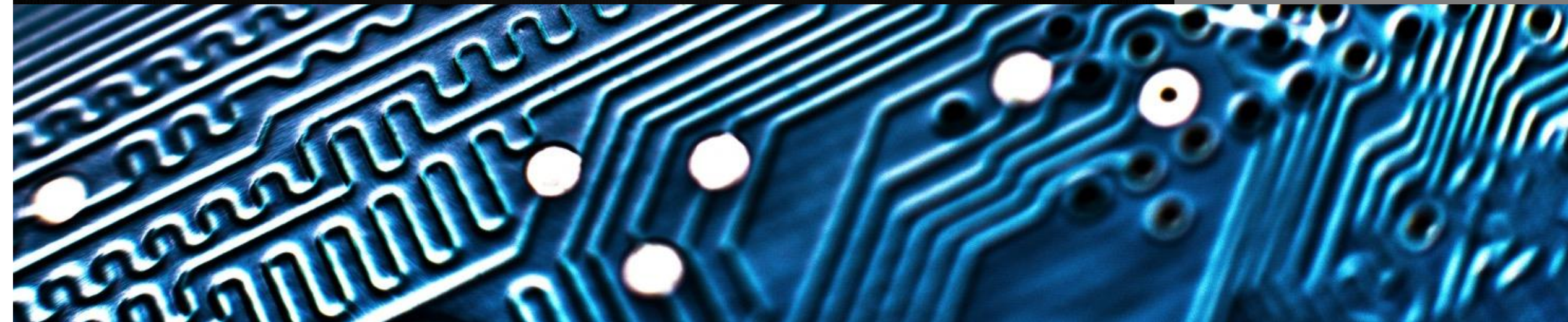


OneUSG User Acceptance Testing Kick-Off

September 11th, 2018





**UNIVERSITY OF
GEORGIA**

User Acceptance Testing – Kickoff
Holley Schramski

Welcome



User Acceptance Testing Workshop

Agenda

- Welcome
- How we got here...
- Progress to Date...
- User Acceptance Testing Structure
 - Definition / Objective
 - Structure
 - How it's Conducted
 - Timeline
- Recap / Next Steps



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Craig Golden

How we got here....



How we got here...

- A solution is part of the University System of Georgia's **OneUSG Connect** project to have all USG institutions using the same HR/Payroll system and standard business processes
 - Part of a broader USG initiative to develop and implement a consistent approach to policies, procedures and technology solutions that benefit the University System as a whole.
 - Supports the Chancellor's imperative of accountability, efficiency and innovation.
 - Will bring all institutions onto one technology solution to manage human resource activities, benefits, and compensation.

How we got here...

	July 2017 (Cohort 1)	January 2018 (Cohort 2)	April 2018 (Cohort 3)	January 2019 (Cohort 4)	July 2019 (Cohort 5)	January 2020 (Cohort 6)	
Employees (Approx.)	<ul style="list-style-type: none"> Columbus State University Georgia College & State University Georgia Gwinnett College Georgia Southwestern State University Valdosta State University University System Office 	<ul style="list-style-type: none"> Abraham Baldwin Agricultural College / Bainbridge State College Georgia Southern University / Armstrong State University Fort Valley State University Gordon State College Middle Georgia State University 	<ul style="list-style-type: none"> Albany State University / Darton State College Atlanta Metropolitan State College College of Coastal Georgia Clayton State University Dalton State College East Georgia State College Georgia Highlands College Georgia State University Kennesaw State University Savannah State University South Georgia State College University of North Georgia University of West Georgia 	Core Build Complete	<ul style="list-style-type: none"> University of Georgia 	<ul style="list-style-type: none"> Augusta University Research Comprehensive State Universities State Colleges Consolidation 	<ul style="list-style-type: none"> Georgia Institute of Technology
	Payroll Total: 101,783						
Benefits	62,000						
Payroll	9,674	11,040	37,828	21,034	6,600	15,607	

How we got here...



Shared R1 Requirements

R1 Specific Requirements



How we got here...

- How is UGA Different (R1 Specific Requirements)?
 - Veterinary Medicine (24 x 7)
 - College of Agriculture
 - Decentralized Initiators and Approvers
 - Applicant Tracking / PeopleAdmin
 - Multiple Datasources for Conversion (including legacy Mainframe)
 - Key Integrations
 - OneSource Financials
 - Data Warehouse
 - Hyperion Budgeting
 - Identity Management
 - Elements

How we got here...

- Project Challenges
 - Size
 - 36% Increase in Employees Administered through OneUSG
 - Some Colleges and Units @ UGA larger than majority of institutions
 - PeopleSoft Terminology
 - Shared Services Support Model
 - 135 Time Clocks
 - Blended Project Team
 - Merit Increase @ Go-Live
 - 3rd Party Vendor Integrations
 - ADP – Tax and Garnishments
 - Alight – Health and Wellness Benefits
 - Wells Fargo – Banking

How we got here...

- What we have we learned from Prior Cohorts?
 - Supplemental Staffing and Backfill Required
 - **Aggressive** Institution Specific Testing Required
 - Communicate
 - All methods and mediums
 - Train and Retrain
 - Explain the Why
 - Performance and Load Test

