



Welcome to the Future!

The GaFirst project is embarking on a project to implement PeopleSoft's Self-Service module, commonly known as "e-Apps". The purpose of this newsletter is to keep our constituency updated as to the scope and progress of our project. We will distribute a newsletter on a monthly basis and we hope that you find the information useful as you prepare to implement this new functionality at your campus.

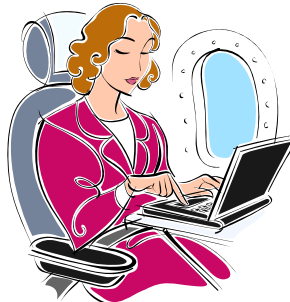
The GaFirst Project has completed the Pre-Planning portion of the project (project organization, hardware acquisition, set up and configuration of development and test environments, project team training, defining of scope, and initial project plan development) and the Planning Analysis phase began on 07/31. The next steps require involvement from 6-8 pilot institutions who will initially implement the two eApps modules described in this newsletter.

The GaFirst Project team is very excited about the functionality that this project will provide to both our PeopleSoft users and USG employees. We look forward to working with you!

What is e-Apps?

PeopleSoft 8.8 provides a number of self-service web pages that provide employees with inquiry and limited update access to their personnel records, pay stubs, and current benefit enrollments. This functionality should provide a major benefit to campus staff as it reduces their workload and allows them to redirect their efforts towards more critical services.

