



OneUSG Connect Go-Live Forums

September 20, 2018
HR Practitioner Forum



OneSource
UNIVERSITY OF GEORGIA

onesource.uga.edu

Top 3 Things To Know

#1: All employees will see changes. For example:

- Employees will use a new Employee Self Service. The UGA Employee Self-Service website will be available until July 1, 2019 to view historical information.
- The work week changes for bi-weekly employees.
- Friday will be pay day for all bi-weekly employees.
- Academic and Monthly employees will be paid on the last business day of the month.
- All employees will use the new system to request leave.

Top 3 Things To Know

#2: Nearly all human resources and payroll processes will change. Therefore, as a HR practitioner you will see changes in the way you do your job. For example:

- We will no longer use the WebDFS system.**
- We will no longer use eLeave to manage and review leave balances of employees.**
- Employees will be able to use “self-service” for certain functions, such as updating direct deposit information.**

Top 3 Things To Know

#3: Learn about Important Key Dates which begin in October. Start Now!

- There will be times between October 1 and December 16 when current systems will not be available for you to use.
- We will have manual emergency procedures as needed.

****Despite the best planning, there will be hiccups. We will all need to be patient with each other.****

Pay Dates

Monthly and Academic

- All monthly and academic pay dates will be the last business day of the month.
- Last business day is determined by the USG calendar, not the UGA calendar.
- Key Change: No early pay dates in December or May or any other month.

The December 2018 pay date is December 31, 2018.

Bi-weekly

- All bi-weekly pay dates will be on Friday.
- Pay date will change from Thursday to Friday – this reduces the time between the end of the work week and the pay date!
- Work week will change from Thursday through Wednesday to Sunday through Saturday.
- Hourly work weeks will shift to match the salaried bi-weekly.

The first bi-weekly pay date in the new system is Friday, January 4, 2019.

Key Changes

Payroll

- All monthly and academic pay dates will now be on the last business day of the month. For December 2018, pay date is **Monday, December 31, 2018.**
- All bi-weekly pay dates will be on Friday. Work week will change from Thursday through Wednesday to Sunday through Saturday. **Friday, January 4, 2019** is first bi-weekly pay date in new system.
- Several variables will affect comparing Dec/Jan paychecks (benefits, merit, paystub will look different).

Time and Attendance, Leave

- Leave will be submitted in OneUSG Connect beginning:
Biweekly: 12/16/2018
Academic and Monthly: 1/1/2019
- Time can be entered through the Kaba clock, the PeopleSoft web clock or by typing your time in your timesheet in OneUSG Connect. Time can also be entered using “Pay From Schedule.” (See Project Coordinator for more information)
- Employee submission of time is the equivalent of their approval. Managers will approve employee time.

Employee Self Service Personnel Changes

- Employees will go to onesource.uga.edu on December 16 to log in to OneUSG Connect.
- Employees will use OneUSG Connect to access Employee Self Service to complete many actions (Ex. pay check information, leave request).
- Actions related to position changes and hiring will be completed in UGAJobs. Actions related to funding, time and attendance will be done in OneUSG Connect.

I do this in WebDFS now. What will I do in December 2018?

UGAJobs

- New Employee
- Lateral Transfer
- Promotion
- Replacement Position
- Appointment to New Position
- Change % Time Employed
- Transfer
- Change in Pay Type
- Change in Title
- HR reclass: Title only
- HR reclass: Jobclass and title only
- Retroactive changes on any of above may systematically trigger back pay

OneUSG Connect Manager Self Service or Employee Self Service

- Department Initiated
- Continuation Existing Position
- Revise distribution of salary
- Termination
- Rate Range
- Change County Money
- Compression/Market Faculty
- Compression/Market Staff
- Extra compensation including summer pay
- Leave without Pay

- Employee Initiated
- Change First Name
- Change Middle Name
- Change Last Name
- Change Suffix

Important Calendar Year End Key Dates

October

- Oct 1: Faculty Position Postings Deadline
- Oct 1: Faculty Hiring Proposals Deadline if start date is Nov 1 – Jan 31
- Oct 1: Position Evaluations (Staff) Deadline
- Oct 1: Procedures for Emergency Hires available

