EXECUTIVE SUMMARY – SPLIT IMPLEMENTATION

The University of Georgia’s OneSource project plan to implement PeopleSoft Financials six months prior to OneUSG Connect will require UGA to operate within the legacy mainframe system as well as PeopleSoft Financials. The reason for this is that beginning July 1, 2018, PeopleSoft Financials will become the financial system of record, where purchasing, travel, general ledger, and other budget and accounting transactions will occur, but without the ability to interact with PeopleSoft HCM for personnel and payroll processing. Legacy personnel and payroll systems will have to remain operational until UGA goes live on OneUSG Connect on at the end of calendar year 2018. A workgroup of 20+ members consisting of both functional and technical representatives from EITS, central business offices, Sierra Cedar consultants, OneUSG Connect project team members, and campus representatives met multiple times over several weeks to develop the following approach.

The summary below outlines the proposed 6-month split implementation. Please note that the goal of the workgroup was to find a balance between maintaining data integrity, limiting user inconvenience, and minimizing technical development and maintenance loads.

6-MONTH SPLIT IMPLEMENTATION (Appendix A)

Beginning in January 2018, campus will train and begin using Hyperion Planning and Reporting to view converted legacy data (financial, budget, and position data). It is necessary to begin UGA familiarity with this tool so that units can perform budget monitoring, other reporting, and budget forecasting functions in July 2018. In April 2018, budget development for FY19 will occur as usual in legacy WebDFS for both personal and non-personal services. It is important to use legacy WebDFS for this since there are no other ways to set up payroll for July 2018 and print FY19 faculty contracts. All budget development data will be converted to the new chart of accounts and used by PeopleSoft Financials and Hyperion. When PeopleSoft Financials goes live in July 2018, users will continue to use two legacy systems, WebDFS (personnel documents only) and Kronos (time and attendance collection); this is necessary since the PeopleSoft HCM (HR/Payroll) functionality will not yet be available to UGA. WebDFS will be used only to modify positions and payroll data. All budget journals will occur within PeopleSoft and can be entered either directly into PeopleSoft or by using the amendment feature within Hyperion. At the end of calendar year 2018, OneUSG Connect will go live and begin running payroll, enabling campus to begin modifying positions solely on the new system using the OneUSG Connect delivered Manager Self Service (MSS) tool. Fiscal year 2020 budget development will occur in spring 2019 using Hyperion Planning and Reporting on the new chart of accounts.
PAYROLL PROCESSING DURING THE SPLIT-IMPLEMENTATION (Appendix B)

During the period between Financials go-live, July 1, 2018, and the OneUSG Connect implementation, changes to payroll processing will be minimal. WebDFS will continue to be utilized for position maintenance and payroll actions on the current 12 digit account numbers and object codes for new, current or exiting employees. **There will be no accompanying budget amendment as there is today.**

Payroll will continue to run through the current legacy system and encumbrances and actuals will be converted and sent to PeopleSoft Financials and Hyperion nightly. Mapping rules that are developed in the fall of 2017 will be used to provide the logic for cross-walking these payroll expenditures and encumbrances and posting them into PeopleSoft Financials to the new chart of accounts.

During the split, changes to payroll exceptions will also continue to use the following processes:

- BackPay > WebDFS document used for position maintenance, pay authorization and payroll actions.
- PAR Change > Adjust prior payroll charges if PAR exists. PAR certification will not be required except when adjusting past payroll charges. Monthly employee notification will be turned off.
- Payroll JVs > Adjust prior payroll charges if PAR does not exists.
(1) Hyperion Planning & Reporting will go live for an initial user group to begin training and utilizing the forecasting and reporting capabilities. Legacy budget and actuals data will be converted and sent to Hyperion.

(2) FY19 Budget Development will occur in WebDFS using legacy chart of accounts and legacy position numbers.

(3) Upon BOR approval, the FY19 budget data will be converted and sent to Hyperion and PeopleSoft Financials.

(4) July 1, 2018 (FY19), PeopleSoft Financials will go live using budget data that was converted and imported from the legacy system.

(5) All personnel adjustments happen in PeopleSoft HCM through Manager Self Service (MSS).

(6) All personnel adjustments happen in PeopleSoft HCM through Manager Self Service (MSS).

(7) All personnel adjustments happen in PeopleSoft HCM through Manager Self Service (MSS).

(8) FY20 Budget Development will be done using the new development tool and new chart of accounts.
Payroll Process Changes during OneSource Split Implementation
July to December 2018

No Budget Amendment Documents in WebDFS.
Budget adjustments made in PeopleSoft Financials.

New, Current and Exiting Employees

WebDFS document used for position maintenance, pay authorization and payroll actions.

For changes to payroll use the following processes:

BackPay
WebDFS document used for position maintenance, pay authorization and payroll actions.

PAR Change
Adjust prior payroll charges if PAR exists.

Payroll JVs
Adjust prior payroll charges if PAR does not exist.

PAR certification not required except when adjusting past payroll charges.
Monthly employee notification turned off.