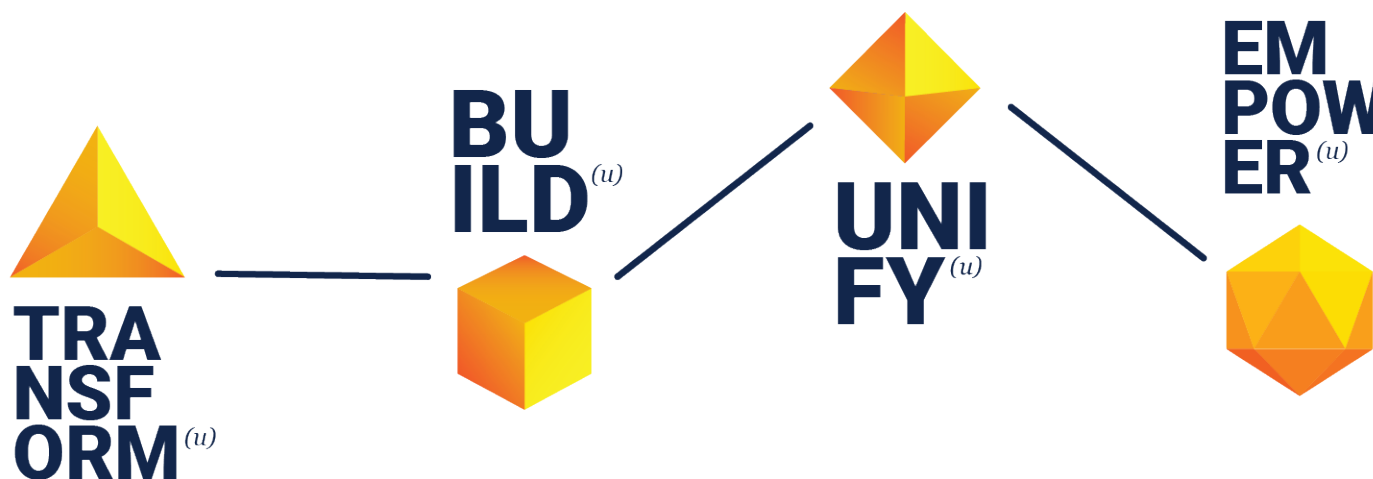


THE ENTERPRISE TRANSFORMATION | HCM

# OneUSG Connect Campus Info Session

Time & Absence and Payroll



# Agenda

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- About Info Sessions
- HCM Transformation Program Overview
  - Info Sessions
  - OneUSG Connect Scope
- Payroll
  - Overview
  - Understanding Your Paycheck
  - Shared Services
  - Questions & Answers
- Time & Absence
  - Overview
  - Sneak Peek
  - Questions & Answers

# Today's Presenters

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Angela Petty  
Payroll Manager



Christine Edell  
Time & Labor/  
Absence  
Management Lead



Kara Tillman  
Organizational  
Readiness Lead

# Safe Harbor

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The information delivered within this presentation was published on 09/25/19.

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

# ABOUT INFO SESSIONS

# Campus Info Sessions

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- **WHO:** Open to Faculty, Staff, and Student Employees
- **WHAT:** Campus Info Sessions are meetings highlighting a specific topic related to Georgia Tech's transition to OneUSG Connect
  - HCM Transformation Overview & Employee Self-Service
  - Manager Self-Service & Position Management
  - Time and Absence & Payroll
  - Student Hiring
  - Security & Approval Workflow
  - Careers
  - Commitment Accounting Part I & Part II
  - Faculty Self-Service
  - Workforce Administration & Global
  - Compensation
- **WHEN:** May – December 2019: Each topic will have multiple sessions hosted in various locations on campus including at least one webinar

# What Do You Hope To See Covered?

---

- What exactly are you planning on changing with the bi-weekly timekeeping?
- How employees enter various time off requests, sick, vacation, jury duty, etc.?
- How will managers approve various time off requests?
- How to access paystubs and tax information?
- How will the new timekeeping systems operate for monthly employees?
- Will there be training materials for the system?
- What this is about? I have not heard anything about this.

# Campus Info Session Expectations

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- These sessions are ***not*** training, training will launch Spring 2020
- Today's sessions will cover a very basic introduction to what OneUSG Connect will look like for Georgia Tech
- Future sessions will demonstrate different business processes related to specific topics



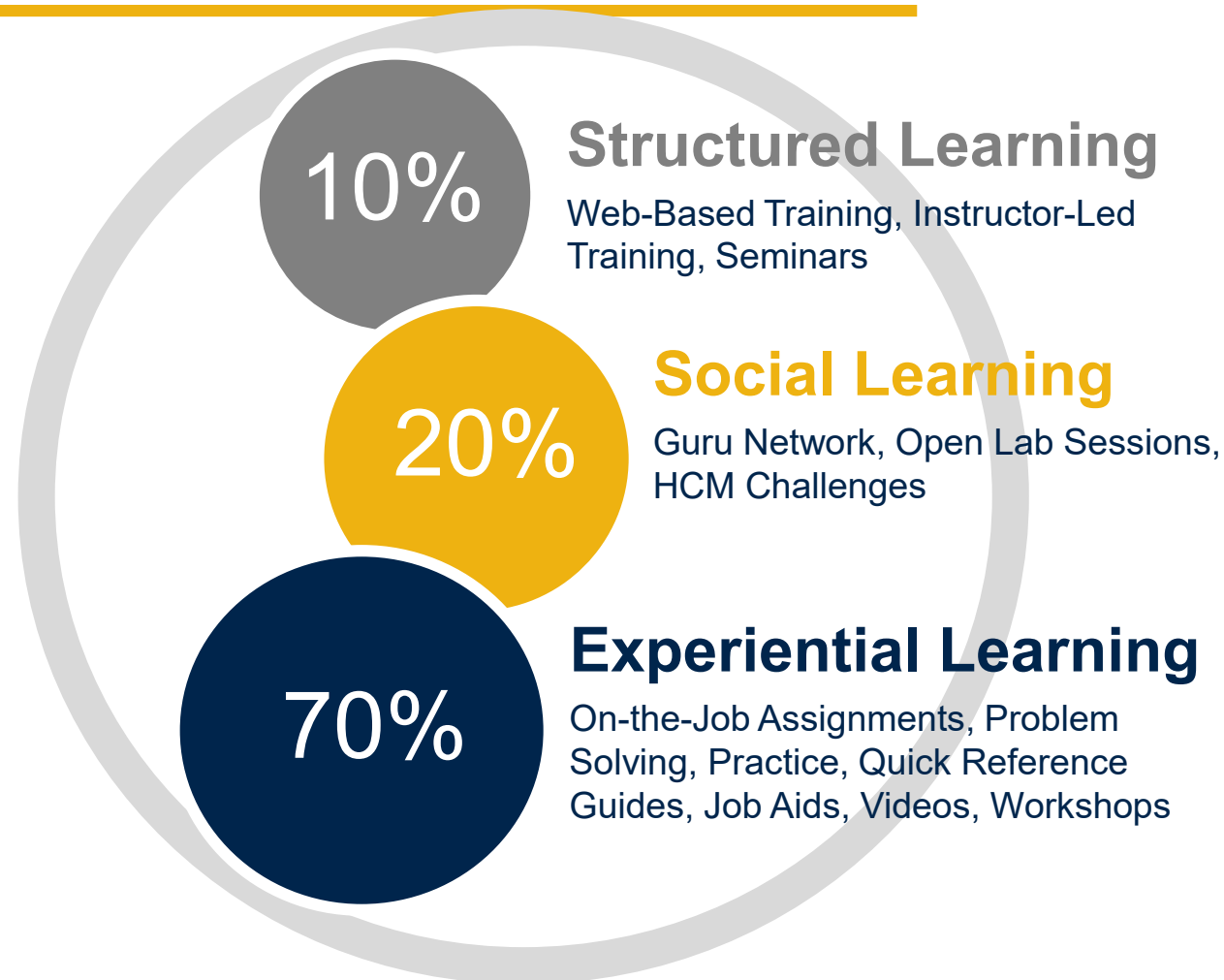
# Training

**WHEN:** Spring 2020

**WHAT:** Training will be:

- A mix of instructor-led classroom training and web-based training.
- Supplemented with job aids/process guides that you will be able to access at any time to help walk you through processes in OneUSG Connect.

