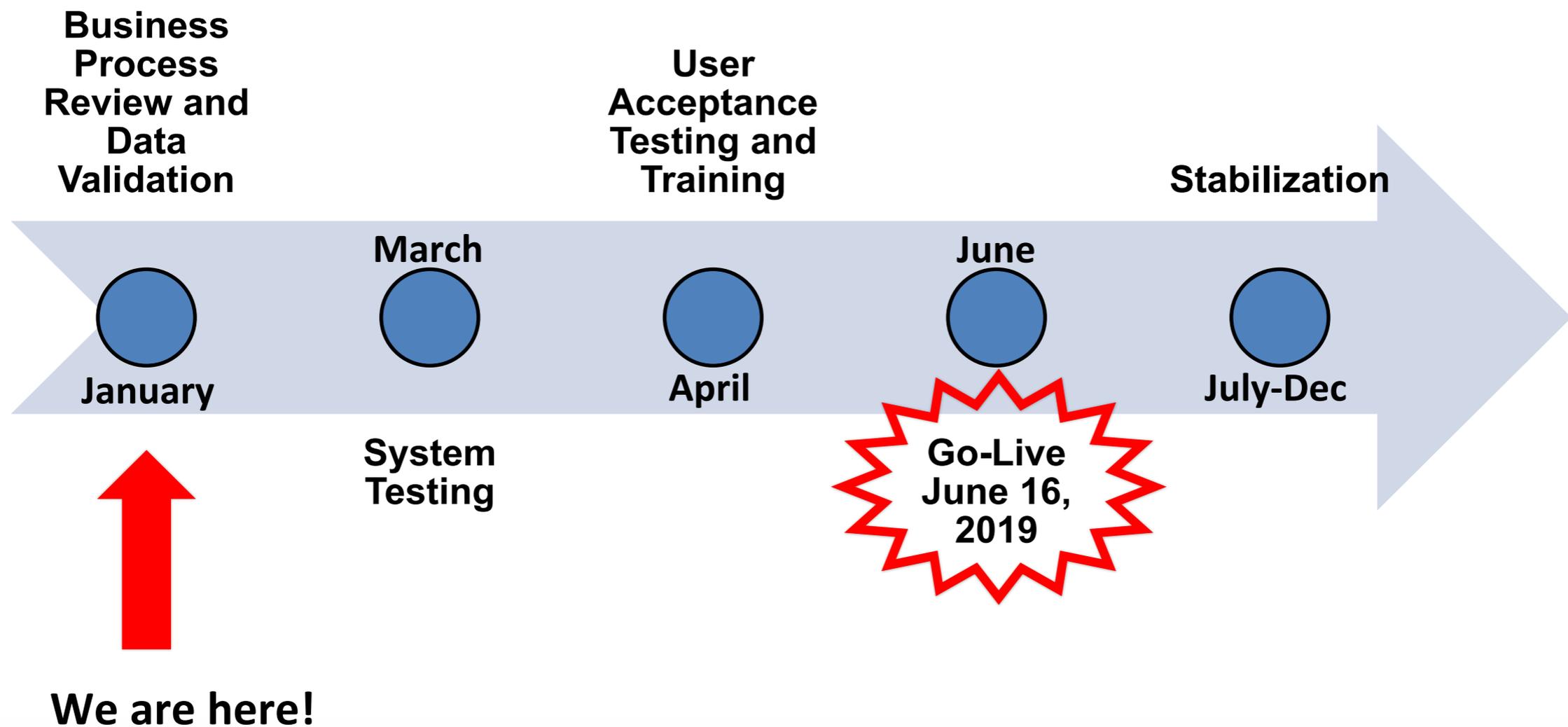


OneUSG Connect PeopleSoft HCM Implementation Roles Matrix



*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).