November

- Nov 1: Staff Position Posting Deadline
- Nov 1: Staff Hiring Proposals Deadline if start date before December 16
- Nov 1: Position Modification (Faculty and Staff) Deadline
- Nov 14: UGAJobs suspension period begins
- Nov 30: WebDFS Personnels Deadline

December

- Dec 5: FIRST retired. Replaced by OneUSG Connect and UGAJobs
- Dec 7: UGAIDs Creation Lock-out
- Dec 7: Conversion begins
- Dec 15: eLeave retired. Replaced by OneUSG Connect. Kronos Timeclocks-Last day to use
- Dec 16: UGAJobs available
- Dec 16: Go-Live! Faculty Hiring Proposals with Feb. start date submitted
- Dec 20: Kronos/MyTime retired. Replaced by OneUSG Connect and Kaba
- Dec 31: Monthly/Academic Pay Date

October 2018

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
Emergency/ Exception Procedures available Procedures for Emergency Hires available – Admin Memo Faculty Position Postings Deadline Faculty Hiring Proposals Deadline if start date is Nov 1- Jan 31 Go Live Email #1 to Project Coordinators Project Coordinator Monthly Awareness Email		Staff Council (OneSource update)	ITMF	
8	9	10	11	12
Training Schedule Released	HRLE	BSAG UGANET		
15	16	17	18	19
		Kaba Workshop	BAAF Monthly Status Call	Faculty and Staff Guide (version 2) released
22	23	24	25	26
				Timecards Biweekly Nov 1 Due @ 10 a.m. (31)
29	30	31		
Go Live Email #2 to Project Coordinators	Go Live Email #1 to Unit Heads			

November 2018

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
Training will be occurring during November – December Project Coordinator Unit Request – Final validation/updates to information submitted in previous unit requests			Staff Position Posting Deadline Staff Hiring Proposal Deadline if start date before December 16 Position Modification (Faculty and Staff) Deadline Pay Date Biweekly (31)	Timecards Biweekly Nov 8 Due @ 10 a.m. (21)
5	6	7	8	9
Go Live Email #1 to Faculty and Staff OneUSG Connect Pre-Go-Live Survey (all employees) Project Coordinator Monthly Awareness Email		BSAG Academic Personnel Reports Due to Budget Office	ITMF Weekly Status Call (Begin) Pay Date Biweekly (21)	Timecards Biweekly Nov 15 Due @ 10 a.m. (31) Monthly Personnel Reports Due to Budget Office
12	13	14	15	16
	HRLE	UGANET	Weekly Status Call Pay Date Biweekly (31) Timecards Biweekly Nov 21 Due @ 9 a.m. (21)	
19	20	21	22	23
		Pay Date Biweekly (21)	Thanksgiving - HOLIDAY	HOLIDAY
26	27	28	29	30
Go Live Email #3 to Project Coordinators Timecards Biweekly Nov 29 Due @ 9 a.m. (31)		Go Live Email #2 to Unit Heads	Weekly Status Call Pay Date Biweekly (31)	WebDFS Personnels Deadline Timecards Biweekly Dec 6 Due @ 10 a.m. (21) Monthly and Academic Pay Date

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
Training will be occurring during November - December	Academic Personnel Reports Due to Budget Office	Go Live Email #2 to Faculty and Staff	BSAG ASAC FIRST retired Faculty database retired	ITMF Weekly Status Call Pay Date Biweekly (21)	Conversion begins UGAIDs Creation Lock-out Campaign for Charities Lock-out Timecards Biweekly Dec 13 Due @ 10 a.m. (31) Monthly Personnel Reports Due to Budget Office	
9	10	11	12	13	14	15
	Go Live Email #4 to Project Coordinators	HRLE ePAR Lock-out	UGANET Timecards Biweekly Dec 20 Due @ 3 p.m. (21)	Go Live Email #5 to Project Coordinators Weekly Status Call Pay Date Biweekly (31)		eLeave retired Kronos Timeclocks-Last day to use
16	17	18	19	20	21	22
Go-Live! UGAJobs available Faculty Hiring Proposals with Feb start date submitted	Go Live Email #6 to Project Coordinators Go-Live (Dec 16) First Workday Daily Status Call Timecards Biweekly Dec 20 Due @ 9 a.m. (31)	Daily Status Call Timecards Biweekly Dec 27 Due @ 9 a.m. (21)	Daily Status Call	Daily Status Call Weekly Status Call Kronos/MyTime retired Pay Date Biweekly (21 & 31)	Daily Status Call Anticipated First bi-weekly Timecards in new system due (31 & 21) OneUSG Connect blackout begins	
23	UGA HOLIDAY 24	UGA HOLIDAY 25	UGA HOLIDAY 26	UGA HOLIDAY 27	UGA HOLIDAY 28	29
				Pay Date Biweekly (21) OneUSG Connect blackout ends		
30	UGA Open 31	UGA HOLIDAY 1	2	3	4	5
	Monthly and Academic Pay Date Daily Status Call Go Live Email #7 to PCs		Daily Status Call Go Live Email #3 to Faculty and Staff	Daily Status Call	Pay Date Biweekly Daily Status Call	

