



# ADP Implementation Project Update

*Changing the way we do business from recruitment to retirement*

## Open Forum 4.16.2009

Transforming the System, Changing Lives, Strengthening the State



## Open Forum Agenda 4.16.09

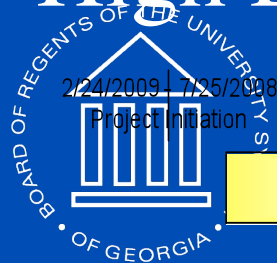
- ADP Project Schedule
- ADP Project Status
- Business Changes – Recruitment to Retirement
- Reporting Options
  - (ODBC, ADPR)



## Open Forum Agenda (cont.)

- Testing Strategy Document
- Shared Services Center Update
  - Recruitment / Staffing
  - Roles / Responsibilities
  - Locations (Temporary / Permanent)

# High Level Timeline - Current



2/24/2009 - 7/25/2008  
Project Initiation

7/28/2008 - 11/14/2008  
Business Analysis

8/11/2008 - 6/25/2009, Revised 7/12/09  
Data Conversion

11/21/08 - 3/13/09, Revised to 4/6  
Configuration

Revised 4/6/09 - 4/17/09  
Integration Testing

Revised 4/20/09 - 5/15/09  
User Acceptance Testing

Revised 5/18/09 - 5/26/09  
Parallel Testing

Revised 6/26 - 7/12/09  
Migration to Production

7/17/2009  
1<sup>st</sup> Live Pay Date

Today

8/1/2008 9/1/2008 10/1/2008 11/1/2008 12/1/2008 1/1/2009 2/1/2009 3/1/2009 4/1/2009 5/1/2009 6/1/2009 7/1/2009

7/7/2008

7/17/2009

Transforming the System, Changing Lives, Strengthening the State



## ADP Project Status

- Project is currently *on track*
- Startup completed
- Analysis completed
- Configuration in progress (90% complete)
- Validation (Began on 4/6 ADP)
- ADP Development in progress



# Business Process Changes

## *RECRUITMENT to RETIREMENT*

- Will be discussed in individual team lead presentations



## ADP Reporting Options

- ADP Reporter – Robust / User Friendly ad hoc reporting tool
- ODBC – More technically driven access that will allow IT SME's to access data using ORACLE tools for more complex reporting needs
- Query Tool – Similar to the PS query tool in use today



# USG Testing Strategy

- USG Testing Coordinator – Dev Kharbanda
- Comprehensive testing strategy document completed
- Detailed testing strategy / timeline completed
- Comprehensive testing scripts being developed and will be ready for UAT



# Shared Services Center

- Location – Sandersville GA
- Temporary Space available 4/1/09
- Permanent build to be completed January 2010
- Recruitment being conducted by Georgia Southern
  - Managers (Call Center, Payroll, Benefits, HR)
  - Support Staff



## Shared Services Center (cont)

- Support Staff – Will be brought in about the same time or shortly after the 1<sup>st</sup> Level Managers
- Responsibilities – Being developed by project team
- SSC Website – [www.usg.edu/sharedservices](http://www.usg.edu/sharedservices)



# ADP Implementation HR Update

*Changing the way we do business from recruitment to retirement*

Anita Sales / Brenda Findley

Open Forum 4.16.2009



## HR – New Concepts

- Department table/department security tree
  - Drives Organizational Hierarchy
  - Drives Security Tree
    - Grant security at one level and user can also see all levels below
  - Business Units are part of eTime labor levels



## HR – New Concepts

- Job Codes/Job Family
  - Bcats are now linked to the Job Family
  - Job Codes include a set of defaults
  - Institutions that use custom job codes or salary plans/grades now have unique job codes
  - No matter what the job code is, all link directly to the Job Family, and therefore the Bcat
  - Maintain consistency with USG Job Classifications



# HR – New Concepts

- **Manager/Supervisor**
  - Manager has hire/fire/evaluate/compensate authority over employee
    - Ability to initiate Manager Self Service work events
    - Default approver for eTime time off requests
  - Supervisor oversees employee work time
    - Default approver for eTime time card
  - Will probably be the same person for most employees



## HR – New Concepts

- PPGRA for Part Time Faculty/Grad Assts
  - Inserts job data rows for PTI/GAs for the semester
    - Reduces time spent keying data – if department enters in Banner correctly, the rest flows through to ADP seamlessly
    - Can eliminate paper payroll worksheets between HR/Academic Affairs/Departments
  - Includes Banner interface to load directly from course assignments
  - Also a departmental user interface to manually key appointments or review and approve Banner load data



