



Shared Services Newsletter

September 16, 2008

What has been accomplished in the past two weeks?

After the Labor Day holiday weekend, the project team began with Payroll Model on September 2nd. Business Analysis sessions included the pay calendar, the holiday schedule, the earnings table, the earnings program table, the account code table, etc. The week also included an ADP reporting demo on Thursday and a review of the “Parking Lot” items from prior sessions on Friday.

The Business Analysis sessions for eTIME began the week of September 8th. On-Call Pay, Call Back Pay, Differential Pay, Holiday Pay, Floating Holidays, and the Date of the Monthly Payroll were all discussed. And as you probably know, these are handled very differently around the system! In order to ensure that we will not be violating any rules, laws, policies, etc., Wayne Guthrie, Vice Chancellor for Human Resources at USO, and Kimberly Ballard-Washington, Assistant Vice Chancellor for Legal Affairs at USO are assisting us in developing our recommendations.

Also at Macon State on September 11th, Thursday of last week, the GL/Financials and Reporting Team met for a day long Business Analysis session with the ADP consultants. The session was well attended with representatives from HR, Payroll, and IT in addition to Financials and Budgeting. Encumbrances, budgeting, position management, continuous audit, interfaces, and year end payroll accrual were just a few of the areas discussed. Lee Fruitticher of Gordon College and Kim Thompson Brown of Georgia Southern are the Co-Leads of the Financials and Budgeting Team. Please feel free to contact them if you have comments/input related to any of these financials areas.



Newsletter Highlight: Training Coordinators

The project has two new Training Coordinators! These individuals will be updating Business Processes, preparing training documentation, and delivering training to the end users in preparation for Go-Live.

I am excited to announce that Sharon Ellis of ABAC will be joining the project team on October 1st as Training Coordinator to lead this effort!!

The project is extremely fortunate to have Sharon’s expertise and system knowledge as a part of the project!!

Assisting Sharon with this effort will be Jeffrey Ewing, an independent consultant. Jeff has 15 years of management experience and has been in ADP Program Management training for about a year obtaining a mid level understanding of all ADP products. This knowledge / training will be very valuable in his new position with USG and the roles / responsibilities of the training. We look forward to working with Jeff on the project!

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.