Time & Labor Forum

February 23, 2017
Agenda

• OneSource Project Overview

• Kronos vs. Kaba and PeopleSoft

• Q&A
What is One Source?

- Multi-year business transformation project

- Replace many legacy administrative systems and associated business processes

- Next Generation Finance and Human Resource administrative systems and processes: Oracle PeopleSoft 9.2
Why undertake OneSource Project?

• **Aging Systems** - Core systems were designed decades ago with the purpose of satisfying the core processing and reporting requirements of the institution

• **Unsustainable** - Modifying these core systems when possible and implementing ad-hoc vendor provided systems to augment current system capabilities is no longer a sustainable practice or an efficient approach

• **UGA is ready** - Collegiate Project Services survey, interviews, and focus group sessions clearly identified that Colleges and Units need updated and efficient functionality, improved data access, and reporting
Anticipated Benefits

- **Integration of data** across areas so that each department will have the information it requires when needed
- **Streamlined business processes** to enable faculty and staff to work and plan more effectively
- **Reporting tools** that will improve data access and UGA's ability to make data-driven decisions
- **Collaboration** with the University System of Georgia’s “oneusg” project to provide standardized human resources business practices and IT platforms across institutions
- **Industry standards and best practices** identification and adoption for current and future information technology architecture
- **Improved data privacy and security**
Who will be affected?

• **All faculty and staff**
  through Payroll and Human Resources processes and self-service features

• **All offices**
  through Financial & HR reporting, processes, and systems
UGA’s OneSource Roadmap

Go Live

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Financials Management: Plan and Discover, Analyze and Design, Configure and Develop, Test and Train, Deploy and Optimize

Budgeting: Plan and Discover, Analyze and Design, Configure and Develop, Test and Train, Deploy and Optimize

Reporting & Data Architecture: Plan and Disc., Analyze and Design, Configure and Develop, Test and Train, Deploy and Optimize

HR/Payroll (Human Capital Management HCM): July – Process Design and Compliance Review

OneUSG HCM Implementations for USG Institutions:
- UGA R1 Plan & Discover
- UGA R1 Analyze and Design
- UGA Configure and Develop
- UGA Test and Train
- UGA Deploy and Optimize

As of 2/1/2017
OneUSG
HCM
Scope

Overview
information about
Human Capital
Management (HCM)
is available on
UGA’s OneSource
website

Human Resources
• includes information regarding the life cycle of a person, and
  position details

Faculty Events
• includes details around faculty promotion, tenure eligibility, special
  titles

Time & Labor
• includes employee time and the approval of that time

Absence Management
• includes the management of time such as vacation, sick, and leaves
  of absence

Payroll
• includes how an employee is paid and how pay is managed and
  processed

Commitment Accounting
• includes how to distribute and account for payroll. How to connect
  labor distribution in HCM to the General Ledger in Finance
  PeopleSoft
Time & Labor Project Assumptions

• Going-in position was to maintain Kronos and integrate with PeopleSoft 9.2 for time reporting purposes
What happens today to enter time?

• Kronos Time Clock

• Kronos Web Interface
UGA’s Current State

- Kronos Time
- WebDFS – hire, separate, retire
- eLeave Absence
- IMS Payroll
UGA’s Future State

Kronos

OneUSG HCM System

- Manage Time & Attendance
- Pay Employees
- Separate & Retire
- Hire & Manage Employee Data
# Implementation of Time and Labor

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<tr>
<th>Option 1: PeopleSoft with Kronos</th>
<th>Option 2: PeopleSoft with Kaba</th>
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| **Kronos Time Clock**  
  - Clock In/Out | **Kaba Time Clock**  
  - Clock In/Out |
| **Kronos Workforce Central**  
  - Schedules  
  - Shifts  
  - Rounding Rules  
  - Time Rules Processing | **PeopleSoft HCM Software**  
  - Schedules  
  - Shifts  
  - Rounding Rules  
  - Time Rules Processing  
  - Manager Time Approvals  
  - Employee Leave Reporting  
  - Manager Leave Approvals  
  - Time Processing for Payroll  
  - Leaves Processing for Payroll |
| **PeopleSoft HCM Software**  
  - Manager Time Approvals  
  - Employee Leave Reporting  
  - Manager Leave Approvals  
  - Time Processing for Payroll  
  - Leave Processing for Payroll |
Time & Labor Discovery Participants