**WHERE:** The launch point for any training will start at the Transformation website. There you will be able to sign up for trainings, attend virtual courses, and download helpful resources.



# HCM Transformation Website

## Human Capital Management (HCM) Transformation

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

### The OneUSG Vision

OneUSG is an initiative launched by the University System of Georgia (USG) to develop and implement policies, procedures, and technology solutions to support the Chancellor's strategic imperative of efficiency and innovation.

The OneUSG initiative is ultimately expected to help the University System Offices (USO) and institutions reduce costs, streamline processes, and have consistent guidelines and procedures with centralized systems.

The team created this four-part series to help breakdown the HR Transformation, explaining what it is and how it will impact you.



PART 1 - OneUSG - That Sounds Familiar...



PART 2 - OneUSG - I've Heard of That, But What is HCM?



PART 3 - OneUSG - You Said Things Were Changing

[transformation.gatech.edu/hcm](https://transformation.gatech.edu/hcm)



Georgia Tech Home Campus Map Directory Offices

**Georgia Tech**

The Enterprise Transformation

Home Programs Training Resources About CONTACT US > NEWS & EVENTS >

Q SEARCH

### News and Events

**EVENTS**

AUG 21

**Time & Absence and Payroll: Info Session 1**

Register today to learn about Georgia Tech's transition to OneUSG Connect and get a sneak peek of Time & Absence and Payroll

AUG 27

**Time & Absence and Payroll: Info Session 2**

Register today to learn about Georgia Tech's transition to OneUSG Connect and get a sneak peek of Time & Absence and Payroll

SEP 3

**Time & Absence and Payroll: Info Session 3**

Register today to learn about Georgia Tech's transition to OneUSG Connect and get a sneak peek of Time & Absence and Payroll

SEP

**Time & Absence and Payroll: Info Session 4**

Register today to learn about Georgia Tech's transition to OneUSG Connect and get a sneak peek of Time & Absence and Payroll

**RECENT NEWS**

**TechWork to Campus**

As part of its efforts to provide access to Georgia Tech virtual private network (VPN) for faculty and staff, the Office of Information Technology (OIT) has announced that it will be implementing a new policy that requires all faculty and staff to use the VPN when accessing Georgia Tech systems from off-campus locations.

**The Workday Challenge**

This week we explore your reports, and more, 1, 2019

**Workday Tips & Tricks**

The Workday Tips & Tricks series is a collection of articles that provide helpful information for faculty and staff. These articles are available on the Workday website.

### Videos

Short, easily consumable video clips that explain HCM concepts.

#### What is HCM?



#### What is Changing for Managers?



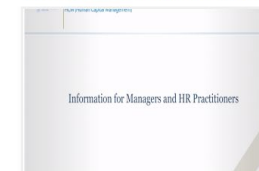
#### What is Changing for Employees?



