THE ENTERPRISE TRANSFORMATION | HCM

OneUSG Campus Info Session

Student Hiring

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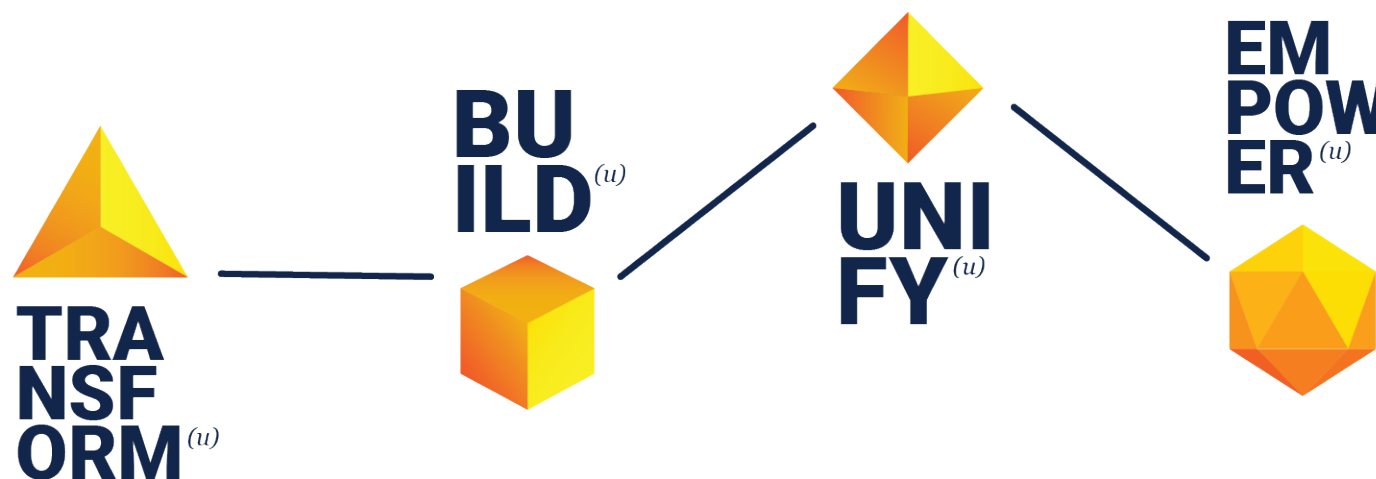
Agenda

- About Info Sessions
- OneUSG Connect Overview
- Current State Student Employment Practices
- Future State Hiring Process
- Grad Student Hiring – Future State Considerations
- Program Updates
- Next Steps
  - Questions & Answers

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Today's Presenters

Kim D Harrington
Chief Human
Resources Officer

Self-Service
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OneUSG Connect

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Organizational
Readiness Lead

Safe Harbor

The information delivered within this presentation was published on 12/17/2019.

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

ABOUT INFO SESSIONS

Campus Info Sessions

- **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

- **WHEN:** May 2019 – February 2020: Each topic will have multiple sessions hosted in various locations on campus including at least one webinar

Info Sessions

- HCM Transformation Overview & Employee Self-Service
- Manager Self-Service & Position Management
- Time & Labor/Absence Management & Payroll
- Security & Approval Workflow
- Commitment Accounting
- Student Hiring
- Careers

Special Topic Webinars

- Faculty Self-Service
- Workforce Administration & Global

Campus Info Session Expectations

- These sessions are *not* training, training will be available 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

