OneSource
UNIVERSITY OF GEORGIA

OneSource Summary and Key Messages
Faculty and Staff
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 Faculty and Staff:

- All faculty and staff will be impacted by the project. Here is one example: today you can use the Employee Self Service website (employee.uga.edu) to receive information about your paycheck. In the future, you will need to use the OneUSG Connect website to receive this information. Additionally, you will have access to more payroll related information with OneUSG Connect. You'll be able to use a paycheck modeler, make tax withholding and direct deposit changes online, and access your key employee data and other salary records.

- What changes will I see as a faculty or staff member?
  - Self-submission (or delegation) in preparing travel authorities and travel expense reports online.
  - While you can delegate preparation of your travel authority and your travel expense statement to someone, you as the traveler will be required to electronically certify that your expense form includes valid business expenses. This will be done online. There will be no paper form to sign. You'll be able to perform this certification using a mobile device or your computer.
  - You will be able to use a mobile device to upload images of receipts while traveling and save them online to "MyWallet". They are stored in "MyWallet" until you or your delegate are ready to prepare the expense report.
  - Self-submission of leave requests (sick and/or annual) online. All paper forms and other leave request systems will be retired.
  - Monthly effort certification (PAR) reporting requirements will be retired. Instead Principal Investigators will certify charges to the grant annually and at grant end dates.
  - Depending on your role/responsibilities you will see other changes. For example, if you approve financial transactions, you will use new systems and see some workflow changes.

- Users of these systems are support through the [OneSource Service Desk](#).

- Users also have access to the [OneSource Training Library](#) for self-service materials including tutorials, job aids, and walk-thrus/instructions on completing tasks in the new system.

- All UGA employees (faculty, staff, graduate assistants, student employees, etc.) will experience changes as we implement OneUSG Connect. The OneSource Project initiated university-wide communications about changes in [February 2018](#) and will work closely with continue communications throughout the fall semester.

- 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.](#)

- As of July 1, 2018, the UGA Budget Management System and UGA Financial Management Systems require ArchPass for access. The VPN is also required for off campus access. Additional information is available on the [OneSource website](#).