# HR - New Concepts

- New Security Model
  - Core Users are assigned an Operator ID (OPRID)
  - Each OPRID assigned to a Class
  - Each Class made up of access to specific panels and processes
  - Core set of Classes managed as the default; new Classes can be created by SSC when necessary



# HR – New Concepts

- Position and Job Funding
  - Regular benefits-eligible employees still have position numbers
    - Position funding managed at the position level, flows through to be displayed at the Job level
  - Summer and Part Time Faculty no longer use position numbers
    - One employee record instead of several for each appointment
    - The appointments show up as individual earnings splits on Job Earnings Distribution
  - Position numbers not critical for lump sum funded positions anymore, but can be used
    - A vacant lump sum position will still be required for budgeting, but no employees need to be linked to it



## HR – What Can I do to Get Ready?

- Maintain requested data
  - Departmental rollups as reorganizations occur/  
managers change
  - Reporting relationships as managers/  
supervisors change
  - Job codes as new job codes added or salary  
plans updated
  - Final will be requested June 19th



## HR – What Can I do to Get Ready?

- Plan for key upcoming project events outlined in the institutional readiness spreadsheet
  - UAT
  - Plan for Parallel
  - Go Live
  - Life after Go Live



# HR – What Can I do to Get Ready?

- Evaluate staffing changes
  - Who will provide employee and manager support?
    - eTime
    - Employee Self Service
    - Manager Self Service
    - ADP Reporter



# ADP Implementation Payroll Update

*Changing the way we do business from recruitment to retirement*

Robert Elmore

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# eTime – UAT & Parallel

- eTime Module
  - Time and Attendance
    - Schedules
    - Labor Levels
    - Holiday Credits
    - Transfers



# eTime – UAT & Parallel

- eTime Module
  - Accrual Module
    - Leave Profiles
    - Requesting Time Off
    - Leave Cases



# eTime – UAT & Parallel

- Time Clocks/Time Stamps
  - Person Types
  - Punches
  - Loading Time into Paysheets
- Biometric
  - Enrollment of Users
  - Punches
  - Transfers
- Kiosk
  - Punches
  - Transfers
- Card Swipe
  - Enrollment of Users
  - Punches
  - Transfers



## eTime – Business Practice Changes

- Pay for Working on Holidays
- Call Back Pay
- Overtime for Police/Security
- Comp Time Policy
- Common Pay Period End Dates



## eTime – What Can I do to Get Ready?

- Participate
  - Attend Weekly Meetings
  - Verify Labor Levels
  - Verify Leave Profiles
- Enroll Time Clock Users
- Get Students in Sync
- Clean up Leave Balances



## EV5 – Payroll Processing – UAT & Parallel

- EV5 is based upon PeopleSoft
  - Pay Calendars
  - Payrun ID's
  - Loading Time
  - Making Changes on Paylines
  - Calculation
  - Balancing
  - Confirmation



## EV5 – Payroll Processing – UAT & Parallel

- **PayGroups**
  - Based Upon Account (6 Digit Expense Code)
  - Ensure Employees are in Correct Paygroups
  - Inform Core Team of Unique Situations
- **Shorter Processing Time**
  - Payrolls due to ADP by Noon 4 days Prior to Payday
- **Hard & Fast Deadlines**



## EV5 – Payroll Processing – UAT & Parallel

- **Benefit Deductions as General Deductions**
  - Do Not Make Changes on Panel
- **Common Pay Dates**
  - Bi-Weekly
    - Same
  - Exempt
    - Last Working Day of the Month\*\*
      - May & December 15<sup>th</sup> for Faculty



## EV5 – Payroll Processing – What Can I do to Get Ready?

- Educate USG Team of any unique circumstances on your campus
- Ensure Employees are in correct PayGroups
- Clean Up General Deductions



## Banking/Tax Services/Garnishments – UAT & Parallel

- Banking
  - Bank of America Selected as Partner Bank
  - Total Pay Paycards
  - Checks Mailed from ADP's Alpharetta site
  - On Demand checks cut off local bank accounts



## Banking/Tax Services/Garnishments – UAT & Parallel

- Tax Services
  - Payment of Taxes
  - Quarterly/Annual Filings
    - Ensure 941's Balance to System
    - Mid-Year Conversion
  - W-2's online



## Banking/Tax Services/Garnishments – UAT & Parallel

- Garnishments
  - Full Service Processing
    - Certain Checks & Answers Mailed to Campus
  - Historical File
    - Ensure Case #'s Correct
    - Ensure Payees Correct



