



Time & Labor Forum

February 23, 2017

U N I V E R S I T Y O F G E O R G I A



Agenda

- OneSource Project Overview
- Kronos vs. Kaba and PeopleSoft
- Q&A



What is One Source?

- Multi-year business transformation project
- Replace many legacy administrative systems and associated business processes
- Next Generation Finance and Human Resource administrative systems and processes: Oracle PeopleSoft 9.2

Why undertake OneSource Project?

- **Ageing Systems** - Core systems were designed decades ago with the purpose of satisfying the core processing and reporting requirements of the institution
- **Unsustainable** - Modifying these core systems when possible and implementing ad-hoc vendor provided systems to augment current system capabilities is no longer a sustainable practice or an efficient approach
- **UGA is ready** - Collegiate Project Services survey, interviews, and focus group sessions clearly identified that Colleges and Units need updated and efficient functionality, improved data access, and reporting

Anticipated Benefits

- **Integration of data** across areas so that each department will have the information it requires when needed
- **Streamlined business processes** to enable faculty and staff to work and plan more effectively
- **Reporting tools** that will improve data access and UGA's ability to make data-driven decisions
- **Collaboration** with the University System of Georgia's "oneusg" project to provide standardized human resources business practices and IT platforms across institutions
- **Industry standards and best practices** identification and adoption for current and future information technology architecture
- **Improved data privacy and security**



Who will be affected?

