



January 26, 2018

OneSource Summary and Key Messages Faculty and Staff Spring Semester 2018

Summary:

The UGA community has embarked on a comprehensive business transformation project to adopt leading business practices, align our systems with those used by the University System of Georgia, and utilize a new finance and human resources administration system that is integrated, efficient, modern, and supports data-driven decision making.

UGA's OneSource Project is a multi-year project that will engage faculty and staff from every college, school, and unit at the University.

Key Messages for Faculty and Staff:

- All faculty and staff will be impacted by the project. Here is one example: today you can use the Employee Self Service website (employee.uga.edu) to receive information about your paycheck. In the future, you will need to use the OneUSG Connect website to receive this information. Additionally, you will have access to more payroll related information with OneUSG Connect. You'll be able to use a paycheck modeler, make tax withholding and direct deposit changes online, and access your key employee data and other salary records.
- What changes will I see as a faculty or staff member?
 - Self-submission (or delegation) in preparing travel authorities and travel expense reports online.
 - While you can delegate preparation of your travel authority and your travel expense statement to someone, you as the traveler will be required to electronically certify that your expense form includes valid business expenses. This will be done online; there will be no paper form to sign. You'll be able to perform this certification using a mobile device or your computer.
 - You'll be able to use a mobile device to upload images of receipts while traveling and save them online to "MyWallet". They are stored in "MyWallet" until you or your delegate are ready to prepare the expense report.
 - Self-submission of leave requests (sick and/or annual) online. All paper forms and other leave request systems will be retired.
 - Monthly effort certification (PAR) reporting requirements will be retired. Instead Principal Investigators will certify charges to the grant annually and at grant end dates.
 - Depending on your role/responsibilities you will see other changes. For example, if you approve financial transactions, you will use new systems and see some workflow changes.



- Fiscal 2018 year-end will have earlier deadlines and system lock-out periods. Deadlines are firm and must be met so that the old system can be closed, data converted to the new system, and the new system ready for use in July 2018. Please familiarize yourself with [FY18 Year-End letter](#) and [System Changes/Lock-out information](#) as appropriate. Some systems will have lock-out dates as we transition to the new system. For example, UGAmart will not be available between June 26, 2018 and July 8, 2018. There will be emergency purchasing procedures to address critical operational priorities during the UGAmart lock-out period. All units are encouraged to plan accordingly.
- Interested persons are invited to join the Monthly Status Calls which are held the third Thursday of the month from 1:30-2:30pm. Topics include what you can expect in the coming months, calendars, information on deliverables, readiness tips, and other suggestions. These calls are recorded and can be accessed as needed. See the [OneSource website](#) for more information and to register for the calls.
- Users of the UGA Budget Management System and UGA Financial Management will begin to receiving specific communications regarding the go-lives, training and other preparation activities during Spring 2018.
- In September 2017, Finance business process changes were published and business and administrative leaders joined OneSource teams for a forum and Q&A session on the key changes. Summaries of changes are available at:
https://onesource.uga.edu/resources/finance_business_process_review/
- HR/Payroll Business Process changes will be shared with the UGA community in spring 2018. Some of the business process changes will affect all UGA faculty and staff. The OneSource Project is working closely with UGA Human Resources and UGA Payroll to communicate changes well in advance so the UGA community is prepared.
- All UGA employees (faculty, staff, graduate assistants, student employees, etc.) will experience changes as we implement OneUSG Connect. The HR/Payroll business process changes will be shared with the UGA community beginning in spring 2018. The OneSource Project will work closely with UGA Human Resources and UGA Payroll to communicate these changes to the UGA community in a timely manner.
- The OneSource project currently has over 120 individuals who have volunteered to be change champions for their school, college, or unit. Change Champions are individuals in each unit who can help share information about the project and serve as a liaison between your organization and the project.
 - Change Champion Information: https://onesource.uga.edu/resources/change_champions/
- Schools, colleges, and units at UGA are diverse and complex, therefore, leadership has been appointing and charging an individual (or team reporting to an individual) to serve as the



organization's internal OneSource Project Coordinator. To identify the Project Coordinator for your organization visit the [OneSource website](#). A full description of this role can be found at: [OneSource website](#).

- Demo Days were held August 30 and August 31 for the campus to get “sneak peek” of the new systems. Videos are available on the website for each of these sessions. [OneSource Demo Day Videos](#).
- Starting July 1, 2018, the UGA Budget Management System (Hyperion), the UGA Financial Management System (Financials-PeopleSoft), and UGAmart will require ArchPass to access the system.