## Banking/Tax Services/Garnishments – What Can I do to Get Ready?

- Begin a Direct Deposit Campaign
- Ensure 941's Balance to System
- Verify Garnishments during Conversion



## Things Still In Development

- List of Things to Bring to UAT completed
- Specs for Check Printers sent to cc's
- Step by Step Directions for July 3<sup>rd</sup> Bi-Weekly Paid on June 30<sup>th</sup>
- Example Schedule to Ensure Campus Meets June 19<sup>th</sup> Deadline



# ADP Implementation Benefits Update

*Changing the way we do business from recruitment to retirement*

Karin Elliott & Quint Hill

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# Systems Recap

- **BOSS – Benefits Outsourcing System**  
On-line Health & Welfare Benefits Enrollment
- **CES – Carrier Enrollment Services**  
Calculates and remits premiums
- **COBRA Services**  
Retiree Billing & COBRA Administration



## Benefits Enrollment – Details

- Enrollment window will open once employee data is entered in EV5 and received by BOSS
- Employees will have up to 30 days after hire date to complete benefits elections
- Employee must click “Submit” button to save their election entries



## Benefits Enrollment – Details

- Employees may re-enter system and make changes within the 30 days
- Coverage begin date will be the same for all Benefit Options
- Premium withholdings will be made in accordance with elections



# BOSS Administrator Functionality

- Level 1 – Super Users:
  - Complete Override access
  - Break all system configured rules
  - Enter court ordered dependents
  - Can “back date” coverage effective dates
- Level 3 – Administrators
  - Login as employee and enter benefit elections
  - Will not be able to break system configured rules
- Authorized Signers – two at each institution



# Qualifying Event Changes

- Employee makes change in BOSS
- Shared Services sends institutions weekly Qualifying Event Change report listing employees who have submitted changes
- Institution HR BOSS Administrator (Level 1 or 3) “unpends” event once documentation is received
- Employee will receive a confirmation statement once change is approved



## 7/5ths Rate

- Calculated during the payrun and will only show up on the employee's paycheck
- Monthly rates will be entered in the General Deductions screen



# Benefits Premium Adjustments

- For New Hires
  - Handle in the same manner as our current process
    - One Time Deduction/Retro on pay line
  - Will be handled locally at the institution
- Qualifying Event Change Adjustments
  - Enter One Time Deduction/Retro on pay line
  - Process details are still being finalized



## Dependent SS#

- If employee SS# has been entered in dependent SS# field, must be removed prior to conversion
- Dependent SS# will be a required field in BOSS
- Collection not required prior to conversion
- After Conversion:
  - ADP will send letters to employees covering a dependent under the plan with a missing dependent ss#
  - Employees will have 60 days to enter in BOSS
  - ADP will run a report of those still missing after 60 days which will be sent to campuses for follow-up



# Beneficiaries

- BOSS will be the Source Record for Beneficiaries
- Beneficiary data in PS will not convert
- Institutions will need to ensure Beneficiary updates are keyed after conversion
- If beneficiary information has not been entered in BOSS, the most recent paper beneficiary form designation will stand
- Name, SS#, Date of Birth and Phone Number will be required fields



## EOI Process

- CIGNA Life Plan – ADP will send electronic indicative data file for employees requiring EOI approval
- Other carriers are not requiring indicative data
- Employees submit EOI directly to Carrier
- Carrier sends approval to ADP
- ADP verifies coverage meets rules
- ADP Administrator “unpends” coverage in BOSS



# Eligibility File Remittance

- ADP will send Eligibility Files to all of the Benefit Vendors for the plans housed in BOSS



## Waiver of Premium

- Check box in EV5 in HR Panel to indicate Waiver of Premium
- When an employee becomes eligible for Waiver, HR BOSS administrator checks box in EV5 to indicate waiver for billing purposes
- Conversion item: Identify employees currently receiving a waiver of premium



# Flexible Spending Accounts

- Housed in BOSS
- Self-adjusting deduction calculation – like PS
- For 3<sup>rd</sup> Party Administration:
  - Electronic eligibility file sent by BOSS to Carrier
  - Contribution file sent by institution using ADP Reporter (unless ADP is Carrier)



## HSA

- ADP will send weekly electronic eligibility file to US Bank
- Automated Eligibility and Contribution data file sent after each payroll
- Shared services will collect contributions from institutions and remit one wire on behalf of USG



