

OneUSG Connect System Go-Live Communication #2

October 29, 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 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 30 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 and 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 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 since they will expect their December 2018 pay date to be earlier in the month.
 - Departmental Contacts List: We will be reaching out to you in November to request key departmental contacts in case we need to contact them during go-live. If there are any issues, especially during the December holiday period, we need to know the best contacts in each unit.
 - 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.
 - There is an OneUSG Connect Overview for Supervisors, Time and Absence Approvers, and System Managers. Employees are strongly encouraged to attend this overview training before attending the following classes: Manager Self Service for Supervisors, Manager Self Service for Time and Absence Approvers, and Manager Self Services for System Managers.
 - 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. Since they will expect their December 2018 pay date to be earlier in the month, 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.
- 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.
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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](#).
- 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:
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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,

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