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Key Dates

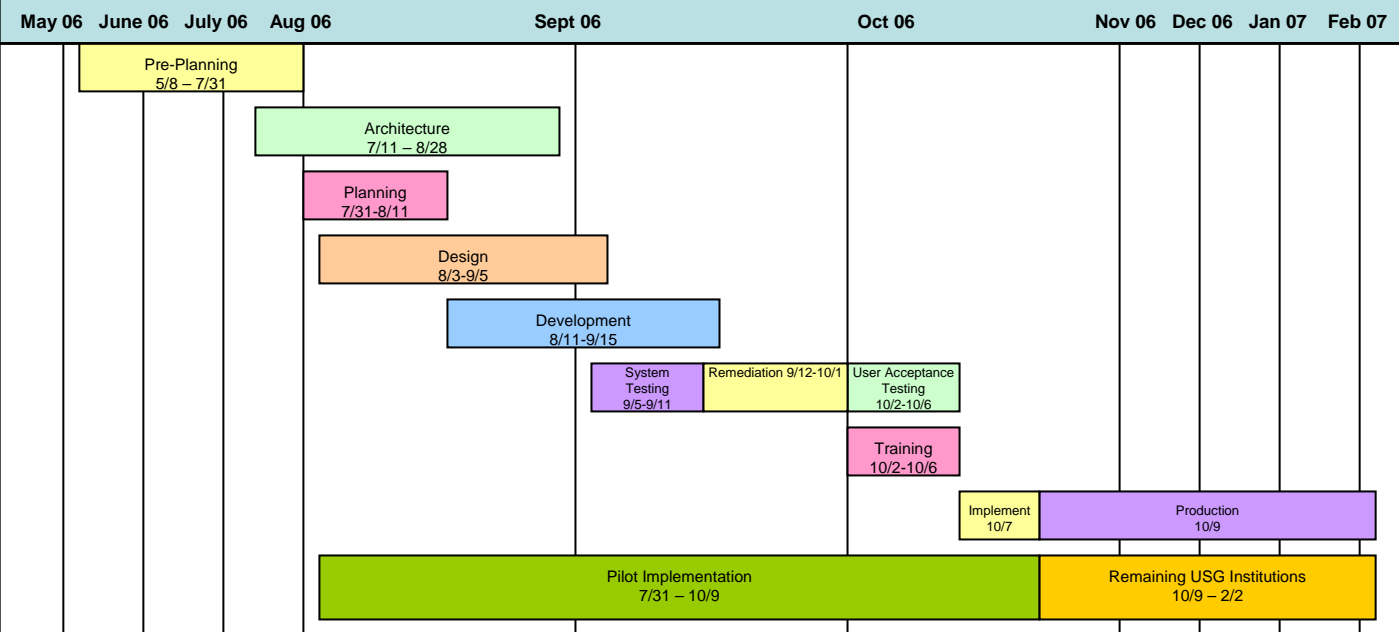


8/10/06.....	Functional Workshops and Interviews for Pilots
8/11/06.....	Planning and Analysis completed
8/14/06.....	Project Update Meeting
9/5/06.....	Design Complete
9/15/06.....	Development Complete
10/2/06.....	User Acceptance Testing for Pilots
10/9/06.....	Implementation Complete and functionality released to the Pilots
10/9/06.....	Project begins for remaining USG Institutions
2/2/06.....	Implementation Complete for all USG Institutions

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E-Apps Project Timeline

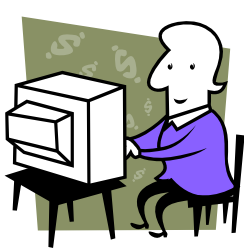


The Role of the Campus Coordinator

Each Pilot Institution has identified a Campus Coordinator that will serve as OIIT’s point of contact at the institution with regards to the e-Apps project. Campus Coordinator’s were utilized during the V8 Upgrade in 2004 and will again serve as the central point for communicating information from the project team in Athens to the appropriate parties at their campus. In addition, the coordinator will be the focal point for communicating information from the campus to the project team.

Please visit our website at

<http://www.usg.edu/gafirst/hrms>



Information pertaining to the e-Apps project is available at

<http://www.usg.edu/gafirst/hrms/project/eapps1>

Pilot Institutions and Campus Coordinators

- Clayton State University – Luca Yearsovich
- Georgia College and State University – Diane Kirkwood
- Georgia Gwinnett College – Melissa Brennaman
- Georgia Perimeter College – Michelle Arth
- Kennesaw State University – Anita Sales
- University System Office – Harriett Houston
- University of West Georgia – Stephanie Rooks

What is e-Apps

(continued from p.1)

The project will initially consist of the implementation of E-Pay and E-Profile.

Epay gives employees immediate access to their personal payroll data.

This application also includes the ability to add, change or discontinue direct deposit; view, add, change, or stop voluntary deductions; request duplicate W-2 forms; change federal tax withholding information.

E-profile enables employees to maintain their personal profile by giving them the ability to view, and in some cases update, name, address, phone #, marital status, and date of birth.

e-Apps will also include the implementation of limited workflow and e-mail functionality so that employees will receive verification e-mails regarding changes they have

made on-line. Additionally, some audit capability will be included that will track who initiated a change to the employee's information and when the change was made.

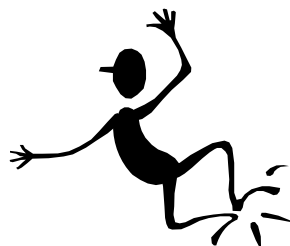
Specific information about the functionality provided can be found on the table located on this page.

e-Apps Functionality	
eProfile Update Data Marital Status Change* Name Change* Emergency Contact Address Change Email Change Phone Numbers View Only Personal Information Summary	ePay Update Data Direct Deposit Update W4 Tax Information Voluntary Deductions W2 Reissue Request View Only View Paycheck and Printer Friendly version
<small>*Some changes, such as marital status and name, may require documentation before change can be processed</small>	

The Benefits of e-Apps

While employee self-service benefits employees by giving them immediate access to their personal information and payroll records, it benefits the institution's HR and Payroll staff as well. The reduction in data entry required to process the changes detailed above will allow staff to balance their workload and redirect their efforts to more critical tasks and services. The following data should help to provide some insight into the potential benefits of e-Apps to the institutions.