ONEUSG CONNECT OVERVIEW

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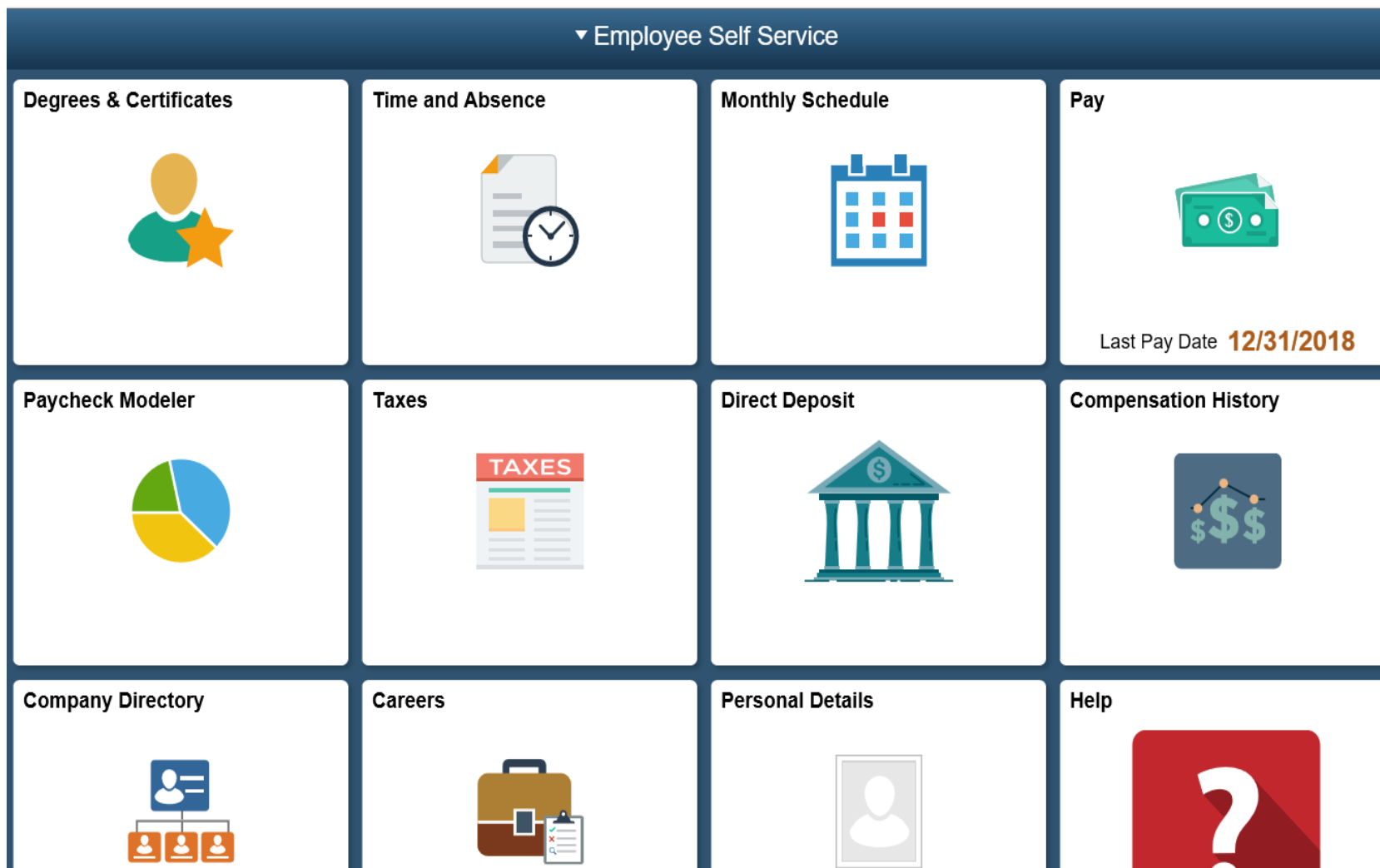
All USG institutions will transition to a **new technology platform**, OneUSG Connect, to manage **human resources activities, benefits, and compensation**

OneUSG Connect Deployment

COHORT 1	COHORT 2	COHORT 3	COHORT 4	COHORT 5	COHORT 6
July 2017	January 2018	April 2018	January 2019	July 2019	Spring 2020

- **Georgia Institute of Technology**

Extended timeline provides additional time to plan for deployment

- Testing
- Establishing security roles
- Troubleshooting approval workflows
- Refining and deploying training

Project Scope

Georgia Tech

OneUSG CONNECT MODULES

Careers

Benefits

Self-Service

Global

Time & Labor / Absence Management

Workforce Administration

Payroll

Commitment Accounting

Faculty Events
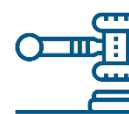
Time Clocks

ADDITIONAL CHANGES

System Approvals

Security Changes

Business Process Changes

Policy Updates

Shared Services for Tier 1 Support

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CURRENT STATE STUDENT EMPLOYMENT PRACTICES

Current State – Overview

Georgia Tech

Georgia Tech Student Hiring Overview: 2018-2019

Undergraduate Students (Student Assistant)	Graduate Students (GRA, GTA, GA)	Both (FWS, Tech Temp)
6,300+ Student Assistants	**4,500+** Graduate Research Assistants, Graduate Teaching Assistants, and Graduate Assistants	**400+** Student Tech Temps and Federal Work Study Student Employees

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Current State – Process
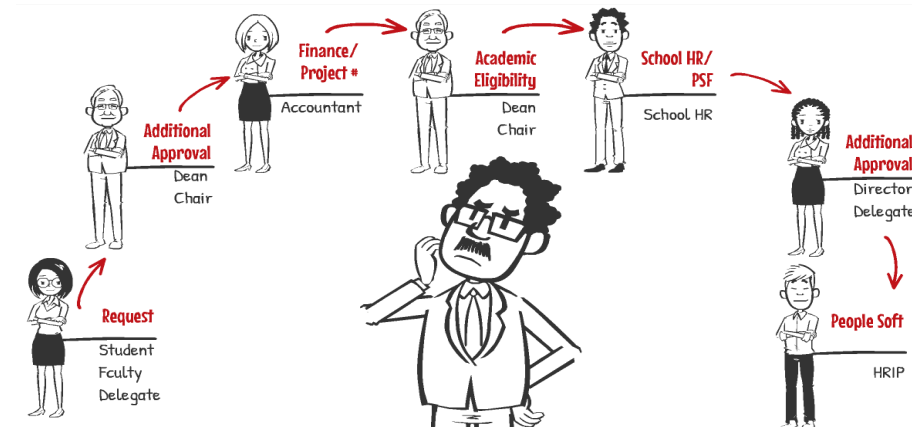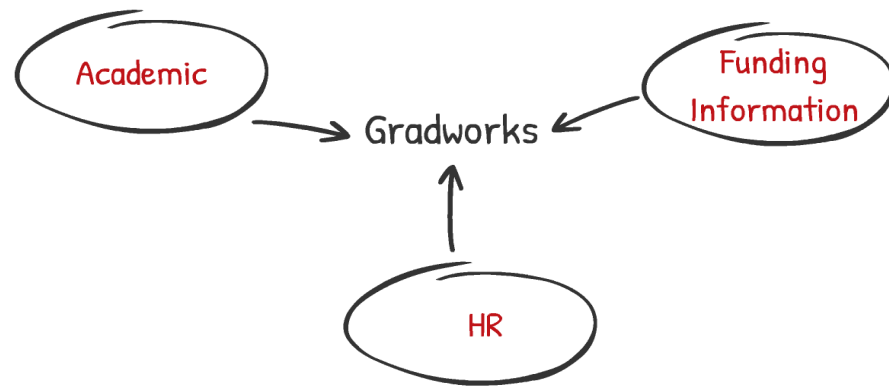
What is the same Institute-wide?

