

**USG OPEN FORUM QUESTIONS
March 2, 2009**

Question	Answer
1. Will each institution be provided test scripts for Parallel Testing? How will discrepancies be reported?	Yes! We will provide you with the process before testing begins
2. Can time entry from PS HRMS be imported into ADP for parallel purposes? This has been done in the past when we went to PS7dRMS and upgrades.	No! PS and EV5 are not linked.
3. Will a user be registering for ESS or is an ID generated for them? I have heard 3 different things.	Once the employee is hired in EV5 they can go to ADP Self Service 24 hours later and create their account using a self-authentication process similar to what we do in PeopleSoft today. They can create their own userid and password at that point for access self service.
4. Retirees who pay ahead=boss want records? How will they handle retirees who pay one year at a time?	ADP will allow Retirees to pay in advance. ADP will return the payment to Shared Services to return to each institution in the month in which the payment is due.
5. How do we determine the home institutio for PT Faculty? Common pay period End date-Saturday? Faculty pay date Summer-July?	We have looked at identifying the home institution for PT faculty based on where they have worked the longest, and where they have the heaviest workload.
6. If Pay. Dist. Code will be linked to paygroups, then how will OT/overloads be charged to correct account?	Only the six digit account is associated with paygroups. The payroll distribution code is made up of the remaining chartfields: deptid, fund, program, class and project.
7. Who will be able to enter payroll dist. Codes when new departments are added?	Both new departments and new payroll distribution codes are entered by Shared Services, based on information received from the institution.
8. How will ADP and PS fin Expenses interact?	1) ESS will include a link to Financials, but it will take users to a log in screen where they will log in to Financials Self Service separately. 2) Employee demographic detail will be passed to Financials nightly but there will not be data loaded from FIN to ADP as there is today
9. Will the ADP sign on link to Psfin epro?	1) ESS will include a link to Financials, but it will take users to a log in screen where they will log in to Financials Self Service separately. 2) Employee demographic detail will be passed to Financials nightly but there will not be data loaded from FIN to ADP as there is today
10. Will Hr/Budget be able to report on vacant positions?	Position management will be basically the same, except now queries can be run against position data and you will see the paygroup (account), budgeted amount, position details and the funding setup without having to link to any other tables. You will be able to create reports through ADP Reporter or query tool
11. Will institutions run the monthly retiree billing process?	No. The Retiree Billing Process will be handled by COBRA Services at ADP.
12. Pay period end on Saturday? Please correct this to Friday!	The common pay period for non-exempt employees will be Saturday - Friday.
13. What is the due date for retirees and COBRA?	Retirees will be billed on the 15th of the prior month. Retiree premiums are due the 1st of the month for coverage for that month with a 60 day grace period. For Retirees sent up on Direct Debit, ACH will occur on the 7th of the current month. Cobra participants will be billed the 5th of the prior month and the payment will be due on the 1st with a 30 day grace period. No ACH option will be offered to COBRA participants.
14. Premium payment eTime Conference calls? When and who will be notified?	Information for the eTime calls was distributed to payroll users.
15. Pay day bigens or ends on Saturday?	Begins on Saturday.

