OneUSG Connect

HR Data Changes
Topics

• Why are data elements changing?

• What data elements are changing?

• How will these data elements be managed moving forward?

• What is the impact of these data element changes?
Why are data elements changing?

• The OneSource project is a business transformation that replaces our aging legacy mainframe HR/Payroll system with a new human resource administration system.

• With this transformation, HR data on the mainframe will be converted to meet field definitions on the new system.

• HR data elements from OneUSG Connect will replace current mainframe data elements are That data provided to downstream systems.
### What key data elements are changing?

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Today</th>
<th>Tomorrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Status</td>
<td>Numbers</td>
<td>Letters</td>
</tr>
<tr>
<td>Department Number</td>
<td>Number 3 digit number (Finance and HR)</td>
<td>Alpha numeric string with at least 8 characters (HR Department)</td>
</tr>
<tr>
<td>Department Name</td>
<td>Name associated with the 3 digit number (Finance and HR)</td>
<td>HR Department Name Sub-Unit (HR Department)</td>
</tr>
<tr>
<td>Faculty/Staff Code (FS Codes)</td>
<td>Numbers</td>
<td>Numbers</td>
</tr>
<tr>
<td></td>
<td>UGA sets this value based on payroll system</td>
<td>UGA set this value based on OneUSG Connect</td>
</tr>
<tr>
<td>Job Code (BCAT)</td>
<td>Letters – 4 characters</td>
<td>Letters – 6 characters</td>
</tr>
<tr>
<td>Job Classification Code (and description)</td>
<td>Number – 5 digits</td>
<td>Use Job Code (BCAT)</td>
</tr>
<tr>
<td>Names</td>
<td></td>
<td>May display slightly different</td>
</tr>
</tbody>
</table>
HR Status

• HR Status is currently stored as a single number in Mainframe HR/Payroll data.
• In OneUSG Connect, this will change to a single letter.
Department Number
(HR Department)

• Department numbers are currently stored as a 3 digit number in Mainframe HR/Payroll data.
• In OneUSG Connect this will change to an alpha numeric string with at least 8 characters.
• This value maps to the department number tied to the employee in OneUSG Connect.
Department Name
(HR Department Name)

• Department names maps to the department name tied to the employee in OneUSG Connect.
• This may be different than what is currently set in Mainframe HR/Payroll data.
FSCode (Faculty and Staff Code)

- The FSCode for most faculty, staff, students, student applicants, and retirees should remain the same.

- FSCode of 70 for all OneUSG Connect records of type contingent worker (CWR)

- FS Code of 75 will be set for all OneUSG Connect records of type person of interest (POI).
BCAT (Job Code)

• These codes are currently stored as a 4 character alphanumeric string in Mainframe HR/Payroll data.
• In OneUSG Connect this will change to match the Job Class Code, which is the 6 character alphanumeric string extension of the BCAT code.
• In data feeds, Job Code (BCAT) will be the same as Job Class Code.
Job Class

• Job Class Codes are currently a 5 digit number in Mainframe HR/Payroll data that corresponds to a Job Classification, or title.

• In OneUSG Connect this will change to a 6 character alphanumeric string, which is the extension of the BCAT code.

• This will be the same as Job Code (BCAT).
How will these data elements be managed going forward?

• Where can I find the institutional standard definitions of these HR data elements?
  • These will be in the data cookbook. Target date - Spring 2019

• Who do HR practitioners contact if the data needs to be corrected?
  • Depends on the data which needs to be corrected/changed.
<table>
<thead>
<tr>
<th>UGAJobs</th>
<th>OneUSG Connect</th>
</tr>
</thead>
<tbody>
<tr>
<td>• New Employee</td>
<td>• Department Initiated Actions</td>
</tr>
<tr>
<td>• Lateral Transfer</td>
<td>• Continuation Existing Position</td>
</tr>
<tr>
<td>• Promotion</td>
<td>• Revise distribution of salary</td>
</tr>
<tr>
<td>• Replacement Position</td>
<td>• Termination</td>
</tr>
<tr>
<td>• Appointment to New Position</td>
<td>• Rate Range</td>
</tr>
<tr>
<td>• Change % Time Employed</td>
<td>• Change County Money</td>
</tr>
<tr>
<td>• Transfer</td>
<td>• Compression/Market Faculty</td>
</tr>
<tr>
<td>• Change in Pay Type</td>
<td>• Compression/Market Staff</td>
</tr>
<tr>
<td>• Change in Title</td>
<td>• Extra compensation including summer pay</td>
</tr>
<tr>
<td>• HR reclass: Title only</td>
<td>• Leave without Pay</td>
</tr>
<tr>
<td>• HR reclass: Jobclass and title only</td>
<td>• Employee Initiated Actions</td>
</tr>
<tr>
<td>• Retroactive changes on any of above may systematically trigger back pay</td>
<td>• Change First Name</td>
</tr>
<tr>
<td></td>
<td>• Change Middle Name</td>
</tr>
<tr>
<td></td>
<td>• Change Last Name</td>
</tr>
<tr>
<td></td>
<td>• Change Suffix</td>
</tr>
</tbody>
</table>
How will these data elements be managed going forward?

- Who will manage overall changes to these institutional data element so units understand changes, impact to changes, data management of elements, and support structure?
  - The OneUSG Connect System is a shared across USG so any changes will go through a standard process
  - Release notes would be published on changes
  - Standard operating procedures will be developed as needed around the data changes
  - Data Cookbook will include data definitions for HR Data Elements
  - Data Warehouse will be the best source for information moving forward. Today, units use different tools (QMF, Identity Management, Active Directory)
What is the impact of these data element changes?

• Units need to review the data elements discussed and begin to understand how those elements may be currently used in their business processes/ departments.

• There are enterprise and departmental applications which use these current data elements. The applications should be reviewed and may require changes.
Next Steps

• Review your business processes and systems if you are using any of these data elements.

• Technical Webinar October 25: A webinar for technical application owners who currently we are aware of use these fields is being held October 25.
  • An invitation has been sent to technical application owners. If you would like to attend this webinar, please email onesource@uga.edu.

• Applications and business processes may need to be updated.
• Discuss the impact of these data element changes in your unit.
• Additional information will be added to the HR Data Elements Changes Resource Page.
Questions

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

Monthly Status Call Resource Page

Weekly Calls begin November 8.

Daily Calls begin December 17.