



OneSource Summary and Key Messages Vice Presidents, Associate Provosts, Deans, Directors, and Department Heads Fall Semester 2018

Summary:

The UGA community has embarked on a comprehensive business transformation project to adopt leading business practices, align our systems with those used by the University System of Georgia, and utilize a new finance and human resources administration system that is integrated, efficient, modern, and supports data-driven decision making.

UGA's OneSource Project is a multi-year project that will engage faculty and staff from every college, school, and unit at the University.

Key Messages for Vice Presidents, Associate Provosts, Deans, Directors and Department Heads:

- The UGA Budget Management System (Hyperion) was live January 2, 2018 and the UGA Financial Management System (PeopleSoft financial system) was live July 2, 2018. By December 16, 2018 UGA will be live on OneUSG Connect, the PeopleSoft HR/Payroll System which will be used by all USG institutions.
 - The Budget Management and Financial systems are operational.
 - Learning to use the new chart of accounts is a significant change for users and while it is a challenge, it will provide more robust financial and budget management analysis and reporting. Users can ease this transition by using “Speedtypes” which serve as a short-cut and reduce the amount of key entry.
 - These systems are transitioning from go-live into operational status. Users are supported by the [OneSource Service Desk](#). [Known issues and feature releases](#) (enhancements) are published for institutional awareness.
 - All UGA employees (faculty, staff, graduate assistants, student employees, etc.) will experience changes as we implement OneUSG Connect for HR/Payroll. University-wide communications about these changes began in [February 2018](#) and will continue throughout the fall semester.
 - OneSource teams are working this fall to convert HR/Payroll data to the OneUSG Connect system, test the system, train users, and complete readiness tasks with Project Coordinators from your school/college/unit.



- Top 5 Items to Know:
 - All employees will see changes.
 - Any faculty or staff member who will be using the new systems will need time for training and a learning curve. Set expectations for initial delays. Users have access to the [OneSource Training Library](#) for self-service materials including tutorials, job aids, and walk-throughs/instructions on completing tasks in the new system.
 - Despite the best planning, there will be hiccups. Let's be patient with each other.
 - Many paper forms will be replaced with online processes. Examples: Travel Expense Reports, Leave Requests.
 - Take into consideration that faculty will return for fall semester 2018 to new processes for travel and financial management. Faculty will depart for the December 2018 holidays and return in January 2019 to entirely new human resources and payroll processes.
- There are currently over 100 individuals working full or part-time on the project and over 500 volunteers engaged on the project, including 120 individuals who have volunteered to be change champions for their school, college, or unit, and over 60 individuals who have been identified as project coordinators for their school/college/unit. For a listing of project coordinators and change champions by unit see: [List of Project Coordinators](#), [List of Change Champions](#).
- The new Financial Management systems allow for new [business process improvements](#) such as:
 - Travel receipts can be captured with a mobile device to store in an electronic “wallet” until the expense report is prepared.
 - Monthly Personnel Activity Reports (PAR) are replaced with annual and end-of-[project certifications](#). Project salaries (rather than percent effort) will be certified.
 - Manual and/or paper-based processes are eliminated.
 - Improved access to financial data through the new [UGA Data Warehouse](#).
- What changes will VPs, Associate Provosts, Directors and Department Heads see?
 - Approvals of travel authorities and expenses and other workflow will be online. Many paper forms will be retired.
 - Monthly Personnel Activity Reports (PAR) are replaced with annual and end-of-project salary certifications. Fewer individuals will need to complete the certification and project salaries, rather than percentage effort) will be certified.
 - Approvals of leave requests for academic, monthly, and hourly employees will be online using OneUSG Connect. Systems and paper forms used today for leave requests will be retired.
 - Kronos will also be retired and replaced by OneUSG Connect and Kaba time clocks, if the clocks are needed as a “time punch” device.
 - Internal departmental and college-wide business process changes may need to be implemented. Your Project Coordinator is charged with their implementation.
 - All Financial and HR reporting will change. For example, research faculty can view the budget status of their grants using a new Project Status Report available through the Data Warehouse.