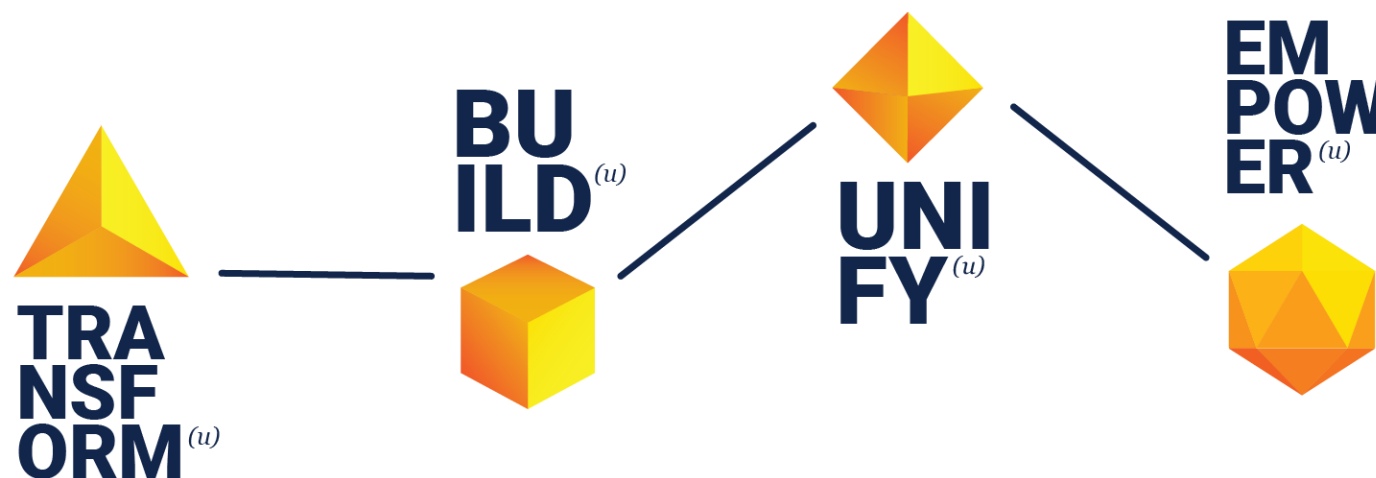


THE ENTERPRISE TRANSFORMATION | HCM

OneUSG Connect Special Topic Webinar

Faculty Data Self-Service



CREATING THE NEXT®

Agenda

- OneUSG Connect Overview
- Impact to Employees
- Faculty Data Self-Service
- Impact to Faculty
 - 10 Month Pay
 - Summer Pay
- Impact to Managers
 - Manager Self-Service
- Preparing for OneUSG Connect
- Questions & Answers

Today's Presenters



Kara Tillman
Organizational
Readiness Lead



Leslie Sharp
Process Owner



David Bamburowski
Process Owner and ESC
Member



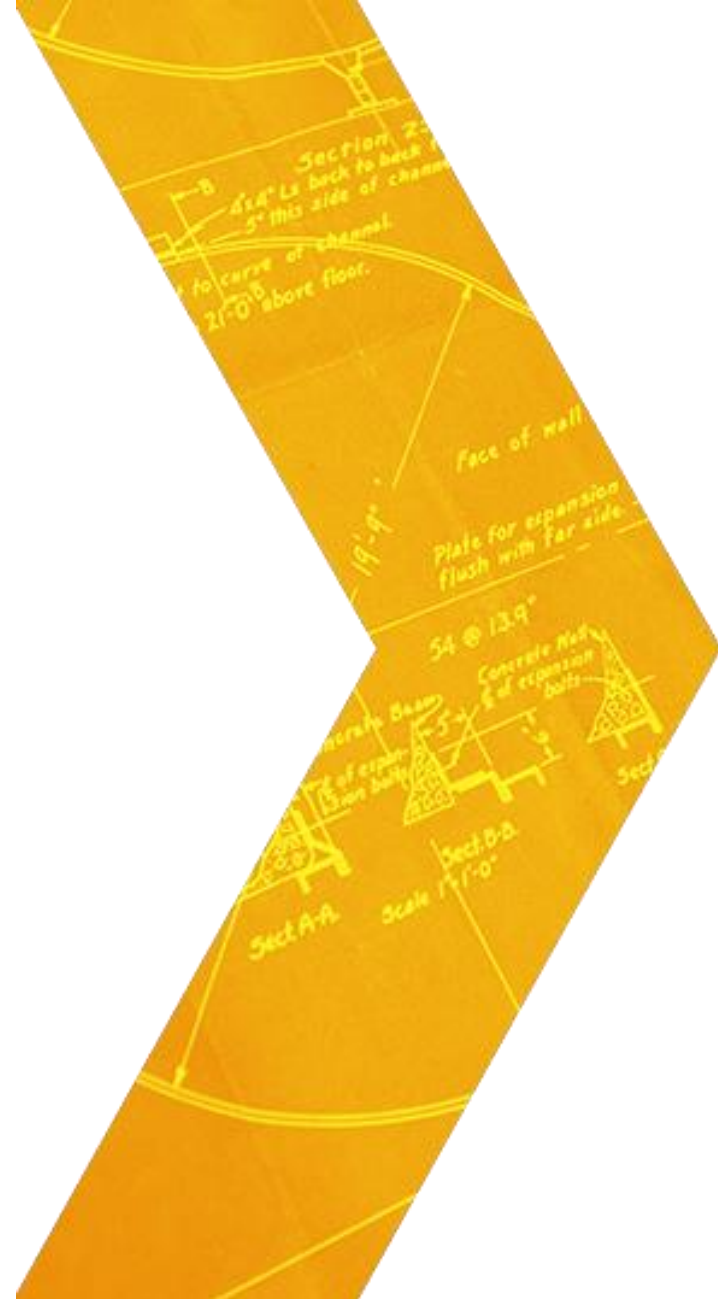
Jehan Hailey-Thomas
Self-Service Lead

Safe Harbor

The information delivered within this presentation was published on 02/27/2020.