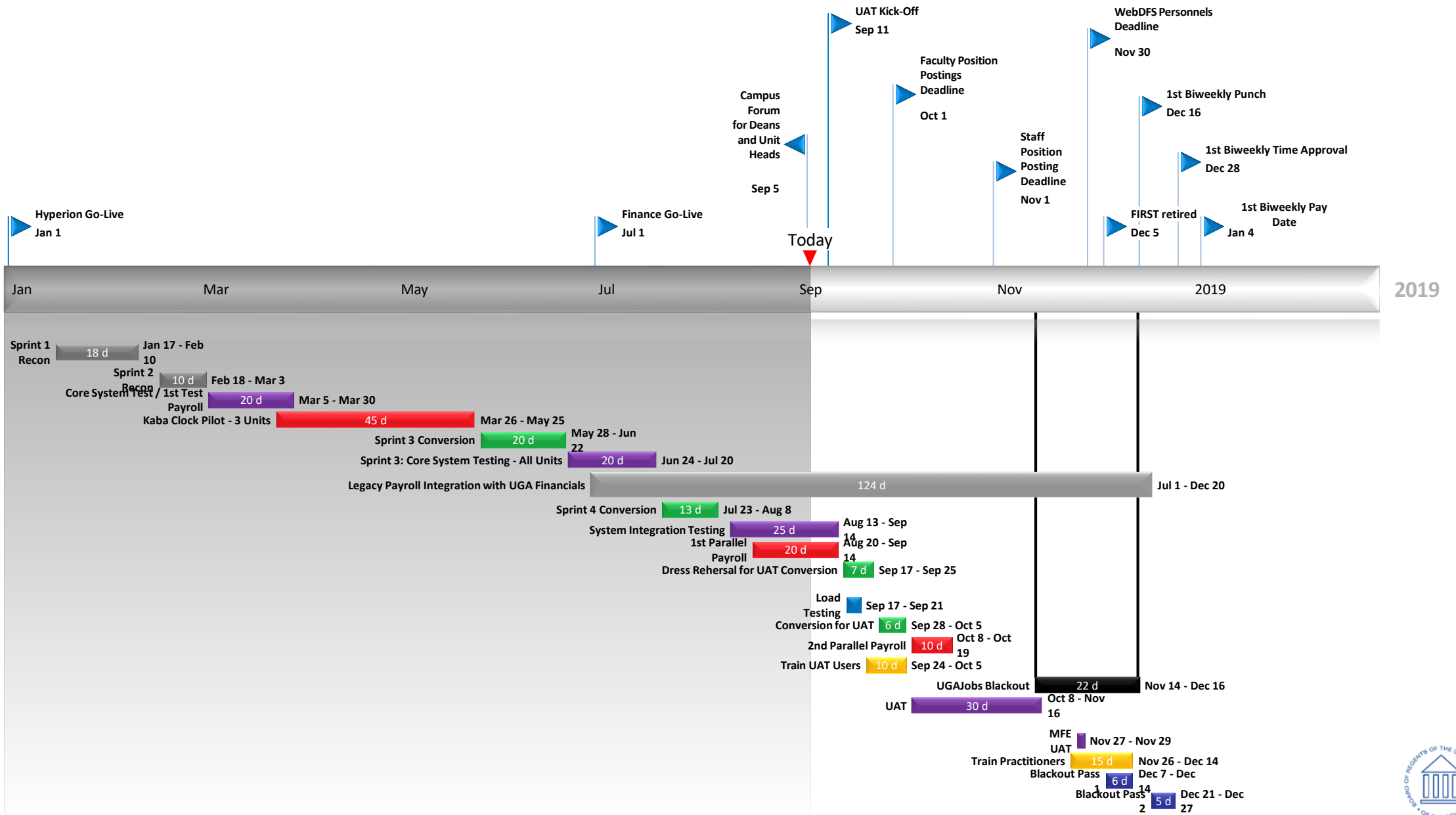


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Progress to Date







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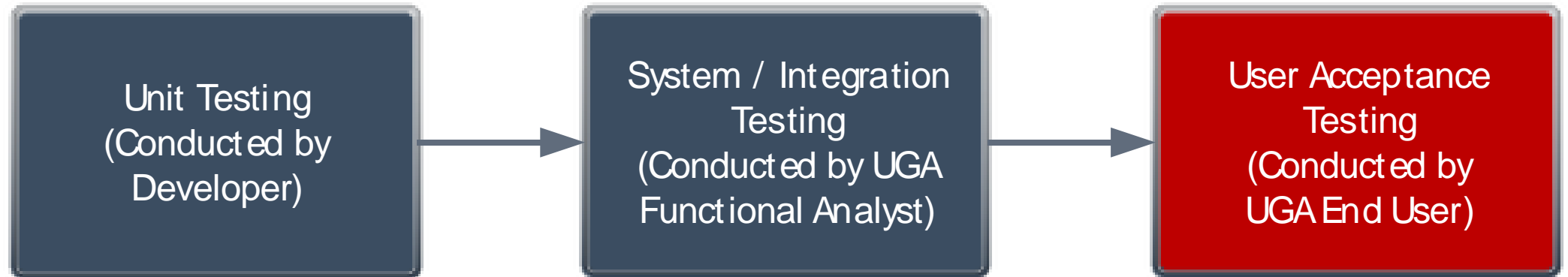
User Acceptance Testing Definition / Objective



Definition / Objective

- User Acceptance Testing Definition
 - is a phase of **software** development in which the **software** is tested in the "real world" by the intended audience
- Objective
 - ensure UGA's requirements are satisfied by the application
 - driven by business owners
 - confirm roles and responsibilities outlined during the business process design

Definition / Objective



Testing Lifecycle

Definition / Objective

- UAT is not Training - However....
 - Some testing scenarios may be demonstrated ahead of conducting the test
 - Facilitators will lead the testing
 - Hands on support will be provided in the testing facility

OneUSG is **Transformational** for the University of Georgia - All functional areas have a vested interest in supporting this effort

Definition / Objective

- PeopleSoft Modules
 - Workforce Administration
 - Time and Labor
 - Absence Management
 - Commitment Accounting
 - Faculty Events
 - Benefits Administration
 - Payroll
 - General Ledger
 - Commitment Control
- Additional Scope
 - Kaba Time Clocks
 - Vet Med
 - College of Agriculture
 - Savannah River
 - Skidaway
 - Athletics
 - Benefits Reconciliation
 - Common Remitter
 - Shared Services Call Center
 - Centralized Security
- Integrations
 - ADP
 - Wells Fargo
 - Alight
 - Elements
 - PeopleAdmin
 - Identity Management
 - Data Warehouse

- Anticipated Outcomes....
 - Quality Assurance
 - Identification Bugs, Security Issues and/or Missed Requirements
 - Knowledge Transfer
 - Validation of Business Processes
 - Confirmation of Security Assignments
 - Identification of Training and Communication Opportunities