Faculty and Staff Guide

The screenshot shows a web browser window with the following elements:

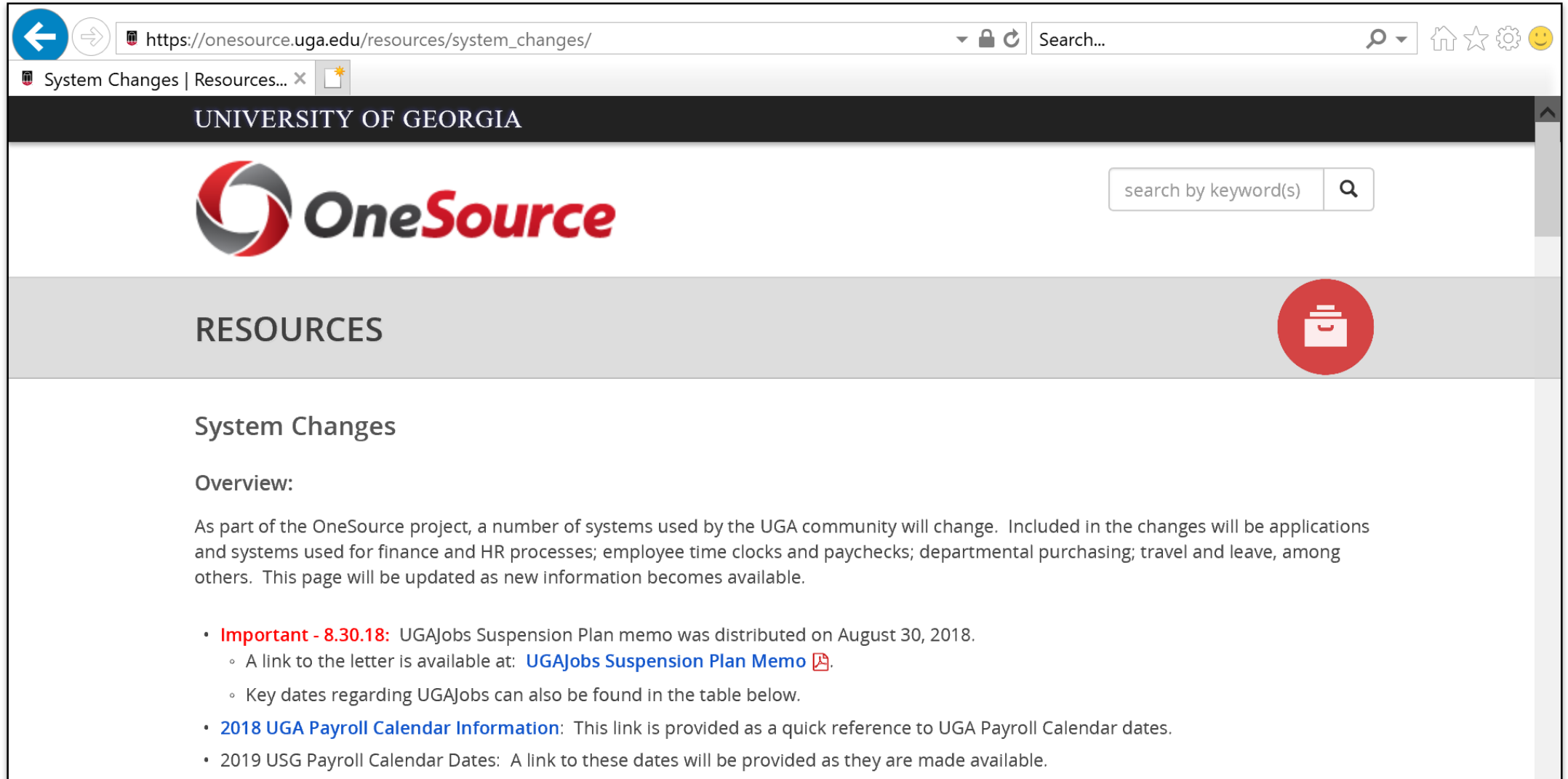
- Browser Tab:** Faculty and Staff Guide | OneSource
- Address Bar:** https://onesource.uga.edu/faculty_and_staff_guide/
- Page Header:** UNIVERSITY OF GEORGIA
- Logo:** OneSource
- Search Bar:** search by keyword(s)
- Section Header:** FACULTY AND STAFF GUIDE
- Navigation Links (Left Column):**
 - [OneUSG Employee Self-Service site](#)
 - [FAQs for HR Professionals](#)
 - Important Dates**
 - September: Campus Forums
 - October: Training Registration and Kaba Registration
 - November: Training
 - December 16, 2018: OneUSG Connect system live
- Text Content (Right Column):**
 - In December 2018, UGA faculty and staff will notice changes to several employee processes, including accessing pay stubs, requesting leave, approving time and more. This guide includes information to help faculty and staff navigate these changes.
 - As faculty or staff, you will access most of your information through the [OneUSG Connect Employee Self-Service page](#).
 - If you are an HR professional, please see our page for [HR professionals](#).
 - Key Changes FAQs:**
 - [Payroll Changes](#)
 - [Requesting and Approving Leave](#)
 - [Time and Attendance Changes](#)
 - [Benefits](#)