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

ONEUSG CONNECT OVERVIEW



OneUSG Connect

Georgia Tech is preparing to transition to the technology platform all University System of Georgia (USG) institutions will use to manage Human Resource activities

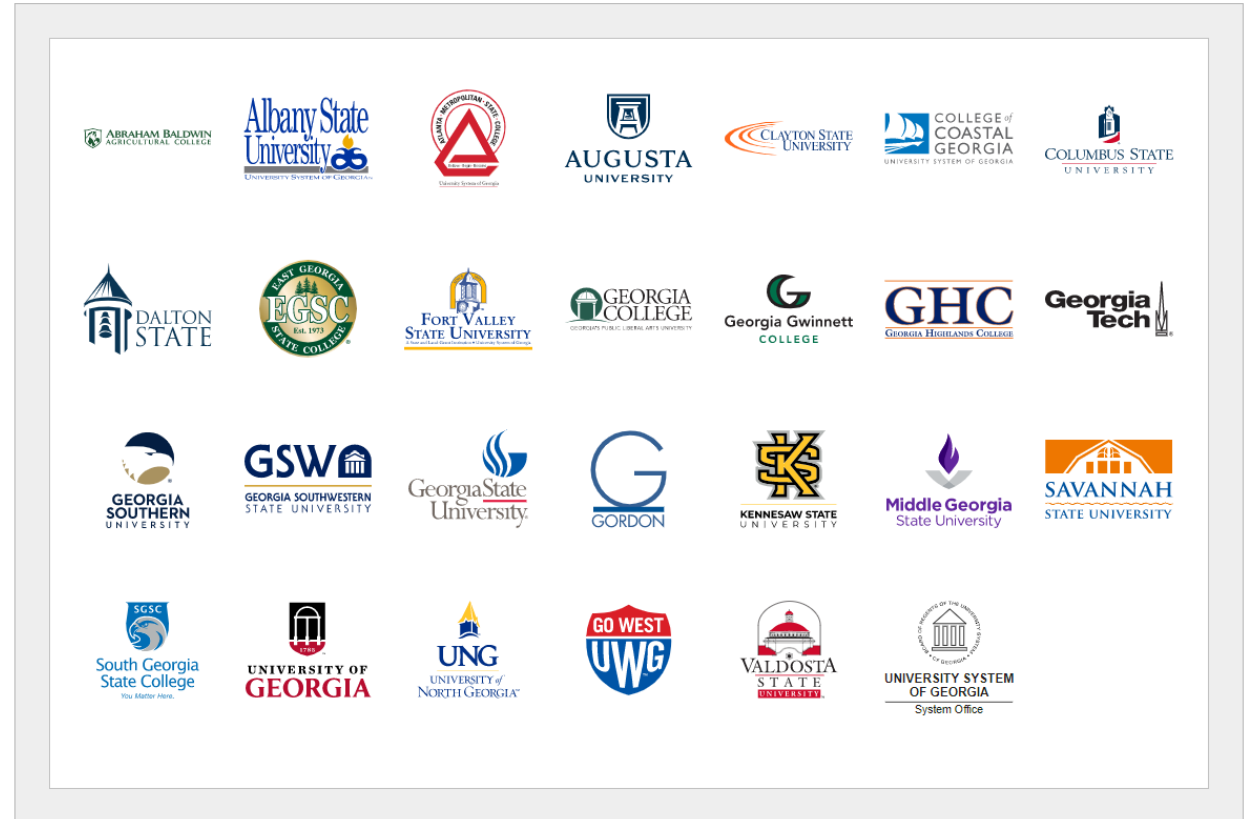
- Timekeeping*
- Leave Management*
- Payroll & Compensation
- Benefits
- Personal Information
 - Name, address, phone, etc.
- Recruiting, Hiring & Onboarding

MARCH 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*GTRI employees will continue to use their existing timekeeping system, eTime

OneUSG Connect

- OneUSG Connect goal:
Standardize all USG institutions onto a unified technology platform for all USG human resources activities
- Georgia Tech goal:
Incorporate Georgia Tech's unique requirements in a way that benefits all institutions
- Project scope and timeline are based on system-wide perspective



Transformation at Georgia Tech

- The transition to OneUSG Connect is more than just a system change; it's a transformation in the way that we do business at Georgia Tech
- This will include streamlining and updating our business processes as well as making changes to some of our policies and roles