# Retirement Enrollment Process

- TRS/ORP Enrollment Form available through ESS link
- Employee completes form and returns to HR
- HR keys enrollment in EV5
- ORP: Employee enrolls with vendor – (on-line or paper application)



## 403(b)/457(b) Voluntary Savings Plans

- AIG Common Remitter
  - Will not be ready until approximately 1/1/2010
  - In the interim, continue to submit 403(b) files and contributions using current process
  - Institutions will be able to run interface through ADP query and remit contributions
- New 403(b) process will developed with implementation of the Common Remitter
- TIAA-Cref 457(b) interface is under development



## LOA Billing Process - Update

- HR keys “unpaid” leave in EV5
- Electronic file generated from EV5 for Unpaid Leave of Absence status – includes benefits enrollment data
- File sent to Banner and G/L to download as receivable
- Billing statement pulled from Banner mailed to Employee
- Employee remits payment and Banner Account and G/L credited



## Retiree Billing - Update

- Letter Templates have been sent out via the Project Listserv
- Payment due on the 7<sup>th</sup> of the month for that month
- File sent weekly from BOSS to COBRA Service with Retiree enrollment information
  - Normal billing mail date will be 15<sup>th</sup> of each month
  - Changes, late retirement or other adjustment bills sent out as soon as COBRA Services receives information from BOSS
- Retiree Banking information needed by first of June
- Retiree Advance Payment Report needed by first of June



# COBRA

- COBRA participant reports will be sent to each institution next week and again in mid-June
- Changes between the final report and conversion must be submitted to ADP
- COBRA Stimulus - ARRA:
  - Institutions must indicate COBRA participants receiving subsidy at conversion
  - After conversion, institutional HR offices will notify COBRA Services of individuals eligible for subsidy
  - COBRA services will send subsidy notification to employee
  - Monthly report provided to institutions detailing subsidy participants and payments



# Looking Ahead

- Fall Benefits Enrollment Process
  - At time of conversion, if hire date is after 7/1/09 and benefits have been entered, an enrollment worksheet will not be mailed
- Open Enrollment 2010
  - Institutional HR Offices be prepared to submit Open Enrollment plan details and rates to Shared Services by mid August



# Benefits Processes

- Will be developed by Benefits Team at a global level
- Slated for completion prior to Parallel Testing
- Work on internal processes at your institution
- TESTING – bring new hire information



# ADP Implementation IT Update

*Changing the way we do business from recruitment to retirement*

Margaret Bragg / Layne Hammock

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# Weekly Conference Calls

- The IT Group has a conference call scheduled for Friday mornings at 8:30 am to discuss technical issues. These include:
  - Time Clocks
  - Java Setup and Testing
  - ODBC Setup and Testing
  - Reporting and Development Issues
  - Data Security



# Time Clock Status

- Time Clock
  - Time clocks have been delivered to campuses and are in the setup and testing stage
  - Time clock connectivity for all clocks has been completed / tested
  - Employee listing for time clock users is completed



# Java Testing

- Testing has been underway and has been successful in various environments with softgrid and without
- PC's at the regional training centers experienced no JAVA issues during testing



# ODBC Testing

- Core Group currently testing ODBC connectivity.
- ODBC Connectivity Testing Complete - week of 2/23
- Testing has been successful
- ADP has guaranteed connectivity by use of ODBC



# Local Development Work

- Review your Local Queries or Processes that are Unique to your Campus
- Complete Local Development Work – week of 5/1
- User accounts setup / distributed back in mid March
- Items can be Developed via the following avenues:
  - ADP Reporter
  - ODBC SQL
  - ADP Query Tool



# Data Security

- Concerns over Data Security have been raised with ADP
- Data is Encrypted to the Router and Clear Text to and from Institutions via PeachNet
- OAS Oracle Advanced Security will be supported by ADP



# ADP Implementation Financials Update

*Changing the way we do business from recruitment to retirement*

Lee Fruitticher / Kim Brown

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# Impact on Budgets

- Budget Prep
  - The 2010 budget is due May 18<sup>th</sup>.
  - Institutions will need to export the budget prep data back to PS HRMS prior to HRMS being brought down on June 19<sup>th</sup>.
  - Institutions are encouraged to verify the 2010 budget prep information in PS HRMS prior to the crosswalk with EV5.



## Impact on Budgets (continued)

- **Manager Self Service**
  - In process of developing a process to automate and streamline much of the data and changes that is captured on a personnel action form.
  - It is our intent to eliminate, at least partially, the paper involved in processes PAF's.
  - Institutions that do require the budget office to sign off on personnel action forms should include the budget office as part of Manager Self Service.