#### What is Changing for Faculty?



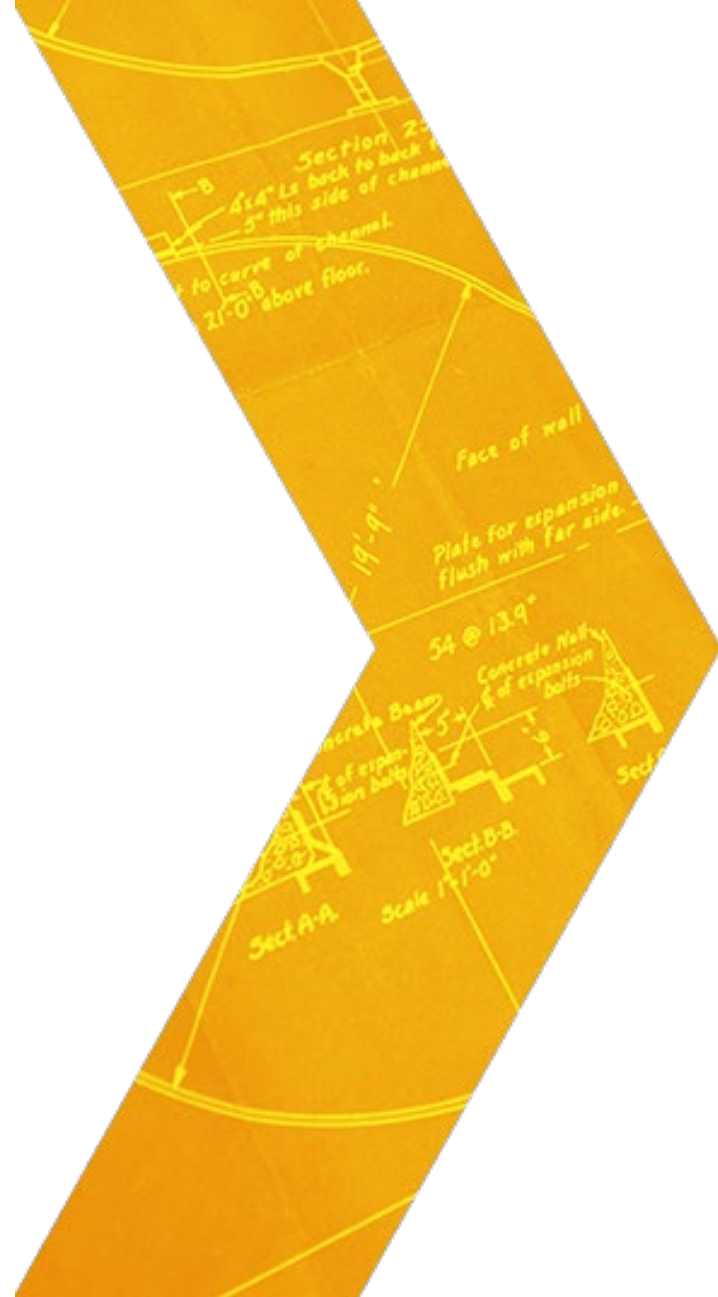
#### Changes to Position Management



#### What is a Change Agent?



# HCM TRANSFORMATION OVERVIEW

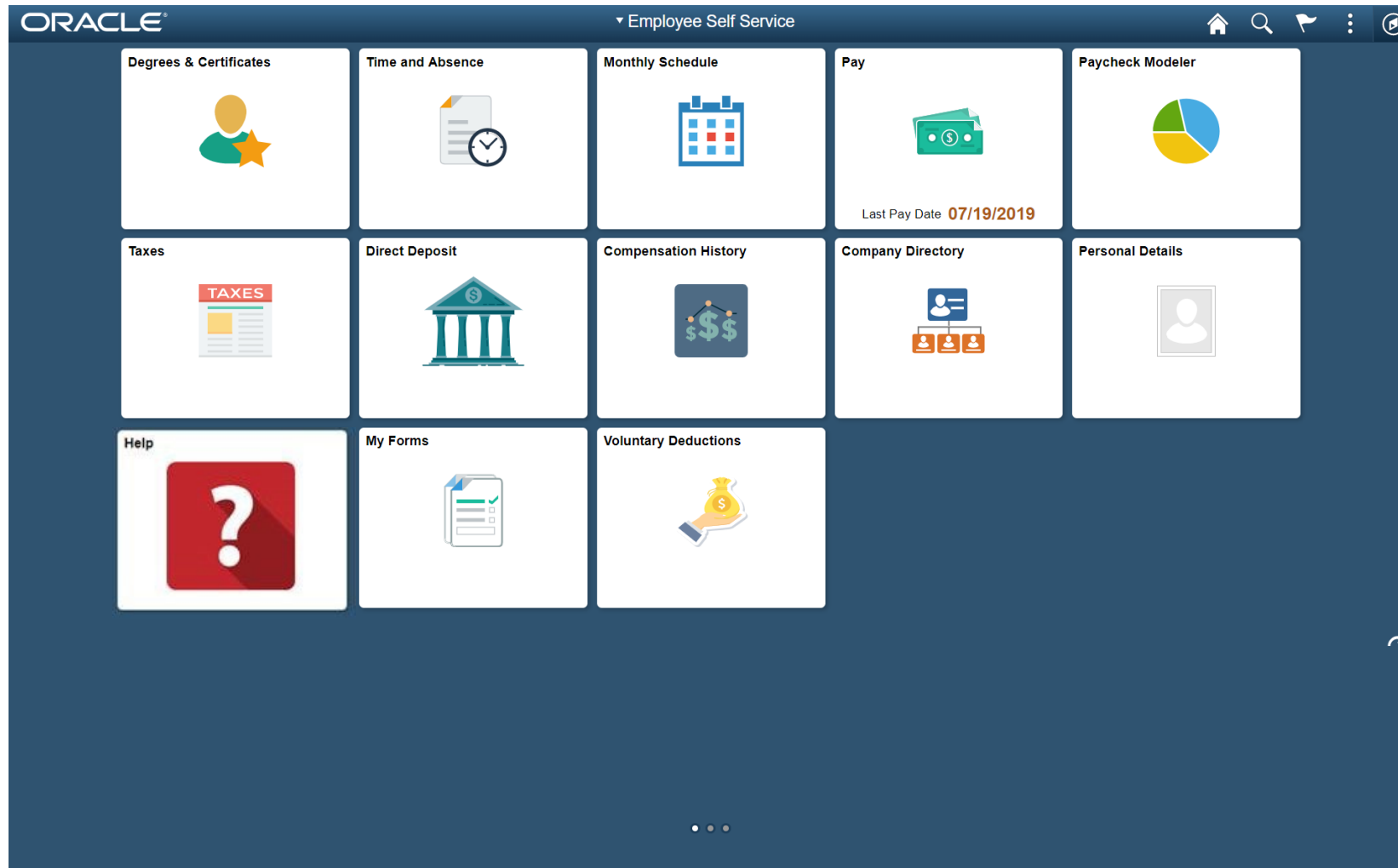


# OneUSG Vision



All USG institutions will adopt a consistent approach to **policies, procedures, and technology**

# OneUSG Connect



All USG institutions will transition to a **new technology platform, OneUSG Connect**, to manage **human resources activities, benefits, and compensation**

# OneUSG Connect Deployment

## COHORT 1

July 2017

## COHORT 2

January 2018

## COHORT 3

April 2018

## COHORT 4

January 2019

## COHORT 5

July 2019

## COHORT 6

Spring 2020

- Columbus State University
- Georgia College & State University
- Georgia Gwinnett College
- Georgia Southwestern State University
- Valdosta State University
- University System Office

- Abraham Baldwin Agricultural College / Bainbridge State College
- Georgia Southern University / Armstrong State University
- Fort Valley State University
- Gordon State College
- Middle Georgia State University

- Albany State University / Dalton State College
- Atlanta Metropolitan State College
- College of Coastal Georgia
- Clayton State University
- Dalton State College
- East Georgia State College
- Georgia Highlands College
- Georgia State University
- Kennesaw State University
- Savannah State University
- South Georgia State College
- University of North Georgia
- University of West Georgia

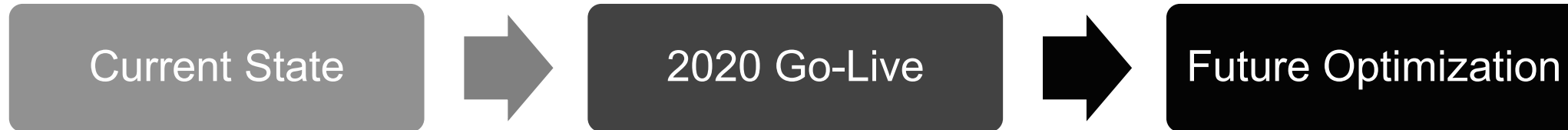
- University of Georgia

- Augusta University

- **Georgia Institute of Technology**

# Continuous Improvement

---



- Georgia Tech will go live on OneUSG Connect in the Spring of 2020
  - Biweekly employees will begin recording time in OneUSG Connect in March 2020
- OneUSG Connect will continue to develop and deploy new functionality after Georgia Tech's go-live



# Project Scope

## OneUSG CONNECT MODULES



Careers



Benefits



Self-Service



Global



Time & Labor /  
Absence Management



Workforce  
Administration



Payroll



Commitment  
Accounting



Faculty Events



Time Clocks

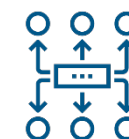
## ADDITIONAL CHANGES



System Approvals



Security Changes



Business Process  
Changes



Policy Updates



Shared Services for  
Tier 1 Support



# Employee Self-Service (ESS)

## Expanded Functionality

### CURRENT STATE

- Ability to make changes to your personal data (i.e. Direct Deposit, tax information, home address, emergency contact)
- View paychecks\*
- Paycheck Modeler
- Access Benefits
- View Compensation History
- Manage Voluntary Deductions