Employees

View and update
personal information

Submit time and leave
requests

Link to review benefits

Managers

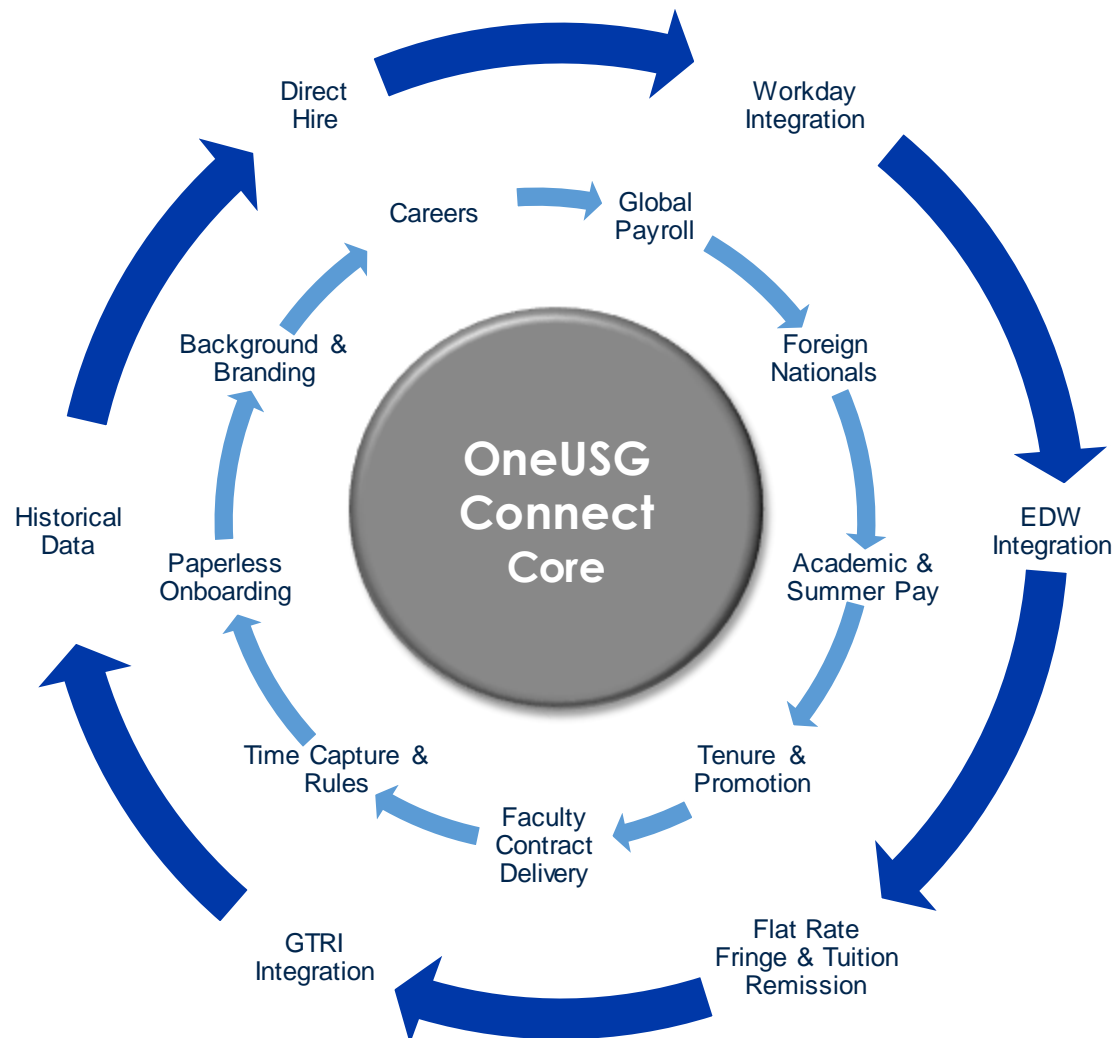
Approve time and
absence requests

Initiate employee
actions formerly
handled by PSFs

HR & Faculty Affairs

Responsible
for complete
and compliant
transactions

Integrating with OneUSG Connect



Shared R1 Requirements

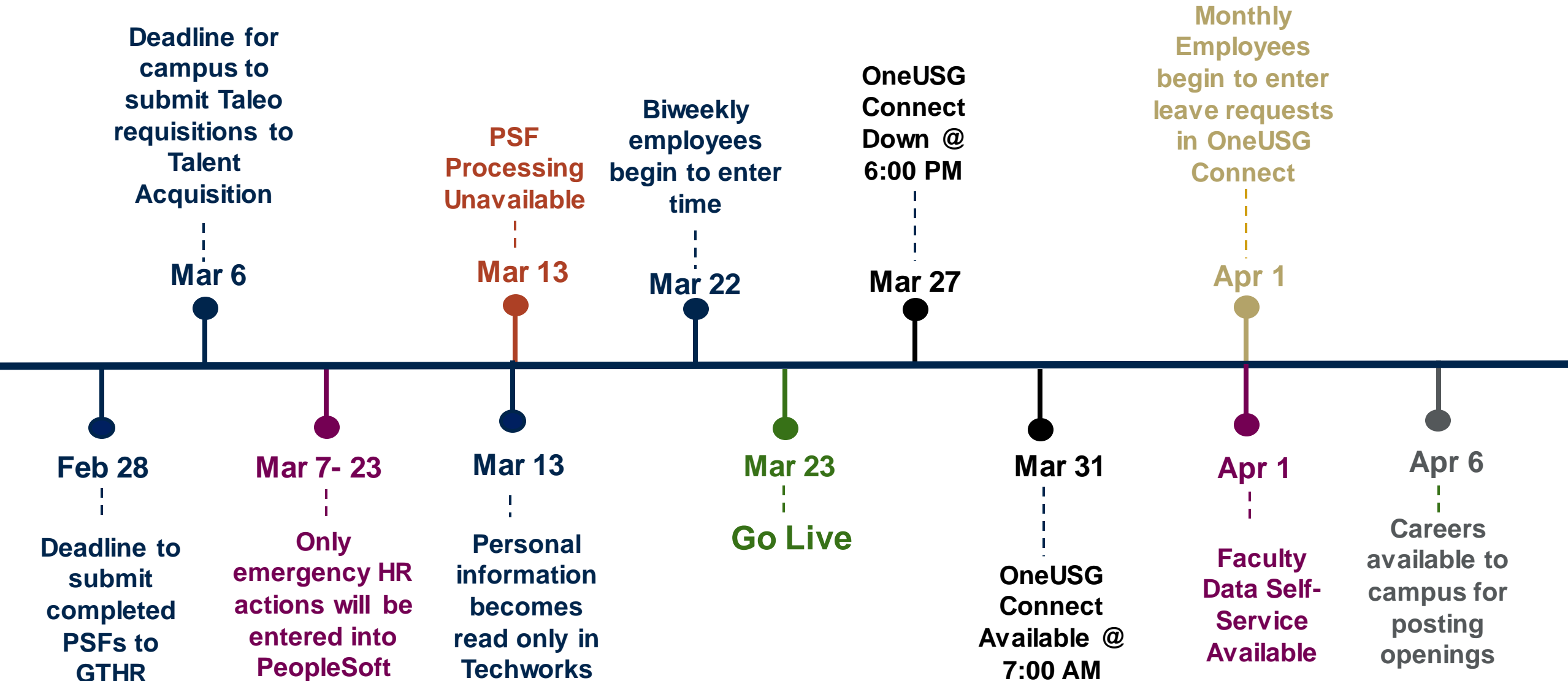
Georgia Tech Requirements

Continuous Improvement

OneUSG Connect will continue to develop and deploy new functionality after Georgia Tech's go-live.



