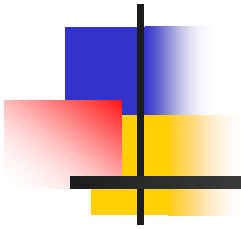


Report from the HR/Payroll Taskforce



Susan Norton, MCG



Task Force Charge

- To “identify and recommend for implementation such system or process enhancements that will create even greater efficiency and effectiveness in our HR/Payroll processes.”
- Created by Bill Bowes in recognition of opportunities to further streamline and consolidate campus human resources, payroll and GaFIRST business processes and procedures in order to improve system wide compliance and efficiency.



Report from HR/Payroll Taskforce

- Drivers

- Need to implement a time and attendance system
- PeopleSoft's expanded self-service features
- Future PeopleSoft upgrades
- Future opportunities to implement additional PeopleSoft functionality



HR/Payroll Taskforce Members

- Michelle Arth, GPC
 - Melissa Bell-Brennaman, Georgia Gwinnett
 - Sherea Frazer, USO (represented by Harriet Houston)
 - Diane Kirkwood, GCSU
 - Susan Norton, Medical College of Georgia
 - Anita Sales, Kennesaw State
 - Lucy Sirmon, Kennesaw State
- OIIT Resources - Christy Todd, Debbie Farmer



Report from HR/Payroll Taskforce

- Initial Work – Review of Business Practices in Preparation for a Time & Attendance System
- Issues Identified – Inconsistency Among Schools for same/similar payroll functions
- Recommendations Prepared to Improve Consistency and Promote Efficiency



Recommendations

- That the USO identify and implement a software solution that will include the following minimum features:
 - Ability to manage paid leave for exempt and non-exempt employees in an efficient and accurate fashion, seamlessly integrated with the PS Payroll functionality
 - Ability to record hourly employee time and salaried employee exception time in an accurate, auditable and user friendly fashion that integrates with PS Payroll



Minimum Features (cont)

- Tools that allow managers to accurately and efficiently review and approve employee time
- Functionality for web-based time entry for punch time, exception time, or elapsed time entry in addition to physical time clocks for areas where computer accessibility is an issue
- Seamless automated and timely integration of employee events including hires, terms and job/position changes within PS HRMS



Minimum Features (cont)

- Flexibility to assign proxy approval responsibility to other departmental staff as needed
- Ability to track comp time for FLSA non-exempt employees



Recommendations (continued)

- All employees for whom time must be tracked should be required to use the system that is implemented.



Recommendations (continued)

- PeopleSoft should be “System of Record” for all time and leave (except UGA)
- The USO should enlist assistance in the area of “Change Management” to ensure success of system implementation.



Recommendations (continued)

- The University System should define the number of hours in a holiday as 8.
- The University System should ensure consistency regarding payment for holidays worked (best practice to be identified and recommended)



Recommendations (continued)

- The University System should adhere to the established standard workweek for all non-exempt employees; any hours worked over 40 in the designated week to be compensated as overtime.
- The University System should remind Campuses that exempt employees are not eligible for comp time – this is a compliance issue.



Recommendations (continued)

- The System should implement PeopleSoft's Time & Labor module for timekeeping
 - Allows for "1 stop shopping" via self service
 - Takes advantage of user familiarity
 - Costs are more easily identified and managed
 - Allows for consistent use of security



Future Needs/Goals

- PeopleSoft Upgrade to 9.0
- Ability to implement additional PeopleSoft functionality to streamline processes
 - Workflow & Manager Self Service (electronic routing of personnel actions and notifications to save time, paper, and minimize data entry)
 - Time & Labor solution for automated time keeping and effort reporting (growing need due to increases in grant funding)
 - Talent Acquisition module
 - Administer Training module



Future Needs/Goals

- Going from the Chevy to the Cadillac will spur need for consistent business practices system wide. Possible improvements include:
 - Increasing Percentage of Employees with Direct Deposit, including Students
 - Eliminating the printing of pay advices where possible



Questions & Other Needs

- Please bring suggestions forward to members of the taskforce!
- Questions & Discussion