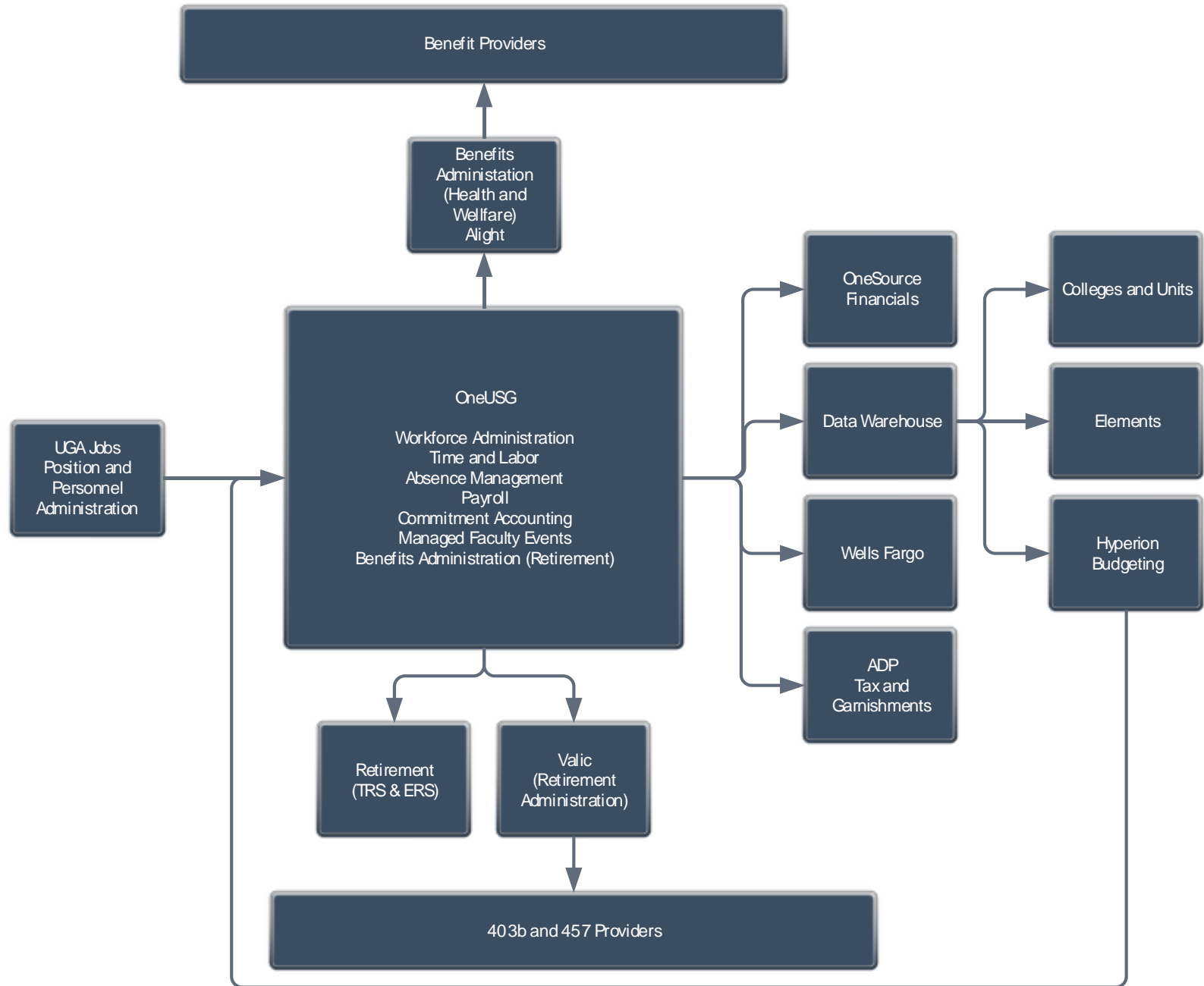


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Functional Team

User Acceptance Testing Structure





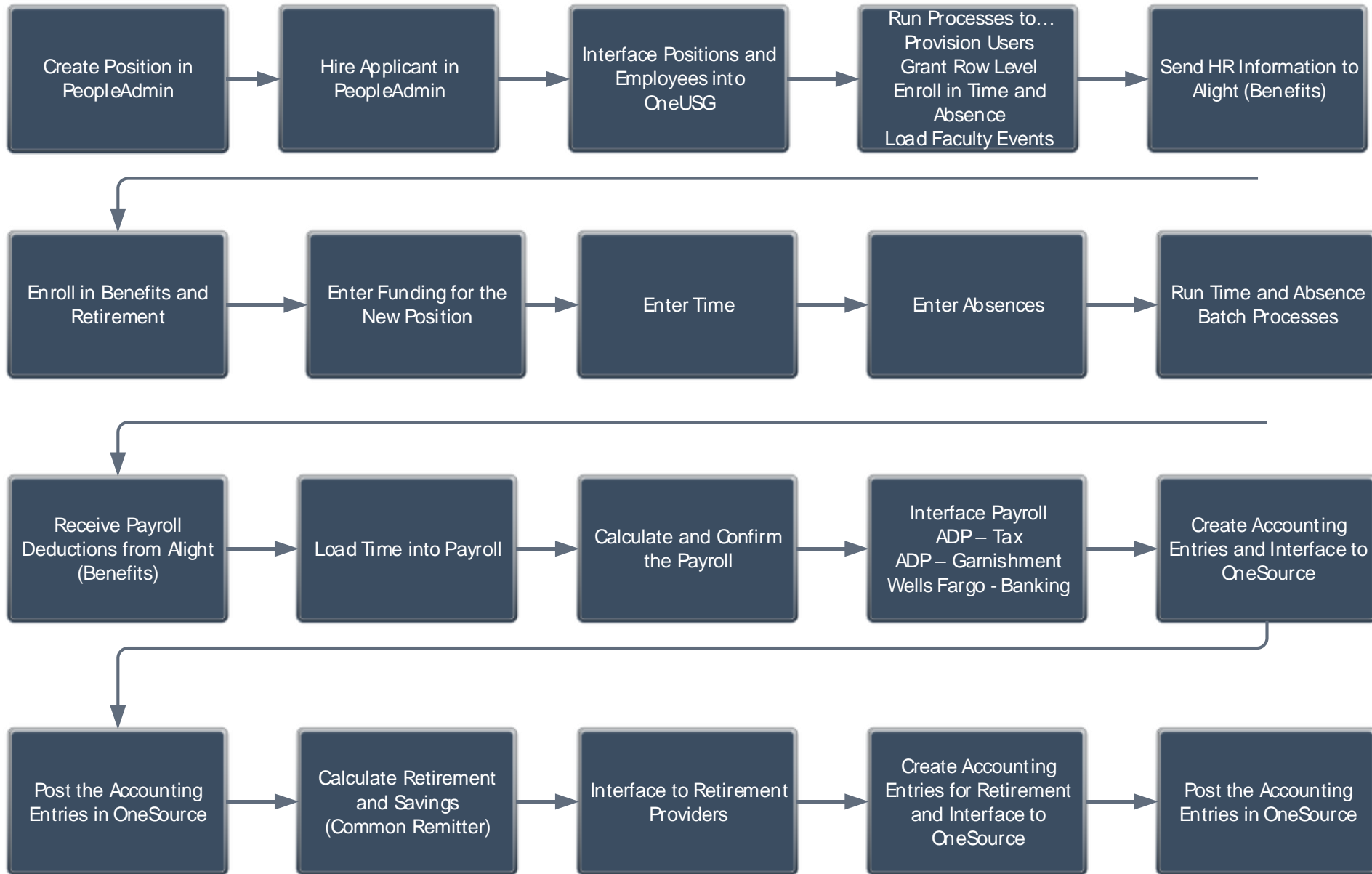
User Acceptance Testing Structure

- Central Office Testing
 - Bi-Weekly Payroll
 - Monthly Payroll
 - Off-Cycle Payroll
- Distributed (College and Unit Testing)
 - Employee Self Service
 - Manager Self Service
- Focused Testing
 - Faculty Events
 - Athletics
 - College of Agriculture
 - County Extension Offices
 - Identity Management
 - Time and Absence / Timeclocks
 - Veterinary Medicine
 - Recreation Sports
 - Auxiliary
 - FMD
 - Other