Key Dates



Key Changes

- **New Timekeeping System** – With the exception of GTRI, all faculty, staff, and student employees are moving to OneUSG Connect for timekeeping
 - Kronos time clocks will be replaced with Kaba clocks
- **Commitment Accounting** – Instead of funding at the employee level, funding is done at the position level
- **Payroll** – Processed by the Shared Services Center (SSC), with new strictly enforced deadlines
- **Careers** – New Applicant Tracking System which will be rolled out in phases
- **Faculty Data Self-Service** – View rank and tenure data, degree information and certifications in one place
- **Manager Self-Service** – Provides tools to better view and manage team

Today's Topics

OneUSG CONNECT MODULES



Careers



Benefits



Self-Service



Global



Time & Labor /
Absence Management



Workforce
Administration



Payroll



Commitment
Accounting



Faculty Events



Time Clocks

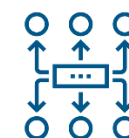
ADDITIONAL CHANGES



System Approvals



Security Changes



Business Process
Changes



Policy Updates



Shared Services for
Tier 1 Support



IMPACT TO EMPLOYEES

Impact on Employees

Starting the week of March 22, employees can click on the new OneUSG Connect icon to access the new system.

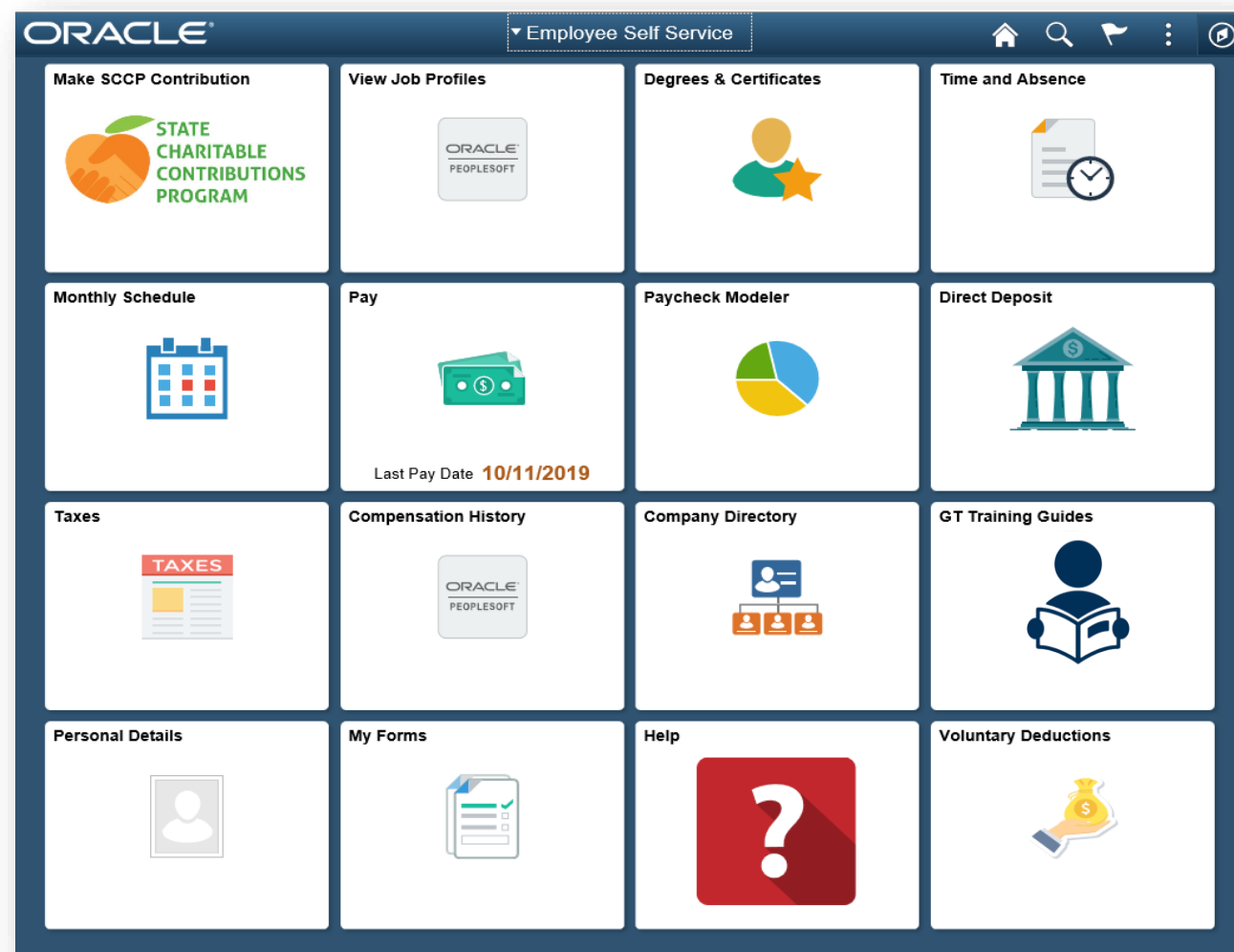
The screenshot displays the Georgia Tech TechWorks portal. At the top, the navigation bar includes links for My Home, My Work, Map, Directory, Offices, and Help. Below this, a banner for 'News and Announcements' lists several items, including 'Money Monday: Organize, Plan and Own Your Future' and 'Strategic Plan: All Campus Visioning Session'. To the right, a large banner announces 'Georgia Tech is moving to a new HR platform... OneUSG Connect Spring 2020!'. The main content area is divided into 'Quick Links' on the left and 'Applications and Resources' on the right. The 'OneUSG Connect' icon is highlighted with a yellow border in the 'Applications and Resources' grid. Other icons include Legacy Pay & W-2, Services & Support, BuzzCard, GLACIER, iStart, Perks & Programs, Learning & Professional Development, Electronic Workload Assignment Form (eWAF), and Electronic Annual Statement of Reasonableness (eASR). The footer contains copyright information and various institutional links.