# Impact on Financials

- Payroll Distribution Number
  - Each institution has completed the payroll distribution worksheet.
  - This information has been provided to ADP and they have loaded the crosswalk information into EV5.
  - A payroll distribution template was emailed to campus reps and the budget listserv for new payroll distribution numbers that may be added during the 2010 budget prep process.
  - Please forward that information to [leef@gdn.edu](mailto:leef@gdn.edu) by June 1<sup>st</sup>.
  - Payroll distribution codes will be maintained by Shared Services.



## Impact on Financials (continued)

- Paygroups
  - The paygroup is used during the GL interface process to populate the 6 digit account number in PS financials.



## Impact on Financials (continued)

- Year End Accruals
  - This process is not related to the HR/Payroll Conversion Project.
  - The final year end accrual process has not been finalized. Additional information will be provided at the year end workshop.



## Impact on Financials (continued)

- Retiree Billing
  - ADP will start billing retirees July 1, 2009.
  - Institutions should have corresponded with retirees regarding the implementation of ADP.
  - The booking of the receivables will continue to be processed through Banner via a file upload from ADP.
  - The details of this spec are still being developed.



## Impact on Financials (continued)

- Cobra Billing
  - There will be no interface back to the general ledger since the institution does not have to bill for or record Cobra.



## Impact on Financials (continued)

- Continuous Audit
  - Will have same capabilities as today to run monthly, quarterly, or year end reports.
  - We are still discussing how to address the cutover period for FY 2009 and still meet audit requirements. Additional information will be made available prior to year end.



## Impact on Financials (continued)

- **Pre-Distribution Audit Process**
  - This will be run as part of the payroll process.
  - Prior to interfacing with the general ledger the pre-distribution audit process will be run to validate chart fields.
  - This process will compare what is in EV5 with the appropriations budgets.
  - The intent of this process is to validate that the chart strings to be interfaced from EV5 actually exist in PS Financials.



## Impact on Financials (continued)

- Adjustments/Corrections
  - Adjustments/corrections will be made after pay calc but prior to confirm.
  - This spec is still being developed.



## Impact on Financials (continued)

- Interface with General Ledger
  - The process to interface the individual pay runs will be virtually the same.
  - The majority of the changes will be behind the scenes from a programming aspect.
  - Active employer benefit expense and retiree/LOA receivables will be booked at the end of the month rather than with each payroll.
  - Payroll agency account transactions will be included in the Per\_Serv\_Bor table which will make reconciliations easier.



## Impact on Financials (continued)

- Encumbrance Projections
  - ADP is in the process of developing encumbrance projections that will be more reliable than what we currently have.
  - One of the programming aspects of the system is that it will take into account future dated rows (i.e. salary increases beginning January 1<sup>st</sup>).



# Audit Requirements

- The state auditors are requiring us to show the difference between the 6/19-6/30 estimate and what we actually pay.
- There will be additional information, instructions, and queries forthcoming that will outline how we need to document this in order to satisfy the auditors.



## Steps to Take Prior to Conversion

- Track new payroll distribution codes with template and return to [leef@gdn.edu](mailto:leef@gdn.edu) by June 1<sup>st</sup>.
- Export 2010 budget prep data back to PS HRMS prior to the June 19<sup>th</sup> cutoff date.
- Reconcile payroll agency accounts and continuous audit.



# ADP Implementation MFE Update

*Changing the way we do business from recruitment to retirement*

Cathie Mayes Hudson / Honey  
Coppage

Open Forum 4.16.2009



## Similarities

- Employee will have to be hired on Job Data in order for any information to be input into MFE panels



## Major Differences

- MFE User can have view only access to Job Data if security is set that way at campus
- Workflow not available for go live date
- Graduate faculty information
- Course release information
- Contracts process
- History maintained on MFE ADP module



# Transactions are Event Based

- Every transaction will have an Event and Event Type



## All transactions will fall into 1 of 5 Major Events

- Appointment
- Promotion
- Tenure
- Retirement
- Status Change



# ADP Implementation Update

## Open Forum Question / Answers

*Changing the way we do business from recruitment to retirement*

Project Team

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# Open Forum Questions

- Once the data is converted after June 19th, will there be a time we are verifying data from the conversion? As you know, with the Peoplesoft upgrades, we travelled to run scripts, etc. to verify the data. I have not heard anything about a plan for data verification and of course the timing if it happens would be critical due to closing in July
- Answer: Yes the project conversion team will be performing high level data validation first and then we will send the variations out to each institution to provide valid / accurate data.