 - End to End
 - Commitment Accounting

UAT Workshop

Bi-Weekly and Monthly Structure

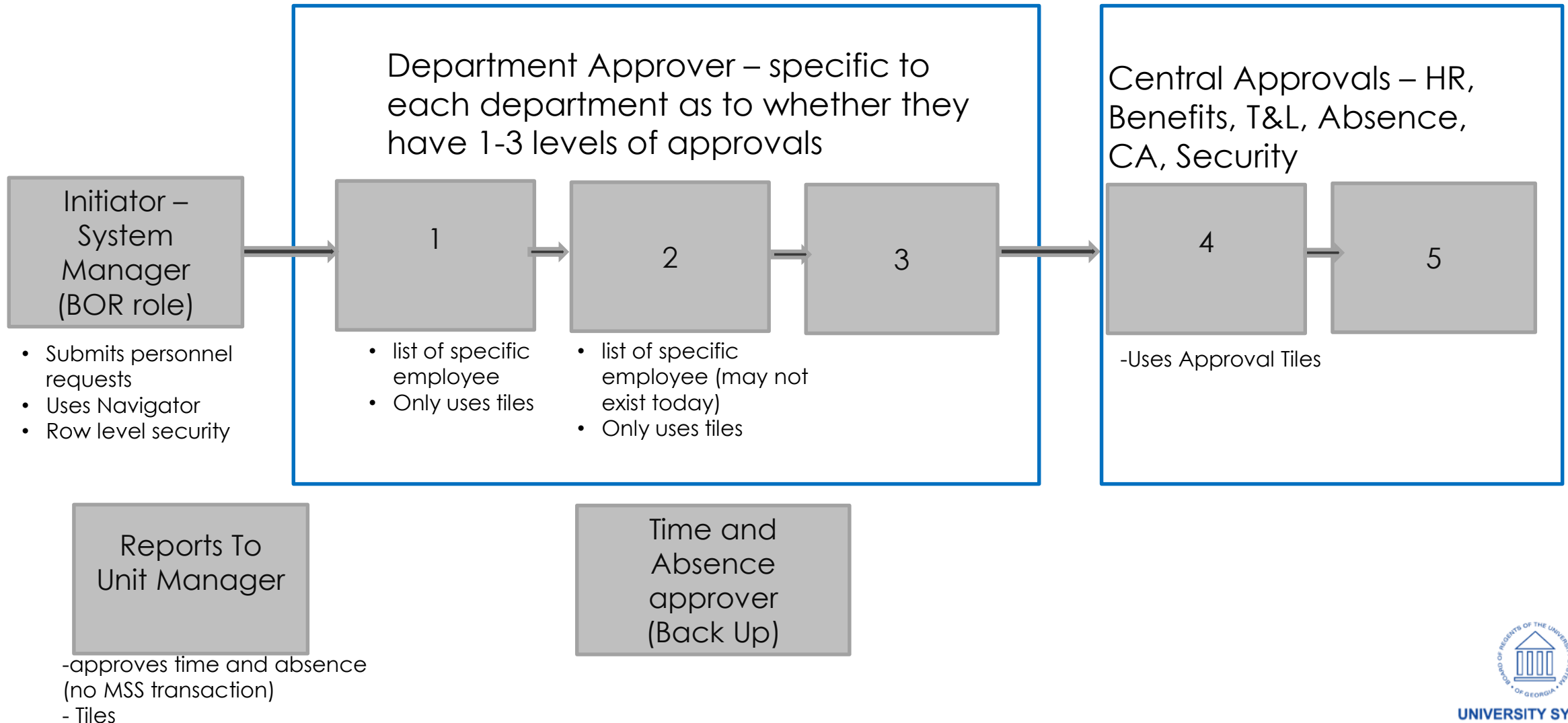
- Day 1: Human Resources / Commitment Accounting
 - Create Positions/ Fund and Hire
- Day 2: Benefits, Payroll, Time and Absence
 - Input Deductions
 - Input Savings and Retirement
 - Input Time and Absence
- Day 3: Payroll
 - Calculate and Confirm Payroll
 - Reconcile Earnings, Taxes and Withholdings
- Day 4: Commitment Accounting
 - Run CA Validation Queries & Processes
- Day 5: Commitment Accounting
 - Reconcile Accounting Entries to Payroll
 - Money Movement / Fund Payroll
 - Encumbrance Calculation