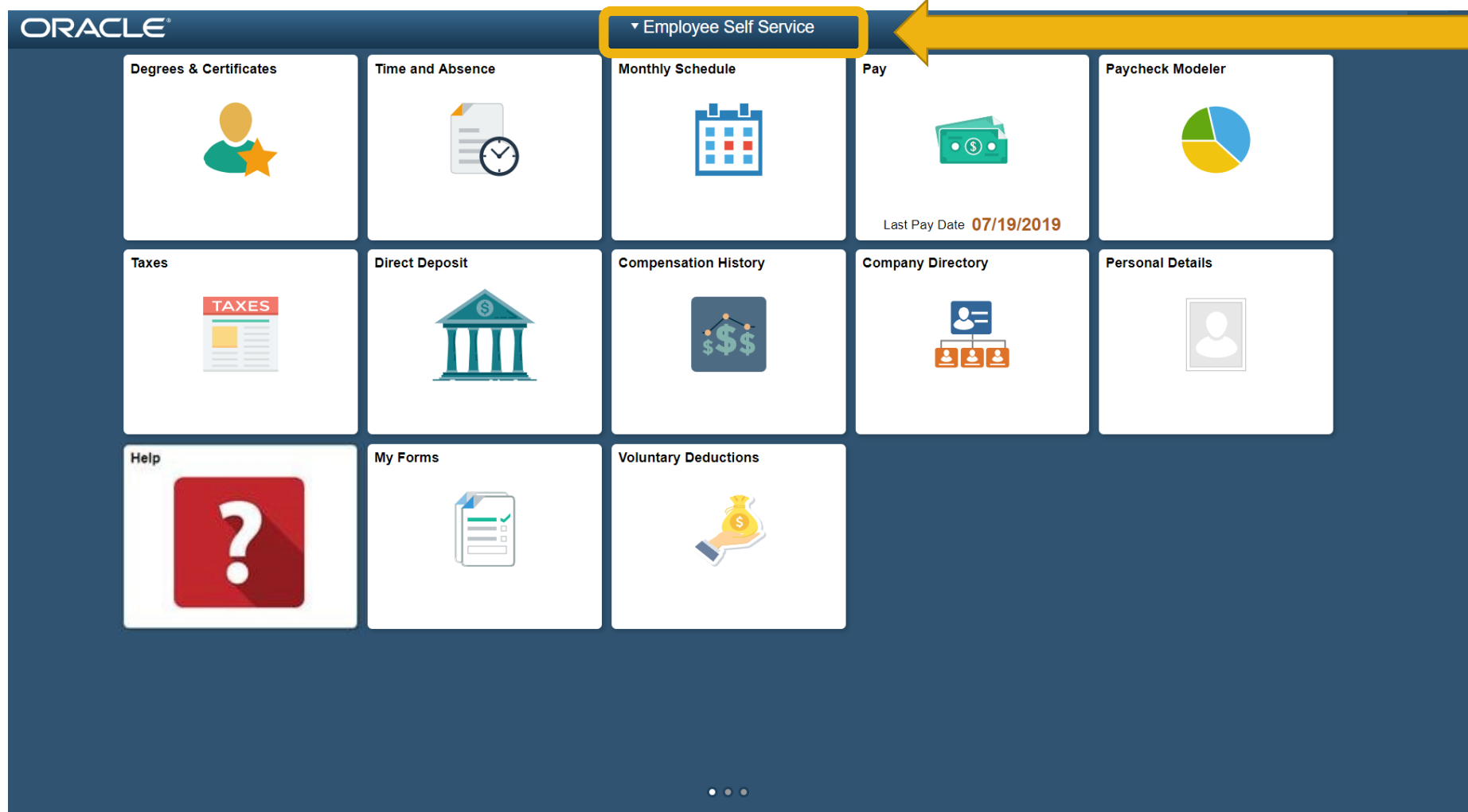
### FUTURE STATE

#### Current State functionality PLUS:

- Mobile Friendly
- Less Paperwork
- Ability to update Degrees & Certifications with approval workflow
- Licenses & Certifications
- Company Directory (Organizational Chart)
- Central timekeeping and absence management system\*

*\*Scope of changes is still being finalized*

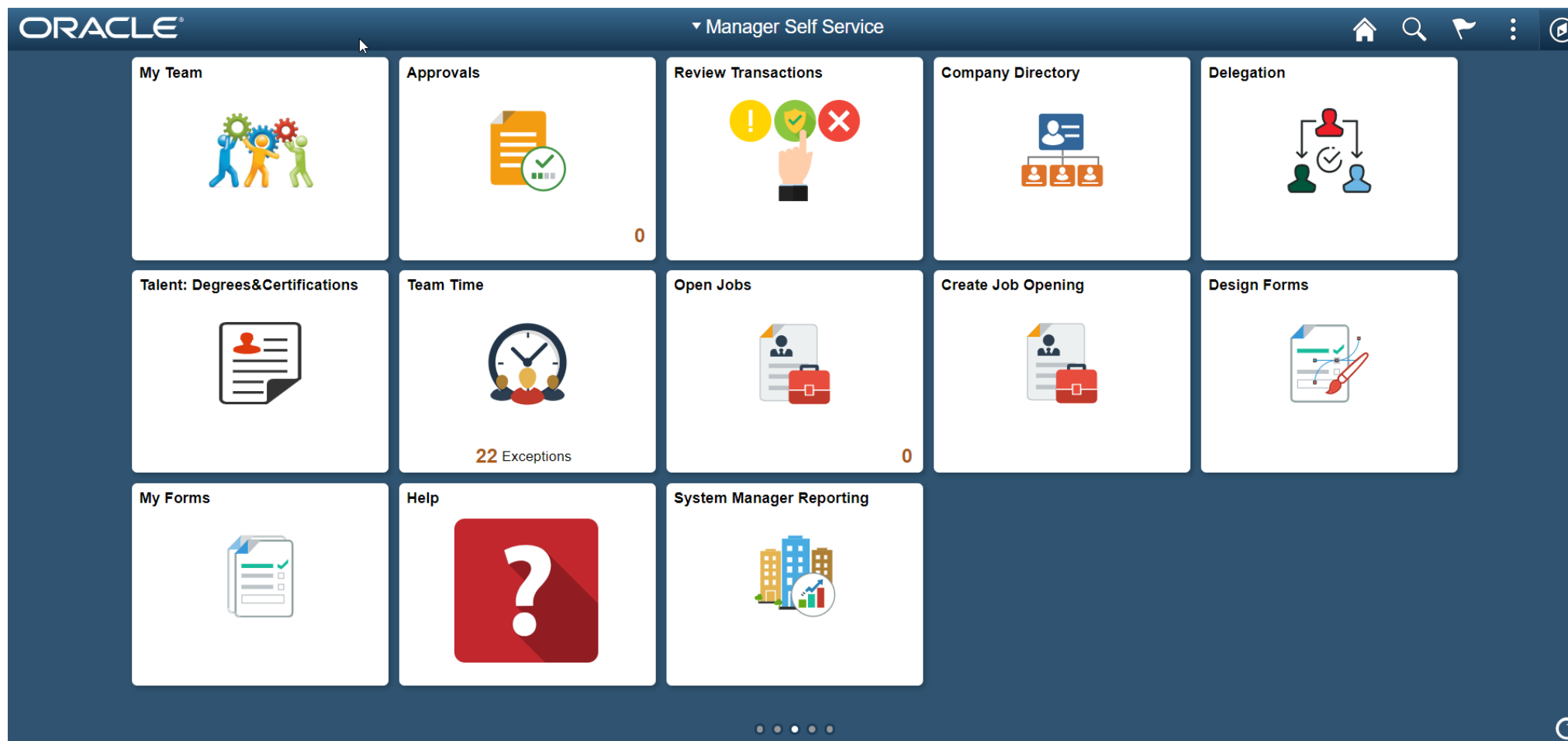
# Employee Self-Service Landing Page



The drop down will also display other landing pages such as:

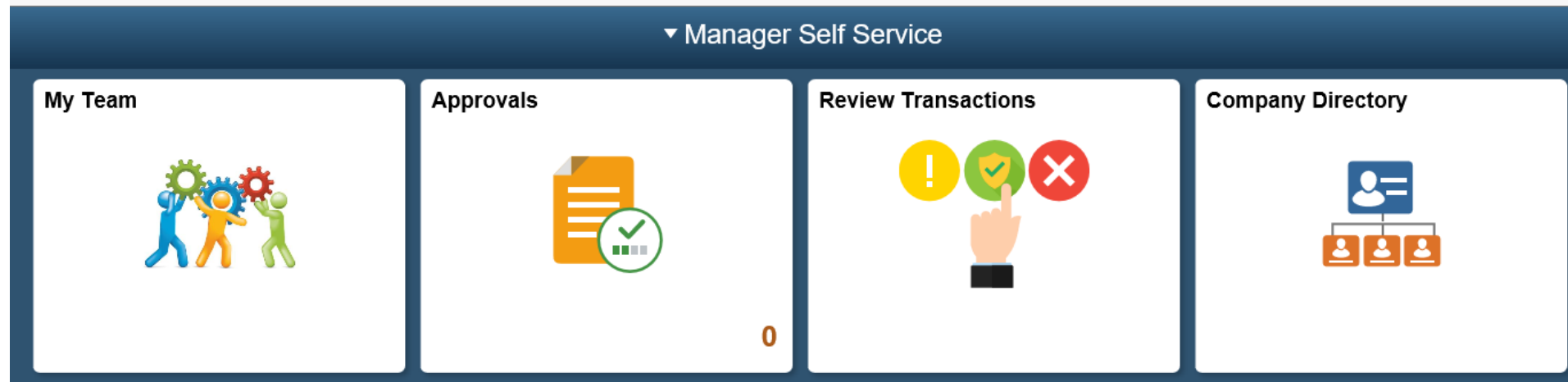
- Manager Self-Service (MSS)
- Faculty Self-Service (FSS)
- Time Approver
- Your view will depend on your security/role assignment

# Manager Self-Service Landing Page



# MSS Roles - Manager

- Employees with direct reports will automatically be assigned with the Manager role and have access to MSS
- Managers are responsible for:
  - Reviewing and approving timesheets and leave requests
  - Submitting transactions (e.g., position requests, compensation changes, reclassifications, transfers, etc.)



