Fall 2017 Departmental Meetings Agenda

Note: This agenda is subject to change based on feedback from meetings already held with schools/colleges/units.

Thank You! Thank You! Thank You! Thank you for the tremendous work over the past year and for the numerous hours you have dedicated to this project. To date, there are over 400 volunteers across the community involved in the project.

Meeting Purpose: The purpose of this meeting is to engage key business/finance, human resources and IT leaders in your school/college/unit in a discussion about preparing and readying school/colleges/units for the transition to PeopleSoft.

Meeting Format: We want our time together to an opportunity to discuss topics that are most important to you and your unit. The detail meeting materials in the Appendix are for your reference and may serve as a basis for questions that you want to discuss with us.

Agenda:

- *Topics Overview (30 minutes)*
  - *This will be time to walk through the topics covered in the detailed meeting notes and answer any questions*
- *Action Steps in Fall 2017 (30 minutes)*
  - *This will be time to go over items that will be requested from units, actions steps units will need to take, and answer any questions*
- *Unit Specific Questions (30 minutes)*
  - *The unit may have specific questions that are especially relevant to the unit.*
- *OneSource Team Specific Question (30 minutes)*
  - *The OneSource Team may highlight some specific questions that are especially relevant to the unit.*

**Time Intervals for agenda items are suggested times to guide the conversation.*

Topics Overview

I. Change Management
   a. Project Coordinator Role
   b. Monthly Status Call
   c. Readiness Kit
   d. Demo Days
   e. Testing & Training
   f. Spring 2017 Meeting Follow-Up
II. Financials
   a. Business Process Change
   b. Split Implementation
   c. Chart of Accounts
   d. Year End Encumbrances
   e. FY18 Year-End Planning
   f. Accounts Receivable & Billing
   g. Detail Codes
   h. Hyperion Go-Live
   i. Workflow
III. OneUSG Connect
   a. Kaba Time Clock Planning
   b. Business Process Design
   c. 9 Month Faculty 7/5 Benefits
   d. HR Departments
IV. Technical
   a. Security Roles/Access
   b. Integrations
   c. Landing Page
V. Previous Asks/Requests
VI. Upcoming Asks

Action Steps

Topic	Action Step	See page
Project Coordinator Role	Unit Leadership communicate appointment	Page 5
Monthly Status Call	Register	Page 5
Training	Nominations for trainers or advisory groups	Page 6
Chart of Accounts	Complete COA templates by October 16	Page 9, 17
Detail Codes	List of users for access to Touchnet	Page 11
Workflow	Departmental Approvers	Page 12
Kaba Time Clock Planning	Participate in planning workshops	Page 13
9 Month Faculty 7/5 Benefits	Watch for additional information in Fall 2017	Page 13
Security Roles	Hyperion Security Roles	Page 15
Departmental Systems	Input on forum and for ongoing follow-up	Page 17
HR Reports To	Update to HR Reports To Information	Page 18

Appendix A: Detailed Meeting Notes

I. Change Management

a. Project Coordinator:

i. Overview: Change management surrounding the OneSource project requires awareness, desire, knowledge, ability, and reinforcement (ADKAR®) at all institutional levels. Coordination will be required at multiple levels within the organization.

ii. Highlights:

1. Many schools, colleges, and units at UGA are diverse and complex, therefore, leadership may wish to appoint and charge an individual (or team reporting to an individual) to serve as the organization's OneSource Project Coordinator.
2. Project Coordinators will hold primary responsibility and accountability for leading the internal success of the OneSource project implementation.

iii. Website Resources Page: Project Coordinator

iv. Actions Steps: Unit leadership may communicate appointments through the OneSource email address onesource@uga.edu

b. Monthly Status Call

i. Overview: Beginning September 2017, the OneSource Project Team will begin Monthly Status Calls for the community.

ii. Highlights:

1. Monthly- 3rd Thursday each month from 1:30-2:30
2. The calls will be a discussion between project staff and you, the financial, HR and technical leadership for your organization.

iii. Website Resources Page: Monthly Status Call

iv. Actions Steps: Register to attend

c. Readiness Kit

i. Overview: The Readiness Kit is designed to be a resource for the UGA community especially key business, HR, and IT contacts in the units as well as change champions to use in communicating within their unit.

ii. Highlights:

1. Categories of content: Awareness/Informational Items, Timeline of activities (Calendar/List Format), Checklist (What To Do & When), Topical Information (FACT Sheets, Email Templates), and link to Training Information

iii. Website Resources Page: Information will be added November 2017

iv. Actions Steps: No action at this time

d. Demo Days
   i. Overview: Demo Days" provided the campus a preview of portions of the PeopleSoft Finance and Human Resource and Hyperion (budget planning) systems.
   ii. Highlights:
      1. Questions from Demo Days will be posted to the OneSource website
   iii. Website Videos Page: Demo Days Videos
   iv. Actions Steps: No action at this time

e. Testing and Training
   i. Overview: User Acceptance Testing (UAT) for Financials will begin in spring 2018 for Financials. Training in the form of in-person or live-online classes will begin in late spring 2018 for Financials after User Acceptance Testing is complete. Volunteers from across campus will assist in leading training activities. Additional training resources such as job aids, checklists and self-service videos or walk-throughs will also be available as applicable.
   ii. Highlights:
      1. Hyperion UAT will begin late Fall 2017 and training will occur early Spring 2018.
      2. UAT will involve end-users from the UGA community. In advance of UAT, systems integration testing (SIT) will occur. Some end-users from core advisory teams may be involved with SIT.
      3. Over 70 nominations or volunteers for Trainers or for a training advisory group have been identified. These groups will begin meeting in Fall 2017.
      4. Trainers will assist with courses across campuses and online, not just within their organizational units.
      5. Advisory team members will assist with creation and/or review of materials, recommendations of delivery and resource, beta audience members, and other assistance as applicable.
      6. Approximately 177 end user training topics and 32 courses have been identified.
   iii. Website Resources Page: Information will be added Fall 2017
   iv. Actions Steps: Send additional nominations for trainers or for the advisory group to onesource@uga.edu

f. Spring 2017 Meeting Follow-Up
   i. Overview: Beginning in Spring 2017, UGA's OneSource team began departmental meeting with each UGA school, college, and unit.
   ii. Highlights:
      1. All questions from the Spring 2017 meetings have been added to the OneSource website
   iii. Website Resources Page: Departmental Meetings
   iv. Actions Steps: No action at this time

II. Financials

a. Business Process Changes

i. Overview: OneSource Project published business process diagrams and change summaries for review by campus stakeholders. A survey requesting feedback, questions and comments by module was distributed. BSAG will host a called meeting, Finance Business Process Design Forum, on September 22, to review significant changes and respond to feedback gathered through the survey.

ii. Highlights:

1. Business Process Diagrams and Change Summaries published here: Financials Business Process Review.
2. Survey closed September 18, 2017.
3. Public forum was held September 22, 2107.

iii. Website Resources Page: Financials Business Process Review

iv. Action Steps: No action at this time

b. Split Implementation

i. Overview: "Split Implementation" is the phrase used to describe the 6 month period between the OneSource Project's implementation of PeopleSoft Financials, July 1, 2018, and the OneUSG Connect implementation of the system-wide PeopleSoft HCM application. During this period, legacy payroll actuals will be interfaced to the PeopleSoft Financials system where they will post to the general ledger.

ii. Highlights:

1. Campus payroll business processes impacted by the split implementation are documented as an appendix of the Split Implementation Executive Summary found here: Budgeting
2. Mapping rules that are developed in the fall of 2017 will be used to provide the logic for crosswalking legacy payroll expenditures to the new PeopleSoft Financials chart of accounts distribution.

iii. Website Resources Page: Budgeting

iv. Actions Steps: No action at this time

c. Chart of Accounts

   i. Overview: All schools/colleges/units have been asked to complete an additional chart of accounts template document. Information provided in this template will impact financial conversion and the budget structure to be established in PeopleSoft.

   ii. Highlights:

      1. Two workshops were held (September 19th and 26th) to assist units with completion of the chart of accounts template.
      2. Completed chart of account templates are due by October 16th.

   iii. Website Resources Page: Chart of Accounts

   iv. Actions Steps: Completed chart of accounts templates due by October 16th.

d. Year End Encumbrances

   i. Overview: All open encumbrances in the Legacy Mainframe require manual conversion to PeopleSoft Financials. It is imperative that departments review their status reports and close any open encumbrances that are no longer needed.

   ii. Highlights:

      1. Begin to review open purchase order encumbrances from prior fiscal years now and close those that are complete and have no pending payments remaining against them. Chief Business Officers for each college/school/unit received a list of outstanding encumbrances for review and action in August 2017. Accounts Payable will send out a second communication of remaining open encumbrances in October 2017 and a third communication in December 2017.
      2. Departments should continue to monitor current fiscal year open purchase order encumbrances closely and close them when appropriate.
      3. Outstanding travel encumbrances should be reviewed and closed when appropriate. Reimbursements for trips concluding on or before June 22, 2018 must have reimbursement requests to Accounts Payable by the close of business on June 27th. Only travel authorities for travel occurring June 23 or later will be converted for association to an expense report within PeopleSoft. The process for handling year-end travel encumbrances is still being developed.

   iii. Website Resources Page: Information will be added Fall 2017.

   iv. Actions Steps: Units need to monitor encumbrances and close ones that are complete.

e. FY18 Year End Planning

   i. Overview: In order to prepare for the transition to PeopleSoft, the FY18 year-end dates for specific business processes may be earlier than in years past and most importantly will be firm deadlines.

   ii. Highlights:

      1. In order to help units plan and prepare, the FY18 Year End Letter will be distributed in October 2017 rather than February 2018.
      2. The FY18 Year End Letter will also include lock-out dates for certain systems.

   iii. Website Resources Page: Information will be added Fall 2017.

   iv. Actions Steps: Units need to plan and prepare for the deadlines and lock-out periods.

f. Accounts Receivable & Billing

   i. Overview: All schools/colleges/units will begin recording receivable balances in PeopleSoft on July, 1, 2018 using one of three methods: 1) PeopleSoft Billing module 2) PeopleSoft Accounts Receivable module or 3) PeopleSoft General Ledger module. Due to the large number of business lines across the institution, adoption of the AR and Billing modules will be gradual by cohort over a period of many months.

   ii. Highlights:

      1. Schools/colleges/units selected as "cohort 1" will use either 1) PeopleSoft Billing module or 2) PeopleSoft Accounts Receivable module for recording receivables beginning July 1, 2018.
      2. Schools/colleges/units not selected for "cohort 1" will use the General Ledger module for recording receivable balances beginning July 1, 2018. All receivables will need to be recorded at a minimum twice a year. Per BOR policy, UGA must report aged receivable balances as of December 31 and June 30. Some schools/colleges/units may choose to record their receivables to the General Ledger more frequently.
      3. After July 1, 2018, schools/colleges/units not in "cohort 1" will be analyzed using a phased in approach to determine if the Billing or Accounts Receivable module would be a more appropriate method of recording receivables.

   iii. Website Resources Page: Information will be added Fall 2017.

   iv. Actions Steps: No action at this time

g. Detail Codes

i. Overview: All schools/colleges/units will be using TouchNet for all departmental deposits on July 1, 2018. This system requires all income deposit accounts to have a four-digit detail code established in TouchNet for selection when entering daily deposits. To prepare the TouchNet system for use, the Bursar & Treasury Service department will need all chart string combinations for recording departmental deposits (to include all credit card accounts) as well as employees in each department that will require access to the TouchNet system.

ii. Highlights:

1. Two workshops were held (September 19th and 26th) to assist units with completion of the chart of accounts template.
2. The chart of accounts template will be used to gather deposit chart strings to be distributed back out for applying appropriate class codes and account codes.

iii. Website Resources Page: Information will be added Fall 2017.

iv. Actions Steps: Each school/college/unit will also be asked to determine and deliver a list of users that need access to the TouchNet system to make daily deposits. This applies to credit card deposits as well.

h. Hyperion Go-Live

i. Overview: The first go-live for UGA's OneSource Project is the Hyperion Budgeting and Reporting Tool.

ii. Highlights:

1. Hyperion will go-live January 2, 2018.
2. This tool will be used across the university community for a number of business functions:
   a. Ad hoc reporting (January, 2018).
   b. Canned reports from Report Repository (January, 2018).
   c. Budget planning/forecasting (Spring/Summer, 2018).
   d. Creating Budget Amendments (Summer, 2018).
   e. Board of Regents Reporting (Summer, 2018).
   f. Budget Development (Spring, 2019 for FY2020).
3. Functionality within the tool will be available in a phased approach to the UGA community.
   a. The functionality including in the go-live on January 2, 2018 is the ability for school, college, and unit business officers to access FY17 and FY18 financial data in order to see how the new unit chart of account is applied. Within Hyperion, FY17 and FY18 financial transitions will be available with the current chart of accounts and new chart of accounts. This will allow the community to run reports

on this crosswalk and become familiar with Hyperion in advance of other functionality which will be launched later in the project.

iii. Website Resources Page: [Budgeting]

iv. Actions Steps: No action at this time

i. Workflow

i. Overview: A BSAG work group has developed and provided recommendations regarding the future configuration of Workflow in the PeopleSoft Financials system. Their guiding principles were Simplicity, Efficiency and Consistency.

ii. Highlights:

1. The work group's charge was to develop an institutional approach to the use of dollar thresholds, escalations, and approval levels.

iii. Website Resources Page: [Financials Business Process Review]

iv. Actions Steps:

1. Schools, colleges and units will be asked to provide information on departmental approvers for Workflow configuration and set up. Date is to be determined.