User Acceptance Testing Distributed (College and Unit)

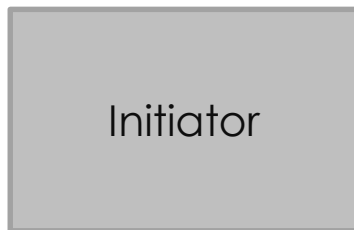
- Employee Self Service
 - Update Personal Information
 - Name
 - Address
 - Phone
 - Email
 - Emergency Contact
 - View Paycheck
 - Paycheck Modeler
 - Enter Leave
 - Enter Time
 - Enter Degrees
 - Punch Out to Alight
 - Punch Out to Elements
- Manager Self Service
 - UGA Jobs
 - Position and Personnel Administration
 - OneUSG
 - Terminate Employee
 - Supplemental Pay
 - Adjust Leave Balances
 - Change Time and Absence Approver
 - Add / Change Funding
 - View Employee Personal Information
 - Retire Employee
 - Ad Hoc Salary Change
 - View Compensation History
 - Team Profiles

User Acceptance Testing Distributed (College and Unit)



User Acceptance Testing Distributed (College and Unit)

ESS Transactions
go straight to
Central
-Name Change
and Degree



-Only for Initiator, one
up/down and lateral



- Must be a manager (unit or system) or ad hoc app role, in or out of the department
- Approvers can assign one prior to approval
- Initiator can after they submit
- **Absence flow DOES NOT FOLLOW , goes straight to 'Reports to' or Backup**



Focused Testing

- Faculty Events
 - Enter Rank and Tenure
 - Prior Years Experience
 - Integration with PeopleAdmin
 - New Fields Required for Integration with Managed Faculty Events
 - Administrative Posts
 - Self Service
 - Degree Submission and Approval
 - Contract Print
 - Adjuncts
 - Emeritus

- Athletics
 - Multi Job
 - Leave Administration
 - Terminated with Pay

- College of Agriculture (County Extension)
 - Multi Job
 - Annual Base Benefit Rate
 - Retirement Calculation
 - Common Remitter
 - Billing

- Identity Management
 - Workforce Administration
 - Hire
 - Term
 - Other Job Actions
 - Provision / Deprovision
 - Interface
 - 810 ID
 - Email Addresses

Focused Testing

- Time Entry
 - Punch Time
 - Exception Time
 - Webclock
 - Time Clock
 - Absence Request
 - Absence Adjustment
 - Rate Differentials
 - Shift Differentials
 - Multi-Job
 - Tips
- Time Approval
 - Dynamic Groups
 - Can you view your employees
 - Approve Time
 - Approve Leave

Focused Testing

- End to End
 - Hire in PeopleAdmin
 - Integrate with OneUSG
 - Central Office Performs Hire
 - Messaging to OneSource Financials for HR Data Changes
 - Interface to Faculty Events
 - Tenure Calc
 - Provision in IDM
 - Update Personal Information in OneUSG

- Commitment Accounting
 - Budget Retro
 - Direct Retro
 - Encumbrance Processing

- Additional Testing....
 - Benefits Reconciliation
 - Common Remitter and Money Movement
 - Call Center – Role Playing
 - Service Desk and Case Management



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User Acceptance Testing – Kickoff
Melissa Prigge and Craig Golden

User Acceptance Testing How It's Conducted



How It's Conducted

Roles and Responsibilities

- UGA Functional Leads and SCI Counterparts:
 - They answer questions specific to what your testing
 - Help in identifying personal defects
 - Guide you through your scripts
- USG Security Staff
 - Ensure you are able to log-in
 - Address Role, Workflow and Row (Department) Security
 - Shelia Sloan, Tony Taylor, Stephan Hutchings, Stephanie Marshall, Lillian Lukyamuzi
- Technical Support
 - Defect Remediation
- Test Leads
 - Coordinate Testing, Prepare Scripts and Datasheets
 - Melissa Prigge/ Pat Holden
- Shared Services Staff
 - Run Batch Processes
 - Process Payrolls
 - Create Accounting Entries
 - Interface with ADP, Wells Fargo, Alight and Retirement Providers

How it's Conducted Colleges and Units

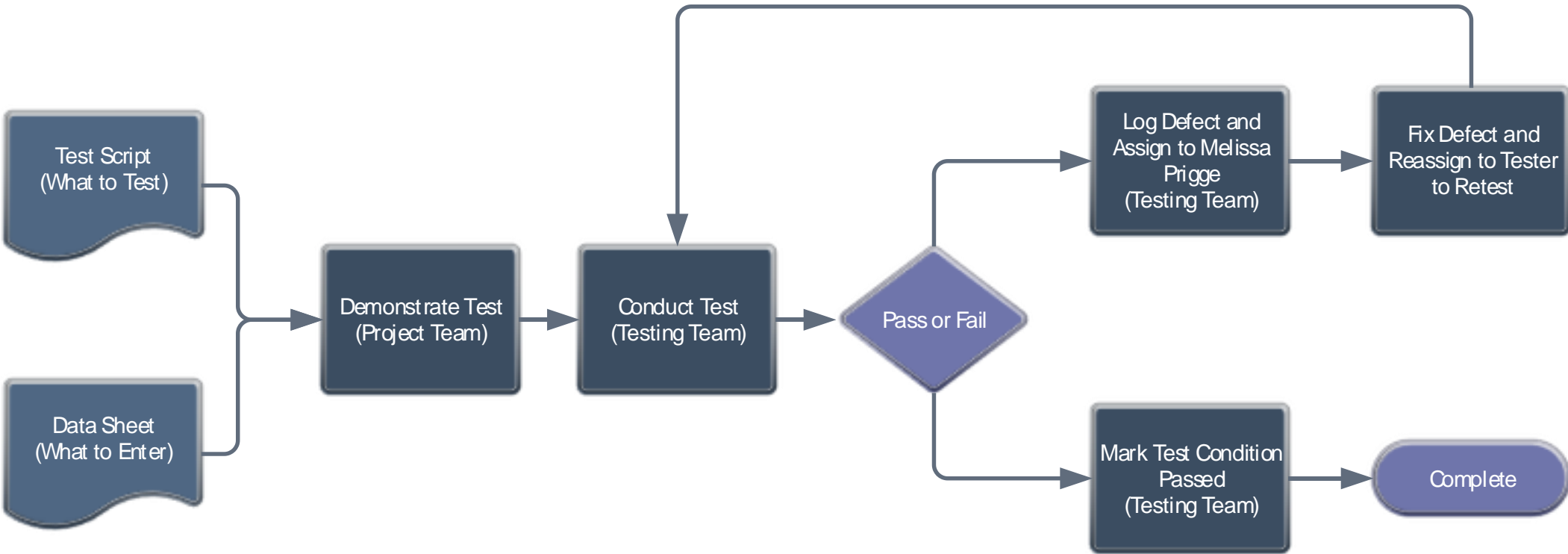
- AUX
- FMD
- Environmental Design
- Athletics
- CAES
- EITS
- Family and Consumer Sciences
- Ecology
- Franklin
- Student Affairs
- Public Service & Outreach
- Medical Partnership
- Vet College
- Pharmacy
- SPIA
- Terry
- Business Services
- Libraries



