

## **OneUSG Connect System Go-Live Communication #4**

**December 10, 2018**

Dear Project Coordinators:

Thank you for all you are doing to prepare your units for December 16<sup>th</sup>. We understand the coming months will be a challenging and sometimes demanding time as we all learn to use the new system and the new business processes. Below is a summary of upcoming communications and planning items.

### **Go-Live Emails:**

**Project Coordinator Go-Live Emails:** You will receive a final go-live email on December 13. The December 13 go-live email will be focused on known issues and what to expect as we go-live on December 16.

We currently do not plan to send go-live emails on December 17 and December 31 since there are other support and communication options that will be available. (See below: Go-Live Support Option).

**Unit Head Go-Live Emails:** Unit Heads will receive an additional go-live email on December 13 which will outline known issues and what to expect as we go-live on December 16. Project Coordinators will also receive this email and it will serve as (replace) the December 13 Project Coordinator email.

**Employee Go-Live Emails:** Emails to all employees (faculty, staff, graduate assistants, student workers, temporary employees, etc.) are delivered via ArchNews. These emails were sent on November 5 and December 4. One will also be sent on January 2, 2019.

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

We know that even with all the communications, some employees may not be prepared and will have questions. To assist you, we have compiled all the various go-live communication messages and types on the [Checklist Resource Page](#). A one-page summary of 2018 communications in preparation for go-live is available on the [Faculty and Staff Guide](#) (Important Resources Section).

A postcard was mailed to all employees, at their home address, the week of October 29 as a reminder of the important pay date changes. Employees with start date of October 1 and later would not have received this postcard.

Printed fliers to promote the faculty and staff guide and training were provided to you earlier. These are available online on the [Faculty and Staff Guide](#). If you have digital signage in your unit and would like graphics provided, email us at [onesource@uga.edu](mailto:onesource@uga.edu).



**What to expect at Go-Live:**

As outlined in the November 26 go-live email, we are working with USG staff to outline the top issues we should be prepared for on December 16<sup>th</sup> and as we move through the first month on the system. The December 13<sup>th</sup> Unit Head Go Live email will provide an executive level summary; you will be copied on that distribution. We will publish and update that information on the [Known Issues Resource Page](#) to make it easily available to you and your leadership. An initial overview of these top issues was presented at the [December 6 Weekly Status Call](#).

**Go-Live Project Coordinator Support December 14 – February 7:**

<b>Date</b>	<b>Time(s)</b>	<b>Title</b>	<b>Meeting Details</b>
December 14 – January 10 <i>* Dec 18 meeting 3-4 pm</i> <i>**No meeting Dec. 24, 25, Jan. 1</i>	4 - 5 pm  Project Coordinator attendance is optional.	Project Team Daily Review and Daily Status Call Prep Meetings.	<a href="#">Register here</a> Internal project team meeting to discuss awareness items, trends, known issues and prepare for the Daily Status Call.
December 16	9 am, 12 pm, 3 pm  Project Coordinator attendance is optional.	Project Team Check-In*	<a href="#">9 am</a> <a href="#">12 pm</a> <a href="#">3 pm</a> Internal project team meeting to discuss awareness items, trends and known issues.
December 17 – 21, 27, 28, January 2-4 January 7-11 January 14-18 January 22-25 January 28-31	9 am – 4 pm (break for lunch)  Use by Project Coordinators is optional. Issues should be wide in scale or urgent in nature.	Project Team War Room Conference Line	<a href="#">War Room Conference Line</a> Open conference line for Project Teams or Project Coordinators to call into the war room with issue information.
December 17- January 11 <i>*No meeting Dec. 24, 25, Jan 1.</i>	8:15 – 9:00 am  Project Coordinators/Change Champions should attend. If you cannot attend, be sure your	UGA Daily Status Call	<a href="#">Register here</a> These are the daily status calls.

	unit has a delegate to attend.		
December 20, 27 January 3, 10, 17, 24, 31 February 7	1:30 pm  Project Coordinators/Change Champions should attend. If you cannot attend, be sure your unit has a delegate to attend.	UGA Weekly Status Call + 3pm Project Coordinator time	<a href="#">Register here</a> These are the weekly status calls.
<b>Note:</b> *Additional Project Coordinator Check-Ins may be scheduled in January. The OneSource Team will share these with you if they are scheduled.			