# Today's Topics



Careers



Benefits



Self-Service



Global



Time & Labor /  
Absence Management



Workforce  
Administration



Payroll



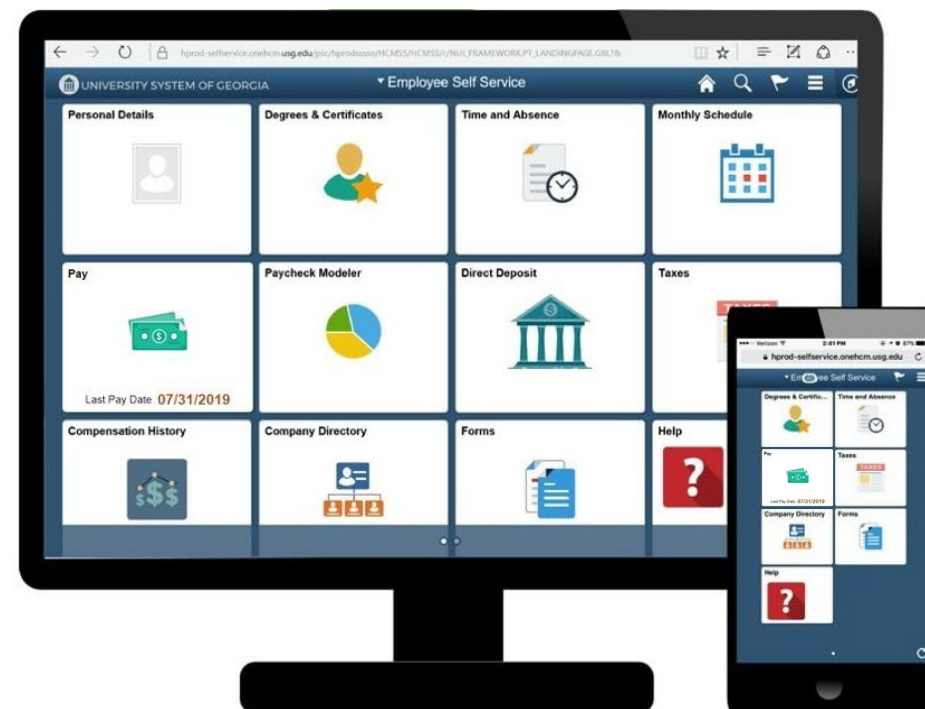
Commitment  
Accounting



Faculty Events



Time Clocks



# PAYROLL

# Access to Payroll Information

## Current

**Georgia TechWorks**

My Home | My Work | Map | Directory | Offices | Help

George P Burdell

My Profile  
My Personal Information  
My Time & Leave  
**My Payroll & Compensation**

**Quick Links**

- Policy Library
- Training
- Holidays
- Education Assistance
- BuzzPort
- Campus Calendar

**Applications and Resources**

- Employment Opportunities
- Benefits
- Electronic Workload Assignment Form (eWAF)
- TimeOut
- Time Reporting
- Perks & Programs
- Electronic Annual Statement of Reasonableness (eASR)
- GLACIER
- iStart
- BuzzCard
- Learning & Professional Development

TechWorks will become restricted to campus network & VPN Aug. 8. [CLICK HERE TO LEARN MORE](#)

INTERNET VPN YOU

© 2014 Georgia Institute of Technology

Emergency Information | Legal and Privacy Information | Accessibility | Accountability | Accreditation | Employment

## George P Burdell

### Payroll and Compensation Home

#### Payroll

##### [View Paycheck](#)

View your current and prior earnings statements on-line.

[Understanding Your Paycheck](#)  
[Payroll Home Page](#)

##### [Direct Deposit](#)

Review and edit your direct deposit accounts.

##### [Voluntary Deductions](#)

Review and edit your voluntary deductions.

##### [Paycheck Modeler](#)

Simulate paycheck changes.

##### [Charitable Campaign](#)

Review and edit Charitable Campaign.

##### [Faculty/Staff Fund](#)

Review and edit your Faculty/Staff Fund deductions.

#### Taxes

##### [W-4 Tax Information](#)

Review and edit your federal tax withholding exemption and amount.

[Federal Withholding Calculator](#)  
[Understanding Your W-2](#)

##### [G-4 Tax Information](#)

Review and edit your Georgia state tax filing status.

##### [State Tax Forms](#)

Complete form and submit to payroll

##### [W-2/W-2c Consent](#)

Consent to receive W-2 form through Employee Self Service.

##### [View and Print W-2 Form](#)

View and Print your W-2 form from Tax Year 2005 to present

#### Compensation

##### [Compensation History](#)

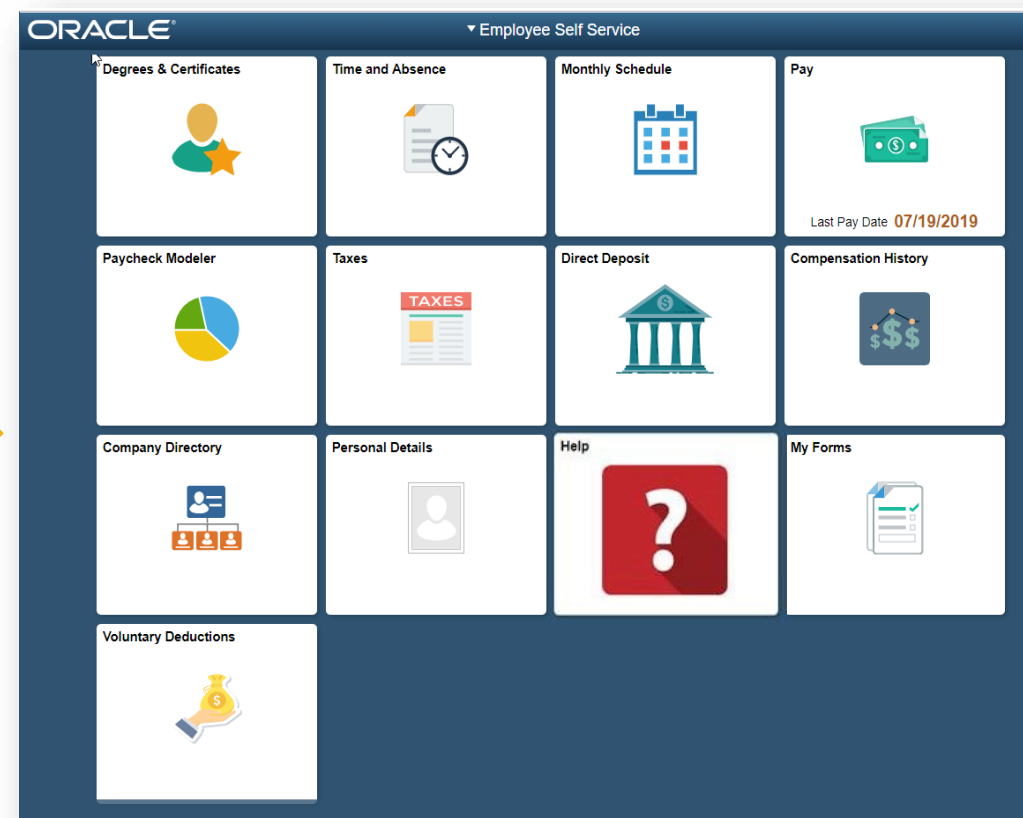
Review your annual salary and compensation per pay frequency, as well as any variable compensation.

