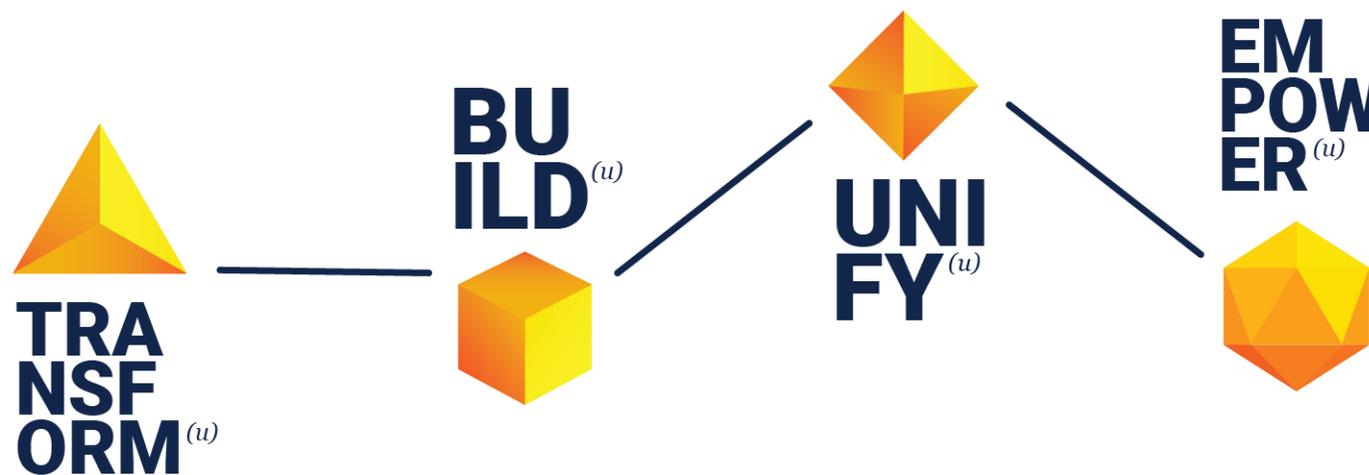


**THE ENTERPRISE TRANSFORMATION  
FINANCIALS & HUMAN CAPITAL MANGEMENT**

# CAR Update HCM Transformation



# Safe Harbor

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The information delivered within this presentation was published on 03/20/2019.

This information, while accurate at the time, is subject to change.

# HR, Payroll, and Benefits

Topic	CAR Observations	OneUSG Offerings
Recruitment and Onboarding	Student hiring presents an opportunity for centralized management and coordination across campus	<ul style="list-style-type: none"> <li>Hiring across the institution will include standardized future-state optimized business processes</li> <li>System functionality which offers approval workflow to ensure approvals and allow coordination across campus</li> </ul>
Recruitment and Onboarding	The process of faxing employee information to Human Resources for background checks is due to be updated and tied to improved technology	<ul style="list-style-type: none"> <li>Transition to Accurate system (July 1, 2019) for background checks will provide increased efficiency.</li> </ul>
Recruitment and Onboarding	System access when onboarding new employees is often disjointed and slow, leaving new hires without access to critical systems for up to days at a time	<ul style="list-style-type: none"> <li>Use of pre-hire functionality in Workforce Administration will allow new hires to start day one with access to critical systems</li> <li>Use Manager Self-Service and other functionality in OneUSG will reduce the overall number of steps and amount of manual, paper-based processing involved in hiring</li> </ul>

# HR, Payroll, and Benefits

Topic	CAR Observations	OneUSG Offerings
Classifications	The process of changing a job description or classification is a substantial challenge, involving high quantities of paperwork, time, and back and forth with HR	<ul style="list-style-type: none"> <li>Profile Management within the Careers module of PeopleSoft allows HR Administrators to maintain standard Job Descriptions that can be used and edited in Job Openings, reducing the amount of manual entry required.</li> </ul>
Data Entry	Students working in the summer but not taking classes have to be terminated and rehired as tech temps at the start of summer, only to be terminated and rehired as a student employee at the start of the next academic year	<ul style="list-style-type: none"> <li>OneUSG Short Work Break functionality may be used to take a student's job off pay status for the summer, avoiding the need to terminate and rehire over a non-working term</li> <li>Federal policy requires that students cannot maintain student status for breaks more than five weeks during a non-academic term. They could be put in SWB as a student, but they still have to be hired as a Tech Temp.</li> </ul>
Data Entry	Lack of the "Person of Interest" function in Peoplesoft results in the early onboarding of faculty or staff as affiliates, skewing statistics when they are transitioned to full time staff at their hired start date	<ul style="list-style-type: none"> <li>OneUSG will use two categories for POIs and CWRs (USG affiliates and non USG affiliates). This will standardize and streamline the process for onboarding persons of interest.</li> <li>While the classification of POIs and CWRs may change, it may still require a revised reporting approach to ensure that data is not skewed.</li> </ul>



# HR, Payroll, and Benefits

Topic	CAR Observations	OneUSG Offerings
Data Entry	With over 400 employees able to originate Personal Service Forms (PSFs) across campus, errors are common and any error needs to be corrected by HR leadership or pushed back to the originator to be resolved	<ul style="list-style-type: none"> <li>PSFs will be retired in favor of Manager Self Service, which will allow initiators to kick off transactions in OneUSG and then route these transactions for review and approval.</li> </ul>
Provost	The hiring of faculty across campus is managed on a unit-by-unit basis, risking non-compliant hiring practices in pockets of the organization	<ul style="list-style-type: none"> <li>Approval Workflow would allow faculty hires to be routed to a central or other office to ensure policies are consistently applied.</li> <li>Standardized processing will reduce duplication of efforts involved with multiple groups and processes</li> </ul>
Other	Multiple time keeping systems, including paper time sheets, are used across campus	<ul style="list-style-type: none"> <li>Time and Labor and Absence Management will be used to replace various paper-based processes and homegrown systems. (GTRI will continue to use eTime.)</li> <li>Kaba Clocks will replace Kronos clocks for increased standardization and enhanced functionality.</li> </ul>