- **Arts & Sciences**
  Julianne Butler

- **College of Ag and Environ. Sciences**
  Lindsey Barner and Kathleen Mitchell

- **College of Education**
  Justin Barnett and Keith Morgan

- **College of Pharmacy**
  Jessica Hart

- **Continuing Education**
  Sharley Myrick

- **Dean of Students**
  Charisse Harper

- **Development and Alumni Relations**
  Michele Poole

- **Dining Services**
  Lisa Bradshaw and Susan Miller

- **Housing Administration**
  Robin Bevans and Linda Peck

- **Library**
  Jan Hudson and Betty Mayweather

- **Payroll Department**
  Christy Coddington

- **Recreational Sports**
  Tina Mixon and Amy Thomas

- **Terry College**
  Erin Lancaster

- **Transportation & Parking Services**
  Tanya Burgess, Karen Hart, and Robin Porter

- **University Health Center**
  Tamika Gresham

- **Veterinary Medicine**
  Jennifer Mathews, Carey Paul, and Cherie Wall

- **VP Office for Research**
  Angela Sparacello

- **VP Office of Student Affairs**
  Jane Hillsman
What are concerns with time and attendance faced today?

- Multiple systems for non-exempt vs exempt employees
- Retroactive wage calculations interfacing to IMS
- Percent allocation for time worked, leave and holiday pay
- Duplicate work after personnel is completed
  - Account changes
  - Rate changes
Option 1: PeopleSoft with Kronos

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**Pros:**
- Campus is familiar with Kronos time clocks and web application (Workforce Central)
- Minimize change management

**Cons:**
- Reduce level of efficiency
  - Worked time maintained in Kronos and payable time in PeopleSoft
- Presents challenges integrating with Absence Management module
  - Multiple systems for time and absence
- Requires manual entry of employee records (duplicating work)
- UGA responsible for all technical support and interfaces
### Option 2: PeopleSoft with Kaba

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**Pros:**
- PeopleSoft Time and Labor will reduce duplicate work
  - All approvals/data entry would occur within PeopleSoft HCM
  - One system to process payroll
  - Employee setup would occur within integrated HR module
  - OneUSG’s solution
    - Technical support provided by USG
  - Improved support of employees with multiple jobs
  - All functionality supported by Kronos time clocks is also supported by Kaba

**Cons:**
- Unplanned costs associated with replacing Kronos time clocks
- Change management required
Recommendation –
Option 2: PeopleSoft Kaba

• Based on campus Time & Labor 2016 discovery sessions and review of OneUSG PeopleSoft HCM solution, it was a unanimous recommendation from the discovery team to implement the use of Kaba timeclocks and PeopleSoft Time & Labor module for non-exempt employees

• Discovery Sessions – 18 departments joined, six total sessions in Fall 2016 and Winter 2017

• Fully integrates with PeopleSoft Financials, Payroll, HR module

• USG’s Shared Services center and technical support provided
UGA’s OneSource HCM

OneUSG HCM System

- Manage Time & Attendance
- Pay Employees
- Separate & Retire
- Hire & Manage Employee Data
Feedback Opportunity

• **T&L Office Hours**
  • Monday, February 27 at 10:30 a.m. – 12:00 p.m., Caldwell Hall Room 401
  • Wednesday, March 1 at 10:00 a.m. – 12:00 p.m., Caldwell Hall Room 401
  • Thursday, March 2 at 2:30 p.m. – 4:00 p.m., Caldwell Hall Room 401

• **T&L Survey**
  • Available from February 23 – March 10
Campus Participation
How can I prepare for success?

• **Educate** – Website, Brochure

• **Communicate** – Regular updates via campus forums, listserv

• **Participate** - Discuss within your organization. Volunteer.

• *Your input and questions make a difference. We want to hear from you:* [onesource@uga.edu](mailto:onesource@uga.edu).
Project Feedback
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HCM Lead
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Time & Labor/ Absence Mgmt. Co Lead
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