ONEUSG ROLLOUT KICKOFF

December 3rd, 2015
Reminders

- Please place your phone on mute
- Do not place your phone on hold
- Submit questions via WebEx Chat
  - We like to keep a record of all questions so we can update our website
  - Questions can also be submitted to oneusg@usg.edu if it is specific to an institution
Welcome to the oneusg Project!

You are receiving this invitation because you were nominated by your local institution CHRO (or designee) to play an important role in the implementation of the new oneusg PeopleSoft HCM system at your institution.

This initial meeting will cover the following topics:

- The current state of the implementation and rollout schedule
- Avenues for you to get more information (project listserv, website, SharePoint)
- Additional information on each of the project roles
- Tools available or planned to assist the institution teams
- Our current plan for scheduling meetings and the various formats we anticipate (timing, in-person vs. remote, full team vs. individual teams etc.)
oneusg Constitution

- one set of uniform business procedures, policies and practices
- one technical platform / software solution
- one support team and service center
- one approach to solution delivery
- one source of data
- one governing structure
- one set of vendors to provide complimentary service offerings
© Design for the USG, Implement in Phases

- **Pilot (GGC & USO) – March/April 2016**
- **Then Phased Rollout to Remaining ADP Schools, 6 to 10 Institutions per Phase, target completion in early 2017**
- **Continued Rollout to Remaining Research Institutions**
What is the oneusg HCM Scope?

- Kaba
  - Time Clocks (Legacy - e-Time)

- Wage and Garnishment Services (Legacy - ADP)
- Tax Filing and Garnishment Admin

- Wage Works (Legacy - ADP)
- COBRA Administration And Benefits Billing

- Human Resources
  - Payroll
  - Benefits Admin
  - Time and Labor
  - Absence Management
  - Employee Self Service
  - Manager Self Service
  - Commitment Accounting
- PeopleSoft 9.2 – PUM 12 Foundation (Legacy - EVS)

- Wells Fargo
  - Payment Manager
  - Print Checks & W-2s (Legacy – ADP)

- PeopleSoft Financials 9.2 (GAFirst)
  - Common Remitter
  - Benefits Reconciliation
  - General Ledger

- PeopleSoft Financials 9.2 (Spectrum)
  - General Ledger

oneusg Application Footprint (Pilot Phase)
11/08/15
We are here
PROPOSED Rollout & Institutions by Phase

5 Phases

- **Pilot – Phase 1**
  - GGC/USO

- **Phase 2 – 6/18/16**
  - Georgia College, Columbus State, Bainbridge, Georgia Southwestern, Middle Georgia (to date)
  - Institutions Finalized by 12/31/2015

- **Phase 3 – 9/24/16**
  - Institutions Identified and Notified by 1/31/2016

- **Phase 4 – Retiree Centralization**
  - With Open Enrollment for 2017

- **Phase 5 – 1/14/2017**
  - Institutions Identified and Notified by 2/15/2016
  - Georgia State / GPC & others
PROJECT ROLES
Project Roles – Lead/Manager

Project Lead/Manager

- Overall lead for institution
- Included in all meeting invites and communications related to implementation at the institution
- Responsible for project schedule related to institution
- Identify Other Institution Roles Where Necessary
  - Security Administrator
  - User Acceptance Testing
- Your oneusg contact: kurt.collins@usg.edu
Business/Functional Lead

- Point of contact for process questions, policies etc.
- Planning for User Acceptance Testing
- Point of contact for data review in ADP
  - Potential for data cleanup
  - Mappings (review and confirm – pay groups, job codes etc.)
- User security definitions and workflow routing
- Local benefit plans
- Exemption documents for employees receiving paper checks
- Local reporting requirements / queries
- Payroll liability account reconciliation
- Your oneusg contact: Diane.Kirkwood@usg.edu, Lynn.hobbs@usg.edu
Project Roles – Technical Lead