## Open Forum Questions (Cont)

- Let us say we have a monthly payroll this Thursday and a biweekly the following week. Can a late monthly from this week be run with the following biweekly?
- Answer: We are limited to the actual payroll schedules that have been established. If you run a payroll off the schedule it is considered an off cycle check run which in turn increases costs



## Open Forum Questions (Cont)

- We are adding many new departments/chartfield combos beginning in July due to the move to 4-year status. The Budget Prep system utilizes the "account code" from HRMS for positions which includes the account number(511100, etc.) When we build the budget in the Budget Prep this year, will we still use the old HRMS "account code" and if so, will it be translated when we upload to ADP? We are trying to determine if we need to add several new "account codes" in HRMS for Budget Prep purposes
- Answer: You will develop the 2010 original budget using the HRMS 21 digit account code. The budget must be fed to HRMS prior to June 19<sup>th</sup> conversion date. You will also need to create new ADP Payroll Distribution Codes for the new departments. These are the codes that were requested and submitted several weeks ago. Lee Fruiticher also sent instructions and sample spreadsheet for capturing new PR Distribution Codes following the original submission. Please refer to that documentation for developing and communicating new codes



## Open Forum Questions (Cont)

- If we are expected to use the “sandbox” environment to create queries how will we be able to validate them and know they will work at go-live?
- Answer: You can always run the queries / reports in the UAT environment to validate against your actual data



## Open Forum Questions (Cont)

- How will we get access to HRMS history for reporting?  
Government entities often make these requests?
- Answer: You will have “VIEW ONLY” access to your current PS environment to produce reports



## Open Forum Questions (Cont)

- How does the USG expect us to query Ev5 for current information and get access to HRMS history and combine all of this data into usable statistical and historical reporting for the institutions?
- Answer: You should be able to run queries / reports from both systems and consolidate the data into a usable format.



## Open Forum Questions (Cont)

- How can 32 institutions train at the same time in the “sandbox” environment?
- Answer: This should not be a problem. You have been provided training accounts. Please let us know if you have issues with the environment.



## Open Forum Questions (Cont)

- Is ADP or USG providing in-depth training material for institutions to use to train employees on ESS/MSS?
- Answer: The USG training group has completed / provided the documents for eTime and employee registration on 4/14. The ESS/MSS training materials will be provided by the end of week 4/20.



## Open Forum Questions (Cont)

- Who is going to re-write the HRMS business processes that we currently have? We will need them.
- **Answer:** The USG Core Team will be responsible for rewriting the Business Processes with ADP navigation/processing updates. Also those people with PINK tickets under your chairs have volunteered to help



## Open Forum Questions (Cont)

- Will we be able to access Ev5 from any PC or just the one where the digital certificate is downloaded?
- Answer: If you are an individual that needs a digital certificate then you will have to work from your PC. If not you should be able to access EV5 from any PC. Digital Certificates can be saved to a scandisk. This portability allows individuals to take their certificates with them and process the payrolls on any computer with the certificate uploaded from the scandisk.



## Open Forum Questions (Cont)

- Will we be able to run a payroll off-site?
- Answer: Digital Certificates can be saved to a scandisk. This portability allows individuals to take their certificates with them and process the payrolls on any computer with the certificate uploaded from the scandisk.



## Open Forum Questions (Cont)

- Why does PS HRMS have to go down on 06-19-09? Why such a long period of time, why any time at all? Payroll cannot be without the capability of creating an on-demand check.
- Answer: The project team is looking at the viable options for the existing PS environments. Once we come up with a final determination we will communicate it to all.



## Open Forum Questions (Cont)

- Does anyone realize that there is not enough time in June to run all of the June payrolls, the 07-03-09 payroll, all of month end reporting, all of benefits reconciliation, all of the quarterly tax reports before 06-19-09 AND run parallel payrolls AND get all employees trained on e-time?
- Answer: We all realize that this is a lot of work for all institutions. We are asking the institutions to take on this extra work for a few weeks. The project team has been putting in 60 – 70 hour weeks for almost 8 months.



## Open Forum Questions (Cont)

- Why isn't there a contingency plan or alternative to e-time? It is mid-April and we haven't even seen our database, much less be trained to use it. How can we be expected to train everyone else by parallel testing so that employees can enter their time and leave on e-time?
- Answer: The USG training group has provided manuals for eTime. Training manuals for ESS/MSS will be provided by the end of week 4/20.