1. Student employees represent a significant percentage of the overall workforce across the Institute

2. Policies applying to student employment practices (although variation may exist across types of student employees)

3. Paper forms used to accomplish business processes (applicable to undergraduates only)

4. Student onboarding provided by GTHR is required before students can begin working

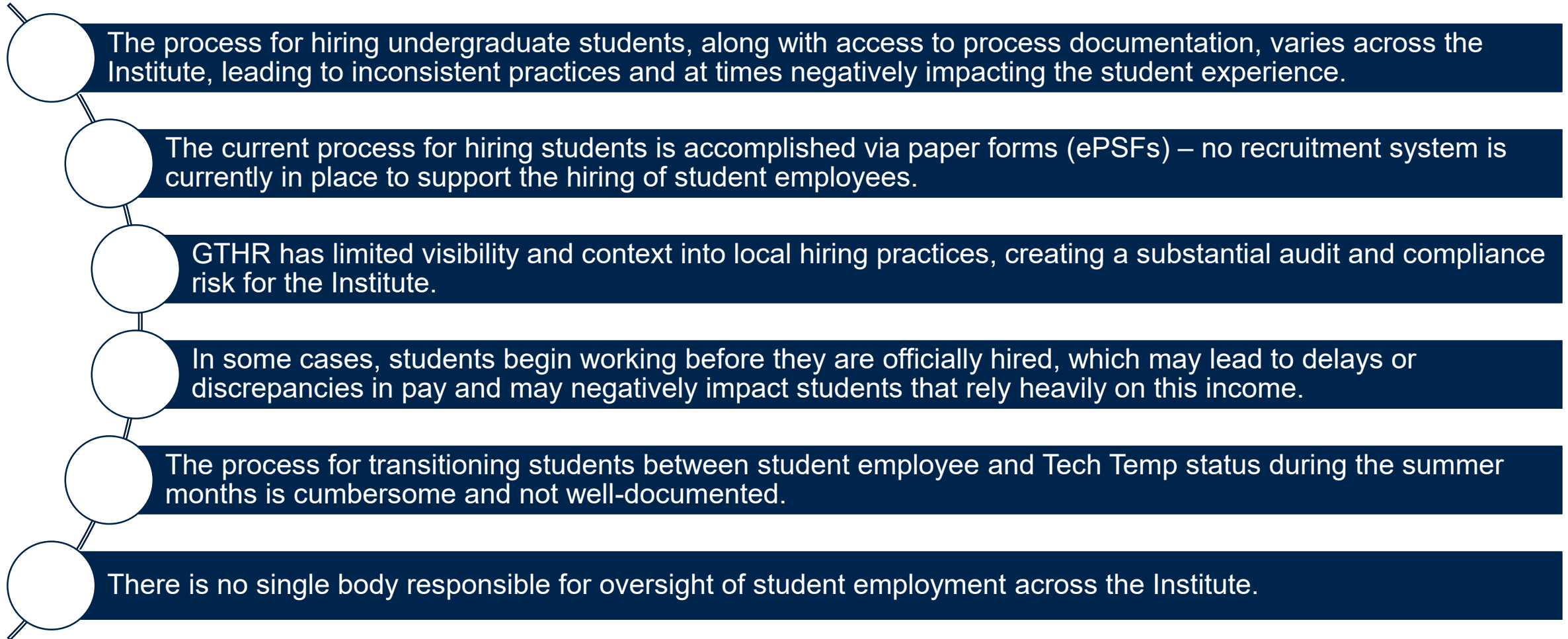## Where do we see process variation?

1. Availability or awareness of process documentation

2. Availability or awareness of training materials directed at student employees

3. Approvals required within the student hiring process

4. Steps and order of operations associated with hiring process

5. The way in which information about available jobs is shared with students

GradWorks – Current State

- Currently, Graduate student hiring at Georgia Tech is initiated and approved through GradWorks
- Within GradWorks, it is routed to a number of stakeholders for approval to ensure complete and compliant graduate student hires
- The data is entered into PeopleSoft by HRIP

Current State - Pain Points

The process for hiring undergraduate students, along with access to process documentation, varies across the Institute, leading to inconsistent practices and at times negatively impacting the student experience.

The current process for hiring students is accomplished via paper forms (ePSFs) – no recruitment system is currently in place to support the hiring of student employees.

GTHR has limited visibility and context into local hiring practices, creating a substantial audit and compliance risk for the Institute.

In some cases, students begin working before they are officially hired, which may lead to delays or discrepancies in pay and may negatively impact students that rely heavily on this income.

The process for transitioning students between student employee and Tech Temp status during the summer months is cumbersome and not well-documented.

There is no single body responsible for oversight of student employment across the Institute.

