January 26, 2018

OneSource Summary and Key Messages
Business Officers, Project Coordinators, HR Officers, IT Officers
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 School/College/Unit Business Officers, Project Coordinators, HR Officers, and IT Officers:

- Hyperion is branded as UGA Budget Management System.
    - This system is the first to go-live for the UGA OneSource Project. Training for the Chief Business Officers began January 2018 and continues into February. The system will not be used to process FY2018 budget transactions. Instead, it will be initially used to view and understand how budget and actual data looks in the new PeopleSoft chartfield format. Between January and June 2018, users can become familiar with the new UGA Budget Management System prior to it being used for budget transactions in FY2019.
    - FY 2019 Budget Development will be completed using UGA's current chart of account numbers and will be executed using the WebDFS system. Once the FY2019 budget is approved it will be converted to the new PeopleSoft chartfield format and loaded to PeopleSoft and the new UGA Budget Management. This will allow users to see just how personal services and non-personal services budgets will be reported starting July 1, 2018.

- All schools, colleges, and units have submitted new chart of account information, departmental mapping, and detail codes which will be used to process deposits (cash, check, credit cards, wires). This information has been mapped to historical financial data and loaded into UGA Budget Management System (Hyperion). Between January and June 2018, users will be able to access this data in UGA Budget Management and see how it is cross-walked from today's chart of accounts to the new PeopleSoft structure.

- 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/.

- Testing of the new UGA Financial Management System is underway and will continue through April 2018. Over 150 persons have volunteered to participate in testing exercises.

- Training on the new UGA Financial Management System and additional training on the UGA Budget Management System will begin in May 2018 for central offices (for example: University Business & Accounting Services units and the Budget Division). Training for other end users will begin in June 2018. Over 60 persons have volunteered to be trainers or assist with training delivery.

- HR and Payroll teams will complete all business process design sessions by early spring 2018. The UGA community will be invited to spring 2018 public forums to learn about the new HR/Payroll business processes.

- 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.

- OneSource HR and Payroll teams initiated data conversion and other preparation exercises in January 2018 to meet OneUSG Connect deadlines for system go-live in December 16, 2018.

- Workshops were hosted in November 2017 to review time collection options in the OneUSG Connect system as well as functionality of the Kaba Time Clocks. Procedures for ordering Kaba Time Clocks were also reviewed. All schools/colleges/unit were invited to attend the workshops. Additional communications and order forms were distributed in December 2017 to units and order forms must be returned by March 1, 2018. UGA will need to make a bulk order purchase to receive volume discounts. Work will continue through calendar 2018 to prepare for the transition from Kronos to OneUSG Connect and Kaba.

- 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 – 2:30 p.m. 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 accesses as needed. See the OneSource website for more information and to register for the calls.