

OneUSG Connect System Go-Live Communication #1

October 4, 2018

Dear Project Coordinators:

We understand the coming months will be a challenging and sometimes demanding time as we approach the December 16, 2018 go-live for the OneUSG Connect (HR/Payroll) System. Thank you for all you are doing to prepare your units. Below is a summary of upcoming communications and planning items.

Go-Live Emails:

Project Coordinator Go-Live Emails: You will receive go-live emails on October 28, November 26, December 10, December 13, December 17, and December 31.

Unit Head Go-Live Emails: Unit Heads will receive a go-live email on October 29 and November 27

Employee Go-Live Emails: Employees will receive go-live emails on November 5, December 4, and January 2.

We will provide you with a preview of these unit head and employee emails in advance of distribution.

All go-live communications will be available on the [Checklist Resource Page](#).

A postcard will be mailed to all employees, at their home address, the week of October 29 as a reminder of the important pay date changes. Let us know if you would like an additional supply of these postcards as handouts in your unit.

There will be printed fliers to promote the faculty/staff guide and training provided to Project Coordinators. These materials will also be available in electronic format. If you have digital signage in your unit and would like graphics provided, please let us know.

As of December 16, 2018, the OneUSG Connect System will be available with the functionality to support the following business processes:

- Time and Labor
- Absence Management
- Managed Faculty Events
- Manager Self Service
- Employee Self Service
- Payroll
- Benefits



- Workforce Administration
- Commitment Accounting

More details on each of these business processes can be found at:

https://onesource.uga.edu/resources/human_capital_management_business_process_review/

Action Steps for October

- Prepare your organization:
 - Register for weekly status calls which begin November 8. Registration is available on the [Status Call Resource page](#). These are open to the entire university community so please share within your unit.
 - Please promote the Faculty and Staff Guide: https://onesource.uga.edu/faculty_and_staff_guide/to_all_faculty/staff/graduate_assistants/student_workers/part-time_employees_in_your_unit.
 - Encourage individuals who were not able to attend the September forums to review the presentations/recordings: [September Forums Resource Page](#).
 - Use the [recorded September forums](#) within your unit for meetings and information sharing as needed.
 - Encourage bi-weekly staff to prepare for the pay date transition from Thursday to Friday. Staff need to be thoughtful about updating any automatic deductions from their personal bank accounts currently scheduled on Thursdays and update them as appropriate.
 - Remind monthly and academic faculty/staff that the pay date is the last business day of the month, which for this coming December is December 31, 2018. Faculty and staff may need to be thoughtful about updating any automatic deductions scheduled and update them as appropriate. It is very important to remind faculty of this since they will expect their December 2018 pay date to be earlier in the month.
 - Kaba Clock registrations continue this month, with a target completion date of 10/31/2018.
 - Calendar Year-End Dates and Systems lock-out and black-out dates begin in October. Be familiar with these dates and share these dates with your organization. See [System Changes Resource Page](#).
 - **UGAJobs Suspension Plan-Emergency Hiring Procedures:** A communication regarding suspending activity in UGAJobs was distributed on August 30, 2018. This memo contained important information about deadlines regarding hiring in preparation for the December go-live and also outlined that Emergency Hiring Procedures would be available by October 1. A memo on Emergency Hiring procedures was distributed on September 26, 2018 and the memo is available on the [Human Resources website](#).

- **Calendar Year End Dates, Systems Changes, and Emergency and Exception Processes for WebDFS, Kronos, eLeave and System Changes Information:** A communication regarding updates to the System Changes Resource and transition/lock-out plans in preparation for OneUSG Connect go-live was distributed on September 18, 2018. This communication highlighted that emergency and exception processes for these systems would be available by October 1. Emergency and Exception process information is now available on the [Systems Changes Resource Page](#).
- At the October 4 Change Champion/Project Coordinator weekly call, there will be time dedicated to reviewing these procedures and processes.
- Key Changes for HR/Payroll: There are several important topics that we want to share more details on in advance of the transition to OneUSG Connect. During October and November, we will use the Project Coordinator and Change Champion weekly meeting to share this information. The [Key Changes – HR/Payroll Resource page](#) has a summary of these topics and target dates for them to be discussed. You may want to invite additional individuals from your unit to these weekly meetings based on the specific topic.
- Departmental Contacts List: We will be reaching out to you in October-November to request key departmental contacts in your unit that we may need to contact during go-live. We want to ensure that if there are any issues especially during the December holiday period that we know who are the best contacts in each unit for different business processes.
- Stub Payroll Paychecks: We have received several questions from you all regarding distribution of the stub payroll checks on December 27. The Payroll Office will be open on Thursday, December 27 from 8am -5pm. We will attach notes to December 20 checks (Salaried payroll) that employees can pick up their December 27 paper check from the Payroll Office. Any checks that aren't picked up during that time can be picked up on Monday, December 31.
- Training: Prepare and Register
 - Review the [Fall 2018 Training Guide](#) which will be available on October 8.
 - Training is role-based so you will need to review the role spreadsheet you submitted to the OneSource Project team to help identify the training individuals in your unit who will need training. This will be based on the role you identified they will need in the system.
 - October 8, 2018: Training registration will open and registration will be available via the [UGA Training Resource Page](#).
 - The registration will be available from the [UGA Training Resource Page](#).
 - There will be online versions as well as in-person versions of classes to allow for distance learners and employees that may prefer to learn at their desk.