OneUSG Implementation Timeline



OneUSG Implementation Key Dates

Primary Key Dates:

Anticipated Financials Budget Load to current PeopleSoft HCM – **5/17/19**

Generate Faculty Contracts – **5/31/19**

PS Financials Conversion (Down-time across campus) – **5/24/19**

PS Financials Go-Live (Back online across campus) – **5/30/19**

PS HCM Conversion (Down-time across campus) – **6/7/19**

PS HCM Go-Live (Back online across campus) – **6/16/19**

Additional Key Dates:

*PS Financials potential Down-time again – **6/7/19 until 6/9/19**

OneUSG Implementation Impact

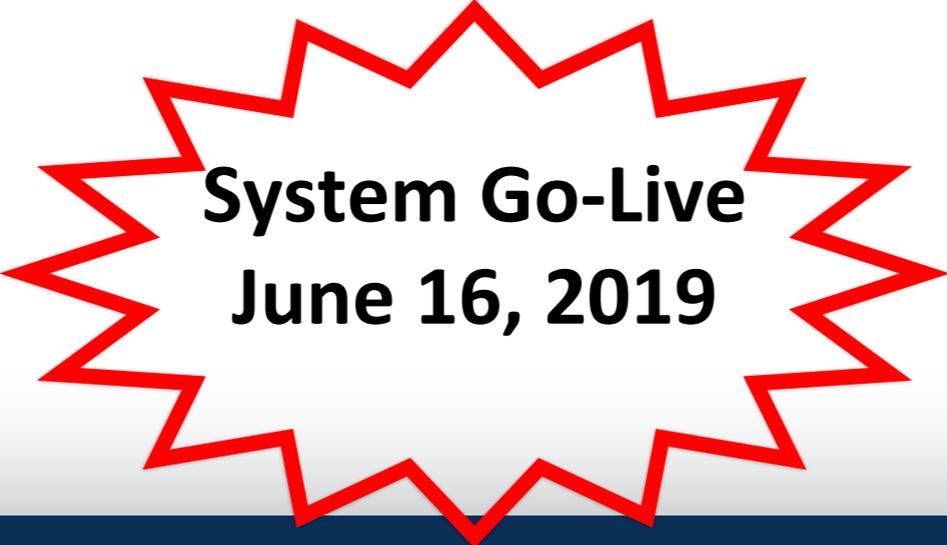
- All employees (6,756)
 - Absence Management module
 - Time & Labor module
 - Self-Service
- Hiring Managers (735)
 - Careers
- Business Managers/ePAR Users (416)
 - Manager Self-Service
 - ePAR transactions
 - Potential business process changes
- AU Practitioners (134)
 - Payroll, HR, Benefits, Finance,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

