

Important Known December 16 Go-Live Issues for OneUSG Connect (HR/Payroll)

Detailed Information on Awareness and Potential Issue Areas

December 13, 2018

As UGA begins using the OneUSG Connect system on December 16, 2018, our community should expect the following types of changes and issues. The OneSource team is preparing to address these and other issues and will work with you to manage the impacts and resolutions.

- 1) **New personnel systems and processes.** OneUSG Connect offers us a “human resources system” that has not previously existed at UGA; our legacy system was a personnel and payroll system only. This means that nearly all the business processes will change. Expect delays as we all learn these new processes. One example of this change is as follows: In OneUSG Connect, all employees/people are assigned to HR department numbers, not to financial department numbers as has been the case with our legacy budgetary organization structure. With the new systems we can track “people” organizationally and separate from financial department numbers used for budgetary purposes. This will be a good thing, but we will have an adjustment period. Since we do not currently have a human resources system, the assignment of “people” to HR departments has been a manual data accumulation and conversion effort; you should expect some conversion errors which will need to be corrected. Additionally, maintaining the “people” assignments to the correct HR department will be a new concept for your unit and will need to be updated in a timely manner when there are changes. The HR department assignments drive a number of functions in the system, so incorrect assignments will impact functionality such as:
 - a. Managers and supervisors are not able to view employees if they are not assigned to their department.
 - b. The time capture device may not be assigned to the correct employee, and this could cause the employee to be required to complete a paper time sheet until the adjustment is made.
 - c. Workflow and approval paths can be impacted when the employee is not assigned to the correct department.

Additionally, departmental systems have the potential to see changes if they receive data such as HR Department or other personnel data where OneUSG Connect is the source.

- 2) **Data conversion errors and issues.** Mapping UGA data from a variety of systems for conversion to OneUSG Connect has been an enormous undertaking and in many circumstances, data needed in OneUSG Connect cannot be electronically converted and must be manually entered in December. Manual data entry introduces risk of errors, so you should expect to find data that needs to be corrected and updated. For example, some titles may not be correct or faculty information may be missing special titles and administrative posts. The team is aware of these pitfalls and will be working to correct the data as needed.
- 3) **Changes to payroll amounts due to new tax/benefit year.** Employees may have questions about their paychecks in January. There are many payroll-related changes happening in January 2019 including:
 - a. merit increases effective January 1, 2019;
 - b. benefits enrollment and rate changes;
 - c. tax rate changes; and
 - d. the new work week (we change from a Thursday-Wednesday work week to a Sunday-Saturday work week).
- 4) **Timely processing of new hire and employee status changes for benefits is required.** Benefits administration and eligibility is dependent on the timely processing of all hiring actions for new employees as well as any status changes for current employees. These actions must take place before the effective date of the hire or status change. Lack of timely processing of these actions can potentially lead to delayed access to benefits.
- 5) **Access to system changes.** Some personnel may not be able to access the system or will not have the access they expected.
- 6) **Identity management modifications.** UGA's identity management system will be integrated with OneUSG Connect (since this is a human resource system). The data conversion could impact the system's ability to determine personnel information for provisioning and de-provisioning of UGA credentials. The identity management system also delivers HR-related information to departmental applications. These departmental applications may experience problems as they interpret the converted data.
- 7) **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). Employees will see their USG Job Code printed on the [pay advice \(pay stub\)](#) of their paycheck. This may create questions from employees; if so, please assure them that their UGA Job Title has not changed but that the Job Code printed on the paycheck is merely a USG code used for consistency across all USG institutions. Please reference the [Faculty and Staff Guide](#) on this topic. A crosswalk of UGA Job Titles to USG BCAT Job Classifications will be added to the [Job Codes Resource page](#).