Payroll Transition Resources


The screenshot shows a web browser window with the following elements:

- Browser Tab:** Payroll Transition | Resources
- Address Bar:** https://onesource.uga.edu/resources/payroll_transition/
- Navigation:** Back, Forward, Refresh, Home icons.
- Page Header:** UNIVERSITY OF GEORGIA.
- Logo:** OneSource logo.
- Search:** search by keyword(s) with a search icon.
- Section Header:** RESOURCES (with a red circular icon containing a white briefcase).
- Section Title:** Payroll Transition
- Section Title:** Overview:
- Text:** As we continue to plan UGA's transition to the University System of Georgia's OneUSG Connect as our new human resources and payroll system, several important payroll changes will occur in December 2018:
- List-Group:**
 - All monthly and academic pay dates will now be on the last business day of the month.
 - The work week will change from Thursday through Wednesday to Sunday through Saturday, and
 - Pay dates for hourly biweekly and salaried biweekly payrolls will be synced and standardized.
- Section Title:** Highlights:

System Changes Resources



The screenshot shows a web browser window with the URL https://onesource.uga.edu/resources/system_changes/. The page header includes the University of Georgia logo and the OneSource logo. A search bar is located in the top right corner. The main content area is titled "RESOURCES" and features a red circular icon with a white briefcase symbol. Below this, the section "System Changes" is displayed, followed by an "Overview:" section. The overview text states: "As part of the OneSource project, a number of systems used by the UGA community will change. Included in the changes will be applications and systems used for finance and HR processes; employee time clocks and paychecks; departmental purchasing; travel and leave, among others. This page will be updated as new information becomes available." A bulleted list of resources follows:

- **Important - 8.30.18:** UGAJobs Suspension Plan memo was distributed on August 30, 2018.
 - A link to the letter is available at: [UGAJobs Suspension Plan Memo](#) .
 - Key dates regarding UGAJobs can also be found in the table below.
- **2018 UGA Payroll Calendar Information:** This link is provided as a quick reference to UGA Payroll Calendar dates.
- **2019 USG Payroll Calendar Dates:** A link to these dates will be provided as they are made available.



Business Process Review Resources


File Edit View History Bookmarks Tools Help

Human Capital Management B X +

https://onesource.uga.edu/resources/human_capital_management_business_process_review 110% Search

UNIVERSITY OF GEORGIA

 search by keyword(s) 

RESOURCES 

Human Capital Management Business Process Review

Overview:


As UGA transitions to the University System of Georgia's OneUSG Connect as our new HCM system, we will realize one goal of UGA's OneSource Project - to adopt leading business practices and streamline business processes. After all, the OneSource project is a business transformation project, not just an IT project. Over the past six months, the OneSource HCM teams partnered with school, college, and unit representatives to a) review the baseline business processes of OneUSG Connect, b) confirm how those business processes can be utilized by UGA and if applicable, and c) identify and design any baseline changes needed.