- Active USG* Employees: 33,087 / Retirees: 5,160
- Phone Number changes** within last 12 months: 48,649
- E-Mail changes within last 12 months: 2,223
- Address changes within last 12 months: 5,425
- Direct Deposit Changes: 8,812
- W4 changes: 4,316
- General Deduction changes: 14,582



*33 GaFirst institutions

** Changes do not include any data entry related to hiring or rehiring since data entry related to those transactions will remain the same.

The Project Team

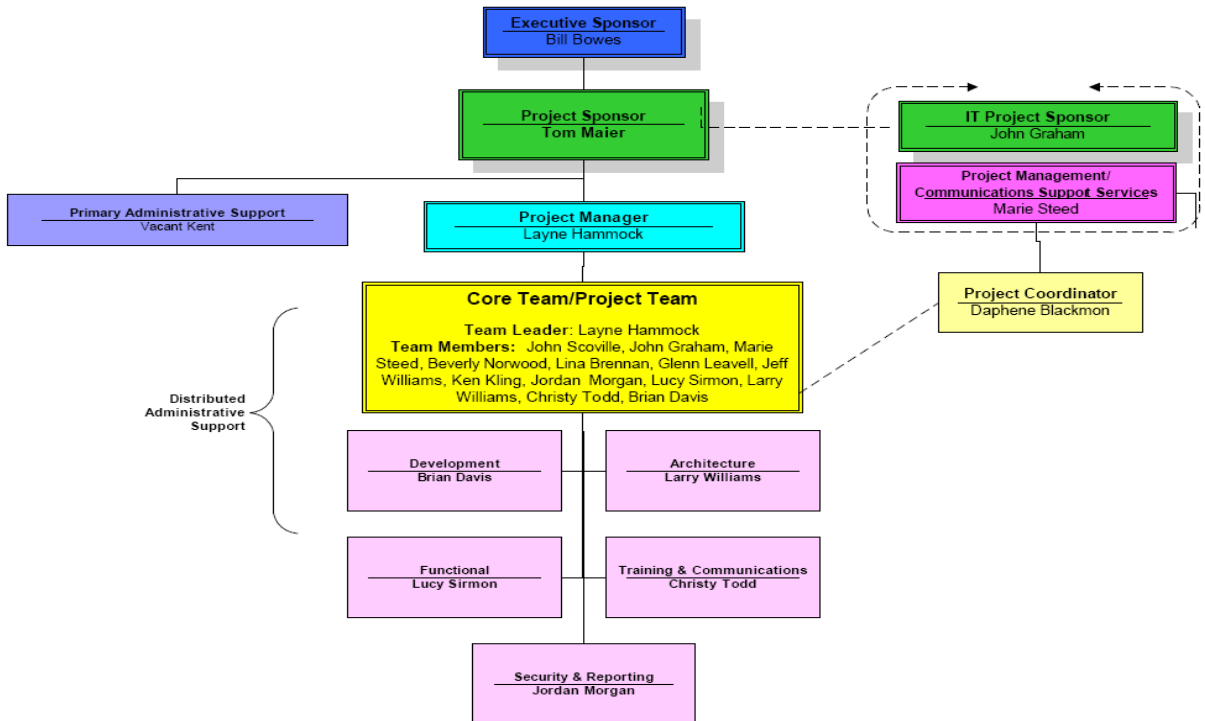
This group represents our primary e-Apps Project Team.



Front, from L to R: Christy Todd (Training and Communications Sub-Team Leader), Lucy Sirmon (Functional Sub-Team Leader), Daphene Blackmon (Project Coordinator), Jordan Morgan (Security and Reporting Sub-Team Leader), Toni Lyons (Skybridge Consultant).

Back, from L to R: Layne Hammock (Project Manager), Brian Davis (Development Sub-Team Leader), Mike Taliaferro (Skybridge Consultant), Barney Woods (Skybridge Consultant). Not pictured: Larry Williams (Architecture Sub-Team Leader).

GeorgiaFIRST HRMS Self-Service (eApps) Implementation - Pilot Project Organization



Thank you for taking the time to read this newsletter. Please look for our next e-Apps newsletter scheduled for September 2006