



March 29, 2018

HR Reports-To Informational Webinar



OneSource
UNIVERSITY OF GEORGIA

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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



HR Reports-To

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.



Position:
independent
of an employee



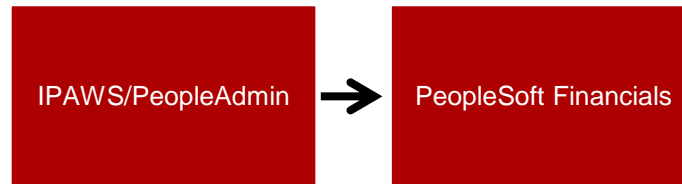
Person:
An employee



Job:
The union of a
position and person



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?**



HR Reports-To

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.

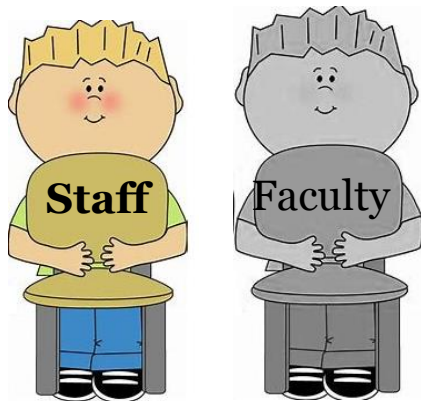


HR Reports-To

**That's fine for the Split Implementation,
but is this our permanent solution?**

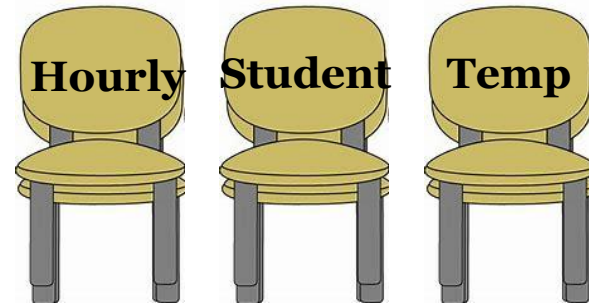
Phase 1:

- **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**



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_m
anagement HR Reports To/](https://onesource.uga.edu/resources/human_capital_management_HR_Reports_To/)