- A communication will be sent to Project Coordinators, Change Champions, and the OneSource listserv that registration is open.
- A recorded version of the training will be available.
- Specific technical requirements for OneUSG Connect will be added to the [Technical Resources](#) page in mid-October. Some add-ons may need to be installed on your office computer/laptop. You may need to discuss these with your school/college/unit technical staff.
- Please share with those individuals in your organization that the OneSource Service Desk is the official means of receiving support for OneSource systems. The Service Desk may be contacted by:
 - Submitting a ticket: [Click here to submit a ticket](#)
 - Phone: 706-542-0202
- Please visit the [UGA OneUSG Connect System Resources Page](#) for additional information about the systems; new information will be added to these pages in preparation for the December 2018 go-live and after that date for updates as needed.

Action Steps for November

- Prepare your organization:
 - Register for weekly status calls which begin November 8. Registration is available on the [Status Call Resource page](#). These are open to the entire university community so please share within your unit and encourage participation.
 - Encourage your team and faculty/staff to review the Faculty and Staff Guide: https://onesource.uga.edu/faculty_and_staff_guide/.
 - Encourage faculty and staff to read upcoming go-live emails as these will contain important information and actions that need to be taken in December and January.
 - Encourage bi-weekly staff to prepare for the pay date transition from Thursday to Friday. Staff need to be thoughtful about updating any automatic deductions from their personal bank accounts currently scheduled on Thursdays and update them as appropriate.
 - Remind monthly and academic faculty/staff that the pay date is the last business day of the month, which for this coming December is December 31, 2018. Faculty and staff may need to be thoughtful about updating any automatic deductions scheduled and update them as appropriate. It is very important to remind faculty of this since they will expect their December 2018 pay date to be earlier in the month.

-
- Calendar Year End Dates and Systems lock-out and black-out dates will continue into November. Please ensure you are familiar with these dates and have shared these dates with your organization. See [System Changes Resource Page](#).
 - Training:
 - Ensure employees register and attend November trainings.
 - Ensure employees register for December trainings.
 - Watch for additional training opportunities as they are released.
 - OneUSG Connect System Access and Security Roles:
 - Final system access/security roles will be distributed to you in November 2018. This information is provided for you to review and update based on unit changes since the original submission. You will need to complete this unit request in November 2018 to ensure user access is ready for go-live.
 - Please share with those in your organization that the OneSource Service Desk is the official means of receiving support for OneSource systems. The Service Desk may be contacted by:
 - Submitting a ticket: [Click here to submit a ticket](#)
 - Phone: 706-542-0202

Action Steps for December:

- Prepare your organization:
 - Encourage your team and faculty/staff to review the Faculty and Staff Guide: https://onesource.uga.edu/faculty_and_staff_guide/
 - Encourage faculty and staff to read upcoming go-live emails as these will contain important information and actions that need to be taken in December and January.
 - Encourage participation in the weekly status calls that will begin November 8 and daily status calls that will begin December 17. Information on registering for these calls will be available on the [Status Calls Resource page](#).
 - Encourage bi-weekly staff to prepare for the pay date transition from Thursday to Friday. Staff need to be thoughtful about updating any automatic deductions from their personal bank accounts currently scheduled on Thursdays and update them as appropriate.
 - Remind monthly and academic faculty/staff that the pay date is the last business day of the month, which for this coming December is December 31, 2018. Faculty and staff may need to be thoughtful about updating any automatic deductions scheduled and update them as appropriate. It is very important to remind faculty

of this since they will expect their December 2018 pay date to be earlier in the month.

- Calendar Year End Dates and Systems lock-out and black-out dates will continue into December. Please ensure you are familiar with these dates and have shared these dates with your organization. See [System Changes Resource Page](#).
- Training:
 - Ensure employees attend December trainings based on their user/security role.
 - Ensure employees review recorded trainings and job aids that will be available on the [Training Resource Page](#).
 - Watch for additional training opportunities as they are released.
- Please share with those in your organization that the OneSource Service Desk is the official means of receiving support for OneSource. The Service Desk may be contacted by:
 - Submitting a ticket: [Click here to submit a ticket](#)
 - Phone: 706-542-0202

Action Steps for January:

- Prepare your organization:
 - Ensure faculty and staff know to go to onesource.uga.edu to find a login to OneUSG Connect.
 - Encourage faculty and staff to verify personal data, direct deposit information, and benefits information.
 - Encourage your team and faculty/staff to review the Faculty and Staff Guide: https://onesource.uga.edu/faculty_and_staff_guide/
 - Encourage faculty and staff to read upcoming go-live emails as these will contain important information and actions that need to be taken in January.
 - Encourage participation in the weekly status calls that will begin November 8 and daily status calls that will begin December 17. Information on registering for these calls will be available on the [Status Calls Resource page](#).
 - Encourage bi-weekly staff to prepare for the pay date transition from Thursday to Friday. Staff need to be thoughtful about updating any automatic deductions from their personal bank accounts currently scheduled on Thursdays and update them as appropriate.
- Training:
 - Ensure employees review online trainings and job aids that will be available on the [Training Resource Page](#)
- OneUSG Connect System and Security Roles:

- Beginning on December 16, 2018, request for access to the OneUSG Connect System will use the Security Request Form in OneUSG Connect Manager Self-Service.
- Please share with those in your organization that the OneSource Service Desk is the official means of receiving support for OneSource systems. The Service Desk may be contacted by:
 - Submitting a ticket: [Click here to submit a ticket](#)
 - Phone: 706-542-0202

Please feel free to contact UGA's OneSource Project (onesource@uga.edu) if you have any questions or if you'd like to submit any suggestions or recommendations. We appreciate your input and know it will benefit this project. For more information on UGA's OneSource project, please visit onesource.uga.edu

Sincerely,

[Diane Kirkwood](#)
[Human Capital Management Lead](#)
[UGA's OneSource Project](#)
onesource@uga.edu

Holley Schramski
Project Director
UGA's OneSource Project
onesource@uga.edu