[Classified Compensation Schedule](#)



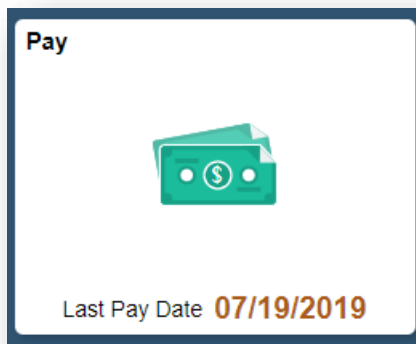
# Access to Payroll Information

## Future (OneUSG Connect)





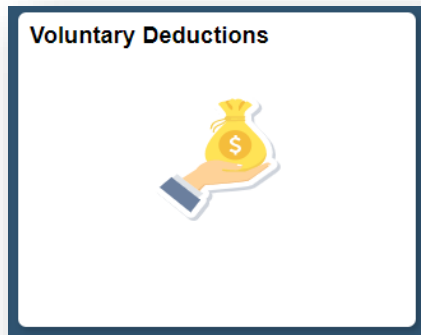
# Understanding Your Paycheck



Time taken will  
be monetized

Georgia Tech, 500 Tech Parkway Atlanta, GA 30332-0435			Pay Begin Date: 04/21/2019 Pay End Date: 05/04/2019			Advice #: 00000000 Advice Date: 05/10/2019					
Georgia P Burdell 123 Main Street Atlanta, GA 30303			Employee ID: 300L			TAX DATA:					
			Department: Georgia Tech			Federal					
			Location: Georgia Tech			Marital Status: Single					
			Job Title: Georgia Tech Technician			Allowances: 0					
			Pay Rate: \$20.603455 Hourly			Addl. Allowance: 0					
						Addl. Percent: 0					
						Addl. Amount: 0					
HOURS AND EARNINGS						TAXES					
Description		Rate	Current Hours	Earnings	YTD Hours	Earnings	Description		Current	YTD	
Regular		20.603455	40.00	824.14	725.50	14,947.83	Fed Withholding		129.72	1,515.33	
Regular		20.603455	40.00	824.14		0.00	Fed MED/EE		20.13	232.11	
Holiday Non-Exempt				0.00	32.00	659.32	Fed OASDI/EE		86.08	992.48	
Overtime				0.00	2.88	89.01	GA Withholding		54.80	690.86	
Shift Differential \$1.00				0.00	134.20	134.20					
Sick Leave Non-Exempt				0.00	55.10	1,135.26					
Unscheduled Holiday Non-Exempt				0.00	7.40	152.47					
Vacation Non-Exempt				0.00	60.30	1,242.38					
TOTAL:			80.00	1,648.28	1,017.38	18,360.47	TOTAL:		290.73	3,430.78	
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS					
Description		Current	YTD	Description		Current	YTD	Description		Current	YTD
Teachers Retirement System		98.90	1,088.27	USG Accident Plan		5.94	53.46	Teachers Retirement System		344.49	3,790.68
B. J				Voluntary AD&D		0.08	0.72	B96			
Comprehensive Care		200.75	1,806.75					Basic Life		8.54	76.86
Dental-High Option		39.02	351.18					Comprehensive Care ER		445.38	4,008.42
Vision Insurance		7.76	69.84								
Parking		12.50	125.00								
TOTAL:		358.93	3,441.04	TOTAL:		6.02	54.18	*TAXABLE			
TOTAL GROSS		FED TAXABLE GROSS		TOTAL TAXES		TOTAL DEDUCTIONS		NET PAY			
Current	1,648.28	1,289.35		290.73		364.95		992.60			
YTD	18,360.47	14,919.43		3,430.78		3,495.22		11,434.47			
YEAR-TO-DATE		ANNUAL/VACATION		SICK LEAVE		NET PAY DISTRIBUTION					
Balance	14.0	8.0				Advice #000000001					
						Account Type					
						Account Number					
						XXXXXX					
						Deposit Amount					
						992.60					
TOTAL:						TOTAL:					
						992.60					

# Voluntary Deductions



Voluntary Deductions

New Window | Personalize Pa

Voluntary Deductions

Add Voluntary Deduction

George Burdell

Georgia Institute Technology

\*Type of Deduction

\*Select whether Deduction is a Flat Amount or Percent

\*Enter Amount or Percent to be deducted

Take deduction until I reach this Goal Amount

\*Enter Deduction Start Date

Enter Deduction Stop Date

Current Balance 0.00

Submit

\* Required Field

Return to Voluntary Deductions

Look Up \*Type of Deduction

Cancel

Search Results

View 100 First 1-6 of 6 Last

Deduction Description
Buzz Card
Cobb Transit Pass
Faculty/Staff Meal
Gwinnett Transit Pass
Marta Transportation Fee
Xpress Transit Pass

# Shared Services Center (SSC)

---

- USG Shared Services Center (SSC) will be responsible for processing payroll for all USG institutions
  - Georgia Tech is aligning HR processes with USG requirements
    - In May 2019, the biweekly pay week shifted from Thursday through Wednesday to Sunday through Saturday
    - New processing calendar and deadlines
      - MSS transactions need to be initiated to meet these deadlines
      - Deadlines more stringent



UNIVERSITY SYSTEM OF GEORGIA  
SHARED SERVICES CENTER

# Biweekly Payroll Calendar

Bi-Weekly On Cycle Payroll Schedule					
Pay Period Begin Date	Pay Period End Date	Time Detail and Adjustments to SSC by 1:00 PM	OneUSG Confirm Date	Pay Date	Pay Run ID
12/15/19	12/28/19	12/27/19	12/30/19	01/03/20	01B1
12/29/19	01/11/20	01/13/20	01/14/20	01/17/20	01B2
01/12/20	01/25/20	01/27/20	01/28/20	01/31/20	01B3
01/26/20	02/08/20	02/10/20	02/11/20	02/14/20	02B1
02/09/20	02/22/20	02/24/20	02/25/20	02/28/20	02B2
02/23/20	03/07/20	03/09/20	03/10/20	03/13/20	03B1
03/08/20	03/21/20	03/23/20	03/24/20	03/27/20	03B2
03/22/20	04/04/20	04/06/20	04/07/20	04/10/20	04B1
04/05/20	04/18/20	04/20/20	04/21/20	04/24/20	04B2
04/19/20	05/02/20	05/04/20	05/05/20	05/08/20	05B1
05/03/20	05/16/20	05/18/20	05/19/20	05/22/20	05B2
05/17/20	05/30/20	06/01/20	06/02/20	06/05/20	06B1
05/31/20	06/13/20	06/15/20	06/16/20	06/19/20	06B2
06/14/20	06/27/20	06/29/20	06/30/20	07/03/20	07B1
06/28/20	07/11/20	07/13/20	07/14/20	07/17/20	07B2
07/12/20	07/25/20	07/27/20	07/28/20	07/31/20	07B3
07/26/20	08/08/20	08/10/20	08/11/20	08/14/20	08B1
08/09/20	08/22/20	08/24/20	08/25/20	08/28/20	08B2
08/23/20	09/05/20	09/04/20	09/08/20	09/11/20	09B1
09/06/20	09/19/20	09/21/20	09/22/20	09/25/20	09B2
09/20/20	10/03/20	10/05/20	10/06/20	10/09/20	00B1
10/04/20	10/17/20	10/19/20	10/20/20	10/23/20	00B2
10/18/20	10/31/20	11/02/20	11/03/20	11/06/20	0NB1
11/01/20	11/14/20	11/16/20	11/17/20	11/20/20	0NB2
11/15/20	11/28/20	11/30/20	12/01/20	12/04/20	0DB1
11/29/20	12/12/20	12/14/20	12/15/20	12/18/20	0DB2
12/13/20	12/26/20	12/23/20	12/28/20	12/31/20	0DB3*