16. Will work days be 8 hours? 10 hours? Options?	Institutions will be able to have Alternative Work Schedules in the system.
17. How will we report historical data prior to ADP conversion? IRS, SSA, Executives and USO often ask for historical statistics.	You will need to run reports / queries from your existing PS environments
18. How will 32 institutions run pay confirm at once? Won't this slow down the system?	Performance issues will be tested prior to Go-Live date. The system will always be monitored and tweaked for enhanced performance.
19. Can a runaway query at one institution hold up query for all?	No
20. Does payroll "production down" for one institution stop payroll processing for all?	Due to the set up of the system, "Production Down" situations should be minimized.
21. Fund/Dept/Class/Project/Program: No Account	The Account is now either on the Paygroup for REG or Regular Earnings or associated with another specific Earnings Code (OVT, SUP, etc.).
22. Separate "workflow": is this another one we are required to maintain? (heirarchies)	Institutions will have to maintain the department reporting hierarchy (which department rolls up to which in the org chart) and the department security tree (what departments "downstream" should be visible to employees of higher level departments). They will also be responsible for maintaining Reports to (who manages an employee) and Supervisor ID (who approves an employee's time).
23. Will USG ppend date be standard between all schools (end Sat. night) or within one school?	The common pay period for non-exempt employees will be midnight Saturday - 11:59 pm Friday for all USG institutions.
24. Have Presidents been told about specific standards? Like: checks mailed out, PayEnd date	This information has been communicated to all interested parties in multiple formats and forums.
25. Further explain partner bank concept.	The Steering Committee has selected Bank of America as the USG's Partner Bank. All on-cycle checks issued through ADP will be written on a Bank of America account. The local institution should work out an arrangement with your local bank an agreement to cash non banked employees that receive a paycheck vs. direct deposit or paycards
26. Will shared service center handle retirees now?	Retiree billing will be handled by ADP through COBRA Services. Shared Services will receive a report of Retirees who are late making payments and will distribute to the institutions to follow-up. Retiree payments will flow back to the institutions through Shared Service. Retirees will be able to enroll in benefits and make qualifying event changes through ESS or through their local HR office.
27. What if you don't use speedtypes?	Not necessary but recommended. You now have the opportunity to link the payroll distribution code with the speed types. If you move in this direction we recommend that you make the two the same.
28. What has been decided on con-current jobs? Students, casual labor working in more than one job on campus.	Employees can still work concurrent jobs, but the business process is to reduce these so that the employee can be classified under one job, but they may be paid from multiple sources as you do today.
29. Since we are getting all new EMPLIDs and new codes for most areas, will we have to create new position numbers like some of the other areas in ADP? If so, will the institution create those or will ADP/Shared Services generate?	Position numbers will be converted by simply adding a two digit institutional identifier to the beginning of your existing position number. After go-live all position numbers are assigned sequentially with your two digit identifier at the beginning. Since position numbers are by institution, you cannot move position numbers between institutions.

30. Will Shared Services support be used for UAT?	Yes. The goal is to get a team hired and trained before UAT begins
31. Split fundings? Change in funding? Redistribution?	Positions/Individuals can be funded from multiple sources. The process for setting this up closely mirrors the current process of tying the job to multiple Payroll Distributions. Changes in funding will be handled through Payroll Distribution on the position. If there is a need to do adjustments for prior period distributions, a process that flows from EV5 to the GL is being developed.
32. Explain labor levels and how that determines earning distribution.	Labor Levels are a shorthand method that eTime uses to translate certain information from EV5. Their main purposes are for Reporting, Security, and Costing. The Labor Levels in the USG shared Services project are: (1) Payroll Distribution, (2) Department, (3) Business Unit, (4) Position, (5) Supervisor ID, and (6) Paygroup
33. Does account drive pay group or paygroup drive the account (payroll dist. Code)?	Paygroup determines the Account (6 digit Chartfield) to which an individual's REG or Regular Earnings will be charged. The remaining Chartfields will be determined by the SpeedType or Payroll Distribution to which the individual's position is tied.
34. Will new encumbrances look at grant end dates? Termination date in EV5?	Yes. The intent is to develop it to look at and take into account future dated rows.
35. Payweek schedule--does it end on Friday or Saturday?	The common pay period for non-exempt employees will be Saturday - Friday.
36. Who is being converted into EV5?	All actives / leaves / terms in 2009
37. Where will history be maintained?	PS History will remain in your existing PS environment. Going forward history will be in ADP starting with the July 17th check
38. Summer school/Maymester payroll? When will they be paid? Robert indicated Faculty Dec. and May would be paid on the 15th. Are these institution specific?	We have not determined the pay dates for Summer yet. That information is forthcoming. All other pay dates are common for ALL institutions.
39. What will be the due date for premiums for retirees/COBRA once we go live?	Retirees will be billed on the 15th of the prior month. Retiree premiums are due the 1st of the month for coverage for that month with a 60 day grace period. For Retirees set up on Direct Debit, ACH will occur on the 7th of the current month. Cobra participants will be billed the 5th of the prior month and the payment will be due on the 1st with a 30 day grace period. No ACH option will be offered to COBRA participants.
40. When do you anticipate the 1st faculty contracts to be generated from ADP?	The Faculty Contracts for Academic/Fiscal Year 2011 will be generated from ADP.
41. How much pay history will be in ADP?	No history from PS. The only data that will be in ADP will be starting on July 17th payroll. We will include 2009 balances for tax reporting will be converted
42. Regarding eTime, if timeoff is requested and approved but not actually taken, how is the time card corrected?	Any changes to a timecard that has been processed will be performed via Historical Edits. This allows the institution to track changes and limit access to the individuals who can make such changes.
43. Are monthly employees required to "clock in " for regular hours?	Positive hour input is only required for Non-Exempt employees.
44. Security Officers- why pay OT at 80 hours instead of 86 hours when that is the law and we are in a budget cutting period?	When the USG Shared Services project goes live (July 1, 2009), overtime for ALL employees will be based upon a 40 hour work week. The USO is in the process of securing a Private Letter Ruling on Overtime for Public Safety Officers. If/When that ruling is secured, we will reexamine the policy for officers at that time.