How It's Conducted

- User Acceptance Test Components
 - Test Scripts
 - Print Outs
 - Smartsheet
 - Data Sheets
 - Print Outs
 - Defects
 - Smartsheet
 - Metrics
 - Based on Test Conditions in Smartsheet

How It's Conducted



How It's Conducted

- Components – Test Script

Rectangular Snip

HCM Testing Matrix
MSS Testing Overview
HCM-890

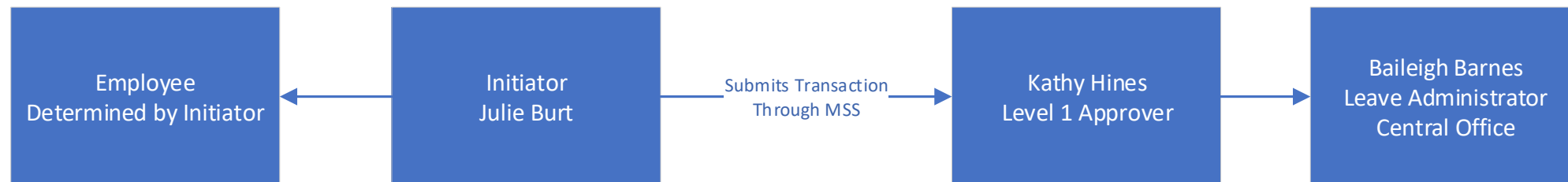
Test User 001

Test Plan				
Testing Day	Seq #	Assigned To	Testing Description	Assigned To Name
1-Wednesday	238	Initiator	1.1.0-Request Security Change - As an Initiator, using the Navigator > Manager Self Service Menu	Julie Burt
1-Wednesday	239	Initiator	1.1.2-As an Initiator, route the Security Change Request request to an Ad Hoc Reviewer	
1-Wednesday	240	Ad Hoc Reviewer	1.2-Review Security Change - As an Ad Hoc Reviewer, using MSS FLUID Tile > Approvals	Lindsey Sessions
1-Wednesday	241	LVL1-3 Department Approver	2.3-Approve Security Change - As a LVL1-3 Department Approver, using MSS FLUID Tile > Approvals	Katherine Hines
1-Wednesday	242	LVL4 Central Approver	2.3-Approve Security Change - As a LVL4 Central Approver, using MSS FLUID Tile > Approvals	Denver Porterfield
1-Wednesday	243	LVL5 Central Approver	2.5-Approve Security Change - As a LVL5 Central Approver, using MSS FLUID Tile > Approvals	Dan Baker

How It's Conducted

- Components – Data Sheet

University of Georgia Leave Adjustment



How it's Conducted

- What is a Defect?
 - Your credentials didn't allow access
 - You can't access a screen or perform the scripted transaction
 - You get an error message
- Log Defects in Smartsheet
 - Best Practices for Defect Management Include Capturing....
 - Navigation
 - Key Data (Employee, Position, Check #, etc)
 - If Process Related – Process Instance
 - Reports (if applicable)
 - User ID Performing the Task
 - Attach Screenshots and Reports to Defect
 - Browser used

Defect Summary Statement*

Please provide a short description of the defect or issue.

Additional documentation can be attached below in "File Attachments".

Test Case Number

FOR DEFECTS IDENTIFIED WHILE EXECUTING THE UAT TEST SCRIPTS: Enter the test case from the test script, such as: UAT-00041-1707

FOR ALL OTHER DEFECTS: Leave blank. No entry is required.

Added By*

Assigned To*

Priority*

Due Date

Details/Additional Comments*

Brief comments can be provided here. Discussion topics and chains can be attached to the defect in Smartsheet.