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FUTURE STATE HIRING PROCESS

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What Steps Are We Taking?

The following pieces will come together to truly transform student employment at Georgia Tech to the benefit of hiring managers and students alike.

Oversight
Development of a central Student Employment Experience team within GTHR will provide strategic oversight for student employment policies and processes.

OneUSG Connect
The implementation of OneUSG Connect will provide the Institute with an electronic process for initiating and approving student employment transactions.

Process Redesign
End-to-end redesign of student employment processes will provide hiring managers with an optimized, standardized, and documented approach.

Policy Revision
Revision of the process of transitioning students to and from Tech Temp status may reduce the administrative activity and ambiguity that is currently experienced.

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Impact of OneUSG Connect

- Any manager with students as direct reports will be provisioned with Manager Self Service and will be responsible for time approval and additional administrative activity
- Students will have individual position numbers in nearly all cases in OneUSG Connect
- Federal Work Study and competitive student hires will initially use an electronic form outside of Careers, and will leverage Careers beginning in January 2021
- Non-competitive student hires will use an electronic form outside of Careers indefinitely

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GRAD STUDENT HIRING
Future State Considerations

Graduate Hiring – Future State

With the move to OneUSG Connect in Spring 2020, there are two main changes for Graduate Hiring:

1. HR and Payroll information will be entered into Manager Self-Service

    *   Academic eligibility, HR and Finance information, will still be entered within GradWorks

    *   Subsequently, HR and finance information, such as hiring information, project number, and funding information, will be entered and altered within MSS
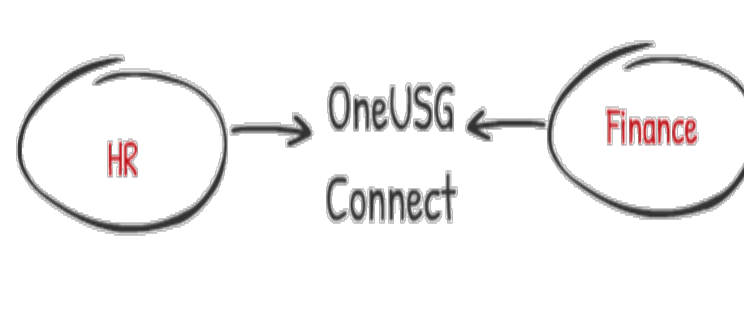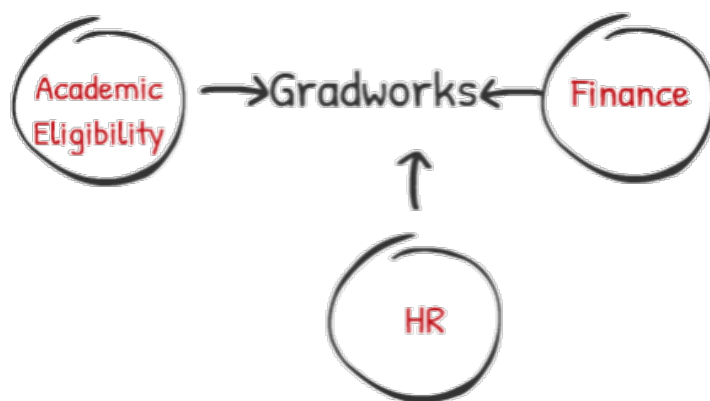
Graduate Hiring – Future State

2. Managers will submit transactions within MSS

- Managers (those with direct reports) will be entering student hiring information via Manager Self-Service

  - ePSF will no longer exist

- Managers will also address funding information in OneUSG, through Position Management, which is also available in MSS