Impact on Employees

OneUSG Connect has a tile-based interface, allowing employees to easily access their HR related needs:

- View and maintain data
 - Personal Information
 - Payroll & Compensation Data
 - Benefits Information
 - Report Time*
- Request leave*
- Search and apply for jobs
- Complete onboarding information
- View an online employee directory

*GTRI will not report time/leave through OneUSG Connect



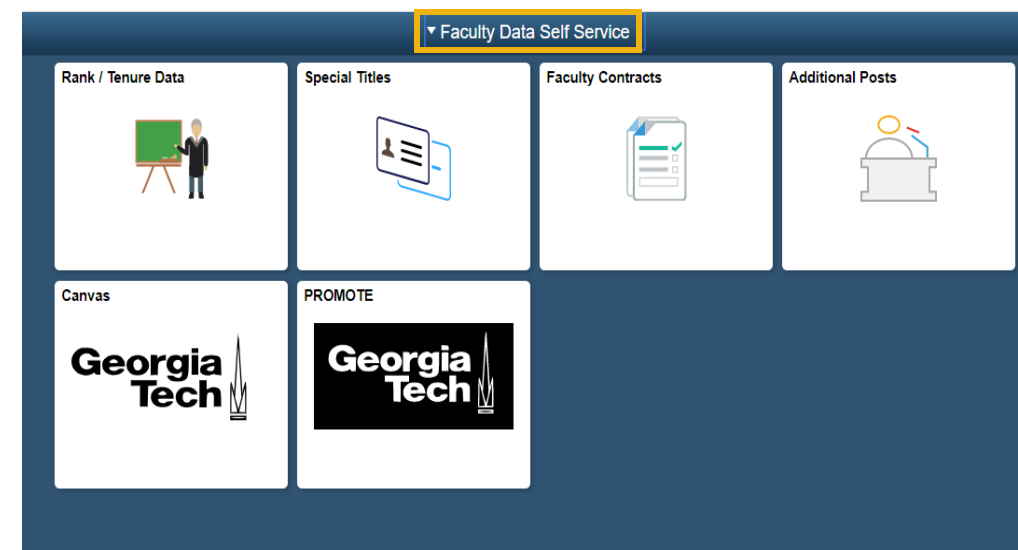
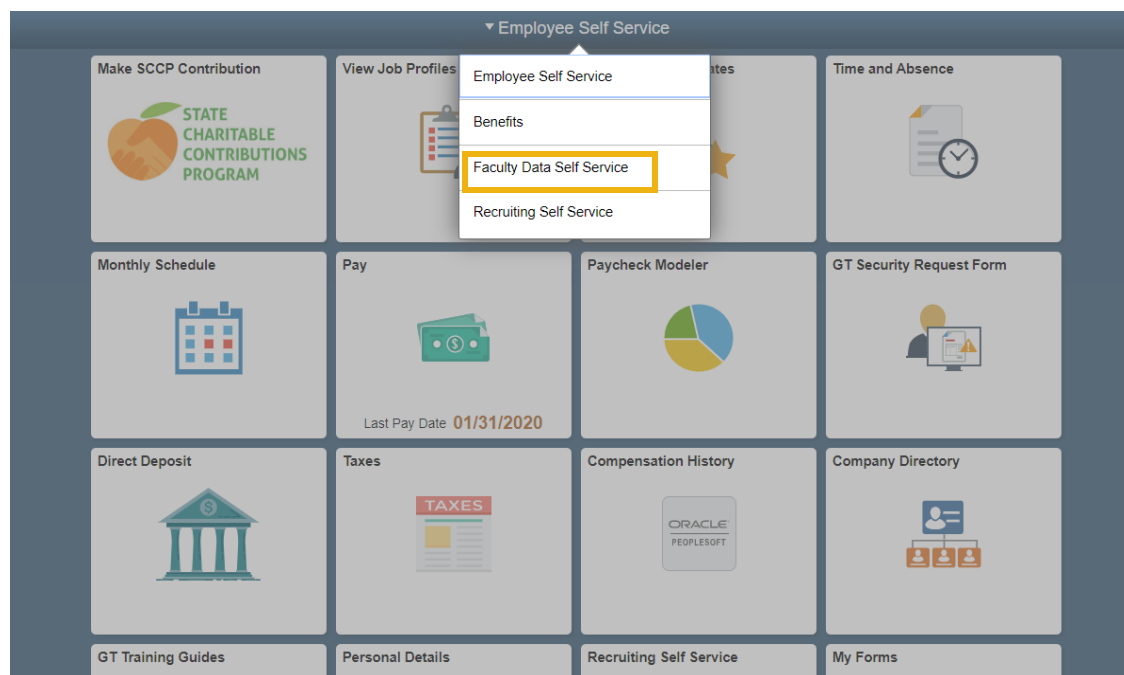
FACULTY DATA SELF-SERVICE (FDSS)

Faculty Data Self-Service

- With Faculty Data Self-Service (FDSS), Faculty will be able to view their rank and tenure data, degree information and certifications in one place
- Faculty Data Self-Service (FDSS) is given to:
 - 10 month year benefited faculty
 - Part time and temporary faculty
 - 12 month benefited faculty
- Faculty Affairs will continue to support the recruitment, appointment change, tenure, and promotion needs for faculty
- Faculty Affairs will approve all faculty related OneUSG Connect transactions

Faculty Data Self-Service

Faculty Data Self-Service (FDSS) will be available April 1. On April 1, Faculty related information will be viewed here under each tile (where applicable).