III. OneUSG Connect

a. Kaba Time Clock Planning

i. Overview: Based on extensive review of how Kronos and PeopleSoft will function, and with feedback across the UGA community, the OneSource Project Leadership Team decided to adopt the Kaba Time Clocks and OneUSG Connect time and attendance solution. This solution offers the same functionality that Kronos provides, including the ability for bi-weekly employees to record their time through a web interface or physical time clock. This decision was communicated to the campus community in Spring 2017.

ii. Highlights:

1. Workshops will be held with schools/colleges/units in late October and early November to provide an overview of time collection device options. There are possible options in addition to a standard time clock.
2. Schools/Colleges/Units will be asked to provide confirmation about planned time collection devices by March 1, 2018. A communication to each unit will be distributed by December 22, 2017.

iii. Website Resources Page: Time and Attendance

iv. Actions Steps: Schools/Colleges/Units with time clocks will need to participate in planning workshops (late October/early November)

b. Business Process Design

i. Overview: From January – July 2017, the OneSource Project Team partnered with school, college, and unit representatives to assess, review, and design the finance business processes that are to be used with PeopleSoft Finance modules and associated administrative systems. Similar sessions are currently being held for human resource and payroll business processes and will conclude in December 2017. UGA will build upon the business process design work already completed by the OneUSG Connect Project. The human resource and payroll business process design activities will include school, college, and unit representatives similar to the finance business process design activities.

ii. Highlights:

1. The Time & Labor and Absence Management design sessions are complete at this point. The project team is analyzing UGA specific needs and working with OneUSG to develop next steps to address them.
2. The Payroll Design sessions have started and will continue through the early part of October, Commitment Accounting

Design sessions are scheduled for early October, Manage Faculty Events and Workforce Administration are TBD.

3. A process including review and forum will be held in Spring 2018. This will be similar to the Financial Business Process Review.

iii. Website Resources Page: Information will be added to Fall 2017.

iv. Actions Steps: No action at this time

c. 9 Month Faculty 7/5 Benefits

i. Overview: Starting January 2018, 9-month contract faculty being paid over 10 months will see a change in the benefits deduction processing; instead of having 3 months deducted from the May paycheck, deductions between January and July will be taken evenly from the January – May pay periods. Deductions between August and December will be unaffected.

ii. Highlights:

1. The 7/5 Benefit withholdings for Academic year employees aligns with USG's practice.
2. Human Resources will begin communicating this to faculty and HR Partners in fall 2017.
3. Effective academic year 2017-2018 *for institutions who have implemented the OneUSG HCM system*, the benefit deduction amount for academic year employees who choose to be paid equally over twelve months will be 1/12 of the annual deduction amount.

iii. Website Information: Archnews to Faculty was sent on 9/26/17

iv. Actions Steps: Additional communication from UGA Human Resources

d. HR Departments

i. Overview: A decision has been made that HCM will use a unique set of Human Resource departments. The reason is to differentiate Financials (cost centers) from Human Resources (people).

ii. Highlights:

1. The OneSource team is currently working on setting up the HR departments.
2. This will aid in fully utilizing the application specific functionality related to reporting, workflow, and organizational alignment.
3. Ability to make organizational structure changes when there are departmental reorganizations.

iii. Website Resources Page: Information will be added to Fall 2017.

iv. Actions Steps: No action at this time.