45. What is the exact processing deadline? 2 or 3 days, Monday to Friday?	This will be determined shortly and communicated during training. However, ADP's current practice is confirmed payroll files must be submitted by noon 4 business days before the pay date.
46. Can you elaborate on how off cycles will work?	The Steering Committee is still analyzing the options and determining which option(s) work best for the USG. One of the options is an on-demand check. The process in EV5 is similar to the GaFirst process for Off-cycle checks.
47. How will payroll and hire processing work for non-resident aliens?	The processes being developed for EV5 will mirror current GAFirst processes. Any differences will be discussed during training.
48. How short is payroll processing time?	This will be determined shortly and communicated during training. However, ADP's current practice is confirmed payroll files must be submitted by noon 4 business days before the pay date.
49. Who should IT depts contact to get up to speed? Added to list serve? How can sessions be archived so end users who serve in all roles (payroll, HR, Benefits, everything) still work and be trained?	We currently have a weekly IT SME call that involves all the institutions IT groups
50. Will there be comp time?	eTime is being configured to allow institutions to continue their Comp Time practices.
51. Will critical hire forms still be issued 7-1-09?	That is a USG question, not a project question.
52. Can all employees clock in on ESS or at their own computer?	On individuals who are designated as Time Clock or Kiosk employees are required to clock in. Those individuals will have a designated clock or kiosk to use for this purpose. They will not use ESS to clock in their time
53. Who and how will retiree qualifying events be entered?	Retirees will have access to ESS and will be able to initiate a qualifying event through BOSS just like active employees. Or, the institution can process the change to coverage using administrator access.
54. Will we have the capability to split an employee's pay between check and direct deposit?	Yes, this is an option.
55. CWSP currently monitors by Financial Aid--will this continue?	Yes, Financial Aid will still be responsible for monitoring charges for WS. All processes that exist in the GAFirst model will be available to users in the Shared Services environment.
56. How will stop payments be handled--will there be a fee? What will be the process if the check was issued in the PeopleSoft?	An individual at each institution will have access to ADP's TotalPay iNet. That user will request stop payments for on-cycle ADP checks via this website. Checks issued prior to July 1 would be stopped using the current process in place on each campus.
57. How do we access history that will not brought forward?	You will run reports from your existing PS environments
58. EMPLID- How will retirees be re-hired?	Retirees will be rehired using their original EMPLID and a new employee record.
59. Will there be query training before we go live?	Query tool is very similar to PS. You will have basic training on the tool
60. How do we access W-2s--move them 3 years?	W-2's issued by ADP will be archived and saved to CD's. Institutions would be able to reissue the W-2's by accessing the information on the CD's.