**Go –Live Project Coordinator Action Required December 16 – December 31:**

Date	Location	Action	Details
December 16 (morning)		Project Coordinators will receive two data validation emails via SendFiles 1) Bi-Weekly Employee Validation 2) Lump Sum Reports To Unit Request	
December 16 @ 1 pm, 4 pm December 17, 18 @ 10 am, 1 pm	Testing and Training Center/ Room 232	Bi-Weekly Employee Validation: Data Changes Assistance.  Project Coordinator must attend an in-person session if data changes in Bi-weekly Employee Validation.	<a href="#">Dec 16 @ 1 pm</a> <a href="#">Dec 16 @ 4 pm</a>  <a href="#">Dec 17 @ 10 am</a> <a href="#">Dec 17 @ 1 pm</a>  <a href="#">Dec 18 @ 10 am</a> <a href="#">Dec 18 @ 1 pm</a>
December 19 @ 8 am		Bi-weekly Employee Validation Due	Sendfiles to <a href="mailto:onesource@uga.edu">onesource@uga.edu</a>
December 20 @ 8 am		Lump Sum Reports To Unit Request	Sendfiles to <a href="mailto:onesource@uga.edu">onesource@uga.edu</a>
December 21 @ 12 noon		Initial Payroll Validation: <a href="#">Review for errors</a>	

		Missed punches Pay from schedule without hours Unapproved Leave and Absences	
December 23 (Week of)		Team may contact Project Coordinators if there are Kaba missed punches this week or extreme variances	
December 29 (morning)		Final Payroll Validation File: Project Coordinators will receive file via SendFiles.	
December 29: 9 - 11am December 31: 9 -11 am		Final Employee Paycheck Validation online sessions	<a href="#">Register here</a>
December 31: 10 am–1:30 pm	Testing and Training Center/Room 232	Final Employee Paycheck Validation walk-in time	
December 31 @ 2 pm		Final Payroll validations due	Sendfiles to <a href="mailto:onesource@uga.edu">onesource@uga.edu</a>

### Go-Live Tips, Reminders, and Resources

- **Go-Live Support for Employees:** There will be significant go-live support for employees. The details of employee go-live support are available on the [Service Desk Resource page](#). Tutorials and training materials are available in the OneSource Training Library at <https://training.onesource.uga.edu>.
- **Bi-weekly Employees at risk of losing annual leave:** Procedures have been approved for biweekly employees who are at risk of losing annual leave (excess of 360) at calendar year end 2018 due to how cascading rules work with comp balances. If an employee has a comp balance and requests annual leave, the system will deduct the comp balance prior to deducting the annual leave balance. Central HR will monitor and manually adjust comp balances to credit the portion taken from comp as opposed to annual leave. The adjustment will not exceed the amount of comp time taken or not to exceed the amount of annual leave lost. There is no action needed from the departments (approximately 150 employees).
- **Employees Viewing My Pay Advice:** Two checklists have been added to assist employees with comparing their December and January pay advice. These are available on the [Faculty and Staff Resource page](#).



- **Standard Operating Procedures – OneUSG Connect:** The [OneUSG Connect Standard Operation Procedures Resource](#) page is now available. SOPs will continue to be added to this resource page, so check this page for new updates.
- **OneUSG Connect Benefits Black-out:** OneUSG Connect Benefits will have a black-out from December 12 – December 17 to prepare UGA user ids for the transition to OneUSG Connect. Individuals who try to access the OneUSG Connect Benefits system during this time will get a message about the black-out. If individuals need to access the system and/or make changes during this window, they can contact UGA HR at 706-542-2222.
- **Payroll Sign-offs:** Supervisors and managers should plan to approve all time and absence requests by noon on Friday, December 21 for the first bi-weekly pay period (12/16-12/29). Central offices will process “mass-approvals” for this first pay period on OneUSG Connect to catch any unapproved time and leave entries as well as to approve Kaba punches. Reference the [Payroll Transition Resource](#) page for a summary of all December 2018 bi-weekly approval dates.
- **Crosswalk of UGA Job Titles to USG Job Classifications:** All UGA faculty and staff will retain their Official UGA Job Titles (currently known as working titles) that appropriately reflect the important roles fulfilled by our staff and enable unit level reporting needs. Current UGA job classifications will be collapsed to align with the job classification codes used by the University System of Georgia (BCAT codes). A crosswalk of UGA Job Titles to USG BCAT Job Classifications will be added to the [Job Codes Resource page](#).

Please feel free to contact UGA's OneSource Project ([onesource@uga.edu](mailto: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](http://onesource.uga.edu)

Sincerely,

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

Holley Schramski  
Project Director  
UGA's OneSource Project  
[onesource@uga.edu](mailto:onesource@uga.edu)