Faculty Data Self-Service

Rank / Tenure Data



- Academic Rank is based on BOR approved titles.
- Institution Rank is GT specific. This will mirror BOR titles for academic faculty. Research faculty titles will display here.
- Change Reason is a pre-set list of reasons for the action change. Conversion will display for all current faculty and is the action of data migration to OneUSG

Rank History

Prior Experience

Service History

Rank History

Effective Date	Academic Rank	Institution Rank	Rank Change Date	Department	Tenure Status	Tenure Status Date	Change Reason
10/11/2018	Professor	Professor	10/11/2018	Computing, College of	Tenure	07/01/2010	Conversion

Rank History

Prior Experience

Service History

Rank History

Effective Date	Institution Rank	Rank Change Date	Department	Tenure Status	Tenure Status Date	Change Reason
01/26/2020	Research Scientist II	01/26/2020	GTRI-CIPHER	Not in a Tenure Type Position	01/26/2020	New

IMPACT TO FACULTY

Changes to 10 Month Faculty Pay

The way contract earnings are paid out will change beginning August 2020

- Currently, Georgia Tech prorates academic pay. Employees receive ½ month pay in August and May and full months' pay from September – April
- Starting in August 2020, annual earnings will be divided equally each month from August – May

Changes to 10 Month Faculty Pay

Examples of Georgia Tech current monthly calculations being compared to future OneUSG 1/10 calculations for Year 2020

CURRENT STATE – GEORGIA TECH		
	Academic Pay	TOTAL
AUG	\$ 5,000	\$ 5,000
SEP	\$ 10,000	\$ 10,000
OCT	\$ 10,000	\$ 10,000
NOV	\$ 10,000	\$ 10,000
DEC	\$ 10,000	\$ 10,000
JAN	\$ 10,000	\$ 10,000
FEB	\$ 10,000	\$ 10,000
MAR	\$ 10,000	\$ 10,000
APR	\$ 10,000	\$ 10,000
MAY	\$ 5,000	\$ 5,000
	\$ 90,000	\$ 90,000

FUTURE STATE – ONEUSG CONNECT		
	Academic Pay	TOTAL
AUG	\$ 9,000	\$ 9,000
SEP	\$ 9,000	\$ 9,000
OCT	\$ 9,000	\$ 9,000
NOV	\$ 9,000	\$ 9,000
DEC	\$ 9,000	\$ 9,000
JAN	\$ 9,000	\$ 9,000
FEB	\$ 9,000	\$ 9,000
MAR	\$ 9,000	\$ 9,000
APR	\$ 9,000	\$ 9,000
MAY	\$ 9,000	\$ 9,000
	\$ 90,000	\$ 90,000

Changes to Summer Pay

Below are examples of Georgia Tech current monthly calculations compared to future OneUSG 1/10 calculations for Year 2020 with summer pay.

CURRENT STATE – GEORGIA TECH				
	Academic Pay	Summer Pay	TOTAL	
AUG	\$ 5,000	\$ 5,000	\$ 10,000	
SEP	\$ 10,000		\$ 10,000	
OCT	\$ 10,000		\$ 10,000	
NOV	\$ 10,000		\$ 10,000	
DEC	\$ 10,000		\$ 10,000	
JAN	\$ 10,000		\$ 10,000	
FEB	\$ 10,000		\$ 10,000	
MAR	\$ 10,000		\$ 10,000	
APR	\$ 10,000		\$ 10,000	
MAY	\$ 5,000	\$ 5,000	\$ 10,000	
JUN		\$ 10,000	\$ 10,000	
JUL		\$ 10,000	\$ 10,000	
			\$ 120,000	

FUTURE STATE – ONEUSG CONNECT				
	Academic Pay	Summer Pay	TOTAL	
AUG	\$ 9,000	\$ 6,000	\$ 15,000	
SEP	\$ 9,000		\$ 9,000	
OCT	\$ 9,000		\$ 9,000	
NOV	\$ 9,000		\$ 9,000	
DEC	\$ 9,000		\$ 9,000	
JAN	\$ 9,000		\$ 9,000	
FEB	\$ 9,000		\$ 9,000	
MAR	\$ 9,000		\$ 9,000	
APR	\$ 9,000		\$ 9,000	
MAY	\$ 9,000	\$ 6,000	\$ 15,000	
JUN		\$ 9,000	\$ 9,000	
JUL		\$ 9,000	\$ 9,000	
			\$ 120,000	

Calculate your pay here: http://bit.ly/academic_pay_compare. Please note you must be on VPN to access.