Add/Change Position Funding

Add/Change Position Funding functionality allows Managers to associate funding with a position, or update funding associated with the position.
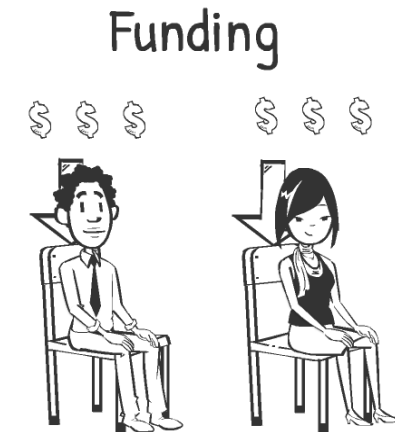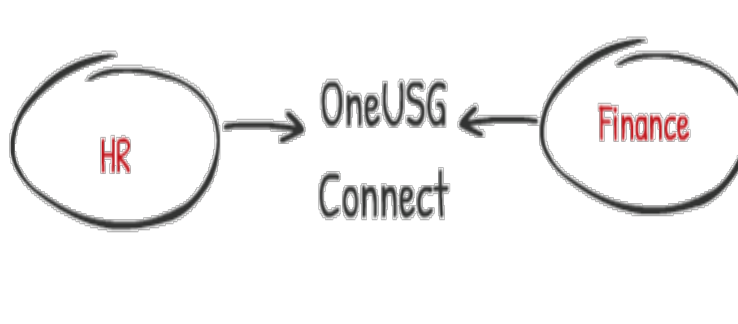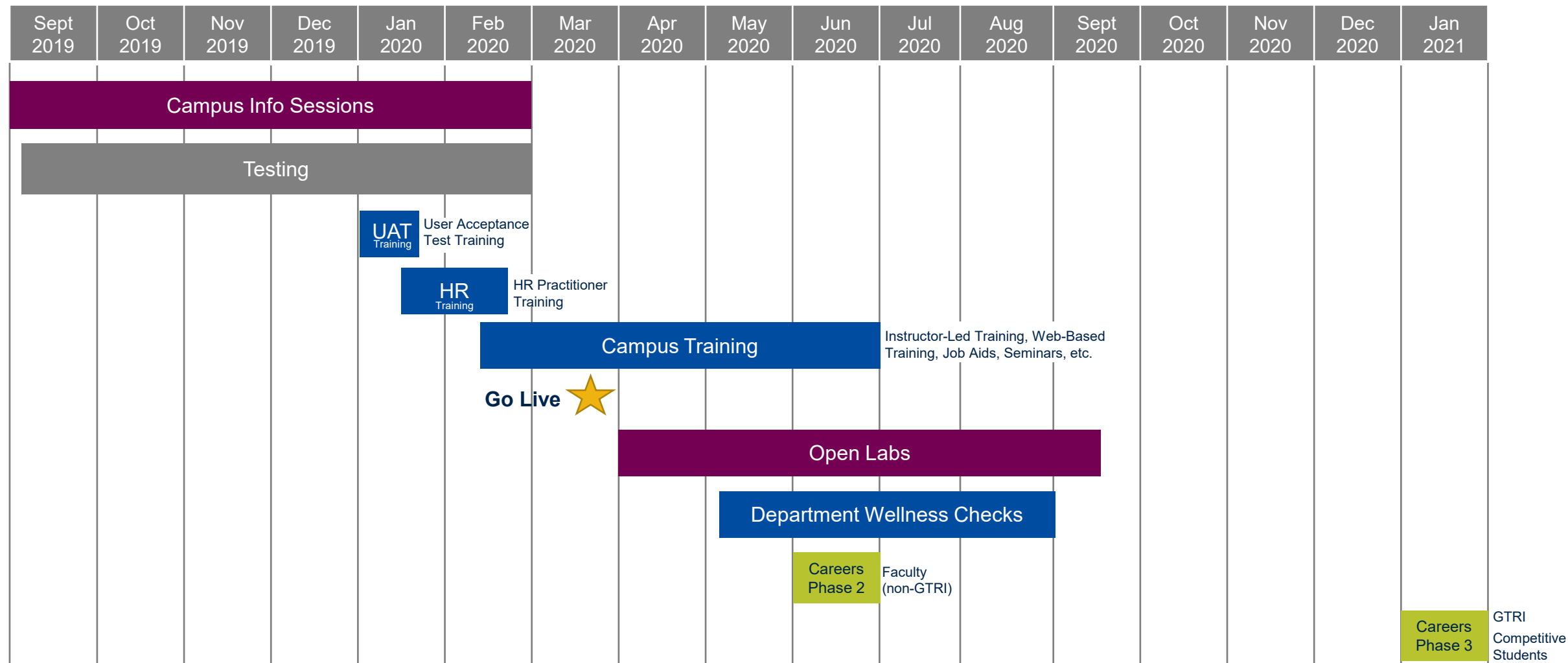
Provisioned Role

Those without direct reports can be provisioned with a user role that allows them to perform this transactional work on behalf of the Manager if approved by Georgia Tech HR.

PROGRAM UPDATES

Georgia Tech

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OneUSG Connect Deployment

Georgia Tech

| Sept 2019 | Oct 2019 | Nov 2019 | Dec 2019 | Jan 2020 | Feb 2020 | Mar 2020 | Apr 2020 | May 2020 | Jun 2020 | Jul 2020 | Aug 2020 | Sept 2020 | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 |

Campus Info Sessions

Testing

UAT Training — User Acceptance Test Training

HR Training — HR Practitioner Training

Campus Training — Instructor-Led Training, Web-Based Training, Job Aids, Seminars, etc.

Go Live ⭐

Open Labs

Department Wellness Checks

Careers Phase 2 — Faculty (non-GTRI)