- **All faculty and staff**

through Payroll and Human Resources processes and self-service features

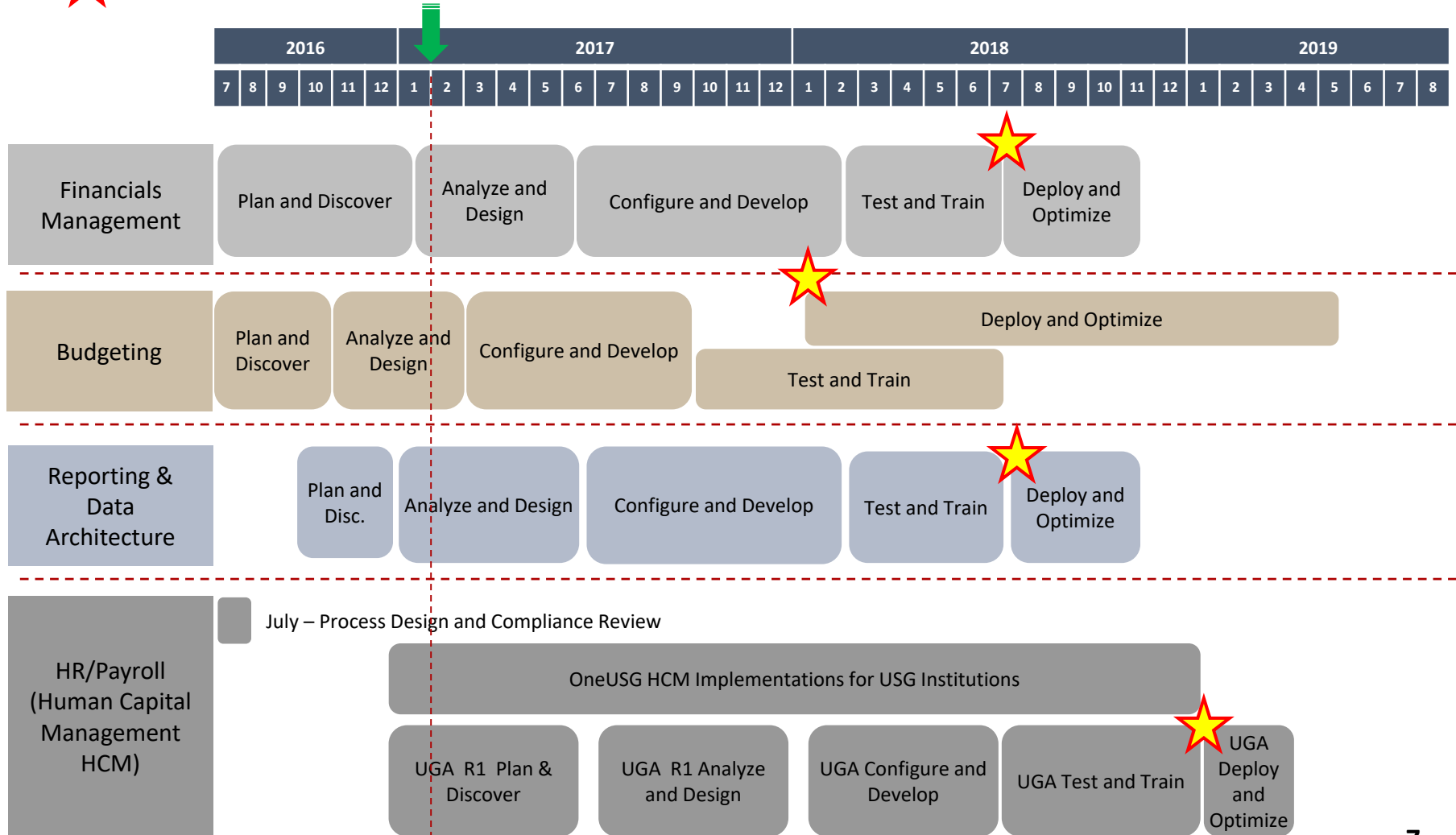
- **All offices**

through Financial & HR reporting, processes, and systems

UGA's OneSource Roadmap

As of 2/1/2017

★ Go Live



OneUSG HCM Scope

Overview
information about
Human Capital
Management (HCM)
is available on
UGA's OneSource
website

Human Resources

- includes information regarding the life cycle of a person, and position details

Faculty Events

- includes details around faculty promotion, tenure eligibility, special titles

Time & Labor

- includes employee time and the approval of that time

Absence Management

- includes the management of time such as vacation, sick, and leaves of absence

Payroll

- includes how an employee is paid and how pay is managed and processed

Commitment Accounting

- includes how to distribute and account for payroll. How to connect labor distribution in HCM to the General Ledger in Finance PeopleSoft



Time & Labor Project Assumptions

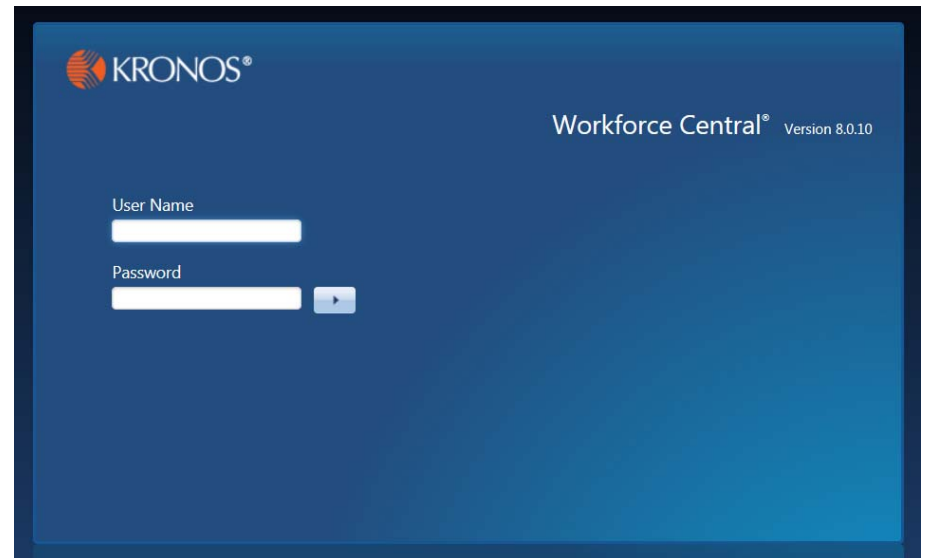
- Going-in position was to maintain Kronos and integrate with PeopleSoft 9.2 for time reporting purposes

What happens today to enter time?