IMPACT TO MANAGERS

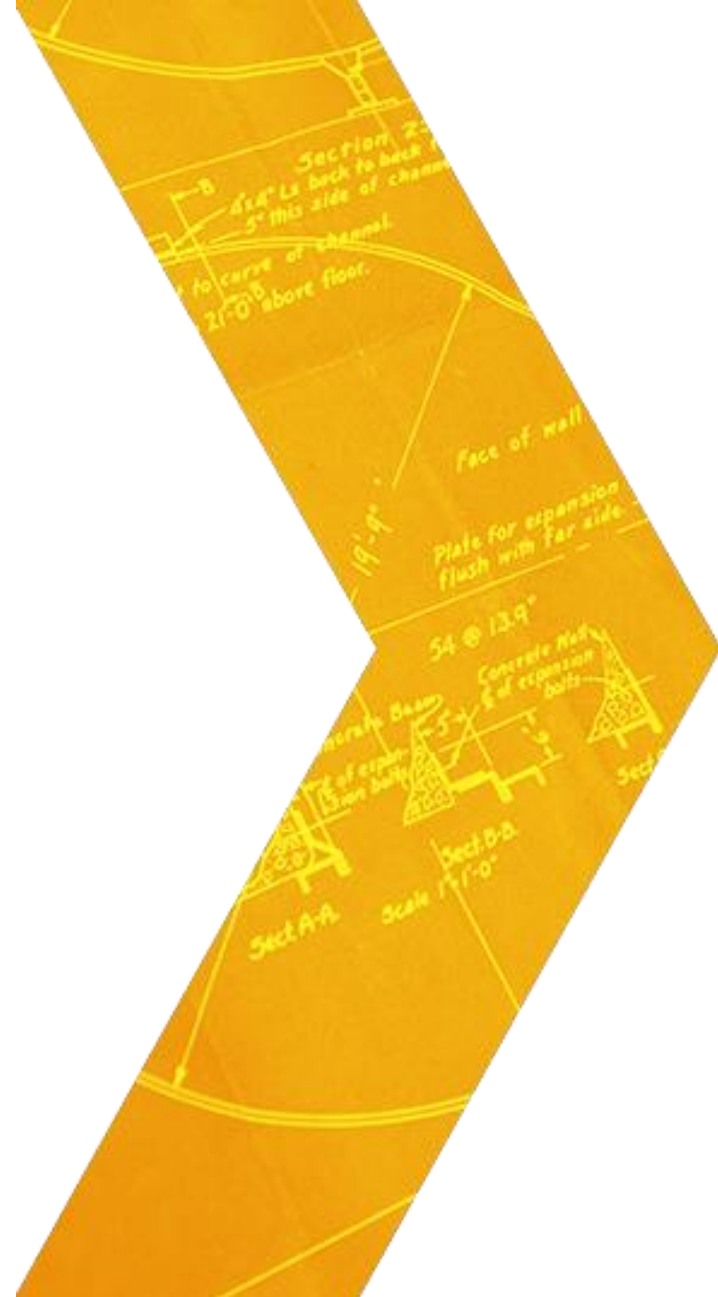
Manager Self-Service

- Anyone with one or more direct reports is a manager in OneUSG Connect and will have access to Manager Self-Service (MSS)
- Through MSS a manager can see their direct reports and data specific to those employees:
 - Includes: compensation and leave balances, personal information (email, phone numbers, emergency contact)
 - Excludes: personally identifiable information such as Social Security numbers and gender
- MSS also allows managers to:
 - Approve time reports and absence requests for their own direct reports
 - Manage Time and Absence Approvers
 - Initiate transactions for their direct reports or positions that report to them
(*excludes express direct retro (EDR) and Summer Pay workflow transactions*)

Manager Self-Service

Expectation: If you are a Manager (someone with direct reports) it is expected that you perform transactions, and approve time, for your direct reports **unless** it is inappropriate (e.g., you do not actually see your direct reports such that you could verify their time, you have a large number of direct reports, you have a chief of staff who does this for you) for you to do so.

PREPARING FOR ONEUSG CONNECT



USG Shared Services

- The **Shared Services Center (SSC)** in Sandersville, GA supports all USG institutions, and will be the first point of contact for support.
 - Georgia Tech resources will work in collaboration with the SSC to provide additional support for our campus community
 - Examples include:
 - Why is this amount coming out of my paycheck?
 - Why am I getting this OneUSG Connect system error?
- The **SSC will run payroll for all USG institutions**
 - Georgia Tech's Payroll team will have a different role in managing the payroll process
 - As part of the move to OneUSG Connect, Georgia Tech must adhere to USG payroll schedules and deadlines

GTHR Support & Services

- GTHR will continue to support everyone at Georgia Tech
- **Beginning March 23**, for anyone who walks into or calls GTHR, a member of our team will guide you through the OneUSG Connect system
- Utilize GTHR lobby computers and iPads



Change Agents

OneUSG Connect - Change Agent Network

Aligning Georgia Tech's HR processes to the OneUSG Connect technology solution.

Change Agents are Here to Help!

Change Agents are part of a Cross-functional network of people who help to facilitate two-way communication, influence positive change, and collaborate with peers to share ideas. They are an extension of the Organizational Readiness team and assist with getting the campus ready for the move to OneUSG Connect.



Change Agent Network Team

Search Change Agent by Name

Search by Department/Unit

Apply

Name	Department	Acronym	Email Address
Carla Zachery	Engineered Biosystems Building	EBB	carla.zachery@ebb.gatech.edu
Tamecia Wright	Aerospace Engineering	Aerospace Engineering	tamecia.wright@aerospace.gatech.edu
Easter Worden	Student Life	Student Life	easter.worden@ohr.gatech.edu
Terrance Wooten	Georgia Tech Office of Development	Development	terrance.wooten@dev.gatech.edu
Lorie Wooten	College of Design	COD	lorie.wooten@design.gatech.edu

Website Resources

Georgia Tech

Home Programs Training Resources About CONTACT US

News and Events

EVENTS

FEB 19 OneUSG Connect Townhall
Town Halls are open to all faculty, staff, and employees who want to learn more about the transition to OneUSG Connect.

FEB 19 Workday Approval Roles Webinar
Register today for the Workday Approval Roles Webinar.

Georgia Tech

The Enterprise Transformation

Home Programs Training Resources About CONTACT US NEWS & EVENTS

OneUSG Connect Resources

Access a variety of content and media to learn more about the HCM Transformation to OneUSG Connect.

OneUSG Connect Internal Resources
Recordings from info sessions, webinars, presentation slides, and other internal resources.
[View Documents](#)

OneUSG Connect Glossary
View a glossary of program terminology.
[View OneUSG Connect Glossary](#)

Videos

Short, easily consumable video clips that explain OneUSG Connect concepts.

OneUSG Connect - Spring 2020 What is HCM? What is Change Management?

Georgia Tech

OneUSG Connect Employee Self-Service (ESS)

What is Employee Self-Service?

Employee Self-Service (ESS) is an easy-to-use online tool all employees will use within OneUSG Connect. All employees can access Employee Self-Service from their computer or mobile device securely with their established log-on credentials and password to:

- Submit Timesheets
- Request Absences
- View paychecks
- Update direct deposit information
- Review and change personal information
- View and interact with a company directory and org chart
- Update tax withholdings
- Update education credentials
- Accept, manage and decline Delegation Requests from others in your organization who need assistance performing time and absence tasks when they are out of the office

How does Employee Self-Service Work?

OneUSG Connect changes are submitted online, instead of on paper, and approvals and information are automatically routed to the appropriate person. OneUSG Connect uses workflow to move transactions from the employee, to the approving manager and beyond.

How will I access Employee Self-Service?

Once OneUSG Connect is implemented for your institution, all employees will access the application with a link provided to go live with secure credentials.

What if I need help?
Contact OneUSG Connect Support at 1-877-251-2544 or email esssupport@sec.usg.edu for assistance.

