



Shared Services Newsletter

August 18, 2008

What has been accomplished to date?

- ☑ Business Analysis Sessions began on Monday, August 4th. For that first week, Human Resource Sessions took place on Monday and Tuesday, followed by Payroll Sessions Wednesday and Thursday.

The afternoon of Monday August 11th, we had the first discussion concerning Faculty Information and Reporting. The focus for Tuesday and Wednesday was on Benefits, including a demo of the Employee Self Service.

Participants are attending the sessions either in person at the Kennesaw State University project site or via conference calls. The average number of participants per session is currently at 20. There are sessions scheduled in the coming weeks at Macon State College to allow more accessibility for team members that would like to attend in person.



Newsletter Highlight: Meet The Benefits Team!!!!

Lead - Karin Elliott - Kennesaw State University
Co-Lead - Quint Hill – Southern Polytechnic State University
SME - Annette Brown – Columbus State University
SME - Vicki Hodges – Georgia Southern University
SME - Stephanie Rooks – University of West Georgia
SME - Beth Jones – Georgia State University
SME - Nikki Graham – Macon State College
SME - Cathy Client – College of Coastal Georgia

Some Quotes from Team Members:

"BOSS, the ADP Benefits Outsourcing System, will track benefit events, respond to these events based on predetermined rules, and take appropriate action as needed. This will improve efficiency in our office by reducing manual tracking and cut down on errors by not allowing someone to 'fall through the cracks'. We can then focus our attention on providing excellent customer service and explaining the "benefits" of our benefit programs instead of spending our time tracking data changes." **Karin Elliott, Benefits Manager, Kennesaw State University.**

"Participants saw a demonstration of the BOSS system and are excited about the possibilities of online enrollments during the new hire and open enrollment periods. Additionally, individuals can access the system to initiate family status changes and to see current enrollments anytime during the year." **Robert Elmore, Director of Payroll, Benefits & HRIS, Georgia State University.**

Be sure to check the Shared Services website <http://www.usg.edu/sharedservices> at the first and the middle of the month for the latest Newsletter. The September 1st Newsletter will have more information on the Subject Matter Experts, (SMEs,) that are working on the project!!!