IV. Technical

a. Security Roles/Access

i. Overview: UGA Faculty and Staff who need access to the new OneSource Systems (example PeopleSoft, Hyperion, and Simpler) will be granted access based their role in the system.

ii. Highlights:

1. UGA Faculty and Staff whose role is only expense reimbursement will be automatically granted access to the PeopleSoft system.
2. UGA Faculty and Staff who have additional roles for PeopleSoft, Hyperion, and Simpler will be granted access request via an electronic request process in PeopleSoft.
3. The process to request access is being developed and additional OneSource systems may use the request process in PeopleSoft.
4. The request process for OneUSG Connect (HR/Payroll) is in the planning stages and additional information will be forthcoming.
5. The request process for the Data Warehouse is in the planning stages and additional information will be forthcoming.

iii. Website Resources Page: Information will be added Fall 2017.

iv. Actions Steps: Schools/Colleges/Units will be asked for Hyperion Security Roles in Fall 2017.

b. Integrations

i. Overview: Schools/Colleges/Units have departmental systems (3rd-Party Systems) will need to transactional data from PeopleSoft and in some cases may need to send data to PeopleSoft

ii. Highlights:

1. Departmental Systems which need 'lookup' functionality to data such as valid chart string values, this will be provided via access to the data warehouse. Unit IT professionals will have a mechanism to request data access in the data warehouse.
2. Departmental Systems which need to send data to PeopleSoft will have two primary mechanisms to achieve this and they are currently being developed:
    a. Oracle delivered 'spreadsheet uploaders' which process transactions in an Excel format through the actual PeopleSoft screens via a 'Component Interface'.
    b. XML based messaging via Oracle delivered Integration Broker web services.

iii. Website Resources Page: Information will be added Fall 2017.

iv. Actions Steps: No action at this time

c. Landing Page

i. Overview: In preparation for the rollout of the new OneSource Systems, a landing page will be developed to streamline access to OneSource Systems as well as related UGA Financial and Human Resources processes.

ii. Highlights:

1. This landing page will bring the various applications related to OneSource and OneUSG Connect together under a unified web page.
2. This landing would be on the existing onesource.uga.edu website.
3. The project team expects the project website to live on after the project to serve as the 'One Source of Information' for Finance and HR/Payroll applications on campus.

iii. Website Resources Page: Information will be added Fall 2017.

iv. Actions Steps: No action at this time

V. Previous Asks/Requests

a. Chart of Accounts

i. Overview: In the spring of 2017, the OneSource Project team requested that schools, colleges and units provide a list of their PeopleSoft Department IDs and corresponding budget and Chartfield 1 information. On September 13, the OneSource Project team returned this information to each unit along with instructions for reviewing and cleansing these values. We will hold workshops with the units to assist them with this cleanup and with mapping of their legacy departments to the PeopleSoft Departments.

ii. Highlights:

1. Already provided: Department IDs, budget information and Chartfield 1 requests.
2. Department ID clean up and mapping workshops scheduled for September 19 and 26.

iii. Website Resources Page: Chart of Accounts

iv. Actions Steps: Return revised and mapped department information to onesource@usg.edu no later than October 16, 2017.

b. Departmental Systems

i. Overview: In August 2017, schools, colleges, and units received departmental confirmations to confirm departmental system plans.

ii. Highlights:

1. 55 out of 56 confirmations have been received as of September 14

iii. Website Resources Page: A detailed resources web page will be added Fall 2017. Information from the work completed between January – May 2017 is available on the Departmental Systems News Page.

iv. Actions Steps:

1. The OneSource Project team would like input on if a forum or drop-in time would be helpful for schools/colleges/units to work on their departmental system plans.
2. Schools/Colleges/Units will be asked to provide periodic updates on the status of their submitted plans. Based on input from action step above, the OneSource Project Team will put together a strategy for receiving these updates.

c. HR reports to Organizational Chart

i. Overview: In the spring, we collected initial "reports to" hierarchy for the entire university. We are still in the process of updating this data and contacting units when necessary.

ii. Highlights:

1. As you know this is an ever-changing task that will require on-going maintenance.
2. iPAWS upgrade, happening this fall, will include "reports to" which will aid in keeping the HCM organizational structure up to date.

iii. Website Resources Page: Information will be added Fall 2017.

iv. Actions Steps: Schools/Colleges/Units will be asked to provide updates HR Reports To information in Spring 2018.

VI. Upcoming Asks

i. Overview: In preparation to transition to the OneSource Systems, the OneSource Project Team will need specific input from schools/colleges/units on various deliverables.

ii. Highlights:

1. Fall 2017 requests include Chart of Accounts information, Detail Codes, Touchnet Users, Kaba Time Clock Planning, and Hyperion Security Roles.
2. Hyperion Security Role information will be distributed in Fall 2017. This information has not yet been distributed to schools/colleges/units to provide feedback.
3. Request for information will continue throughout the life of the project.

iii. Website Resources Page: Information will be added Fall 2017.

iv. Actions Steps: Chart of Accounts, Detail Codes, Touchnet Users, Kaba Time Clock Planning, and Hyperion Security Roles