## Open Forum Questions (Cont)

- Will Rapid Data Entry be available to use as an alternative while we phase-in e-time?
- Answer: No you need to use eTime as it has been designed and have your employees use it.



## Open Forum Questions (Cont)

- Benefit carrier interfaces have been designed and USG had to sign off on these interfaces without the benefit of having them tested by the benefit carrier. What happens at go-live when these time critical interfaces do not work? There is very little time between go-live and July month end.
- Answer: These are scheduled to be tested during UAT / Parallel. We have plenty of time to test them with the vendors.



## Open Forum Questions (Cont)

- Where is the list of ad hoc costs from ADP? The institutions need to know what the financial burdens will be when we cannot meet the shortened deadlines ADP has established.
- Answer: Robert Elmore has provided this information via the payroll users groups and we also provided it through campus coordinators listserv. If you use the systems as designed you will not have to manually enter time for all your employees. eTime will electronically feed the hours into EV5 payroll. Keep in mind there is not an additional charge for emergency checks processed on campus.



## Open Forum Questions (Cont)

- Will the USG project team be providing a contingency plan to the institutions that the institutions would be able to base their contingencies on? If so, when?
- Answer: We will continually evaluate the project and if we need to communicate a contingency plan we will. But remember that your existing PS environment is not going away.



## Open Forum Questions (Cont)

- When will the institutions get a clear picture to what services the shared service center will provide?
- Answer: We have provided through the campus coordinator listserv a current listing of SSC responsibilities. This document will also be placed on the Shared Services website <http://www.usg.edu/sharedservices/>



## Open Forum Questions (Cont)

- How will issues be handled and escalated during parallel? Cutover? Production?
- Answer: We covered the process in the testing kickoff meeting last week. Please refer to the presentation that was shown last week. We will also post it to the SSC website



## Open Forum Questions (Cont)

- If a paycheck is issued by ADP and the EE never receives the check in the mail, does the institution initiate the stop payment process? Who reissues the check...ADP or the institution? If the institution reissues, how do we get the funds back from ADP to cover the net pay?
- Answer: Yes, the institution will initiate the stop payment via iNet. Institutions have completed the forms and identified those individuals who will be responsible for this function. The institution will reissue the check either on the next on-cycle payroll or as an on-demand check. ADP will return any funds associated with iNet transactions on the next Reverse Wire request.

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## Open Forum Questions (Cont)

- Will on-demand checks be drawn off of the institution's bank or off of Bank of America? (partner bank)
- Answer: Those will be drawn off the institution's local bank.



## Open Forum Questions (Cont)

- What are the milestones in UAT to know if UAT is approved and institutions can progress to the parallel stage of the project?
- Answer: We will be evaluating UAT throughout the testing cycle. We will make a final determination on status during the final week of UAT.



## Open Forum Questions (Cont)

- Will we be getting a list of what will be “re-converted” after UAT and what will transferred from the UAT database? Will changes we make during UAT be kept – like assignment of work schedules, corrections to ‘reports to’ information, new hires, LOA’s, etc.
- Answer: We have encouraged the institutions to keep everything updated in the spreadsheets they have provided (i.e schedules, reports to, etc). We will be requesting those for each conversion Parallel and Go Live.



## Open Forum Questions (Cont)

- How are we going to handle joint staffing in the ADP system?
- Answer: Anita / Robert are working through the process and will communicate out to the institutions.



## Open Forum Questions (Cont)

- How long will PeopleSoft HRMS be available to us after conversion? Is someone going to address how we need to archive data?
- Answer: Licenses are through May 2011 and the SSC will evaluate in 2010 what history solution needs to be implemented



## Open Forum Questions (Cont)

- Has there been a decision on summer insurance coverage for 10 month faculty who are not returning in the Fall?
- Answer: This will be handled the same way that it is handled in today's environment



## Open Forum Questions (Cont)

- At last week's UAT kickoff it was stated that UAT would not focus on testing User Security. If this is true, when will User Security be the focus of our testing effort?
- Answer: What was stated is that it would not be the primary focus. We will by default be testing the security setups that have been completed. We do encourage every institution to login for every user to ensure they are setup correctly.



## Open Forum Questions (Cont)

- How do departments set a proxy supervisor for approving time and requests for leave approval?
- Answer: There are 2 ways to set up a proxy. The Manager Delegation is manager to manager, but the process would be the same for Admin Delegation (administrator to manager.) Time Off Requests can be handled by proxy. Leave (case) approvals will be handled by a backup leave administrator.