Current State vs. Future State

	Current State	Future State
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

Key Changes

- 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**

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

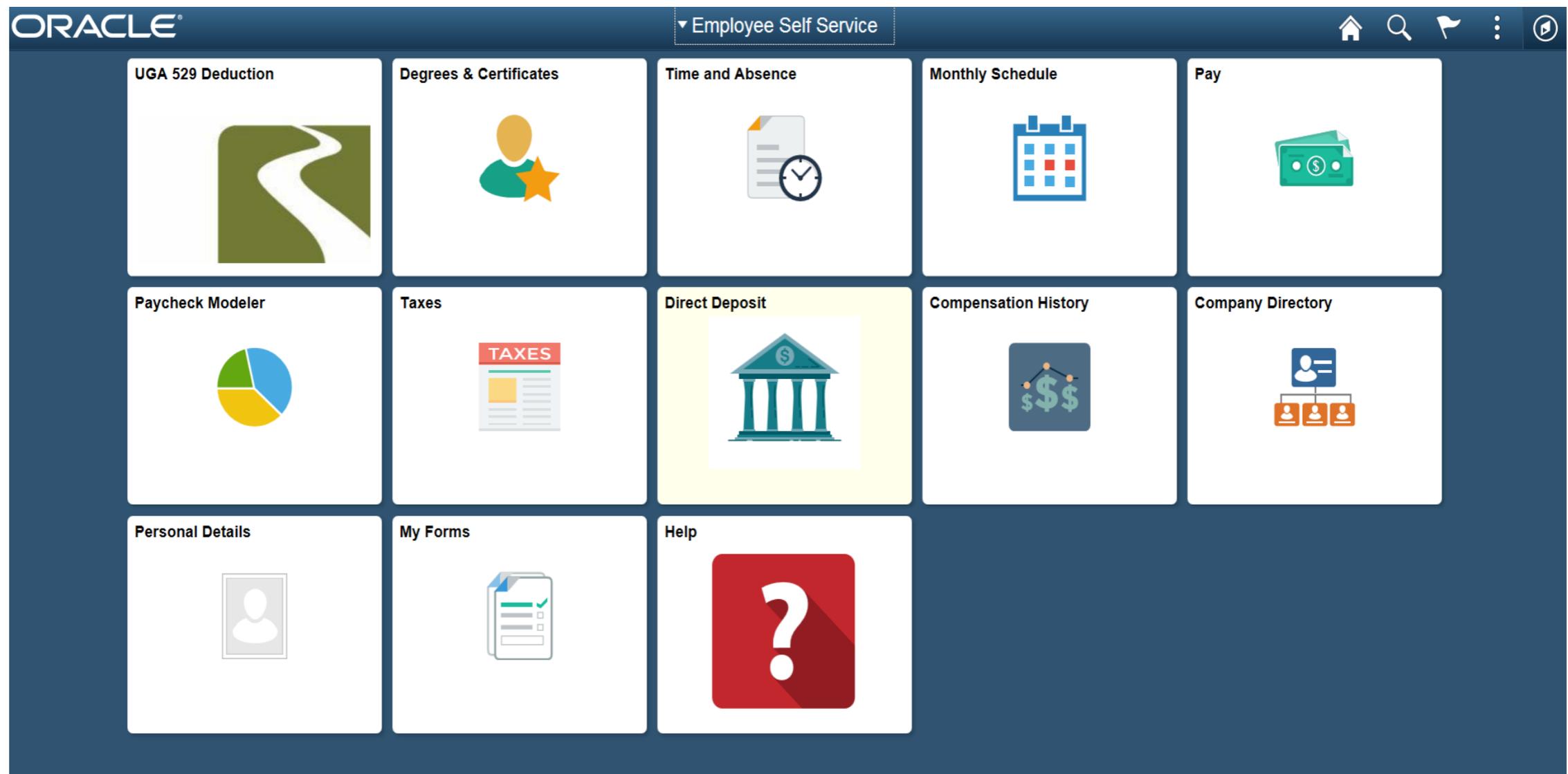
Time & Labor Module

- 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
- 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