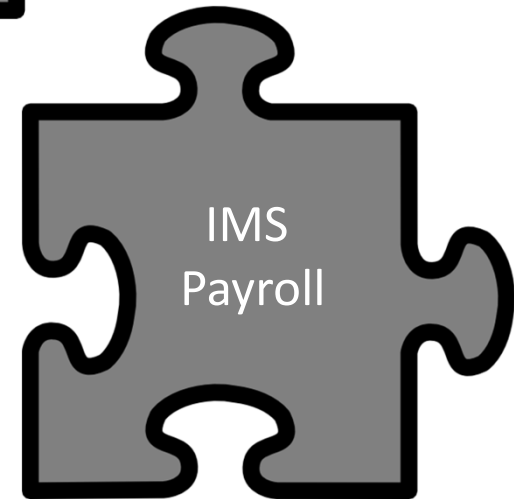
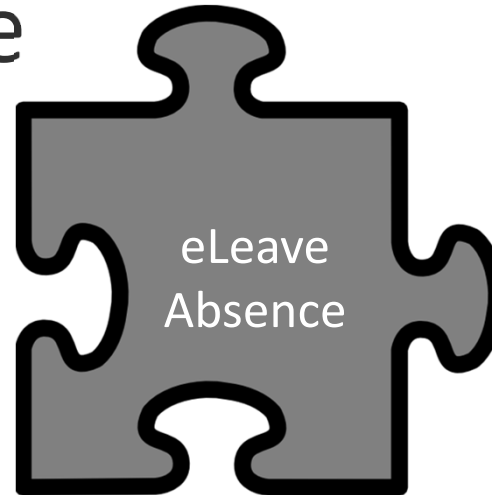
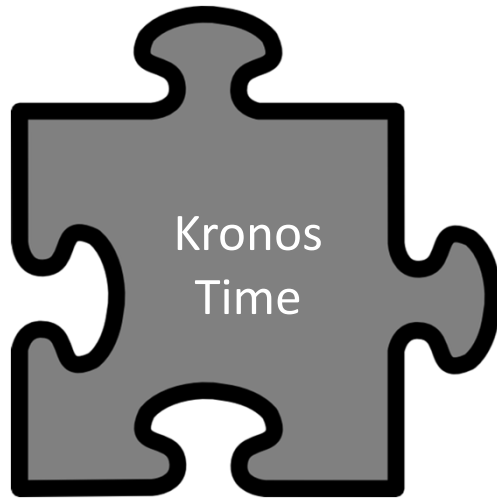
- Kronos Time Clock