Technical Lead

- **Point of contact for technical related items**
  - Local interfaces
    - oneusg team will provide list of supported Pilot/Phase 2 interfaces
  - LDAP / Local security integration
  - Timeclock installation

- **Your oneusg contact:** Steve.Liquori2@usg.edu
Project Roles – Change Mgmt Lead

Change Management Lead

- Point of contact for communications, training and other local change management activities
- Customize Change Management Toolkit for local institution
  - Local Messages
  - User community ....
- Your oneusg contact: Kari.Peterson@usg.edu
PREPARING FOR ROLLOUT
Rollout Process

Approach Summary

- Workshop Focused
  - Design Review
    - PeopleSoft HCM System Walkthrough
    - Policy & Procedure Review
    - Workflow & Approvals Definition
    - Security Role Review & Assignment
    - Mapping Definition
      - Job codes, pay groups etc.
      - Data Cleanup
  - Change Management
    - End-User Training
    - Communications
  - Technical
    - Local Integrations
    - Active Directory
    - Reporting

- Testing
  - User Acceptance Testing Scenario Definition
  - Testing Labs

- Deployment
  - Practitioner Training
  - Mock Go-Lives
    - Conversion Reconciliation
  - Cutover Planning
  - Go-Live
Sample Pilot Institution Activities

**GGC/USO**

- Established change/transition teams across each organization
  - Developed Branding/logo
  - Initiated regular communications across the institution
- Conducting Townhall Meetings, Information Sessions and Road Shows
- Planning for User Acceptance Testing
- Reviewing security roles
- Information Video URL: https://youtu.be/JX5oG9WyWnc
- Change Management Meetings with oneusg Change Lead
  - Tools, Templates and Communications Planning
Project Training

Format & Timing

- **End User Training** *(time entry, employee personal data change, leave request, approvals)*
  - Primary tool video based
  - Institutions may add classroom approach
  - Development complete prior to Pilot (March 2016)

- **Practitioner Training**
  - Combination of PeopleSoft UPK, Business Process Flows and Job Aids
  - Project team to conduct classroom training in Macon for Phase 2 rollout (locations for future phases TBD)
Meeting Schedule

Meeting Schedule and Format

- Some in person, but many via WebEx
- First meetings planned for January
- Split by Role (Project Lead invited to all meetings)
- May be split by rollout schedule/phase depending on topic

Tentative Dates – All Schools

- Technical Meeting – 01/19/2016
- Change Mgmt Meeting – 01/21/2016
- Business/Policy Meeting – TBD
Project Communications

As Needed

- **Project Website** – [www.usg.edu/oneusg/](http://www.usg.edu/oneusg/) -- includes FAQs, as well as contact option
- **Email Address for Questions:** oneusg@usg.edu
- **SharePoint Site**
  - Requires signed Information Confidentiality Agreement and IT Usage Agreement
- **Core Project Team**
  - Diane.Kirkwood@usg.edu, Lynn.Hobbs@usg.edu (Business Leads)
  - Kurt.Collins@usg.edu (Project Management)
  - Steve.Liquori2@usg.edu (Technical Lead)
  - Kari.Peterson@usg.edu (Change Management)
What is oneusg?

oneusg is a transformative initiative to achieve economies of scale, improve efficiencies and reduce risk by uniting the University System of Georgia on a single set of policies, procedures and technology solutions across multiple administrative functions. Functioning as a unified System allows us to maximize limited resources in service of our students and other stakeholders.

oneusg Objective

To identify near and long-term strategies and solutions for the University System that:

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oneusg track at Georgia Summit 2015

oneusg highlights from Georgia Summit, Sept 16-18, included presentations, panel discussions and a demonstration of PeopleSoft HCM. Attendees also learned about standardized policies, procedures and technology solutions across the USG

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IMPORTANT DATES

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ONEUSG CONSTITUTION

one set of uniform business procedures, policies and practices

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QUESTIONS