

OIT eApps PeopleSoft Updates Looking towards the Future

Georgia Summit
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Layne Hammock &
Toni Lyons

Introductions

- Layne Hammock, Project Manager – GAFirst HRMS
- Toni Lyons, Project Advisor – SkyBridge Global

Agenda

- Project Objective & Goals
- Project Scope
- Timeline
- Accomplishments & progress
- What is ahead for the Pilot institutions
- What is ahead for the remaining institutions

Project Goals & Objectives

- To gain efficiencies with regard to functional and technical enhancements to the HRMS administrative enterprise application.
 - Key business drivers:
 - Eliminate and streamline HR processes (steps, approvals and forms).
 - Improve HR services to employees and managers.
 - Adopt best practices where possible.
 - Promote multi-campus cooperation and collaboration.
 - Provide ready and secure access to current, accurate, and complete information.

Scope: Pilot Institutions

- Georgia Perimeter College
- Georgia Gwinnett College
- Kennesaw State University
- West Georgia
- Georgia College and State University
- University System Office

Scope: eProfile Functionality

- *eProfile* enables employees to maintain their personal profile by giving them the ability to view, and in some cases update their personal profile information.
 - Personal Information Summary
 - Email addresses.
 - Emergency contacts.
 - Home and mailing addresses.
 - Marital status change.
 - Name change.
 - Phone numbers.

Scope: ePay Functionality

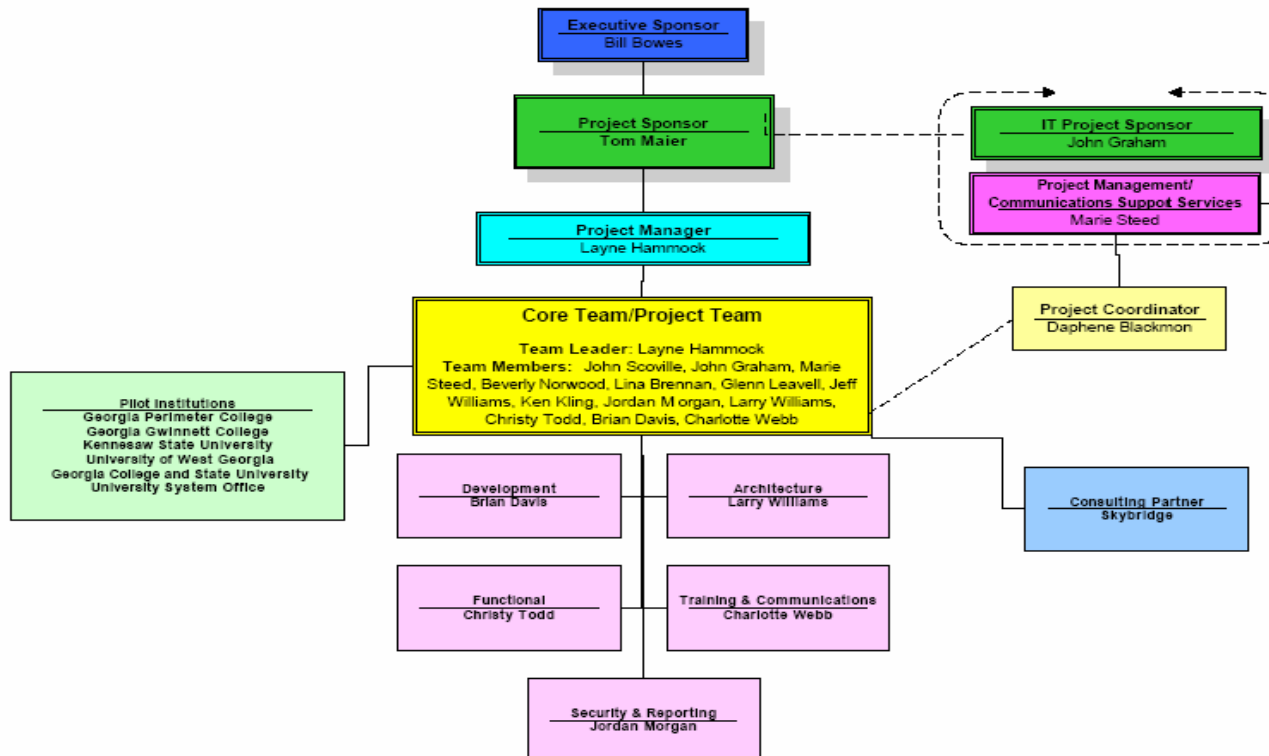
- *ePay* gives employees immediate access to their personal payroll data.
 - Review Paycheck data online.
 - Add, change, or discontinue direct deposit.
 - View, add, change or stop voluntary general deductions
 - Change Federal tax withholding (W-4) information.
 - Request duplicate W-2 forms
 - View Compensation History