61. Will we develop our own Payroll Distribution Code? What is the deadline for this? Will there be guidelines available? How will that interface with PeopleSoft Financials?	You will take your existing Account Code Table in PS HRMS and map it to a new 10 digit payroll distribution code. You will condense it down to just deptid/fund/program/class/project since we no longer need to manage all the various accounts here. The GL interface has always carried the individual chart fields over to Financials to post, and this will continue to work the same way.
62. Time clocks-- vlan specs? Firewall segments? How to enroll users?	This information has all been sent through the IT listserv and discussed on weekly IT calls
63. How to check in-- workers on other campuses? Workstudies off campus?	I think you are asking how will s/he be able to determine if someone works at another campus. If that is the question, then the answer is there will be the ability to enter indicative data and determine if the individual is active under another Company Code. If the question is concerning eTime and how individuals off-campus can access and enter time, I think there will be a VPN requirement to enter the institution's network and enter time for the individuals
64. What is the due date for retiree premiums?	The due date for Retiree premiums will be the 1st of the month for coverage for that month. ACH will occur on the 7ths of the current month for retirees set up on Direct Debit.
65. What is the status of the eTime issue where one EE has two jobs and/or managers who approve their time?	Employees with multiple jobs will be responsible for ensuring their time is recorded against the correct Labor Level. It is the Labor Level that will determine who can access the employee in eTime and review/approve the hours recorded.
66. Will Ees have the option of completing a paper Benefits Enrollment Form and mailing it back to Benefits?	No. All Benefits Enrollment will be on-line. Local HR offices will have administrator access to help employees who have trouble getting into the system and/or need help enrolling. Paper forms will only be used for Retirement Plan Enrollment or Voluntary Plans.
67. For those 5% duplicate IDs in FIN will those be bridged back to HS? So all are in sync?	Yes
68. For "double dippers" will the institutions be notified from a system level, will institutions run a query/report, or will it show up in Continuous Audit in some way?	We have identified multi-institutional employees as part of the conversion process and will be notifying those schools prior to go live.
69. Then what? (after you find out after the fact) Joint staff for previous term?	Institutions can choose to create a new joint staffing agreement and put it in place for 7/1, allowing them to terminate the employee off their system prior to conversion. The employee will still convert if they have had a paycheck in the current calendar year, though. There will be more discussion of this.
70. Summer Faculty: We currently pay summer faculty on July 1st and Aug. 1st--what will the ADP summer faculty pay dates be?	We have not determine the pay dates for Summer yet. That information is forthcoming.
71. Same for Maymester, we pay at the end of MM, will ADP pay MM faculty at end of May?	Yes, Maymester faculty will be paid the last day of the month, while regular academic year faculty will be paid their last check May 15th.
72. Will using the last payroll in June for the accrual accure Health and Life insurance also?	The last payroll in June will be a 3rd week Bi-Weekly. Health and Life premiums will not be withheld and will not be included in the accrual journal.
73. Will MFE training be part of ADP E5 training or will it be separate?	It will be separate
74. We currently use the Recruiting Module in PeopleSoft, where and how will this information be converted?	No recruiting information will be converted.

75. Any suggestions on how to encourage chairs and deans to fill out MSS/PAF information? (create initiate with all detail) They currently do not fill info into PAF and unless forced by BOR they will not do this.	The MSS process will certainly be easier, as the employee detail is already out there and creating the event is typically only a few steps. The process is also transparent, so the Dean/Chair can now see where the approvals are being held up, and if their event has been approved and entered the system as well.
76. Can we get a weekly consolidated list of all conference calls and access numbers posted to a central location?	They are posted in eRoom for all weekly standing calls
77. Will there be any training sessions for MFE users?	Yes those will come in May sometime
78. What is the entry point for college admin areas to request changes/make adjustments for an employee? (ex. Salary)	Manager Self Service
79. Will you send out lists of employees so we can verify labor levels and leave profiles and pay groups?	As part of the User Acceptance Testing/Conversion Validation, Labor Levels and Leave Profiles will be distributed to institutions. The information must be reviewed and any changes made prior to Go Live.
80. What will terminated employees do to get W-2s?	Access to ESS will be available for a 6 - 18 month time period after termination. Terminated Employees will be able to retrieve their W-2's through the portal after termination.
81. How will earning distribution be handled for colleges with employees paid from multiple sources? How will changes be requested?	Positions/Individuals can be funded from multiple sources. The process for setting this up closely mirrors the current process of tying the job to multiple Payroll Distributions. Changes in funding will be handled through Payroll Distribution on the position. If there is a need to do adjustments for prior period distributions, a process that flows from EV5 to the GL is being developed.