## Open Forum Questions (Cont)

- Some student payments are paid in lump sum rather than hourly. Such as RA's Resident Hall assistants. How can we pay them in the monthly payroll directly from EV5 without going through e-Time? What if they have an hourly job on campus and RA position? Can we do both?
- Answer: Individuals should be placed into the paygroup which corresponds with the associated account. Individuals with a lump sum can have that amount set up on the Additional Pay panels with the corresponding pay period selected.



## Open Forum Questions (Cont)

- What are the procedures for institutions receiving and processing the various files between EV5 and PeopleSoft financials?
- Answer: The SSC will host a centralized FTP server with individual folders by institution. The files will be sent from ADP to the centralized FTP server and the institution will have to grab the file and process it in PS Financials



## Open Forum Questions (Cont)

- What are the procedures for receiving cash payments from ADP for Retiree benefit payments?
- Answer: The GL/Budget team is working with ADP consultants on this and several other interfaces between ADP systems and Peoplesoft Financials and Banner AR. The details of the flow of cash and file to post payments to Banner AR has not been received yet. But it is still on our to do list.



## Open Forum Questions (Cont)

- If a bi-weekly employee is working offsite from campus for a period of time how can they enter their work time?
- Answer: Individuals will be able to access eTime offsite unless they are time clock user.



## Open Forum Questions (Cont)

- Can we set up a Departmental secretary as the “Reports To” in MSS to initiate work events and have the Department Head in the workflow to approve the work event action?
- Answer: This can be done in MSS, but you need to understand that the departmental secretary will have access to the employee’s personal information. If this is ok with you than the answer is YES



## Open Forum Questions (Cont)

- What is the relationship between “Reports To” on the Position Data and “Reports To” in MSS?
- Answer: The reports to manager field in position data is tied to reports to in MSS



## Open Forum Questions (Cont)

- What is the procedure for time approval of employees working in concurrent positions?
- Answer: Employees with concurrent jobs will have multiple records in EV5 but only 1 time card in eTime. Each supervisor will be able to see the hours worked on other accounts. When either supervisor approved the time card, s/he has approved the entire time card. However, additional approvals can be recorded. If an error is noted, the initial supervisor who approved the time card will have to remove the approval before corrections can be made. After the corrections have been made, all will have to reapprove the time card.



## Open Forum Questions (Cont)

- How many proxies can a supervisor/ “Reports To” have?
- Answer: Proxies are unlimited.



## Open Forum Questions (Cont)

- Will Payroll practitioners be able to see who the proxies are?
- Answer: Only delegating and receiving managers (or delegating admins and receiving managers) can see their own proxies. The proxy manager's actions in the system would show up in audit reports with the proxy's ID.



## Open Forum Questions (Cont)

- When will we be able to submit modifications the worksheets such as Security, 'Reports To/Supervisors' and will we be able to test these changes in either the 2<sup>nd</sup> week of UAT and/or Parallel testing?
- Answer: We will be requested updated sheets prior to parallel and go live. You should be maintaining these now through go live.



## Open Forum Questions (Cont)

- With yearend approaching, will there be any additional hardware/software or travel costs between now and June 30 (with the exception of UAT travel)?
- Answer: We will do everything that we can to reduce travel costs, yet provide quality UAT and assistance.



## Open Forum Questions (Cont)

- Can you confirm that we will have full use of the UAT database for training during the weeks we are not at UAT. In other words, can we get our users on the system as themselves or are we restricted to using it for demo purposes?
- Answer: You can definitely use the UAT database for other needs. We encourage you to continue testing in your off weeks if possible.



## Open Forum Questions (Cont)

- How will you handle comp time and OT, How will that be differentiated? We pay two departments OT and the other accrue comp time. Will we still have to keep comp time manually?
- Answer: If you are setup with a CT payrule this will automatically go into your comp time bucket. The comp time will need to be used within 20 weeks and if it is not used it will automatically be paid by the system.



## Open Forum Questions (Cont)

- We know the GA FIRST HRMS website's link will be changing , but will there be business processes from ADP.
- Answer: Yes! The project team leads are working on updating all the business processes. They are scheduled to be completed prior to parallel testing. We will definitely have to update them up until go live based on findings during parallel testing.



## Open Forum Questions (Cont)

- We need someone to explain how schedules work and what population of our employees will be placed in schedules?
- Answer: Each institution provided schedules for those employees that will be using schedules. This was based on the following: Schedules will be used for employees currently in paygroups B06, BFX, BM2 (GSU) and NR2 (GSU).



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