Careers Phase 3 — GTRI Competitive Students

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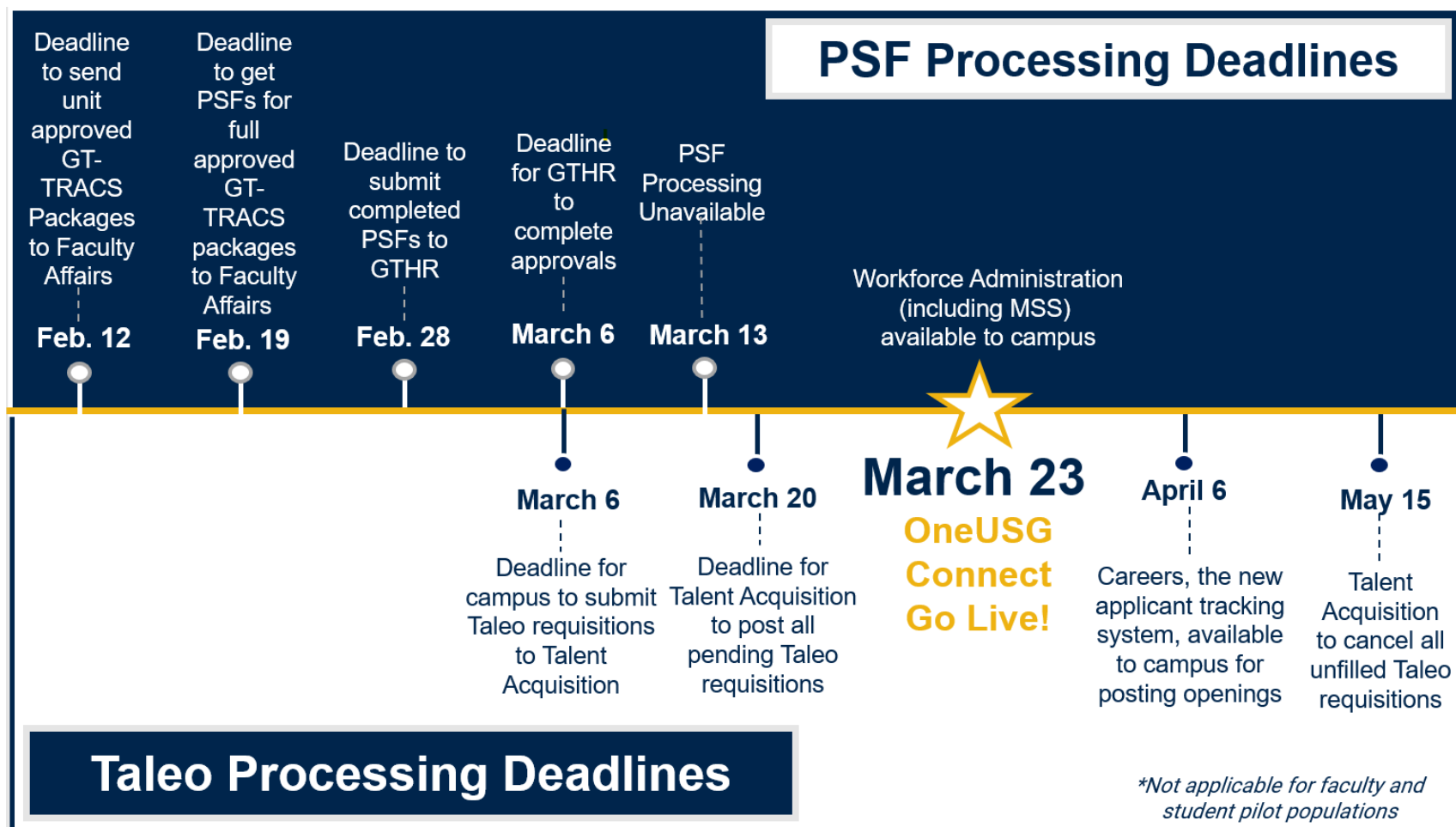
Transition to Careers

Georgia Tech

- The Careers module, an Applicant Tracking System (ATS) for competitive openings, will be implemented in phases
- Recruitment transition details (for Staff, Tech Temp, and Faculty pilot populations) and Hiring Blackout period (for all employees) have been established

Phase I – Spring 2020

Staff, Tech Temps, Faculty pilot units (President/Provost/EVPR & College of Computing)

Phase II – Summer 2020

Academic Faculty, Research Faculty (non-GTRI)

Phase III – January 2021

Students, GTRI (Research Faculty & Students)

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Careers - Phased Implementations

Position Type	Implementation		
	Phase 1 - Spring 2020	Phase 2 – Summer 2020	Phase 3 - January 2021
Staff (all)	Careers		
Tech Temps (all)	Careers		
Faculty (full-time) (non-GTRI)	Direct Hire	Careers	
GTRI (research faculty & students)	Direct Hire		Careers
Federal Work-Study	Direct Hire		Careers
Competitive student (e.g., CRC)	Direct Hire		Careers
Noncompetitive student (e.g., GRA)	Direct Hire		
Part-time & limited term faculty	Direct Hire		
Rehired Retirees (RBW)	Direct Hire		
Affiliates	Direct Hire		

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Recruiting and Hiring Deadlines

PSF Processing Deadlines

Deadline to send unit approved GT-TRACS Packages to Faculty Affairs
Feb. 12

Deadline to get PSFs for full approved GT-TRACS packages to Faculty Affairs
Feb. 19

Deadline to submit completed PSFs to GTHR
Feb. 28

Deadline for GTHR to complete approvals
March 6

PSF Processing Unavailable
March 13

Workforce Administration (including MSS) available to campus

March 6
Deadline for campus to submit Taleo requisitions to Talent Acquisition

March 20
Deadline for Talent Acquisition to post all pending Taleo requisitions

March 23
OneUSG Connect Go Live!