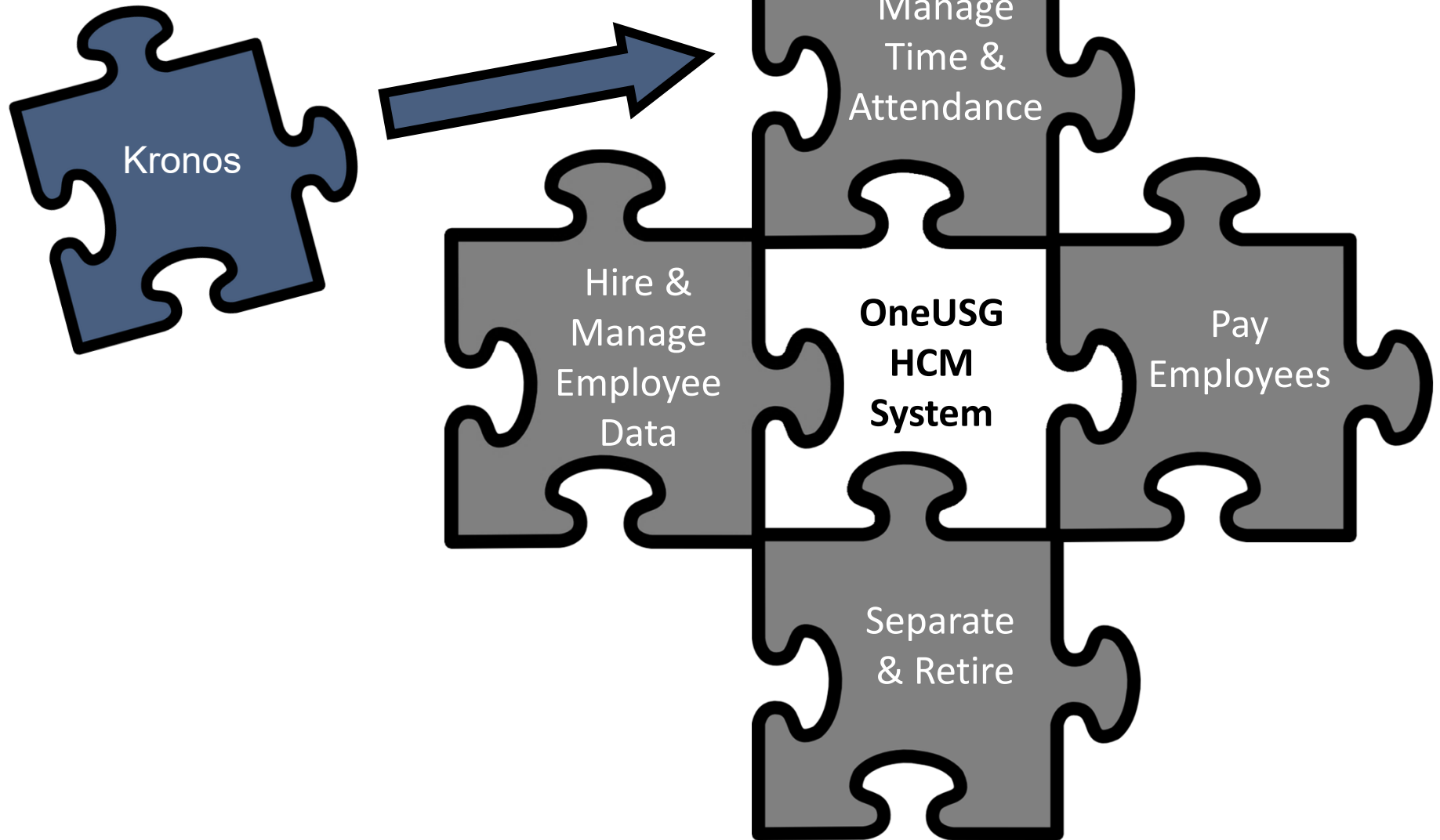
- Kronos Web Interface



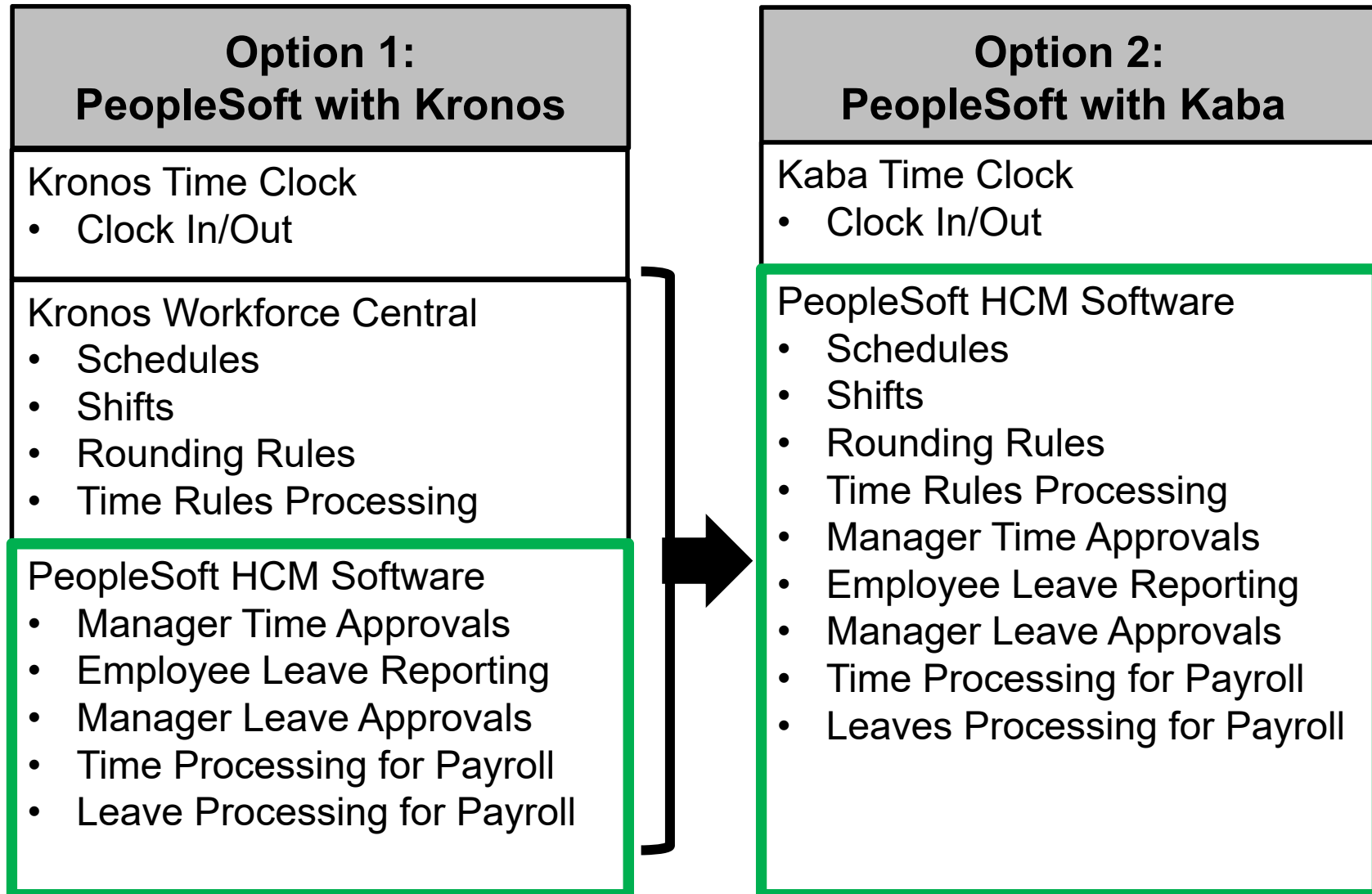
UGA's Current State



UGA's Future State



Implementation of Time and Labor



Time & Labor Discovery Participants

- **Arts & Sciences**

Julianne Butler

- **College of Ag and Environ. Sciences**

Lindsey Barner and Kathleen Mitchell

- **College of Education**

Justin Barnett and Keith Morgan

- **College of Pharmacy**

Jessica Hart

- **Continuing Education**

Sharley Myrick

- **Dean of Students**

Charisse Harper

- **Development and Alumni Relations**

Michele Poole

- **Dining Services**

Lisa Bradshaw and Susan Miller

- **Housing Administration**

Robin Bevans and Linda Peck

- **Library**

Jan Hudson and Betty Mayweather

- **Payroll Department**

Christy Coddington

- **Recreational Sports**

Tina Mixon and Amy Thomas

- **Terry College**

Erin Lancaster

- **Transportation & Parking Services**

Tanya Burgess, Karen Hart, and Robin Porter

- **University Health Center**

Tamika Gresham

- **Veterinary Medicine**

Jennifer Mathews, Carey Paul, and Cherie Wall

- **VP Office for Research**

Angela Sparacello

- **VP Office of Student Affairs**

Jane Hillsman

What are concerns with time and attendance faced today?