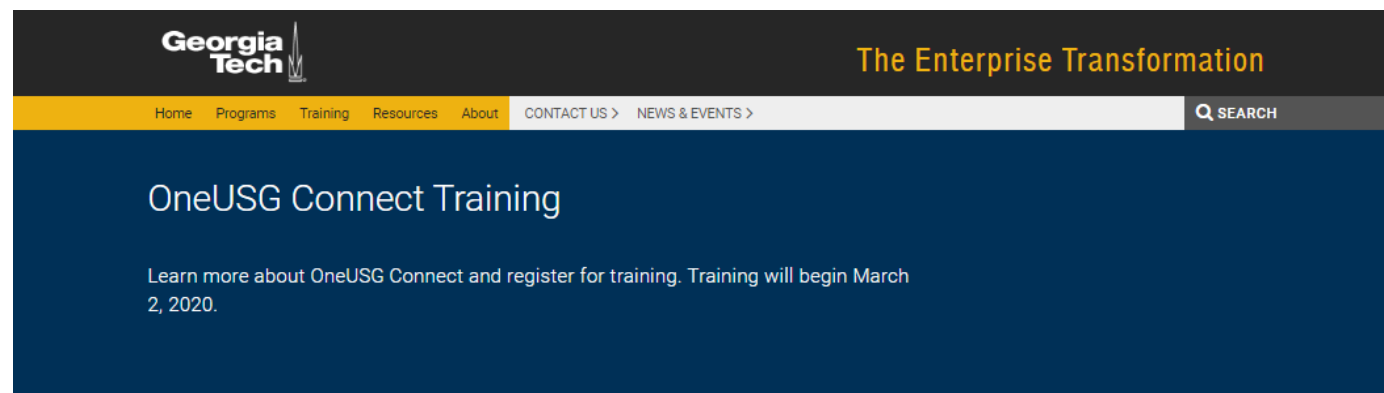
Visit us at transformation.gatech.edu

Types of Training

Delivery Method	Overview
Instructor-Led Training (ILT)	Live, face-to-face session in a classroom setting. Ability to ask questions and complete hands on activities
Webinar	Live, virtual session with opportunities to ask questions via chat
Seminar	Live, face-to-face session in an auditorium/large classroom with opportunities to ask questions
Web-Based Training (WBT)	Pre-recorded, narrated presentation which may include demonstrations and hands on exercises
Job Aids	Step-by-step instructions on how to complete specific transactions



Training Webpage



OneUSG Connect Training Overview



Which Training Should
I Take?



Training Schedule



Course Catalog



Training Locations and
Parking Information

transformation.gatech.edu/training

Training - Job Aids

CREATING THE NEXT™

Georgia Tech Services & Support

AGENT PORTAL | HOME | KNOWLEDGE | MY REQUESTS & INCIDENTS | MY APPROVALS | KT KARA TILLMAN (OFFICE OF STRATEGIC CONSULTING)

Home > Human Resources (Knowledge Base) > Self-Service

KB0022697 - Latest Version [Subscribe](#) [...](#)

How Do I Add a Degree to My Talent Profile?

Introduction

This process describes the steps necessary to add a degree to your talent profile in OneUSG Connect.


Instructions

1. Access the Degrees and Certificates menu from Employee Self Service.

Navigation

Employee Self Service > Degrees and Certificates

Note: Employee Self Service tile options may differ depending on your employee type.



! Important

The **Talent Profile** page opens to your Degree listing. Existing degrees listed on your profile may be display here as well.

My Profile	Degrees
Degree	
Education and Certifications	
Language Skills	
Workplace Skills	
Education and Certifications	
Workplace Skills	
Education and Certifications	
Workplace Skills	

Most Viewed

- [Change Order Request](#)
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- [How do I get started using OneDrive for Business at Georgia Tech?](#)
Kim Kruthaup (DCIO Enterprise Architecture) • 156 Views • 15d ago • KB0023248 • ★★★★★

Most Useful

- [PCard Transaction Verification](#)

Training will be supplemented with job aids that you will be able to access at any time to help walk you through processes in OneUSG Connect

Training

Audience	Training Offering	Course Length	Requirement
Faculty	Attend a class on Employee Self-Service and Faculty Data Self-Service	30 to 90 minutes*	Recommended
	Complete a web-based tutorial on submitting absence requests (if benefit eligible)	15 minutes	Required
Managers (Faculty with One or More Direct Reports) Managers	Attend an overview of Manager Self-Service	30 minutes to 2 hours*	Required
	Complete course to learn how to review and process time reports and absence requests (if you anticipate performing these actions)	30 minutes to 2 hours*	Strongly Recommended
	Complete training on how to initiate and track HR and compensation transactions (e.g., promotions, terminations, ad hoc salary changes)	30 minutes to 2 hours*	Strongly Recommended
	Complete course on how recruit and hire, and manage job applicants	30 minutes to 3 hours*	Strongly recommended
*Course length depends on training format			
NOTE: Additional training may be required or strongly recommended based on anticipated future use of the system			

How to Prepare for OneUSG Connect

Timeframe	Recommended Action
Now (Ongoing)	<ul style="list-style-type: none"> • Visit project website: transformation.gatech.edu/hcm-resources <ul style="list-style-type: none"> ○ View recorded webinars ○ View 'One Pagers' and other resources
Now – February 2020	Attend Town Halls and upcoming webinars
Now – Summer 2020	Reach out to your Change Agent
March – June 2020	<ul style="list-style-type: none"> • Attend Training • Visit transformation.gatech.edu/oneusg-connect-training

Readiness Tasks

- Faculty, Staff, Student, Tech Temps and Retired but Working (RBW) employees are strongly encouraged to participate in Go-Live readiness activities
- Save copies of your information to use as a reference to ensure your data is correct post go-live

All Employees	Benefit Eligible Employees	Managers
<ul style="list-style-type: none"> • Personal Information Summary (home address, contact details) • Direct Deposit Information • Voluntary Deductions • Paystubs • W-2 	<ul style="list-style-type: none"> • Record & print leave balances • Submit & save future leave requests 	<ul style="list-style-type: none"> • Ensure that reporting relationships are correct in Workday • Record & Print Comp Time

Q&A Panel



Kara Tillman
Organizational
Readiness Lead



David Bamburowski
Process Owner and ESC
Member



Leslie Sharp
Process Owner
Interim CEO of Library
& Vice Provost of Graduate
Education and Faculty
Development



Jehan Hailey-Thomas
Self-Service Lead



Alexandrea Council
Faculty Events Lead

Let's stay connected!

Questions or Feedback?

- **Helpdesk Email:**
erp.readiness@gatech.edu
- **Website:**
<http://transformation.gatech.edu>