Scope: eBenefits Functionality

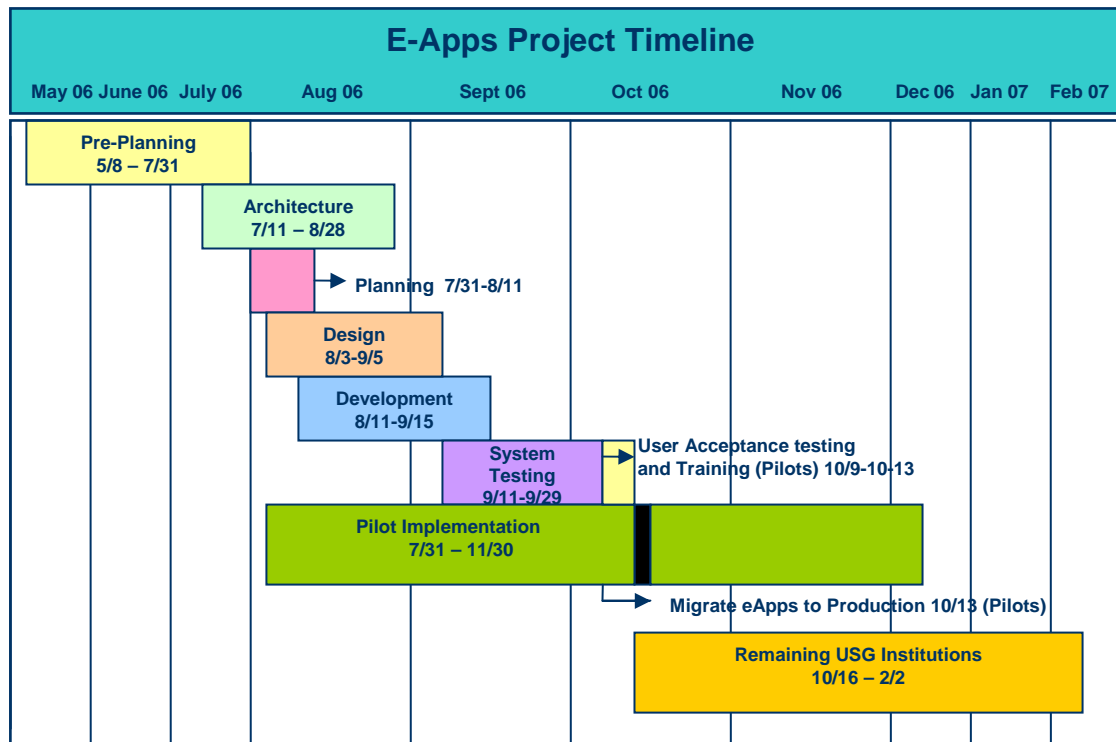
- eBenefits - moves beyond paperless self-service transactions to provide employees the information they need to maximize the value of their benefits plan.
 - Benefits Summary
 - Health Care Summary
 - Insurance Summary
 - Dependent Personal Information
 - Flexible Spending Accounts
 - Dependent Coverage Summary

Project Team

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



Timeline...



Accomplishments

- Planning & Analysis
- Design
- Development
- Hardware Acquisition and Setup
- Functional Testing

What's ahead for the pilot institutions?

- Training
- Security Workshop
- User Acceptance Testing
- Implementation & Roll Out

What's ahead for the remaining institutions?

- Identify Group 1 & Group 2 schools
- Identify all Self Service Users
- Prepare communication plan
- Gather required setup information
- Identify Training requirements
- Team and Security Training
- User Acceptance Testing
- End User Communication and Training

Tentative Key Dates

Group I		Group II	
Participant Selection	09/22/2006	Participant Selection	09/22/2006
Kickoff Meeting	11/01/2006	Kickoff Meeting	01/03/2007
Send 'Coming Soon' Communication	11/03/2006	Send 'Coming Soon' Communication	01/05/2007
Begin Training Plan Development	11/06/2006	Begin Training Plan Development	01/08/2007
'Benefits & Ease of Use' Communication	11/14/2006	'Benefits & Ease of Use' Communication	01/15/2007
Complete Training Plan	11/22/2006	Complete Training Plan	01/19/2007
User Acceptance Testing	11/27/2006	User Acceptance Testing	01/22/2007
Begin User Training	12/04/2006	Begin User Training	01/29/2007
Group I in Production	12/15/2006	Group II in Production	02/09/2007

How BOR-OIIT is helping ...

- **Implementation Guide**
- **Implementation Resource**
- **Training**
 - Provide a sample training plan
 - Quick reference guide
 - FAQ Document

How BOR-OIIT is helping...

- **Sample communication plan**
- **Sample communication documents**
 - “Coming Soon!” user communication
 - Benefits and ease of use communication
 - “At Your Service” brochure
 - Updated Business Processes
 - Management PowerPoint Overviews

Questions...



For HRMS Project Updates - <http://www.usg.edu/gafirst/hrms/project/>