- Payroll calendar available thru 2020
  - Pay dates same
  - Due dates different

Overlapping Payroll

Early Payroll Submission Due to Holiday

Early Pay Date Due to Holiday

\*Due to the timing of the 2021 January 1 holiday there are 27 pay periods in 2020

Please Note: These pay dates are for OneUSG Connect Institutions only. Some dates are subject to change.



# Monthly Payroll Calendar

- Payroll calendar available thru 2020
  - Pay dates same
  - Due dates different

Monthly On Cycle Payroll Schedule						
Pay Period Begin Date	Pay Period End Date	Pay Groups to SSC by 9:00 AM (Paysheets Created)	Time Detail and Adjustments to SSC by 11 AM	OneUSG Confirm Date	Pay Date	Pay Run ID
01/01/20	01/31/20	01/22/20	01/23/20	01/24/20	01/31/20	01M1
02/01/20	02/29/20	02/19/20	02/20/20	02/21/20	02/28/20	02M1
03/01/20	03/31/20	03/24/20	03/25/20	03/26/20	03/31/20	03M1
04/01/20	04/30/20	04/23/20	04/24/20	04/27/20	04/30/20	04M1
05/01/20	05/31/20	05/21/20	05/22/20	05/26/20	05/29/20	05M1
06/01/20	06/30/20	06/23/20	06/24/20	06/25/20	06/30/20	06M1
07/01/20	07/31/20	07/22/20	07/23/20	07/24/20	07/31/20	07M1
08/01/20	08/31/20	08/19/20	08/20/20	08/21/20	08/31/20	08M1
09/01/20	09/30/20	09/23/20	09/24/20	09/25/20	09/30/20	09M1
10/01/20	10/31/20	10/23/20	10/26/20	10/27/20	10/30/20	00M1
11/01/20	11/30/20	11/20/20	11/23/20	11/24/20	11/30/20	0NM1
12/01/20	12/31/20	12/21/20	12/22/20	12/23/20	12/31/20	0DM1

Overlapping Payroll

Early Payroll Submission Due to Holiday

Please Note: These pay dates are for OneUSG Connect Institutions only. Some dates are subject to change.

# HR Lock

---

- With OneUSG Connect, the HR Lock feature will allow you to continue entering information during payroll processing
- Changes will be locked in but information may not appear until next payroll

# Off-Cycle Processing

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- Improved functionality for historical corrections within the system
- The SSC processes off-cycle checks on a published schedule
  - In the future, off-cycle payments will be direct deposited
  - Conditions for which an off-cycle check can be generated are essentially the same, but processing time may be different
  - Important to get time and absences approved accurately and on time

# Questions?

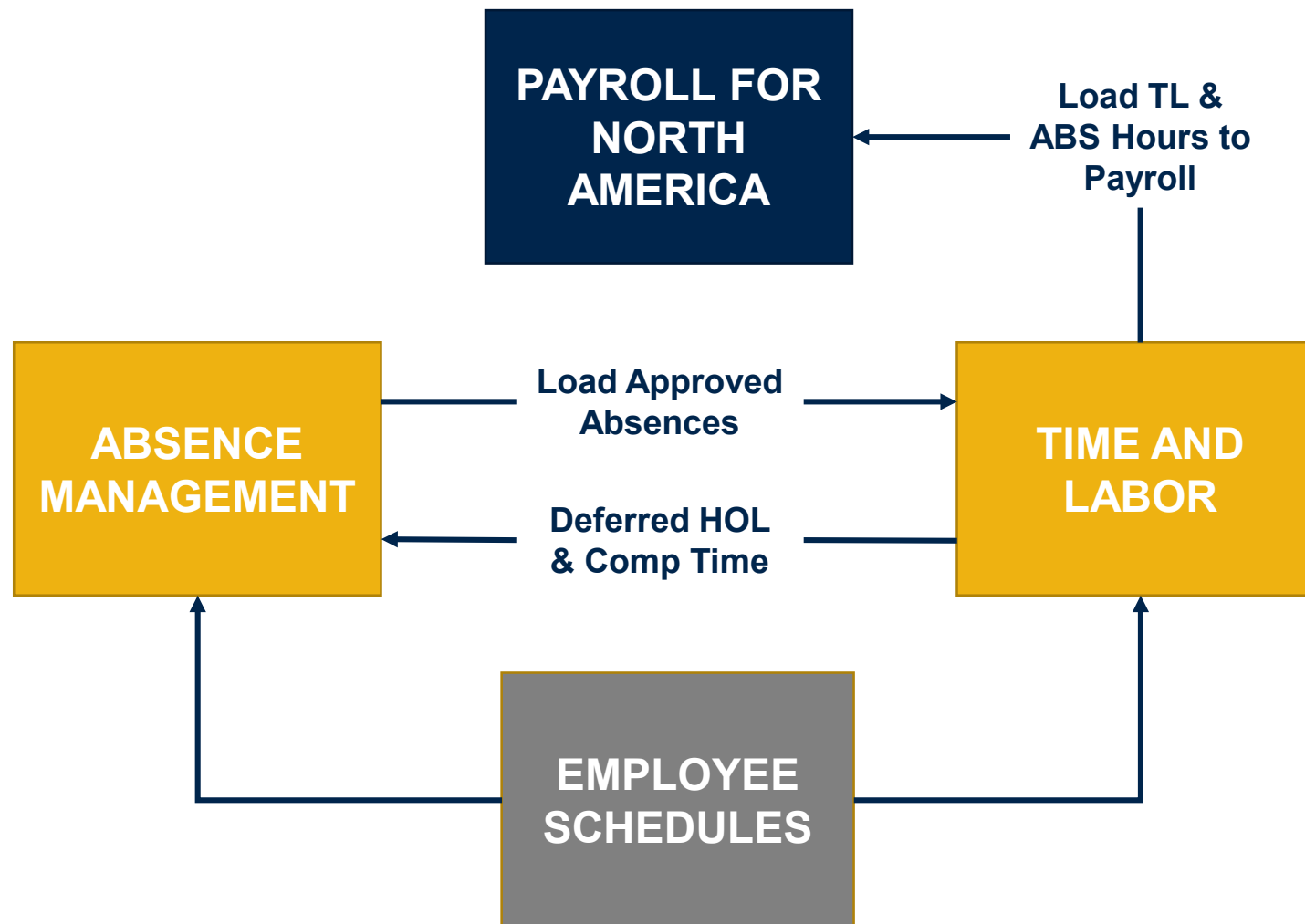
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# TIME AND ABSENCE

# Interaction of T&L, ABS, and Payroll



# What's Changing?

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- With the exception of GTRI, all employees will use OneUSG Connect to enter time and request time off, replacing multiple timekeeping systems that currently exist on campus
- Kaba time clocks, the USG standard, will replace the Kronos time clocks
- As Georgia Tech aligns with USG processing requirements, new timelines and submission deadlines will be introduced (bi-weekly pay weeks will remain the same)
- The USG Shared Services Center (SSC) will be a primary point of contact for researching and resolving inquiries related to payroll and time reporting

# Requesting Time Off

- Currently:
  - Monthly employees use TimeOut
  - Biweekly employees use the paper request form (on Payroll website) or rely upon word of mouth, email, or departmental system

**Summary for George P. Burdell**

AS OF: TODAY ?