- Multiple systems for non-exempt vs exempt employees
- Retroactive wage calculations interfacing to IMS
- Percent allocation for time worked, leave and holiday pay
- Duplicate work after personnel is completed
 - Account changes
 - Rate changes

Option 1: PeopleSoft with Kronos

PeopleSoft with Kronos
Kronos Time Clock <ul style="list-style-type: none">• Clock In/Out
Kronos Workforce Central <ul style="list-style-type: none">• Schedules• Shifts• Rounding Rules• Time Rules Processing
PeopleSoft HCM Software <ul style="list-style-type: none">• Manager Time Approvals• Employee Leave Reporting• Manager Leave Approvals• Time Processing for Payroll• Leave Processing for Payroll

- **Pros:**
 - Campus is familiar with Kronos time clocks and web application (Workforce Central)
 - Minimize change management
- **Cons:**
 - Reduce level of efficiency
 - Worked time maintained in Kronos and payable time in PeopleSoft
 - Presents challenges integrating with Absence Management module
 - Multiple systems for time and absence
 - Requires manual entry of employee records (duplicating work)
 - UGA responsible for all technical support and interfaces

Option 2: PeopleSoft with Kaba

PeopleSoft with Kaba

Kaba Time Clock

- Clock In/Out

PeopleSoft HCM Software

- Schedules
- Shifts
- Rounding Rules
- Time Rules Processing
- Manager Time Approvals
- Employee Leave Reporting
- Manager Leave Approvals
- Time Processing for Payroll
- Leave Processing for Payroll

