



# Shared Services Newsletter

September 1, 2008

## ***What has been accomplished to date?***

It has been another busy two weeks on the project. The week of August 18<sup>th</sup> began with Business Analysis sessions related to items such as table set-ups, job codes, and action reason codes.

Thursday, August 21<sup>st</sup> was the first internal meeting of the Financials and Budget Team at Macon State. This was an all day meeting, as the team began to lay out system requirements to be presented to ADP at the September 11<sup>th</sup> GL Business Analysis Session. Issues that are very near and dear to us, such as payroll encumbrances, position management, interfaces, budget prep, and reconciliations were discussed.

Also at Macon State on Friday of that week, two concurrent sessions took place:

The Faculty Information and Reporting Team met from 9:00 to 3:00. In addition to the members of the Team, representatives from Institutional Research, Human Resources, and Payroll participated in the meeting in person or via WIMBA. The purpose of the meeting was to 1) define essential components for processing transactions related to faculty hiring, as well as promotion and tenure review, third year review, and post-tenure review, writing contracts, and managing the tenure clock; and 2) identify critical data elements necessary for federal, regional, and System reporting and research on faculty and staff. The committee's goal is to eliminate duplicate data entry, and thus improve data quality, to streamline workflow approvals, and to eliminate the need for shadow data systems for routine processing of faculty activity.

The IT Team also met during the same time period. The IT team's role for the project is to work with the ADP technical representatives to provide technical support/guidance for the institutions' transition to the ADP environment. The IT team will also provide project-related communications out to the IT representatives at the institution level. IT Representatives are being assigned from each institution. These representatives will need to facilitate and manage the provision, support and coordination of the following technical activities during the course of the ADP implementation project: eTime clock wiring, eTime clock installation, JRE/Java installs, local interface development, and escalation of issues for resolution.



## **Newsletter Highlight: Meet The HR Team!!!!**

**Lead – Anita Sales - Kennesaw State University**

**Co-Lead – Brenda Findley – North Georgia College & State University**

**SME - Jamie Bland – Georgia Southern University**

**SME - Karen Iler – Georgia Southern University**

**SME - Faith Miller – Dalton State College**

**SME - Janet Siders – Georgia Southwestern State University**

**SME - Denise Bogart – Valdosta State University**

**SME - Jamie Tanner – Valdosta State University**

**SME - Melissa Brennaman – Georgia State University**

**SME - Rosalind Barker – Georgia State University**

**SME - Angela Bourque – Georgia State University**

**SME - Christy Todd – USO - OIIT**

**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.**