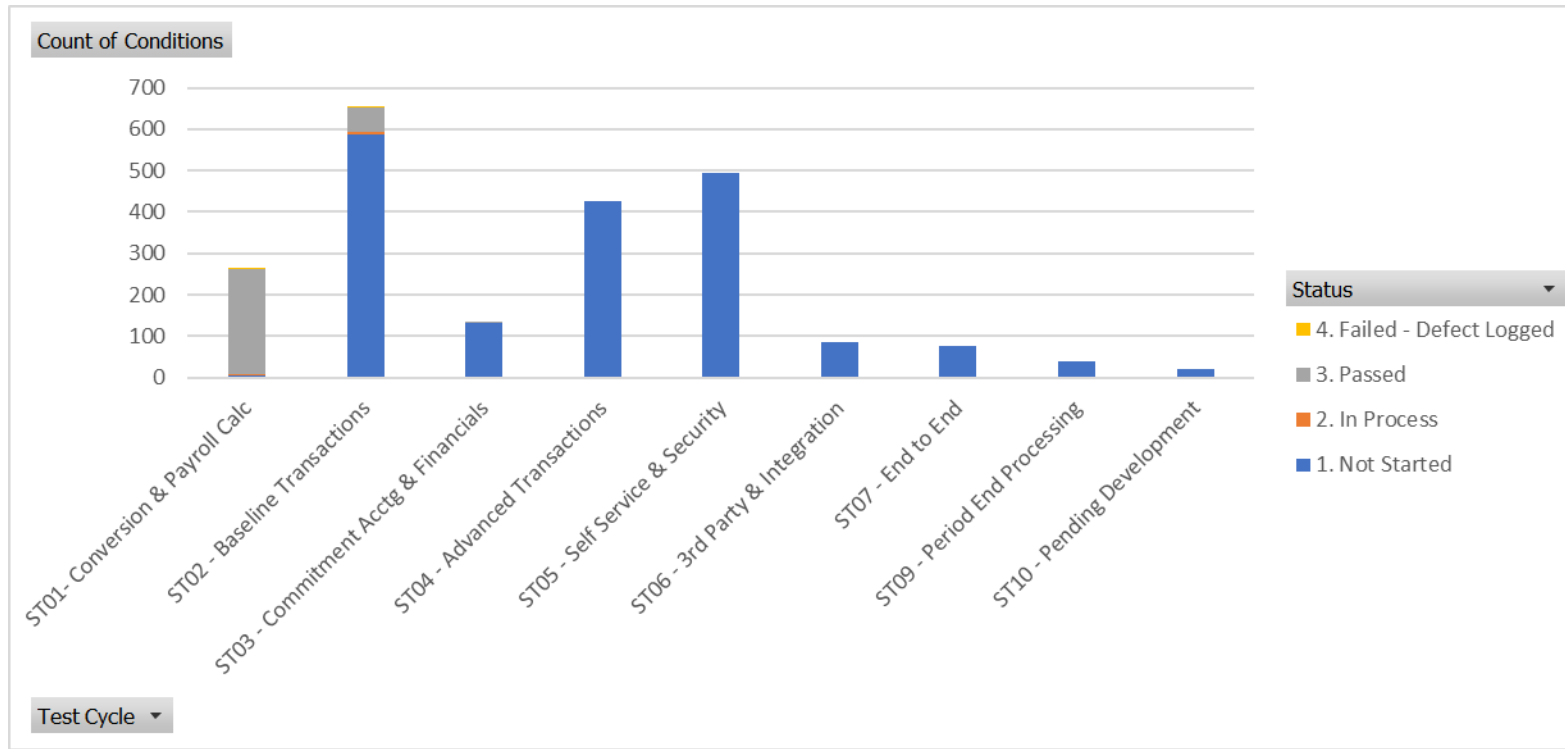
File Attachments

Defect Status

Module*

Send me a copy of my responses

View Defect
Log



Count of Conditions Test Cycle	Status				Grand Total
	1. Not Started	2. In Process	3. Passed	4. Failed - Defect Logged	
ST01 - Conversion & Payroll Calc	4	3	254	1	262
ST02 - Baseline Transactions	586	9	59	2	656
ST03 - Commitment Acctg & Financials	132		1		133
ST04 - Advanced Transactions	426				426
ST05 - Self Service & Security	494				494
ST06 - 3rd Party & Integration	87				87
ST07 - End to End	76				76
ST09 - Period End Processing	38				38
ST10 - Pending Development	21				21
Grand Total	1864	12	314	3	2193





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User Acceptance Testing Timeline