April 6
Careers, the new applicant tracking system, available to campus for posting openings

May 15
Talent Acquisition to cancel all unfilled Taleo requisitions

Taleo Processing Deadlines

*Not applicable for faculty and student pilot populations

NEXT STEPS

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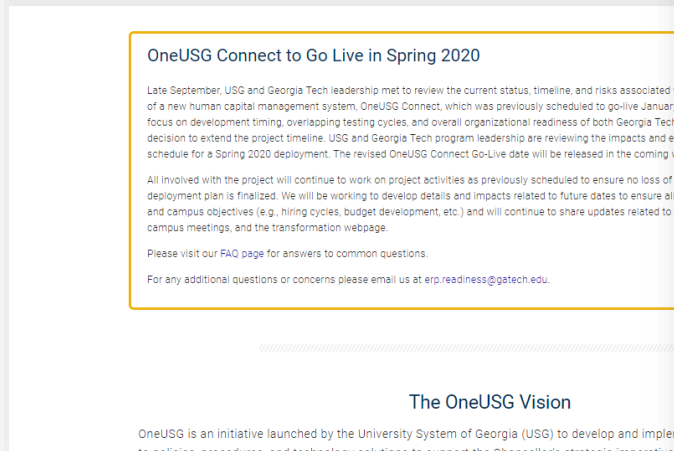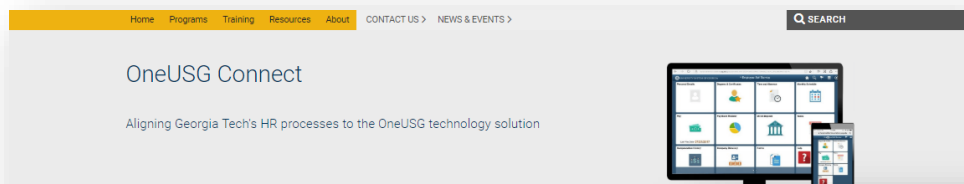
Training

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.
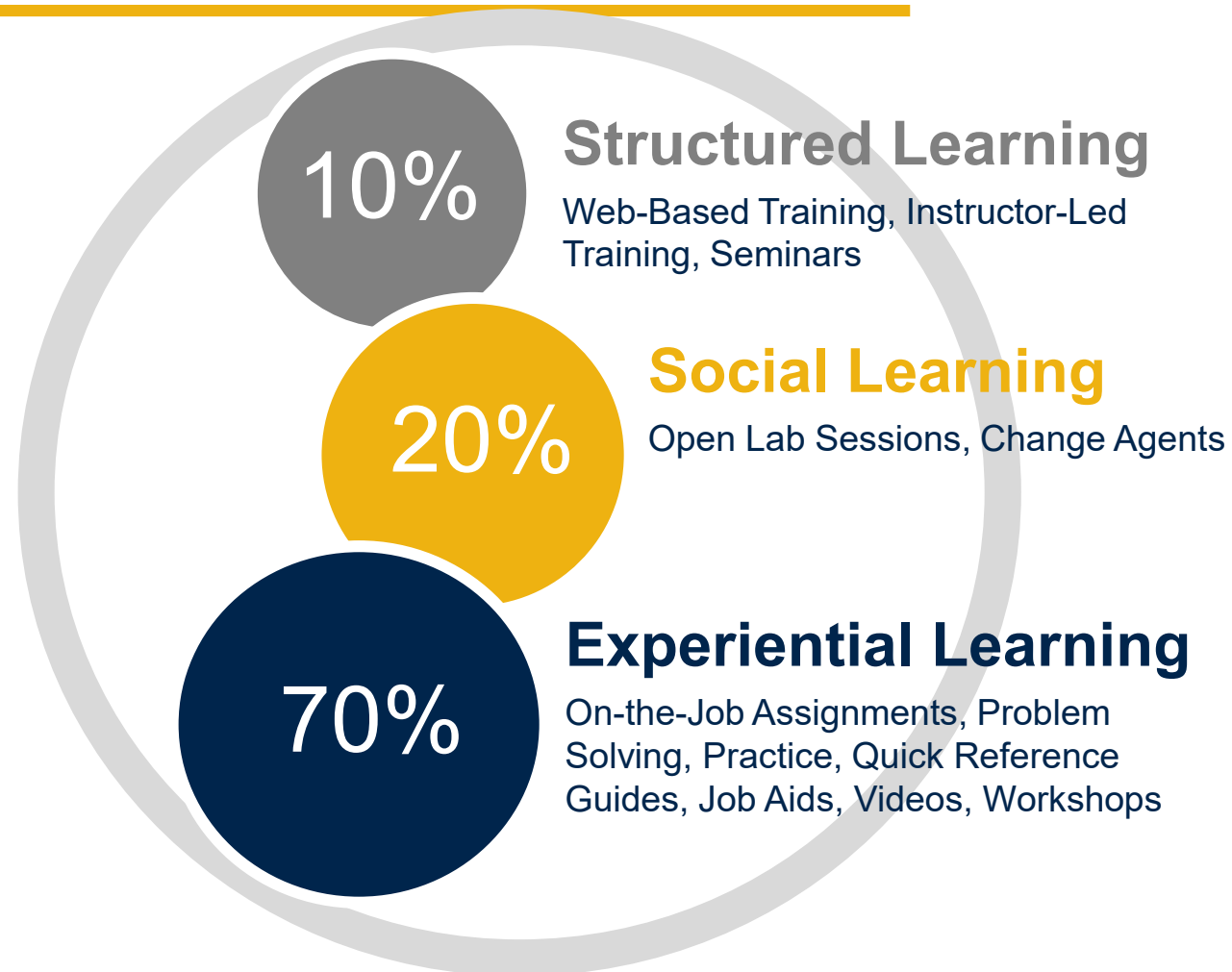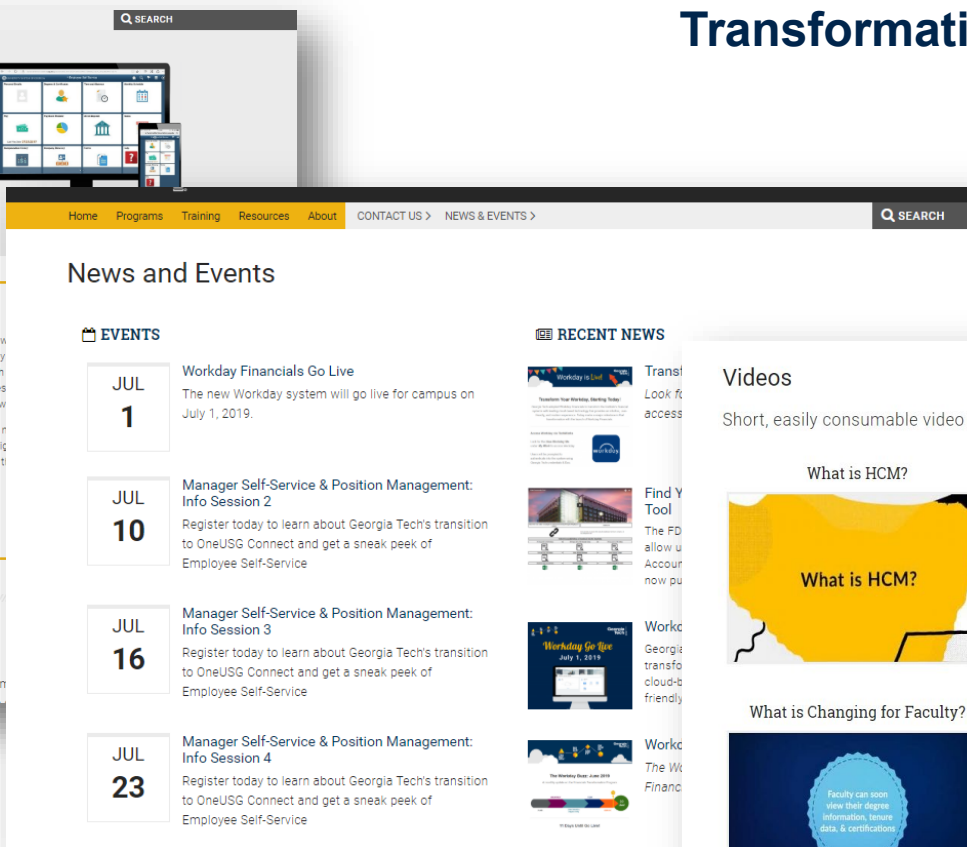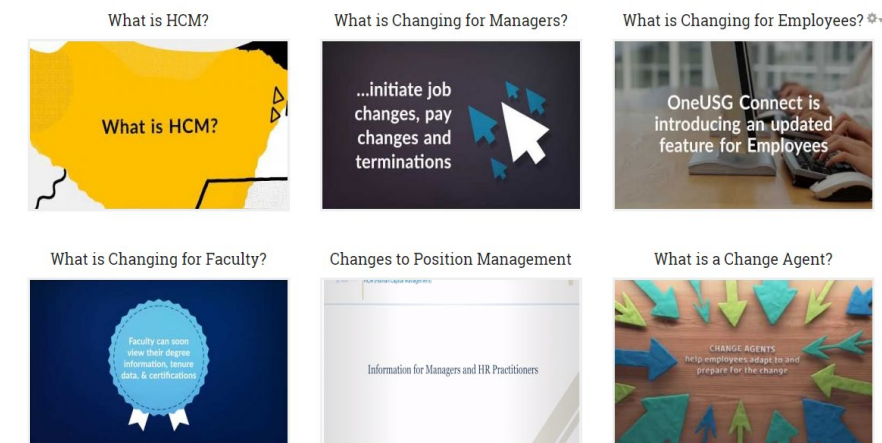
10% **Structured Learning**
Web-Based Training, Instructor-Led Training, Seminars