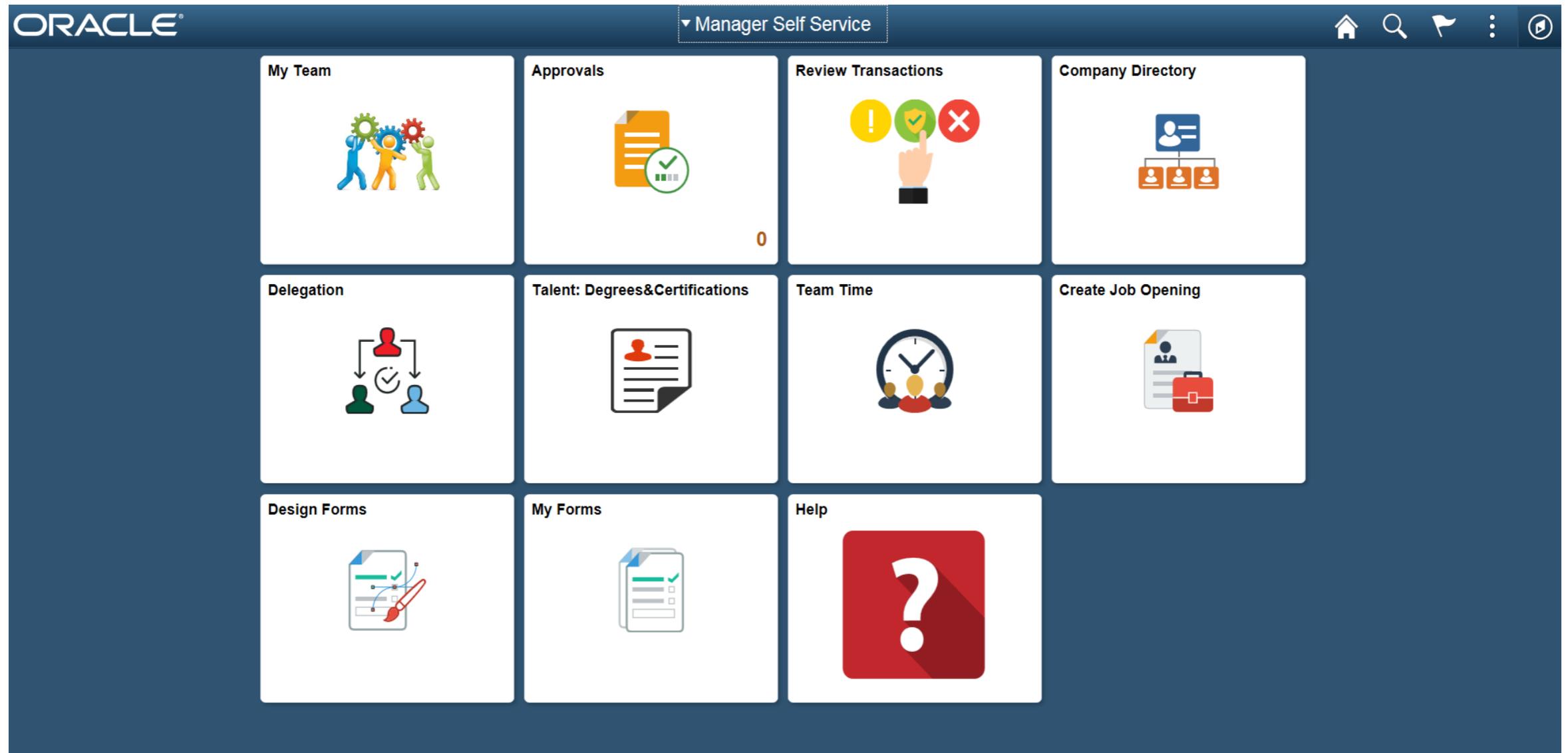
Employee Self-Service



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

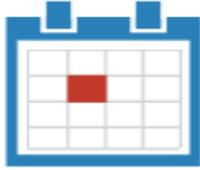


Careers

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



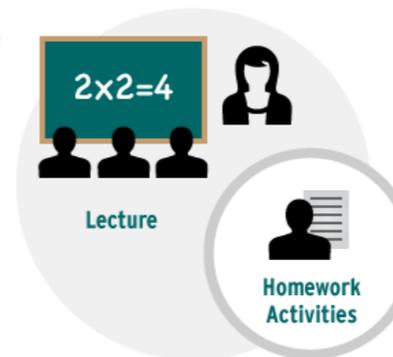
Just in Time training



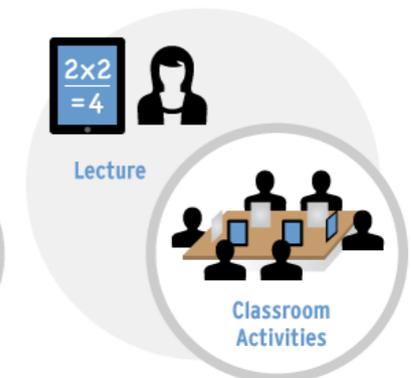
Practitioners



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

OneUSG Implementation – Next Steps

- Continue business process review and data conversion review
- Launch AU OneUSG website
- Present to key groups such as Faculty Senate, 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**

OneUSG Implementation – Current Campus Engagement

- Campus representatives on OneUSG implementation teams
- Beginning in February, select campus users will be 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

Thank you to our campus team members!*

- Desiree Washington (DCG)
- Ray Whiting (IE)
- Jason Guilbeault
- Jackie Hogue (CON)
- Wes Kisting (Pamplin)
- Bonnie Troiano (Provost's Office)
- Erica Grimm (IE)
- Dan Finn (GCHC)
- Allen Edmunds (Provost's Office)
- Donna Renew (MCG)
- Aubre Keenan (CAHS)
- Tammie Vickey (I&I)
- Davin Miller (DCM)
- Juanita Blocker (MCG)
- Robin Reyes (DCG)
- Ben Harvill (DJJ)
- Aisha Lavin (Facilities)
- Holly Goodson Rubio (IE)
- Crystal Vincent (Hull)
- Heather Snipes (MCG)
- Angela Glover (GCHC)

*This is not an exhaustive list of those currently involved, or those who will be involved, but provides a example of campus representation.

Questions?



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