2018

September

October

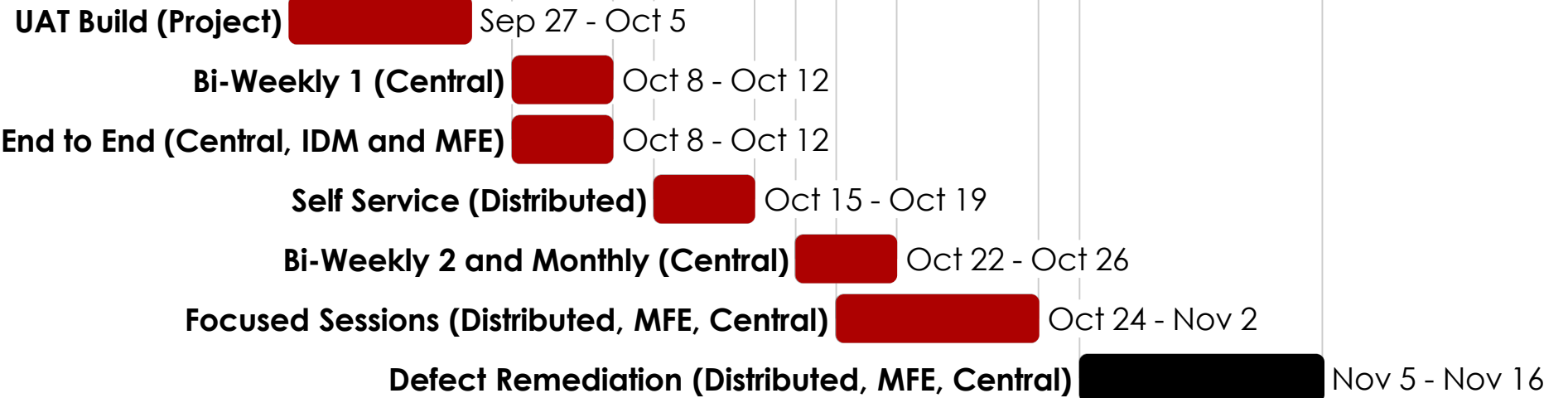
November

2018

Today

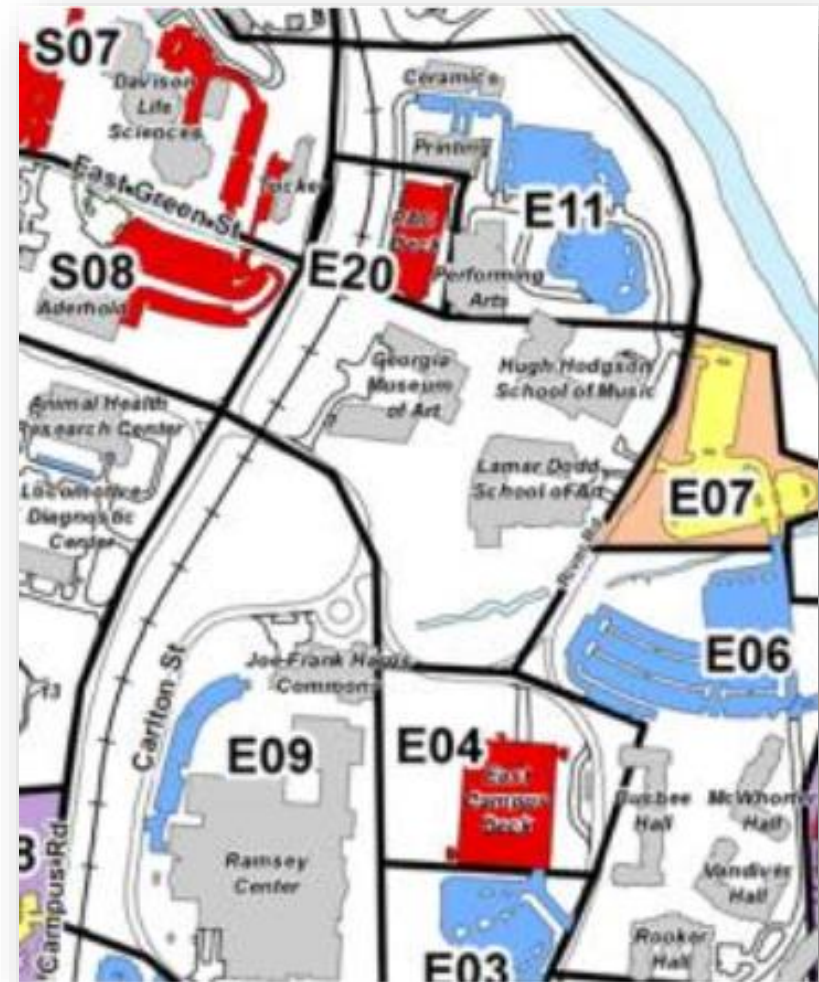
UAT Complete

Nov 16



User Acceptance Testing Timeline

- Logistics Discussion
 - Location: Print Services
 - Begin Time: 9:00
 - Sending of Calendar Invites
 - Parking
 - (Click on Map)





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Next Steps / Recap



OneUSG Connect

Wrap Up / Open Forum

Questions

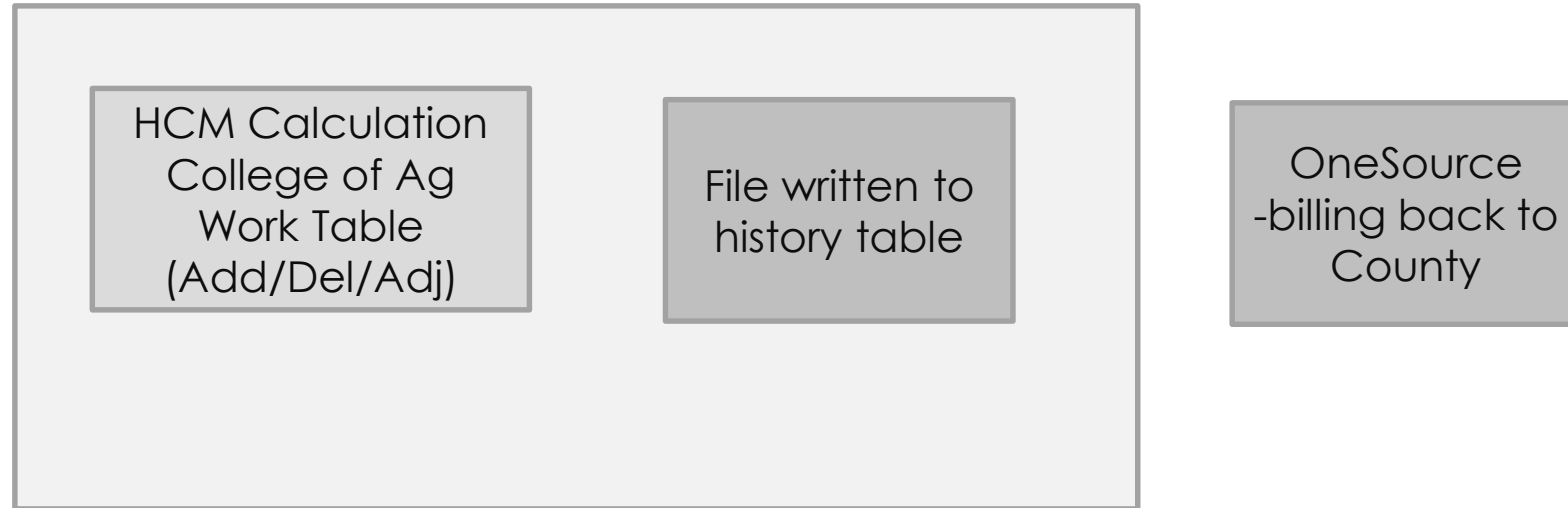


OneUSG Connect

Appendix



TRS Billing/Common Remittance



- Ag will have access to table in HCM
- Common Remitter Practitioner)specific for College of AG) Role/Custom
- Adjustments for prior period (line on bill)
- Finance pulls from the history table



Dec 7 - Dec 12 **Blackout - Cohort 1,2 & 3 (I)**

Dec 8 - Dec 10 **Pass 1 Conversion**

Dec 10 - Dec 12 **Pass 1 Reconciliation**

Dec 21 - Dec 26 **Blackout - Cohort 1,2 & 3 (II)**

Dec 21 - Dec 25 **Pass 2 Conversion**

Dec 24 - Dec 25 **Holidays**

Dec 26 **Pass 2 Reconciliation**

Cutover Begins
Dec 7

UGA - Go-Live
Dec 16

