



OneSource Summary and Key Messages Vice Presidents, Associate Provosts, Deans, Directors, and Department Heads 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 Vice Presidents, Associate Provosts, Deans, Directors and Department Heads:

- The UGA Budget Management System (Hyperion) was live January 2, 2018. The UGA Financial Management System (PeopleSoft financial system) will go-live July 1, 2018 and by December 16, 2018 UGA will be live on OneUSG Connect, the PeopleSoft HR/Payroll System which will be used by all USG institutions.
- Fiscal 2018 year-end procedures and deadlines as published in the [FY18 Year-End letter are firm and cannot be moved](#). This is required in order to close FY2018, complete data conversion and open the new UGA Financial Management system in July. Please take action now to plan and communicate these year-end deadlines to increase awareness in your organization.
- Bringing up the new UGA Financial Management system will also require some system lock-out periods as outlined at: [System Changes/Lock-out information](#). Please communicate these lock-out periods to your organization so that faculty and staff are not surprised by these timeframes. For example, UGA mart 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 UGA mart lock-out period. All units are encouraged to plan accordingly.
- OneSource HR/Payroll teams are currently meeting with school, college, and unit representatives to assess, review, and design the HR/Payroll business processes to be used in the OneUSG Connect system. UGA will build upon the business process design work already completed by the OneUSG Connect Project and incorporate requirements for UGA.
- 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/.



- All UGA employees (faculty, staff, graduate assistants, student employees, etc.) will experience changes as we implement OneUSG Connect for HR/Payroll. 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.
- In September and October 2017, OneSource teams held a second round of meetings with your chief business, HR, and IT officers. The first round of meetings occurred in spring 2017. The fall agendas included preparing departmental systems and potential changes to internal business processes. Executive summaries from the spring and fall meetings are available at: https://onesource.uga.edu/resources/departmental_meetings/
- There are currently over 100 individuals working full or part-time on the project and over 400 volunteers engaged on the project, including 120 individuals who have volunteered to be change champions for their school, college, or unit, and 51 individuals who have been identified as project coordinators for their school/college/unit. For a listing of project coordinators and change champions by unit see: [List of Project Coordinators](#), [List of Change Champions](#).
- Top 5 Items to Know:
 - All employees will see changes.
 - Any faculty or staff member who will be using the new systems will need time for training and a learning curve – set expectations for initial delays.
 - Despite the best planning, there will be hiccups. Let's be patient with each other.
 - Many paper forms will be replaced with online processes. Examples: Travel Expense Reports, Leave Requests.
 - Take into consideration the “go-live” dates of July 2018 for the UGA Financial Management System and December 2018 for OneUSG Connect. Many faculty may not be on campus on these dates and will return for fall semester 2018 to new processes for travel and financial management. Faculty will depart for the December 2018 holidays and return in January 2019 to entirely new human resources and payroll processes.
- What changes will VPs, Associate Provosts, Directors and Department Heads see?
 - Approvals of travel authorities and expenses and other workflow will be online. Many paper forms will be retired.
 - Approvals of leave requests for academic, monthly, and hourly employees will be online using OneUSG Connect. Systems and paper forms used today for leave requests will be retired.
 - Kronos will also be retired and replaced by OneUSG Connect and Kaba time clocks, if the clocks are needed as a “time punch” device.
 - Internal departmental and college-wide business process changes may need to be implemented. Your Project Coordinator is charged with their implementation.
 - All Financial and HR reporting will change.