March 29, 2018

HR Reports-To Informational Webinar
AGENDA

HR Reports-To Informational Webinar

• Recap of Activities Thus Far
• Current Status of Data in iPAWs
• What Will be Happening As We Move Forward
I think I need a recap...

- The HR Reports-To structure is built on a position to position relationship.
- A position is a designation within the organization, independent of any particular employee.
- A position becomes a job when an employee is placed into a position.
- When an employee (incumbent) leaves a position, the position remains vacant to be filled again.
- Employees in a position share the following attributes Business Unit, Job Code, Home Department, HR Reports-To, FTE, and Position Fund.
HR Reports-To
and we’re doing this before OneUSG Connect, because?

The financial system will use HR Reports-To from iPAWS/PeopleAdmin for:
- Travel Authority Approvals
- Travel Expense Approvals

The OneUSG Connect System is using HR Reports-To in iPAWS/PeopleAdmin for:
- Conversion Data
- Approvals
- Organizational Chart
HR Reports-To
When did we start this?

- Initial HR Reports-To request was sent to HR contacts in departments –
  - In summer 2017, OneSource worked with departments on this initial build.
  - Departments assigned reporting relationships to all of their benefit eligible positions.
  - That data was combined with position data from IMS.
  - This combined data was used to populate the HR Reports-To relationship needed for the iPAWS Upgrade Initiative.
  - The new iPAWS went live on November 28, 2017.
HR Reports-To

Then what happened?

• As to be expected, once iPAWS went live, the HR Reports-To wasn’t where we needed it to be –
  • In November 2017, central HR worked with departments to clean up issues like missing positions, mismatched data, etc.
  • Verifications were due December 22, 2017.
  • While this work was occurring, central HR worked in tandem to help ensure that data had been kept up-to-date while analyzing changes and discrepancies.
HR Reports-To

And THEN what happened?

• On March 16, 2018, the final compiled data was uploaded into iPAWS.
  • HR Reports-To data was updated on all records.
  • Any positions in the data that were missing from iPAWS were loaded automatically into iPAWS.
  • Information on existing iPAWS positions were only changed based on:
    • Requests by departments during the December verification
    • In January and February, position changes were tracked and updated by central HR.
HR Reports-To

Now what happens?

• So far, so good!
  • As of Wednesday, March 21, 2018, 50 corrections out of 11,400 lines of data had been reported.
  • Although more changes are expected, we have received positive feedback from units regarding their HR Reports-To structure.
• Bulk changes will be sent to central HR.
HR Reports-To
What am I responsible for going forward?

• Making the Changes
  ▪ Changes to HR Reports-To need to be maintained through position management within the iPAWS/Faculty Jobs systems.
  ▪ iPAWS/Faculty Jobs position and IMS position data changes, including Job Code, Home Department, FTE, and Position Number, need to be maintained in iPAWS/Faculty Jobs and WebDFS until we move to HCM in December 2018.

• Communication & Awareness
  ▪ Help in educating your areas on the importance of maintaining both systems.
  ▪ Distributed HR and Payroll practitioners will need to work collaboratively to ensure consistency.
HR Reports-To
How will I make the change?

• What happens when I need to make a change?
  • For this initial clean up you can choose from two options:
    • Use the Modify functionality within iPAWS Position Management and make the request for changes yourself
    • Utilize and send Central HR your positions changes using the Position Change Template
  • Instructions on how to modify a position and/or a link to the template can be found on the OneSource Reports-To work page - HR Reports To Resource Page
HR Reports-To
What about employees not in iPAWS?

• How many non-benefit employees travel and get reimbursed?
  • Out of 12,000 employees, only
    • Approximately 1000 transactions last fiscal year
    • Across 200 department numbers

• Who approves their travel and expenses during the Split Implementation from July to December 2018?
What about employees not in iPAWS?

- For all non-benefited positions (hourly, student workers, temporary employees, etc.), we will use the **Department Head** for their current Home Department, as listed in IMS.
- This list is updated yearly in the fall.
- We can use data that currently exists.
HR Reports-To Department Head?
I think you got the wrong guy...

- Departments may wish to change this default (just for Travel Approvals).
- Project Coordinators will be able to request changes through an email to onesource@uga.edu with the Department Number, Name and MyID of the individual to assign as approver starting in July 2018.
- This does not change the Department Head listed in IMS. Those requests should be sent to budgets@uga.edu.
HR Reports-To
That’s fine for the Split Implementation, but is this our permanent solution?

Phase 1:
• HR Reports-To for Benefit Eligible Faculty & Staff
• Faculty Position Attributes

Phase 2:
• HR Reports-To for Hourly, Student and Temp Workers
• Position Attributes for Hourly, Student and Temp Workers

Staff
Faculty
Hourly
Student
Temp
Summary

Finance Go Live & Split:
• HR Reports-To is maintained in iPAWS and will be sent to the mainframe daily.
• Employee data is updated daily.
• The HR Reports-To information will be used for various workflows.

OneUSG Connect Go Live:
• HR Reports-To data is maintained in iPAWS/Faculty Jobs and will be sent to OneUSG Connect multiple times, daily (timing to be determined).
• The HR Reports-To information will be used for various workflows.
HR Reports-To
Resource Page

• Position Management and iPAWS/Faculty Jobs Training Resources
  https://hr.uga.edu/supervisors/employment-administration/position-management-and-classification/position-management-resources/sessions/

• HR Reports To – OneSource Resource Page
  https://onesource.uga.edu/resources/human_capital_management_HR_Reports_To/