We are inviting business officers, human resource officers, grants administrators, and technology professionals in your units to review and

Training Resources

The screenshot shows a web browser window displaying the University of Georgia OneSource Training Resources page. The browser's address bar shows the URL <https://onesource.uga.edu/resources/training/>. The page header includes the University of Georgia logo and the OneSource logo. A search bar is located in the top right corner. The main content area features a 'RESOURCES' section with a brief overview of training resources and a highlighted announcement regarding OneUSG Connect training information to be added in early October 2018. A contact email address, onesource@uga.edu, is provided for questions. A 'Highlights' section lists the OneSource Training Library and provides a link to VPN access information.

UNIVERSITY OF GEORGIA.

 search by keyword(s)

RESOURCES 

Training Resources

Overview:

Training information regarding UGA's OneSource Project and the PeopleSoft system will need to be shared with the campus community. This page will contain information related to training resources including documents, resources, and presentations.

Important- OneUSG Connect Training information will be added to this page in early October 2018.

Please contact UGA's OneSource Project team at onesource@uga.edu if you have questions about this page.

Highlights:

- [OneSource Training Library](#) (Self Service Training) - *Off campus and non-Athens location users will need to sign in to the VPN to access the OneSource Training Library, as well as the UGA Financial Management System. More information on downloading and installing the VPN can be found at https://eits.uga.edu/access_and_security/infosec/tools/vpn/*

Other Changes – Details Forthcoming

- There are some additional changes and key items that will be communicated that are not in the current version of the Faculty and Staff Guide. Two of these are:
 - Job Codes
 - Position Management

Resources

Title	URL
Faculty and Staff Guide	https://onesource.uga.edu/faculty_and_staff_guide/
Payroll Transition Resource Page	https://onesource.uga.edu/resources/payroll_transition/
System Changes Resource Page	https://onesource.uga.edu/resources/system_changes/
HCM Business Processes Resource Page	https://onesource.uga.edu/resources/human_capital_management_business_process_review/
Training Resources Page	https://onesource.uga.edu/resources/training/
September Forums Resource Page	https://onesource.uga.edu/resources/human_capital_management_sept_forums/

Recap - Pay Dates

Monthly and Academic

- All monthly and academic pay dates will be the last business day of the month.
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Bi-weekly

- All bi-weekly pay dates will be on Friday.
- Pay date will change from Thursday to Friday – this reduces the time between the end of the work week and the pay date!
- Work week will change from Thursday through Wednesday to Sunday through Saturday.
- Hourly work weeks will shift weeks to match the salaried bi-weekly.

The first bi-weekly pay date in the new system is Friday, January 4, 2019

How can employees personally prepare?

#1: Review the new pay dates and plan for any personal financial adjustments (automatic deductions from your bank account, review your personal bill due dates, no early December 2018 pay dates – plan accordingly for holidays/travel).

#2: Review the [Faculty and Staff Guide](#) as it is the place for important information you need to know.

#3: Reach out to the project coordinator or change champion in your unit if you have questions and/or need information to be prepared.

Questions

OneSource Information
onesource.uga.edu

Next-Steps:

- This presentation and recording will be posted on the website.
- September Forums: Sept 27, 28
- Check out the Faculty and Staff Guide

The screenshot shows a web browser displaying the OneSource website. The browser's address bar contains the URL <https://onesource.uga.edu>. The website's header features the University of Georgia logo and the OneSource logo. A search bar is located in the top right corner with the placeholder text "search by keyword(s)". The main content area includes a section titled "OneUSG Connect Go-Live Forums" with a sub-section for "Faculty and Staff Forum". The forum details are as follows:

- Faculty and Staff Forum**
- September 28, 2018: Campus Forum for Faculty and Staff
- Georgia Center, Mahler Hall
- 9:00am - 11:00am and 1:30pm - 3:30pm
- In-person or online
- To learn more or RSVP, visit onesource.uga.edu.