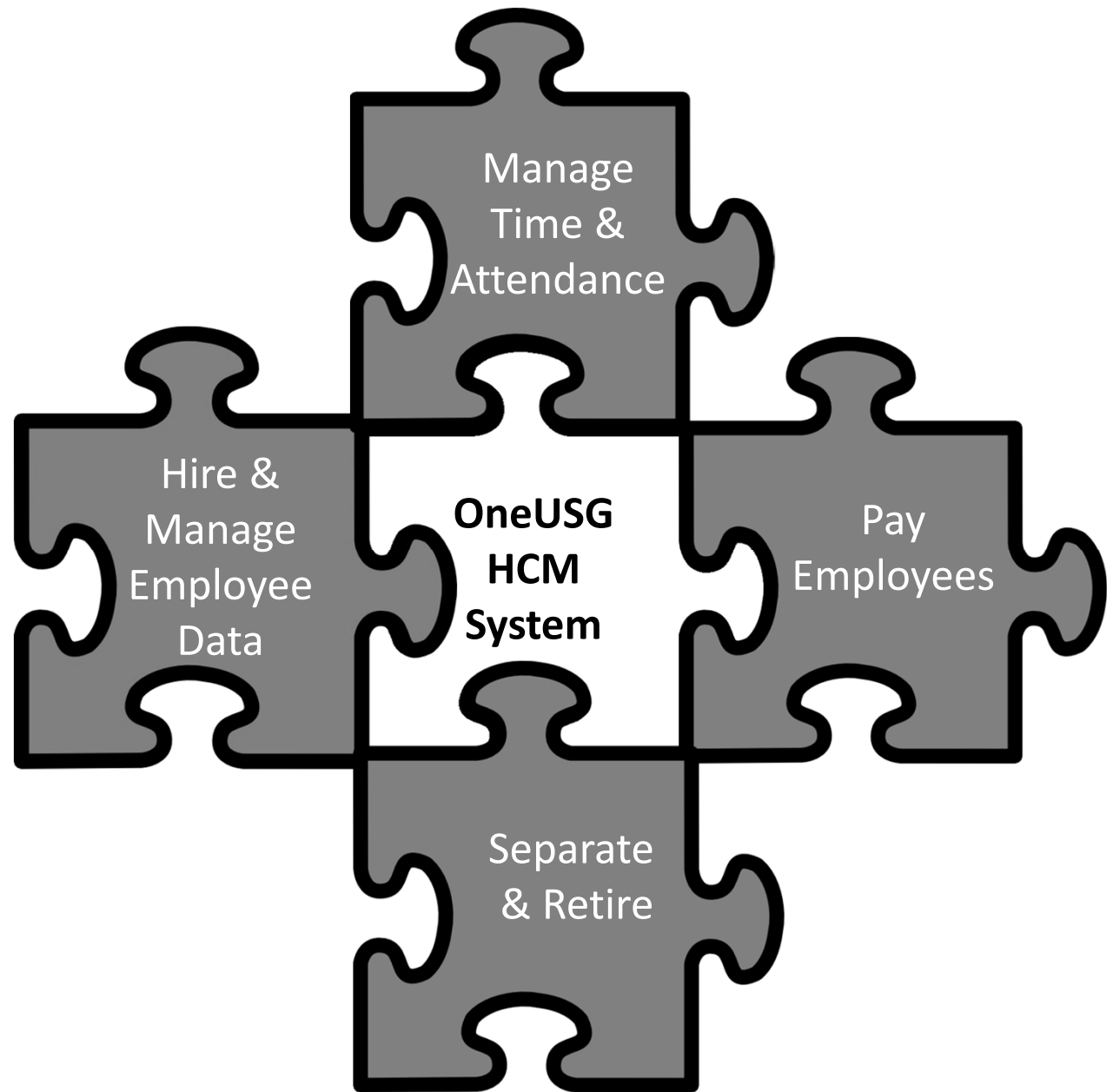
- **Pros:**

- PeopleSoft Time and Labor will reduce duplicate work
 - All approvals/data entry would occur within PeopleSoft HCM
 - One system to process payroll
 - Employee setup would occur within integrated HR module
 - OneUSG's solution
 - Technical support provided by USG
 - Improved support of employees with multiple jobs
 - All functionality supported by Kronos time clocks is also supported by Kaba
- **Cons:**
 - Unplanned costs associated with replacing Kronos timeclocks
 - Change management required

Recommendation – Option 2: PeopleSoft Kaba

- Based on campus Time & Labor 2016 discovery sessions and review of OneUSG PeopleSoft HCM solution, it was a unanimous recommendation from the discovery team to implement the use of Kaba timeclocks and PeopleSoft Time & Labor module for non-exempt employees
 - Discovery Sessions – 18 departments joined, six total sessions in Fall 2016 and Winter 2017
 - Fully integrates with PeopleSoft Financials, Payroll, HR module
 - USG's Shared Services center and technical support provided

UGA's
OneSource
HCM



Feedback Opportunity

- **T&L Office Hours**

- Monday, February 27 at 10:30 a.m. – 12:00 p.m., Caldwell Hall Room 401
- Wednesday, March 1 at 10:00 a.m. – 12:00 p.m., Caldwell Hall Room 401
- Thursday, March 2 at 2:30 p.m. – 4:00 p.m., Caldwell Hall Room 401

- **T&L Survey**

- Available from February 23 – March 10
 - <http://bit.ly/TLPFS2017>

Campus Participation

How can I prepare for success?

- **Educate** – Website, Brochure
- **Communicate** – Regular updates via campus forums, listserv
- **Participate** - Discuss within your organization. Volunteer.
- *Your input and questions make a difference. We want to hear from you: onesource@uga.edu.*

Q&A

Project Feedback
onesource.uga.edu
onesource@uga.edu

Project Director
Chris Wilkins
chris.wilkins@uga.edu

HCM Lead
Lindsey Van Note
lvn@uga.edu

Time & Labor/ Absence Mgmt. Co Lead
Christine Edell
cedell@uga.edu

Time & Labor/ Absence Mgmt. Co Lead
Baileigh Barnes
Baileigh@uga.edu

UNIVERSITY OF GEORGIA



OneSource

The University of Georgia's project to launch a new finance and human resources administration system that's integrated, efficient, modern and supports a data-driven environment

[Learn more](#) ▶



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Overview

- [Guiding Principles](#)
- [Project Organization](#)
- [Project Timeline](#)
- [Project Events](#)
- [FAQs](#)