Your Vacation balance is +373.50 Hours  
Your Sick balance is +97.50 Hours

Day Type	Carried Forward	Accrued	Taken	Adjusted	Balance	Planned
Vacation	360.00	90.00	84.50	0.00	373.50	17.00
Sick	111.00	56.00	69.50	0.00	97.50	0.00

Vacation Accrual Rate: 14.00 hrs/mo    Sick Accrual Rate: 8.00 hrs/mo

**Your Annual Calendar**

3 Month | 6 Month | Year

August 2019 | September 2019 | October 2019



**Georgia Tech VACATION—SICK LEAVE REQUEST FORM**

This form must be submitted before taking leave.

**Sick Leave Exception:**  
When accident or illness prevents filing a request before using leave, submit this form immediately upon return to work.

PLEASE TYPE OR PRINT

Name: \_\_\_\_\_ Employee ID (FACID#): \_\_\_\_\_ Work Unit/Department: \_\_\_\_\_

I request that I be granted **PAID VACATION OR SICK LEAVE** as follows:

☐ **Vacation Leave** (No documentation required. Simply write in: "Vacation" or "Day Off" in space below.)

☐ **Sick Leave** (No documentation is required for the first 5 consecutive days, unless the manager requests special documentation. For routine use, simply write in: "Doctor Appointment" or "Illness" or "Injury" or "Self-assessment" in space below.)

NOTE: The Board of Regents Policy, a Doctor's certificate is required for Sick Leave use after 5 consecutive days. Contact OHR regarding possible FMLA application.

NOTE: Time taken as Sick Leave (or Paid or Unpaid Leave of Absence) may be credited against Family Medical Leave Act eligibility.

Please grant this leave request as a result of the following circumstances. (Provide appropriate & adequate details.)

Give specific times for each type of leave requested and attach appropriate documentation as noted above.

Type of Leave Requested	Beginning Date and Time	Ending Date and Time
Type of Leave Requested	Beginning Date and Time	Ending Date and Time
Type of Leave Requested	Beginning Date and Time	Ending Date and Time
Type of Leave Requested	Beginning Date and Time	Ending Date and Time

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean, Department Head, AVP or President (if Required): \_\_\_\_\_ Date: \_\_\_\_\_

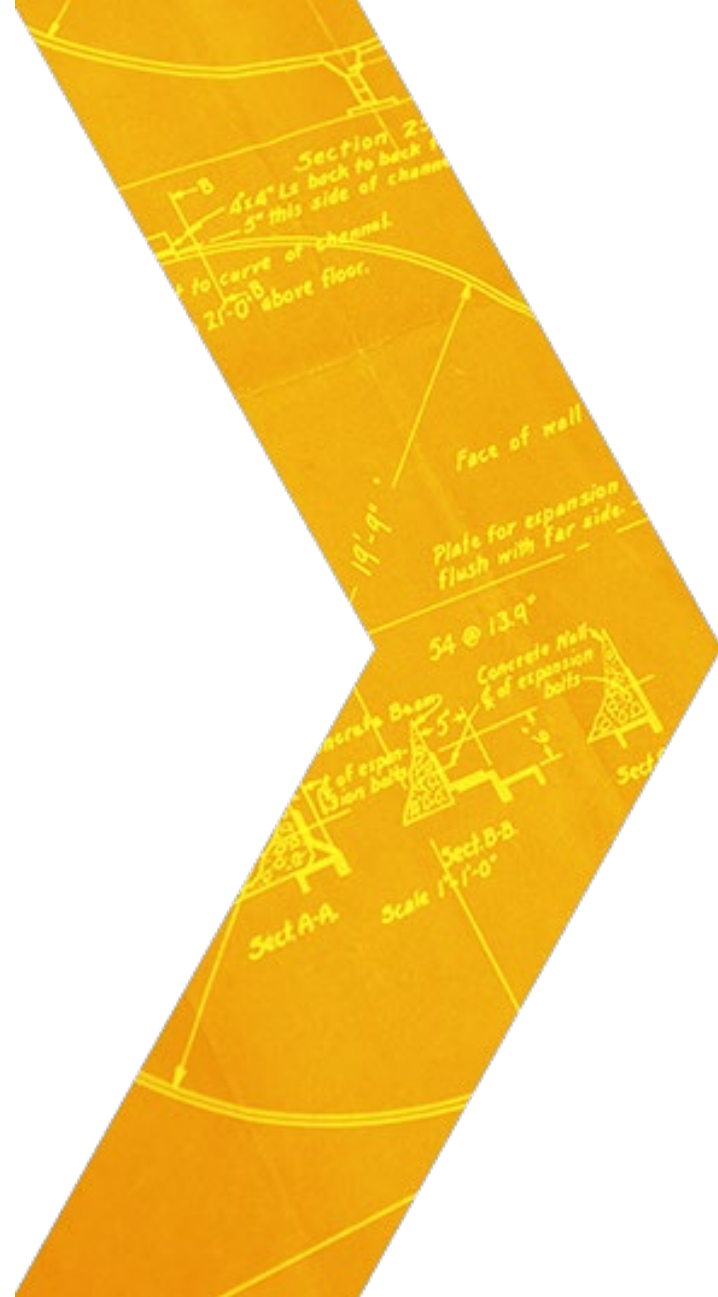
Vacation and Leave Request September 2016

# Recording Time and Absences

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- With OneUSG Connect:
  - All employees request absences through ESS
  - Monthly employees only report time not worked (exception hours)
  - Biweekly employees report their time during a biweekly pay period through one of three ways as determined by department
    1. Kaba punch
    2. Webclock punch
    3. Electronic Timesheet in Time & Labor
  - Managers must approve their employees' timecards by the deadlines
  - Delegation is a function that will be available when managers are out on leave (limited term assignment)

# TIME CLOCKS



# Kaba Clocks

- If you are using a time clock today, it will be replaced by a Kaba clock



1. Scan badge at terminal
2. Select appropriate action icon (e.g., Clock In, Meal Break)
3. View confirmation



Clock In



Meal Break



In  
(Return from  
Meal Break)



Clock Out



Quit Action



# Kaba Clocks





# Kaba Clocks

Confirmations will  
appear after  
transaction



# Important BuzzCard Information



- Employees must have the newer BuzzCard to use the Kaba timeclocks
- Kaba timeclocks do not use GT IDs
  - Punches are recorded with an employee's BuzzCard badge number using RFID technology
- Prior to go-live, timeclock users will need to ensure they have the newer BuzzCard (blue banner at the top)
  - Departments can request a list from BuzzCard Center of all employees still using an older card
  - BuzzCard Center can reissue a new card

# Questions?

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# CLOSING

# Today's Objectives

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- HCM Transformation Program Overview
- Time & Absence
  - Overview
  - Sneak Peek
  - Questions & Answers
- Payroll
  - Overview
  - Understanding Your Paycheck
  - Shared Services
  - Questions & Answers



# Let's stay connected!

Questions or Feedback?

- **Helpdesk Email:**  
[erp.readiness@gatech.edu](mailto:erp.readiness@gatech.edu)
- **Website:**  
<http://transformation.gatech.edu>

