



Shared Services Newsletter

October 17, 2008

What has been accomplished in the past two weeks?

The first week of October was spent with Conversion Strategy discussions. The week of October 6th started with Security on Monday. Employee coding, pay distribution, taxation, and banking information were among the subjects included on Tuesday. Manage Faculty Events was the agenda topic for Wednesday. The week concluded with Employee Self-Serve and Manager Self-Serve on Thursday and Friday. The entire week of October 13th is devoted to Benefits.

Meet the Faculty Information and Reporting Team!!

Lead: Cathie Mayes Hudson – University System Office
Co-Lead: Honey Coppage – Valdosta State University

Dana Carter – Kennesaw State University
Susan Campbell Lounsbury – University System Office
Virginia Samiratedu – Georgia Southern University
Erik Bowe – Kennesaw State University

Leslie Moore – Clayton State University
Donna Hader – Georgia State University
Wendy Woodrum – Georgia Southern University
Lucretia Gibbs – University of West Georgia



Newsletter Highlight: Manage Faculty Events

The Faculty Information and Reporting Team was charged with identifying:

- the processes required for managing faculty workflow processing, from recruitment to hiring, tenure, promotion, post-tenure review, and retirement;
- the data required for the System and institutions to meet federal, national, regional, state, and System information needs, as well as to support research on faculty/employee issues.

In defining the data requirements for faculty/staff and faculty processes, the Faculty Information and Reporting Team has worked to establish common goals for tracking faculty events (currently managed in PeopleSoft Manage Faculty Events, MFE) and to ensure data availability, access, and quality in the ADP environment. These include the following:

- Streamline workflow processing to eliminate paper workflow processing where possible;
- Improve data quality;
- Eliminate duplicate data entry for the same information, where possible (this will also act to improve data quality);
- Maintain single source for each data element (for example, rank can currently be assigned at job code level or in MFE);
- Avoid creation of shadow data systems to track events;
- Eliminate existing shadow data systems where possible;
- View key fields from one location in the source system (currently, HR screens and Academic Affairs screens are separate, yet each must depend on the other);
- Link from ADP to Banner and Banner to ADP;
- Build in as many edits as possible at the point of data entry;

(Continued on Page 2)



Newsletter Highlight: Manage Faculty Events (cont)

- Secure confidential information;
- Allow calculated fields to appear on ADP screens;
- Produce common reports for functional users at the institution level;
- Provide data to the System data warehouse (currently HRDM), so that data from the ADP institutions can be merged with data from Georgia Institute of Technology (PeopleSoft), Medical College of Georgia (PeopleSoft), UGA (university defined system), and any other data not collected by ADP
- Provide links to the Academic Data Mart and the Financials Data Mart;
- Migrate current data from MFE/shadow files into the final ADP (and Data Mart) system.

Be sure to check the Shared Services website <http://www.usg.edu/shareservices> at the first and the middle of the month for the latest Newsletter.