20% **Social Learning**
Open Lab Sessions, Change Agents

70% **Experiential Learning**
On-the-Job Assignments, Problem Solving, Practice, Quick Reference Guides, Job Aids, Videos, Workshops

Website

Transformation.gatech.edu/hcm

How to Prepare for OneUSG Connect

Georgia Tech

Timeframe	Recommended Action

Now (Ongoing)	• Visit project website: transformation.gatech.edu/hcm-resources
	   ○ View recorded webinars
	      ■ Manager Self-Service
	      ■ Employee Self-Service
	      ■ Time & Labor/Absence Management and Payroll
	      ■ Role-based Access and Approval Workflow

Now through February	• Attend Campus Info Sessions and Special Topic Webinars
Now through Spring 2020	• Review connecTECH newsletters
Now through Spring 2020	• Reach out to your change agent

Late Fall through Spring 2020	• Attend training
	   • Initial training sessions will focus on policy and process changes
	   • System training will be conducted in Spring 2020

Questions or Comments? Email: erp.readiness@gatech.edu

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RECAP AND Q&A

Today's Objectives

- About Info Sessions
- OneUSG Transformation Program Overview
  - OneUSG Connect Scope
- Student Hiring
  - Current State
  - Future State
- Program Updates
- Next Steps
  - User Acceptance Testing
  - Training
- Questions & Answers

Q&A

Let's stay connected!

Questions or Feedback?

- **Helpdesk Email:**
  erp.readiness@gatech.edu

- **Website:**
  http://transformation.gatech.edu